City of Bothell

2013 - 2014 Biennial Budget
Bothell, Washington

City of Bothell™

City of Bothell Biennial Budget 2013-2014

Prepared by the City of Bothell
Finance Department
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Bothell, WA 98011

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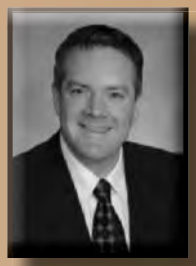
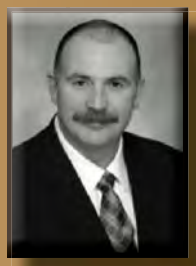
City of Bothell
Elected Officials

Deputy Mayor
Joshua Freed



Andy Rheaume

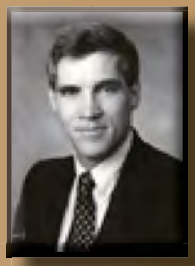


Del Spivey

MAYOR
Mark Lamb

Bill Evans

Tom Agnew



Patrick Ewing

Executive Staff

City Manager	Robert S. Stowe
Deputy City Manager	Steve Anderson
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Finance Director	Tami Schackman
Human Resources Director	Jamie Marsden
City Attorney	Joe Beck
Community Development Director	Bill Wiselogle
Fire Chief	Bob VanHorne
Police Chief	Carol Cummings
Public Works Director	Erin Leonhart

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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Washington

For the Biennium Beginning

January 1, 2011

President Executive Director

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City of Bothell™

Introduction

January 1, 2013

Honorable Mayor and City Council
City of Bothell, Washington

I am pleased to submit the 2013-2014 Biennial Budget. This budget supports the continuation of the themes established in the 2011-2012 Budget.

The 2013-2014 Budget proposal was submitted to Council on October 30, 2012. Study sessions were held on October 30 and November 13, 2012. In addition, a public hearing was held on November 20, 2012. Based on Council review, discussions and public testimony, Council adopted the 2013-2014 Budget on December 11, 2012.

"Our ability to expand and contract spending based upon the economic environment is essential for the City's long-term sustainability."

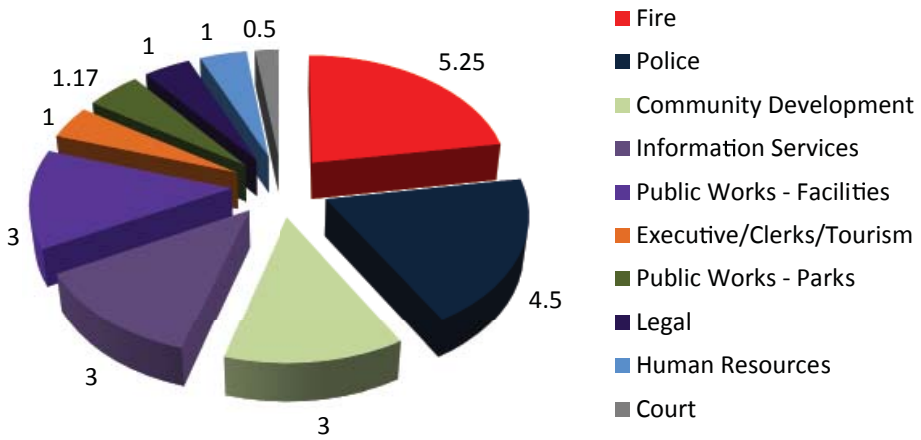
We have many accomplishments to be proud of in Bothell, and we have an exciting future ahead. The City has exercised fiscal discipline and used creativity, innovation, and a strong commitment to efficiency to maintain our service-levels in the face of significant revenue shortfalls.

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

I am proud of the City's ability to continue to provide a stable level of services despite escalating prices and multiple years of declining revenues associated with the Great Recession and its slow recovery. Maintaining quality services requires a commitment to continually realign our expenses against available revenues. During these turbulent economic times, the City accomplished what few have done by continuing to provide quality services without the need for layoffs, furloughs, or draconian cuts in services. I look to the 2013-2014 biennium with confidence and optimism that the City will continue to be successful in addressing the challenges that lie ahead in a recovering economy. The 2013-2014 Budget period will again require the fiscal discipline needed to continuously reset our expenditure base within projected revenues.

In this new economic era, balancing the budget is no longer a matter of determining what services we want to provide, but rather what services we can afford to provide. Our expenditures continue to rise faster than our revenues, despite recent actions by the Council to raise revenue and implementation of employee benefit reductions. Because we are a service business, personnel costs (including employee cost of living adjustments planned during 2013 and 2014) make up approximately 84 percent of General Fund spending and our maintenance and operating budgets are already diminished and strained.

Positions Added Between 2005-2012



Our ability to expand and contract spending based upon the economic environment is essential for the City's long-term sustainability. From 2005 through 2012, during better economic times, we appropriately responded to service demands by adding 23.42 full-time equivalent General Fund staff (see chart below).

To respond to today's fiscal realities and persevere amid the nation's long-standing sluggish economic environment, a reduction in staff positions and service delivery is necessary. The reduction in the City's workforce, coupled with the staff's efforts to generate cost efficiencies help create more sustainable operations while preserving critical programs and levels of service. Below are the key elements associated with the 2013-2014 Budget:

Key Elements of the 2013-2014 Budget

- No lay-off of existing personnel in year 2013;
- the budget plan does not fill six currently vacant positions: Fire - 2 Firefighter positions and 1 Administrative Assistant Community Risk Reduction position; Police - 1 Police Officer position and 1 Office of Professional Standards Administrative Assistant position; and, City Manager's Office – 1 Public Information Officer position. The Deputy City Manager position is also not funded in 2014;

- the budget relies upon the City's ability to collect emergency medical transport fees within the boundaries of Snohomish County Fire District 10 to which we currently provide fire protection and emergency medical services via a contract for service;
- the budget plan relies upon a one percent property tax levy increase in 2013 and in 2014, which is subject to Council approval; and,
- finally, the proposed budget requires and includes employee benefit reductions identified in 2012 to be implemented by the remaining represented employees (as part of negotiated collective bargaining agreements).

Although I am pleased that we will be able to retain all existing personnel thru 2013, my appreciation for this outcome is with the acknowledgement that this proposal relies on employee benefit reductions identified in early 2012 being fully implemented at the start of 2013. During 2012, the City Council approved and the City implemented employee benefit reductions for non-represented employees and successfully negotiated similar benefit reductions with the American Federation of State, County, and Municipal Employees labor group.

"...I am optimistic and pleased in our collective ability to respond to the economic challenges ahead and with the opportunity to retain what I believe to be the City's greatest asset - its employees."

Similar benefit reductions have been requested from the City's remaining collective bargaining groups. It is important to note that all the employee benefit reductions are being pursued within current market conditions so that the City remains competitive and provides a fair compensation to all employees. The reductions (approximately $660,000) from the remaining three bargaining groups (police officers/sergeants, police captains, and fire fighters) are necessary to balance the 2013-2014 Budget and create a sustainable fiscal situation for the City and its taxpayers.

Furthermore, the 2013-2014 Budget depends on the following two new sources of revenue: (i) one percent property tax levy increase projected to provide approximately $276,000; and, (ii) the ability to charge transport fees for emergency medical services in Fire District 10 in the same manner as charged throughout the City today, which is expected to provide approximately $200,000.

Even with these caveats, I am optimistic in our collective ability to respond to the economic challenges ahead and with the opportunity to retain what I believe to be the City's greatest asset - its employees.

The City has established a great track record, which includes such actions as:

- consistent levels of quality services and programs for Bothell citizens;
- strategic financial and resource management without an increase in the City's property tax levy from 2007 through 2012;
- award winning Capital Facilities Plan; and,
- eleven years without an audit finding from the State Auditor's Office.

I developed this budget based on Council's Budget Focus Areas and Desired Outcomes, as well as the City's 2013-2019 Capital Facilities Plan. 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 clearer understanding of the services the City is providing in 2013-2014.

"These improvements, according to economic studies, will leverage $650 million in private investment."

Downtown Transformation

Many know the story, but it is worth telling again: Residents, businesses and government came together in 2005 to envision Bothell's future and, from that, a comprehensive vision was developed for Bothell's downtown area.

To date, the City has invested over $90 million in vital capital projects as part of a $150 million program of planned infrastructure improvements. These improvements, according to economic studies, will leverage $650 million in private investment. Already we are proud to boast over $200 million in private investment planned for Downtown in the next several years. Bothell's downtown revitalization is expected to generate 8,400 temporary construction jobs and nearly 1,400 permanent family wage jobs in the downtown district alone. We are implementing the largest municipally-led downtown revitalization project in Washington State and have garnered national attention.

Earlier this year, a significant downtown revitalization project was completed. The Wayne Curve project on SR 522 broke ground in April 2010, and work was finished in early 2012. When ground was broken on the Wayne Curve project, Bothell also started the single largest capital investment in our City's history by realigning SR-522 to the south. This project, named appropriately the Crossroads, is where SR 522 meets at a junction with Bothell's Main Street and where currently there is construction activity in front of the Park at Bothell Landing.

The project includes building a new section of the Bothell-Everett Highway to extend it to a new connection with SR 522 a block south of where it currently cuts through downtown. This project decouples SR 522 from Main Street and allows the Park at Bothell Landing to become a prominent feature of our Downtown. In addition to improving mobility and safety, the realignment of SR 522 will create two new downtown blocks. The projected $54.8 million Crossroads project is fully funded. Funding sources include City funds, grants, the Local Infrastructure Financing Tool (LIFT) program and Brightwater mitigation funds. Elements of the work started in 2010 with demolition and soil preparation while the final phase of the project was delayed a construction season due to environmental permitting issues. Final construction of the Crossroads resumed in the summer of 2012 and will be completed in mid-2014.

"Most exciting are plans which are continuing to move forward with McMenamins to transform the historic Anderson Building into a 70-room hotel."

Most exciting are plans which are continuing to move forward with McMenamins to transform the historic Anderson Building into a 70-room hotel. The hotel and associated buildings will include a restaurant, brewpub, movie theater, and live music entertainment venue. unique element of the agreement with McMenamins provides free use of the former Northshore Pool for Bothell citizens for a period of 15 years. None of this would have been possible if the City had not taken the bold actions necessary to purchase the Northshore School District property. The acquisition further provides the land required to accommodate the future expansion of the Bothell-Everett Highway to develop as a multiway boulevard, and make way for the possible extension of the City street system into the 18-acre site to ensure there is an adequate street circulation system for downtown revitalization. McMenamins is on schedule to start construction in the summer of 2013 and open the following year. The McMenamin brothers are as excited as we are to see this project come to life.

Another exciting part of the downtown redevelopment is the interest it has stimulated in the private development community. Over the past two years, several parcels changed hands and developers are planning to add hundreds of for-sale and for-rent residential units of a variety of types in the next few years.

Adjacent to the Anderson Building property are other City land parcels which are in the works for redeveloping as well. The City recently sold property known as Lot K (former Rickett's Building site) to Main Street Property Group, LLC, who will develop the site into 150 for-rent housing units over retail along the Boulevard. The City is also soliciting

interest and is in discussion with developers regarding the two remaining lots of the Northshore School District assemblage, called Lot O and Lot L.

At the center of downtown is the new City Hall at City Center. This new project encompasses the entire block where City Hall currently sits. As the heart of the downtown, the City Center block will accommodate more than just needed energy efficient civic facilities on the site. The site will also include commercial pads to enliven the space. City Center will showcase at a micro level, the community's active and pedestrian friendly vision for its downtown, and include high quality outdoor gathering spaces and indoor community rooms. This block serves as a key connector linking the historic Main Street area with future development along and across the Bothell-Everett Highway, including the historic Anderson Building which will be operated and preserved by McMenamins.

"City Center will showcase at a micro level, the community's active and pedestrian friendly vision for its downtown, and include high quality outdoor gatherings spaces and indoor community rooms."

Last year, the City Council evaluated and supported design plans associated with a new City Hall as a key part of a larger City Center block development. Due to other significant capital projects currently under construction and the slow economic recovery, the construction of a new City Hall is proceeding in a more conservative phased approach. Phase 1 consists of activities to prepare the site for future construction and will be completed by spring 2013. Specifically, this phase relocates onsite private utilities and establishes temporary and new power facilities, removes five buildings not in use, and establishes temporary parking for employees away from the current lot. Phase 2 includes the actual construction of a new facility by a developer agreement to construct the City Hall and associated parking needs under a guaranteed maximum price (GMP) scenario. The Council is not required to make a final decision concerning the GMP until Phase 1 is concluded, thus allowing additional time for our local economy to recover. Phase 2 is not authorized to commence until all funding sources are identified, secured, and appropriated and is not authorized in excess of adopted funding resources. The 2013-2014 Budget and the City's 2013-2019 Capital Facilities Plan supports Phases 1 & 2, subject to a number of financial actions occurring prior to a commitment to construct a new facility. Over the course of 2013, we will have further discussions with the City Council and the community about the City Hall project.

There are additional opportunities for development on other city parcels, as well. When the Bothell-Everett Highway is extended one block south, it will provide more blocks for development. Those properties will be offered for sale in early 2013 and will then be

available for construction in 2014. Property will also be available on the site of the Dawson Building after it is vacated when the new City Hall is completed. These developments will bring the community's vision to life with residential housing, retail, civic, office and entertainment integrated to create a vibrant, walkable downtown experience.

The City is devoting significant resources to implement the community's vision of a revitalized downtown. This vision will not only create jobs and new economic opportunities, it will create a sense of place and commons for family and friends to enjoy.

Research Scholar David Wallace published a study on Bothell in 2011 titled, "Vision, Leadership, Commitment, Flexibility and Experience – A Model Public-Private Partnership." In it, he detailed the work we have done as a community to arrive at the place where we are today. He said that the **"city's leadership was bold, committed and unwavering."**

"Few cities have transformed their communities from dream to reality."

Few cities have transformed their communities from dream to reality. Look around and you can easily find examples of cities unable to rally together to move forward during a recession, even though it is actually the time when pushing forward is needed most. When a city government can move forward during uncertain times, labor and resources are less expensive and taxpayers benefit from the lower costs and those who need jobs benefit.

Our collective achievements demonstrate the power of a community's dream to motivate people to action. When Bothell first started on its revitalization dream, many believed that the plans we were attempting to implement would never get off the ground in terms of gathering community support, let alone finding a way to fund nearly $90 million in investments today. We have more work to do to fulfill the promise of our community's dreams, but the efforts of our recent past have propelled us forward to begin construction on many exciting projects.

King County Annexations

For the past two years the City has been preparing to implement nine proposed King County annexations via interlocal agreement, expected to be considered by the Bothell Council prior to the end of the 2012. In the event the proposed King County annexations

occur, we anticipate adding staff which are fully supported by revenues generated within the proposed annexation areas.

The timeline for the King County annexations is not entirely up to the City of Bothell as the King County Council needs to execute an interlocal agreement with the City before the Council can adopt an ordinance approving the annexations. As required by state law for this method of annexation, the City is also negotiating with Fire District 16 (Northshore Fire Department) and Fire District 36 (Woodinville Fire and Life Safety) to be part of the annexation interlocal agreement. If these negotiations are successful and FD 16 and 36 sign the interlocal agreement, the annexations would go into effect automatically on the effective date set in the adopting ordinance.

"Because of the vast uncertainties that surround annexation, the 2013-2014 Budget does not include revenues and expenditures relating to the City's potential annexation areas within King County."

If one or both of the districts do not approve the interlocal, the City and County may still proceed to execution of the agreement, and the City Council may still adopt the annexation ordinance. Under this scenario, there would be a 45-day waiting period during which a referendum petition could be submitted seeking an election in any of the annexation areas. A valid petition for this purpose would need to be signed by voters representing at least 10 percent of the votes cast in the last election within the particular annexation being opposed.

If a valid petition were submitted, a special election would be scheduled. The particular annexation(s) would be overturned, if a majority of the votes cast in the election were against annexation.

Because of the vast uncertainties that surround annexation, the 2013-2014 Budget does not include revenues and expenditures relating to the City's potential annexation areas within King County. If and when the potential annexations advance towards formal approval and implementation, a budget amendment would need to be considered.

Budget Process

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

Washington State law requires the City to adopt a balanced budget. Appropriations are therefore limited to the total estimated revenues for the upcoming biennium, plus any unencumbered fund balance estimated to be available at the close of the 2011-2012 fiscal biennium. In addition, State law requires that the Finance Director provide quarterly revenue and expenditure budget updates to the City Council. The Financial Policies and Goals used to develop the City's 2013-2014 Budget are detailed in Appendix B.

The Great Recession and its slow recovery have created a significant challenge and required cities across the nation to reset their expenses against the realities of a new and different economy. In addition to these challenges, our bottom line was diminished by the loss of two important revenue sources, which are unrelated to the economic recession.

"...the 2013-2014 Budget reduces the City's workforce by seven positions from those supported in the 2011-2012 Budget."

These two sources amount to a total loss of over $1 million annually. One of these sources was a streetlight fee of approximately $20 per household that was eliminated in 2010 and the other was a broadband utility tax that was previously collected by utility providers and then paid to cities. Less revenue and climbing expenses caused the need to draw upon the City's General Fund reserve of $1.5 million in 2011. In 2012, the revenue and expense gap grew to $1.8 million and we implemented the following plan: (i) reduce employee benefits; (ii) not fill several vacant positions; and, (iii) initiate collection of Motor Vehicle Accident fees, and increase Emergency Medical Service transport and business license fees. The overarching consideration for these actions was to pursue a 50/50 split between expenditure reduction and revenue replacement to minimize the need to increase taxation.

In June, Department Directors were asked to submit their budget requests in recognition of the City Budget Focus Areas and Desired Outcomes along with directives to not exceed their 2011-2012 budgeted expenses. Preliminary department budget requests were compiled and submitted for my review in August.

During the months of August and September, I worked with the department directors to refine and reduce expenditure requests in recognition of a nearly $3 million projected gap between revenues and expenses for 2013-2014. As a result, the 2013-2014 Budget reduces the City's workforce by seven positions from those supported in the 2011-2012 Budget. This reduction in personnel will require a new service delivery model to account for fewer positions performing work. It was also necessary to further adjust non-personnel related expenses to create a balance between revenues and expenses. Listed below

are some of the more notable services and expenses that have been removed from the 2013-2014 Budget. Readers are encouraged to review each Department's individual work programs and budget highlight sections to gain a more comprehensive understanding of services provided and which services have been modified or reduced from prior budgets.

Police & Fire Operations and Administration ($943,356) - In the 2011-2012 Budget, the City provided two School Resource Officers (SRO) as part of an interlocal agreement with the Northshore School District – one assigned to Bothell High school and one shared between our two junior high schools. To mitigate service impacts from the loss of one vacant police officer position from the 2013-2014 budget, one of the SRO's will be reassigned to patrol. Scaling back the SRO program reduces the daily presence of police working proactively to handle law enforcement issues that arise on school campuses. Incidents occurring on school property, where an SRO is not present, will be dispatched to officers responding from the City's patrol division.

Additionally, the 2013-2014 Budget does not include funding for the Administrative Assistant position within the Office of Professional Standards (OPS). This position was created in 2012 but was never filled. The elimination of this position will impact the updating of Department policies and procedures, internal investigations, audits, and background investigations. The 2013-2014 Budget partially mitigates the removal of the OPS position by providing additional administrative assistance (.25 FTE) to a current administrative assistant to fulfill some of the OPS administrative duties.

The Fire Department will lose two vacant Firefighter positions. The elimination of one firefighter will prohibit the Department from staffing the second firefighter/inspector position within the Community Risk Reduction (CRR) division. This situation is partially mitigated by reassigning existing staff to perform these duties although a delay in plans reviews and construction inspections may occur. The reduction of the second vacant firefighter position has the potential to increase overtime, if firefighter personnel have unplanned or unexpected leaves of absences.

In addition, the 2013-2014 Budget does not contain funding for a vacant Administrative Assistant CRR position. As a result, phone coverage, front counter assistance, and administrative duties from this position will be reassigned among existing positions. To further mitigate service impacts, an existing Fire Administrative Assistant position will work in CRR one day per week.

Administrative Services ($371,951) - The loss of the Public Information Officer (PIO) position in 2013 and 2014, along with the Deputy City Manager (DCM) position in 2014, will require that duties performed by these positions will be partially performed by

remaining staff within the Executive Department. Some PIO duties will be supported by consultant expenses ($72,000 over the biennium) while others will be handled by other City staff. The net impact will be less information distributed to the community in a proactive manner. The lack of funding for the DCM will mean that the supervisory responsibilities and general leadership role provided to the City's operating departments will be reassigned, likely reducing both the strategic and downtown revitalization role provided by the City Manager while also reducing the general oversight and leadership role currently provided by the Deputy City Manager.

Community Events ($18,400) – The reductions in the 2013-2014 Budget include suspension of the City-sponsored Riverfest event and the Community Egg Hunt. Riverfest showcases the following: (i) City Show & Tell - where City departments share displays and provide an opportunity for citizens to learn about the services offered; (ii) Craft & Merchant's Market - which is coordinated by the Chamber of Commerce and includes a mix of crafters from within and outside the community, as well as vendors primarily from the Chamber membership that sell a variety of wares. This event has historically served as a fundraiser for the Chamber of Commerce who sells booth space to vendors and crafters; (iii) Hobby & Volunteer Expo - where City Recreation staff contact service providers that offer opportunities for residents to learn about a new hobby or volunteer opportunities in the community; and, (iv) Car Show – Brooks Biddle has coordinated for the past 3 years. In addition, the City has provided free inflatable amusements for kids.

The Egg Hunt was originally started in partnership with the YMCA and the City. The YMCA brings a much larger contingency of staff and volunteers than the City whose role has been to provide fields and two staff members to help set-up. This event could be turned over to the YMCA with the City as a supporter - providing the fields at no charge as well as being listed on their promotional materials as a supporter.

Parks Maintenance ($37,000) – Reductions in the 2013-2014 Budget include reduced irrigation at certain park facilities and most passive recreation areas which will cause the grass to turn brown and go dormant during the summer months.

Planning Commission Compensation ($54,706) - The 2013-2014 Budget does not include pay for Planning Commissioners. Bothell Municipal Code Section 2.52.040 provides the following related to Planning Commission Compensation:

> ***2.52.040 Compensation and reimbursement***
> *Effective January 1, 1978, members of the planning commission shall receive such compensation as shall be established by the city council, if any, in the annual budget for the city. In addition, commission members shall be reimbursed for*

expenses incurred in connection with official duties as provided in the ordinances and resolutions governing the reimbursement for expenses incurred by employees and officers of the city. (Ord. 1813 § 1, 2000; Ord. 1623 § 4, 1996; Ord. 886 § 1, 1978; Ord. 611 § 3 1971).

By way of background, City records indicate that the City started paying its planning commissioners in 1978. It is not known if there have been any periods of time since 1978 that pay has not been provided or has been suspended. The City currently pays each of its Planning Commission members $3,600 per year plus the employer's contribution toward Social Security and Medicare. A recent request to Municipal Research Services Center (MRSC) reveals there are three other cities in Washington (Bonney Lake, Monroe and Duvall) that provide compensation to members of their planning commission ranging from $25 per meeting to $50 per meeting. Bothell's effective meeting rate of pay, based upon an average 22 meetings a year, is $163. It is important to note that there may be other cities unknown to MRSC who provide pay to their planning commissions.

"Cities across the nation are struggling with ways to address the structural deficiencies that exist between revenues and expenses and must make tough choices."

Engineering/Transportation Services ($35,000) - Reductions in the 2013-2014 Budget include suspension of the Neighborhood Traffic Calming Program as presented to Council as part of the Budget Sustainability plan in early 2012. The staff time previously devoted to this program will be redirected to support capital projects, resulting in a General Fund savings of $64,000. The suspension of the traffic calming program will mean that neighborhoods will need to rely more upon police enforcement for the control of speed to posted limits.

Training/Professional Development & Wellness Program ($107,529) – Reductions have been made to training, travel, and education reimbursements of non-mandatory or not mission critical to levels which, over time, will impact the City's ability to innovate and continue to deliver exceptional services. The City's wellness program has also been reduced to a level that continues to meet the program criteria necessary to receive a reduction in insurance premiums from the City's insurance provider that offsets the wellness program expense.

The development of the 2013-2014 Budget required some very difficult decisions. All of the services above have tremendous value but cannot be supported in the upcoming biennium. Cities across the nation are struggling with ways to address the structural deficiencies that exist between revenues and expenses and must make tough choices.

In Bothell, we have been constantly realigning our expenses against available revenues, and the reductions noted in this message are part of the City's latest readjustments.

Possible Revenue Sources

Although I only included two new revenue sources (one percent property tax levy increase and additional Fire District 10 emergency medical transport fees) in the 2013-2014 Budget, I have identified below some basic revenue options for Council consideration in order to reinstate services that our current revenue streams are unable to support. The Council can enact a revenue increase on its own and/or it may choose to send options to a vote. Election dates for 2013 are February 12, April 23, August 6 and November 5. If Council choses a revenue option requiring voter approval, such as an increase in property tax, the earliest the property tax proposal could be effective would be 2014.

Property Tax Levy - Council may choose to send a levy increase to the voters for their consideration. This levy can be permanent or limited to six or fewer years. The levy can also be identified for a specific purpose, e.g., public safety, parks, streets, etc. The City's assessed value estimate for 2013 is $5,807,071,703, so each mill of property tax increase would generate $58,071. Asking voters to approve a $.10 (equivalent of 5.9 percent increase of City levy) increase per $1,000 assessed value will generate approximately $580,710 per year. This would mean a property assessed at $300,000 would increase $30 per year in property taxes paid to the City.

Metropolitan Park District (MPD) – The City Council may ask voters to form a MPD that provides a dedicated funding source for parks and recreation, including capital projects. Voters may approve a MPD of up to $.75 per $1,000 assessed value. The revenues generated from this levy would be used exclusively for park purposes. The MPD can be governed by the City Council or a separately elected body. Once the levy amount has been determined, it is permanent and subject to annual increase only by 1 percent or the Implicit Price Deflator (IPD), whichever is less. The initial levy rate referred to the voter is typically higher than what will be imposed. For example, a voter approved levy of $.75 per $1000 assessed value may be imposed at $.25 per $1,000. In this example, if the voter-approved levy is at $.25, any subsequent increase beyond 1 percent or IPD is subject to voter approval. A $.25 per $1,000 assessed value levy will generate approximately $1,451,767 on our 2013 city-wide assessed value of $5,807,071,703. This would cause a property assessed at $300,000 an increase of $75 per year in property taxes paid to the City.

Transportation Benefit District - Council has the option to create a Transportation Benefit District (TBD), which is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. The Council proposing to establish a TBD serves as the governing body of the TBD. The definition of transportation improvements for the purposes of TBD's is broad and can include maintenance and improvements to streets, investments in high capacity transportation, transportation demand management and other transportation projects identified in a regional transportation planning organization plan or state plan.

Cities in Washington State which have created a TBD typically impose an annual fee of $20 per vehicle. Known cities that have imposed a TBD and a $20 per year fee include Mountlake Terrace, Shoreline, and Lake Forest Park. Both King County and Kenmore have created TBD's but have yet to impose an annual fee. The statute allows an annual fee of up to $100 per vehicle; anything over $20 requires voter approval. Staff estimates an annual fee of $20 would generate $1 million for the 2013-2014 biennium. Once adopted by Council, the State Department of Licensing would take six months to begin collecting the fee.

Utility Tax - Council may increase utility taxes on City operated utilities – water, sewer and storm drain. Following the construction boom and corresponding retail sales tax collection increase experienced by the City in 2005 and 2006, Council eliminated the 6 percent utility tax on storm water and decreased the utility tax on the sanitary sewer and water utilities to 5 percent from 6 percent. Reinstating the 6 percent utility tax on storm water fees would generate approximately $429,700 for the biennium. Increasing the utility tax on sanitary sewer by 1 percent would generate approximately $121,800 for the biennium. Increasing the utility tax by 1 percent on water would generate approximately $70,000 for the biennium. Taken together, these increases would generate approximately $621,500 for 2013-2014. The average household would likely experience an annual tax increase of $8.28 for a 6 percent increase on storm water fees and $11.67 annual increase for a 1 percent increase in water and sewer taxes.

General Fund Major Revenues

General Fund revenues are forecasted to be approximately $78.2 million (including interfund transactions) during the 2013-2014 biennium. As a result of the sluggish national economy, the City's actual General Fund revenues for 2011-2012 are expected to be approximately $71.6 million – nearly 8.4 percent less than the original adopted budget.

The General Fund relies on three major revenue streams to fund services: sales tax; property tax; and utility tax. In 2013-2014, these revenue streams (excluding interfund transfers) are expected to make up 72 percent of all General Fund revenues.

Sales Tax

The Puget Sound Economic Forecaster[1] projects taxable retail sales to increase 6.1 percent in 2013 and 6 percent in 2014. Staff projects Bothell's sales tax receipts to follow regional expectations.

Property Tax

Washington State law allows the City to increase its property tax levy up to one percent annually. If enacted, one percent would generate approximately $92,000 per year in additional compounding revenue for the City.

The 2013-2014 Budget relies upon an increase in the City's property tax levy as allowed by State law of one percent for the first time since the 2005-2006 biennium. Over the biennium, a one percent property tax increase in 2013 and in 2014 would provide approximately $276,000 of revenue to the City.

"The 2013-2014 Budget relies upon an increase in the City's property tax levy as allowed by State law of one percent for the first time since the 2005-2006 biennium."

Property tax revenue derived from new construction and State-assessed property (inter-county utilities) is expected to add approximately $100,000 in property tax receipts in both 2013 and 2014.

1- The Puget Sound Economic Forecaster is a quarterly newsletter published by Conway Pedersen Economics, Inc., and is highly regarded by the local finance community for reliable economic forecasting in the Puget Sound Region.

Utility Tax

2013-2014 General Fund utility tax revenues are projected to decrease $728,000 compared to the adopted 2011-2012 budget projection, or 4.4 percent. This decrease is mainly due to the elimination of broadband utility tax revenue.

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

General Fund Major Expenses

General Fund expenditures for 2013-2014 are anticipated to be $78.2 million (including interfund transactions). As stated previously, due to the sluggish national economy, the City's actual 2011-2012 General Fund spending was curtailed significantly to remain in line with current revenue forecasts. Therefore, the actual expenditure target for the 2011-2012 biennium is approximately $74 million, which is $4.1 million, or 5.3 percent, less than was originally appropriated by Council for 2011-2012.

The two main General Fund expenditure categories are: 1) personnel and 2) maintenance and operating (M&O) expenses.

Personnel Expenditures

General Fund personnel costs (salaries, overtime, and benefits) make up approximately 84 percent of overall General Fund spending and account for nearly $61 million (excluding interfund transfers) in the 2013-2014 Budget. General Fund personnel expenditures are increasing 3.6 percent over actual estimated 2011-2012 personnel costs. The lion's share of the personnel increase is due to salary/merit step increases, along with pension contributions and health insurance premiums. As previously mentioned, the 2013-2014 Budget does not fill six vacant positions in 2013 and eliminates funding for one filled position in 2014. The 2013-2014 Budget does include additional hours (.25 FTE) for an existing Police Administrative Assistant position to help mitigate the loss of another full-time position and increases the hours (.25 FTE) of the City's Animal Control Officer, which is entirely supported by pet license fees. There are also two Limited Term positions – an Associate City Attorney position and Court Clerk position that are currently funded in the 2011-2012 Budget and are proposed to be converted to Regular funded positions within the 2013-2014 Budget.

Maintenance & Operating Expenditures

General Fund Maintenance & Operations (M&O) expenditures included in the 2013-2014 Budget amount to $11.8 million (excluding interfund transfers) and make up 16.2 percent of the overall General Fund budget. M&O expenditures are decreasing $514,000 compared to the 2011-2012 Budget.

Restricted Revenues – Street

In 2010, the City eliminated the collection of street light fees that had historically been charged to residents for street lights (approximately $20 annually per household). Revenue generated annually from this source was approximately $300,000. These funds

were used primarily to fund the cost of street lighting in residential and commercial areas along with other street maintenance expenditures. In 2012, revenue from increases in the business license fees will be directed to street maintenance, filling the void from the loss street light fee revenue.

City Utility Rates

The City's three utilities (Water, Sewer, and Storm Drain) are separate enterprise funds that are fully supported through user fees. The following utility rate increases are necessary in the 2013-2014 biennium:

Water Utility – Seattle Public Utilities (SPU) is not increasing their wholesale water in 2013 and there is no SPU rate increase anticipated in 2014. The 2013-2014 Budget includes a rate increase of 1.5 percent in 2013 and 8.8 percent in 2014 to pay for utility expenses, including capital projects identified in the City's 2013-2019 Capital Facilities Plan.

Sewer Utility – King County is increasing their charge for transmission and treatment of sanitary sewage flow by 10.2 percent in 2013. A City "pass-through" rate increase of 6.1 percent is therefore necessary to offset King County's rate increase plus an additional 3 percent increase in City utility expenses. There is no increase in King County charges anticipated in 2014. The 2013-2014 Budget anticipates a 9.1 percent rate increase for 2013 and 3.4 percent in 2014 to pay for utility expenses, including capital projects identified in the City's 2013-2019 Capital Facilities Plan.

Storm & Surface Water Utility – The 2013-2014 Budget includes a rate increase of 9 percent in 2013 and 12 percent in 2014 for the Storm & Surface Water Utility. These rate increases are the result of the capital costs associated with the Horse Creek enhancement project and one full time Storm Maintenance Worker to support the operations and maintenance requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II permit.

Capital Investments

The 2013-2014 Budget implements the first two years of the City's 2013-2019 Council-adopted Capital Facilities Plan (CFP). The CFP development process provides the City with an opportunity to identify, plan and implement vital capital investments that address Bothell's most pressing capital needs such as land acquisition, facility, park, transportation, and utility systems. Many of the projects within the 2013-2014 Budget not only address an important community need, they are also designed to provide a return on investment by

stimulating private sector growth, specifically in the downtown area, that generates both one-time and on-going revenue sources for the community. The City's 2013-2014 Budget continues our past practice of being disciplined to use our one-time revenue sources along with restricted capital funds for the purpose of improving our infrastructure and facilities. It should be noted that the CFP is a seven-year planning document, while the budget actually appropriates funding for the projects.

The 2013-2014 Budget includes $96,105,620 in adopted CFP investments. A listing of the 2013-2014 CFP projects, along with an explanation of variances between the CFP and the 2013-2014 Budget is provided in Appendix D. Charts itemizing all citywide capital spending are provided in the Expenditure section of the budget.

"The City's 2013-2014 Budget continues our past practice of being disciplined to use our one-time revenue sources along with restricted capital funds for the purpose of improving our infrastructure and facilities."

As in past years, the City continues to employ capital project-term positions that are dedicated to, and funded by, capital projects. 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 projects are deemed 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.

Project-term positions are evaluated annually prior to the adoption of any CFP updates. The City's current active capital projects fully support existing project-term staffing. As previously indicated, these positions continue to be reevaluated and adjusted up or down as needed to best meet the City's capital program needs. No additional project-term positions are being requested for the 2013-2014 biennium.

The major funding sources utilized to fund 2013-2014 CFP projects are Real Estate Excise Tax (REET), utility user fees, mitigation/impact fees, developer contributions, grants, Public Works Trust Fund Loan, bonds, and proceeds from the sale of property.

Our Financial Condition

Over the last several years, the City's strong financial condition and prudent financial actions have allowed the City to deliver quality services during the worst economic crisis since the Great Depression. During far better economic times, we established an extremely healthy reserve which has served the City well during this difficult period. In

2007, the City put aside a $7,300,000 (20 percent) General Fund operating reserve. This was done with the belief that during a significant economic downturn, the reserve would provide adequate interim funding to sustain City services for two biennia.

Throughout the Great Recession and the economic meltdown that followed, Bothell's commitment to providing nimble fiscal management remained strong. The City consistently reacted wisely and timely to shifting revenue forecasts and implemented course corrections as needed. For example, more than $6 million in General Fund expenditures were reduced or not allowed to be expended during the three year period of 2008-2010. In addition, another $4.1 million from the 2011-2012 Budget is projected to remain unspent at year-end in order to realign spending with lower than expected revenues.

"The City needs to rebuild reserves to the adopted policy level of 15 percent by the end of the 2015-2016 biennium to safeguard municipal services from unexpected events that reduce revenues or increase expense levels."

The City is also committed to a practice of aligning our on-going expenses and one-time expenses with our ongoing and one time revenues. Our once healthy General Fund reserve, representing 20 percent of General Fund operating expenditures has been reduced to 9 percent over the last six years. The City needs to rebuild General Fund reserves to the adopted policy level of 15 percent by the end of the 2015-2016 biennium to safeguard municipal services from unexpected events that reduce revenues or increases in expense levels. A 15 percent reserve based upon the 2013-2014 Budget is approximately $5.4 million.

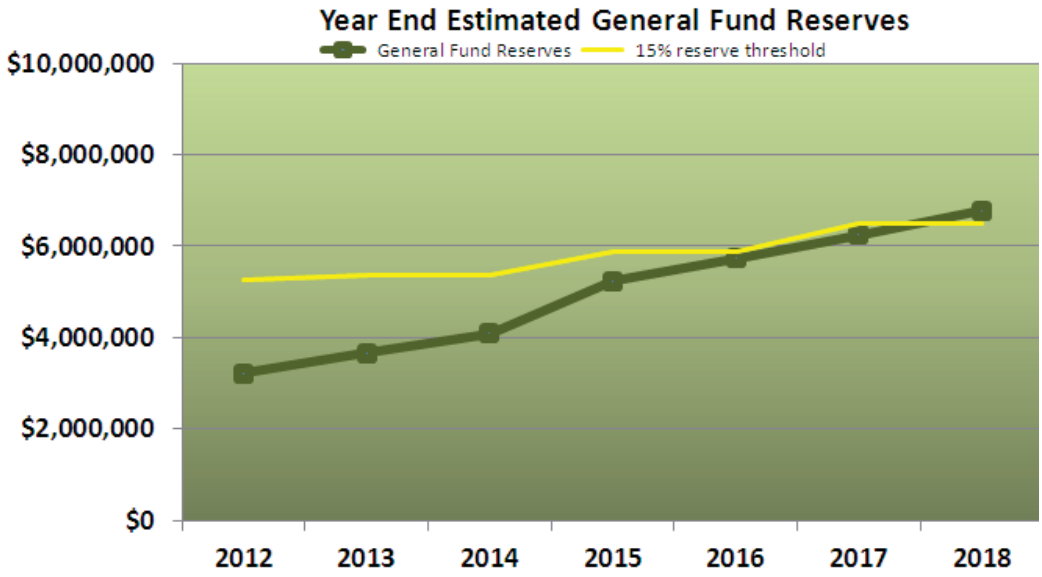
As stated previously, our General Fund reserve at the start of the next biennium is expected to be approximately 9 percent or $3.2 million. In 2013-2014, excess one-time development revenue is projected to add another $1 million to General Fund reserves. The City will need to set-aside $1.2 million in the 2015-2016 biennium to achieve the desired 15 percent General Fund reserve level.

To maintain level of service standards and to conserve the General Fund's operating reserve during the Great Recession and through the slow multi-year recovery period that has followed, our past two biennial budgets (2008 to 2012) have underfunded the projected annual investment needed for future asset replacement. The 2013-2014 Budget fully funds the City's assets out to year 2017.

As with the 2011-12 Budget, I continue to be cautiously optimistic with the 2013-2014 Budget, as well as our 2012-2018 economic forecast - while at the same time striving to provide as much protection as possible against future revenue shortfalls. The City's

revenue forecasts are routinely updated to stay aligned with ongoing changes in the local economy. Expenditures are expanded or contracted to remain aligned with current revenue forecasts. 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 City management can be responsive to sudden or even potential changes in our local and regional economy.

Per the graph below, General Fund resources (barring any future unknowns) are forecasted to exceed expenditure needs through 2018.



- *The 2013-2014 Budget includes 9 percent in General Fund reserves, which amounts to approximately $3.2 million. In addition, one-time excess development revenue is projected to add an estimated $1 million to the General Fund reserve by the end of the 2013-2014 biennium.*
- *No additional staff are included in this forecast.*
- *A one percent property tax levy increase has been included in 2013 - 2018.*
- *The City's Asset Replacement Fund is fully funded through 2017.*

Conclusion

This Budget is a reflection of the quality services we are currently providing and the steps we are taking to ensure we can continue to do so in the future. Developing a quality and balanced budget is always a challenge. There never seem to be enough resources to satisfy all 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. The City has been consistently recognized for its judicious management of financial resources that support the wide array of services and programs the City provides.

"...staff will remain diligent in their oversight of the Ciy's finances and committed to assisting the Council in making decisions that ensure the long-term fiscal viability of the City."

Budgets are not static documents and require timely and effective management in response to ever changing economic conditions. In fact, over the last several budget cycles, the City has needed to further reduce its spending to correspond to available resources. In addition, as previously stated, the 2013-2014 Budget is dependent on a number of actions occurring (employee benefit reductions via collective bargaining, ability to collect transport revenue in Fire District 10, and passage of a 1 percent property tax increase by the City Council). There is much work to be done but, if we accomplish these actions and we continue to exercise prudent financial discipline and remain vigilant to the practice of living within our means, Bothell can continue to be one of the best places to live, work and enjoy.

We have much to be proud of in Bothell and the accomplishments that are presented in this budget. Our future ambitions are, and will continue to be, the result of a dedicated City Council and staff who conscientiously perform their duties on behalf of Bothell citizens, businesses, and visitors to our community. I am grateful for the dedication and service of the City's employees who work so hard to ensure your local government operations are efficient and effective. Together with the City Council, these are the people who strive to preserve the City's exemplary quality of life and continually work hard to improve it.

As always, staff will remain diligent in their oversight of the City's finances and committed to assisting the Council in making decisions that ensure the long-term fiscal viability of the City. Additionally, staff will continue to evaluate and improve business practices in an effort to find efficiencies that create additional value for the citizens we serve.

Finally, I cannot conclude this budget message without thanking the many devoted employees who have worked countless hours preparing this budget. Without the expertise, professionalism, and steadfast dedication of the staff, this comprehensive budget document could not have been developed. I also thank the Bothell City Council for its leadership as policy makers and the citizens of Bothell for their input and guidance during the development of this budget.

Respectfully submitted,

Robert S. Stowe
City Manager

City of Bothell™

Revenues

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2009-2010 Actuals	2011-2012 Modified Budget	2013-2014 Budget
General Fund	$66,878,546	$78,126,549	$78,150,611
Special Revenue Funds			
Street	2,670,411	4,034,507	4,123,008
Arterial Street	1,505,388	5,168,016	6,132,320
Park Cumulative Reserve	1,555,647	480,000	480,000
Drug Seizure Fund	74,138	44,000	44,000
Nuisance Abatement Fund (closed)	35,000	-	-
Debt Service Funds			
2008 General Obligation Refunding Bond	1,338,390	1,500,000	1,435,000
LIFT General Obligation Bond	-	1,500,000	2,000,000
Capital Funds			
Capital Improvements	50,839,957	91,349,599	78,568,887
Utility Funds			
Water	7,149,349	7,574,929	10,624,378
Sewer	9,602,059	11,249,481	15,120,910
Storm Drain	8,036,540	6,517,133	22,155,369
Internal Service Funds			
Fleet Management	2,673,624	3,057,338	3,082,272
Self Insurance	1,766,605	2,118,078	2,182,524
Asset Replacement	1,978,438	2,057,092	2,949,558
Expendable Trust Funds			
Cemetery Endowment	1,183	-	400
Firemen's Pension Reserve	95,110	104,600	90,000
Total Appropriation All Funds	**$156,200,386**	**$214,881,322**	**$227,139,237**
Less Operating Transfers	(9,435,783)	(10,990,131)	(13,227,391)
Less Interfund Transactions	(7,420,872)	(6,262,206)	(6,446,604)
Total Appropriation All Funds Less Transfers	139,343,732	197,628,985	207,465,242
Biennium Ending Fund Balance	56,497,972	19,679,449	16,443,591
Total Appropriation Plus Ending Fund Balance	$195,841,704	$217,308,434	$223,908,833

2013 Beginning Fund Balance figure is based on actual 2012 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2009-2010 Actuals	2011-2012 Modified Budget	2013-2014 Budget
General Fund	$75,781,095	$78,556,380	$78,150,611
Special Revenue Funds			
Street	3,275,661	3,624,334	4,123,008
Arterial Street	1,264,341	5,203,000	6,937,054
Cable TV Fund (closed)	-	11,334	-
Park Cumulative Reserve	722,529	50,000	100,000
Drug Seizure Fund	61,415	43,400	23,000
Nuisance Abatement Fund (closed)	33,630	8,835	-
Debt Service Funds			
2008 General Obligation Refunding Redemption	1,461,499	1,470,000	1,475,000
LIFT General Obligation Bond Redemption	-	1,500,000	2,000,000
Capital Funds			
Capital Improvements	70,259,455	92,529,298	78,354,340
Utility Funds			
Water	6,658,119	8,448,624	11,680,279
Sewer	9,639,763	11,901,736	15,754,663
Storm Drain	4,965,891	8,153,207	21,674,038
Internal Service Funds			
Fleet Management	3,308,017	2,957,579	3,077,111
Self Insurance	2,011,513	2,068,077	2,130,813
Asset Replacement	4,142,549	4,318,461	6,326,272
Expendable Trust Funds			
Cemetery Endowment	-	12,000	18,000
Firemen's Pension Reserve	57,700	80,000	90,000
Total Appropriation All Funds	**$183,643,177**	**$220,936,265**	**$231,914,189**
Less Operating Transfers	**(8,867,791)**	**(10,990,131)**	**(13,227,391)**
Less Interfund Transactions	**(7,420,872)**	**(6,262,206)**	**(6,446,604)**
Total Appropriation All Funds Less Transfers	**167,354,514**	**203,683,928**	**212,240,194**
Less Depreciation Expense	**(3,824,062)**	**(3,400,000)**	**(3,924,800)**
Biennium Ending Fund Balance	**19,679,449**	**16,443,591**	**15,593,439**
Total Appropriation Plus Ending Fund Balance	**$183,209,901**	**$216,727,519**	**$223,908,833**

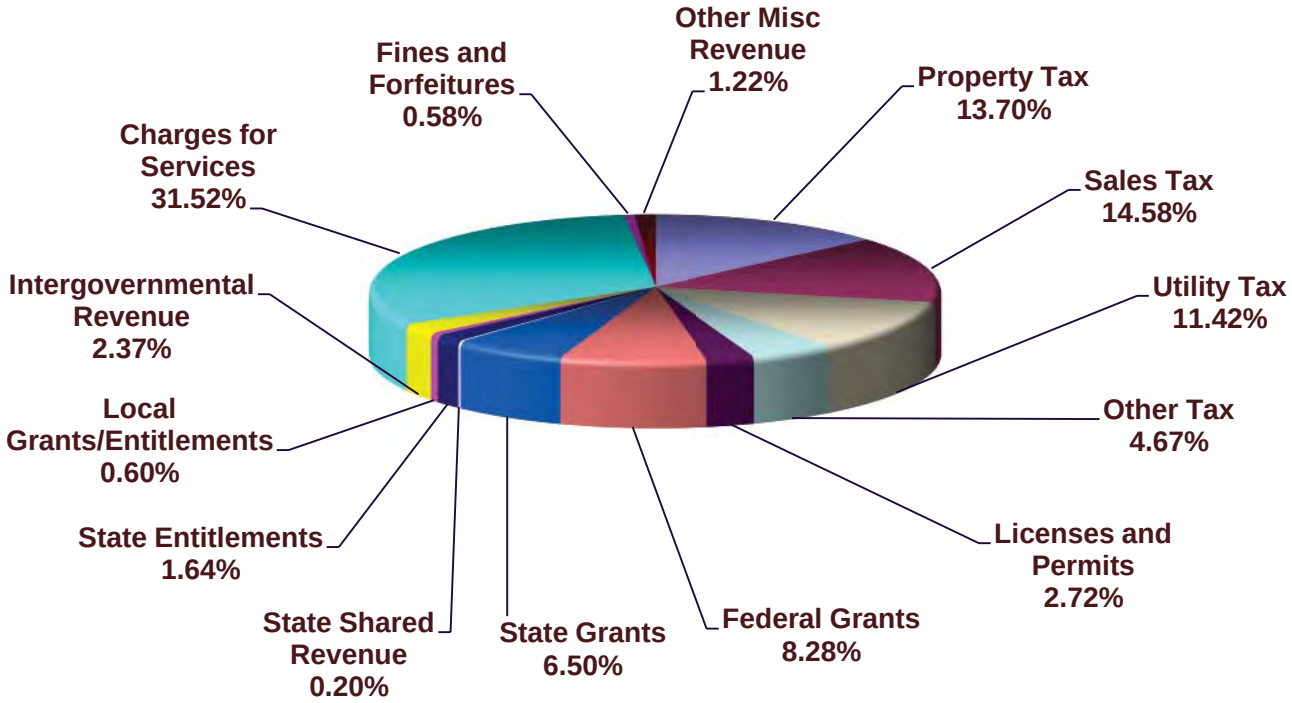
Depreciation expense is appropriated in the budget, but does not affect liquid fund balance.

2012 Ending Fund Balance figure is based on actual 2012 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Revenue Summary
All Funds

Source	2013-2014 Revenue
Property Tax	$19,837,896
Sales Tax	21,117,889
Utility Tax	16,534,911
Other Tax	6,757,470
Licenses and Permits	3,944,330
Federal Grants	11,983,901
State Grants	9,416,668
State Shared Revenue	292,200
State Entitlements	2,378,900
Local Grants/Entitlements	865,794
Intergovernmental Revenue	3,427,051
Charges for Services	45,636,507
Fines and Forfeitures	842,400
Other Misc Revenue	1,765,095
Total Revenue	**$144,801,012**

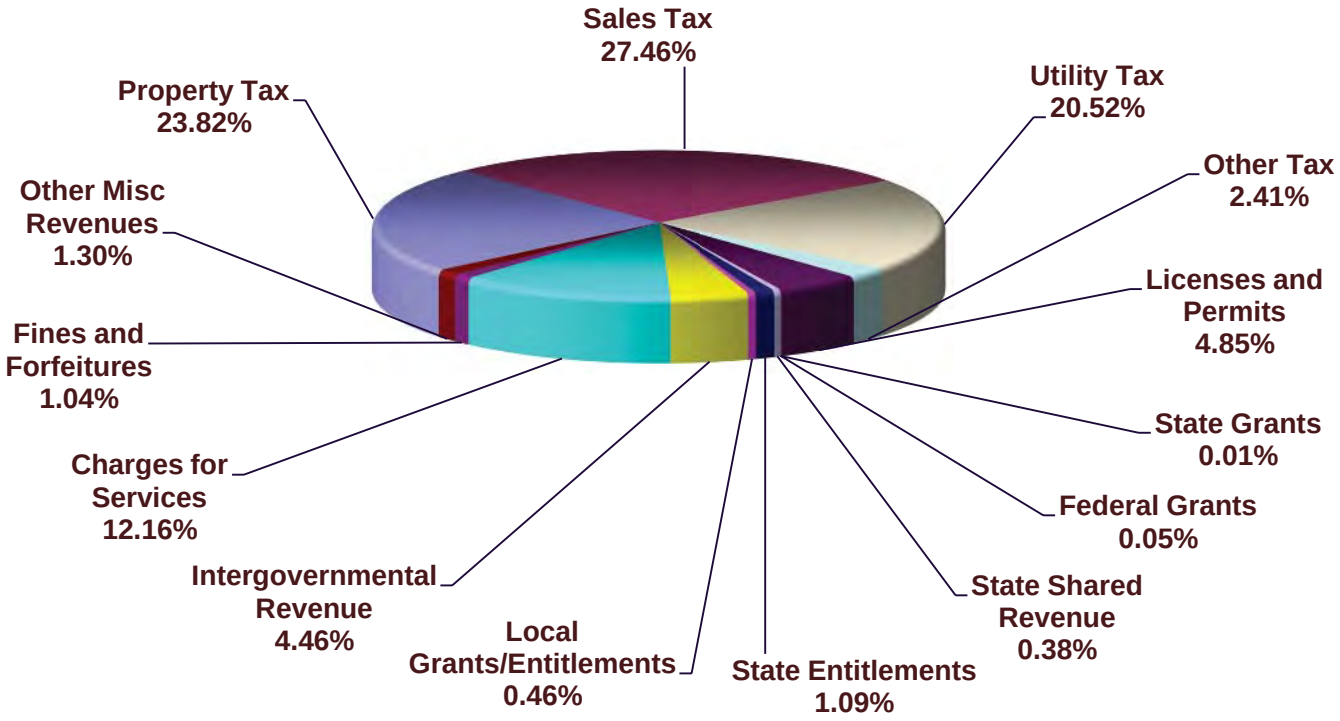
Total excludes non-revenue, operating transfers and interfund transactions.



Revenue Summary
General Fund

Source	2013-2014 General Fund
Property Tax	$18,322,896
Sales Tax	21,117,889
Utility Tax	15,782,910
Other Tax	1,857,470
Licenses and Permits	3,732,080
Federal Grants	40,000
State Grants	3,900
State Shared Revenue	292,200
State Entitlements	839,100
Local Grants/Entitlements	350,000
Intergovernmental Revenue	3,427,051
Charges for Services	9,350,172
Fines and Forfeitures	798,400
Other Misc Revenues	1,000,575
Total Revenue	**$76,914,643**

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



Revenue Assumptions and Significant Changes

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

The City relies on three major revenue streams to fund services for its citizens: sales tax, property tax, and utility tax. These revenue streams make up 39.7% of the City's overall revenues and 71.8% of its General Fund revenues. The following analysis accounts for approximately 85% of citywide revenue.

Sales Tax

Sales tax, the City's largest revenue stream is also the revenue stream that has been most impacted by the 2008 "Great Recession".

The Puget Sound Economic Forecaster, a prominent local journal, which features economic forecasts, analysis, and commentary for the greater Seattle area, projects taxable retail sales to increase 6.1% in 2013 and 6.0% in 2014. We are projecting Bothell's sales tax receipts to by and large follow regional expectations - increasing 5.2% in 2013 and 5.1% in 2014. 2013-2014 sales tax projections also include a modest amount of anticipated commercial-retail growth and new population.

Bothell's retail sales tax revenue is not expected to fully recover from the 2008 Great Recession until 2016. 2013 and 2014 sales tax receipts are projected to be less than or comparable to what was receipted in 2005.

Property Tax

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

A 1% property tax levy increase amounts to approximately $92,000 per year for the City. In 2013 dollars, $92,000 equates to less than 1.4 cents per $1,000 of assessed property value, or about $5.60 per year on a $300,000 home.

Bothell has not raised property tax since 2006. The City's 2013-2014 budget does include a 1 percent increase to its property tax levy. In addition, the 2013-2014 budget assumes that new construction along with State-assessed property (property belonging to inter-county utilities) will continue to be added to Bothell's property tax rolls.

Utility Tax

2013-2014 General Fund utility tax revenues are projected to exceed 2011-2012 receipts by $1.8 million or 12.7%. This increase is supported by new construction, historical usage trends, expected rate increases in both City and non-City owned utilities, as well as the continued gradual reestablishment of normal usage levels following the 2008 recession.

Grants

Federal and state grants are projected to make up approximately $21,400,000 or nearly 15% of citywide revenues. As was the case in 2011-2012, nearly all the City's grant funding in 2013-2014 is allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2013-2014 capital projects is included within the Expenditure Section, where the funding source for each project is also presented. Specific capital project data is available in:

- The City's adopted 2013-2014 Capital Facilities Plan (CFP);
- The capital discussion in the City Manager's Budget Message, found in the Introduction Section; and
- The Capital Projects Section.
- The Capital Improvements Fund Section.

Charges for Services

Citywide charges for service fees are expected to near $45.6 million in 2013-2014. The projected increase amounts to $10.4 million, or 30% over projected 2011-2012 receipts.

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

The increase in revenue receipts in 2013 -2014 is mainly related to development, capital project-term staffing transfers, and utility user fees.

Significant Changes

Since 2008, the City of Bothell, like most municipalities has experienced serious revenue shortfalls as a result of the collapse in the national finance and housing markets - the repercussions of which will continue to be felt throughout the 2013-2014 biennium.

Bothell is beginning to see some noteworthy recovery in the local housing market. Local economists are predicting housing starts to grow 25% in 2013 and 10% in 2014.

The State's 8.3% unemployment rate, which is in-line with the national rate, is considerably higher than the 7.2% local Seattle-Bellevue-Everett unemployment rate. Unemployment will likely remain high during the 2013-2014 biennium. Local job growth is expected to add a significant 2.5% in 2013 and 2.7% in 2014, which should boost personal income growth over 5% in both 2013 and 2014. From a long-term perspective, the region's job creation outlook continues to be bullish - creating 370,000 new jobs between 2010 and 2020.

Again, retail sales tax revenue is not expected to make a full recovery from the 2008 Great Recession until 2016. 2013-2014 sales tax receipts are expected to be similar to those receipted in 2005.

The national economy and financial market woes have also impacted the City's weighted return on investments. During 2013-2014, the City's weighted return rate on investments is anticipated to be in the 3% range.

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

Fund	Projected* Balance 12/31/2012	2013 Projected Revenues	2013 Expenditure Appropriation	Projected Balance 12/31/2013	2014 Projected Revenues	2014 Expenditure Appropriation	Projected Balance 12/31/2014
General	$3,750,357	$38,043,827	$38,043,827	$3,750,357	$40,106,784	$40,106,784	$3,750,357
Special Revenue Funds							
Street	271	2,022,851	2,022,851	271	2,100,157	2,100,157	271
Arterial Street	2,253,527	3,874,987	2,244,054	3,884,460	2,257,333	4,693,000	1,448,793
Park Cumulative Reserve	1,726,510	240,000	-	1,966,510	240,000	100,000	2,106,510
Drug Seizure Fund	29,537	22,000	11,500	40,037	22,000	11,500	50,537
Bond Funds							
2008 GO Refunding Bond	82,645	720,550	740,550	62,645	714,450	734,450	42,645
LIFT GO Bond Redemption	-	-	-	-	2,000,000	2,000,000	-
Capital Funds							
Capital Improvements	2,167,673	33,689,731	33,380,340	2,477,064	44,879,156	44,974,000	2,382,220
Utility Funds							
Water**	1,205,869	6,121,012	5,054,962	2,757,419	4,503,366	6,625,317	1,120,968
Sewer**	1,313,521	8,421,586	8,443,061	1,615,346	6,699,324	7,311,602	1,326,368
Storm Drain** ***	(668,426)	10,076,855	9,452,169	656,360	12,078,514	12,221,869	1,213,105
Internal Service Funds							
Fleet Management	1,064	1,541,136	1,531,651	14,049	1,541,136	1,545,460	13,225
Self Insurance	41,126	1,017,445	1,047,217	11,354	1,165,079	1,083,596	92,837
Asset Replacement** ***	4,159,676	1,125,543	3,001,364	2,733,855	1,824,015	3,324,908	1,682,962
Trust and Agency Funds							
Cemetery Endowment	83,474	200	12,000	71,674	200	6,000	65,874
Firemen's Pension Reserve	296,767	45,000	45,000	296,767	45,000	45,000	296,767
Subtotal	**$16,443,591**	**$106,962,723**	**$105,030,546**	**$20,338,168**	**$120,176,514**	**$126,883,643**	**$15,593,439**
Less Operating Transfers		3,877,870	3,862,745	15,125	9,349,521	9,364,646	
Less Interfund Transactions		3,205,505	3,205,505		3,241,099	3,241,099	
Total	**$16,443,591**	**$99,879,348**	**$97,962,296**	**$20,323,043**	**$107,585,894**	**$114,277,898**	**$15,593,439**

*Figures are based on actual 2012 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

***Storm Drain is making annual principal payments of $250,000 on an interfund loan from Asset Replacement. These payments do not affect either fund's projected year-end balances, as the expenditures/revenues are offset by the decreases in the fund's liability/receivable.

**Depreciation expense does not impact liquid fund balance. Depreciation is budgeted annually as follows:

Water: $485,500
Sewer: $323,300
Storm Drain: $450,100
Equipment Rental: $3,500
Asset Replacement: $700,000

Expenditures

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2009-2010 Actuals	2011-2012 Modified Budget	2013-2014 Budget
General Fund	$75,781,095	$78,556,380	$78,150,611
Special Revenue Funds			
Street	3,275,661	3,624,334	4,123,008
Arterial Street	1,264,341	5,203,000	6,937,054
Cable TV Fund (closed)	-	11,334	-
Park Cumulative Reserve	722,529	50,000	100,000
Drug Seizure Fund	61,415	43,400	23,000
Nuisance Abatement Fund (closed)	33,630	8,835	-
Debt Service Funds			
2008 General Obligation Refunding Redemption	1,461,499	1,470,000	1,475,000
LIFT General Obligation Bond Redemption	-	1,500,000	2,000,000
Capital Funds			
Capital Improvements	70,259,455	92,529,298	78,354,340
Utility Funds			
Water	6,658,119	8,448,624	11,680,279
Sewer	9,639,763	11,901,736	15,754,663
Storm Drain	4,965,891	8,153,207	21,674,038
Internal Service Funds			
Fleet Management	3,308,017	2,957,579	3,077,111
Self Insurance	2,011,513	2,068,077	2,130,813
Asset Replacement	4,142,549	4,318,461	6,326,272
Expendable Trust Funds			
Cemetery Endowment	-	12,000	18,000
Firemen's Pension Reserve	57,700	80,000	90,000
Total Appropriation All Funds	**$183,643,177**	**$220,936,265**	**$231,914,189**
Less Operating Transfers	**(8,867,791)**	**(10,990,131)**	**(13,227,391)**
Less Interfund Transactions	**(7,420,872)**	**(6,262,206)**	**(6,446,604)**
Total Appropriation All Funds Less Transfers	**167,354,514**	**203,683,928**	**212,240,194**
Less Depreciation Expense	**(3,824,062)**	**(3,400,000)**	**(3,924,800)**
Biennium Ending Fund Balance	**19,679,449**	**16,443,591**	**15,593,439**
Total Appropriation Plus Ending Fund Balance	**$183,209,901**	**$216,727,519**	**$223,908,833**

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

2012 Ending Fund Balance figure is based on actual 2012 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2009-2010 Actuals	2011-2012 Modified Budget	2013-2014 Budget
General Fund	$66,878,546	$78,126,549	$78,150,611
Special Revenue Funds			
Street	2,670,411	4,034,507	4,123,008
Arterial Street	1,505,388	5,168,016	6,132,320
Park Cumulative Reserve	1,555,647	480,000	480,000
Drug Seizure Fund	74,138	44,000	44,000
Nuisance Abatement Fund (closed)	35,000	-	-
Debt Service Funds			
2008 General Obligation Refunding Bond	1,338,390	1,500,000	1,435,000
LIFT General Obligation Bond	-	1,500,000	2,000,000
Capital Funds			
Capital Improvements	50,839,957	91,349,599	78,568,887
Utility Funds			
Water	7,149,349	7,574,929	10,624,378
Sewer	9,602,059	11,249,481	15,120,910
Storm Drain	8,036,540	6,517,133	22,155,369
Internal Service Funds			
Fleet Management	2,673,624	3,057,338	3,082,272
Self Insurance	1,766,605	2,118,078	2,182,524
Asset Replacement	1,978,438	2,057,092	2,949,558
Expendable Trust Funds			
Cemetery Endowment	1,183	-	400
Firemen's Pension Reserve	95,110	104,600	90,000
Total Appropriation All Funds	**$156,200,386**	**$214,881,322**	**$227,139,237**
Less Operating Transfers	(9,435,783)	(10,990,131)	(13,227,391)
Less Interfund Transactions	(7,420,872)	(6,262,206)	(6,446,604)
Total Appropriation All Funds Less Transfers	139,343,732	197,628,985	207,465,242
Biennium Ending Fund Balance	56,497,972	19,679,449	16,443,591
Total Appropriation Plus Ending Fund Balance	$195,841,704	$217,308,434	$223,908,833

2013 Beginning Fund Balance figure is based on actual 2012 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

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

Providing Clear Direction for Spending

In 2012, Bothell's City Council reaffirmed five major Budget Focus Areas and established nine 2013-2014 Desired 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 2013-2014 biennium. The City Manager used Council's priority directives to weigh department budget requests, and to prepare a comprehensive spending plan that focuses City resources towards meeting these desired outcomes. Council's Budget Focus Areas and Desired Budget Outcomes are presented and described in Appendix B.

Establishing and Prioritizing Needs

Council adopted the City's 2013-2019 Capital Facilities Plan (CFP) in October 2012. The plan provides for approximately $212 million in needed capital and infrastructure investment such as land acquisition and improvements in facilities, transportation, utilities, and parks.

The CFP helped define and streamline the City's 2013-2014 budget process by first taking a thorough inventory of Bothell's capital needs and its available resources, in order to establish a realistic and achievable long-term plan to address the City's infrastructure needs. It should be noted that the CFP is a long-term planning document, while the budget actually appropriates funding for the projects. The 2013-2014 budget appropriates $96,105,620 in CFP investments. This figure includes facilities, transportation, utility, and parks capital projects, as well as debt service.

The City's 2013-2019 Capital Facilities Plan document is available on the City's website or by request from the City Clerk's office.

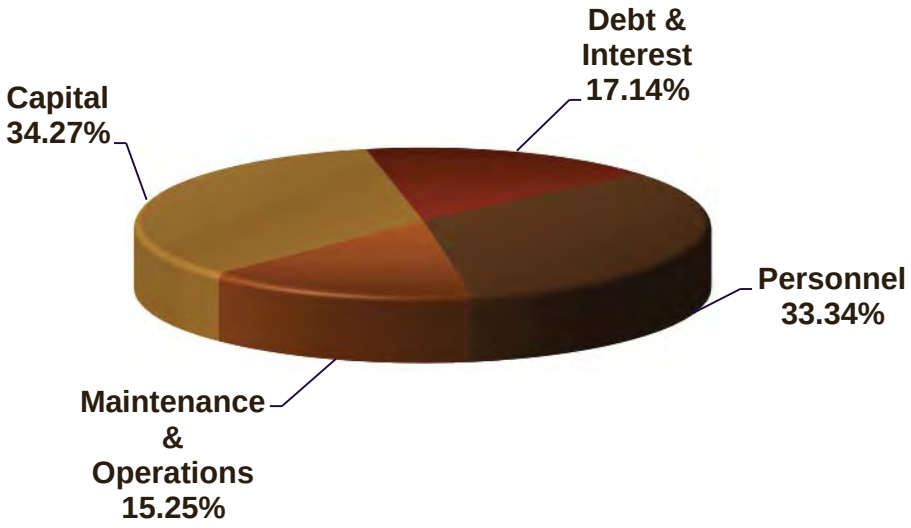
2013-2014 Citywide Budgeted Spending

Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at $212,240,194 for the biennium. This is a 3.1% decrease from budgeted spending in the 2011-2012 biennium.

Expenditures by Category

All Funds

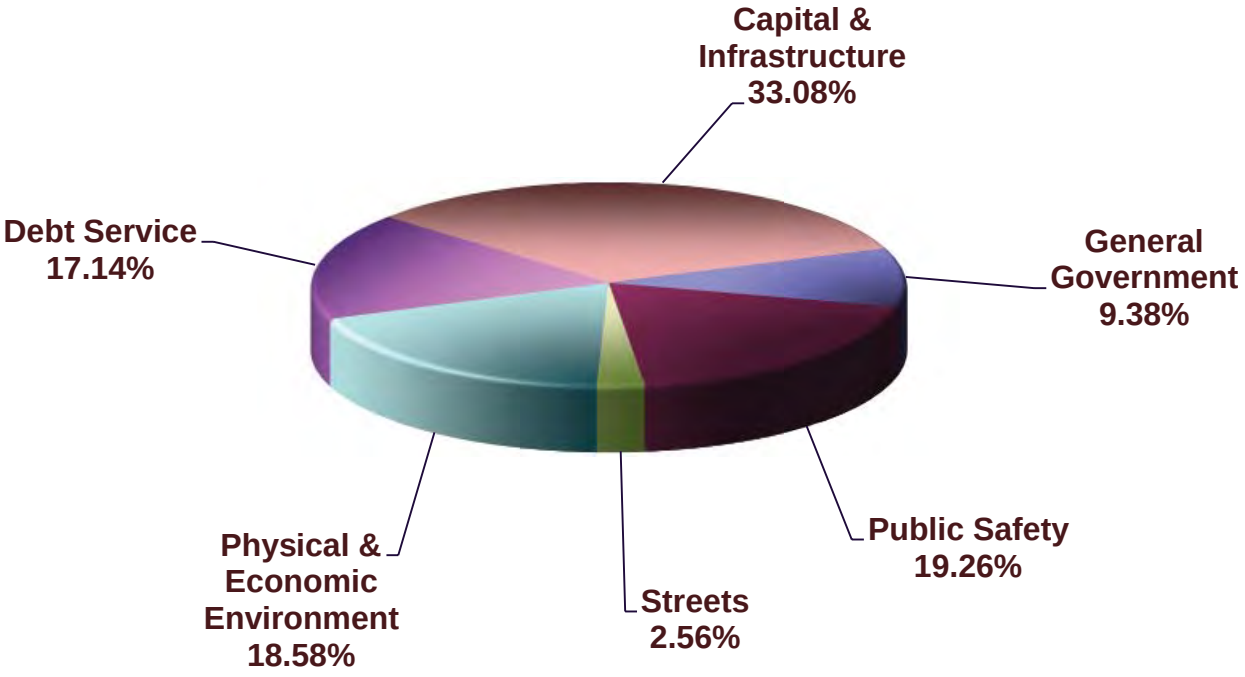
Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$64,646,375	$69,979,460	$70,762,223
Maintenance & Operations	$26,836,625	$30,574,026	$32,356,316
Capital	$74,225,028	$60,494,052	$72,733,144
Debt & Interest	$1,646,486	$42,636,390	$36,388,511
Total Expenditures	**$167,354,514**	**$203,683,928**	**$212,240,194**



Expenditures by Function

All Funds

Source	2013-2014 Budget
General Government	$19,911,032
Public Safety	$40,869,935
Streets	$5,423,655
Physical & Economic Environment	$39,438,717
Debt Service	$36,388,511
Capital & Infrastructure	$70,208,344
Total Expenditures	**$212,240,194**



2013-2014 General Fund Budgeted Spending

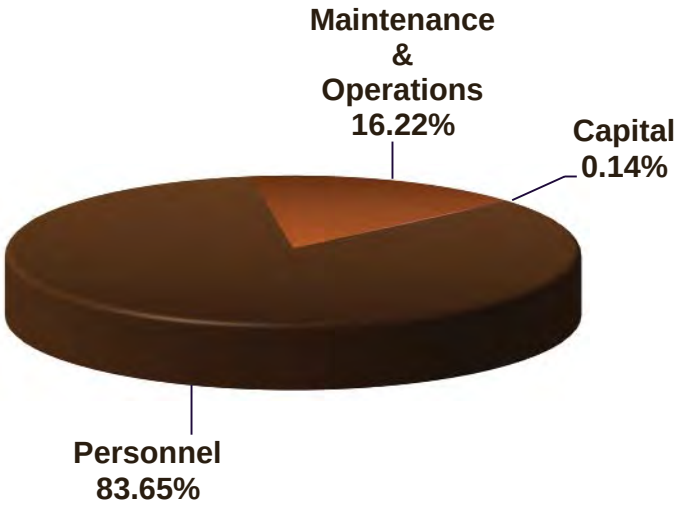
General Fund expenditures (excluding operating transfers and interfund transactions) are budgeted at $72,676,629 for the biennium, or 34.2% of citywide projected expenditures. This is a 5.1% increase over budgeted spending in the 2011-2012 biennium.

Expenditures Summary by Category

General Fund

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$56,230,665	$60,949,843	$60,791,101
Maintenance & Operations	$11,636,508	$12,297,993	$11,784,528
Capital	$285,245	$361,498	$101,000
Total Expenditures	**$68,152,418**	**$73,609,334**	**$72,676,629**

Total Expenditures excludes Operating Transfers and Interfund Transactions.

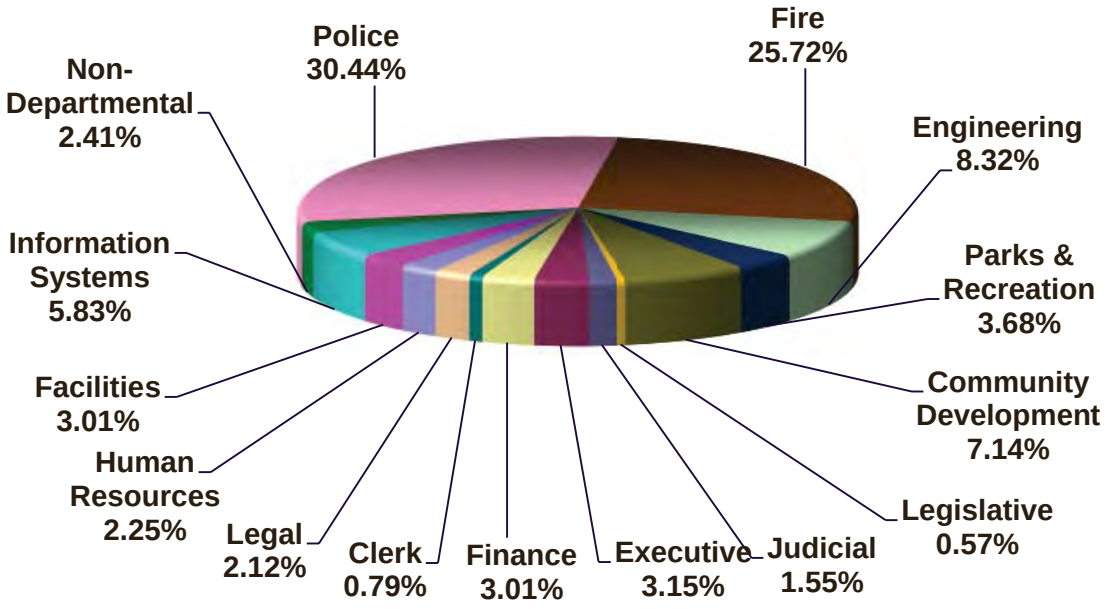


Expenditures Summary by Department

General Fund

Department	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Legislative	$380,967	$463,098	$414,806
Judicial	930,147	960,653	1,128,306
Executive	2,704,552	2,874,406	2,292,503
Finance	1,995,798	2,238,513	2,190,550
Clerk	531,679	595,613	577,682
Legal	1,339,510	1,605,561	1,541,969
Human Resources	1,514,501	1,721,819	1,632,828
Facilities	2,114,165	2,397,860	2,184,189
Information Systems	3,980,499	4,470,054	4,234,941
Non-Departmental	1,710,812	1,480,787	1,750,399
Police	21,086,373	22,883,778	22,125,420
Fire	17,359,461	18,369,041	18,695,095
Engineering	4,978,303	5,675,282	6,045,618
Parks & Recreation	2,515,319	2,736,090	2,671,274
Community Development	5,010,332	5,136,779	5,191,049
Total Expenditures	**$68,152,418**	**$73,609,334**	**$72,676,629**

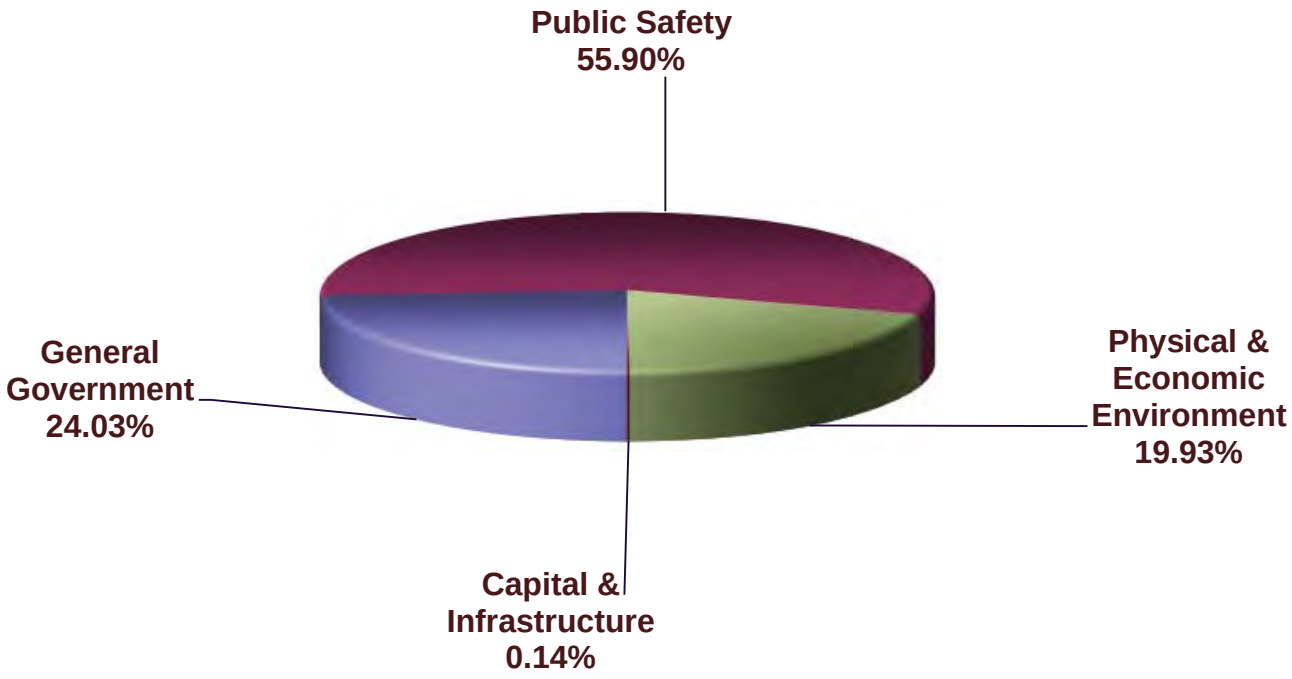
Total Expenditures excludes Operating Transfers and Interfund Transactions.



Expenditures by Function

General Fund

Source	2013-2014 Budget
General Government	$17,464,392
Public Safety	40,628,871
Streets	-
Physical & Economic Environment	14,482,366
Debt Service	-
Capital & Infrastructure	101,000
Total Expenditures	**$72,676,629**



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 2013-2014 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 - $19,911,032
General Fund - $17,464,392
Other City Funds - $2,446,640

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

In 2013-2014, these expenditures amount to $19,911,032 citywide - or 9.4% of the City's overall projected spending. This is a 2.1% decrease from budgeted 2011-2012 spending.

In 2013-2014, the General Fund's share of the City's general government expenditures amount to $17,464,392, or 24% of the General Fund's overall projected spending. This is a 3.8% decrease from budgeted 2011-2012 spending.

Citywide Public Safety Expenditures - $40,869,935
General Fund – $40,628,871
Other City Funds - $241,064

Public Safety expenditures include the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2013-2014, the projected cost of providing public safety services amounts to $40,869,935, or 19.3% of the City's overall projected budget. 2013-2014 public safety spending is 1.6% less than budgeted 2011-2012 spending.

In 2013-2014, the General Fund's share of the City's public safety expenditures amount to $40,628,871, or 55.9% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to approximately $547,948 (1.3%) less than budgeted 2011-2012 spending.

Citywide Transportation Expenditures - $5,423,655
Other City Funds - $5,423,655

Transportation expenditures include the City's Equipment Rental and Street Operating Funds. In 2013-2014, the projected cost of maintaining the City's current service level for its Fleet and Road Maintenance Funds amounts to $5,423,655 or 2.6% of the City's overall projected budget. This is an 8.8% increase from budgeted 2011-2012 non-capital transportation spending.

Citywide Utility and Community Environment Expenditures - $39,438,717
General Fund - $14,482,366
Other City Funds - $24,956,351 (includes $2,517,800 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 2013-2014, the projected cost of providing these services amounts to $39,438,717 - approximately 18.6% of the City's overall projected budget. This is a 10.2% increase over budgeted 2011-2012 spending. The increase over the preceding two year period is for the most part due to utility pass-through costs.

In 2013-2014, the General Fund's share of the City's community environment type expenditures amount to $14,482,366, or 19.9% of the overall General Fund projected budget. This is an increase of $559,436, or 4% higher than budgeted 2011-2012 community environment expenditures.

Citywide Debt Service Expenditures - $36,388,511
Other City Funds - $36,388,511

Citywide Debt Service expenditures in 2013-2014 amount to $36,388,511, or 17.1% of the City's overall projected budget.

The City currently has one "voter" approved GO Bond ($3,225,000 outstanding at 1/1/2013) for its Public Safety building, and the City's Water Utility Fund has a 1% State Public Works Trust Fund loan ($675,589 outstanding at 1/1/2013).

The City has applied for multiple low-interest Public Works Trust Fund (PWTF) loans to potentially fund vital capital projects. Distribution of State PWTF monies will not be known until 2013.

During the 2013-2014 biennium, City Council will consider issuing $30,000,000 in councilmatic GO bond debt related to Bothell's Washington State Local Infrastructure Investment Tool (LIFT) award.

In September 2011, in anticipation of the above mentioned $30,000,000 LIFT bond, the City obtained a $30,000,000 line of credit/Bond Anticipation Note (BAN).

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 by Fund - Including Interest and Schedule of Long-Term Debt 2013 Through Maturity.

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

Description	Date of Issue	Date of Final Maturity	Interest Rates	Amount of Original Issue	Balance 1/1/2013	Amount Issued 2013	Amount Redeemed 2013	Balance 12/31/2013	Due with One Year
Governmental Activities									
GO Refund Bond	5/20/2008	12/1/2017	3.5-4.0%	$6,070,000	3,225,000		$605,000	2,620,000	620,000
Bond Anticipation Note	9/28/2011	1/28/2014	1.18%	30,000,000	30,000,000			30,000,000	
Subtotal				**$36,070,000**	**$33,225,000**	**-**	**$605,000**	**$32,620,000**	**$620,000**
Business-Type Activities									
PWA Loan 98-791-007	10/15/1998	10/13/2018	1.00%	$1,890,000	675,589		$112,599	562,990	112,599
Subtotal				**$1,890,000**	**$675,589**	**-**	**$112,599**	**$562,990**	**$112,599**
Total				**$37,960,000**	**$33,900,589**	**-**	**$717,599**	**$33,182,990**	**$732,599**

Debt Limit Capacities

State law dictates that City debt cannot be incurred in excess of the following taxable percentages: 1.5% without a vote of the people; 2.5% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people provided the indebtedness in excess of 2.5% is for utilities, parks, or open space development. As of January 1, 2013, City debt limits were based on assessed property totaling $5,807,071,703.

General Obligation Debt Capacity as of January 1, 2013

Regular levy $5,807,071,703

Item	Without a Vote	With a Vote of the People		Total
	1.5%	1.0%	5.0%	7.5%
Legal limit	$87,106,076	$145,176,793	$290,353,585	435,530,378
Outstanding net debt	30,000,000	3,225,000		33,225,000
Margin available	**$57,106,076**	**$141,951,793**	**$290,353,585**	**402,305,378**

Schedule of Long-Term Debt

2012 Through Maturity

Year	GO Bonds		Other Debt		Totals
	Principal	Interest	Principal	Interest	Totals
Governmental Activities					
2013	605,000	122,050		354,000	1,081,050
2014	620,000	100,875	30,000,000	29,500	30,750,375
2015	640,000	78,400			718,400
2016	665,000	54,400			719,400
2017	695,000	27,800			722,800
Subtotal	**$3,225,000**	**$383,525**	**$30,000,000**	**$383,500**	**$33,992,025**
Business-Type Activities					
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			**$675,589**	**$23,646**	**$699,238**
Total	**$3,225,000**	**$383,525**	**$30,675,589**	**$407,146**	**$34,691,263**

Citywide Capital and Infrastructure Expenditures - $70,208,344
General Fund - $101,000
Other City Funds - $70,107,344 (includes $1,400,000 in depreciation expense)

Capital and Infrastructure expenditures in 2013-2014 amount to $70,208,344, or 33.1% of the City's overall projected budget. This is a 20.2% decrease over 2011-2012 capital spending, and provides for $4,481,556 in scheduled capital asset replacement, $101,000 in capital outlay, $1,400,000 in depreciation expense, and $64,225,788 for capital projects, of which $61,943,788 was identified and funded in the City's adopted 2013-2019 Capital Facilities Plan (CFP).

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

The City's 2013-2019 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

In 2013-2014, the General Fund's portion of the citywide capital and infrastructure expenditures amount to $101,000 or 0.1% of General Fund spending. This is a decrease of $260,498, or 72.1% from budgeted General Fund capital spending in 2011-2012.

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 2017.

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

Capital projects are accounted for in the City's Capital Improvements Fund and three Utility Funds. 2013-2014 capital projects are funded with Real Estate Excise Tax (REET), utility-user fees, impact fees, mitigation fees, grants, bond proceeds, Asset Replacement Fund resources, and proceeds from the sale of surplus properties.

The charts on the following four pages itemize the City's planned 2013-2014 capital spending.

2013-2014 Capital Spending

Fund	Description	CFP Project Number	2013	2014	Project Funding
001 General Fund					
	IS - Server space expansion		$21,000	-	New
	Tourism - Holiday lighting addition		40,000	40,000	New-Lodging tax
			$61,000	**$40,000**	
305 Capital Improvement					
	City Hall/Dawson Building Replacement**	F1	$2,293,340	-	CFP
	Open Space Acquisition	P7	305,000	-	CFP
	General Park Improvements**	P8	50,000	50,000	CFP
	North Creek School House**	P9	15,000	-	CFP
	1st Lt. Nicholas Madrazo US Marine Corp Memorial Park**	P11	80,000	520,000	CFP
	Park at Bothell Landing: Phase I**	P20	-	100,000	CFP
	North Creek Forest Land Acquistion	P22	-	697,000	CFP
	North Creek Trail, Section 3	T2E	-	836,000	CFP
	North Creek Trail, Canyon Park	T2F	-	193,000	CFP
	Annual Arterial Overlay Program**	T5	1,294,000	144,000	CFP
	Bothell Crossroads**	T6	9,601,000	5,170,000	CFP
	SR 527 Widening**	T7	4,024,000	-	CFP
	Bridge Inspection, Maintenance, Repair, & Rehab**	T14	152,000	96,000	CFP
	Neighborhood Traffic Calming Program**	T17	105,000	105,000	CFP
	Sidewalk/Walkway Program**	T19	-	286,000	CFP
	Multiway Boulevard**	T38	4,534,000	300,000	CFP
	Main Street Enhancement	T41	-	1,179,000	CFP
	SR 522 Stage 2A Improvements**	T43	4,521,000	-	CFP
	Downtown Contaminated Soil & Groundwater Clean Up**	T47	4,194,000	746,000	CFP
	SR 527 & 228th St SE Intersection Safety	T48	1,350,000	1,100,000	CFP
	NE 200th St Sidewalk	T49	-	135,000	CFP
	Sammamish River Bridge Seismic Retrofit	T57	40,000	102,000	CFP
	NE 195th St Bridge Seismic Retrofit	T58	6,000	14,000	CFP
	228th St SE Corridor Safety	T61	153,000	275,000	CFP
	Citywide Transportation Safety	T62	140,000	190,000	CFP
	Corridor Transportation Demand	T63	10,000	10,000	CFP
			$32,867,340	**$12,248,000**	

****Includes re-appropriation of 2012 expenditures that are not anticipated to be spent by December 31, 2012.**

2013-2014 Capital Spending

Fund	Description	CFP Project Number	2013	2014	Project Funding
401 Water					
	Bothell Crossroads (T6) & Water Main Replacement**	W1	$152,000	$124,000	CFP
	Penn Park Reservoir Replacement	W7	362,000	1,437,000	CFP
	Morningside Booster Station Retrofit	W6	30,000	520,000	CFP
	Downtown Revitalization - 98th Ave Water Replacement	W11	353,280	164,000	CFP
			$897,280	**$2,245,000**	
402 Sewer					
	NE 195th St Sewer & Main Replacement	S1	$535,000	$316,000	CFP
	Bothell Crossroads (T6)**	S1	63,000	-	CFP
	Lift Station 2 Improvements	S4	880,000	-	CFP
	Promontory Hillside Sewer Replacement	S8	300,000	-	CFP
	Downtown Revitalization - NE 98th St Sewer Replacement	S9	300,000	300,000	CFP
			$2,078,000	**$616,000**	
406 Storm Drain					
	Annual Storm & Surface Water Capital Improvements	SW1	$312,000	$715,000	CFP
	Downtown Sub-basin Storm Improvements (Horse Creek)	SW11	5,363,247	6,883,921	CFP
			$5,675,247	**$7,598,921**	
505 Asset Replacement					
Police	P001 - 2008 Ford Crown Vic (Patrol)		$40,000	-	Replacement
	P002 - 2008 Ford Crown Vic (Patrol)		40,000	-	Replacement
	P003 - 2009 Chevy Tahoe (Patrol)		38,000	-	Replacement
	P004 - 2008 Ford Crown Vic (Patrol)		40,000	-	Replacement
	P005 - 2007 Dodge Charger (Traffic)		38,000	-	Replacement
	P012 - 2008 Ford Crown Vic (Patrol)**		40,000	-	Replacement
	P013 - 2008 Ford Crown Vic (Patrol)		40,000	-	Replacement
	P017 - 2008 Ford Crown Vic (Patrol)**		40,000	-	Replacement
	P020 - 2005 Harley-Davidson (Traffic)**		26,000	-	Replacement
	P036 - 2003 Chevy Tahoe (K9)**		40,000	-	Replacement
	P041 - 2002 Dodge Durango (Admin)		38,000	-	Replacement
	Viper recording system**		5,144	-	Replacement
	P007 - 2009 Dodge Charger (Patrol)		-	40,000	Replacement
	P008 - 2009 Dodge Charger (Patrol)		-	40,000	Replacement
	P010 - 2009 Dodge Charger (Patrol)		-	40,000	Replacement
	P047 - 2007 Chevy Impala (Detective)		-	38,000	Replacement
	Dispatch radio consoles (3)**		-	81,621	Replacement
			$425,144	**$239,621**	

****Includes re-appropriation of 2012 expenditures that are not anticipated to be spent by December 31, 2012.**

2013-2014 Capital Spending

Fund	Dept	Description	2013	2014	Project Funding
505 Asset Replacement					
Fire		F2405 - 1997 GMC Sonoma PU	$27,000	-	Replacement
		Bunker gear washer/extractor**	12,000	-	Replacement
		F8410 - 1992 Seagrave Fire Engine	-	472,300	Replacement
		F8411 - 1994 Seagrave Fire Engine	-	471,000	Replacement
		SCBA breathing apparatus (50)	-	309,000	Replacement
		Elliptical trainers (3)	-	23,175	Replacement
		SCBA posi-check test bench	-	12,360	Replacement
		RIT bags (4)	-	20,600	Replacement
			$39,000	$1,308,435	
Facilities		#23 - 1997 Ford E250 van	$23,000	-	Replacement
		Fire Station 45 - rebuild concrete apron	165,000	-	Replacement
		PW Shop 1 - air compressor	8,000	-	Replacement
		Fire Station 42 - carpeting (admin)	-	54,075	Replacement
		Fire Station 42 - tile flooring (crew)	-	20,600	Replacement
		North Creek Sportsfield #1 - synthetic turf	-	515,000	Replacement
		Cedar Grove Park - parking lot seal	-	10,300	Replacement
			$196,000	$599,975	
Comm Dev		#87 - 1997 Chevy S10 PU	$18,000	-	Replacement
		#96 - 1998 GMC Sonoma PU	18,000	-	Replacement
		#94 - 1998 GMC Sonoma PU	-	18,000	Replacement
			$36,000	$18,000	
Street		#25 - 2002 Elgin Eagle Sweeper	$225,000	-	Replacement
		#71 - 1994 John Deere 6300 Tractor	90,000	-	Replacement
		#71A - 2007 John Deere Tiger mower head	10,000	-	Replacement
		#79 - 1996 Ford F800 dump truck**	200,000	-	Replacement
		Sanding attachments for snow/ice	-	33,990	Replacement
			$525,000	$33,990	

****Includes re-appropriation of 2012 expenditures that are not anticipated to be spent by December 31, 2012.**

2013-2014 Capital Spending

Fund	Dept	Description	2013	2014	Project Funding
505 Asset Replacement					
Parks		#9 - 2001 Ford F550 flatbed dump truck	$48,000	-	Replacement
		#10 - 2001 Dodge 2500 PU	25,000	-	Replacement
		#15 - 2001 Dodge 2500 PU	25,000	-	Replacement
		#P5 - 2007 Toro GM 4000 mower	55,000	-	Replacement
		#P7 - 2000 Toro Workman infield renovator	15,000	-	Replacement
		Blyth Park - small picnic shelter	10,000	-	Replacement
		North Creek Sportsfields - exterior lighting	60,000	-	Replacement
		#Park3 - 2008 John Deere Mower	-	21,000	Replacement
		William Penn Park - playground equipment	-	25,390	Replacement
		Brickyard Road Park - playground equipment	-	12,051	Replacement
			$238,000	$58,441	
Executive Street		IS - servers (8/year)	$40,000	$41,200	Replacement
		IS - ruggedized laptops (8/year)	40,000	41,200	Replacement
		IS - scanner	-	87,550	Replacement
			$80,000	$169,950	
Water Storm		#7 - 2001 Dodge 3500 PU	$40,000	-	Replacement
		#92 - 1998 Jeep Wrangler	28,000	-	Replacement
			$68,000	-	
Sewer		#95 - 1998 GMC Sonoma PU	$18,000	-	Replacement
			$18,000	-	
Storm		#8 - 2001 Ford F250 PU	$40,000	-	Replacement
		#19 - 2001 Ford Sterling Vactor**	350,000	-	Replacement
			$390,000	-	
Pool Cars		#21 - 1999 Ford Expedition (Engineering/Inspections)	$20,000	-	Replacement
		#24 - 1997 Ford Explorer (Engineering/Inspections)	18,000	-	Replacement
			$38,000	-	
		TOTAL	$43,632,011	$25,176,333	

***Totals do not include depreciation or amortization expense totaling $3,924,800.**

****Includes re-appropriation of 2012 expenditures that are not anticipated to be spent by December 31, 2012.**

2013-2014 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
General	Finance / HR Allocations - from Water, Sewer, Storm	340,780	
	Legal Allocations - from Water, Sewer, Storm	78,828	
	Executive / Clerk Allocations - from Water, Sewer, Storm	238,874	
	Information Services Allocations - from Water, Sewer, Storm	275,986	
	Facilities Allocations - from Water, Sewer, Storm	222,600	
	Fleet & Equipment Rental Allocations		1,963,344
	Self-Insurance Allocations		655,593
	Subsidy Transfer to Street Fund		631,645
	Business License Fee Transfer to Street Fund		1,000,000
	Subsidy to Self-Insurance Fund		453,400
	IS Equipment Replacement - to Asset Replacement Fund		270,000
	General Asset Replacement - to Asset Replacement Fund		500,000
Street	Subsidy from General Fund	631,645	
	Business License Fee Transfer from General Fund	1,000,000	
	Fleet & Equipment Rental Allocation		232,820
	Self-Insurance Alllocation		217,856
Arterial Street	Capital Facilities Plan transfer to Capital Improvement Fund		6,937,054
Park Reserve	Capital Facilities Plan transfer to Capital Improvement Fund		100,000
LIFT GO Bond	Transfer from Capital Improvement Fund	2,000,000	
Capital Improvement	Capital Facilities Plan transfer from Arterial Street Fund	6,937,054	
	Capital Facilities Plan transfer from Park Reserve Fund	100,000	
	Transfer to LIFT GO Bond Fund		2,000,000
Water	Information Services Allocation - to General Fund		71,094
	Finance / HR Allocation - to General Fund		99,118
	Legal Allocation - to General Fund		22,928
	Executive / Clerk Allocation - to General Fund		69,478
	Facilities Allocation - to General Fund		61,694
	Fleet & Equipment Rental Allocation		181,840
	Self-Insurance Allocation		38,277
Sewer	Information Services Allocation - to General Fund		67,898
	Finance / HR Allocation - to General Fund		94,462
	Legal Allocation - to General Fund		21,850
	Executive / Clerk Allocation - to General Fund		66,214
	Facilities Allocation - to General Fund		59,488
	Fleet & Equipment Rental Allocation		214,800
	Self-Insurance Allocation		73,825
	Total Operating Transfers & Interfund Transactions	**$11,825,767**	**$16,104,678**

2013-2014 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
Storm	Information Services Allocation - to General Fund		136,994
	Finance / HR Allocation - to General Fund		147,200
	Legal Allocation - to General Fund		34,050
	Executive / Clerk Allocation - to General Fund		103,182
	Facilities Allocation - to General Fund		101,418
	Fleet & Equipment Rental Allocation		489,468
	Self-Insurance Allocation		690,677
	Interfund Loan Payment - to Asset Replacement Fund		528,140
Equipment Rental	General Fund Fleet Allocation	1,963,344	
	Street Fund Fleet Allocation	232,820	
	Water Fund Fleet Allocation	181,840	
	Sewer Fund Fleet Allocation	214,800	
	Storm Fund Fleet Allocation	489,468	
	Fleet Replacement Transfer - to Asset Replacement		1,335,292
	Self-Insurance Allocation		2,896
Self-Insurance	Self-Insurance Allocation - General Fund	655,593	
	Self-Insurance Allocation - Street	217,856	
	Self-Insurance Allocation - Water	38,277	
	Self-Insurance Allocation - Sewer	73,825	
	Self-Insurance Allocation - Storm	690,677	
	Self-Insurance Allocation - Equipment Rental	2,896	
	Subsidy from General Fund	453,400	
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	1,335,292	
	IS Equipment Replacement - from General Fund	270,000	
	General Asset Replacement - from General Fund	500,000	
	Interfund Loan Payment - from Storm Drain Fund	528,140	
	Total Operating Transfers & Interfund Transactions	**$7,848,228**	**$3,569,317**
	Grand Total	**$19,673,995**	**$19,673,995**

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.

2013-2014 One Time Expenditures

Dept	Description	2013	2014
City Manager	Advertising/printing - sale of surplus downtown property	$10,000	$10,000
	Professional svcs - sale of surplus downtown property	5,000	5,000
	Total City Manager	**$15,000**	**$15,000**
Facilities	Rolling tool box	$300	-
	Wire marker	400	-
	Total Facilities	**$700**	**-**
Information Systems	Business licensing module for permitting software	$28,000	-
	Infrastructure maintenance projects	159,000	159,000
	GIS Ortho Maintenance	-	12,000
	Server space expansion	21,000	-
	Total Information Technology	**$208,000**	**$171,000**
Non-Dept	Holiday lighting additions	$40,000	40,000
	Total Non-Departmental/Tourism	**$40,000**	**$40,000**
Parks & Rec	Replacement tables - Lytle House	$800	-
	Total Parks & Recreation	**$800**	**-**
	Total 2013-2014 General Fund One-Time Expenditures	**$264,500**	**$226,000**

Fund Balance

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

Classifications of Fund Balance

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

General Fund Estimated Ending Fund Balance at 12/31/14	
Impressed Funds	$16,750
Total Nonspendable Fund Balance:	**$16,750**
Tourism (Lodging Tax)	$508,847
Donated Funds	137,795
Total Restricted Fund Balance:	**$646,642**
General Fund Reserves	$3,086,965
Total Assigned Fund Balance:	**$3,086,965**
2014 General Fund Estimated Ending Fund Balance:	**$3,750,357**

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

- Capital purchases
- Capital improvements
- Land acquisition
- Replenishing/Augmenting reserves

See the "2013-2014 Budget Overview" chart on page 23 for projected fund balances for all City Funds at 12/31/2014.

By the end of the 2013-2014 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than $100,000:

Fund	Amount	Description
Special Revenue Funds		
Arterial Street	$804,734	Per Capital Facilities Plan
Internal Service Funds		
Asset Replacement	$2,476,714	Per Asset Replacement Plan

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

Fund	Projected* Balance 12/31/2012	2013 Projected Revenues	2013 Expenditure Appropriation	Projected Balance 12/31/2013	2014 Projected Revenues	2014 Expenditure Appropriation	Projected Balance 12/31/2014
General	$3,750,357	$38,043,827	$38,043,827	$3,750,357	$40,106,784	$40,106,784	$3,750,357
Special Revenue Funds							
Street	271	2,022,851	2,022,851	271	2,100,157	2,100,157	271
Arterial Street	2,253,527	3,874,987	2,244,054	3,884,460	2,257,333	4,693,000	1,448,793
Park Cumulative Reserve	1,726,510	240,000	-	1,966,510	240,000	100,000	2,106,510
Drug Seizure Fund	29,537	22,000	11,500	40,037	22,000	11,500	50,537
Bond Funds							
2008 GO Refunding Bond	82,645	720,550	740,550	62,645	714,450	734,450	42,645
LIFT GO Bond Redemption	-	-	-	-	2,000,000	2,000,000	-
Capital Funds							
Capital Improvements	2,167,673	33,689,731	33,380,340	2,477,064	44,879,156	44,974,000	2,382,220
Utility Funds							
Water**	1,205,869	6,121,012	5,054,962	2,757,419	4,503,366	6,625,317	1,120,968
Sewer**	1,313,521	8,421,586	8,443,061	1,615,346	6,699,324	7,311,602	1,326,368
Storm Drain** ***	(668,426)	10,076,855	9,452,169	656,360	12,078,514	12,221,869	1,213,105
Internal Service Funds							
Fleet Management	1,064	1,541,136	1,531,651	14,049	1,541,136	1,545,460	13,225
Self Insurance	41,126	1,017,445	1,047,217	11,354	1,165,079	1,083,596	92,837
Asset Replacement** ***	4,159,676	1,125,543	3,001,364	2,733,855	1,824,015	3,324,908	1,682,962
Trust and Agency Funds							
Cemetery Endowment	83,474	200	12,000	71,674	200	6,000	65,874
Firemen's Pension Reserve	296,767	45,000	45,000	296,767	45,000	45,000	296,767
Subtotal	**$16,443,591**	**$106,962,723**	**$105,030,546**	**$20,338,168**	**$120,176,514**	**$126,883,643**	**$15,593,439**
Less Operating Transfers		3,877,870	3,862,745	15,125	9,349,521	9,364,646	
Less Interfund Transactions		3,205,505	3,205,505		3,241,099	3,241,099	
Total	**$16,443,591**	**$99,879,348**	**$97,962,296**	**$20,323,043**	**$107,585,894**	**$114,277,898**	**$15,593,439**

*Figures are based on actual 2012 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

***Storm Drain is making annual principal payments of $250,000 on an interfund loan from Asset Replacement. These payments do not affect either fund's projected year-end balances, as the expenditures/revenues are offset by the decreases in the fund's liability/receivable.

**Depreciation expense does not impact liquid fund balance. Depreciation is budgeted annually as follows:

Water: $485,500
Sewer: $323,300
Storm Drain: $450,100
Equipment Rental: $3,500
Asset Replacement: $700,000

General Fund

The General Fund
consists of the following funds:

Executive
Finance
Legal
Human Resources
Police
Fire and Emergency Medical Services
Public Works
Community Development

Executive Department

The Executive Department consists of 6 Divisions including:

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

Office of the City Manager

Executive Department

Executive Department

The Executive Department consists of six divisions: Office of the City Manager, (includes the functions of Public Information and Economic Development), Information Services (IS), Judicial (Municipal Court), City Clerk, Legislative and Non-Departmental.

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 2013-2014 Executive Department budget proposal include:

- Continue implementing the Downtown Revitalization Plan, including fostering development of a strong retail, service and entertainment base to create a vibrant, attractive Downtown. Continuing specific and key activities include:
  - Advance City Hall/City Center Development under public-private development approach.
  - Implementation of environmental clean-up to get Downtown properties "shovel-ready" for revitalization.
  - Develop, distribute and evaluate solicitation materials for possible purchase and development of City Council identified surplus property not needed to accommodate public facilities, streets or other public amenities.
  - Recruit employers and retail for vacant space and new development.
  - Assure acquisition of properties needed for City capital projects.
- Upon City Council authorization, provide leadership to extend City services into Potential Annexation Area (PAA) in King County.

Office of the City Manager

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

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

Public Information Function

The Public Information function 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, City's Web site, Bothell Community Television (BCTV) Channel 21 and the *Bothell Bylines* quarterly newsletter.

Economic Development Function

The City economic development program assures proactive economic activities to promote the growth and retention of existing businesses and industries and the recruitment of new business and industry by focusing on primary job development, commercial recruitment, strategic public investments and regional advocacy. The Economic Development function also includes the visitor development program as part of economic development.

2013 - 2014
Budget Outcomes & Activities

Office of the City Manager

Implement City Council's goals and priorities

~ 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

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

Provide consistent leadership to the organization

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

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

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

Continuing Financial Sustainability

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

Advance Key Public Investments as Part of Downtown Revitalization Activities

- In accordance with City's Capital Facilities Plan and adopted Budget, provide executive oversight and leadership for continuation with the financing, and construction of infrastructure projects.
- Ensure a plan for utility infrastructure to allow development to occur based on the desired schedule.

Oversee the Development Services Initiative

- Provide executive leadership, guidance, and direction to complete initial Development Services Action Plan
- Continue to advance goals of this initiative.

Prepare for the possibility of annexation in accordance with City Council direction

- Continue staff work on preparation for possible annexations in King county.

Public Information Function

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

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

Continue communication tools to more efficiently and effectively reach Bothell residents

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

Economic Development Function

Update the Economic Development element of the Bothell Comprehensive Plan

Cultivate an active and economically vibrant Downtown

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

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

Foster the growth and expansion of a stable City tax base

~ Establish an incubator to cultivate new start-up companies.
~ Develop a Freight Mobility Study to support economic goals and local industry.
~ Promote employer retention, recruitment and expansion through business retention and expansion interviews and follow up.
~ Develop a program and design concept for a Bothell-based Biomedical Technology Center.
~ Promote the maintenance and expansion of industry infrastructure (i.e. data, power, water, etc.)

2011 - 2012 Accomplishments

Office of the City Manager

- ✓ Provided effective and efficient leadership of municipal services.
- ✓ Provide leadership and direction related to revitalization of the City's downtown.
- ✓ Facilitated retreats each year for City Council to set annual goals.
- ✓ Updated and brought to Council for approval the Capital Facilities Plan making important public investments.
- ✓ Completed City Center/City Hall Site Plan and initiated phase 1 development (relocation of utilities and the demolition of the buildings).
- ✓ Negotiated amendments to the purchase and sale agreement and facilitated the closing between the City and McMenamins - development preserving the Anderson building and providing free Bothell access to the pool, community meeting room and garden.
- ✓ Negotiated amendments and facilitated the closing for Lot K with Main Street properties.
- ✓ Implemented a budget sustainability plan.

Public Information Function

- ✓ Developed policies and procedures for using social media for public outreach in order to ensure consistency, accuracy, value to citizens and compliance with State and Federal laws.
- ✓ Secured media placement in regional print, radio, television and online media for Bothell's downtown revitalization efforts.
- ✓ Implemented direct e-mail services in order to quickly and inexpensively reach citizens with information.

2011 - 2012 Accomplishments

Economic Development Function

Visitor Development

- ✓ Strengthened social media presence with Twitter and Facebook and advertisements on Google to increase Seattle-bound visits to the visitor Website.
- ✓ Continued to develop visitor content through packages promoting antiquing, shopping, wine tasting and golf.
- ✓ Held hotel meetings and staff education sessions to support visitor patronage of area merchants and business.
- ✓ Established Vintage Bothell and continued to support the development of Live ARTS Bothell.
- ✓ Held familiarization tours for the travel media to promote earned media, including placements throughout western Canada and the Puget Sound region.
- ✓ Partnered with City Pass to further connect Bothell to Seattle visitors.
- ✓ Implemented the first years of a multi-phase holiday lighting program for Main Street.
- ✓ Initiated the implementation of wayfinding Downtown, with banners and the first order of directional signs.

Performance Measures

Office of the City Manager

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of Council's top goals completed	100%	100%	100%	100%
% of Department goals achieved	100%	100%	100%	100%
Conduct 3 State of the City meetings for staff annually	6	6	3	3
Conduct 8 to 10 Staff Breakfast meetings annually	16	16	10	8

Public Information Function

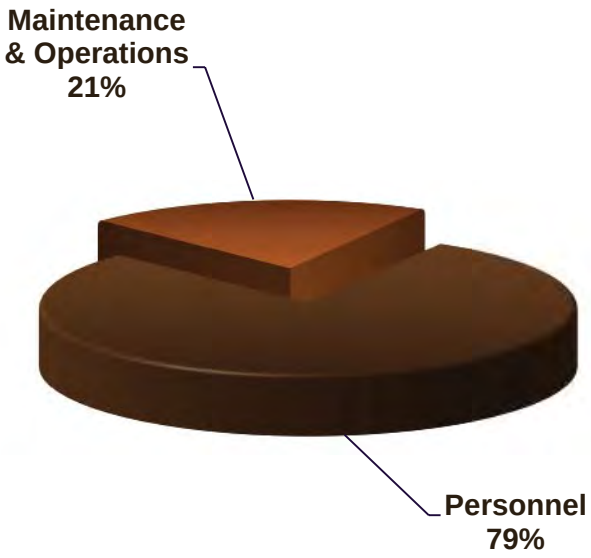
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Publish Bothell Bridge publications 4 times per year	8	8	4	4
% of news releases resulting in news coverage	70%	70%	70%	70%

Total Executive Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$2,000,465	$2,161,431	$1,811,063
Maintenance & Operations	704,087	712,975	481,440
Capital	-	-	-
Total Expenditures	**$2,704,552**	**$2,874,406**	**$2,292,503**
Annual Cost Per Capita	**$81.13**	**$84.89**	**$66.02**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Personnel costs are $350,368 less than the 2011-2012 adopted budget because the Public Information Officer position is to remain vacant and funding for the Deputy City Manager position is being discontinued in 2014.
- Savings of $231,535 in Maintenance and Operations (M&O) are attributable in part to the IS centralized printing program as well as to a number of reductions made in M&O due to Citywide declining revenues.

Legislative

Executive Department

Legislative

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

The City Council:

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

2013 - 2014
Budget Outcomes & Activities

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

~ Create opportunities for citizens to be involved in their community.

~ Provide timely and thorough responses to citizen comments and complaints.

Provide Effective and Efficient Governance

~ Set annual goals and priorities.

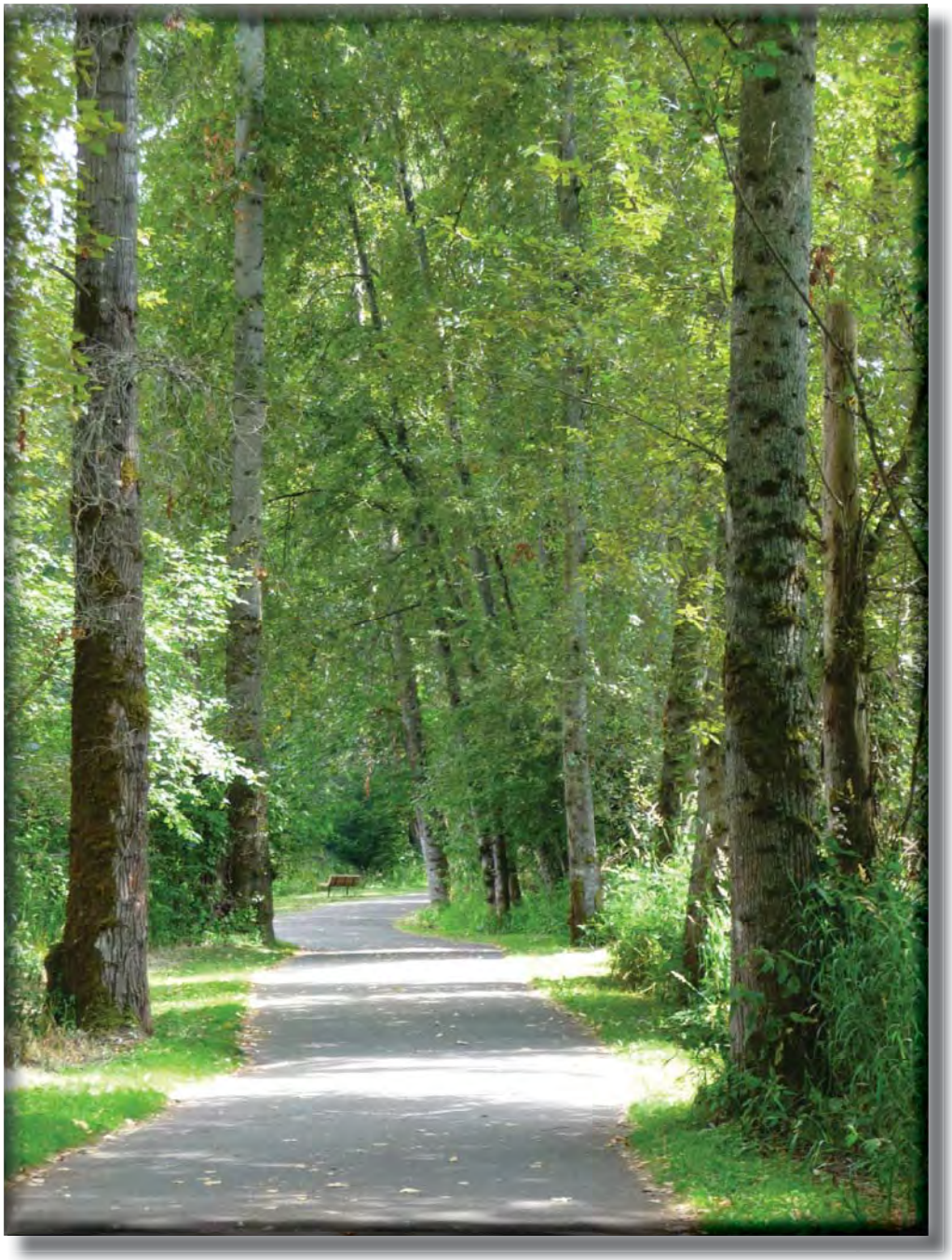
~ Legislate and govern at the 30,000 foot level allowing Council to complete its busy legislative agenda.

~ Provide clear policy direction to Staff based upon "corporate" position.

2011 - 2012 Accomplishments

- ✓ Held annual retreats to develop goals for each year.
- ✓ Adopted a six-year Transportation Improvement Program and update to the Capital Facilities Plan.
- ✓ Received the Association of Washington Cities (AWC) WellCity Award for 2010 and 2011.
- ✓ Elected the Mayor and Deputy Mayor.
- ✓ Adopted an ordinance adopting changes to the City's animal control code in order to enable the City to provide animal control and licensing services directly to Bothell citizens.
- ✓ Approved animal control code amendments enabling the City to provide animal control and licensing services directly to Bothell citizens.
- ✓ Seated as the Bothell Urban Emergency Medical Service District Board, authorized an election to be held within the Snohomish County portion of the City to consider a proposition authorizing the district to impose a regular property tax levy to provide funds for emergency medical care and emergency medical services.
- ✓ Reaffirmed intent to annex the City's Potential Annexation Area (PAA) in King County via the City/County/Fire District Interlocal Agreement method; and adopted resolutions 1) calling for an annexation election in the larger portion of the City's Municipal Urban Growth Area (MUGA) in Snohomish County; and 2) intent to annex the smaller portion of the City's MUGA via the Island Resolution Method.
- ✓ Approved a contract with the Seattle Public Utilities for the supply of water.
- ✓ Approved annexation interlocal agreements with Snohomish County Fire District 1, 7 and 10.
- ✓ Purchased property within the Boy Scouts of America property and renamed it North Creek Forest; authorized application for the King County Conservation Futures grant for the purchase of additional parcels along 112th Avenue NE; and authorized applications for the State of Washington Recreation and Conservation Office grants for North Creek Forest and the Park at Bothell Landing.
- ✓ Adopted resolutions to place the North, East and West of Bothell Annexation (NEWBA) on the November 8, 2011, and April 17, 2012, ballots.
- ✓ Adopted an ordinance increasing the City's Local Infrastructure Financing Tool (LIFT) Bond Anticipation Note to $30 million.
- ✓ Approved the Bloomberg Hill Island Annexation.
- ✓ Approved the 2012-2017 six-year Transportation Improvement Program.
- ✓ Declared the properties known as "Lot O" and "Lot K" as surplus and entered into development and purchase and sale agreements.

- ✓ Received a certificate recognizing the City's achievement of Leadership in Energy and Environmental Design (LEED) Silver, for the Public Works Operations Center Administration Building.
- ✓ Held public hearings regarding the Shorelines Master Program Update and adopted a resolution recommending the update to the State Department of Ecology.
- ✓ Adopted the Blyth Park Master Plan.



Performance Measures

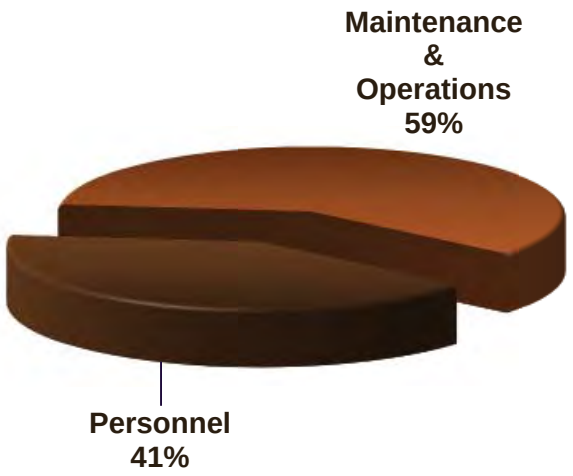
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of Council Member attendance at scheduled meetings	100%	86%	100%	100%
% of consent items on consent agenda approved by Council	96%	95%	96%	96%
% of council agendas completed as scheduled	100%	91%	100%	100%
Average Council Member attendance at regularly scheduled meetings including excused absences	7	6.1	7	7
# of Council meeting hours per year	150	140	150	150

Total Legislative Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$175,134	$168,326	$168,385
Maintenance & Operations	205,832	294,772	246,421
Capital	-	-	-
Total Expenditures	**$380,967**	**$463,098**	**$414,806**
Annual Cost Per Capita	**$11.43**	**$13.68**	**$11.95**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Maintenance and operations are reduced by $48,351 attributable to decreasing the Council discretionary budget by $48,000 for the biennium.
- Personnel costs remain at their 2011-2012 level.

City of Bothell™

Judicial/Municipal Court

Executive Department

Judicial/Municipal Court

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

2013 - 2014
Budget Outcomes & Activities

Pursue procedures that are efficient and effective for Court operations

~ Data entry of cases within 48 hours of filing to assure accurate and timely filing.
~ Provide court brochures to simplify the court process for pro se litigants.
~ Outsource payment plans and refer delinquent accounts for collection.
~ Provide clear, understandable court forms along with staff assistance.
~ Offer "Contested and Mitigation by mail" option for defendants with traffic infractions allowing citizens to communicate with the Court without missing work. Communication by mail also saves court time.
~ Partnered with the King County Warrant program allowing for quick calendaring of warrant cases and reductions in jail costs.

Meet or surpass trail Court performance standards

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

Be accountable to the public and participants in the system

~ Lead quarterly Court stakeholder meetings to improve effectiveness.
~ Reduce dependence on the Police Department staff for passport coverage by consolidating hours to a 3 hour block.
~ Implemented Americans with Disabilities Act (ADA) hearing requirements in the courtroom through the procurement of impaired hearing devices.

Promote diversity and excellence through training

~ Provide professional training offered through the Administrative Office of the Courts and District and the Municipal Court Management Association.

Promote atmosphere of trust and confidence in the judicial system

~ Develop plans to establish a Bothell Youth Court in 2013 that will provide mentoring opportunities for students and to reduce recidivism in youth offenders.
~ Host Law Day to educate area youth on the function of the Court.
~ Participate in the Street Law project - whereby the Judge participates in teaching high school students about law, democracy and human rights.
~ Enhance the City's Website content regarding Court information and other services including updated user-friendly forms, Website links and the Court's email address to improve citizen access to critical information.

2013 - 2014
Budget Outcomes & Activities

Provide a safe work environment

~ Contract third-party court security services.
~ Perform regular testing of the Court security systems.
~ Train and perform drills pertaining to Emergency Evacuation Procedures.
~ Add a Court staff member to the Safety Committee.
~ Implement quarterly public speaking engagements on court safety issues.

Law Day

2011 - 2012 Accomplishments

- ✓ Increased courtroom security hours.
- ✓ Added “Contested by mail” option for traffic infractions. This option allows citizens to communicate with the Court without missing work and saves court time.
- ✓ Implemented more efficient scheduling of interpreters to reduce costs.
- ✓ Implementation of Jury confirmation rule reduced jury panel costs.
- ✓ Stationed a copier in the courtroom to reduce the need for the high cost of No Carbon Required (NCR) forms which saves printing costs.
- ✓ Partnered with the King County Warrant program to allow quick celendaring of warrant cases thereby reducing jail costs.
- ✓ Implemented an Alternatives to Confinement program to reduce jail costs.

Performance Measures

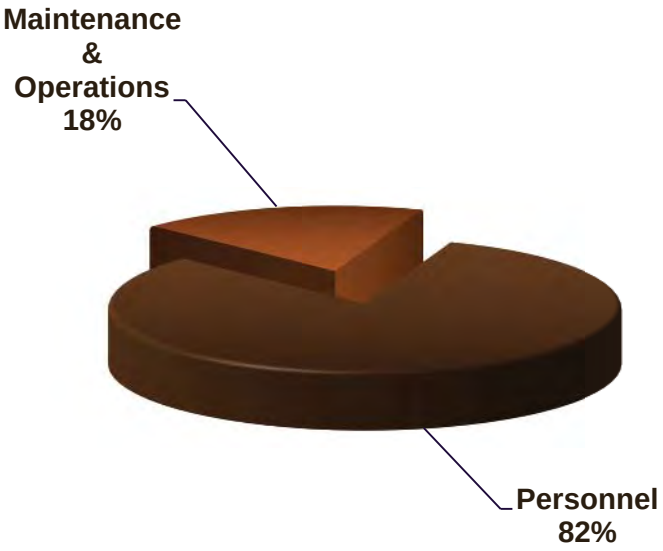
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Criminal trials set within 90 days of speedy trial	90%	100%	90%	90%
Traffic hearings set within 120 days of speedy trial	100%	100%	100%	100%
Passports processed per month	250	165	200	200

Total Judicial/Court Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$729,583	$857,231	$919,808
Maintenance & Operations	200,564	103,422	208,498
Capital	-	-	-
Total Expenditures	**$930,147**	**$960,653**	**$1,128,306**
Annual Cost Per Capita	**$27.90**	**$28.37**	**$32.49**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

Court expenditures in 2013-2014 increased 18% compared to 2011-2012. The increase is mainly the result of acquiring Court security services and increases in personnel costs.

City of Bothell™

City Clerk

Executive Department

City Clerk

The City Clerk Division is responsible for Legislative support to the Council, including preparing agenda packets and minutes for City Council meetings; managing records of the City, including oversight and coordination of the City-wide Records and Information Management Program; and accepting and processing public records requests.

One of the Council's 2013-2014 Budget Focus Areas is Community Connections/ Involvement. The goal of the Community Connections/Involvement Focus Area is to increase citizens' understanding of, and engagement in, City issues and to build strong partnerships. The City Clerk Division contributes by reaching out to residents while recruiting memberships to the City's boards and commissions. The Division provides informational brochures and packets to interested citizens, and manages the board and commission recruitment process. The Division's continued implementation of the City-wide Records and Information Management Program also helps support that Focus Area by striving to provide citizens and staff easy electronic access to more City records.

2013 - 2014
Budget Outcomes & Activities

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

~ Continue to consistently provide agenda packets five days prior to the meeting in primarily electronic versions with a limited number of paper copies, 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 Council meeting.

~ Provide timely information to Council via Council information packets, Council calendars, correspondence and newspaper articles.

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

~ Recruit board and commission candidates utilizing creative and innovative methods to reach out to Bothell citizens.

~ Provide informational brochures/packets on boards and commissions to interested citizens.

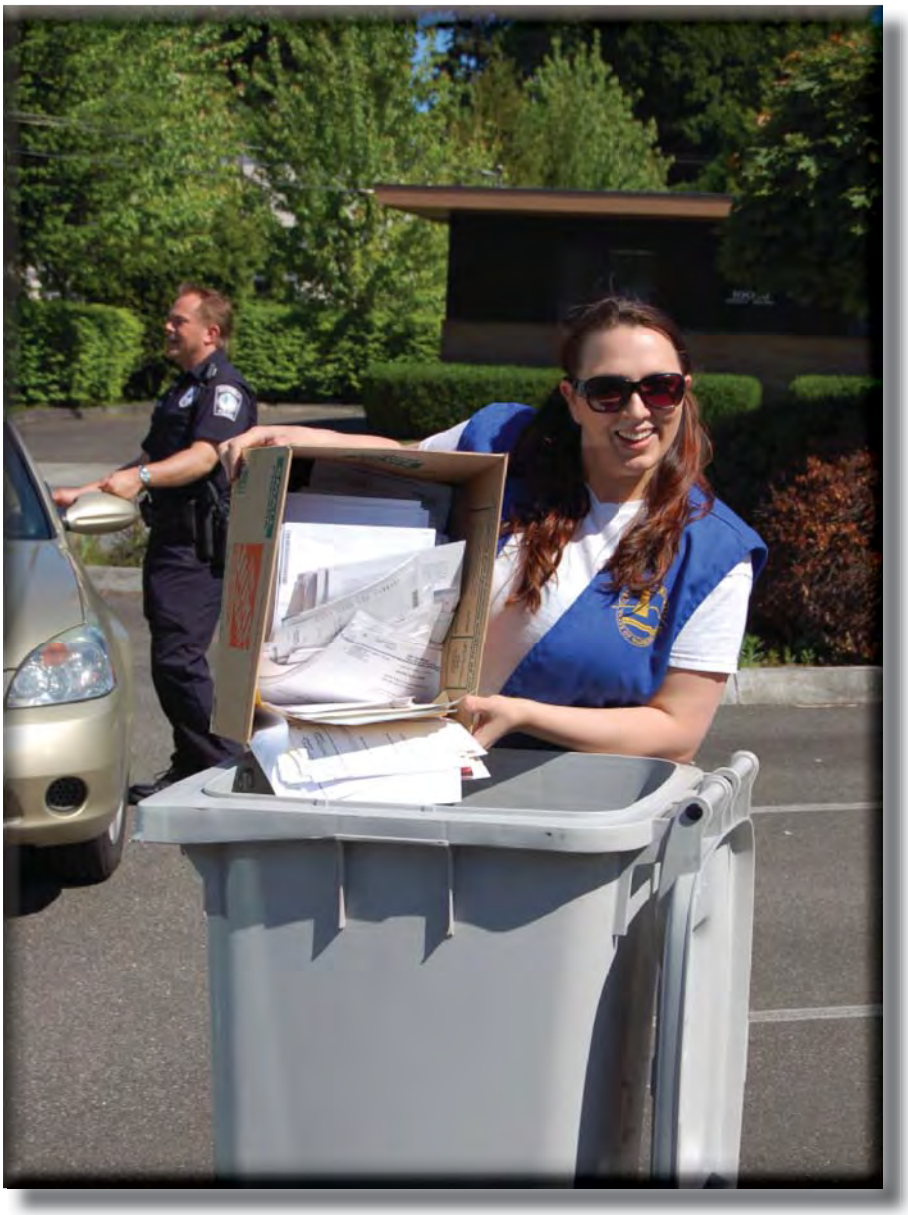
Maintain the official records of the City in a manner that is responsive to the public and consistent with State law

~ Continue the advancement of the Citywide Records Management program, including expanding the number and types of documents available to both staff and the public electronically.

~ Respond to all requestors of public records requests within the mandated five day period. Resolve all public records requests within 10 days of request.

2011 - 2012 Accomplishments

- ✓ Continued implementation of the LaserFiche document imaging project throughout all City departments.
- ✓ Conducted the annual board and commission recruitment each year.
- ✓ Delivered the Records and Information Management Committee's Citywide Document Destruction events for Bothell residents in the spring and fall of each year.
- ✓ Continued to generate agenda packets electronically.



Performance Measures

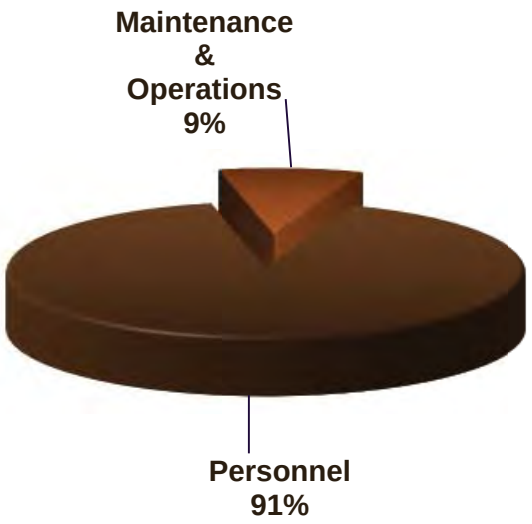
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of public disclosure requests resolved in 10 or fewer days	95%	70%	85%	85%
% of minutes available within 2 weeks or next available regular meeting	100%	100%	100%	100%
% of agenda packets distributed 5 days prior to meeting	100%	100%	100%	100%
# of agenda bills processed	245	210	245	245
# of ordinances & resolutions processed	30	43	35	35
# of contracts processed	255	301	275	275

Total City Clerk Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$453,033	$515,214	$525,491
Maintenance & Operations	78,646	80,399	52,191
Capital	-	-	-
Total Expenditures	**$531,679**	**$595,613**	**$577,682**
Annual Cost Per Capita	**$15.95**	**$17.59**	**$16.64**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- The approximate $10,000 increase in the personnel cost is attributable to union negotiated salary step and cost-of-living increases, pension contributions and health insurance premiums.
- The decrease in maintenance and operations is from reductions made due to Citywide declining revenues.

Information Services

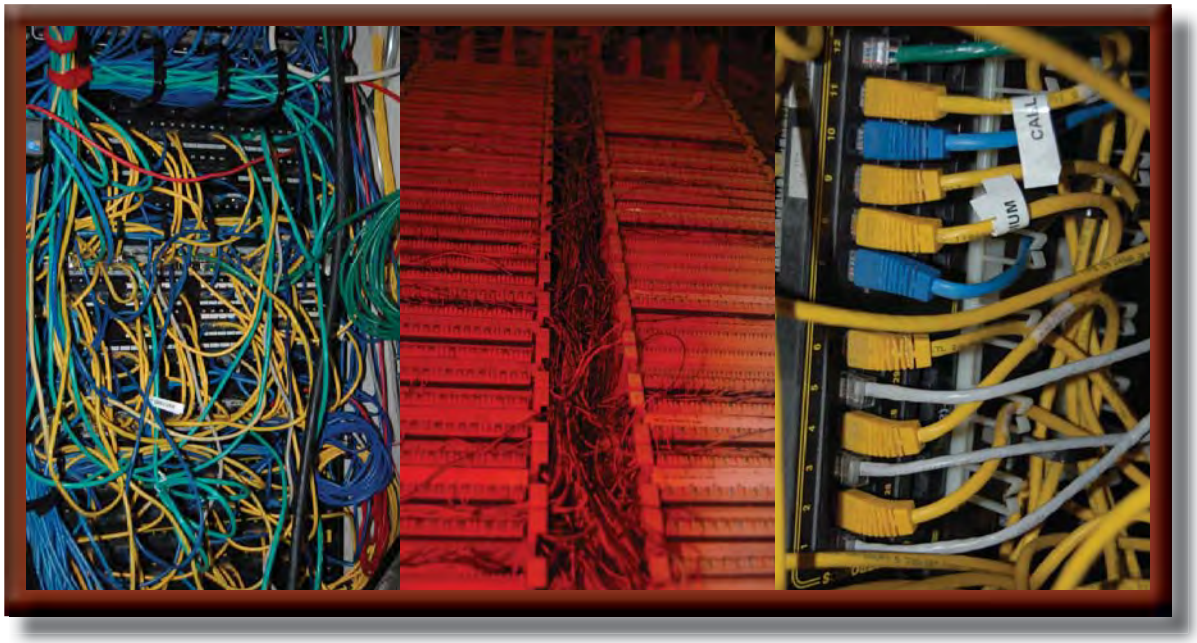
Executive Department

Information Services

The Information Services (IS) Division provides for a technology platform that supports the entire City government. Its 11 employees maintain more than 100 servers and network appliances, 310 workstations and laptops, 85 printers, 140 phones, 119 cell phones, as well as other electronic equipment.

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

Additionally, the Division manages the City geographic information data, which includes more than 100 map layers arranged by geographic waypoint. Geographic Information System (GIS) data forms a *backbone* of integrated data by which departments plan, file and track city information, assets, projects and calls for service all by physical location. This industry-best practice promotes a comprehensive *one-city* culture, where staff engage citizens in sharing a comprehensive understanding of that citizen's experience of City interactions, and where the plans of every business unit are known to all units promoting stronger outcomes and efficiencies.



2013 - 2014
Budget Outcomes & Activities

The Information Services Division focuses on developing overarching goals to serve as a compass for the Division. In development, the Division's bi-annual priorities and work plans are as follows:

Operational Resiliency

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

~ The ability of the organization to sustain data as required, maintain 24-hour operations and to recover following a disruption or failure.

Business Optimization

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

~ The ability of the organization to virtualize, improve cost and energy efficiency, enhance application, infrastructure and operational management.

Information Access

This goal supports the City Council's Focus of community connections/involvement by engaging the City with the public to increase citizen understanding and immersion in City issues and to build strong partnerships.

~ The ability of the organization to facilitate community engagement through technology.

Workforce Mobility

This goal supports the City Council's Focus Area of financial stability by providing the City with efficiencies, cost containment and technology advancements.

~ The ability of the organization to provide the workforce access to necessary information whenever and wherever it is needed.

2011 - 2012 Accomplishments

In 2011-2012, the Information Services Division focused technical investments optimization to assure all systems, applications and infrastructure are used and secured at the lowest possible cost. The IS Division's efforts have improved service delivery and produced a total of one-time savings of $290,000 and ongoing savings of $80,000.

- ✓ Established new protocols utilizing historical trends and an assessment of business benefits to generate more accurate maintenance budgets to reduce costs saving the City $80,000 in the first year of implementation.
- ✓ Initiated centralized printing services saving $60,000 ongoing bi-annually.
- ✓ Completed the orthophotography and aerial mapping project for 2012 in conjunction with 30 local city, county or utility districts, saving the City approximately $60,000 compared to 2008 update.
- ✓ Consolidated servers improving cost efficiency via SANS and Virtualization saving the City approximately $54,000 ongoing bi-annually.
- ✓ Renegotiated the contract with the City's primary wireless phone carrier, saving the City approximately $33,000 ongoing bi-annually.
- ✓ Established practices to more effectively predict, manage and accommodate technology replacement, following best practices.
- ✓ Achieved 96% complete on new rigorous banking regulations Payment Card Industry (PCI).
- ✓ Installed the first phase of a replacement water and waste water system monitoring program to safeguard citizens from overflowing facilities.
- ✓ Launched a new development services platform, including the elimination of data entry duplication, online plan and permit submittal and enhanced schedule tracking all to enhance customer access and the Development Services function.
- ✓ Prepared the Fire Department to convert to New World software, a program that promises to reduce response time by 45 seconds.

Performance Measures

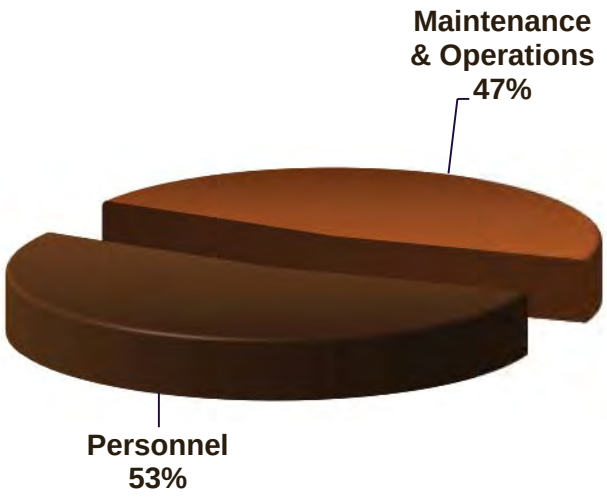
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of help desk high priority calls resolved within one business day (excluding project planned maintenenace & Geographic Information System requests completed)	73%	76%	80%	83%
% of major projects completed on schedule	82%	84%	86%	90%

Total Information Services Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,968,842	$2,210,974	$2,234,906
Maintenance & Operations	1,791,020	2,104,080	1,979,035
Capital	220,638	155,000	21,000
Total Expenditures	**$3,980,499**	**$4,470,054**	**$4,234,941**
Annual Cost Per Capita	**$119.41**	**$132.02**	**$121.96**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Moved $270,000 in future capital equipment replacement set aside to the City's Asset Replacement fund.
- Performed a comprehensive technical investment optimization analysis in 2011-2012 to improve service delivery and produce $80,000 in on-going cost savings in 2013-2014.
- The increased cost of personnel in 2013-2014 is due to union negotiated salary step and cost-of-living increases, pension contributions and health insurance premiums.

Non-Departmental

Executive Department

Non-Departmental

The Non-Departmental Fund resides within the Executive Department budget and includes programs and expenditures that benefit the City as a whole and/or are not specific to a single department. The main budget impacts contained within the 2013-2014 budget are the following expenses:

- $238,590 for membership dues for the City to organizations, including:
  - $29,000 Puget Sound Regional Council
  - $46,200 Association of Washington Cities
  - $20,000 Suburban Cities
  - $81,500 eGov maintenance
  - $7,000 Snohomish County Tomorrow
  - $4,800 Northshore Parks & Rec Service Area
  - $43,900 Pollution control mandated by the Clean Air Act
- $382,000 for the Tourism Program, which is completely funded by lodging tax dollars.
- $560,380 for general human services (calculated at $7/person) as well as membership into A Regional Coalition for Housing (ARCH).

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

2013 - 2014
Budget Outcomes & Activities

Accessible human service programs that preserve client dignity and promote otions to make them self sustaining

~ Focus available funding strategically within Bothell community.

~ Support the cultural arts and visitor development leveraging Lodging Tax and Art Program dollars as described in the Visitor Development Strategic Plan.

2011 - 2012 Accomplishments

- ✓ Monitored the redesign of the visitor Website, creating an online reservation system and leveraging social media and web analytics to improve program results.
- ✓ Continued implementing strategies to leverage nearby visitor attractions to increase visitor traffic and revenues.

Performance Measures

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Tourism Function				
Revenue per hotel room compareed to prior year	-7%	-3%	0%	5%
Human Services Function*				
# of residents served by Human Services	43,627	43,938 2011 43,938 2012	43,938 w/o PAA 49,650 w PAA	43,938 w/o PAA 49,650 w PAA

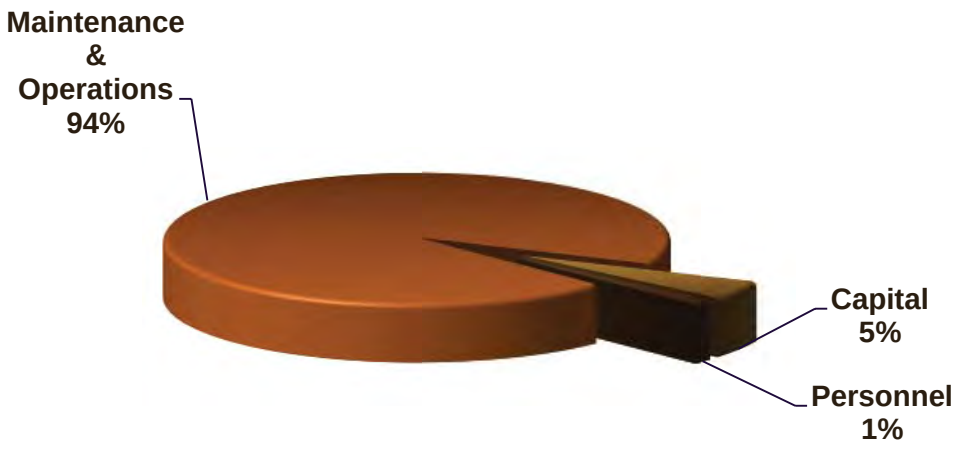
*Assumes PAA addition.

Total Non-Departmental Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$233,521	$235,319	$25,000
Maintenance & Operations	1,477,290	1,069,970	1,645,399
Capital	-	175,498	80,000
Total Expenditures	**$1,710,812**	**$1,480,787**	**$1,750,399**
Annual Cost Per Capita	**$51.32**	**$43.73**	**$50.41**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- The decrease in Personnel is due to the Tourism Coordinator position funds being moved to Other Professional Services. The remaining $25,000 is for unemployment benefits.
- $362,000 of the Maintenance and Operations (M&O) increase is a payment to the Water Fund for hydrant maintenance costs. The remainder of the increase is from tourism expenses being shifted from Personnel to M&O.

Finance Department

Finance Department

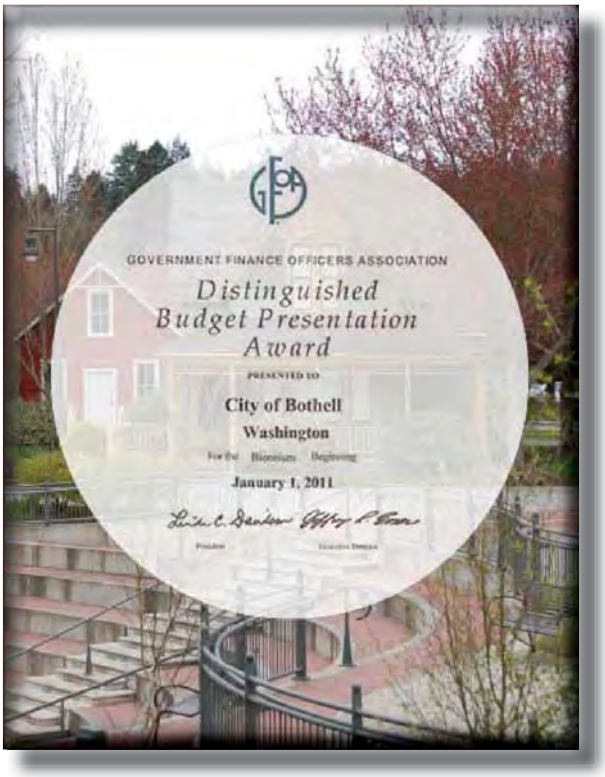
The Finance Department's daily mission is to provide accountability for all public funds, assets, policies, and systems in the most effective and efficient manner possible, while delivering responsive, quality customer service to our citizens and fellow employees.

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

The 2013-2014 Finance budget is $47,963 less than the Department's 2011-2012 budget. Salary and benefit costs are expected to exceed the previous biennium by $7,760 and has been absorbed through a reduction in Maintenance & Operations expenditures. The increased cost of personnel is due to union negotiated salary step and cost-of-living increases, pension contributions, and health insurance premiums.

Responsibilities Include:

- Financial reporting, including preparation of the City's Comprehensive Annual Financial Report (CAFR).
- Oversight of the City's biennial budget and Capital Facilities Plan (CFP) processes, including development of the City's budget and CFP documents.
- Oversight of the City's annual audit that is performed by the Washington State Auditor (SAO).
- Short- and long-term financial planning.
- Budget 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 management.
- Treasury management.
- Administration of the City's financial system.
- Billing water and sewer utility customers.
- Processing business license renewals.
- Administration of the City's utility rebate program.



2013 - 2014
Budget Outcomes & Activities

Provide fiscal guidance

~ Provide professional level accounting guidance.
~ Provide training opportunities to ensure that staff can aquire and maintain the skills necessary to perform their job duties effectively.
~ Pursue innovative methods to reduce redundancies, staff time, and operating costs.

Provide financial expertise to increase efficiency for City Management, staff, and the public to facilitate successful decision making

~ Coordinate the 2013-2014 mid-biennium budget development process and update financial forecasts.
~ Evaluate and model the impact of potential state and federal legislation, economic development incentives, and fiscal stability strategies.
~ Implement financial aspects of annexations.
~ Develop sound financial policies and monitor subsequent practices.
~ Produce the 2012 and 2013 Comprehensive Annual Financial Report (CAFR).
~ Produce the 2015-2016 Biennial Budget.
~ Develop the 2015-2021 Operating and Capital Facilities Plan Budget that is responsive to Council and community priorities.

Oversee management of the City's finances to ensure fiscal stability

~ Maintain a viable long range financial plan.
~ Prepare quarterly revenue and expenditure status reports.
~ Keep management informed of changes in the City's financial position.
~ Maintain Bothell's Aa2 Moody's credit rating.
~ 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. Update revenue/expenditure projections as often as the regional economy demands.
~ Update the City's investment policy for accreditation.
~ Operate Bothell's fiscal services throughout an emergency situation.

The Government Finance Officers Association (GFOA) awarded its Certificate of Achievement for Excellence in Financial Reporting to the City of Bothell for the past ten consecutive fiscal years. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by the City of Bothell and its management.

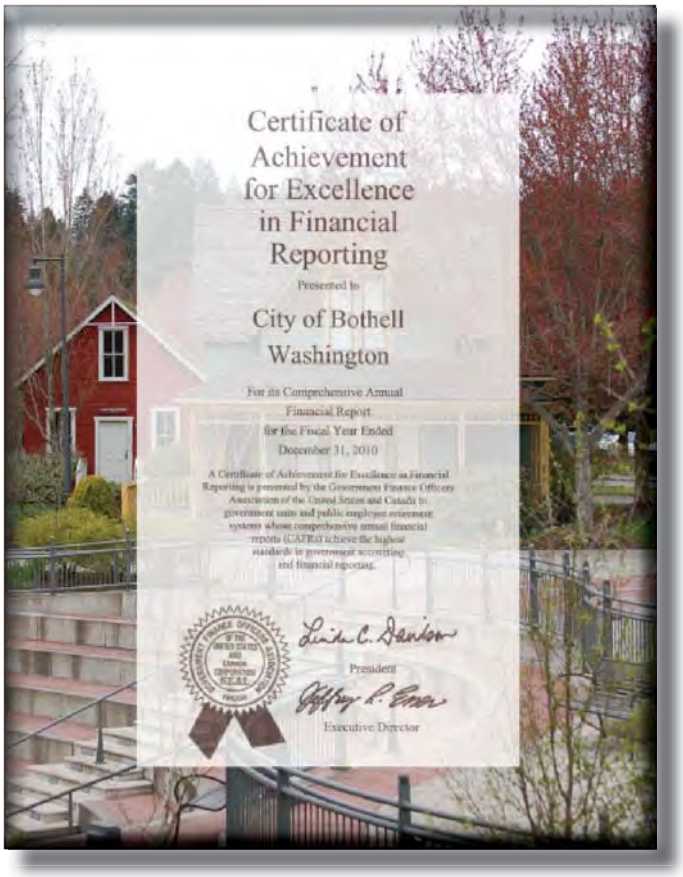
Implement new business license software program

~ Implement an integrated business license software program that advances functionality and reporting.

2011 - 2012 Accomplishments

The City of Bothell is a premier city within the State of Washington that has been awarded both the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting. The Finance Department has earned Bothell:

- ✓ The GFOA Distinguished Budget Presentation Award for the City's past six biennial budget documents (2001 – 2012).
- ✓ The GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's past 11 Comprehensive Annual Financial Reports (2001 – 2011). The certificate signifies the highest level of professional certification obtainable in the field of governmental accounting.
- ✓ Unqualified audit opinions from the Washington State Auditor. The City has not received an audit finding in the past 11 consecutive years (2001 – 2011).



Performance Measures

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Earn Distinguished Biennial Budget Award	1	1	1	1
Receive Annual Certificate of Excellence in Financial Reporting	1	1	1	1
# of State Auditor Audit Findings	0	0	0	0
Legal Debt Margin	NA	475M	435M	435M
Annual General Obligation bond debt per capita	$850	$1,003	$963	$934
Annual legal debt capacity per capita	$13,909	$14,770	$12,620	$12,465
Citywide budget	$87M	$116M	TBD	TBD
Utility customers billed	4,950	4,975	5,120	5,275
Annual business license renewals	3,000	3,100	3,000	3,100

NA - Not Available

City of Bothell Maintains Zero Audit Findings Ten Years in a Row…

On October 5, 2011, the City of Bothell received special recognition from the Washington State Auditor's Office for achieving ten consecutive years with no audit findings.

Washington State law requires cities to be audited annually.

"We are fortunate to have a conscientious staff that is fiscally responsible at all times," said City Manager Bob Stowe. "Our citizens can trust in the fact that their City ensures accountability for our public dollars."

"The City of Bothell recognizes its ethical and fiduciary responsibility to its citizens to carefully account for public funds and wisely manages municipal finances," said Finance Director Tami Schackman.

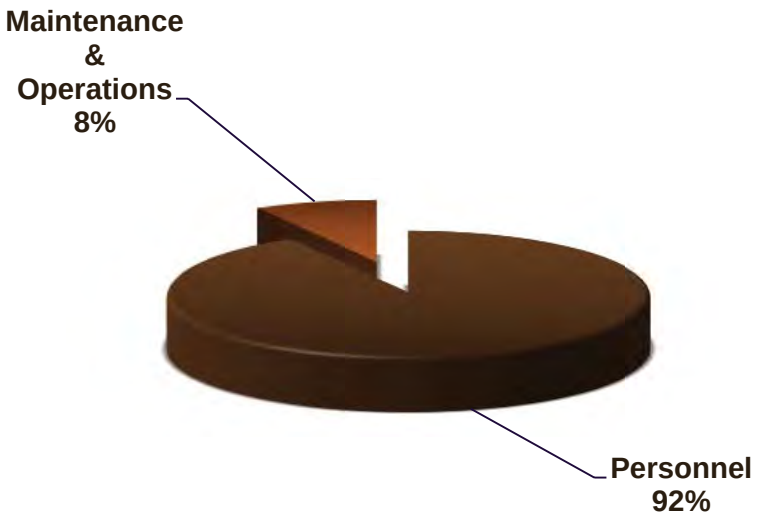
The Washington State Auditor's Office independently serves the citizens of Washington by promoting accountability, fiscal integrity and openness in state and local government. Working with these governments and with citizens, the office strives to ensure the efficient and effective use of public resources.

Total Finance Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,787,403	$2,000,842	$2,008,602
Maintenance & Operations	208,395	237,671	181,948
Capital	-	-	-
Total Expenditures	**$1,995,798**	**$2,238,513**	**$2,190,550**
Annual Cost Per Capita	**$59.87**	**$66.11**	**$63.08**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

The 2013-2014 Finance budget is $47,963 less than the Department's 2011-2012 budget. This reduction is mainly due to a 24% cut in maintenance and operations spending.

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 2013-2014 Legal budget appropriation is anticipated to remain at the same level as 2011-2012. The 2011-2012 limited-term Associate City Attorney position is being reclassified as a regular employee to alleviate backlog, reduce reliance on outside counsel and assist the City Prosecutor with a rapidly growing caseload. The position continues to be funded through a reduction in professional services spending.

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 to 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 coordinating insurance coverage with the Washington Cities Insurance Authority (WCIA).
- Review and research updates to federal, state and local laws, ordinances and court decisions and the preparation of memoranda and legal opinions.

2013 - 2014
Budget Outcomes & Activities

Minimize the City of Bothell's exposure to financial risks

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

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

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

Provide ongoing legal advice to all departments in a timely manner

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

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

~ Prosecutor to appear at arraignments.

Manage the 2013-2014 Legislative Programs

~ Attend Association of Washington Cities (AWC) Legislative Action Conferences.
~ Adoption of 2013 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 update to Council.

2011 - 2012 Accomplishments

2011-2012 Accomplishments:

- ✓ Successful negotiation of the settlement of several eminent domain cases prior to trial.
- ✓ Oversaw the City's legislative program.
- ✓ Negotiated multiple franchise agreements and renewals.

Performance Measures

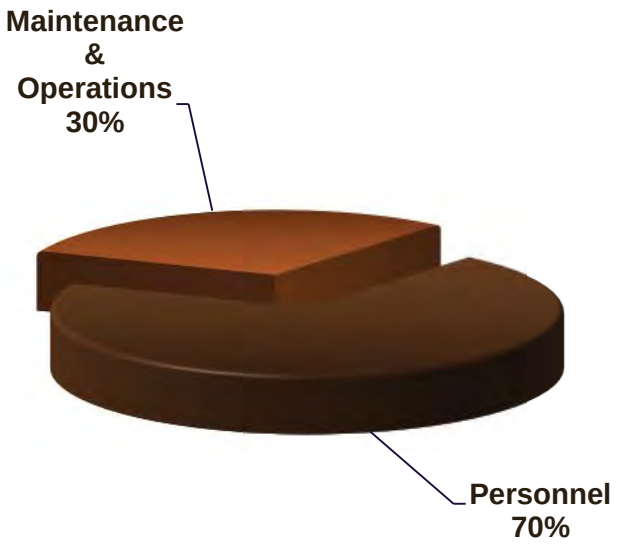
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of claims filed that proceeded to litigation	<10%	<10%	<10%	<10%
% of risk losses recovered	75%	75%	75%	75%
% of cases set for jury trial resolved without trial	90%	90%	90%	90%
% of cases set for bench trial resolved without trial	95%	95%	95%	95%
% of cases affirmed on appeal	100%	100%	100%	100%
% of Public Records Act requests for legal review responded to within 3 business days	100%	100%	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution, or civil compromise	90%	95%	90%	95%
% of decisions to charge individuals with crimes in less than 30 days	90%	90%	90%	90%
# of jury trials held	12	12	12	12
# of cases reviewed for charges	600	600	600	600
# of appeals	20	20	20	20
# of review hearings	1,400	1,400	1,400	1,400
# of motions	130	140	130	140
# of bench trials	10	10	10	10

Total Legal Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$921,694	$1,102,066	$1,077,536
Maintenance & Operations	417,815	503,495	464,433
Capital	-	-	-
Total Expenditures	**$1,339,510**	**$1,605,561**	**$1,541,969**
Annual Cost Per Capita	**$40.18**	**$47.42**	**$44.41**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- The decrease in personnel cost is the result of changes to legal staff splits that allocate current risk management responsibilities citywide.
- Shifting resource needs in maintenance and operations resulted in a reduction of legal services and supplies.

Human Resources Department

Human Resources Department

The Human Resources Department provides centralized oversight and administration of City compensation and benefits, employment policies and procedures and collective bargaining agreements. Staff provide human resources services to 296 City employees.

Responsibilities Include:
Mission Statement - To provide professional human resources services that facilitate the recruitment and retention of well-qualified City employees.

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 fair and impartial application procedures are followed. When an individual is selected for employment, Human Resources provides new employee orientation to review City employment policies and salaries and benefits applicable to the position the person is filling.

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

Employee Retention & Labor Relations - In addition to the 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. The Department coordinates training opportunities for employees and managers to improve skills necessary for the performance of their jobs and the management of personnel. It also oversees the Wellness and Safety committees, and plans special programs to recognize and reward employee performance. Human Resources coordinates the collective bargaining efforts with four employee unions and takes the lead in negotiating salaries, benefits and working conditions.

2013 - 2014
Budget Outcomes & Activities

Successful negotiation of a new collective bargaining agreement with Bothell Police Officers' Guild to meet the City's budget sustainability goal and remain competitive in the market place with regards to total compensation

~ Gather market data in 2nd quarter 2013.
~ Conduct refresher training in interest based bargaining in 3rd quarter 2013.
~ Begin negotiations with the Guild in 3rd quarter 2013.
~ Approve new collective bargaining agreement with the Guild in late 2013.

Successful negotiation of a new collective bargaining agreement with the Bothell Police Captains to meet the City's budget sustainability goal and remain competitive in the market place with regards to total compensation

~ Gather market data in 2nd quarter 2013.
~ Conduct refresher training in interest based bargaining in 3rd quarter 2013.
~ Begin negotiations with the Captains in 3rd quarter 2013.
~ Approve new collective bargaining agreement with the Captains in late 2013.

Successfully implement new employee performance evaluation forms and process

~ Obtain feedback from unions regarding proposed performance evaluation forms.
~ Conduct performance evaluation training for managers/supervisors fall 2012.
~ Implement use of new forms March 1, 2013.

Successful negotiation with American Federation of State County & Municipal Employees (AFSCME) Local #3845 union on health care costs and consideration of alternative health care plans

~ Pursuant to the January 1, 2012 to December 31, 2014 AFSCME collective bargaining agreement, re-open the bargaining process to review health care costs – September 2013.
~ Implementation of any agreed changes to the health care plans - 2014.

Implement required changes of new Health Care Reform Act

~ Approve personnel policies to address new requirements in 2013 and 2014.
~ Address appropriate collective bargaining issues with unions.

Successful negotiation of a new collective bargaining agreement with AFSCME Local #3845 union to meet the City's budget sustainability goal and remain competitive in the market place with regards to total compensation

~ Gather market data in 2nd quarter 2014.
~ Begin negotiations with AFSCME in 3rd quarter 2014.
~ Approve new collective bargaining agreement with AFSCME in late 2014.

2011 - 2012 Accomplishments

- ✓ Implemented changes to the personnel policies (6.1, 6.6 and elimination of 6.7) which reduced benefits for unrepresented employees.
- ✓ Negotiated a new collective bargaining agreement with the AFSCME Local #3845 which include annual reductions in salaries and benefits in the amount of $420,000.
- ✓ Initiated requests to negotiate concessions with public safety employees.
- ✓ Set up and implemented a new web-based applicant tracking system (NEOGOV) for the recruitment and hiring of new employees.
- ✓ Provided on-line access to City employment policies, contracts, compensation and benefits.
- ✓ Facilitated various trainings for City employees including the Eastside Cities Training Consortium (ECTC) computer training.
- ✓ Coordinated the annual benefit fair, City picnic and employee recognition luncheon.
- ✓ Assisted in facilitating the annual “Take Care Connection” which combined the Wellness Committee, Safety Committee and Green Team.
- ✓ Revised Personnel Procedures 4.1, 7.4, 12.1 and 12.5.
- ✓ Archived and destroyed personnel records pursuant to State records retention laws.
- ✓ Provided management training in: Employee Privacy Rights, Avoiding Whistleblower, Discrimination and Retaliation Claims, Hiring Policies and Reference Checks and Emergency Evacuation Procedures.
- ✓ Revised and updated the current Civil Service Rules.
- ✓ Achieved the 2011 WellCity Award which resulted in a savings of $50,000 in medical premiums for the City.

Performance Measures

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
# of collective bargaining agreements finalized	2	1	2	1
# of Workers' Compensation claims per 100 Full Time Equivalents	4	10	4	4
Average number of working days for external recruitment*	40	64	40	40
# of positions for which recruitment was completed*	25	23	25	25
# of Citywide training programs presented or facilitated	10	5	5	5
# of Wellness programs facilitated	24	42	24	24
# of safety trainings facilitated	8	8	4	4

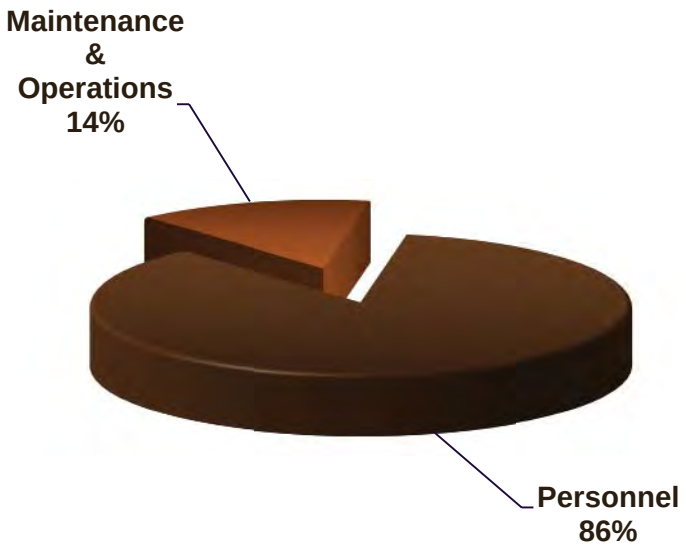
*ICMA Puget Sound Consortium Performance Measure.

Total Human Resources Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,306,826	$1,386,318	$1,398,418
Maintenance & Operations	207,675	335,501	234,410
Capital	-	-	-
Total Expenditures	**$1,514,501**	**$1,721,819**	**$1,632,828**
Annual Cost Per Capita	**$45.43**	**$50.85**	**$47.02**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

The Human Resources budget for 2013-2014 is $88,991 less than the 2011-2012 budget. Cost reductions reflect the City Manager's budget development direction, but also include efficiencies gained from the implementation of an automated web-based applicant tracking and hiring system.

Police Department

Police Department

The 2013-2014 overall Police Department budget reflects an overall 2.7% decrease compared to the 2011-2012 Council approved budget.

Although there are cost of living and market rate adjustments expected for both years, one officer position and one civilian position that are currently vacant will remain unfilled during the biennium which decreases the overall cost of salaries and benefits for the Department.

In order to maintain appropriate staffing in Patrol, one School Resource Officer is being reassigned to Patrol. In addition, the Northshore School District will no longer be funding the School Resource Officer program, so the remaining School Resource Officer is being reassigned to Patrol. Ending this program removes the daily presence of the School Resource Officers proactively handling law enforcement issues that arise on the high school and two junior high campuses. Incidents occurring at the schools will be dispatched to officers responding from the patrol division.

The Office of Professional Standards Administrative Assistant position was established to perform a wide variety of administrative and support tasks for the newly formed Office of Professional Standards Section. Elimination of this position will impact the timely updating and completion of Departmental policies and procedures, internal investigations, training records, complaints, audits, and background investigations. As a result of this position not being funded in the 2013-2014 budget and in order to provide limited administrative assistance to the section, a current administrative employee will be providing additional hours and her duties will be re-prioritized. This change in duties will result in a reduction in administrative coverage in the executive office.

The Police Department's overall overtime budget request for 2013-2014 reflects a 0% increase compared to the 2011-2012 Council approved budget.

The maintenance and operations portion of the Police Department's 2013-2014 proposed budget reflects a $134,088 decrease over the 2011-2012 Council approved budget. This does not include one-time expenditures or printing services that were transferred to another cost center, but does include uniform items which fall under Benefits in the financial system, but are not contractual and expenditures are managed by the department.

The reductions in maintenance and operations budget allocations can be contributed to the on-going, continuous efforts of Police Department staff in recognizing and implementing efficiencies throughout the various systems in the department, including such areas as the communications systems, performance of conducting professional background investigations and continuous reviewing and adjustments to department cell phone plans. There are no service delivery impacts expected with these maintenance and operations budget reductions.

The Bothell Police Department is comprised of five divisions including Administration, Support Services, Operations, Investigations and Special Operations.

Administration

The Police Administration 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 Senior 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 Administrative Services Section is responsible for the administration of Department-wide training programs, Animal Control Services and the Office of Professional Standards. The Administrative Services Section personnel include a Captain, Administrative Services Sergeant, Office of Professional Standards (OPS) Sergeant, Training Officer, Animal Control Officer and Administrative Assistant.

- ***Animal Control Services***
  The Animal Control program provides all animal control services in the City and consists of three primary components: Sheltering, Licensing and Field Services.

- ***Office of Professional Standards***
  OPS is responsible for a variety of professional services to include policy development and implementation, background investigations, internal investigations, audits, complaint investigations and review boards.

- ***Training***
  The Training Section is responsible for the development and administration of Department-wide training programs and ensures the Department meets various Federal, State and local training mandates for commissioned and non-commissioned personnel.

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 expeditiously handling all emergency 911 calls for fire and medical aid. The Communications Section also answers all business lines for the Department and is the only 24/7 call taking location in the City. The Records Section of this Division is responsible for maintaining the integrity of all police records, issuing concealed weapon permits and being the primary customer contact point for walk-in service for the entire Department.

Operations

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

Investigations

The Investigations Division consists of the Investigations Section and the Juvenile Services Section.

- ***Investigations - Detectives***
  The Investigations Section of the Police Department 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.

- ***Juvenile Services Section***
  The Juvenile Services Section consists of the Juvenile Detective function and the Crime Analysis function. The Juvenile Detective’s primary responsibilities are to investigate and resolve serious crime committed against and by juveniles.

This detective is also responsible for the public notification and monitoring of registered sex offenders. The full time Crime Analysis Officer analyzes crime trends and provides timely pertinent information that assists Department members with targeted enforcement and strategy development. This officer also assists community members with crime prevention education.

Special Operations

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

- **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.

- **Detention and Corrections Section**

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

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

2013 - 2014
Budget Outcomes & Activities

Administration

Maintain an efficient Police Department by addressing the most significant police related problems in the City

~ Analyze the City's crime trends and redirect and redeploy resources as necessary to the highest crime priorities and police issues as necessary.

~ Hold regular Command Staff strategy meetings to determine the best methods of deploying these resources when analysis suggests this is necessary.

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

~ Review all Department Policies, Standard Operating Procedures (SOP), rules and regulations and update and revise where necessary.

Administrative Services - Animal Control

Increased number of pets in the City licensed

~ Provide on-going training and education to patrol officers regarding safe animal control responses and techniques and pet licensing information.

~ Develop and implement strategies to encourage higher number of pets licensed in the City.

Administrative Services - Office of Professional Standards

Consolidation and update of Department policies, standard operating procedures and rules

~ Coordinate divisional policy reviews and policy development efforts.

~ Consolidate and move policies, SOPs and rules into Lexipol system.

~ Develop prioritized policy development and revision schedule.

Administrative Services - Training

All personnel to complete training in new, revised and updated policies, standard operating procedures and rules

~ Develop appropriate lesson plans, training aids and testing processes to ensure high quality and effective policy training.

~ Conduct on-going shift briefing training.

Support Services

Provide an excellent level of customer service to the public for all front counter contacts, services and records requests - In order to help achieve this, the front counter will be open to the public 12 hours per day, Monday through Friday

~ Respond to all records checks within the five day response.
~ Utilize volunteers when possible to assist with non-essential tasks so that 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 one supervisor and four Records Specialists to provide maximum front counter coverage.

Answer 95% of all 911 calls within 10 seconds, baring any major disasters or other extraordinary events

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

Operations

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

~ Develop a pro-active shift to focus on identifiable issues in a timely fashion.
~ Create protocols to identify, verify and track reported issues.
~ Review progress on reported issues every 30 days to analyze effectiveness of response (Has the problem been resolved, or are more resources needed?).

Utilizing cost effective means, increase patrol effectiveness and officer safety by assuring patrol staffing is met to appropriately respond to calls for service

~ Continue to have Patrol Operations commanders and supervisors manage the patrol schedule to maximize staffing while minimizing overtime when possible.
~ When scheduling becomes low due to uncontrollable circumstances such as disabilities, vacations, mandatory training, other leave and attrition, work with the commanders of other divisions to temporarily transfer officers from their divisions to cover patrol shifts if this can be accomplished without significantly disturbing the goals of the other divisions and the Department.
~ When necessary, due to the above types of uncontrollable circumstances, consider decreasing participation in non-emergency City events in order to maintain minimum staffing.

Provide enhanced officer safety measures for patrol officers

~ Provide patrol officers with the resources and tools to enhance their safety in the field.
~ Maintain staffing levels appropriate for handling the calls for service.

Discourage narcotics usage in secondary schools

~ Conduct random canine assisted school searches at the secondary schools a minimum of two times per year for each school.

Investigations - Detectives

Provide excellent investigative service delivery, clearing cases within one year of their assignment date to the Investigations Division - The goal is to clear 75% of all cases assigned to detectives within one year of their assignment date

~ Supervisors and the commander conduct regular reviews of all assigned cases to assure proper resource allocation.
~ Screen all cases using standard solvability factors to determine if investigative resources should be applied and when necessary refer the case back to Patrol for primary case investigation.

Investigations - Crime Analysis

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

~ Produce monthly Department crime analysis reports to be shared and evaluated throughout the Department.
~ Attend regional crime analysis meetings to gather and share information.
~ Produce period crime bulletins throughout the Department to educate officers and target repeat offenders.
~ Provide crime analysis intelligence resources to officers investigating specific crimes.

Special Operations - Neighborhood Traffic

To increase the safety of pedestrian and vehicular traffic by compliance with traffic laws through violator education and enforcement, implementing Selective Traffic Enforcement Program (STEP) in 18 neighborhoods annually

STEP begins with implementing the Stealth box to collect statistical data on traffic speeds and volumes in the targeted area - Then a Speed Watch trailer is deployed for educational purposes, followed by enforcement by Neighborhood Traffic Officers - Finally, the Stealth box is re-implemented to collect comparative data to measure effectiveness

~ Participate in, and cooperate with the Technical Traffic Committee in the implementation of the new Council approved Traffic Calming Program.
~ Tabulate and respond to citizen reports of high violation areas.

2011 - 2012 Accomplishments

- ✓ On December 22, 2011, seven switches were turned to the "ON" position activating the electronics on the Canyon Park Fire Station #45 radio tower, providing a priceless tool in ensuring officer and citizen safety in the North Bothell region.
- ✓ The Department began the process of establishing an Office of Professional Standards.
- ✓ The Bothell Police Department fielded 25,071 calls for service in 2011.
  - Of those calls, 22,998 created Incident Reports;
  - of those reports, 2,616 resulted in criminal investigations; and
  - of those investigations, 1,568 resulted in arrests.
- ✓ An officer assisted a senior citizen who was the victim of a vehicle prowl by changing her damaged tire, and then later, set up a work party to do some basic jobs around her home.
- ✓ While conducting a routine traffic stop, an officer turned the stop into a stolen property recovery mission. By paying attention to all of the clues observed during the stop, he was able to make three arrests resulting in over 50 criminal charges.
- ✓ A letter received from a citizen from a neighboring community describes an incident during which he, his wife, his daughter and their two dogs experienced car trouble on I-405 near the 160th exit. Their cell phone was not working, so the man and his wife left their daughter in the vehicle with the dogs while they walked to a nearby Shell station to get to a phone and call a cab. When they returned, an officer had stopped and was rendering assistance to the daughter. When it was discovered that the wait for the cab was going to take an hour, the officer offered and provided the wife and daughter with a ride home. The officer was off duty at the time.
- ✓ During the peak of the 2011 winter storm, when the temperature was well below zero, the City's roadways were covered with snow and ice and the National Weather Service had issued an alert for freezing rain, all on duty officers were patrolling the City assisting stranded motorists and other citizens who needed help battling the elements. While patrolling the area near the Seattle Times building, an officer encountered an 87-year old gentleman standing outside his disabled vehicle, and found him to be disorientated, cold and wet. The officer immediately recognized that the gentleman may be suffering from hypothermia, so he transported him to the nearest fire station for evaluation. Fire Department crews evaluated the gentleman and transported him to Evergreen Hospital for treatment. Although the officer maintains that his actions are just an ordinary part of his job, it is highly likely that without the proactive patrolling efforts and assistance provided by the officer, this gentleman may have died from exposure to the elements.
- ✓ The Bothell Special Response and Hostage Negotiations Teams merged with other teams in South Snohomish County to form a Regional Team.

- ✓ A Peer Support Team was created to provide necessary support and assistance to officers and Department employees as well as other Law Enforcement agency employees who have been involved in critical incidents.
- ✓ On two separate occasions, officers were the first to arrive at a report of fire in an apartment. In each incident separate responding officers saved the life of a gentleman in the building by making entry and getting the man out of the apartment.

✓ The Department's Narcotic K-9 Officer was certified as a Narcotic K-9 instructor.

✓ In May 2012, the Yakima Fruit Market was robbed by two dangerous felons armed with a gun. After working this case for several weeks and developing probable cause, officers and detectives were able to secure simultaneous search warrants and both suspects were taken into custody in a very safe manner without incident. Later in the day a third individual was also arrested as an accomplice.

✓ Detectives and officers provided training to Fire personnel on crime scene integrity and investigation.

✓ A Bothell resident and three Detectives received an award from US Attorney Jenny Durkan for the information and investigation leading to the arrest and conviction of a group of individuals involved in a million dollar international identity theft case.

- ✓ Bothell Police School Resource officers investigated 25 drug related incidents on school property in 2011.
- ✓ Upon learning of a student who had been threatening suicide, a School Resource Officer intervened and prevented a tragedy by ensuring that a young junior high student received the mental health intervention needed to prevent her from committing suicide. Upon further investigation it was discovered that the student had taken significant steps to accomplish suicide.
- ✓ The Department's Juvenile Detective assisted by the City's Media Consultant, produced a video on Sudden, Unexplained Infant Death Investigations (SUIDI). This professional video was shown on BCTV and used by the SUIDI organization at training sessions in many states as a model of what police agencies can do to educate citizens about safe sleeping practices for infants. The Detective also received a letter from a citizen who recently sat on the jury during a trial of a child rape/molestation case, where the suspect was convicted of three counts of child molestation. The juror commented that

she was inspired by both the Detective's commitment to law enforcement and finding justice for the victims of the case.

- ✓ In 2011, traffic officers responded to 793 traffic accidents. Traffic officers also issued 3,245 misdemeanor and 583 criminal traffic tickets.
- ✓ In 2011, the Bothell Animal Control Officer who worked part-time responded to over 500 animal-related calls for service. Of those responses, 31 involved animal bites, 19 of which were to humans.
- ✓ The Department's Animal Control Officer (ACO) attended the 2011 Criminal Justice Training Commission/Washington Animal Control Association Academy, graduated number one in the class, and attained a 100% score on the final exam. The ACO also received additional certification in investigating specialized animal cruelty cases.
- ✓ In conjunction with Washington Animal Control Association (WACA), the ACO worked on the development of a Statewide Dangerous/Potentially Dangerous Dog Registry for Washington State. When completed, this Registry will alert cities throughout the State, when known, of dangerous dogs being re-located from one area to another.
- ✓ The ACO responded to an incident involving a stray cat trapped in a citizen's chicken coop. Upon capturing the cat and locating a microchip number, the ACO was able to obtain the cat owners contact information. The cat owner informed the ACO that the cat had been missing for over a year and that he was in the process of moving to Tacoma the next day. The cat was subsequently reunited to a very grateful family.
- ✓ A Communications Specialist received a 911 call from a male subject who indicated that he had a gun which he refused to put down, and that his wife had a black eye. The Specialist patiently and calmly gathered information for responding units and continued to reassure the caller and his wife until the wife was safely out of the residence. She then continued using her communication techniques to reassure and develop a rapport with the subject until he agreed to put the gun down and surrender to the responding units. He later admitted that his plan was to commit suicide by cop.
- ✓ In 2011, Bothell Police Records staff processed 330 concealed pistol licenses and 643 fingerprint requests.

Performance Measures

Administrative Services - Animal Control

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Increase pet license revenues from 2011-2012	NA	NA	5%	5%

NA - Not available

Administrative Services - Operations

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Policy manual completion	NA	NA	75%	100%

NA - Not available

Administrative Services - Training

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Policy manual training completion	NA	NA	75%	100%

NA - Not available

Support Services

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of 911 calls answered within 10 seconds	95%	98%	95%	95%
% of time the front counter is open to the public an average of 12 hours per day, 5 days per week	100%	100%	100%	100%
Annual # of 911 calls received	19,500	14,570/ 14,492	15,000	15,000
Annual # of records checks	2,500	2,478/ 2,472	2,500	2,500
Annual # of fingerprinting	725	643/439	700	700
Annual # of concealed pistol license applications	228	330/439	275	275

Operations

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of patrol shifts adequately staffed to respond to calls for service	100%	100%	100%	100%
Average Patrol response time to critical emergencies (in minutes)	5	5.78/5.59	5	5
Part One crimes per 1,000 population	27.2	27.7/NA	27.2	27.2
# of calls for service taken per officer	998	928.6/927.8	998	998
# of Part One crimes per officer	36.8	34.6/NA	34.6	34.6
# of calls for service	26,950	25,071/ 25,051	26,000	26,000
# of population estimates	33,000	33,720	39,720	39,720
# of canine assisted searches per secondary school	NA	1	2	2

NA - Not Available

Investigations - Detectives

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Cases completed within 12 months of assignment to Division	75%	75%	75%	75%

Investigations - Crime Analysis

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
# of monthly crime analysis reports produced	NA	11	12	12

NA - Not Available

Special Operations - Neighborhood Traffic

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
# of times Selective Traffic Enforcement Program is implemented in neighborhoods per year	18	NA	18	18
# of crosswalk enforcement	4	0	4	4
# of Pro-Active Criminal Enforcement & Driving Under the Influence enforcement patrols	4	1	4	4
# of annual traffic violator contacts by Neighborhood Traffic Unit	2,800	3,828/ 3,816	3,500	3,500

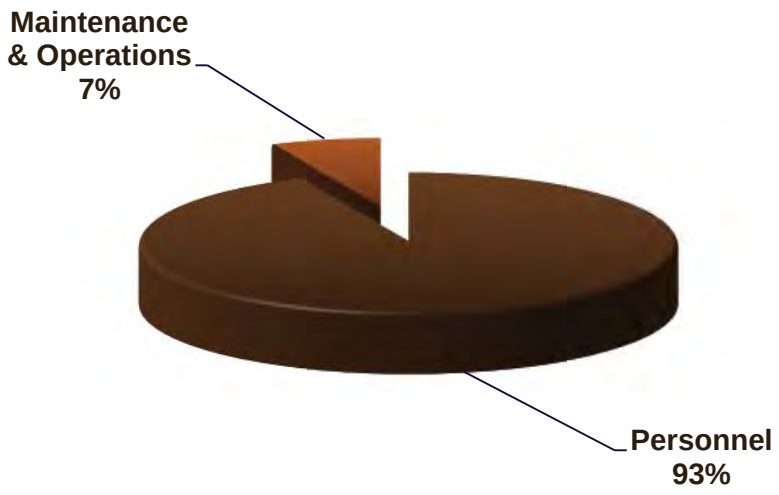
NA - Not Available

Total Police Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$19,518,017	$21,249,914	$20,656,257
Maintenance & Operations	1,557,645	1,602,864	1,469,163
Capital	10,711	31,000	-
Total Expenditures	**$21,086,373**	**$22,883,778**	**$22,125,420**
Annual Cost Per Capita	**$632.56**	**$675.84**	**$637.16**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

Administration

- Continued subscription to Lexipol that provides the department's on-line policy and procedure manual.
- Continued funding 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 Occupational Safety and Health Administration (OSHA).

Support Services

- The ability for the Department to utilize Reverse 911 as an interactive community notification system that would alert citizens in the event of a police emergency.
- The ability for Communications Specialists to utilize state of the art communication equipment with funding providing by the King County E-911 Program Office.

Operations

- The transfer of duties providing security to the Municipal Court resulting in a reduction of overtime costs associated with police officers providing this function.
- Consolidation of the Special Response Team and the Hostage Negotiations Team with other south Snohomish County agencies resulting in better service at a reduced cost.

Investigations – Detectives & Juvenile Services

- Elimination of School Resource Officer program resulting in a transfer of personnel costs to Operations.
- Allows for the continued development of the Crime Prevention/Crime Analyst Program, resulting in Neighborhood Block Watch organizations being founded.

Special Operations – Neighborhood Traffic & Detention and Corrections

- Allows for the current level of service to continue in neighborhood traffic enforcement, barring any unforeseen increases in service demand.
- The proactive search for available jail space and reasonable rates should allow for balancing the increased number of incarcerations with the associated costs.

Fire and Emergency Medical Services Department

Fire and Emergency Medical Services Department

In 2011 and 2012, the Department provided quality service at a reduced cost. An example of this is in 2011, the Department maintained crew staffing while using the least amount of overtime since 2000. This was accomplished through awareness and a positive relationship between labor and management. This relationship provided alternatives for hiring overtime for operations and training. During the biennium, the Department implemented a number of cost saving measures in order to align services with available funds, and will continue to research and implement cost saving measures that do not have a negative impact on service.

In 2011, citizens within the City portion of Snohomish County, and Fire District 10 renewed a six-year emergency medical services levy at thirty cents per thousand assessed valuation. In 2013, the citizens within the City portion of King County will be asked to renew a King County emergency medical services levy so citizens continue to receive the world class service they currently experience.

The Department continues to experience a professional relationship with the Commissioners of Snohomish County Fire District 10 and neighboring fire districts. Both the Northshore and Woodinville Fire Departments have expressed interest in entering into a closer working relationship with Bothell Fire and Emergency Medical Services (EMS).

Office of the Chief

The Office of the Chief section is led by the Fire Chief/Emergency Services Director and reports to the Deputy City Manager.

The Fire Chief is responsible for the oversight of the Department, strategic planning, administration of the Department budget and is the designated Emergency Services Director for the City. Through a contract, the Fire Chief also serves as the Chief of Snohomish County Fire District 10. In addition, the Chief also maintains relations with four neighboring fire departments.

Even though the Fire Chief has strategic oversight of the Department, this section is specifically responsible for emergency management, budget development and management, policies and procedures, data/records management, front office reception, and personnel management which includes, tracking personnel evaluations, and payroll and personnel management. The section is staffed with four full-time and two three-quarter time positions.

Emergency Management

The City's Emergency Preparedness Coordinator reports to the Fire Chief/Emergency Services Director, and is responsible for preparing City staff to provide command, control and response to a variety of disasters within the City.

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 Division leads an inter-department effort to develop and maintain the emergency operations program for the City to maximize all City resources and prepare all segments of the community for a disaster. This program integrates plans, resources, and training with State, county, regional, and other local agencies to effectively manage our preparation for, response to, and recovery from the effects of any disaster.

With the addition of the full-time Emergency Preparedness Coordinator, several programs and initiatives have been created including City-wide employee training in preparedness and response/recovery activities and related disaster supplies to support employees and citizens in the event of a crisis situation.

In 2012, the Emergency Preparedness Coordinator worked with the City's Safety Team on a program that provided training in building evacuations. In August, four members of the Department joined members of the City to participate in earthquake preparedness and response training in Emmitsburg, Maryland.

Community Risk Reduction

The Community Risk Reduction (CRR) Section is managed by the Deputy Chief/Fire Marshal and reports to the Fire Chief.

Community Risk Reduction has three divisions: Code Compliance, Public Education, and Safety & Support Services. In the 2013-2014 biennial budget, the CRR staff has been reduced by two positions: Firefighter/Inspector and the Administrative Assistant.

The Section is now staffed by 5 full-time and 1 half-time position who serve to make our community safer for citizens and firefighters to live and work.

Code Compliance

The Code Compliance Division is staffed with a Lieutenant/Plan's Examiner and one Firefighter/Inspector. The main responsibilities for Code Compliance are to review construction plans for new and existing buildings ensuring they meet City of Bothell's safety codes and standards. This division also coordinates our Department's annual fire and life safety inspections of all commercial occupancies. Annual inspections are completed by Code Compliance Division members and our line firefighters to ensure all our commercial buildings meet safety standards set forth by Bothell Municipal Code and the International Fire code.

Safety and Support Services

The Safety and Support Services Division is staffed with a Battalion Chief. His primary role as our Department's Health and Safety Officer is working to make Bothell Fire safe for all its members. As our Health and Safety Officer, he continues to review all incident/accident reports and based on data collected from those reviews recommends changes in policy or procedures to improve our members' safety. He works with our City's Safety Committee to help our whole city organization towards a safer work environment.

The Safety and Support Services Battalion Chief coordinates maintenance and repairs for our fire stations, fire department vehicles, emergency radio communications, emergency response records management system, and wellness-fitness programs. Major projects in 2013-2014 are implementation of a new emergency response records management system including mobile data terminals on emergency response apparatus and command vehicle replacement.

Public Education

Our Public Educators report to the Deputy Chief/Fire Marshal but also serve as Public Information Officers reporting to the Fire Chief.

The Public Education Division is responsible for fire prevention, life safety, and disaster preparedness education. Public Educators are the primary point-of-contact for educating the local schools, businesses, and citizens. Trained as Public Information Officers our Public Educators work with our Fire Chief to develop and release newsworthy information about our fire department and emergency incidents.

- The Division provides a myriad of services and safety education:
- Child car seat inspections helping parents with proper installation.
- Smoke detector installation and battery replacement for low income citizens.

- Fire evacuation planning.
- Community Emergency Response Training (CERT), an 8-week detailed disaster preparedness course for citizens.
- Cardio Pulmonary Resuscitation/Automatic External Defibrillators training.
- First-Aid program for the business community and individuals.
- Provide low-cost bicycle helmets to citizens.

Several programs target the specific risk in our community. "Fall Factor" provides equipment to low income elderly helping avoid falling down in their homes. "Fire Stoppers" is delivered as intervention to adolescents who have started fires. "Think Again" is designed to help teenagers make better choices concerning drinking and driving. Annual "Driving Under the Influence" drill is presented to our high school seniors prior prom night, they witness a re-enactment of a fatal motor vehicle crash where an intoxicated teenage driver caused the crash.

All our Community Risk Reduction members are passionate professionals who touch thousands of lives each year with information and services helping our community to prevent loss of life and property. We measure what they do but their true accomplishments, the accidents and incidents that never happened, are immeasurable.

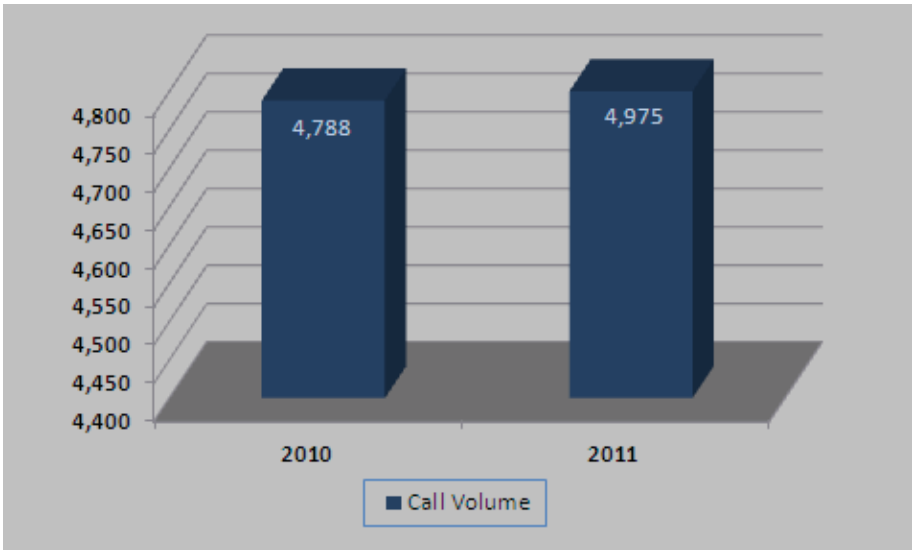
Response Operations

Response Operations is managed by the Deputy Chief of Operations and reports to the Fire Chief. The Response Operations Section is responsible for all emergency and non-emergency calls such as structure fires, rescue calls, medical emergencies, motor vehicle accidents, and requests for non-emergency assistance.

The 2013-2014 budget eliminated one Firefighter in Response Operations reducing the number of members to 48 who are assigned to this section. Each day there are a minimum of 12-members on duty who staff three stations. The reduction of the firefighter has the potential of increasing overtime when someone is sick or on disability. This firefighter provided one additional member on one shift for unexpected absences. In addition to Emergency Medical Services (EMS) and fire responses, Bothell Firefighters receive additional training to deal with technical rescue and hazardous material responses.

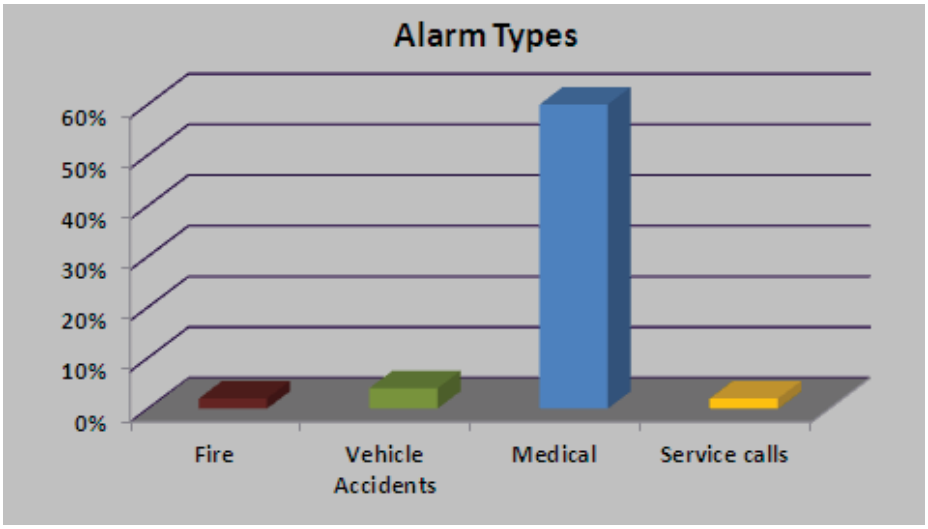
Staffing model for Bothell provides 1 Battalion Chief, 1 Lieutenant, four Firefighters (FF)/Emergency Medical Technicians (EMT), and 2 Paramedics which are contracted through Shoreline Fire Department at Station 42, 1 Lieutenant, two FF/EMTs at Station 44, and 1 Lieutenant and two FF/EMTs at Station 45 for response. Currently, our level of service is to respond to 90% of emergency calls within 7 minutes 15 seconds of initial dispatch. Bothell Fire and EMS conducts emergency scene operations in accordance with recognized laws and standards.

Bothell Fire and EMS responded to 4,975 total alarms in 2011 and 4,788 in 2010. The chart below represents the last biennium. The Department experienced an average of 5% increase in calls over the 2008-2009 budget cycle.



An upward trend in calls and the variety of services requested is expected to continue. The increase in activity associated with the Downtown revitalization, University of Washington campus growth, assisted living facilities, and the potential annexation all contribute to the increase in call volume.

Emergency medical calls continue to be the largest request for service from the public. Motor vehicle accidents, fire responses, and service calls are the next highest demand for service. The remainders of the responses are mutual aid requests, false alarms or responses that did not require action by the Department. The table below reflects the percentage of alarms for the four major categories.



The 2013-2014 budget allows our Department to maintain our current level of service. It will not allow for the creation of new or added benefit programs. Future budgets will reflect identified areas of improvement and benefits to the City and the public.

Special Operations

In 2008, the Department created a Special Operations Division which brought all the teams together under one division. The Division is led by Deputy Chief of Response Operations. Special Operations consists of two primary teams: Technical Rescue Team (TRT), and the Eastside Hazardous Materials Response Team (EHMRT). Two additional disciplines, Surface Water Rescue and EMS bike teams, have been identified as possible levels of service to extend, but to date are unfunded.

TRT is trained and equipped to respond to rope rescue, trench, confined space, machinery entrapment, and structural collapse rescues. Due to our participation in regional planning, Firefighters have been able to attend grant supported structural collapse training. Bothell Fire and EMS trains and responds regionally to allow for the cost effective delivery of service.

The EHMRT responds within Zone 1 and county wide. Members complete annual training provided by EHMRT. Team members provide state mandated training to the Firefighters. Through participation on the regional team, Bothell gains a response capability at the lowest possible cost. Bothell has also benefitted through grant funded training, equipment, and supplies.

TRT and EHMRT team members provide training to City employees, assist with CERT training and supply state mandated Awareness and Operations training to Firefighters.

The 2013 - 2014 budget will enable the Department to meet the minimum training requirements identified by the State and National Fire Protection Association (NFPA) standards. Surface Water Rescue Training at the Operations level was initiated in 2012 for all Response Operations personnel.

Training

The Battalion Chief of Training reports to the Deputy Chief of Response Operations.

In addition to the Battalion Chief, the Training Division is supported by the services of one Administrative Assistant. Together, these two members work to accomplish the goals and objectives of the Training Division. Beginning in 2011, the Training Division was assigned responsibility for the administration, development, and delivery of annual Promotional Examinations for the ranks of Lieutenant and Battalion Chief.

This Division is charged with the organization, delivery, supervision, and documentation of basic and specialized training to maintain compliance with local, county, state, federal requirements, and other recognized professional standards.

Since 2008, the Department has been working to re-establish its own in-house Training Division and will continue to do so in the 2013 and 2014 budget cycle. We continue to make progress by providing ongoing training and securing updated resource materials. Further planning and work will provide training that accomplishes skill maintenance, testing and certification, operational uniformity and performance, professional development, the implementation of new technology, and practices of emergency services.

The reduction of maintenance and operations in 2013-2014 will reduce the Department's ability to bring in outside instructors and it limits our ability to travel to obtain new knowledge and skills. However, we will look internally for members on each shift who have the knowledge, skills and passion to instruct a variety of disciplines. These members will increase our cadre of internal instructors and this will allow us to provide shift training without the use of overtime. This also benefits the Department by increasing the number of people who can deliver a quality class to their fellow members.

We believe that training is a fundamental component to the successful delivery of emergency services. Without it, we will be unable to provide service in a safe, effective, and efficient manner as charged by the citizens we serve.

2013 - 2014
Budget Outcomes & Activities

Office of the Chief

Continue providing comprehensive Level of Service

~ Determine station locations that enhance the level of service.
~ Determine if a fire station location can be combined with other city services.
~ Secure funding source for station building.
~ Hire consultant for fire station design, land acquisition and construction management.
~ Place new station on the ballot.

Effective management of Department financial resources

~ Review industry "best practices" for revenue streams.
~ Research, review and revise, as applicable, revenue streams.
~ Seek efficiencies within the Department.
~ Identify grants and submit for grant funding.
~ Explore cooperative efforts with neighboring fire departments.

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

~ Maintain front office coverage during business hours.
~ Complete member evaluations as scheduled by the Human Resources Department.

Emergency Management

Minimize loss caused by disasters

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

Participate in regional emergency preparedness activities

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

Equip the City with tools to help mitigate disasters

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

Community Risk Reduction

Reduce risk to our community

- Provide annual fire and life safety inspections to all occupancies within the City.
- Authorize permits for high hazard occupancies.
- Inspect home and home daycare properties upon request.
- Provide bi-annual fire prevention training to Response Operations members.
- Review all land use and building development plans to ensure compliance with state, county, and local codes and ordinances.

Investigate all fires in Bothell

- Determine origin and cause of fires within jurisdiction.
- Assist Bothell Police in cases involving criminal activity.
- Maintain Interlocal Agreement with Snohomish County Fire Marshal's Office to supplement and assist Bothell fire investigations.
- Request state and federal investigation resources when appropriate.

Department safety and support services for members, facilities and equipment

- Review incident and accident reports for hazard trends.
- Recommend changes to policies and procedures to improve member safety.
- Maintain and provide access to current contact information for all occupancies in the jurisdiction.
- Coordinate Pre-Fire Planning of high hazard occupancies.
- Maintain emergency apparatus, communications and equipment.

Public Education

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

- Provide training courses, such as Community Emergency Response Team (CERT), Safe Sitter, Cardiopulmonary Resuscitation (CPR), and First Aid.
- Provide one Driving Under the Influence (DUI) drill and multiple "Think Again" classes at Bothell High School.
- Provide car seat inspections and juvenile fire setter intervention programs.
- Distribute safety devices such as bike helmets and smoke detectors.

~ Deliver safety presentations for schools, businesses, and community groups.

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

~ Participate in safety focused events
~ Participate in bike rodeos, walk-a-thons, and parades.
~ Attend National Night Out, Riverfest, and Safe Halloween.

Market the City of Bothell Fire and EMS and its services

~ Place articles in the City Manager Weekly, Pride Post, Bothell Bridge, and on Bothell Community Television (BCTV).
~ Distribute press releases for major incidents.
~ Manage and update the content on the City website.

Response Operations

To continuously improve the service we provide within our community and surrounding jurisdictions

~ Respond to 90% of alarms within 7.15 minutes.
~ Coordinate response plans to ensure “closest unit” dispatching.

Mitigate response impacts due to King County annexation

~ Continue to meet and plan with Kirkland, Woodinville, and Northshore Fire Department staff to provide highest possible level of service.

Improve firefighter and workplace safety

~ Purchase personnel protective equipment that meets NFPA standards.
~ Standardize emergency operations to increase effectiveness and safety.

Special Operations

Provide special rescue services for City of Bothell.

~ Provide annual refresher training to all Technical Rescue Technicians.
~ Provide in-house training for all Firefighters to operations level.
~ Participate in regional grant programs.

Participate in regional Hazmat team

- ~ Train Firefighters to operations level as required by Washington Administrative Code (WAC), Code of Federal Regulations (CFR), and NFPA.
- ~ Train Hazardous Materials (Haz-Mat) Technicians annually to levels identified by WAC, CFR, and NFPA.
- ~ Participate in training opportunities with other agencies.
- ~ Participate in regional grant programs.

Training

Continually enhance the suppression and emergency medical skills of response members

- ~ Participate in live fire training and ensure all active personnel participate once every three years.
- ~ Maintain 100% of Emergency Medical Technician certifications.
- ~ Schedule and track suppression members' quarterly primary training.

Train members on the New World operating system

- ~ Provide training to support the implementation of the new software system.
- ~ Support the work conducted by various build teams.

Strategically evaluate and plan for the future members training

- ~ Review and evaluate the current performance of the Training Division.
- ~ Explore the available options for improving the delivery of training services.

Develop and deliver fair and consistent promotional examinations annually that measure the knowledge, skills and abilities for the rank being tested.

- ~ Comply with all Civil Service and labor agreement mandates.
- ~ Ensure exam elements meet jurisdiction and industry best practices.
- ~ Communicate all exam information in an accurate message to candidates.
- ~ Provide Civil Service Commission with a viable list for certification.

2011 - 2012 Accomplishments

Office of the Chief

- ✓ Filled all leadership vacancies.
- ✓ Continued to revise the Department's Standard Operating Procedures with 45% completed.
- ✓ Completed personnel evaluations during the month they were due.
- ✓ Maintained service within the assigned budget.
- ✓ Intentional focus on creating efficiencies.
- ✓ Established a quarterly newsletter and re-instituted an annual report.
- ✓ Emphasis on creating and maintaining a strong positive culture.

Emergency Management

- ✓ Reviewed and revised the City of Bothell Comprehensive Emergency Management Plan.
- ✓ In coordination with the Safety Committee, created a citywide Evacuation Procedure, secured 12 evacuation kits for city buildings, designated evacuation leaders, trained evacuation leaders and all city staff on evacuation procedures.
- ✓ Conducted Emergency Coordination Center specific training with each section.
- ✓ Held regular tabletop and functional exercises including quarterly windshield surveys and employee evacuation drills.
- ✓ Developed a Bothell Command manual and held numerous trainings on the subject.
- ✓ Created and conducted 800mhz radio training for any city employees that might utilize an 800mhz radio.
- ✓ Secured scribes from numerous departments, created a training program and conducted training.
- ✓ In coordination with the Safety, Wellness and Green Team committees, participated in the Take Care Connection featuring building individual disaster kits for employees which has since been a program duplicated in other states.

Community Risk Reduction

- ✓ Coordinated 1453 annual fire and life safety occupancy inspections.
- ✓ EnerGov permitting software implemented for Fire's International Fire Code construction and operational permits.
- ✓ Participated in the Development Services Initiative (DSI), improving customer service for permit and development review process.
- ✓ Implemented Over-The-Counter NFPA 13 sprinkler permitting for small tenant improvement projects.

- ✓ Permitted and inspected seven fireworks stands ensuring safe Fourth of July fireworks celebration.
- ✓ Investigated 5 fire incidents.
- ✓ Firefighter/Inspector Doug Werts member completed International Fire Service Accreditation Congress certification for Fire Investigator.
- ✓ Performed 592 Development Services construction inspections.
- ✓ Implemented development services land use and building review hourly fee rate improving mandated cost recovery.
- ✓ Established contractual agreement for hazardous materials building peer reviews.
- ✓ Butch Noble promoted and assigned as the new Lieutenant/Plans Examiner to Code Compliance Division.
- ✓ Reorganized Code Compliance office streamlining workflow environment.

Public Education

Bothell Heart Month: During the month of February, fire department staff visited a variety of high traffic community locations offering FREE blood pressure and blood sugar screenings. This year, in an effort to reach more citizens, firefighters visited seven new community locations. The goal of these screening is to provide citizens with information that can help them make healthy choices. This year we reached a total of 475 people. 30% of the citizens who were tested had either a blood pressure alert or a blood sugar alert. Those who alerted were encouraged to follow up with their doctor. Heart health is extremely important. We encourage people to "Take Control of Your Health – Know Your Numbers."

Descriptions	2010	2011	2012
Total Citizens Tested	**663**	**524**	**475**
Total Blood Pressure Alerts	**149**	**90**	**116**
Total Blood Sugar Alerts	**66**	**19**	**27**
Total Percentage Alerting	**32%**	**21%**	**30%**

Fireman's Fund Grant: Parker, Smith & Feek partnered with Fireman's Fund Insurance Company to award a $5,000 donation to the City of Bothell Fire and EMS. The donation was used to purchase an interactive white board and a podium. Fire Department Administration chose to match the donated funds and allow for the purchase of tables, dry erase boards and some minor room repair. The Downtown Firehouse training room is available for use by all city staff for training, meetings and community classes as well as open for public use.

Youth CERT Class: Fire and EMS completed the first ever Youth CERT class, graduating 16 new members ages 13-16. The course taught students about skills in disaster medical, search and rescue, disaster psychology, cribbing, triage, and fire suppression.

HAM Radio Only Drill: In a collaborated effort, Fire, Police and Public Works came together to test our HAM radio system. HAM radio volunteers and HAM Radio licensed City employees teamed up with police, fire and public works staff to lend their time and expertise. Additionally, Shelton View Elementary, Woodin Elementary, Northshore Senior Center, and Riverside East Retirement also participated in the drill by making contact with Bothell Command to relay the status of their facilities. Overall, the drill was a success and will also help to improve the program in the future.

Nick of Time Foundation Event: Bothell Fire and EMS had a unique opportunity to participate with the Nick of Time Foundation in a FREE cardiac health screening at Bothell High School. The mission of the Nick of Time Foundation is to bring awareness and help educate our communities about Sudden Cardiac Arrest (SCA) in youth. On average, a seemingly healthy young person suffers a sudden cardiac arrest every three days in the U.S. and it's the leading cause of death in exercising young athletes. This foundation was created in memory of a 16 year old multi-sport athlete from Jackson High School in Mill Creek who died of SCA in 2004.

Response Operations

- ✓ Adam Lamb was promoted to the rank of Fire Lieutenant.
- ✓ City Council adopted an improved level of service which reduces response times.
- ✓ District 10 Commissioners approved purchases outside their budget to improve Firefighter safety and purchased a needed second set of firefighting protective clothing for every uniformed member.
- ✓ Each member's dedication to personal health and safety resulted in using the least amount of overtime since 2000.

Special Operations

- ✓ Made progress in meeting special operations training goals for TRT and EHMRT.
- ✓ Provided H2s chemical suicide Training to Bothell, Northshore and Shoreline Fire Personnel.
- ✓ Certified one Firefighter as Rope Rescue Instructor.
- ✓ Certified four Firefighters in Rescue Systems 1 (Structural Collapse) through funding from Fire District #10
- ✓ Certified last TRT Member in Trench Rescue.
- ✓ All TRT Members are now fully certified in all disciplines.
- ✓ Delivered Haz-Mat Operations Level Training for Bothell, Northshore, Shoreline and Woodinville Firefighters at the old Bothell Safeway over 10 sessions.

Training

- ✓ Accomplished a re-certification process for 30 Firefighter Emergency Medical Technicians.
- ✓ Developed, managed and implemented an in-house Promotional Process for the Ranks of Battalion Chief and Lieutenant.
- ✓ Implemented multiple training plans to support the training and re-habilitation of three employees that returned from long-term disabilities (greater than 60 days).
- ✓ Facilitated the Certification of two Firefighters to Aerial Apparatus Operator.
- ✓ Assisted Emergency Preparedness with instruction to over 100 City Employee's on 800 MHz portable Radio use.
- ✓ Assisted Emergency Preparedness with delivery of "Bothell Command" training to Battalion Chiefs and City Department Managers.
- ✓ Trained entire Department on ESO Solutions and New World software applications.
- ✓ Developed and delivered 2nd, 3rd and 4th quarter Incident Management classes to all Operational personnel.
- ✓ Hosted Chief Officer Training on Leadership for Bothell, Northshore, Shoreline and Woodinville Chief Officers.
- ✓ Facilitated delivery of Psychological 1st Aid for all Operational members.
- ✓ Developed and delivered first edition of Department Training Newsletter.

- ✓ Facilitated certification of two Firefighters to "Instructor 1" level.
- ✓ Partnered with Northshore, Shoreline and Woodinville with delivery of quarterly Multi Agency/Multi Company training for all operational personnel.
- ✓ Continue regional support of King County Training Officers Association, serving as Treasurer.
- ✓ Certified two Firefighters as Engine Driver Operator.
- ✓ Offered several valuable webinars to administrative staff.
- ✓ Provided Fire Behavior and Tactical training through an outside Instructor to area Officers.

Performance Measures

Office of the Chief

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Grant applications submitted/awarded	8	7	4	4
Operate within budget	100%	100%	100%	100%
Complete south station plan	10%	0%	25%	50%
Complete performance evaluations on schedule	100%	100%	100%	100%
Front office coverage to serve the customers	NA	NA	100%	100%

NA - Not Available

Emergency Management

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of Comprehensive Emergency Management Plan that is updated & current	100%	100%	100%	100%
% of employees receiving disaster training	80%	80%	80%	80%
% of population receiving preparedness information	20%	20%	20%	20%
% of employees that are National Incident Management System compliant	99%	99%	100%	100%
% of cost recovered from disaster	80%	87.5%	75%	75%
# of people receiving emergency preparedness information	800	1,050	500	500
# of City staff training exercises	3	8	5	5
# of regional exercises including Bothell	2	2	1	1

Community Risk Reduction

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Conduct a safety review within 30 days of a Departmental accident or incident	NA	NA	100%	100%
# of occupancies annually inspected by crews	2,354	1,989	1,177	1,177
# of occupancies annually inspected by Code Compliance	1,301	908	265	270
# of hazards (code violations) corrected	445	785	296	150
# of building, land-use & suppression & detection reviews	1,823	1,480	723	750
# of International Fire Code permit inspections	256	239	237	256

NA - Not Available

Public Education

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
# of Community Emergency Response Team graduates	60	47	15	15
# of students who receive drink/drive seatbelt infromation	1,400	1,478	700	700
# of citizens trained in Cardiopulmonary Resuscitation	600	748	300	300
# of citizens trained in First Aid	300	384	150	150
# of bike helmets sold/fitted	300	498	100	100
# of non-emergency press releases	6	8	3	3
# of emergency press releases	10	8	3	3
# of Bothell Community Television pieces	2	1	1	1
# of City Manager Weekly submittals	6	25	12	12
# of car seat inspections performed	100	123	50	50
# of total lives touched	14,000	15,235	7,500	7,500
# of staff/students trained on Driving Under the Influence drill	1 to 30	1 to 42	1 to 35	1 to 35

Response Operations

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Maintain full staffing at every fire station	100%	100%	100%	100%
% of incidents responded to within 7:15 or less	90%	87.4%	90%	90%
# of incidents per year	9,765	9,890	5,015	5,115
# of Emergency Medical Service incidents per year	9,172	6,394	3,355	3,525
# of structure fires per year	62	67	37	40

Special Operations

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Complete annual refresher training for all Special Operations members	100%	82%	100%	100%
12 hours of technical rescue awareness and operations training per Firefighter	100%	81%	100%	100%
12 hours of haz-mat awareness and operations training per Firefighter	100%	70%	100%	100%
Complete initial technical rescue training	100%	100%	100%	100%
Complete surface water operations training per Firefighter	100%	100%	100%	100%

Training

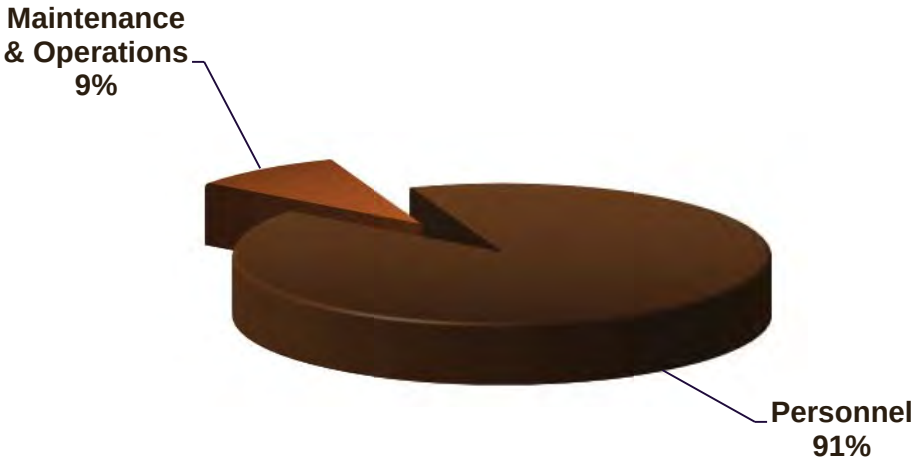
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% suppression personnel attending a live fire session annually	100%	100%	100%	100%
% of suppression personnel completing 100% of assigned quarterly training	100%	80%	100%	100%
# of personnel that maintain their Emergency Medical Technician certification	106	106	53	53
# of promotional examinations completed	2	2	1	1

Total Fire and Emergency Medical Services Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$15,581,492	$16,618,796	$16,958,985
Maintenance & Operations	1,776,075	1,750,245	1,736,110
Capital	1,894	-	-
Total Expenditures	**$17,359,461**	**$18,369,041**	**$18,695,095**
Annual Cost Per Capita	**$459.51**	**$478.58**	**$474.55**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Fire and EMS eliminated 3 positions in the 2013-2014 Biennial Budget: 2 Firefighters and 1 Administrative Assistant.
- In order to reduce costs, Fire and EMS eliminated 3 vehicles in its fleet: 2 staff vehicles and 1 reserve aidcar.
- Fire and EMS reduced budgeted overtime by 5.5%. Overtime funding is now below 2001 expenditures.
- Fire and EMS reduced maintenance and operations spending by 13%.
- The 7.1% increase in intergovernmental spending is due to contractual obligations for paramedic and North East King County Regional Public Safety Communication Agency (NORCOM) dispatch services.

City of Bothell™

Public Works Department

The Public Works Department consists of 4 Divisions including:

Administration
Capital Projects,
Development Review & Transportation
Facilities
Parks & Recreation

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. All employees of the Public Works Department strive to improve and maintain the public infrastructure in an efficient and effective manner through quality workmanship, superior customer service and sustainable practices.

The Public Works staff maintains the City's streets, parks and public grounds; manages recreation, fleet and facilities programs; manages the City's solid waste, recycling and sustainability programs; and operates and maintains the water, sanitary sewer and storm drain utilities. The Department is responsible for analyzing the design and development of the City's infrastructure, including implementation of the Capital Facilities Plan (CFP), National Pollutant Discharge Elimination System (NPDES) Phase 2 requirements, as well as long-range utility planning for the water, sanitary sewer and storm drain utilities. Public Works is also responsible for developing and implementing the Parks, Recreation and Open Space Action Plan.

The Public Works Department provides engineering review and inspections in conjunction with associated private development projects with Community Development and the Fire Department to ensure that adequate infrastructure and development regulations related to land use developments are implemented in compliance with City codes and standards. The Department also provides advice on issues relating to traffic engineering and transportation planning.

Administration

This section provides administrative support within the Public Works Department, including payroll, accounts payable/receivable, accounting functions related to budget, hydrant use

permit processing, capital project administration, agenda bill and contract processing, managing the Commute Trip Reduction (CTR) program for employees and a wide range of general administration functions.

Capital Projects, Development Review and Transportation

The Capital Projects, Development Review and Transportation section focuses on the planning, design and development of the City's infrastructure. Responsibilities include: completion of the projects identified in the adopted 2013-2019 Capital Facilities Plan update; oversight of private development of public infrastructure; surface water quality programming (including administration of the Stormwater Utility); and long-range planning of the Water, Sewer and Stormwater Capital investments are based on the vision established through the City's Comprehensive Plan and the Downtown Revitalization Plan. Significant investments in this budget cycle are aimed to provide the appropriate economic stimulus to attract development in the downtown area.

This section 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 with the City's design standards and development regulations.

The Transportation section functions as a City resource for technical advice on matters relevant to traffic engineering and transportation planning, proactively addressing the complex transportation engineering and planning issues facing the City. This section 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 CTR program, traffic data collection, response to citizen inquiries and development of the annual Transportation Improvement Program (TIP).

2013 - 2014
Budget Outcomes & Activities

Administration

Improve efficiencies within the Department

~ Continue to implement standard document templates and procedures throughout the Department.
~ Continue refining processes for efficiency and effectiveness.

Manage the City's CTR program available to employees

~ Continue to promote the CTR program for employees under the Employee Transportation Coordinator (ETC) role, with a goal to increase participation.
~ Participate as a member of the Community Transit Peer Advisory Board (PAB).
~ Monitor and report on participation of the program.

Capital Projects, Development Review and Transportation

Complete the implementation of the capital projects included in the 2013-2014 budget for the City's transportation system, parks and utilities

~ Deliver high-quality capital improvement projects in a timely manner.
~ Keep the community informed through open houses, meetings, notifications, newsletters and published articles.
~ Manage and monitor the fiscal integrity of the assigned capital projects.

Complete timely and accurate engineering reviews of all permit applications

~ 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

- Inspect project sites for compliance with adopted City standards and approved plans.
- Coordinate inspections with appropriate City staff.
- Maintain interaction with developers/contractors to provide for smooth and continuous projects.
- Monitor erosion control to ensure that changing conditions are addressed and that all drainage leaving the sites has met the Department of Ecology (DOE) and City standards.

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

- Review traffic studies, signal and channelization plans and other traffic and pedestrian related issues affected by development projects.
- Assess individual development projects' traffic mitigation and impacts to ensure full compliance with the City's plans, guidelines and regulations.
- Determine the transportation fees of development projects located in unincorporated Snohomish County in accordance with the Interlocal Agreement with Snohomish County.

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

- Manage the CTR program.
- Monitor employer annual program reports and biennial surveys for compliance.

Provide a safe and efficient transportation system

- Implement safety projects funded by grants awarded for 2013-2014.
- 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 TIP annually.
- Investigate and develop plans to implement and address safety concerns and collision reduction.

Maintain the Citywide traffic data program

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

Improve transportation system efficiency

- Monitor/modify traffic signal operations to address congestion and or improve traffic safety.
- Investigate, develop appropriate plans and implement those plans to address safety concerns and to reduce traffic collisions.

2011 - 2012 Accomplishments

Administration

- ✓ Provided accounts payable, processing over 2,000 invoices per year department wide.
- ✓ Provided project administration of the 240th Street Bridge Project by tracking federal documentation, verifying payroll, managing the file system and assisting with the creation of tracking mechanisms.
- ✓ Processed dozens of public records requests department wide and played a role in the implementation of a new administrative order.
- ✓ Played an integral role in the development and implementation of an email file cleanup policy and Citywide plan. Created and adapted simple tools to educate all members of the departments and provided group and individual training.
- ✓ Designed and created a Leadership in Energy and Environment Design (LEED) Silver informational brochure, facility tour script and Occupant Comfort Survey as part of LEED Silver certification for the Public Works Operations Center Administrative Building.

Capital Projects, Development Review and Transportation

The past biennium was a busy period, with progress made on numerous large capital projects, the completion on several others and the securing of several million dollars in grant funding, as reflected below.

Grant funding received:

- ✓ $4,000,000 from the Federal Surface Transportation Program for SR 522, State 2A.
- ✓ $229,500 from the Federal Surface Transportation Program and Congestion Mitigation and Air Quality for North Creek Trail Section 3.
- ✓ $950,000 from the Statewide Transportation Enhancement for the North Creek Trail Section 3.
- ✓ $384,000 from the Federal Surface Transportation Program for asphalt overlay of 35th Avenue SE from 228th Street SE to 240th Street SE and 39th Avenue SE from 240th Street SE to the county limits.
- ✓ $350,000 from the Federal Surface Transportation Program for asphalt overlay of NE 95th Street from 120th Avenue NE to approximately North Creek Parkway.
- ✓ Nearly $3,400,000 from the Federal Highway Administration Traffic Safety Grant for various traffic safety projects and activities throughout the city.

Public Works Trust Fund loans received:

- ✓ $8,000,000 for the Crossroads project.
- ✓ $800,000 for the Horse Creek Improvements project (south of SR 522).

Construction projects completed:

- ✓ 240th Street SE bridge replacement.
- ✓ 2011 roadway preservation.
- ✓ Bothell Crossroads erosion control.
- ✓ Bothell Crossroads Project Phase II.
- ✓ Bothell Way NE drainage improvements project.
- ✓ North Creek Trail Sections 2, 3 and 4 (Schnitzer and Canyon Park).
- ✓ North Creek Trail 1 (NE 195th Street).
- ✓ Northshore School District Clean-Up project.
- ✓ SR 522 Preservation project.
- ✓ SR 522 Improvements, Wayne Curve project.
- ✓ Completion of the Citywide Intelligent Transportation System (ITS) project.
- ✓ Design and implementation of the Downtown On-street Parking Enhancement project.
- ✓ Completion of the annual citywide roadway system striping and pavement marking project.
- ✓ Construction of a new signal-controlled pedestrian crossing along Waynita Way.
- ✓ Construction of a new radar speed limit sign along 180th Street.

Design projects completed:

- ✓ 200th Street Sidewalk and Sewer project.
- ✓ 240th Street SE Bridge Replacement.
- ✓ Bothell Crossroads Project Phase III.
- ✓ Bothell Everett Highway Improvements (240th Street SE to 228th Street SE).
- ✓ Bothell Way NE Drainage Improvements project.
- ✓ Lift Station Improvements Project - Phase 2.
- ✓ SR 522 Improvements, State 2A.

Other studies and programs:

- ✓ Bridge Seismic Evaluation reports (BOT-08 and BOT-10).
- ✓ Completion of Downtown area Development Design Standards updates.
- ✓ Completion and adoption of 2012-2017 TIP.
- ✓ Completion of the City's first Traffic Management Center (TMC).

Performance Measures

Administration

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of agenda bills returned by City Manager one time or less	80%	85%	80%	80%
% of agenda bills to City Clerk's Office on time	80%	86%	80%	80%

Capital Projects, Development Review and Transportation

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of projects completed within budget (at time of construction contract award)	100%	100%	90%	90%
% of projects completed passing State and Federal audits (if appropriate)	NA	NA	100%	100%
% of sewer service applications processed within targeted timelines	100%	100%	100%	100%
% of water availability applications that are processed within targeted timelines	100%	100%	100%	100%
% of engineering permit reviews completed within the target date	80%	95%	80%	80%
# of detention systems inspected	140	432	230	240

NA - Not Available

Transportation

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of developer traffic analysis reviews completed within target timelines	95%	98%	95%	95%
% of citizen traffic-related inquiries/complaints responded to within four weeks	NA	75%	80%	75%
% of development-related traffic signal & channelization plans approved on time	NA	80%	90%	80%

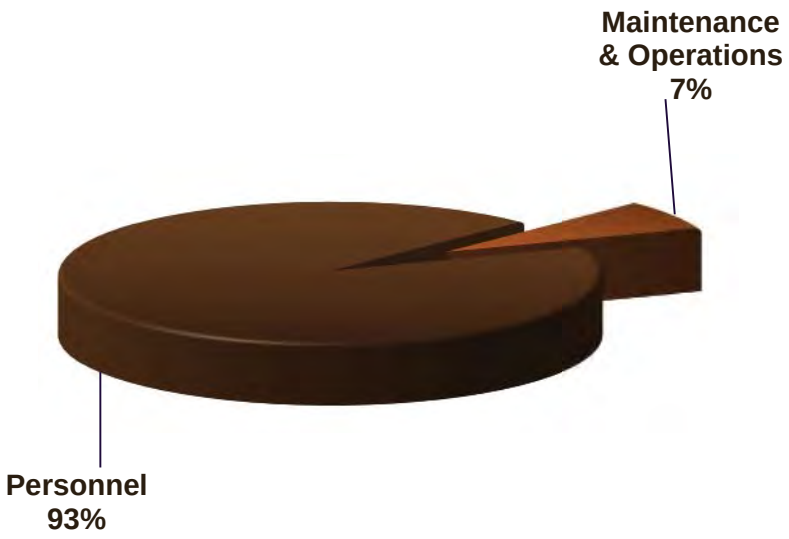
NA - Not Available

Total Public Works Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$4,756,953	$5,289,792	$5,628,088
Maintenance & Operations	221,350	385,490	417,530
Capital	-	-	-
Total Expenditures	**$4,978,303**	**$5,675,282**	**$6,045,618**
Annual Cost Per Capita	**$149.34**	**$167.61**	**$174.10**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Personnel costs have increased due to multiple factors: union-negotiated step and cost-of-living increases, an increase in Worker's Compensation charges due to reclassification of staff to "field staff" and increased overtime to oversee capital construction projects. These increases are net of staff concessions related to benefits.
- Maintenance and operations expenditures are projected to increase due to a greater reliance on engineering peer-review for development review. The increase is somewhat mitigated with proposed reductions including elimination of the Neighborhood Traffic Calming Program and reduced service related to traffic, parking and speeding issues.

City of Bothell™

Facilities

Public Works Department

Facilities

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

The 2013-2014 Facilities budget includes the use of professional services for such needs as backflow testing, equipment certifications, fire and elevator servicing and certifications. The Dawson Portable #2, Church parking lot and the Dawson Annex leases are also included in the 2013-2014 Facilities budget.

2013 - 2014
Budget Outcomes & Activities

Implement Citywide facility needs

~ Coordinate the completion of all budgeted projects on time and within budget.
~ Coordinate with other departments to ensure that capital improvements are completed with minimal impact on the City's workforce.
~ Assess facility needs including review of the asset replacement schedule.

Provide safe, clean and comfortable City-owned facilities

~ Respond to service requests in a timely manner.
~ Oversee building maintenance contracts to ensure that equipment is in good working condition and safety requirements are being met.
~ Direct and oversee the custodial staff.

2011 - 2012 Accomplishments

- ✓ Completed an estimated 1,000 facility requests.
- ✓ Completed the demolition of the former Hopelink building and former Northshore School District structures.
- ✓ Remodeled the Dawson kitchen.
- ✓ Replaced the carpet in the Public Safety buildings and Downtown Fire House sleeping quarters.
- ✓ Replaced the Heating, Ventilation and Air Conditioning (HVAC) unit in Station 45 equipment bay.
- ✓ Installed additional security cameras at the Public Works Operations Center.
- ✓ Oversaw the basic maintenance and repair of the Anderson building and Northshore Pool complex.
- ✓ Completed the Silver Leadership in Energy & Environment Design (LEED) Certification for the Public Works Operations Center Administration Building.
- ✓ Completed the fire sprinkler system upgrades for the Public Safety Building third floor.
- ✓ Managed replacement of recalled sprinkler heads in the Public Safety Building and Downtown Firehouse.
- ✓ Completed the Storm Water Pollution Prevention Plan for the Public Works Operations Center and Northshore School District Transportation Center.

Performance Measures

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of internal customers responding to customer service surveys with a “good” or “excellent” rating*	90%*	Unknown*	NA*	NA*
% of responses to facility maintenance and service requests within one business day	70%	75%	70%	70%
# of facility maintenance/service requests	900	1,010	450	450

NA - Not Available

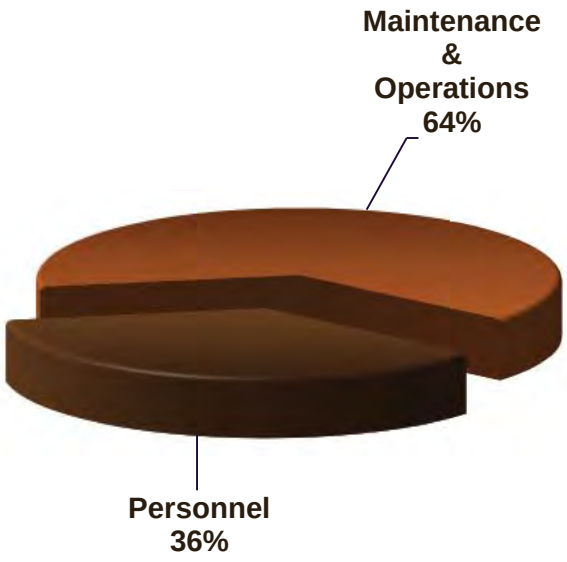
*Due to a reduction of staff we have been unable to send out or track Customer Service Surveys at this time.

Total Facilities Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$654,179	$799,110	$788,109
Maintenance & Operations	1,422,800	1,598,750	1,396,080
Capital	37,186	-	-
Total Expenditures	**$2,114,165**	**$2,397,860**	**$2,184,189**
Annual Cost Per Capita	**$63.42**	**$70.82**	**$62.90**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- The personnel budget decrease is the result of staff concessions related to benefits that out-weighed increases due to cost-of-living increases.
- Maintenance and operations costs are projected to be lower in 2013-2014 primarily due to revised estimates for utilities at the Public Works Operations Center now that staff has actual costs to forecast against.

Parks & Recreation

Public Works Department

Parks & Recreation

Parks Maintenance

This section of the Parks and Recreation Division ensures that there is a broad range of safe and positive leisure experiences for users of our City parks. The park system encompasses 24 parks and facilities making up 82.27 acres of developed land, 10.05 acres of undeveloped land and 144.7 acres of open space including:

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

Parks also maintains the grounds for the City's six administrative and emergency service buildings, downtown properties currently owned by the City, and streetscapes along Main Street, SR 522 and SR 527.

Responsibilities include:

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

Park Planning

Park Planning is responsible for the acquisition and development of park facilities; development of park master plans; implementation of asset replacement projects; updating of the Parks, Recreation and Open Space Action Program (PROSAP) and grant applications for the above activities.

Reductions proposed in the 2013-2014 Budget include reduced irrigation at certain park facilities, including most passive recreation, transition and utility areas; some picnic sites; and general park turf areas. Contracted services for ballfield maintenance have also been reduced and the work is being performed by staff.

Recreation

This section of the Parks and Recreation Division provides a broad range of recreation program services for all members of the community including personal enrichment, physical fitness, competitive sports and after-school opportunities. Staff is also responsible for the rental and management of the City's nine sportsfields, four picnic shelters and the Lytle House at the Park at Bothell Landing. Recreation staff partners with the Northshore School District, Northshore YMCA, Northshore Senior Center and the Greater Bothell Chamber of Commerce, as well as local businesses, enhancing the City's ability to provide recreation opportunities to the community. This section also produces community events including the City's Fourth of July Parade, Music in the Park Concert Series and Arbor Day. All community events are free to the public.

2013 - 2014
Budget Outcomes & Activities

Parks Maintenance

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

~ Improve the quality of our parks and facilities operations to meet current and future standards of safety, cleanliness, usability, aesthetics and serviceability.

Administer and maintain the Pioneer Cemetery

~ Provide compassionate, courteous and professional service to bereaved families while striving to maintain a tranquil environment with perpetual care of the historic and rustic cemetery.

~ Maintain the cemetery grounds.

Provide clean and attractive municipal grounds

~ Maintain lawns, beds and parking lots by mowing, pruning, picking up litter and weeding.

Park Planning

Acquire and develop parks in accordance with PROSAP

~ Develop a master plan and stewardship plan for the North Creek Forest.

~ Design, engineer and construct Madrazo Park.

~ Develop a master plan for William Penn Park.

~ Secure a location develop site plan and install a Skate Park.

Acquire additional open parcels

~ Continue acquisitions based on grant funding received for the North Creek Forest and the Williams property.

~ Apply for additional grant funding as needed to complete the acquisition of the remaining North Creek Forest parcels.

Develop Phase 1 of the Park at Bothell Landing

~ Complete the design and engineering based on the adopted Master Plan.

~ Apply for additional grant funding for the development.

~ Begin construction of Phase 1.

Update the PROSAP

- ~ Work with the community to update the existing plan to reflect current needs within the City's park system and recreation programming.
- ~ Update the City's park mitigation fees based on the needs reflected in the PROSAP.

Recreation

Provide outstanding recreation opportunities for the community

- ~ Preserve and enhance the quality of life in Bothell in response to the recommendations made in the adopted 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

- ~ Offer programs that were supported by recommendations made in the adopted PROSAP.
- ~ Develop relationships with program providers that result in affordable programs and activities.
- ~ Develop agreements with community partners for use of additional facilities for programming.
- ~ Survey program participants to determine if programs met their expectations.

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

- ~ Market the Lytle House to both residents and businesses to increase use.

Provide quality recreation programming at a competitive, yet responsible price

- ~ Develop programs and activities consistent with the adopted Parks and Recreation fee policy.
- ~ Update the adopted Parks and Recreation fee policy to include a cost recovery model appropriate for the City.

2011 - 2012 Accomplishments

Parks Maintenance

- ✓ Completed the move to the new Public Works Operations Center.
- ✓ Developed and implemented standards for plantings in the City's right-of-way and landscaped islands.
- ✓ Coordinated City efforts to meet the first year mitigation requirements as agreed upon during the construction of the Public Works Operations Center (13 acres on and off-site).

Park Planning

- ✓ Completed the Blyth Park Master Plan update.
- ✓ Began design of the Park at Bothell Landing Development Phase 1.
- ✓ Acquired approximately 35 acres of North Creek Forest.
- ✓ Applied for additional grant funding to complete the North Creek Forest acquisition.
- ✓ Updated the Bothell Municipal Code 8.6 Park Rules and Regulations including prohibiting tobacco products in parks.

Recreation

- ✓ 60% of recreation customer registrations were made online.
- ✓ Secured $50,000+ in community event sponsorships.
- ✓ Relocated events that were impacted by road projects.
- ✓ 218 adult softball teams played in City organized leagues.
- ✓ 7,800 participants in recreation programs.

Community events produced:

- Music in the Park (16 concerts)
- Freedom Festival
- RiverFest
- Community Egg Hunt
- Safe Halloween
- Arbor Day

Performance Measures

Parks Maintenance

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of staff members certified as playground safety inspectors	70%	68%	50%	16%
# of safety inspections of park facilities	52	52	52	52
# of playgrounds inspected, repaired or replaced	24	24	24	24
# of reservations at ballfields	NA	1,960	1,975	1,975
# of reservations at picnic shelters	NA	378	200	200

NA - Not Available

Park Planning

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Acquisition of park acres	NA	35	5.95	23
% of acquisition costs from outside sources	NA	100%	90%	90%

NA - Not Available

Recreation

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of survey respondents stating that the program was of “good” or “excellent” quality*	90%	96%	90%	90%
% of Lytle house renters rating their experience as “good” or “excellent”	90%	98%	90%	90%
# of community events held	27	26	11	11
# of recreation class opportunities offered	500	472	235	235
# of Lytle House rentals**	100	36	25	25

NA - Not Available

*ICMA Puget Sound Consortium Performance Measure.

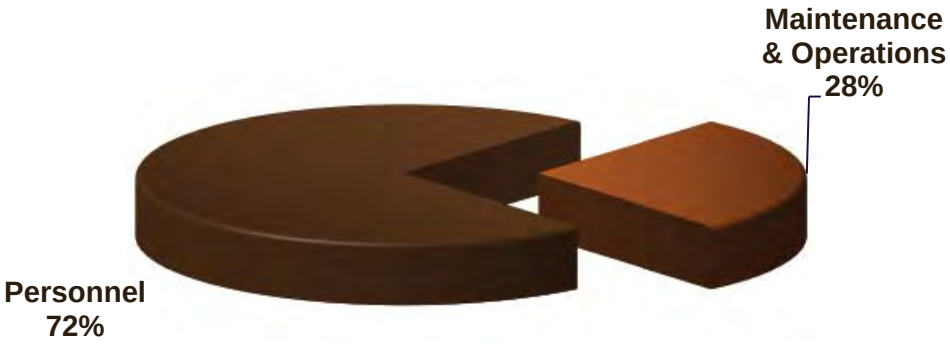
**Lytle House rentals have decreased during construction. Rental sizes have been limited to groups of 50 or less due to the reduction in available parking.

Total Parks & Recreation Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,728,920	$1,786,210	$1,936,654
Maintenance & Operations	771,583	949,880	734,620
Capital	14,816	-	-
Total Expenditures	**$2,515,319**	**$2,736,090**	**$2,671,274**
Annual Cost Per Capita	**$75.46**	**$80.81**	**$76.93**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Personnel costs increase is attributable to union-negotiated step and cost-of-living increases, pension and insurance increases and inclusion of seasonal maintenance workers. The increases were tempered by staff concessions related to benefits.
- Maintenance and operations expenditures are projected to decrease due to several factors:
  - reduction of irrigation in passive-use areas such as: Park at Bothell Landing, Stipek Park, Centennial Park, as well as at City Facilities and or Main Street;
  - reduction of contracted maintenance at grass sports fields, which will be performed by staff at a lower cost; and
  - elimination of city-sponsored Riverfest event and Community Egg Hunt.
- The Recreation budget includes $36,400 in community event sponsorships during 2013-2014.

City of Bothell™

Community Development Department

Community Development Department

It is the mission of the 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.

Achieving the above mission in the years 2013 and 2014 will involve the continued daily dedication of Community Development staff to activities including researching, recommending and facilitating Plan and Code amendments; processing annexations, including citizen outreach; facilitating the preservation of local historic landmarks; performing planning and building review and inspection of proposed developments; coordinating permit processing across three city departments; ensuring compliance with noise, lighting and zoning regulations; managing multi-departmental records and responding to public information requests; and providing development billing, board and commission support, reception and other administrative functions.

Activities of particular note for which funding is allocated in the proposed 2013-2014 Community Development budget include the following:

- Performing development review for and otherwise facilitating private development and public capital facilities projects that contribute to the revitalization of Downtown Bothell, consistent with the Downtown Subarea Plan and Regulations and the Capital Facilities Plan.
- Researching, recommending and facilitating Plan and Code amendments initiated by the Council in its annual Docketing process, with a continuing emphasis on sustainability. In 2014 the Department will begin work on the periodic state-mandated Growth Management Act (GMA) Compliance Review, also known as a GMA Major Plan Update, due by June, 2015. This review will comprise a top-to-bottom assessment of the Imagine Bothell… Comprehensive Plan for consistency with the Growth Management Act, Multi-County Planning Policies, and King County and Snohomish County Countywide Planning Policies as those documents might have been amended since the last mandated compliance review in 2004. The Imagine Bothell… Plan will need to be amended where found to be inconsistent with the current versions of those state and county planning documents.

- Facilitating the annexation of the City's nine designated Potential Annexation Areas (PAA) in King County, if those annexations are not approved in 2012; and supporting ensuing activities relating to the transition of services from King County to Bothell.
- Continuing to improve the City's Development Services function via further gains in effectiveness, efficiency and predictability in the permitting process, including refinement of the City's new automated permit tracking system and implementation of electronic plan review.

2013 - 2014
Budget Outcomes & Activities

Administrative Services Division

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

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

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

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

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

~ Post and distribute monthly Imagine Bothell… notices.
~ Support Hearing Examiner, Landmark Preservation Board, Shorelines Board and Planning Commission meetings.
~ Process Accounts Payable/Receivable in a timely manner, ensuring compliance with State requirements.
~ Manage the Development Review invoicing system and revenue accounts.
~ Process payroll and Position Change Notices (PCN) as scheduled and keep staff informed on any changes in the system.
~ Process new business license applications in a reasonable amount of time (within 2 weeks).

Building and Permit Services Division

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

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

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

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

Resolve disputes to gain compliance with City and State Codes

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

Planning Division

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

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

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

~ Negotiate interlocal planning and service delivery agreements.
~ Negotiate PAA annexation interlocal agreements, if not completed in 2012.
~ Participate in A Regional Coalition for Housing (ARCH) activities.

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

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

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

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

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

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

Continue to provide staff support to the Landmark Preservation Board

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

Update the Imagine Bothell… Comprehensive Plan in accordance with state mandates

~ Manage consultant contracts to ensure task timelines are met within scope and budget.
~ Hold open houses, workshops and other public outreach efforts in support of Plan update.
~ Work with state Department of Commerce to ensure consistency with Growth Management Act requirements.

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

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

2011 - 2012 Accomplishments

Administrative Services Division

- ✓ Completed the Development Records Scanning Project through 2011, which consisted of more than 100 boxes of inactive development and capital improvement project files.
- ✓ Indexed every file within Laserfiche, verified image quality and the search capability function.
- ✓ Received and processed 707 public disclosure requests.
- ✓ Processed approximately 650 new business license applications.
- ✓ Served approximately 4,200 visitors at the Dawson facility for Community Development (CD), Public Works (PW) and Fire/Community Risk Reduction (CRR).
- ✓ Received and directed an average of 150 phone calls per day at the Dawson reception desk.
- ✓ Managed the City's Imagine Bothell annexation website to provide accurate and complete information to citizens regarding potential annexation to Bothell.
- ✓ Managed and maintained the planning and zoning pages on the City website, including information on the state-mandated Shorelines Master Program update.
- ✓ Continued to improve communications between developers and billing staff relating to development services, billable hours and other costs associated with development review, resulting in a reduction of past due accounts as reported to Finance on the Aging Accounts Receivable Quarterly Report.
- ✓ Assisted in the implementation of Energov, the new permitting/cashiering software program.
- ✓ Provided administrative support at approximately 15 annexation open house events.

*Numbers are through June, 2012

Building and Permit Services Division

- ✓ Received 775 Building permit applications totaling $146,962,210 in valuation.*
- ✓ Issued 658 building permits totaling $91,796,696 in valuation.*
- ✓ Performed 5,099 Building inspections.*
- ✓ Received 270 Violation cases.*
- ✓ Closed 266 Violation cases.*
- ✓ Implemented customer service survey program and maintained an average rating of +4.56 on a maximum scale of -5.0 to +5.0.*
- ✓ Maintained reduced plan review timelines for all permit applications.

- ✓ Continued to promote regional consistency through the eCityGov Alliance and www.MyBuildingPermit.com by aligning business practices with the other 15 participating jurisdictions through;
  - common code adoption ordinance;
  - regional tip sheets;
  - inspection checklists; and
  - regional code training for builders and designers.
- ✓ Identified and implemented a permit tracking software solution to replace the City's previous outdated (and soon to be unsupported) software.
- ✓ Assumed the responsibility for processing the intake, routing and issuance of fire suppression and detection permits.
- ✓ Continued coordination, plan review and inspection of the King County Brightwater IPS project.
- ✓ Expedited review and inspection of the Pop Keeney Stadium renovation.

*Numbers are through June, 2012.

Planning Division

- ✓ Completed a state-mandated comprehensive update of the City's Shoreline Master Program, a two and one half year project.
- ✓ Facilitated Planning Commission and Council deliberations on numerous Code amendments (some of these are still in process), including amendments pertaining to:
  - Personal Wireless Services (PWS) facilities;
  - major amendments to Final Planned Unit Developments (PUD);
  - Plan and Code amendment initiation fees;
  - Landmark Preservation regulations;
  - Main Street building heights;
  - exterior lighting standards;
  - 2011 miscellaneous housekeeping Code amendments;
  - 2012 miscellaneous housekeeping Code amendments;
  - Horse Creek daylighting;
  - banner signs;
  - tree retention; and
  - Phase 2 sustainability measures.

- ✓ Performed Code consistency and environmental review on a variety of land use approvals and residential and commercial construction projects.
- ✓ Completed nomination of the Swedish Cemetery and Ford Model A fire engine to the Bothell Register of Historic Places.
- ✓ Continued a comprehensive update of the City's Historic Resources Inventory;
- ✓ Completed state-mandated annual Population and Housing Estimates;
- ✓ Continued work on annexation efforts for the Municipal Urban Growth Area (MUGA) in Snohomish County and PAA in King County;
- ✓ Supported Downtown revitalization via participation in public capital facilities planning, informational meetings with prospective developers and review of proposed construction projects.

Performance Measures

Administrative Services Division

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of public disclosure requests resolved within prescribed timelines (5 days)	99%	100%	99%	99%
# of public disclosure requests tracked to resolution	1,000	707 as of 6/30/12	400	400
Development review fees collected	$1,309,700	$895,497 as of 6/30/12	$800,000	$800,000
# of new business licenses processed	1,000	650 as of 6/30/12	500	500

Building and Permit Services Division

Development Services Initiative measures included in quarterly reports

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
•Quasi-judicial land use approvals - % of first reviews completed within 5 weeks & % of resubmittal reviews completed within 2 weeks	80% min	100% avg	80% min	80% min
•First time or change-of-use tenant improvement permits - % of first reviews completed within 5 weeks & % of resubmittal reviews completed within 2 weeks	80% min	95.5% avg	80% min	80% min
•New single family permits - % of first reviews completed within 3 weeks & % of resubmittal reviews completed within 2 weeks	80% min	96.25% avg	80% min	80% min
•Commercial permits - % of first reviews completed within 5 weeks & % of resubmittal reviews completed within 2 weeks	80% min	98.75% avg	80% min	80% min
•% of inspections completed within 24 hours	100%	100%	100%	100%
•Customer survey satisfaction ratings, on a scale of -5 (extremely dissatisfied) to +5 (extremely satisfied)	+3 or better	+4.18 avg	+3 or better	+3 or better

Building and Permit Services Division - Continued

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
Maintain a building code effectiveness classification rating of 2 or better (1 is the highest rating)	2	2	2	2
% 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 violation cases closed within target time lines	80%	80%	80%	80%
# of active violation cases per code compliance officer	75	75	75	75
# of inspections performed	10,000	6,500	3,500	3,500
# of permit applications processed per year	2,500	1,000	750	750
# of technical training hours per Full Time Equivalent	240	240	120	120
# of violation complaints received	200	180	100	100
Provide jointly sponsored training opportunities for designers, contractors & citizens via eCityGov & MyBuildingPermit Management Committee	10	10	10	10

Planning Division

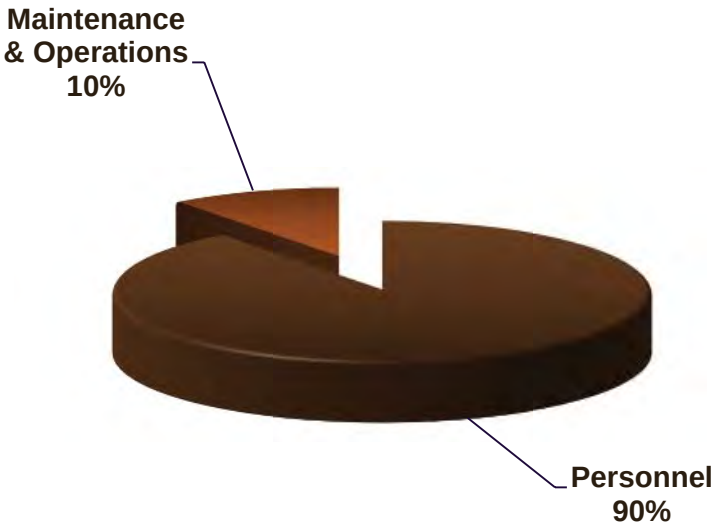
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of annexation requests processed within State mandated timeframe	100%	100%	100%	100%
% of development review applications processed within State mandated timeframes	90%	90%	90%	90%
# of working days to respond to external customer requests (counter, telephone, email)	5	5 or less	5	5
Process development review applications within adopted timeframes	Issue decision on development permits within 120 day period	Issue decision on development permits within 120 day period	Complete development application review within Department adopted timeframes	Complete development application review within Department adopted timeframes

Total Community Development Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$4,414,602	$4,568,300	$4,653,799
Maintenance & Operations	595,730	568,479	537,250
Capital	-	-	-
Total Expenditures	**$5,010,332**	**$5,136,779**	**$5,191,049**
Annual Cost Per Capita	**$150.30**	**$151.71**	**$149.49**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- The personnel budget increase is attributable to step and cost-of-living increases, along with increases in pension and insurance costs.
- The reduction in maintanence and operations expenditures in 2013 and 2014 is attributable to the following efficiencies resulting from in-depth analysis of departmental functions.
- In 2011, we discontinued the minutes-taker contract for Planning Commission and Shorelines Board meetings. Minutes are now prepared by staff directly from video production.
- In 2012, we began publishing a substantially scaled-back monthly Imagine Bothell notice, while still meeting Code requirements, resulting in approximately 50% savings. The full Imagine Bothell notice continues to be distributed by email upon request and is posted throughout the City and on the Website.
- Expenditures for training, conferences and out of town travel have been reduced dramatically, allowing for training required to maintain professional certifications and licenses only.

Restricted Revenue Funds

The Restricted Revenue Funds consist of the following funds:

Street
Arterial Street
Park Cumulative Reserve
Drug Seizure Fund

Street

Public Works Department

Street

The Street Fund, a division of the Public Works Department, provides for all maintenance and operation functions for the City's transportation system. This includes 360 lane miles of roadway and signalized intersections.

In addition, management of the City's solid waste and recycling programs is funded out of the Street Division. This includes monitoring the City's solid waste contract, developing and implementing recycling or carbon emissions programs, developing hazardous waste programs and grant management. The program is funded primarily through grants.

Capital projects enhancing the transportation system are managed by the Capital Project Division.

Bothell's Street Division is responsible for the following:

- Daily operations include emergent roadway patching and potholes, street and traffic control signs, street striping and pavement markings, snow and ice removal and 24-hour emergency response.
- Right-of-way activities include grading, shoulder maintenance, curb and gutter maintenance, emergency 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, traffic control throughout the City, bridge maintenance and the City's Adopt-a-Street program.

2013 - 2014
Budget Outcomes & Activities

Provide safe public streets, paths and walkways

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

Increase recycling efforts through contract management, education and special events

- ~ 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 recycling committees.
- ~ Provide two annual, grant funded, citywide recycling collection events.
- ~ Coordinate and plan the annual Sustainamania event to promote sustainable practices throughout the community.
- ~ Promote recycling through educational publications and City events.
- ~ Management of social media communications to the public.
- ~ Create and promote carbon emission reduction programs as part of the citywide Bothell Co_2ol program.

2011 - 2012 Accomplishments

- ✓ Successful removal of snow and ice from Bothell's roadways during the 2011-2012 snow events.
- ✓ Completed annual striping of all school zone crosswalks and other school related pavement markings.
- ✓ Mowed 250 edge miles of roadway, repaired 750 potholes, as well as repaired and replaced 1,150 street signs.
- ✓ Provided 24-hour response in support of emergent operations for traffic control, vandalism, snow and ice, wind and flooding, as well as vehicular and pedestrian related accidents.
- ✓ Developed a Facebook and Twitter page for the Bothell Co_2ol program to promote green messages through social messaging. Worked with the Public Information Officer (PIO) and other staff to create a plan for the content, launch and consistent future updates of the sites.
- ✓ Implemented a new Bothell Co_2ol section on the City Website.
- ✓ Coordinated and planned the first annual Sustainamania event for the promotion of sustainable practices and the Public Works Department.
- ✓ Coordinated and planned other citywide events including the Spring Garden Fair, Spring and Fall Recycling Events, Bike to Work Day, outreach events at schools, businesses, the Senior Center and churches. Participated in and provided recycling and solid waste information for other events such as Riverfest and the 4th of July Parade.
- ✓ Created a partnership with the University of Washington Bothell/Cascadia staff and students to work on ongoing sustainability projects.
- ✓ Developed a program along with tools for promoting increased recycling and food scrap collection at multi-family residences and businesses.
- ✓ Applied for and received three grants to provide funding for a recycling promotion and various events in the combined amount of $123,000. One grant was for the Commute Trip Reduction employee program in the amount of $5,000.
- ✓ Managed the Waste Management contract and began discussions for future service resulting in a contract extension through 2014.

Performance Measures

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of street sign inventory inspected annually	100%	100%	100%	100%
% of single-family recycling diversion*	35%	66%	67%	68%
Average pavement ratings for arterial & collectors**	83	72	72	72
Average pavement ratings for residential streets**	68	68	68	68

*Actual data reported comes from Waste Management/Cedar Grove reports. Targets are based on goals set by the King County Solid Waste Division draft Comprehensive Plan.

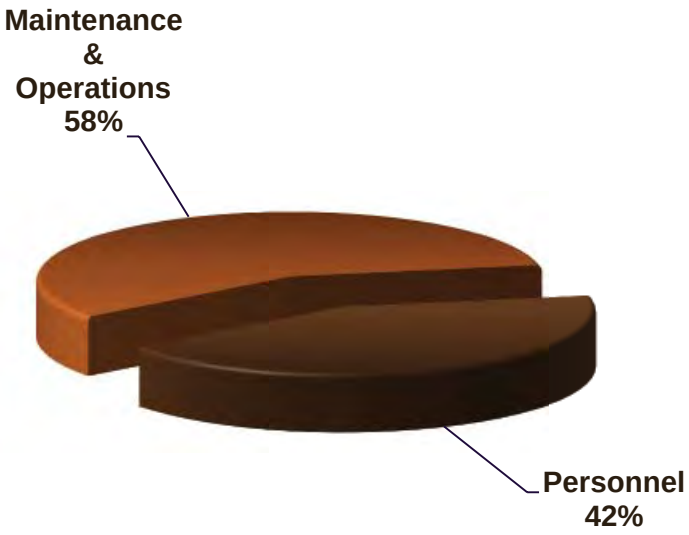
**ICMA Puget Sound Consortium Performance Measure.

Total Street Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,360,601	$1,470,675	$1,557,012
Maintenance & Operations	1,648,043	1,897,999	2,115,320
Capital	-	-	-
Total Expenditures	**$3,008,644**	**$3,368,674**	**$3,672,332**
Annual Cost Per Capita	**$90.25**	**$99.49**	**$105.75**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

2013-2014 Financial Notes

- Personnel cost increases are due to union-negotiated step and cost-of-living increases as well as increased pension costs. The increases were tempered by staff concessions related to benefits.
- Maintenance and Operations (M&O) costs are driven by increases in street light costs due to lights added to the system ($120,000) and higher stormwater rates charged to the City's road system ($238,060). All other M&O categories were reduced to lessen the impact to the budget, resulting in lower maintenance levels for patching roadways, median maintenance, etc.
- A large insurance claim will increase Street Fund premiums by $116,500 in 2013-2014.
- Expenditures related to added infrastructure and increasing utility costs are outpacing revenues in the Street Fund. This is resulting in a greater dependence on General Fund subsidy and reductions in ongoing maintenance. The Street Fund will not be sustainable in the long-term without additional dedicated revenues.

City of Bothell™

Arterial Street

Public Works
Department

Arterial Street

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

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

Total Arterial Street Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	72,892	-	-
Debt & Interest	34,201	-	-
Total Expenditures	**$107,093**	**$0**	**$0**
Annual Cost Per Capita	**$3.21**	**$0.00**	**$0.00**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.

2013-2014 Financial Notes

No expenditures are anticipated during 2013-2014, although $6,937,054 in operating transfers to the City's Capital Improvements Fund is budgeted. These funds are allocated for the following 2013-2019 Capital Facilities Plan projects: Crossroads [T6], Bothell-Everett Highway Widening [T7], SR 522 State 2A Improvements [T43], Downtown Contaminated Soil and Groundwater Clean-up of Crossroads contruction [T47], Public Works Trust Fund Debt Service for Crossroads and Multiway Boulevard: Phase 1 [D4 and D5].

City of Bothell™

Park Cumulative Reserve Fund

Park Cumulative Reserve

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

Funding is derived from park fees paid by developers.

Total Park Cumulative Reserve Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
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.

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.

2013-2014 Financial Notes

No expenditures are anticipated during 2013-2014, although $100,000 in transfers to the City's Capital Improvements Fund is budgeted. The funding is allocated for the Park at Bothell Landing [P20] per the City's 2013-2019 Capital Facilities Plan.

City of Bothell™

Drug Seizure

Drug Seizure

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

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

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

Total Drug Seizure Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	9,715	43,400	23,000
Capital	-	-	-
Total Expenditures	**$9,715**	**$43,400**	**$23,000**
Annual Cost Per Capita	**$0.29**	**$1.28**	**$0.66**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.

2013-2014 Financial Notes

Drug Seizure revenues and expenditures are dependent on the net proceeds of forfeited property.

City of Bothell™

Debt Service Funds

The Debt Service Funds
consist of the following funds:

2008 General Obligation Refunding Bond
LIFT Debt Service Fund

2008 General Obligation Refunding Bond

2008 General Obligation Refunding Bond

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

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

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

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

In 2013, the excess property tax associated with repayment of this debt, now referred to as the 2008 General Obligation Refunding Bond, is expected to be 12.5 cents per thousand dollars of assessed value.

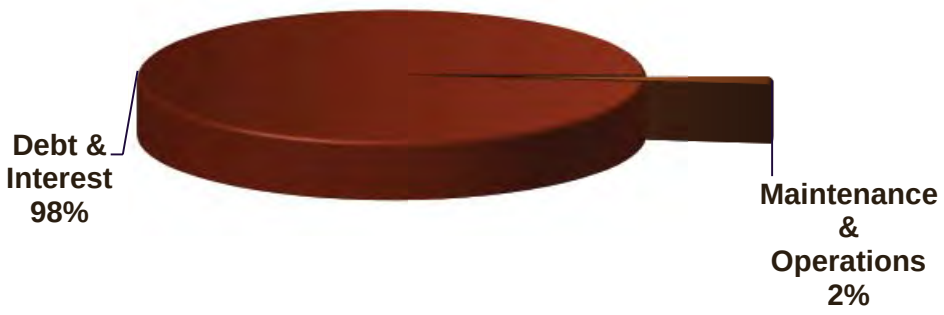
Original Issue Date:	November 1, 1997
Refinanced:	5/20/08
Original Issue Amount:	$9,700,000
Outstanding as of 12/31/12:	$3,225,000
Interest Rates:	3.5% to 4.0%
Debt Service 2013:	$727,050 (includes principal and interest)
Debt Service 2014:	$720,875 (includes principal and interest)
Final Maturity:	December 1, 2017

Total 2008 General Obligation Refunding Bond Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	304	25,700	27,075
Capital	-	-	-
Debt & Interest	1,461,196	1,444,300	1,447,925
Total Expenditures	**$1,461,499**	**$1,470,000**	**$1,475,000**
Annual Cost Per Capita	**$43.84**	**$43.41**	**$42.48**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- 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.
- $1,225,000 in debt principal will be paid down during the 2013-2014 biennium, leaving an outstanding balance of $2,000,000 at 12/31/14.

City of Bothell™

Local Infrastructure Financing Tools (LIFT) Debt Service Fund

LIFT Debt Service

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

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

Bothell currently has one “voter approved” GO Bond outstanding. For the retirement of general purpose bonds issued on behalf of the City to finance construction of a public safety building

In 2014, the City is expected to issue a $30,000,000 councilmatic Local Infrastructure Financing Tool (LIFT) Bond to pay for downtown revitalization projects.

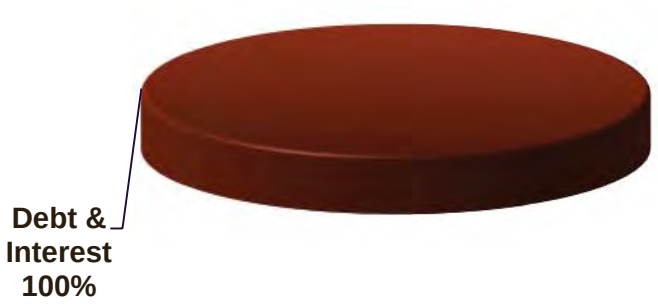
In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded LIFT program funding for downtown revitalization including the Bothell Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1,000,000 per year for a maximum of 25 years. The rebate of state property and sales taxes is to be allocated by the Department of Revenue (DOR) based on the State’s portion of tax collected from within the City’s designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with the capital infrastructure investments made in the RDA that were financed by the LIFT Bond.

Total LIFT Debt Service Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	1,500,000	2,000,000
Total Expenditures	**$0**	**$1,500,000**	**$2,000,000**
Annual Cost Per Capita	**$0.00**	**$44.30**	**$57.60**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- The City of Bothell currently has only one outstanding GO bond issue, which was voter approved - therefore, its annual debt service has a dedicated funding source.
- In 2014, the City is expected to issue a $30 million Councilmanic LIFT Bond to pay for downtown revitalization projects.

City of Bothell™

Capital Fund

The Capital Fund
consists of the following fund:

Capital Improvements

Capital Improvements Fund

Capital Improvements

The capital projects in the adopted 2013-2019 Capital Facilities Plan (CFP) are budgeted in the Capital Improvements Fund. Funding sources utilized to fund capital projects include:

- Real Estate Excise Tax (REET)
- Proceeds from Local Infrastructure Financing Tool (LIFT) Bond
- Donations
- Grants
- Proceeds from sale of property
- Public Works Trust Fund (PWTF) loan

Mitigation from:

- Developers
- Brightwater
- King County Pump Station (waste water storage facility)

The 2013-2014 Capital Improvements budget includes $43,175,340 for capital investments that address our community's pressing need for facilities, parks and transportation. The projects included in the 2013-2014 Capital Improvements Fund are:

Facility:

- Replacement of City Hall & Dawson Buildings

Park:

- Open Space Acquisition
- North Creek School House
- 1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park
- Park at Bothell Landing
- North Creek Forest Park

Transportation:

- North Creek Trail - Section 3
- North Creek Trail - Canyon Park
- Bothell Crossroads
- Bothell-Everett Highway Widening
- Multiway Boulevard
- Main Street Enhancement

Transportation Continued:

- SR 522 Stage 2A Improvements
- Downtown Contaminated Soil & Groundwater Clean Up
- Bothell-Everett Highway & 228th Street SE Intersection Safety Improvements
- NE 200th Street Sidewalk & Sewer Improvements
- Sammamish River Bridge Seismic Retrofit
- NE 195th Street Bridge Seismic Retrofit
- 228th Street SE Corridor Safety Improvements
- Citywide Transportation Safety Improvements
- Corridor Transportation Demand Management (TDM) Enhancement

Additionally, the 2013-2014 Capital Improvements Budget includes $35,179,000 for capital debt services and operating program funds that support the capital projects included in the 2013-2019 CFP. The debt services and operating programs included in the 2013-2014 Capital Improvements Fund are:

Debt Services:

- Local Infrastructure Financing Tool (LIFT) Bond Debt Service
- Bond Anticipation Note
- Public Works Trust Fund Debt Service (Bothell Crossroads - T6)
- Public Works Trust Fund Debt Service (Multiway Boulevard: Phase 1 - T38)

Capital Improvements Operating Programs:

- General Park Improvements
- Annual Arterial Overlay Program
- Bridge Inspection, Maintenance, Repair & Rehabilitation
- Neighborhood Traffic Calming Program
- Sidewalk/Walkway Program

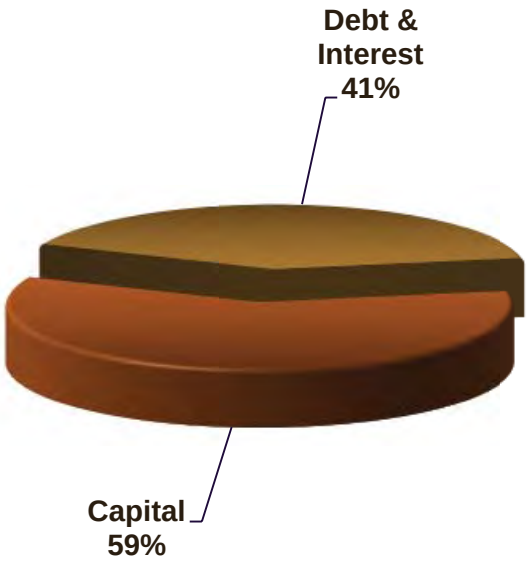
For complete details on the 2013-2014 capital projects, including future maintenance and operations costs, see Appendix D and/or the City's adopted 2013-2019 CFP, which is available on the City's Web site or by request from the City Clerk's office.

Total Capital Improvements Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	-	100,000	-
Capital	70,042,829	51,479,298	45,115,340
Debt & Interest	125,192	39,450,000	31,239,000
Total Expenditures	**$70,168,020**	**$91,029,298**	**$76,354,340**
Annual Cost Per Capita	**$2,104.94**	**$2,688.40**	**$2,198.83**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

Scheduled capital expenditures in 2013-2014 are the direct result of implementing the City's 2013-2019 Capital Facilities Plan.

Utility Funds

The Utility Funds
consist of the following funds:

Water
Sewer
Storm Drain

Water Fund

Public Works Department

Water

The Water Utility Fund, a division of the Public Works Department, ensures the delivery of safe and reliable drinking water to approximately 15,000 citizens primarily in the King County portion of the city. The City's water system consists of 75 miles of water mains, four pumping stations, 22 control valves, 760 fire hydrants and three water reservoirs. The utility provides core services that sustain life and protect public health.

Bothell's Water Utility Fund staff accomplish the following:

- Daily operations include bimonthly reading of over 3,900 meters, customer response, data collection, fire flow analysis, 24-hour monitoring of the City's water system, water line flushing, plan review, utility locates, pump station maintenance, system and control valve maintenance, fire hydrant maintenance and tank cleaning and maintenance.
- Daily maintenance includes, water meter testing, repair and replacement, water service flow testing, fire hydrant, pump station and control valve maintenance.
- Manage various programs including the Annual Water Main Replacement program, cross connection control, 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.
- Data collection and management of utility assets in Geographic Information Systems (GIS) database. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis and network tracing. The overall aim of the program is to better facilitate cost effective and environmentally friendly decisions concerning the City's utility infrastructure, maintenance and construction.

Water capital projects are adopted in the Capital Facilities Plan and budgeted within the Water Utility Fund. These projects are managed by the Public Works Capital Division.

2013 - 2014
Budget Outcomes & Activities

Ensure water sytem reliability and cost effectiveness

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

~ 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

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

~ Monitor and track unaccounted for water.

~ Maintain water system integrity through participation in the Utility “One Call” Locate program.

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

~ Maintain the security and integrity of the system.

~ Ensure backflow assemblies are monitored and properly maintained.

~ Investigate and address water quality concerns immediately.

Provide accurate and timely hydraulic data

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

Reduce water usage through water conservation programs and education

~ Provide water conservation programs.

~ Offer educational information at City sponsored events.

Downtown Revitalization

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

Construction projects

~ Design and construction of Penn Park Reservoir Improvements.

~ Construction of Morningside Booster Station Improvements.

2011 - 2012 Accomplishments

- ✓ Replaced over 120 under registered, stuck or damaged water meters.
- ✓ Installed 14 new meters to homes, condominiums and commercial businesses.
- ✓ Continued Homeland Security improvements as addressed in the Water Utility Vulnerability Assessment.
- ✓ Codified and managed the Cross Connection Control program to remain compliant with the Washington State Department of Health. The program oversees both premise and in-premise isolation which consists of notifying and overseeing customer compliance with certification and repair requirements of 1,562 active backflow assemblies to 605 facilities.
- ✓ Worked closely with Finance staff to resolve discrepancies between utility billing software and water maintenance software systems.
- ✓ Operations crews helped promote our City's water conservation efforts while sponsoring and working at the Spring Garden Fair/Sustainamania.
- ✓ Implemented new Supervisory Control and Data Acquisition (SCADA) software that monitors water and wastewater infrastructure.
- ✓ Updated and distributed the annual Water Quality Report (also known as the Consumer Confidence Report) to customers and the Washington State Department of Health.
- ✓ Installed approximately 466 feet of 8" ductile iron pipe and 298 feet of 4" ductile iron pipe to replace undersized 4" Asbestos/Cement (A/C) pipe along Circle Drive. Also, 15 water services were upgraded to City standards to ensure adequate fire flow.
- ✓ Installed new roof at Site 32 (12220 NE Holly Hills Drive).
- ✓ Rebuilt Site 21 (18005 - 120th Avenue NE) for proper drainage.
- ✓ Partnered with various businesses to address the removal of several trees that were causing damage to the City's water system.
- ✓ Re-connected five existing water services along Beardslee Boulevard and eliminated sub-standard water main.
- ✓ Completed the update of the Water Comprehensive Plan (received State Department of Health approval).
- ✓ Completed Reclaimed Water Feasibility Study in partnership with King County.
- ✓ Completed Water Utility Rate Study and implemented first year recommendations with Council approval.
- ✓ Completed Downtown Revitalization Utility Phasing, Cost Partitioning and Financing Study, detailing the plan for water system improvements in the Downtown area.
- ✓ Completed the comprehensive update of Bothell Water System Standard details.
- ✓ Finalized new 50-year contract with City of Seattle for wholesale water purchase.

Performance Measures

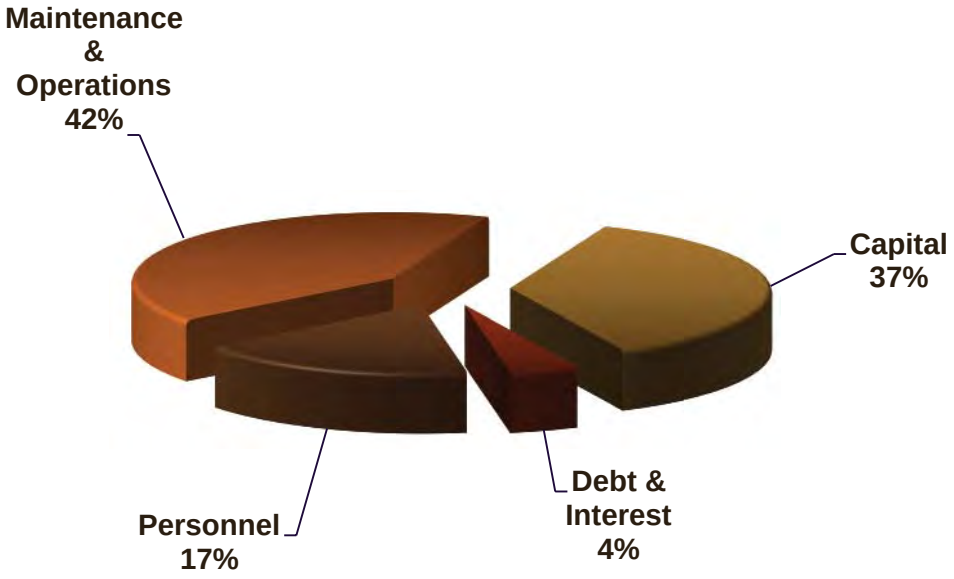
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of service interruptions per 1,000 service connections	0%	0%	0%	0%
% of required backflow device testing & system monitoring that are completed on time	100%	100%	100%	100%
% of unaccounted for water	<6%	<6.6%	<6%	<6%
# of violations of the State & Federal drinking water standards	0	0	0	0
# of water main breaks/leaks	0	4	0	0
# of meters tested & repaired	80	34	40	40
# of linear feet of mains flushed	10,000	5,500	5,000	5,000
# of valves exercised	350	200	200	200
# of replacement water meters installed	200	58	60	50

Total Water Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,618,369	$1,765,537	$1,920,136
Maintenance & Operations	3,745,660	4,366,291	4,628,348
Capital	788,499	1,569,343	4,113,280
Debt & Interest	25,898	242,090	474,086
Total Expenditures	**$6,178,426**	**$7,943,261**	**$11,135,850**
Annual Cost Per Capita	**$185.34**	**$234.59**	**$320.69**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Personnel cost increase is attributable to union-negotiated step and cost-of-living increases, pension and insurance increases and inclusion of seasonal maintenance workers. The increases were tempered by staff benefit concessions.
- Many capital projects are planned for the biennium including: Penn Park Reservoir replacement, Morningside Booster Station upgrade and downtown utility upgrades.
- To accomplish the water utility's tasks, including completion of 2013-2014 capital projects, rate increases of 1.5 percent in 2013 and 8.8 percent in 2014 are anticipated.

Sewer Fund

Public Works Department

Sewer

The Sewer Utility Fund, a division of the Public Works Department, ensures that the wastewater generated is safely and reliably transported 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 five pump (lift) stations.

Bothell's Sewer Utility Fund staff accomplish the following:

- Daily operational maintenance includes plan review, underground utility locates, 24-hour monitoring of the City's sewer system, backwater valve installations, pump station maintenance, manhole maintenance and mainline cleaning.
- Manage various programs including contracted treatment services by King County, the annual sewer replacement program, the annual infiltration and inflow improvement program, replacement and upgrade projects such as those at the Valhalla and Feed Mill Lift Stations of pumps and pump control systems, additional storage, security and illicit connections.
- Fats, Oils and Grease (FOG) program – this program is being developed to prevent FOG from entering into 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 pipes.
- Compliance with Capacity Management Operation and Maintenance (CMOM) regulations issued by the US Environmental Protection Agency (EPA).
- Data collection and management of utility assets in the Geographic Information Systems (GIS) database. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis and network tracing. The overall aim of the program is to better facilitate cost effective and environmentally friendly decisions concerning the City's utility infrastructure, maintenance and construction.

Sewer capital projects are adopted in the Capital Facilities Plan and budgeted within the Sewer Utility Fund. These projects are managed by the Public Works Capital Division.

2013 - 2014
Budget Outcomes & Activities

Ensure sewer system integrity

~ Minimize the number of pipe breaks or leaks through scheduled maintenance programs.
~ Perform repairs, replacements, installations and maintenance on sewer mains in a timely manner.
~ Service all sanitary sewer lift stations within the established service levels.
~ Maintain sewer system integrity through participation in the Utility “One Call” Locate program.

Secure reliable sewer system

~ Educate customers on compliance issues by strengthening the FOG discharge monitoring program.
~ Perform preventative maintenance activities including maintaining that lines are free and clear of blockage from illegal discharges into the sanitary sewer.

Update Sanitary Sewer Comprehensive Plan

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

Downtown Revitalization

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

2011 - 2012 Accomplishments

- ✓ Continued Homeland Security improvements as addressed in our Sewer Utility Vulnerability Assessment.
- ✓ Performed sewer main video inspections to collect data and identify deficiencies thus preventing potential problems.
- ✓ Worked with multiple businesses to eliminate illicit discharge by the installation of grease inceptors.
- ✓ Implemented a FOG educational outreach program developed through the Sanitary Sewer Comprehensive Plan update.
- ✓ Continued a proactive maintenance program that is geared towards promoting system reliability to lesson public and private property damage from sewer backups and environmental protection.
- ✓ Completed analysis of existing utility conditions for the Downtown Redevelopment area.
- ✓ Implemented a program of informational signs regarding the FOG program that are displayed on the maintenance vans.
- ✓ Developed a sewer overflow response plan.
- ✓ Installed a new fence at Site 44 for better security and access to the manhole.
- ✓ Developed a draft for the FOG ordinance to be approved by City Council.
- ✓ Constructed a lift station to by-pass the 102nd Avenue SE (Promontory) landslide area to continue service for homes located above the landslide area along 102nd Avenue SE.
- ✓ Completed two small works sewer replacement projects.

Performance Measures

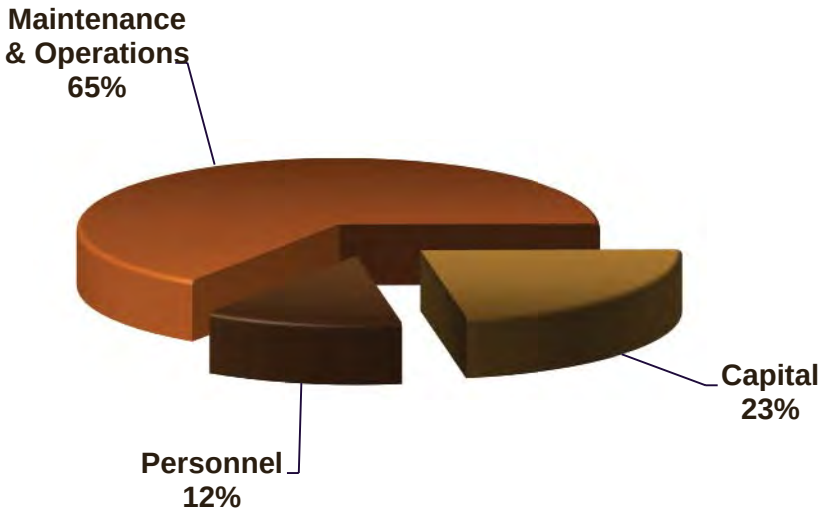
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of completion of planned pump station inspections & maintenance programs	100%	100%	100%	100%
% of completion of the planned sewer line inspection program	100%	100%	100%	100%
% of completion of the planned manhole inspection program	100%	100%	100%	100%
% of completion of the planned sewer pipe jet cleaning program	100%	75%	100%	100%

Total Sewer Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$1,556,008	$1,690,459	$1,823,891
Maintenance & Operations	6,748,853	8,293,555	9,755,135
Capital	538,698	1,308,782	3,340,600
Debt & Interest	-	-	236,500
Total Expenditures	**$8,843,560**	**$11,292,796**	**$15,156,126**
Annual Cost Per Capita	**$265.29**	**$333.51**	**$436.46**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Personnel cost increase is attributable to union-negotiated step and cost-of-living increases, pension and insurance increases and inclusion of seasonal maintenance workers. The increases were tempered by staff benefit concessions.
- Many capital projects are planned for the biennium including: Lift Station 2 Improvements, sewer pipe replacements, Downtown Revitalization projects and Promontory Hillside Sewer replacement.
- To accomplish the sewer utility's tasks, includin completion of 2013-2014 capital projects, and offset increased sewer treatement costs from King County ($941,400 increase), rate increases of 9.1 percent in 2013 and 3.4 percent in 2014 are anticipared.

City of Bothell™

Stormwater Fund

Public Works Department

Stormwater

The Storm Water Utility Fund, a division of the Public Works Department, is responsible for the operation of the City's storm drainage 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).

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

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

The capital expenditures increase reflects the implementation of the City's adopted Capital Facilities Plan (CFP).

Storm water capital projects, notably the Horse Creek Improvements, are adopted in the Capital Facilities Plan and budgeted within the Storm Water Utility Fund. These projects are managed by the Public Works Capital Division.

2013 - 2014
Budget Outcomes & Activities

Minimize the introduction of pollutants into surface waters

~ Collect and convey surface water in a controlled manner to the natural drainage systems.
~ Maintain ditch drainage ways and perform work during the dry season to allow adequate revegetation for cleaning of surface water.
~ Perform adequate revegetation to allow for the cleaning of surface water.
~ Sweep streets and gutters regularly to prevent contaminants from entering the storm system.

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

~ Continue the system maintenance program of catch basin repair, cleaning and vactoring.
~ Maintain system flow capacities through open channel cleaning.
~ Maintain system integrity through participation in the Utility “One Call” Locate program.

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

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

Complete a revised Storm and Surface Water Comprehensive Plan

~ Present to Council a review of the Plan for consideration of adoption.

Implement a water quality program to meet the NPDES requirements

~ Expand existing programs to implement the requirements of the State mandated NPDES program.

Downtown Revitalization

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

2011 - 2012 Accomplishments

- ✓ Inspected the entire storm system and identified City owned storm structures that needed maintenance or cleaning.
- ✓ Continued to assist other utility sections on the 102nd Avenue utility easement landslide issues.
- ✓ Conducted stream and ditch maintenance under the Washington Department of Fish and Wildlife (WDFW) Programmatic Hydraulic Permit Approval (HPA) for maintenance activities.
- ✓ Cleaned over 2,000 Catch Basins (CB) and jet cleaned over 11,000 Linear Foot (LF) of storm system mainline.
- ✓ Assisted the Capital Improvement Program (CIP) group with cleaning the storm system mainline along 240th prior to the close of the 2011 fish window for the 240th Street Bridge project.
- ✓ Installed a 70 LF roadway under-drain system in the Bridlewood neighborhood to collect groundwater.
- ✓ Completed two small works storm replacement projects with an outside contractor to address neighborhood flooding. Completed two small works projects with City operations crews at 9th Avenue to address flooding of the City right-of-way.
- ✓ Completed the capital storm project at 238th Street/25th Avenue to address streambank erosion issues in the area.
- ✓ Completed the Downtown Revitalization Utility Phasing, Cost Partitioning and Financing Study detailing the plan for stormwater sewer system improvements in the Downtown area. Included in the plan is a major project involving the relocation of the Horse Creek system to address flooding and fish passage issues.
- ✓ Completed the Stormwater Utility Rate Study and implemented the first year recommendations with Council approval.
- ✓ Instituted new stormwater facility charges to be applied to new developments. This ensures equity in a system that was paid for by the existing rate payers and provides a new system that is needed for the development of the Downtown area.

Performance Measures

Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of customer service concerns addressed within 48-hours	95%	95%	95%	95%
% of the planned storm drainage pipe cleaning program completed	50%	75%	100%	100%
% of the planned catch basin cleaning program completed	50%	100%	100%	100%
% of catch basins cleaned within six months after being identified as needing maintenance (NPDES requirement)	100%	100%	100%	100%
# of cited violations under the Clean Water Act	0	0	0	0
# of business site visits to provide education on the Illicit Discharge Elimination program	NA	125	150	150

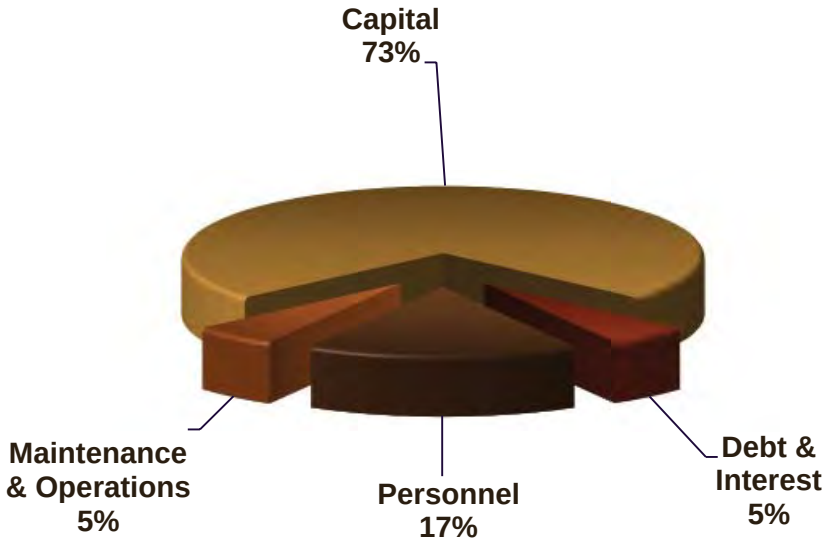
NA - Not Available

Total Stormwater Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$2,474,401	$2,853,502	$3,248,197
Maintenance & Operations	780,776	673,630	1,029,344
Capital	717,073	2,498,996	14,174,368
Debt & Interest	-	-	991,000
Total Expenditures	**$3,972,250**	**$6,026,128**	**$19,442,909**
Annual Cost Per Capita	**$119.16**	**$177.97**	**$559.91**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Personnel cost increase is attributable to union-negotiated step and cost-of-living increases, pension, insurance and Workman's Compensation increases; inclusion of seasonal maintenance workers; addition of a storm maintenance worker to support NPDES permit requirements and recognition of a grant-funded inspector position. The increases were tempered by staff benefit concessions.
- The most significant capital project planned for the biennium is the Horse Creek Storm System replacement, estimated to cost $13.6 million.
- To accomplish the Stormwater utility's tasks, including completion of 2013-2014 capital projects, rate increases of 9.0 percent in 2013 and 12.0 percent in 2014 are anticipated.

City of Bothell™

Internal Service Funds

The Internal Service Funds consist of the following funds:

Fleet
Self Insurance
Asset Replacement

Fleet Fund

Public Works Department

Fleet

The Fleet Division of the Public Works Department is an internal service division that maintains and repairs 156 pieces of City-owned equipment and vehicles. Maintenance records are managed with a software system that is capable of creating monthly reports detailing costs, mileage, usage and upcoming maintenance schedules. Fleet maintenance rates are structured to capture all direct and fixed costs associated with the operation.

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

2013 - 2014
Budget Outcomes & Activities

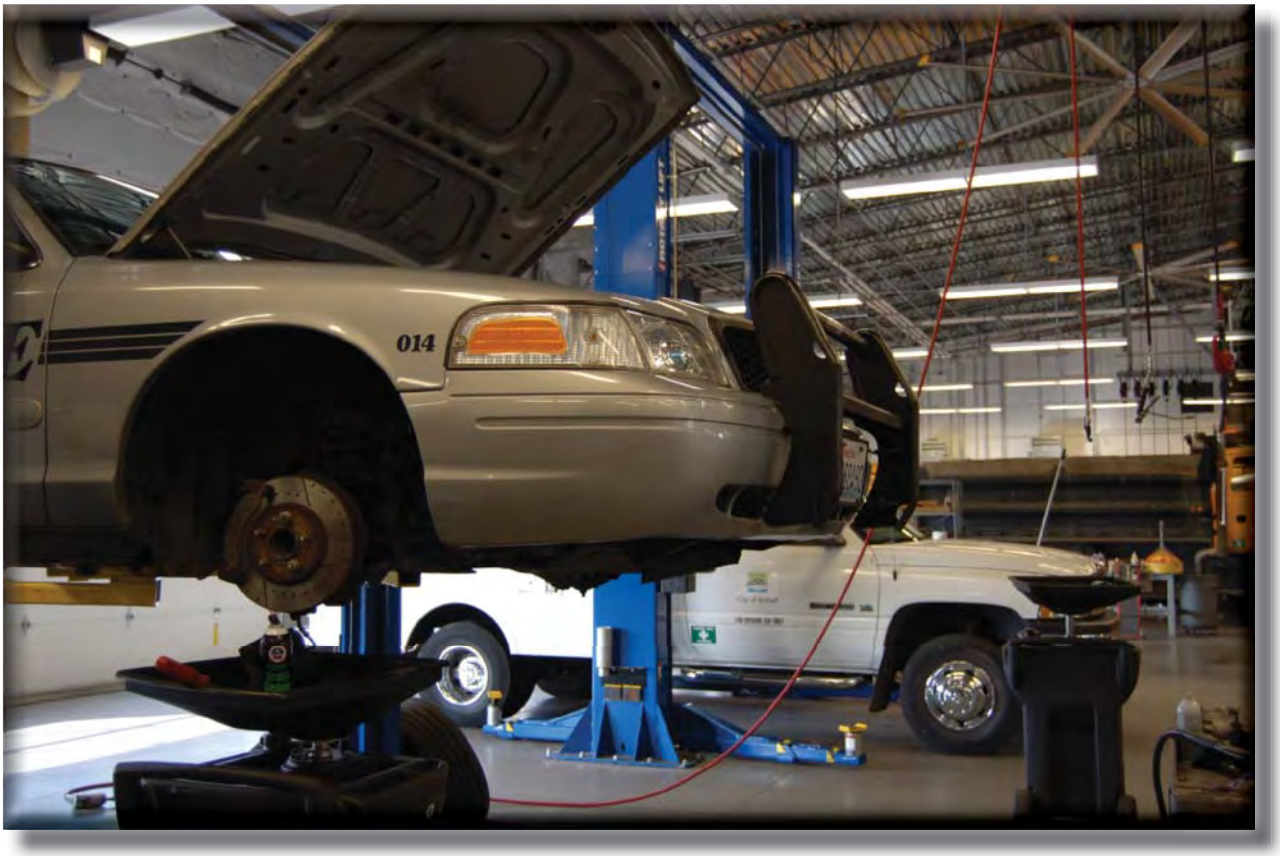
Manage a safe and cost-effective fleet program for City vehicles

~ Complete timely preventative maintenance to vehicles and equipment.
~ Implement a replacement/rental program that maximizes the use and resale of all vehicles and equipment.
~ Standardize fleet composition.
~ Continue to research hybrids and other energy efficient vehicles and alternative fuel options.
~ Full implementation of fueling with the Northshore School District.

Educate City staff on proper procedures for fleet operations

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

2011 - 2012 Accomplishments



- ✓ Initiated a fuel download program to the Regional Transit Authority (RTA) for Northshore School District fuel usage and provided training for the use of rental vehicles.
- ✓ Established a staff Fleet Committee of representatives from high-usage departments to establish policies and procedures.
- ✓ Developed a Citywide Vehicle/Equipment Procurement and Replacement Policy in conjunction with the Fleet Committee.
- ✓ Facilitated the purchase of 19 new vehicles.
- ✓ Maintained City equipment and vehicles.
- ✓ Completed over 1,400 work orders.
- ✓ Implementation of the fueling program with the Northshore School District.

Performance Measures

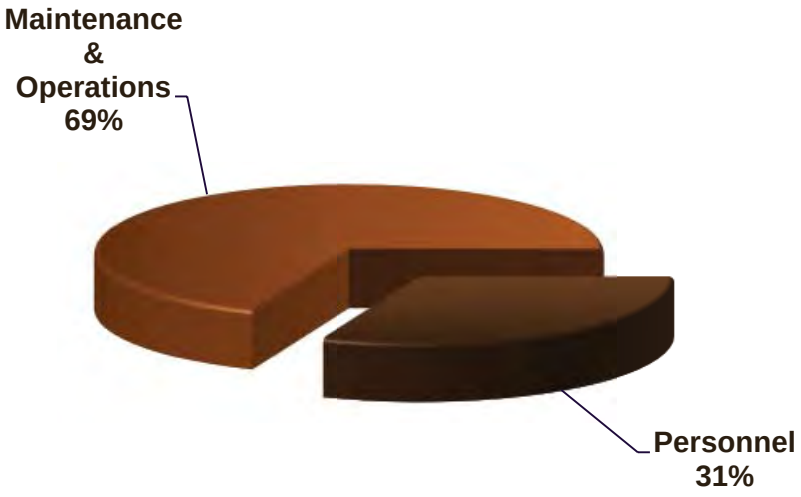
Measures	2011-2012 Target	2011-2012 Actual	2013 Target	2014 Target
% of preventative maintenance services completed within 500 miles of targeted mileage	90%	75%	90%	90%
# of vehicles & mechanical equipment in service	134	167	162	162

Total Fleet Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$543,989	$531,716	$540,335
Maintenance & Operations	943,836	1,070,783	1,191,588
Capital	1,671	-	7,000
Total Expenditures	**$1,489,496**	**$1,602,499**	**$1,738,923**
Annual Cost Per Capita	**$44.68**	**$47.33**	**$50.08**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- High fuel costs continue to drive the Fleet maintenance and operations budget. Staff are being directed to utilize the Northshore School District's fueling facilities, where rates are lower than in the retail market.
- Personnel cost increases are due to union-negotiated step and cost-of-living increases as well as increased pension costs. The increases were tempered by staff concessions related to benefits.

Self Insurance Fund

Self Insurance

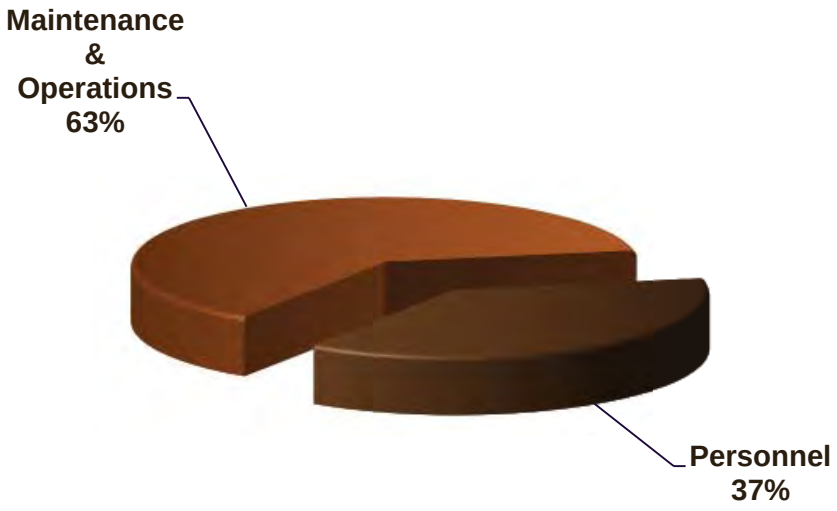
The Self Insurance Fund accounts for the costs of administering the City's self-insurance liability, property insurance risks, and Law Enforcement Officers and Firefighters (LEOFF) 1 medical insurance and long-term care premiums, as well as any uninsured benefit reimbursement payments.

Total Self Insurance Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$804,640	$637,728	$791,551
Maintenance & Operations	1,206,873	1,430,349	1,339,262
Capital	-	-	-
Total Expenditures	**$2,011,513**	**$2,068,077**	**$2,130,813**
Annual Cost Per Capita	**$60.34**	**$61.08**	**$61.36**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Risk Management insurance premiums are anticipated to decrease $76,000 in 2013, following the sale of downtown properties.
- The increase in personnel cost is the result of changes to Legal staff salary splits that reflect their current risk management responsibilities.

City of Bothell™

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.

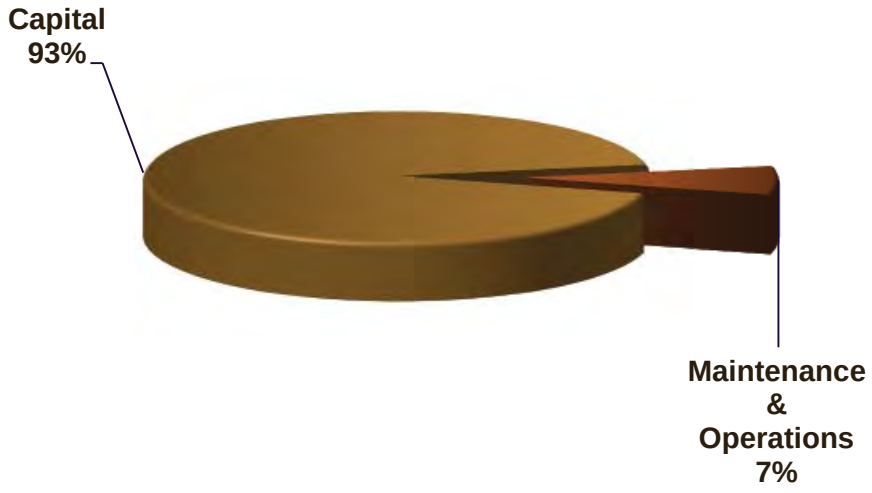
The Asset Replacement Fund is fully funded through the year 2017 – funding is sufficient to cover replacement asset purchases that are scheduled over the next four years. Asset replacement monies remain invested until needed.

Total Asset Replacement Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	82,428	362,326	444,716
Capital	1,778,121	3,276,135	5,881,556
Total Expenditures	**$1,860,549**	**$3,638,461**	**$6,326,272**
Annual Cost Per Capita	**$55.81**	**$107.46**	**$182.18**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.



2013-2014 Financial Notes

- Information Services replacement equipment purchases have been moved to Asset Replacement from the General Fund. 2013-2014 scheduled purchases total $366,000.
- Two replacement fire engines are scheduled to be purchased in 2014, along with 50 sets of Self Contained Breathing Apparatus (SCBA).
- The turf on North Creek Sportsfield is scheduled to be replaced in 2014. Replacement exterior lighting on all the North Creek Fields is set for 2013.
- Replacements for a sweeper, a vactor truck and a dump truck are scheduled for 2013.

Asset Replacement Fund
2013-2014 Items Budgeted for Purchase

Dept	Year	Asset Description	2013	2014
Police	2013	P001 - 2008 Ford Crown Vic (Patrol)	$40,000	-
	2013	P002 - 2008 Ford Crown Vic (Patrol)	40,000	-
	2013	P003 - 2009 Chevy Tahoe (Patrol)	38,000	-
	2013	P004 - 2008 Ford Crown Vic (Patrol)	40,000	-
	2013	P005 - 2007 Dodge Charger (Traffic)	38,000	-
	2013	P012 - 2008 Ford Crown Vic (Patrol)*	40,000	-
	2013	P013 - 2008 Ford Crown Vic (Patrol)	40,000	-
	2013	P017 - 2008 Ford Crown Vic (Patrol)*	40,000	-
	2013	P020 - 2005 Harley Motorcycle (Traffic)*	26,000	-
	2013	P036 - 2003 Chevy Tahoe (K9 Unit)*	40,000	-
	2013	P041 - 2002 Dodge Durango (Admin)	38,000	-
	2013	Viper recording system*	5,144	-
	2014	P007 - 2009 Dodge Charger (Patrol)	-	40,000
	2014	P008 - 2009 Dodge Charger (Patrol)	-	40,000
	2014	P010 - 2009 Dodge Charger (Patrol)	-	40,000
	2014	P047 - 2007 Chevy Impala (Detective)	-	38,000
	2014	Dispatch radio consoles (3)*	-	81,621
	2013	Handguns (18)*	14,400	-
	2013	Rifles (14)*	39,200	-
	2013	Shotguns (6)*	6,900	-
	2013	Tasers (18)*	16,200	-
	2013	TASK portable targeting system*	3,400	-
	2013	Duty vests (10)*	8,500	-
	2014	Portable digital radios (5)	-	11,588
	2014	Mobile vehicle radios (2)	-	7,622
	2014	Handguns (8)	-	6,592
	2014	Rifles (7)	-	20,188
	2014	Shotguns (3)	-	3,555
	2014	Tasers (9)	-	8,343
	2014	Duty vests (3)	-	2,628
	2014	Heavy shields (2)	-	3,784
	2014	Night vision monoculars (2)	-	6,208
		Total Police	**$513,744**	**$310,129**

Asset Replacement Fund
2013-2014 Items Budgeted for Purchase

Dept	Year	Asset Description	2013	2014
Fire	2013	F2405 - 1997 GMC Sonoma PU	$27,000	-
	2013	Washer/extractor for bunker gear*	12,000	-
	2014	F8410 - 1992 Seagrave Fire Engine	-	472,300
	2014	F8411 - 1994 Seagrave Fire Engine	-	471,000
	2014	SCBA breathing apparatus (50)	-	309,000
	2014	Elliptical trainers (3)	-	23,175
	2014	SCBA posi-check testing bench	-	12,360
	2014	RIT bags	-	20,600
	2013	Chainsaws/rescue saws	3,000	-
	2013	Paratench trench equipment	4,000	-
	2013	Technical rescue backpacks	7,000	-
	2013	Heavy rescue cutting tools	5,000	-
	2013	Rated heavy rescue harness	4,500	-
	2013	Treadmills (3)*	8,400	-
	2013	Structural helmets (11)	2,420	-
	2014	Chainsaws/rescue saws	-	3,087
	2014	Rappel gloves/pads/glasses	-	2,060
	2014	Technical rescue rope & software	-	6,180
	2014	Climber mills (3)	-	10,812
	2014	Structural helmets (11)	-	2,497
		Total Fire	**$73,320**	**$1,333,071**
Comm Dev	2013	#87 - 1997 Chevy S10 PU	$18,000	-
	2013	#96 - 1998 GMC Sonoma PU	18,000	-
	2014	#94 - 1998 GMC Sonoma PU	-	18,000
		Total Comm Dev	**$36,000**	**$18,000**

Asset Replacement Fund
2013-2014 Items Budgeted for Purchase

Dept	Year	Asset Description	2013	2014
Parks	2013	#9 - 2001 Ford F550 flatbed dump truck	$48,000	-
	2013	#10 - 2001 Dodge 2500 PU	25,000	-
	2013	#15 - 2001 Dodge 2500 PU	25,000	-
	2013	#P5 - 2007 Toro GM 4000 mower	55,000	-
	2013	#P7 - 2000 Toro Workman infield renovator	15,000	-
	2013	Blyth Park - small picnic shelter	10,000	-
	2013	North Creek Sportsfields - exterior lighting	60,000	-
	2014	#Park3 - 2008 John Deere mower	-	21,000
	2014	Penn Park - playground equipment	-	25,390
	2014	Brickyard Rd Park - playground equipment	-	12,051
	2013	Backpack blowers (5)	2,500	-
	2013	Weed eaters (5)	2,000	-
	2013	Field painter	2,000	-
	2013	Pole trimmers (2)	1,400	-
	2013	Chain saws (2)	1,000	-
	2013	Hedge trimmer	500	-
	2013	Edgers (2)	1,600	-
	2013	Push mowers (2)	1,000	-
	2013	Walk-behind mower	3,500	-
		Total Parks	**$253,500**	**$58,441**
Facilities	2013	#23 - 1997 Ford E250 Van	$23,000	-
	2013	Fire Station 45 - rebuild concrete apron	165,000	-
	2013	PW Shop 1 - air compressor	8,000	-
	2014	Fire Station 42 - carpeting (admin)	-	54,075
	2014	Fire Station 42 - tile flooring (crew)	-	20,600
	2014	North Creek Field #1 - synthetic turf	-	515,000
	2014	Cedar Grove Park - parking lot seal	-	10,300
	2013	Fire Station 45 - dishwasher (crew)	800	-
	2014	Fire Station 42 - dishwasher (crew)	-	824
	2014	Stipek Park - restroom interior paint	-	1,030
		Total Facilities	**$196,800**	**$601,829**

Asset Replacement Fund
2013-2014 Items Budgeted for Purchase

Dept	Year	Asset Description	2013	2014
Storm	2013	#8 - 2001 Ford F250 PU	$40,000	-
	2013	#19 - 2001 Ford Sterling Vactor*	350,000	-
		Total Storm	$390,000	-
Exec - IS	2013	Servers (8)	$40,000	-
	2013	Ruggedized laptops (8)	40,000	-
	2014	Servers (8)	-	41,200
	2014	Ruggedized laptops (8)	-	41,200
	2014	Scanner	-	87,550
	2013	Laptop computers (22)	30,800	-
	2013	Desktop computers (40)	40,000	-
	2013	Precision desktop computers (4)	16,800	-
	2013	Precision laptop computers (2)	4,400	-
	2013	Tablet PCs (2)	4,600	-
	2014	Laptop computers (22)	-	31,724
	2014	Desktop computers (40)	-	41,200
	2014	Precision desktop computers (4)	-	17,304
	2014	Precision laptop computers (2)	-	4,532
	2014	Tablet PCs (2)	-	4,738
		Total Facilities	$176,600	$269,448
Pool Cars	2013	#21 - 1999 Ford Expedition (Eng/Insp)	$20,000	-
	2013	#24 - 1997 Ford Explorer (Eng/Insp)	18,000	-
		Total Pool Cars	$38,000	-
Water	2013	#7 - 2001 Dodge 3500 PU	$40,000	-
	2013	#92 - 1998 Jeep Wrangler (meter reading)	$28,000	-
		Total Water	$68,000	-
Sewer	2013	#95 - 1998 GMC Sonoma PU	$18,000	-
		Total Sewer	$18,000	-
		GRAND TOTAL	$2,301,364	$2,624,908

Capital (assets $5,000 and up): $4,481,556

Non-capital (assets less than $5,000): $444,716

*Figures include funding reappropriated from 2013-2014 budget.

Expendable Trust Funds

The Expendable Trust Funds consist of the following funds:

Cemetery Endowment
Firemen's Pension Reserve

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.

Total Cemetery Endowment Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	-	-	-
Maintenance & Operations	-	12,000	18,000
Capital	-	-	-
Total Expenditures	**$0**	**$12,000**	**$18,000**
Annual Cost Per Capita	**$0.00**	**$0.35**	**$0.52**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.

Maintenance & Operations 100%

2013-2014 Financial Notes

As in past years, maintenance and operations costs are anticipated to remain minimal during the 2013-2014 biennium.

City of Bothell™

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 2013-2014, the Municipal Research and Service Center (MRSC) of Washington anticipates the State's fire insurance premium tax allocation will be approximately $863 per firefighter per year.

As of 12/31/11, the Firemen's Pension Reserve had accumulated a fund balance of $286,767. 2012 operations are anticipated to add an additional $10,000 to this figure.

Firemen's Pension Reserve resources are utilized to supplement annuity benefit payments for Law Enforcement Officers and Firefighters (LEOFF) 1 retirees.

Total Firemen's Pension Request

Expenditures	Actual 2009-2010	Budget 2011-2012	Budget 2013-2014
Personnel	$57,700	$80,000	$90,000
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**$57,700**	**$80,000**	**$90,000**
Annual Cost Per Capita	**$1.73**	**$2.36**	**$2.59**

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

2009-2012 population estimates from Washington State Office of Financial Management; 2013-2014 figures projected internally.

2013-2014 Financial Notes

Fire Pension Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 retirees.

City of Bothell™

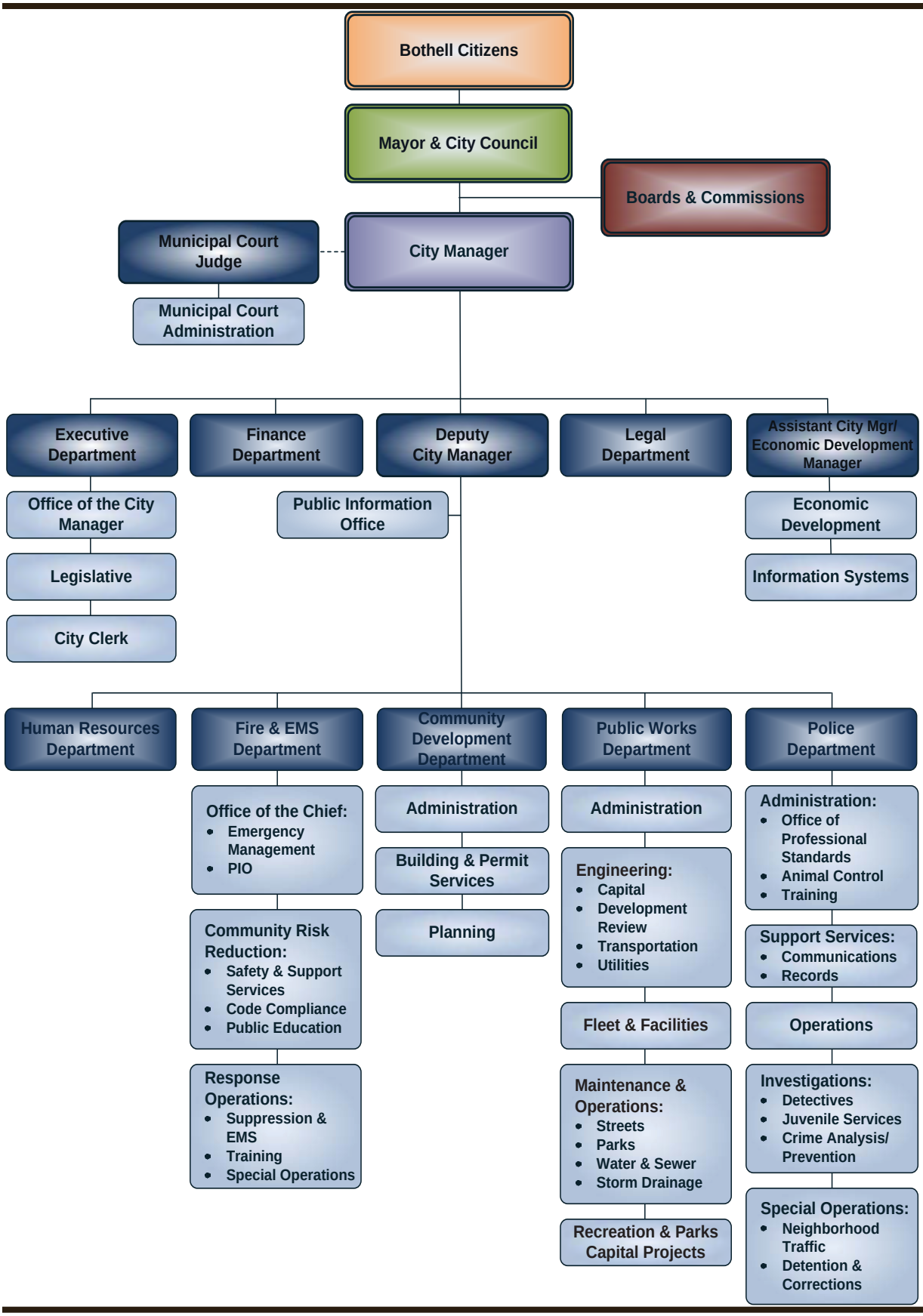
Appendices

The Appendices
consist of the following:

Appendix A - Organizational Chart & Personnel Listings
Appendix B - Budget Policies, Processes & Focus Areas
Appendix C - Department Key Goals
Appendix D - Capital Facilities Plan Projects
Appendix E - Community Profile & Vision & Mission Statements
Appendix F - Fund & Chart of Account Descriptions, Glossary & Acronyms
Appendix G - Budget Ordinance & Fee Schedule Resolution
Appendix H - Revenue & Expenditure Reports

Appendix A

City of Bothell
Organizational Chart



Non-Represented
Classifications by Salary Range

Range 2

Office Specialist

Range 6

Office Specialist, Senior

Range 11

Administrative Assistant

Range 16

Administrative Assistant, Senior

Financial Information Specialist

Range 20

Executive Assistant

Human Resources Analyst

Human Resources Payroll Specialist

Range 23

Associate City Attorney

Human Resources Analyst, Senior

Paralegal

Public Safety Administrative Coordinator

Range 25

Administrative Support Manager

Range 27

City Clerk

Court Administrator

Financial Analyst, Senior

Maintenance Supervisor

Public Information Officer

Range 31

Fleet & Facilities Manager

Recreation & Park Planning Manager

Range 34

Public Works Superintendent

Range 35

Assistant City Attorney/Prosecutor

Deputy Finance Director

Information Systems Manager

Management Analyst, Senior

Planning Manager

Police Support Services Manager

Supervising Engineer

Transportation Supervising Engineer

Range 36

Transportation Engineering Manager

Utility Manager

Range 37

Capital Division Manager

Range 41

Deputy Community Development Director/ Building Official

Deputy Public Works Director/City Engineer

Range 45

Deputy Fire Chief/Fire Marshal

Deputy Fire Chief/OPS

Deputy Police Chief

Range 46

Assistant City Manager/ Economic Development Manager

Community Development Director

Finance Director

Human Resources Director

Public Works Director

Range 48

City Attorney

Range 49

Fire Chief

Police Chief

Range 52

Deputy City Manager

AFSCME
Classifications by Salary Range

Range 1

Custodian

Recreation Assistant

Range 2

Office Specialist

Range 6

Office Specialist, Senior

Range 10

Animal Control Officer

Court Clerk

Range 11

Administrative Assistant

Range 12

Accounting Specialist

Fire Records Specialist

Maintenance Worker

Permit Services Technician

Police Records Specialist

Police Support Officer

Public Information Coordinator

Range 15

Engineering Technician

Range 16

Administrative Assistant, Senior

Communications Specialist

Equipment Mechanic

GIS Technician

Legal Assistant

Maintenance Worker, Senior

Permit Services Technician, Lead

Range 17

Accounting Specialist, Senior

Evidence and Property Room Coordinator

Range 18

Domestic Violence Victims Coordinator

Range 19

Construction Inspector

Engineering Technician, Senior

GIS Specialist

Surface Water Inspector

Range 20

Building Inspector

Building Maintenance Specialist

Code Compliance Officer

Equipment Mechanic, Lead

Information Systems Technician

Maintenance Specialist

Planner/Inspector

Police Records Supervisor

Recycling and Public Services Projects Administrator

SCADA Specialist

Range 23

Building Inspector, Senior

Communications Supervisor

Construction Inspector, Senior

Emergency Preparedness Coordinator

Financial Analyst

Information Systems Application Analyst

Maintenance Worker, Lead

Planner

Plans Examiner

Public Educator/Public Information Specialist

Recreation Coordinator

Surface Water Program Coordinator

Tourism and Marketing Coordinator

Range 24

GIS Administrator

Range 26

Civil Engineer

Range 27

Financial Analyst, Senior

Information Systems Administrator

Planner, Senior

Plans Examiner, Senior

Transportation Planner

Range 32

Civil Engineer, Senior

Transportation Engineer

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
City Manager	1	Executive	City Manager	1
Deputy City Manager (budgeted for 2013)	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
Accounting Specialist	6	Finance	AFSCME	1
Human Resources Analyst	8	Human Resources	Non-Rep	1
Deputy Finance Director	11	Finance	Non-Rep	1
Human Resources Payroll Specialist	12	Human Resources	Non-Rep	1
Accounting Specialist, Senior	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
Legal Assistant	25	Legal	AFSCME	1
GIS Administrator	26	Information Systems	AFSCME	1
Recreation & Park Planning Manager	27	Public Works	Non-Rep	1
Lead Permit Services Technician	29	Community Development	AFSCME	1
Office Specialist	30	Community Development	AFSCME	1
Recycle & Public Services Project Administrator	31	Public Works	AFSCME	1
Fleet & Facilities Manager	32	Public Works	Non-Rep	1
Lead Maintenance Worker	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
Fire Battalion Chief	39	Fire & EMS	IAFF	1
Fire Battalion Chief	40	Fire & EMS	IAFF	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1
Fire Lieutenant	43	Fire & EMS	IAFF	1
Firefighter	44	Fire & EMS	IAFF	1
Fire Lieutenant	45	Fire & EMS	IAFF	1
Fire Lieutenant	46	Fire & EMS	IAFF	1
Fire Battalion Chief	47	Fire & EMS	IAFF	1
Fire Lieutenant	48	Fire & EMS	IAFF	1
Firefighter	49	Fire & EMS	IAFF	1
Firefighter	50	Fire & EMS	IAFF	1
Firefighter	51	Fire & EMS	IAFF	1
Firefighter	52	Fire & EMS	IAFF	1
Firefighter	53	Fire & EMS	IAFF	1
Fire Lieutenant	54	Fire & EMS	IAFF	1
Firefighter	55	Fire & EMS	IAFF	1
Fire Lieutenant	56	Fire & EMS	IAFF	1
Firefighter	57	Fire & EMS	IAFF	1
Firefighter	58	Fire & EMS	IAFF	1
Fire Battalion Chief	59	Fire & EMS	IAFF	1
Firefighter	60	Fire & EMS	IAFF	1
Firefighter	61	Fire & EMS	IAFF	1
Firefighter	62	Fire & EMS	IAFF	1
Fire Lieutenant	63	Fire & EMS	IAFF	1
Firefighter	64	Fire & EMS	IAFF	1
Firefighter	65	Fire & EMS	IAFF	1
Fire Lieutenant	66	Fire & EMS	IAFF	1
Firefighter	67	Fire & EMS	IAFF	1
Firefighter	68	Fire & EMS	IAFF	1
Public Educator/ Public Information Specialist	69	Fire & EMS	AFSCME	.5
Public Safety Administrative Coordinator	70	Fire & EMS	Non-Rep	1
Fire Records Specialist	71	Fire & EMS	AFSCME	.75
Police Chief	72	Police	Non-Rep	1
Police Captain	73	Police	Police Captains	1
Deputy Police Chief	74	Police	Non-Rep	1
Police Officer	75	Police	BPOG	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Police Sergeant	76	Police	BPOG	1
Police Sergeant	77	Police	BPOG	1
Police Sergeant	78	Police	BPOG	1
Police Officer	79	Police	BPOG	1
Police Officer	80	Police	BPOG	1
Police Officer	81	Police	BPOG	1
Police Officer	82	Police	BPOG	1
Police Officer	83	Police	BPOG	1
Police Officer	84	Police	BPOG	1
Police Officer	85	Police	BPOG	1
Police Officer	87	Police	BPOG	1
Police Sergeant	88	Police	BPOG	1
Police Officer	89	Police	BPOG	1
Police Captain	90	Police	Police Captains	1
Police Officer	91	Police	BPOG	1
Police Officer	92	Police	BPOG	1
Police Officer	93	Police	BPOG	1
Police Officer	94	Police	BPOG	1
Police Officer	95	Police	BPOG	1
Police Officer	96	Police	BPOG	1
Police Sergeant	97	Police	BPOG	1
Police Sergeant	98	Police	BPOG	1
Police Officer	99	Police	BPOG	1
Police Sergeant	100	Police	BPOG	1
Police Officer	101	Police	BPOG	1
Evidence & Property Room Coordinator	102	Police	AFSCME	1
Police Records Specialist	103	Police	AFSCME	1
Police Records Specialist	104	Police	AFSCME	1
Police Support Srvcs 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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Deputy Public Works Director/ City Engineer	117	Public Works	Non-Rep	1
Supervising Engineer	119	Public Works	Non-Rep	1
Capital Division Manager	120	Public Works	Non-Rep	1
Senior Engineering Technician	121	Public Works	AFSCME	1
Senior Civil Engineer	122	Public Works	AFSCME	1
Community Development Deputy Director/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 Specialist	129	Information Systems	AFSCME	1
Senior Construction Inspector	130	Public Works	AFSCME	1
Lead Maintenance Worker	132	Public Works	AFSCME	1
SCADA Specialist	133	Public Works	AFSCME	1
Senior Maintenance Worker	134	Public Works	AFSCME	1
Maintenance Specialist	135	Public Works	AFSCME	1
Lead Maintenance Worker	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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Senior Maintenance Worker	146	Public Works	AFSCME	1
Lead Equipment Mechanic	147	Public Works	AFSCME	1
Equipment Mechanic	148	Public Works	AFSCME	1
Senior Management Analyst	149	Executive	Non-Rep	1
Permit Services Technician	150	Community Development	AFSCME	1
Administrative Support Manager	151	Community Development	Non-Rep	1
Administrative Assistant	152	Public Works	AFSCME	1
Maintenance Supervisor	154	Public Works	Non-Rep	1
Police Officer	155	Police	BPOG	1
Police Records Specialist	156	Police	AFSCME	1
Surface Water Program Coordinator	157	Public Works	AFSCME	1
Senior Construction Inspector	158	Public Works	AFSCME	1
Court Administrator	159	Municipal Court	Non-Rep	1
Court Clerk	160	Municipal Court	AFSCME	1
Firefighter	161	Fire & EMS	IAFF	1
Firefighter	162	Fire & EMS	IAFF	1
Firefighter	163	Fire & EMS	IAFF	1
Firefighter	164	Fire & EMS	IAFF	1
Firefighter	165	Fire & EMS	IAFF	1
Firefighter	166	Fire & EMS	IAFF	1
Firefighter	167	Fire & EMS	IAFF	1
Firefighter	168	Fire & EMS	IAFF	1
Firefighter	169	Fire & EMS	IAFF	1
Police Captain	170	Police	Police Captains	1
Police Officer	171	Police	BPOG	1
Police Sergeant	172	Police	BPOG	1
Communications Supervisor	175	Police	AFSCME	1
Police Sergeant	176	Police	BPOG	1
Information Systems Administrator	177	Information Systems	AFSCME	1
Police Support Officer	178	Police	AFSCME	1
Firefighter	180	Fire & EMS	IAFF	1
Firefighter	181	Fire & EMS	IAFF	1
Police Officer	182	Police	BPOG	1
Police Officer	183	Police	BPOG	1
Firefighter	184	Fire & EMS	IAFF	1
Senior Maintenance Worker	185	Public Works	AFSCME	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Office Specialist	186	Public Works	AFSCME	1
Senior Office Specialist	187	Community Development	AFSCME	1
Communications Specialist	188	Police	AFSCME	1
Public Safety Administrative Coordinator	189	Police	Non-Rep	1
Senior Admin Assistant	190	Executive	Non-Rep	1
Administrative Assistant	191	Police	Non-Rep	1
Administrative Assistant	192	Police	Non-Rep	1
Administrative Assistant	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	197	Police	BPOG	1
Police Officer	198	Police	BPOG	1
Firefighter	199	Fire & EMS	IAFF	1
Maintenance Worker	200	Public Works	AFSCME	1
Administrative Assistant	201	Police	Non-Rep	1
Permit Services Technician	202	Community Development	AFSCME	1
Senior Civil Engineer	204	Public Works	AFSCME	1
Firefighter	205	Fire & EMS	IAFF	1
Firefighter	206	Fire & EMS	IAFF	1
Firefighter	207	Fire & EMS	IAFF	1
Police Officer	208	Police	BPOG	1
Police Officer	209	Police	BPOG	1
Firefighter	210	Fire & EMS	IAFF	1
Firefighter	211	Fire & EMS	IAFF	1
Firefighter	212	Fire & EMS	IAFF	1
Police Officer	213	Police	BPOG	1
Police Officer	214	Police	BPOG	1
Police Officer	215	Police	BPOG	1
Police Officer	216	Police	BPOG	1
Information Systems Applications Analyst	232	Information Systems	AFSCME	1
Senior Maintenance Worker	233	Public Works	AFSCME	1
Senior Office Specialist	234	Community Development	AFSCME	1
Fire Battalion Chief	235	Fire & EMS	IAFF	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	BPOG	1
Transportation Engineering Manager	240	Public Works	Non-Rep	1
Building Maintenance Specialist	241	Public Works	AFSCME	1
Senior Financial Analyst	242	Finance	AFSCME	1
Public Information Officer	245	Executive	Non-Rep	1
Information Systems Administrator	246	Information Systems	AFSCME	1
Fire Plans Examiner	248	Fire & EMS	IAFF	1
Police Officer	249	Police	BPOG	1
Police Officer	250	Police	BPOG	1
Police Support Officer	251	Police	AFSCME	1
Communications Specialist	252	Police	AFSCME	1
Senior Office Specialist (.75 FTE to 1 FTE)	253	Police	AFSCME	1
Court Clerk (reclass from 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
Financial Info Specialist	261	Finance	Non-Rep	1
Code Compliance Officer	264	Community Development	AFSCME	1
Administrative Assistant	265	Fire & EMS	AFSCME	1
Police Sergeant	266	Police	BPOG	1
Police Officer	269	Police	BPOG	1
Police Officer	270	Police	BPOG	1
Police Captain	271	Police	Police Captains	1
Senior Office Specialist	272	City Clerk	AFSCME	.75
Information Systems Applications Analyst	274	Information Systems	AFSCME	1
Police Officer	275	Police	BPOG	1
Police Officer	276	Police	BPOG	1
Firefighter	277	Fire & EMS	IAFF	1
Administrative Assistant	278	Fire & EMS	AFSCME	1
Surface Water Program Coordinator	279	Public Works	AFSCME	1
Maintenance Worker	280	Public Works	AFSCME	1
Utility Manager	281	Public Works	Non-Rep	1
Senior Financial Analyst	284	Finance	Non-Rep	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Public Educator/ Public Information Specialist	286	Fire & EMS	AFSCME	.75
Information Systems Manager	287	Information Systems	Non-Rep	1
Information Systems Technician	288	Information Systems	AFSCME	1
GIS Specialist	290	Information Systems	AFSCME	1
Office Specialist	292	Human Resources	Non-Rep	1
Civil Engineer - Project Term	293	Public Works	AFSCME	1
Supervising Engineer - 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
Administrative Assistant - Project Term	297	Public Works	AFSCME	1
Administrative Support Manager - Project Term	298	Public Works	Non-Rep	1
Finance Director	299	Finance	Non-Rep	1
Police Officer	300	Police	BPOG	1
Emergency Prepreparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Building Inspector	303	Community Development	AFSCME	1
Information Systems Technician	310	Information Systems	AFSCME	1
Tourism Marketing Coordinator	311	Executive	AFSCME	1
Maintenance Worker	312	Public Works	AFSCME	1
Assistant City Manager/ Economic Development Manager	314	Executive	Non-Rep	1
Recreation Assistant	315	Public Works	AFSCME	.5
Public Works Superintendent	318	Public Works	Non-Rep	1
Construction Inspector - Project Term	319	Public Works	AFSCME	1
Senior 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	1
Police Officer	327	Police	BPOG	1
Police Officer	328	Police	BPOG	1
Police Officer	329	Police	BPOG	1
Planner/Inspector	330	Community Development	AFSCME	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Civil Engineer - Project Term	331	Public Works	AFSCME	1
Civil Engineer - Project Term	332	Public Works	AFSCME	1
Senior Civil Engineer - Project Term	333	Public Works	AFSCME	1
Financial Analyst - Project Term	334	Finance	AFSCME	1
Senior Engineering Technician	335	Public Works	AFSCME	1
Office Specialist	336	Community Development	AFSCME	1
Civil Engineer	337	Public Works	AFSCME	1
Maintenance Worker	338	Public Works	AFSCME	1
Maintenance Worker	339	Public Works	AFSCME	1
Police Officer	341	Police	BPOG	1
Administrative Assistant - Project Term	344	Public Works	AFSCME	1
Office Specialist	345	Public Works	AFSCME	.5
Senior Financial Analyst - Project Term	347	Finance	AFSCME	1
Surface Water Inspector	348	Public Works	AFSCME	1
Administrative Assistant	350	Fire & EMS	AFSCME	1
Senior Civil Engineer - Project Term	351	Public Works	AFSCME	1
Senior Civil Engineer - Project Term	352	Public Works	AFSCME	1
Custodian	353	Public Works	AFSCME	1
Custodian	354	Public Works	AFSCME	1
Custodian	355	Public Works	AFSCME	1
Municipal Court Judge	357	Municipal Court	Non-Rep	.5
Domestic Violence Victims Coordinator	359	Legal	AFSCME	.5
Information Systems Applications Analyst	360	Information Systems	AFSCME	1
Human Resources Analyst	361	Human Resources	Non-Rep	1
Maintenance Worker	363	Public Works	AFSCME	1
Animal Control Officer (.5 FTE to .75 FTE)	364	Police	AFSCME	.75
Associate City Attorney (reclass to reg FTE)	TBD	Legal	Non-Rep	1
Maintenance Worker (Storm FTE add)	TBD	Public Works	AFSCME	1
			Authorized Position Classifications	**296.25**

Department/Division	2011 Authorized Positions	2012 Authorized Positions	2013 Authorized Positions	2014 Authorized Positions
Executive Department				
City Manager's Office	7	7	7	6
Judicial/Municipal Court	4.5	4.5	4.5	4.5
City Clerk	2.75	2.75	2.75	2.75
Information Services	10	10	10	10
Non-Departmental/Tourism	1	1	1	1
Total Executive	25.25	25.25	25.25	24.25
Finance Department	**8.25**	**8.67**	**8.65**	**8.65**
Total Finance Department	8.25	8.67	8.65	8.65
Legal Department	**3.56**	**4.56**	**4.15**	**4.15**
Total Legal Department	3.56	4.56	4.15	4.15
Human Resources Department	**6**	**6**	**6**	**6**
Total Human Resources Department	6	6	6	6
Police Department				
Administration	8.75	8.75	9.25	9.25
Support Services	18	18.5	18.5	18.5
Operations	35	35	35	35
Investigations	14	14	14	14
Special Operations	8	8	8	8
Total Police Department	83.75	84.25	84.75	84.75
Fire and EMS Department				
Administration	5.5	5.5	5.5	5.5
Suppression & EMS	50	51	51	51
Community Risk Reduction Division	5	4	4	4
Public Education	1.25	1.25	1.25	1.25
Training	2	2	2	2
Emergency Management	1	1	1	1
Total Fire & EMS Department	64.75	64.75	64.75	64.75
Public Works Department				
Engineering Division	26.27	25.2	25.2	25.2
Facilities Division	4.71	4.55	4.55	4.55
Parks and Recreation Division	10.42	9.45	9.45	9.45
Street Fund	7.8	7.3	7.3	7.3
Water Fund	8.83	8.89	8.81	8.81
Sewer Fund	8.41	8.49	8.43	8.43
Storm Drain Fund	13.31	14.14	15.06	15.06
Fleet Fund	2.72	2.55	2.55	2.55
Total Public Works Department	82.47	80.57	81.35	81.35
Community Development				
Administrative Services	6	6	6	6
Building & Permit Services	9	9	9	9
Planning Services	6	6	6	6
Total Community Development Department	21	21	21	21
Self-Insurance/Risk Management	**.7**	**.7**	**1.35**	**1.35**
Total Self-Ins/Risk Management Department	.7	.7	1.35	1.35
Total FTEs	**295.73**	**295.75**	**297.25**	**296.25**

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 2013-2014 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.

2013-2014 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 2013-2014 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 2013-2014 spending plan:

- Living within our means by adopting a balanced budget (current revenues plus fund balance are sufficient to support current expenditures).
- Providing accurate and timely financial information – including the City's current or anticipated fiscal condition.
- Providing prudent and sound fiscal direction to help guide decision making.
- Maintaining a pay-as-you-go philosophy regarding debt and capital spending.
- Avoiding paying for ongoing expenditures with one-time revenues.
- Maintaining adequate General Fund reserves.
- Including maintenance and replacement funds to maintain essential facilities and equipment.

The City prepares budgets for all of its funds. Three of these are internal service funds, whose costs are allocated (based on usage) to the funds that utilize their services. Budgets are appropriated at the fund level, as presented on page 1 of the Revenue section.

Budget Planning Process

Planning for the 2013-2014 Budget began in the first quarter of 2012, immediately following the 2011-2012 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 2013-2014 Budget Development Process document located on page 20 in this section.

The major steps involved in development of the 2013-2014 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 one to two years.
- Decreases the ongoing accuracy of the spending strategy because it is more realistic to plan for shorter periods when the economy is unstable or suddenly becomes volatile.

RCW 35A.34.050
Budget Estimates and Submittal

A budget call is required on or before the second Monday of September in an even-numbered year.

The budget call defines the parameters and guidelines for budget development, along with each department's role and responsibility within the process.

Fourteen days after notification, detailed estimates of probable revenues and all expenditures required by the 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 the first of November.

Prior to the final budget hearing, the City Council shall schedule hearings on the budget, and may require department heads to be present to provide information regarding estimates and programs.

Budget Message Requirements
- An explanation of the budget document;
- An outline of the recommended financial policies and programs;
- A correlation of the recommended appropriation to such policies and programs;
- A rationale for significant appropriation and revenue estimate changes; 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 2012, the Council met and reconfirmed the following budget focus areas for developing the City's 2013-2014 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 2013-2014 Budget Focus Areas.
- Summarizes the City's budget planning process and financial policies. Describes the City's fiscal position and long-term sustainability strategies.
- Communicates and highlights the City's Desired Budget Outcomes.

The City Manager's Budget Message is located in the Introduction Section

Budget Amendments

Washington State law requires the City Council to adopt a balanced budget. Biennial appropriations are therefore limited to total estimated revenues for the upcoming biennium, plus any unencumbered fund balance estimated to be available at the close of the current fiscal biennium.

Modifications to the adopted biennial budget may take place no sooner than eight months after the beginning of the biennium, nor later than the conclusion of the first year of the fiscal biennium.

The City Manager and Finance Director prepare the annual budget modification for the Council's consideration.

The City Clerk publishes hearing notices consistent with the publication requirements for adoption of other city ordinances.

The budget modification must be by ordinance, and approved in the same manner as other ordinances of the city - including making the proposed amendments available to the public and providing time for public input.

A complete copy of the budget modification as adopted is transmitted to the State Auditor's office and to the Association of Washington Cities.

The Finance Director approves administrative budget transfers that do not move budget appropriations between Funds. Administrative budget transfers are documented and tracked by the Finance Department.

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 Officers Association (GFOA) Certificate of Excellence in Achievement in Financial Reporting.

The City of Bothell has established and continues to maintain a high standard of accounting practices.

The City's accounting and budgetary systems conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (BARS), and local regulations.

A comprehensive accounting system shall be maintained to track all financial transactions necessary to effectively operate the City.

The City will meet the financial reporting standards set by the Governmental Accounting Standards Board.

Full disclosure will be provided in all City financial reports and bond representations. An annual audit will be performed by the State Auditor's Office, including the issuance of a financial opinion.

Importance shall be placed on protection and enhancement of the City's credit rating.

Revenue Policies

- Revenue estimates are to be conservatively forecasted.
- The budget amendment process should be used to appropriate questionable

revenues when they become certain and measurable.

- Employ revenue policies which prevent undue or unbalanced reliance on any one revenue source.
- Distribute the cost of municipal services accurately and fairly.
- Provide reliable and adequate funding sources to operate approved programs.
- Utilize annual cost allocation methods to monitor current fees for City services and ensure best business practices for cost recovery.
- Maintain an updated six-year financial forecast that estimates future revenues, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

Expenditures, Cost Containment, and Budgetary Control Policies

Although the 2013-2014 Budget includes sufficient resources to finance City services for the ensuing biennium, it is imperative that an adequate and effective cost analysis and containment program be maintained.

- Regularly examine programs and services (including expenditure outflows) for more efficient and/or less costly ways to deliver services to citizens.
- Perform frequent and routine fiscal and operational reviews to assess changing economic conditions and identify possible programmatic modification needs. On-going efficiency savings are a result of these type of routine fiscal and operational reviews. Routine process reviews are essential for our City's long-term fiscal sustainability.
- Provide, maintain, and track capital assets (including essential public facilities) at a level adequate to protect the investment, and minimize future maintenance, replacement and liability costs.
- Update a rolling six-year financial forecast that estimates future expenditures, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

Cost Recovery

The City Council considered and adopted a comprehensive fee schedule for the upcoming biennium. The City's fee schedule increases annually to reflect actual increases in the cost of providing a service, or minimally by the rate of inflation. The City bases its inflation figures on the August Consumer Price Index – Urban Wage and Clerical Workers (CPI-W) for Seattle/Tacoma.

Cost analyses are prepared to capture all direct and indirect costs associated with providing a City program or service. In nearly all cases, fee rates are set to recoup 100% cost recovery.

The City's fee schedule sets fees and charges collected by the City that are not dictated by the Bothell Municipal Code, State statute, or by contract.

Internal Services

Internal Service funds account for the goods and services provided by one fund

for the benefit of another. This is done on a cost/benefit reimbursement basis.

The City has three internal service funds: Risk Management/Self Insurance, Fleet Management, and Asset Replacement.

The City utilizes Internal Service funds to:

Account for the total cost of providing services between funds and accumulating resources for replacing fixed assets.

Isolate interfund transactions so they can be accounted for like those of a private sector business, and thus provide accurate fund expenditure reporting by including all costs resulting from the Fund's operation.

Cash Management Policies

The City deposits funds within 24 hours of receipt. Investment of City funds emphasizes the preservation of principal, with liquidity and yield being secondary factors.

Cash Handling

State law requires deposit of all cash and cash-like items to be deposited within 24 hours. City policy allows for weekly deposit of receipts totaling less than $100.

Each person receipting funds must have their own locking cash drawer.

Cash handling training is required for all staff that work with or supervise functions which require the handling of City cash or cash-like items.

Cash handling refresher training should be repeated every three years.

Cash drawers are balanced daily.

Checks are endorsed immediately with the City's restrictive endorsement stamp.

Financial transactions are entered into the City's accounting system immediately.

Mailed payments are opened with more than one person in the room.

Sequentially numbered receipts are to be used and accounted for.

Cash handling duties are segregated so the same people do not have responsibility for collection of money, authorization to approve account adjustments, preparation of the deposit, and reconciliation of the bank statement.

Those who prepare or sign checks do not have responsibility for reconciling the accounting system or checkbook to the bank statement.

Petty Cash funds are reconciled once per month by a person who is not responsible for the day-to-day management of the fund.

Customer account adjustments and refunds are preauthorized by a manager.

Cashier overages or shortages which exceed $50 must be reported to the City's Finance Department immediately.

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.

In most cases interest should be allocated back to the fund that earned it.

Debt Policies

The City issues bonds for capital improvements. The City will not issue notes to finance operating deficits. The City publishes and distributes an official statement for each bond issue.

The City provides continuing note disclosure, in compliance with the Securities and Exchange Commission (SEC) requirements to ensure the continued marketability of City issued debt. The City annually reviews the status of outstanding and future potential debt to facilitate financial planning. City Council approval is required prior to issuance of debt.

The City's Schedule of Long-Term Debt to Maturity is Located in the Expenditure Section on Page 12

Capital Facilities Plan Policies

On October 16, 2012, the City Council adopted the 2013-2019 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 spending plan that identifies and prioritizes capital needs (and future maintenance and operating costs) with available funding sources. Appropriations for the first two years of the CFP are included in the 2013-2014 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, Capital Improvement, and Utility 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.
- One-time revenues should be used for one-time expenditures such as capital. Contingent on a 20% General operating reserve, all one-time General Fund revenues should be transferred to the Capital Improvements Fund. One-time revenues include construction sales tax and permit fees in excess of normal base figures.
- 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as opportunity reserves for the Capital Improvement Fund.

- Debt service should not exceed REET revenue estimates unless another secure revenue source is identified.
- 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.
- Each Utility Fund (Water, Sewer, and Storm Water) should have a 60-day operating reserve.
- Capital reserves amounting to 2% of the asset replacement (value of the utility's infrastructure) should be maintained in each utility fund.
- 10% of average annual capital improvement projects should be maintained in each utility fund.
- Asset replacement funding should be collected as an element of the utility user fees in each Utility Fund.

Should the City's budget process result in the budget being inconsistent with the adopted CFP, the CFP will be amended as part of the budget adoption process.

Reserve Fund Balance Policies

Adequate fund balance and reserve levels are a necessary component of the City's financial strategy, and a key factor in external agencies' measurement of the City's financial strength.

Maintenance of fund balance for accounting funds assures adequate resources for cash flow, and mitigates short term effects of unexpected revenue shortfalls.

City and State regulations have been established to allow the City of Bothell to create and maintain specific reserve funds.

Prudent use of reserve funds enables the City to defray future costs and take advantage of matching funds and beneficial opportunities. Reserve funds provide the City with the ability to exercise flexible financial planning in developing future capital projects.

Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in economic conditions.

The City should establish minimum fund balance targets based on cash flow requirements.

The City should include all fund balances in its biennial budget document.

Minimum fund balances should be attained and maintained through expenditure management, revenue management, and/or contributions from the General Fund.

All expenditures drawn from reserve accounts require Council approval, unless previously appropriated by the City Council in the City's biennial budget.

The City should maintain reserves for the replacement of vehicles and fixed assets.

Additional reserve designations may be created by Council to account for monies for future known expenditures, special projects, or other specific purposes.

All reserves should be presented in the annual budget.

Unrestricted reserves, along with one-time and unpredictable revenues, should be utilized for one-time expenditures - therefore avoiding using them to fund routine ongoing operating expenditures.

Basis of Budgeting and Accounting

"Basis of accounting" refers to the point at which revenues or expenditures/ expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made, regardless of the measurement focus applied:

1) Accrual

Both governmental and business-type activities in the government-wide financial statements, and the proprietary and fiduciary fund financial statements, are presented on the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

2) Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The City considers all revenue reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The City of Bothell's budget is prepared on a modified accrual basis.

The Comprehensive Annual Financial Report presents the City's financial position on the basis of generally accepted accounting principles.

MEMORANDUM
Office of the City Manager

City of Bothell™

DATE: May 16, 2012

TO: Department Directors

CC: Budget Coordinators

FROM: Robert S. Stowe, City Manager

SUBJECT: **2013-2014 Official Budget Call and Development Directives**

Welcome to the 2013-2014 budget development process. In addition to the standard budget development process guidelines and budget calendar provided by the Finance Department (both documents are provided as attachments to this memo), I am providing the following directives to guide Directors in preparing their budget proposals.

Budget Focus Areas and Desired Outcomes
While the 2013-2014 budget development process began informally in the first quarter of 2012, Council has now identified specific goals for the ensuing biennium. These goals are provided in the form of five Budget Focus Areas and nine Desired Budget Outcomes (attached).

The City's Budget Focus Areas have not changed, because they are general themes that support the organization's long-term vision and mission over many years. Desired Budget Outcomes, on the other hand, are much more specific. Their purpose is to help advance the City's Budget Focus Areas in the short-term by identifying the most critical priorities or needs of the organization and community to address in the upcoming two-year budget period.

In order to realize the City's long-term vision and continue to support its overall mission, it is important that these Budget Focus Areas and specific Desired Budget Outcomes are made the key drivers in planning and developing your department's proposed 2013-2014 spending plan.

Modified Zero-Based Budget
As in recent biennia, departments are to prepare their budget proposals utilizing the modified zero-based budgeting method. This budget method clearly identifies spending by itemizing expenditures. I understand that preparing a modified zero-based budget is more staff-time intensive than preparing a typical incremental budget. My decision to continue to employ a modified zero-based method was made for two reasons:

1. To maintain a comprehensive historical tracking of base budget figures associated with City services that can be utilized to substantiate needs, as well as expenditure projections, for future budget periods.
2. To allow for thorough examination of all spending citywide, in order to help ensure provision of equitable levels of funding for all departments.

Capital Facility/Improvement Expenditures

Bothell continues to refine its robust Capital Facilities Plan (CFP). By design, the CFP project revenues and expenditures included in the first two years of the ensuing plan (2011-2017) will be folded into the City's 2013-2014 Biennial Budget. The lion's share of the City's Capital Facilities Plan is funded through grants and restricted revenues that are legally limited to capital spending. These funds cannot be appropriated toward operating expenditures such as personnel and operating supplies. The City's initiative to invest in vitally needed capital improvements, especially in regards to its downtown revitalization, is key to generating the future revenues needed to maintain long-term fiscal stability.

2013-2014 Economic Condition and Future Fiscal Stability

The Puget Sound economy continues to persist in a sluggish recovery period following the Great Recession. This will likely continue into the 2015-2016 biennium.

In 2007, following a major residential construction boom, the City instituted a $7,300,000 (20 percent) General Fund operating reserve. This was done with the belief that during a significant economic downturn, the reserve could provide adequate interim funding to sustain City services and employment for least two biennia. Today, we know this to be true and are very fortunate that the City had the prudent foresight to secure adequate rainy day reserves!

As we are all too aware, in 2010, amidst realigning spending with the City's diminished "new revenue base" that was established during the aftermath of the 2008 Great Recession, the City also experienced the unexpected loss of two substantial longstanding revenue streams - street light fee ($300,000/year - est. in the 1980's) and telephone/broadband utility tax ($750,000/year – est. in the 1960's). Bothell's street light fee and telephone/broadband utility tax revenue streams were collected annually, so their loss impacted the City's 2010 budget, as well as all future budgets.

To make matters worse, in spite of economists' initial 2011-2012 revenue forecasts which predicted stronger consumer spending and a moderate improvement in the housing market, the United States actually experienced the loss of 2010's economic recovery momentum (2.4 percent increase in national output and 1.2 million new jobs). The recovery momentum was halted by the Japanese earthquake and tsunami, and ultimately killed when Standard & Poor's lowered the nation's long-term credit rating.

Based on all available data, staff projected a $1,500,000 revenue shortfall by year-end 2011 and a $1,800,000 shortfall in 2012. A significant fiscal course correction was deemed necessary to safeguard the City's future financial health. Staff was challenged to find a feasible budget sustainability solution that reduced expenditures/services, replaced lost General Fund revenue streams, or identified a viable combination of the two that would permanently correct the structural imbalance between operating revenues and expenditures in 2012 and beyond.

In July 2011, Council agreed to utilize General Fund operating reserves to balance 2011 revenues and expenditures, while Staff worked diligently to study and evaluate numerous potential long-term sustainability alternatives. The overarching consideration in analyzing sustainability options was to pursue a 50/50 split between expenditure reductions and revenue replacements, and to impact a similar set of taxpayers that previously paid street light fees and telephone/broadband phone utility tax.

In January 2012, at the Council's annual retreat, the following $1,800,000 budget sustainability recommendation was derived for implementation:

Replacement Revenues - $900,000: Sustainability measures do not impact residents.

- Establish a Motor Vehicle Accident (MVA) fee – implemented.
- Increase the Emergency Medical Services (EMS) transport fee - implemented.
- Increase business license fee – proposed implementation June 2012.

The MVA and EMS transport fees only impact insurance companies. As stated previously, the $1.8 million budget sustainability initiative does not impact Bothell residents.

Expenditure Reductions – $900,000 = est. 12.5 FTE:

- Employee Benefit Concessions - Instituting health premium cost sharing for dependents and eliminating an employer 457 match and a RHS contribution is consistent with current market standards. A third-party classification and compensation study was performed in 2010, verifying that Bothell's salary ranges are within industry standards - but some benefit packages still exceed the industry norm. Negotiated concessions are to be allocated equitably by employee group as follows:

Description	NR	AFSCME	Guild	Captains	IAFF	Totals
Number of Employees	**50**	**140**	**52**	**4**	**54**	**300**
Percent of Employees	16.67%	46.67%	17.33%	1.33%	18.00%	100%
Share of Concession	**$150,000**	**$420,000**	**$156,000**	**$12,000**	**$162,000**	**$900,000**
Concession to Date	$337,000	$0	$0	$0	$0	$337,000
Variance +/- Concession	$187,000	($420,000)	($156,000)	($12,000)	($162,000)	($563,000)

- Within the process to develop the City's 2013-2014 budget and within current financial operating constraints, establish a multi-biennial fiscal stability strategy to regain the City's pre-recession financial position through the systematic reestablishment of healthy asset replacement reserve (fully funded for 10 years) and General Fund operating reserve (15% of net annual expenditures).

Sustainability measures began to be implemented immediately in January, and will likely continue to be implemented throughout 2012.

Projected Revenues Compared To Projected Expenditures
At this point in time, we project that the City's General Fund revenue base for the ensuing biennium (2013-2014) can support current biennium (2011-2012) expenditure levels. The 0% growth rate includes salary and benefit progression for existing staff.

Department Expenditures
Personnel costs are prepared for departments by the City's Human Resources Department. These figures will be provided to Departments at the end of May 2012. Department directors are responsible for verifying and approving accurate salary splits.

As a result of the City's lost revenue streams and continued sales tax shortfalls, all position requests for 2013-2014 must specify a new or increased "ongoing" revenue source that is equal to or greater than the cost of the position. New positions without a viable funding source are simply not possible for the ensuing biennium.

Director's 2013-2014 budget requests are not to exceed their authorized 2011-2012 expenditure budget. Absorbing increased personnel and maintenance and operating costs, may require exploration and implementation of innovative cost efficiencies or ultimately prioritization and possibly elimination of some non-essential services.

Capital requests (excluding CFP projects) can only be considered after personnel and maintenance and operating expenditures are 100% funded. "Capital outlay" and "facility project" requests forms will be evaluated and prioritized according to their impact on helping achieve the Council's Desired Budget Outcomes, and current "citywide" needs.

One-Time Expenditures
Each department is to provide the Finance Department with an itemized list of their proposed one-time expenditures. This list should be grouped by fund/department. One-time expenditures are those that are non-recurring in future budget periods, such as the purchase of an asset or a capital improvement. One-time expenditures also include professional services, or operating expenditures that are not expected to occur "routinely" on an annual basis. In addition, all one-time expenditures need to be identified and flagged as one-time expenditures in the Eden budget module.

Efficiency Savings and Generation of "New or Augmented" Revenue
As in previous years, Departments are once again tasked with evaluating program expenditures and revenues to determine any possible efficiency savings or potential "new or augmented" revenue stream. Each department is asked to provide the Finance Director and me with documentation of their service delivery efficiencies and/or additions that result in expenditure savings, and/or generate additional revenue.

Fee Schedule
The City strives to recoup 100% of costs (both direct and indirect) associated with City programs and services. The City updates its fee schedule annually to incorporate actual increases in the cost of providing programs and services, or minimal increases by the rate of inflation. Department directors are responsible for ensuring their department's fees for services recoup the appropriate associated costs for providing that service, and that the City's fee schedule includes fees for services the department provides.

Department Budget Submittals
Departments should follow the budget preparation guidelines and timeline (calendar) provided by the Finance Department in coordination with the Budget Coordinators group.

My expectation is that all departments will submit proposed budgets that meet the guidelines as I specified above. Because of the need to carefully balance our revenues with expenditures in "another tight" budget biennium, department directors will need to adequately justify all expenditures. In addition, care should be taken to produce proposals that can be transferred directly into the proposed budget document with minimal need for editing. The Finance Department has been instructed to send any non-conforming budget proposals back to the department.

Evaluating all the City's needs, anticipating revenue streams in a perpetually shifting economic environment, and balancing the two to craft an effective two year work and spending plan is an arduous task. I am grateful for the commitment and hard work of all staff involved in this process.

In November, I look forward to presenting the City Council with a recommended budget that not only clearly reflects the City's Vision, Mission, and Focus Areas, but also outlines an effective work plan that efficiently uses community resources to attain Council's Desired Budget Outcomes.

City of Bothell
2013 – 2014
Budget Focus Areas

City of Bothell™

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 operation 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 for loss of life or property while being proactive and responsive to community safety and security issues.

City of Bothell
2013 – 2014
Desired Budget Outcomes

- Continue to sustain the City's present service levels.
- Continue to implement the City's financial stability measures identified in 2012.
- Over the course of the next two bienniums, reestablish the City's reserve level to 15% of General Fund expenses and further support asset replacement levels.
- Continue to limit the tax burden on Bothell citizens by seeking operating efficiencies wherever possible.
- Utilize the City's one percent property tax levy increase as allowed by law to support existing service levels if necessary.
- Continue to improve Development Services Initiatives (DSI) to facilitate good development.
- Continue to create an active and vibrant Downtown by implementing the actions established within the City's Downtown Revitalization Plan.
- Continue to construct and maintain capital investments as prescribed in the City's adopted Capital Facilities Plan (CFP).
- Implement annexation of the City's King County Potential Annexation Area (PAA) in an effective and efficient manner in accordance with Council direction. All expenses associated with the annexation area will be balanced against the available revenues of the area.

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.

2013-2014
Budget Development Process

Introduction

Welcome to the 2013-2014 biennial budget process!

Per state law, the City Manager must submit his recommended "balanced" biennial budget to Council by the first business day in November. The proposed budget needs to address all fiscal issues - including revenues, expenditures, and service levels. The City Council will consider the City Manager's recommended budget, provide ample opportunity for public input, make modifications as they deem necessary, and adopt the final budget in advance of the beginning of the ensuing biennium.

The adopted budget serves as a financial planning and policy document for use by 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, as well as the final adopted spending plan.

Responsibilities

The Council establishes a community vision, strategic plan and fiscal policy. The Council then identifies broad goals (budget focus areas), as well as challenges and opportunities within these focus areas (desired budget outcomes).

The City Manager develops his recommended budget based on Council's identified budget focus areas and desired budget outcomes. The Council then reviews the recommended budget, 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 citizens' money on services for the community. 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 budget focus areas and identification of desired budget outcomes, 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 focus areas established by the Council. He is ultimately responsible for balancing projected beginning fund balance, expected revenues, and expenditure requests into a comprehensive and responsible 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 focus areas and desired budget outcomes.

Directors also have discretion over the line items included in their budgets. They are accountable to the City Manager for service delivery consistent with City policy, departmental expenditure levels, and the legality of their decision-making.

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 budget 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 in coordination with the Deputy City Manager 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 Deputy City Manager, and Finance Director, analyzes departmental budget requests and prioritizes citywide needs based on Council's budget focus areas and desired budget outcomes.

The result is the City Manager's proposed 2013-2014 biennial budget.

2012 Ending Fund Balance

The first step in the development of the biennial budget is to determine the projected 2012 ending fund balance. Staff analyzes the following factors:

- 2012 Salaries and Benefits – Unfilled positions are identified, along with the date the position became vacant and the (estimated) fill date.
- 2012 Revenues – Revenue projections are analyzed and updated as necessary.
- 2012 Expenditures – Expenditure appropriations are reviewed and updated as necessary, as well as, one-time expenditures and capital projects that are not expected to be completed by year-end 2012.

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 desired budget outcomes 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?
- Is a budget modification needed?

- Are capital assets being purchased?
- Are capital costs in line with budget expectations?

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 wants and needs; and
- Developing a spending plan that matches resources with needs.

A successful budget development process results in:

- Everyone understanding the strategic direction of the City; and
- Adoption of a balanced budget, which implements efficient use of community resources towards accomplishing Council's desired budget outcomes and realizing the community's vision (Council's budget focus areas).

Once again, we commit ourselves to working through this process – to produce a budget that clearly articulates Council desired budget emphasis areas and crafting the best possible spending plan to effectively and efficiently achieve Council's desired budget outcomes.

Thank in advance to all the staff that will once again work so diligently to make Bothell's budget process run efficiently and dedicate their various abilities and vast knowledge to crafting an effective 2013-2014 spending plan for our City.

City of Bothell™

Budget Process Map & Calendar

City of Bothell
Council Preliminary Budget Map Process
2013-2014

Staff Budget
Development & Analysis

April - August 2012

Official Budget Call

June 2012

Budget Estimates & Submittal
Proposed Preliminary Budget
Submitted to City Manager

September 4, 2012

Balancing & Fine Tuning
of Budget

September - October 2012

Submitted to City Clerk,
Council & Public
Proposed Budget & Budget Message

Budget Hearings

November 1, 2012

Public Hearings
Property & EMS Tax
Utility Rates
Budget Adoption

December 2012

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Item Due

1) Projected Budget calendar emailed to staff

Item Due

2) Eden Budget Module available for data entry

March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Due Monday, May 7th

3) Asset Replacement Schedule updated & distributed to departments
4) New Position Request forms submitted to HR
5) Reclassification forms due to HR

Due Monday, June 21st

6) IT catalogs updated & distributed to departments
7) Facilities Budget Request & Justification forms to PW

Memorial Day

Item Due

8) Salary & benefit projections to departments for lump sum entry

April 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	July 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1	2
3	4	5	6	7	8	9
	Items Due Monday, June 4th 9) Departmental Revenue meetings begin 10) Vehicle Replacement Schedule updated & distributed to depts				**Item Due** 11) Tuition Reimbursement Application forms to HR	
10	11	12	13	14	15	16
	Items Due Monday, June 11th 12) Capital Asset Request forms submitted (for assets greater than $5,000, do not include Capital Projects) 13) One-Time & Non-Capital Attractive Asset Requests submitted (for assets less than $5,000)				**Item Due** 14) Salary & benefit numbers & salary splits confirmed by department	
17	18	19	20	21	22	23
	Item Due 15) IT Budget Request & Justification forms due to IT					
24	25	26	27	28	29	30

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 **Independence Day**	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Items Due Monday, July 9th

16) Vehicle Replacement Schedule & Asset Replacement Schedule Change Requests submitted
17) Overtime Budget Requests submitted (holiday & pager pay)
18) General Fund Subsidy Justification forms submitted
19) Revenue projections posted to Eden Budget Module

Items Due Monday, July 23rd

20) Outcomes & Activities Budget Book sections submitted
21) Performance Measures Budget Book sections submitted (provide 3-5 top measures)
22) 2013-2014 Key Projects/Goals updated & submitted

June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	September 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		1	2	3	4
5	6	7	8	9	10	11
	Items Due Monday, August 6th 23) All budget numbers entered into Eden 24) Department Director 2013-2014 Budget Comments/ Highlights submitted 25) Department & Division organizational charts submitted to Finance 26) 2012 Revenue & Expenditure year end projections submitted 27) Department Budget sessions begin 47) Budget “Yellow” worksheets available 48) Utility Revenue & Expenditures due					
12	13	14	15	16	17	18
	Items Due Monday, August 13th 49) Projected Water, Sewer & Storm Drain rates submitted to Finance					
19	20	21	22	23	24	25
	Items Due Monday, August 20th 28) Fleet rental rates available to departments 29) Interfund payment for service calculations (Expenditure Object 9000 Series)					
26	27	28	29	30	31	
	Items Due Monday, August 27th 30) 2013 Estimated beginning Fund Balance figures available 31) Internal Service Fund charges for service invoices distributed to departments 32) Depreciation figures posted to Eden Budget Module 33) Operating transfers posted to Eden Budget Module 34) M & O savings 35) “Appendix C” (Budget Focus Area Achievements Matrix, Key Dept Goals & Key Dept Projects) updated 36) AFSCME & non-rep classifications by salary range submitted 37) City of Bothell position listing by PCN, dept & rep status submitted					

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	October 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1
2	3 **Labor Day**	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Items Due Monday, September 24th

38) 2011-2012 Budget amendment requests due to Finance
39) City Manager proposed Budget document complete

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 **Item Due** 40) Proposed 2013-2014 Fee Schedule review, analysis & update	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	December 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			1	2	3
4	5	6	7	8	9	10
11	12 **Veteran's Day**	13	14	15	16	17
18	19	20	21	22 **Thanksgiving Day**	23 **Day After Thanksgiving Day**	24
25	26	27	28	29	30	

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	January 2013 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Christmas Day	26	27	28	29
30	31					

Items Due Monday, December 10th

41) Proposed 2013-2014 Budget adoption, distribution & posting on web
42) Proposed 2013-2014 Fee Schedule adoption
43) Proposed adoption of 2013-2014 Property Tax Levy Ordinance
44) Proposed adoption of 2013-2014 Water, Sewer & Storm Drain rates
45) Proposed Personnel Summary Schedule submitted

City of Bothell™

Appendix C

2013 - 2014 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Executive Department					
Downtown Revitalization	✓	✓	✓		
Executive Leadership and Oversight to Prepare for the Possibility of Annexation of the City's Planned Annexation Areas (King County)	✓	✓	✓	✓	✓
Build City Center/City Hall	✓	✓		✓	
Continue Financial Sustainability Through Executive Oversight and Leadership	✓	✓	✓	✓	✓
Advance the City's Carbon Reduction and Energy Independence Goals (aka Bothell CO_2OL)	✓	✓	✓		
Human Services Grants			✓		
Implement and Market Improved Visitor Website, www.exploreBothell.com	✓	✓			
Implement Information Technology Strategic Plan	✓			✓	✓
Tourism	✓	✓			
Finance Department					
Oversee Development of the City's 2015-2021 Capital Facilities Plan	✓	✓	✓	✓	✓
Oversee Development of the City's 2015-2016 Biennial Budget	✓	✓	✓	✓	✓
Earn 2013 and 2014 Government Finance Officer's Association Certificate of Achievement of Excellence in Financial Reporting	✓				
Earn 2013-2014 Government Finance Officer's Association Distinguished Budget Presentation Award	✓				

2013 - 2014 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Legal Department					
Oversee 2013 Legislative Programs	✓	✓			
Enhanced In-House Legal Services		✓			
Study and Potentially Implement a Shift of Monitoring Defendant Compliance with Stipulated Order of Continuances (case resolution similar to probation) from the Court to Legal Department	✓				✓
Comprehensive Review and Update of Criminal, Traffic and Administrative Codes to Ensure Consistent and Up-to-Date Provisions					✓
Study and Develop a Plan with the Goal to Establish a Domestic Violence Victim Impact Panel			✓	✓	✓
Human Resources					
Negotiate the Bothell Police Officers' Guild Contract	✓		✓		✓
Negotiate the Bothell Police Captains' Contract	✓		✓		✓
Complete Development of New Employee Performance Evaluation Process	✓		✓		
Negotiate Health Care Plan Alternatives with AFSCME Local #3845	✓		✓		
Negotiate the AFSCME Local #3845 Contract	✓		✓		
Implement Required Changes of New Health Care Reform Act	✓		✓		
Evaluate and Make Recommendations Regarding the Effectiveness of the New Performance Evaluation Process	✓		✓		
Police Department					
Perform Crime Analysis of Significant Crime Problems in the City			✓	✓	✓
Increase Emphasis on Officer Safety Through Preparedness, Wellness and Fitness			✓		✓
Maintain Vigilance on Homeland Security Issues			✓		✓
Research and Develop Professional Guidelines			✓		✓

2013 - 2014 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Fire and Emergency Medical Services Department					
Downtown Revitalization	✓	✓	✓	✓	✓
New World			✓		✓
Serve the Potential Annexation Area			✓	✓	✓
Provide Financial and Operational Efficiencies	✓				✓
Public Works Department					
Oversee the 2013-2019 Capital Facilities Projects	✓	✓	✓	✓	✓
Pursue Opportunities for Parks, Open Space, and Recreation Facilities and Update the Parks, Recreation and Open Space Action Program		✓	✓	✓	
Implement Budgeted Elements of Traffic Calming, Congestion Relief and Safety Improvement Programs		✓	✓	✓	✓
Continue to Implement and Report on the City's Progress Meeting the NPDES Phase II Permit Requirements			✓	✓	✓
Pursue New Funding Sources for the Multi-way Boulevard and the Park at Bothell Landing		✓	✓		
Cost Effective Maintenance and Preservation of City Infrastructure	✓	✓	✓		✓
Update Sanitary Sewer and Storm Comprehensive Plans	✓	✓			
Update Water and Sanitary Sewer Facility Charges	✓				
Community Development Department					
Facilitation of King County Potential Annexation Area Annexation (If not completed in 2012)	✓	✓	✓	✓	✓
2013 and 2014 Plan and Code Amendments	✓	✓	✓	✓	✓
Development Services Initiative Including Refinement of New Permit Tracking Software and Preparation for Electronic Plan Submittal	✓	✓	✓	✓	✓
Commencement of 2015 Growth Management Act Compliance Review	✓	✓	✓	✓	✓
Mobile Home Park Illegal Structure Abatement	✓	✓	✓	✓	✓
Development Review and Inspection of Downtown Projects	✓	✓	✓	✓	✓

Downtown Revitalization	
Outcome	Successful attraction of investment to Bothell's opportunity sites and to its existing retail areas to implement the Downtown Vision and Plan.
Benefit	Community gathering and increased tax base.
Milestones	Select desired developers/purchasers to develop surplus property sites and negotiate development agreements. (In progress)
Completion	Ongoing through 2014.
Participants	Executive Department.
Council Role	Approve agreements.

Executive Leadership and Oversight to Prepare for the Possibility of Annexation of the City's Planned Annexation Areas (King County)	
Outcome	Coordinated inter-departmental efforts toward annexation.
Benefit	Will enhance chances of successful annexation and ensure that the City's and annexing citizens' interests are served by future annexations.
Milestones	Council direction regarding annexation plans in accordance with schedule outlined within Community Development.
Completion	Annexation effective dates could vary within the first half of 2013 subject to interlocal agreement with those jurisdictions currently providing service to the annexation areas.
Participants	All Departments and Council.
Council Role	Provide direction and if appropriate, approve interlocal agreement (s), annexation ordinance and amend the 2013-2014 Budget to provide municipal services to annexation area.

Key Goals
Executive Department

City Hall Planning	
Outcome	Construct and occupy the new City Hall building.
Benefit	Provides for needed public facility while also stimulating other private sector investments in Downtown.
Milestones	**2013** ➢ Q1 - Complete site preparation. (Phase 1) ➢ Q2 - Redesign, permit and approve construction agreement. (Phase 2) ➢ Q3 - Break ground. **2014** ➢ Q2 - Complete. ➢ Q4 - Occupy.
Completion	Initiate construction in 2013.
Participants	Executive Department, Economic Development Committee and Council.
Council Role	Approval of development agreement.

Implement Information Technology Strategic Plan	
Outcome	Enhance technology infrastructure systems and platforms to improve reliability and assure that staff and previous technology investments are protected and leveraged.
Benefit	Strategic planning ensures that the technology program keeps pace with City Council goals and priorities and is ready to support them.
Milestones	Implement projects as approved. ➢ Continue GPS field collection project. (In progress) ➢ E-mail and voice mail upgrades.
Completion	Ongoing.
Participants	Executive and all Departments.
Council Role	Approval of funding for strategic plan initiatives and projects.

Key Goals
Executive Department

Human Services Grants	
Outcome	Develop proposals and select grant recipients for the 2012-2013 period.
Benefit	Ensures equal access to all residents of essential services.
Milestones	2013 Q1 - Award.
Completion	2013 Q1 - 2014 Q4 monitor and visit.
Participants	Executive Department and Human Services Committee.
Council Role	Review committee recommendation and approve awards.

Establish the Innovation Partnership Zone Discovery Center	
Outcome	Improved business climate for biomedical technology companies; growth and expansion of industry.
Benefit	Economic viability of the City and regional leader in competitive industry.
Milestones	**2013** ➢ Q1 - Begin operation runway. ➢ Q2 - Pre-design for new Bothell Conference Center.
Completion	Q4 - Center will be operating in its interim site.
Participants	Executive Department.
Council Role	Council approval of contracts.

Continue Financial Sustainability Through Executive Oversight and Leadership	
Outcome	Bothell is financially positioned with diverse revenues for long-term financial stability.
Benefit	Bothell is well managed, sound and prospering city.
Milestones	Update long-term financial projections and fiscal strategies annually and implement smart fiscal management.
Completion	Ongoing.
Participants	Executive, Legislative and Finance Department.
Council Role	Provide continued support and direction.

Tourism	
Outcome	Bothell hotels are successful and produce revenue on weekends and during soft seasons which presently lag peak periods.
Benefit	The tactics employed in the visitor programs support other important City goals, such as downtown economic development, the cultivation of cultural arts, and nurturing new and improved entertainment and recreational activities which provide local residents options for relaxation and enjoyment; making Bothell a more desirable location for residents and businesses.
Milestones	Improve reach to cultivate interest in visiting, living or locating commerce in Bothell.
Completion	**2013** ➢ Q1 - Spending plan. ➢ Q2 - Spring company. ➢ Q3 - Web content holiday lights phase. ➢ Q4 - Winter campaign. **2014** ➢ Q1 - Spending plan. ➢ Q2 - Spring company. ➢ Q3 - Web content holiday lights phase. ➢ Q4 - Winter campaign.
Participants	Executive Department and the Lodging Tax Advisory Committee.
Council Role	Approve visitor spending plan.

Key Goals
Finance Department

Oversee Development of 2015-2021 Capital Facilities Plan	
Outcome	Council consideration of the City's 2015-2021 Capital Facilities Plan (CFP).
Benefit	The CFP drives the City's 2015-2016 budget process.
Milestones	➢ Q2 - Identify resources and needs. ➢ Q3 - Facilitate Capital Facilities Plan Process Committee (CFPPC) meetings. Develop CFPPC recommendation for Council consideration. CFPPC recommended 2015-2021 CFP submitted to Council and public.
Completion	July 2014.
Participants	Finance and Public Works Departments.
Council Role	Council consideration of CFP.

Coordination and Development of 2015-2016 Biennial Budget	
Outcome	Council consideration of the City's 2015-2016 Biennial Budget.
Benefit	A prudent two-year fiscal plan for achieving Council's short-and long-term goals.
Milestones	➢ Q1 - Identification of Council Focus Areas and Desired Budget outcomes for 2015-2016. ➢ Q2 - Incorporate the updated Capital Facilities Plan into the proposed 2015-2016 Biennial Budget. ➢ Q2 and Q3 - Budget call, revenues projected, development and analysis of department budget proposals. ➢ Q4 - City Manager's proposed 2015-2016 budget submitted to Council and public.
Completion	December 2014.
Participants	Finance and Executive Departments.
Council Role	Council consideration of Budget.

Earn Certificate of Achievement of Excellence in Financial Reporting	
Outcome	Certificate of Achievement of Excellence in Financial Reporting.
Benefit	Demonstrates to credit rating agencies that the City has met the highest level of government accounting certification. The City's credit rating in turn directly bears on borrowing costs.
Milestones	Meeting annual certification requirements.
Completion	Annual.
Participants	Finance Department.
Council Role	None.

Earn Distinguished Budget Presentation Award	
Outcome	Certificate of Achievement of Excellence in Financial Reporting.
Benefit	Demonstrates to credit rating agencies that the City has met the highest level of government accounting certification. The City's credit rating in turn directly bears on borrowing costs.
Milestones	Meeting annual certification requirements.
Completion	Annual.
Participants	Finance Department.
Council Role	None.

Key Goals
Legal Department

Oversee 2013 Legislative Programs	
Outcome	Effective pursuit of Legislative priorities.
Benefit	Ensures City's interests are addressed at the State level.
Milestones	➢ January - Attendance at AWC Legislative Action Conference. ➢ Ongoing during sessions - Maintain contact with AWC, other cities and other partners on legislative issues of importance to Bothell; testify and/or provide input to legislature on bills/ issues of importance to Bothell; provide updates to Council. ➢ Q4 - Consideration of 2014 Legislative priorities by Council. ➢ Q4 - Communication of Legislative priorities to key legislators.
Completion	Ongoing.
Participants	Legal and Executive Departments.
Council Role	Staff updates to Council and Council input, involvement and direction.

Develop a Domestic Violence Impact Panel	
Outcome	Establish a domestic violence victim impact panel.
Benefit	Require that abusers sit with a panel to better understand how domestic violence has impacted their lives and that of their families.
Milestones	Q1 and Q2 - Research other municipalities' procedures that have implemented similar panels.
Completion	Ongoing.
Participants	Legal and Executive Departments.
Council Role	None.

Legal Department to Monitor Defendant's Compliance with Stipulated Order of Continuance	
Outcome	Provide a method to ensure that the defendant is in compliance with the Court's sentencing requirements.
Benefit	Fees collected would fund an additional Rule 9 intern to assist the Legal Department with Stipulated Order of Continuance (SOC) monitoring as well as additional Court hearings and document preparation.
Milestones	➢ Q1 - Prepare a written assessment detailing necessary procedures to implement. ➢ Q2 - Focus on hiring an additional work study intern.
Completion	Ongoing.
Participants	Legal and Executive Departments.
Council Role	None.

Comprehensive Review of Criminal Code	
Outcome	To certify that Bothell's Municipal Code regarding misdemeanor and gross misdemeanor language is current and accurate.
Benefit	Eliminates inconsistencies in the Code.
Milestones	Q1 and Q2 - Completion of strike throughs should be finalized by June 2013.
Completion	Ongoing.
Participants	Legal Department.
Council Role	None.

Negotiate the Bothell Police Officers' Guild Contract	
Outcome	Successful negotiation of a new collective bargaining agreement with Bothell Police Officers' Guild (BPOG) to remain competitive in the market place with regards to total compensation.
Benefit	Establishes fair bargaining agreement between the City and Union members.
Milestones	**2013** ➢ Q2 - Gather market data. ➢ Q3 - Begin negotiations. ➢ Q4 - Reach a tentative agreement with the Union.
Completion	2013 Q4.
Participants	Human Resources and Police Departments.
Council Role	Consider approval of the new agreement.

Negotiate the American Federation of State County & Municipal Employees Local #3845 Contract	
Outcome	Successful negotiation of a new collective bargaining agreement with American Federation of State, County & Municipal Employees (AFSCME) Local #3845 to remain competitive in the market place with regards to total compensation.
Benefit	Establishes fair bargaining agreement between the City and Union members.
Milestones	**2014** ➢ Q2 - Gather market data. ➢ Q3 - Begin negotiations. ➢ Q4 - Reach a tentative agreement with the Union.
Completion	2014 Q4.
Participants	Human Resources and all Departments.
Council Role	Consider approval of the new agreement.

Complete Development of the New Employee Performance Evaluation Process	
Outcome	Successful implementation of the new performance evaluation form and process.
Benefit	Establishes a standardized performance evaluation system for City employees.
Milestones	**2012** ➢ Q3 - Request input from bargaining units. ➢ Q4 - Conduct training for supervisors and employees. **2013** ➢ Q1 - Implement the new performance evaluation form.
Completion	2013 Q1.
Participants	Human Resources and all Departments.
Council Role	None anticipated.

Negotiate with AFSCME Local #3845 Health Care Plan Alternatives	
Outcome	Successful negotiation with AFSCME Local #3845 Union on health care costs and consideration of alternative health care plans.
Benefit	Reduces the cost of health care insurance to the City and its employees.
Milestones	**2013** ➢ Q1 - Gather information on alternative plans. ➢ Q2 - Request proposals from health care vendors. ➢ Q3 - Begin negotiations. ➢ Q4 - Reach a tentative agreement with the Union.
Completion	2013 Q4.
Participants	Human Resources and all Departments.
Council Role	Consider approval of any agreement on health care plan changes.

Implement Required Changes of New Health Care Reform Act	
Outcome	Maintain compliance with new federal regulations regarding health care reform.
Benefit	Reduces City liability.
Milestones	**2012** ➢ Q4 - Review current policies/contracts in relation to proposed changes in Federal laws. **2013** ➢ Q1 - Address any potential contractual or policy changes with affected employee groups. ➢ Q2 - Draft proposed changes to policies. ➢ Q3 - Obtain approval for potential revised policies or contract amendments.
Completion	2013 Q3.
Participants	Human Resources and all Departments.
Council Role	Consider approval of any impact to the budget.

Negotiate the Bothell Police Captains' Contract	
Outcome	Successful negotiation of a new collective bargaining agreement with the Police Captains to remain competitive in the market place with regards to total compensation.
Benefit	Establishes fair bargaining agreement between the City and Union members.
Milestones	**2013** ➢ Q2 - Gather market data. ➢ Q3 - Begin negotiations. ➢ Q4 - Reach a tentative agreement with the Union.
Completion	2013 Q4.
Participants	Human Resources and Police Departments.
Council Role	Consider approval of the new agreement.

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.
Milestones	Partner with neighboring communities to create regional response.
Completion	Ongoing with continuous training as needed.
Participants	Police Department.
Council Role	None.

Increase Emphasis on Officer Safety through Preparedness, Wellness and Fitness	
Outcome	Ensure officers have the equipment, training and physical fitness needed for their safety.
Benefit	Continued quality response to officer and citizen safety.
Milestones	Training of employees in the Crossfit program.
Completion	Ongoing with continuous training as needed.
Participants	Police Department.
Council Role	None.

Maintain Vigilance on Homeland Security Issues	
Outcome	Planning, training and equipping for incidents related to acts of terrorism.
Benefit	Allows that public safety first responders are better prepared for acts of terrorism.
Milestones	Build relationships with Northshore School District, Cascadia Community College and the University of Washington.
Completion	Ongoing.
Participants	Police and Fire Departments.
Council Role	Awareness of all the different types of acts of terrorism that could occur.

Downtown Revitalization	
Outcome	Support the City wide effort to revitalize the downtown core.
Benefit	Fire and Emergency Medical Services (EMS) participation will enhance a safe downtown core through plans review, inspection and response to a growing community.
Milestones	➢ Throughout the biennium - 100% attendance in planning meetings. ➢ Throughout the biennium - Support the City's Development Services Initiative (DSI) emphasis by completing plans reviews on, or before the deadline. ➢ Ongoing - Provide construction inspections and fire code inspections to make for a safe downtown core. ➢ Ongoing - Maintain or improve response capabilities to the downtown area.
Completion	Ongoing throughout the biennium.
Participants	Fire, Community Development and Finance Departments and the City Manager's Office.
Council Role	Continued support of Fire personnel to maintain service.

New World	
Outcome	Fire and EMS will join other Zone 1 fire agencies in migrating to New World's integrated technology suite.
Benefit	The internal and external customers will be better served by computer aided dispatch, mobile messaging, records management and the ability to gather and share information between North East King County Regional Public Safety Communication Agency (NORCOM) fire departments.
Milestones	➢ 2013 Q1 - Install laptops in apparatus, software installation and member training. ➢ Actively participate in committees and build teams. ➢ 2013 - Transition to New World.
Completion	2013.
Participants	Fire Department and the Information Services Division.
Council Role	Continued support and funding.

Serve the Potential Annexation Area	
Outcome	Provide Fire and EMS services to King County areas annexed into the City.
Benefit	A standard response model and level of service throughout the City.
Milestones	➢ 2013 - Execute interlocal agreements with King County Fire District's 16 and 36. ➢ Biannual Level of Service (LOS) reports show the Potential Annexation Areas (PAA) are receiving the City's established LOS. ➢ Ongoing - Monitor and modify service model for efficiencies.
Completion	Ongoing.
Participants	Fire, Executive and Community Development Departments along with the Information Services Division.
Council Role	Support and funding of determined service level.

Provide Financial and Operational Efficiencies	
Outcome	Combine some or all services with one or more neighboring fire departments.
Benefit	Eliminate duplication of programs and services, reduce budgets and combine best practices.
Milestones	➢ Research efficiencies with willing neighbors. ➢ Create an operational and financial plan. ➢ Brief the Public Safety Committee. ➢ Provide recommendation to Council.
Completion	2013.
Participants	Fire and Executive Departments.
Council Role	Consider staff's recommendation.

Development Service Initiative	
Outcome	Continued high customer satisfaction; lower permit processing times; continued gains in predictability and efficiency.
Benefit	Will attract quality developers to Bothell, generating short-term revenue from permit fees, development review fees and construction sales tax; and long-term revenue from higher property taxes and, in the case of retail developments, sales tax. Development will also improve community quality of life by providing more places to live, work, shop, dine and recreate.
Milestones	Quarterly reports to gauge development services performance. Continuous refinement of existing procedures, and the creation and implementation of new measures to promote the development service principles.
Completion	Ongoing.
Participants	Community Development, Public Works and the Fire Department Community Risk Reduction Division.
Council Role	Provide feedback following quarterly reports, during periodic “check-ins” at Council meetings, or in response to a development-related customer contact.

Oversee the 2013-2019 Capital Facilities Projects	
Outcome	Implementation of the first and second year of the City’s Transportation, Parks and Utilities Capital Improvement program as outlined in the City’s 2013-2014 CFP.
Benefit	Investment in infrastructure to support the quality of life while sustaining growth.
Milestones	Refer to individual project schedules outlined in the 2013-2019 CFP.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Confirm project scope of work including considering contract awards for consultants and contractors.

Pursuit of Opportunities for Parks, Open Space and Recreational Facilities	
Outcome	Implementation of long range parks and recreation planning documents which provide guidelines for acquiring and developing parks, open space and recreational facilities.
Benefit	Provides for coordination of Parks, Recreation & Open Space Action Program (PROSAP) and the CFP and strengthens funding opportunities for parks and recreation.
Milestones	Adoption of Madrazo Park Master Plan and King County Use Agreement. ➢ Review and adoption of the North Creek Forest Master Plan. ➢ Continue discussion and adoption of long-term funding strategy. ➢ Identify and secure site for Skate Board Park. ➢ Design and construction of Madrazo Park. ➢ Development of Interlocal agreement with Northshore School District for mutual use of facilities.
Completion	Schedule to be determined through the CFP and budget process.
Participants	Public Works and Executive Departments.
Council Role	Review and consideration of master plans; review and consideration of contracts; review and consideration of long-term funding strategy.

Implement Budgeted Elements of Traffic Calming, Congestion Relief and Safety Improvement Programs	
Outcome	Implement a prioritized series of specific area traffic safety, collision reduction and traffic calming projects based on the adopted collector safety and neighborhood traffic calming programs, public input process and traffic engineering analysis.
Benefit	Reducing neighborhood cut-through and fast traffic concerns and improving corridor safety in selected residential areas, as well as at signalized intersections with above average traffic collision rates. These projects and actions are intended to increase safety for pedestrians, bicyclists and vehicular traffic throughout the City, particularly in Bothell neighborhoods.
Milestones	Conduct neighborhood outreach meetings to coordinate and encourage public support for traffic calming and corridor improvement plans. ➢ Development and implement finalized corridor and neighborhood traffic calming plans. ➢ Conduct traffic enforcement emphasis specifically targeting speeding and red light violations. ➢ Develop and implement a series of traffic safety and congestion relief and signal system enhancements throughout the City as identified in the Washington State Department of Transportation (WSDOT) grant award.
Completion	Ongoing.
Participants	Public Works and Police Departments.
Council Role	Consideration of speed limit revisions and briefings as to the status of neighborhood traffic calming plans and corridor safety improvements.

Continue to Implement and Report on the City's Progress Meeting the National Pollutant Discharge Eliminations System Phase II Permit Requirements	
Outcome	Compliance per Washington State Department of Ecology (DOE) with the National Pollutant Discharge Elimination System (NPDES) 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 DOE.
Milestones	Annual reporting for compliance to permit requirements.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Receive annual reports and updates from City staff.

Cost Effective Maintenance and Preservation of City Infrastructure	
Outcome	Implementation of a series of cost effective programs to address City infrastructure maintenance needs.
Benefit	Efficient use of budget to obtain the highest level of service.
Milestones	Refer to Budget documents for milestones for each utility and service.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Receive briefings and updates from City staff.

Facilitation of King County Potential Annexation Areas Annexation Efforts	
Outcome	Completion of interlocal agreement with King County, Fire Departments 16 and 36; public outreach; and Council adoption of ordinances annexing the PAA in King County.
Benefit	Annexation of the PAA would “grow” Bothell to its designated ultimate service boundaries in King County; increase City tax base and the consequent ability to finance capital facilities of benefit to the community; enhance the City’s position in the region, resulting in regional and state-wide legislative and funding decisions favorable to Bothell; and enable the City to control the type and intensity of development within our Planning Area boundaries in King County.
Milestones	2013 Q1 - Council adopts ordinance and PAA annexations become effective.
Completion	Adoption of PAA annexation ordinances as early in 2013 as feasible if PAAs are not annexed in 2012.
Participants	Community Development, Public Works, Executive, Fire, Police and Finance Departments.
Council Role	Adopt PAA annexation ordinance (2013 Q1, if not approved in 2012).

2013 and 2014 Plan and Code Amendments	
Outcome	Council adoption n 2013 and 2014 of findings and ordinances amending the Comprehensive Plan and Bothell Municipal Code concerning issues initiated by the Council in the 2013 and 2014 Dockets. Plan amendments may be acted on only once each year, while there is no limit to frequency of Code amendments. In 2014, work would begin on the state-mandated Growth Management Act (GMA) compliance review, due June, 2015.
Benefit	Will provide for evolving community needs and desires in guiding development in the City.
Milestones	➢ First quarter of each year - Council initiates consideration of potential amendments. ➢ Remainder of each year - Planning Commission and other advisory bodies, as appropriate, hold hearings, deliberate and make recommendations to Council; Council holds hearings, deliberates and adopts findings and ordinances approving amendments.
Completion	2013 and 2014 Plan amendments would be adopted at the end of each year. Code amendments would be adopted over the course of 2013 and 2014 as hearings and deliberations are completed.
Participants	Community Development Department.
Council Role	Take testimony, deliberate and act on Plan and Code amendments.

Development Service Initiative	
Outcome	Continued high customer satisfaction; lower permit processing times; continued gains in predictability and efficiency.
Benefit	Will attract quality developers to Bothell, generating short-term revenue from permit fees, development review fees and construction sales tax; and long-term revenue from higher property taxes and, in the case of retail developments, sales tax. Will also improve community quality of life by providing more places to live, work, shop, dine and recreate.
Milestones	➢ Quarterly reports to gauge progress on DSI. ➢ Continuous refinement of existing procedures, and creation and implementation of new measures to promote the DSI principles. ➢ Implementation of electronic plan review.
Completion	Ongoing.
Participants	Community Development and Public Works Departments along with the Fire Department Community Risk Reduction Division.
Council Role	Provide feedback following quarterly reports, during periodic “check-ins” at Council meetings, or in response to a development-related customer contact.

2011 - 2012 Key Department Projects	Partially Completed	100% Completed	Multi-Year/Ongoing
Executive Department			
Provided Leadership and Direction Related to Revitalization of the City's Downtown			✓
Facilitated and Organized the 2011 and 2012 Council Retreats		✓	
Implemented the Information Technology Strategic Plan			✓
Continued Implementation of the Development Services Improvement Initiative			✓
Determined Key City Facilities as Part of the Downtown Plan Update	✓		
Advanced the Citywide Records Management Program			✓
Continued Community Outreach Efforts			✓
Acquired Several Properties Necessary for the Bothell Crossroads Project		✓	
Continued Financial Sustainability Through Executive Oversight and Leadership			✓
Finance Department			
Development Oversight of the 2013-2019 Capital Facilities Plan		✓	
Oversight of the 2013-2014 Biennial Budget Process		✓	
Earned the Certificate of Achievement of Excellence in Financial Reporting in 2011 and 2012		✓	
Earned the 2011-2012 Distiguished Budget Presentation Award		✓	
Legal Department			
Enhanced In-House Legal Services			✓
Oversaw 2011-2012 Legislative Programs		✓	
Study and Potentially Implement a Shift of Monitoring Defendant Compliance with Stipulated Order of Continuances (case resolution similar to probation) from the Court to Legal Department			✓
Comprehensive Review and Update of Criminal, Traffic and Administrative Codes to Ensure Consistent and Up-to-Date Provisions	✓		✓
Study and Develop a Plan with the Goal to Establish a Domestic Violence Victim Impact Panel			✓

2011 - 2012 Key Department Projects	Partially Completed	100% Completed	Multi-Year/Ongoing
Human Resources Department			
Concluded Negotiations of the Bothell Police Officers Guild Union Contract		✓	
Concluded Negotiations of the Bothell Police Captains' Contract		✓	
Negotiated American Federation of State, County and Municipal Employees Union Contract		✓	
Implementation of Required Changes based on the New Health Care Reform Act			✓
Updated the Recruitment and New Employee On-Boarding Process		✓	
Create Leadership Development and Supervisory Training			✓
Police Department			
Perform Crime Analysis of Significant Crime Problems in the City			✓
Conduct Enforcement Emphasis on Fraud Cases			✓
Plan for Homeland Security Issues			✓
Fire and Emergency Medical Services Department			
Support the Citywide Effort to Revitalize the Downtown Core			✓
Work with Other Zone 1 Fire Agencies in Migrating to New World's Integrated Technology Suite			✓
Provide Department Services to Areas Annexed into the City			✓

2011 - 2012 Key Department Projects	Partially Completed	100% Completed	Multi-Year/Ongoing
Public Works Department			
Implement Citywide Neighborhood Traffic Calming Program	✓		✓
Oversee 2013-2019 Capital Facilities Plan	✓		✓
Complete Projects and Pursue Opportunities According to the Parks, Recreation and Open Space Action Program		✓	
Oversee Water Quality Program to Meet National Pollution Discharge Elimination System Permit Requirements			✓
Investigate Options for City of Bothell Water Supply Source		✓	
Oversee Regional Transportation Issues			✓
Oversee Congestion Relief and Safety Improvements	✓		✓
Update Various Utility Comprehensive Plans	✓		
Community Development Department			
Development Services Initiative			✓
2011-2012 Plan and Code Amendments	✓		✓
Facilitate Annexation Efforts	✓		
Shoreline Master Program Update		✓	
Mobile Home Park Illegal Structure Abatement			✓

City of Bothell™

Appendix D

On October 16, 2012, the City Council adopted the 2013-2019 Capital Facilities Plan (CFP). The objective of the Capital Facilities development process is to establish a funding plan that identifies and prioritizes the City's capital needs with available funding sources. The following funding sources are utilized to fund the 2013-2019 capital projects:

- Real Estate Excise Tax (REET) – 1st and 2nd quarters
- Mitigation from:
  - Developers
  - Brightwater
  - King County Waste Water Storage Facility
- Bonds
- Donations
- Grants
- Proceeds from the sale of surplus property
- Public Works Trust Fund loan
- Utility customer user fees
- Utility Facility charges/connection fees

The first two years of the adopted 2013-2019 CFP is incorporated into the 2013-2014 biennial budget. CFP projects included in the 2013-2014 budget total $96,105,620. This figure consists of secured funding ($62,285,620) for capital projects that address our community's pressing need for capital infrastructure improvements and $33,820,000 for debt services and opportunity funds that support the capital projects included in the 2013-2019 Capital Facilities Plan.

Variances between the 2013-2019 CFP and the 2013-2014 budget include:

- Re-appropriating $17,809,015 in 2012 expenditures that are no longer anticipated to be spent by December 31, 2012.

Individual project sheets are provided for each capital project. These project sheets provide a brief description, justification, timing considerations, commencement requirements, stopping points, and the status for each project. They also indicate the time line for each phase of the project, future maintenance and operating costs as well as identify funding sources.

Readers are encouraged to review the budget document in conjunction with the City's adopted CFP. The CFP drives the City's budget process and provides detail for each of the capital projects including future maintenance and operating costs. The CFP is available on the City's Web site or by request from the City Clerk's office.

City of Bothell™

Debt Services

Local Infrastructure Financing Tool (LIFT) Bond Debt Service D1
Bond Anticipation Note Debt Service D3
Public Works Trust Fund Debt Service (Bothell Crossroads - T6) D4
Public Works Trust Fund Debt Service (Multiway Blvd: Phase 1 - T38) D5
Public Works Trust Fund Debt Service (Horse Creek Improvements - SW11) D6

Facility

Replacement of City Hall & Dawson Buildings: Phases 1 & 2 ..... F1

Park

Open Space Acquisition P7
North Creek School House P9
1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park P11
Park at Bothell Landing P20
North Creek Forest P22

Transportation

North Creek Trail - Section 3 ..... T2e
(SR 527 from 214th St SE to 500 Feet South of SR 524)
North Creek Trail - Canyon Park T2f
(Along 220th St SE between North Creek and 20th Ave SE)
Bothell Crossroads T6
Bothell-Everett Hwy Widening (240th St SE to 228th St SE) T7
Beardslee Blvd/Ross Road Interconnect T10
Multiway Blvd: Phase I (West Side from NE 183rd St to NE 188th St) T38
Main Street Enhancement: Phase I (Bothell Way to 102nd Ave NE) T41
SR 522 Stage 2A Improvements T43
NE 185th St Improvements T45
Downtown Contaminated Soil & Groundwater Clean Up T47
Bothell-Everett Hwy & 228th St SE Intersection Safety Improvements T48
NE 200th St Sidewalk & Sewer Improvements (100th Ave to 104th Ave) T49
Pop Keeney Way (NE 185th St/98th Ave NE) T53
Sammamish River Bridge Seismic Retrofit T57
NE 195th St Bridge Seismic Retrofit T58
228th St SE Corridor Safety Improvements T61
Citywide Transportation Safety Improvements T62
Corridor Transportation Demand Management (TDM) Enhancement T63

CAPITAL FACILITIES PLAN **PAGE & PROJECT NUMBERS**

Sewer

Annual Sewer Main Capital Replacement S1
Lift Station 2 Improvements S4
Promontory Hillside Sewer Main Replacement S8
Downtown Revitalization Utility Improvements S9

Stormwater

Annual Stormwater & Surface Water Capital Improvements SW1
Horse Creek Improvements SW11

Water

Annual Water Main Capital Replacement W1
Morningside Booster Station Retrofit W6
Penn Park Reservoir Replacement W7
Downtown Revitalization Utility Improvements W11

City of Bothell™

Debt Services

Local Infrastructure Financing Tool (LIFT) Bond Debt Service

CFP #D1

DESCRIPTION:

In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made in the RDA that were financed by General Obligation Bonds.

JUSTIFICATION:

Due to the large capital outlay associated with meeting the City's LIFT debt service payments, as well as the uncertainty in timing revenue associated with new development , staff is including funding for the LIFT GO Bond debt service in the City's Capital Facilities Plan.

FUTURE DEBT SERVICE COSTS:

Debt service payments through 2019 are allocated from the City's existing capital monies and therefore are not dependent on "projected" future revenue from "anticipated" new development.

TIMING PRIORITY CONSIDERATIONS:

Debt service payments through 2019 are allocated from the City's existing capital monies and therefore are not dependent on "projected" future revenue from "anticipated" new development.

PROJECT COMMENCEMENT REQUIREMENTS:

Securing a $30 million Bond Anticipation Note (BAN) until the proceeds from the entire $30 million LIFT bond are needed allows additional time for sales and property tax producing development to occur in the RDA. Per LIFT legislation, the City of Bothell has until 2014 to issue LIFT bonds.

PROJECT STOPPING POINT(S):

Prudent fiscal management supports using available City funding prior to issuing bonds and acquiring debt. Financial timing constraints include compliance with the City's Capital Facilities Plan (CFP) debt service limit and consideration of the time needed to prepare the bond issuance. All municipal bonding requires Council authorization.

STATUS:

LIFT debt payments are anticipated to span 25 years beginning in 2014.

Local Infrastructure Financing Tool (LIFT) Bond Debt Service

CFP #D1

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
LIFT GO Bond Debt Service			2,000	2,000	2,000	2,000	2,000	2,000	12,000	12,000
TOTAL ESTIMATED COSTS	**$0**	**$0**	**$2,000**	**$2,000**	**$2,000**	**$2,000**	**$2,000**	**$2,000**	**$12,000**	**$12,000**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)			1,000	1,000	1,000	1,000	1,000	1,000	6,000	6,000
Capital Improvement Fund (State LIFT Award)			1,000	1,000	1,000	1,000	1,000	1,000	6,000	6,000
TOTAL SECURED FUNDING	**$0**	**$0**	**$2,000**	**$2,000**	**$2,000**	**$2,000**	**$2,000**	**$2,000**	**$12,000**	**$12,000**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	0	2,000	2,000	2,000	2,000	2,000	2,000	12,000	12,000
Estimated Project Cost	0	0	2,000	2,000	2,000	2,000	2,000	2,000	12,000	12,000
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Bond Anticipation Note Debt Service

CFP #D3

DESCRIPTION:

Through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made in the RDA that were financed by General Obligation Bonds. The LIFT award requires the City to bond $30 million within five years of receiving the award (by 2014). By securing a $30 million Bond Anticipation Note (BAN), the City is able to significantly reduce upfront financing costs while allowing additional time for revenue producing development to occur in the RDA.

JUSTIFICATION:

In addition, to reducing upfront capital financing costs, BAN proceeds can be utilized to fund downtown capital projects until the City needs to issue the full $30 million LIFT bond. To take full advantage of the State's LIFT award, it is also fiscally prudent for the City to put off issuing LIFT bonds until significant revenue generating development occurs in the downtown Revenue Development Area (RDA).

FUTURE DEBT SERVICE COSTS:

Debt service payments through 2014 are allocated from the City's existing capital monies and therefore are not dependent on "projected" future revenue from "anticipated" new development.

TIMING PRIORITY CONSIDERATIONS:

A BAN can be secured for three years with an option to renegotiate a new BAN at the end of that term, and per LIFT legislation, the City of Bothell has until 2014 to issue LIFT bonds.

PROJECT COMMENCEMENT REQUIREMENTS:

Prudent fiscal management normally adheres to using available City funding prior to issuing bonds and acquiring debt. Financial timing constraints include compliance with the City's Capital Facilities (CFP) debt service limit and consideration of the time needed to prepare the bond issuance. All municipal boning requires Council authorization.

PROJECT STOPPING POINT(S):

The significant stopping point in issuing bonds is during underwriting.

STATUS:

In 2012, the $20 million BAN was secured. In 2011, the $30 million BAN was secured that retired the $20 million BAN and provided an additional $10 million.

Bond Anticipation Note Debt Service

CFP #D3

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Bond Anticipation Note Debt Service	804	450	30,038						30,488	31,292
TOTAL ESTIMATED COSTS	**$804**	**$450**	**$30,038**	**$0**	**$0**	**$0**	**$0**	**$0**	**$30,488**	**$31,292**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	804	450	38						488	1,292
LIFT Bond			30,000						30,000	30,000
TOTAL SECURED FUNDING	**$804**	**$450**	**$30,038**	**$0**	**$0**	**$0**	**$0**	**$0**	**$30,488**	**$31,292**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	804	450	30,038	0	0	0	0	0	30,488	31,292
Estimated Project Cost	804	450	30,038	0	0	0	0	0	30,488	31,292
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Public Works Trust Fund Debt Service
(Bothell Crossroads - T6)
CFP #D4

DESCRIPTION:
The State Public Works Board (PWB) provides low interest construction loans to local government to meet vital capital infrastructure needs. Interest rates range from 0.5% to 2.0% and are linked to the repayment period, which ranges from 10 to 30 years. Bothell applied for and received an $8,000,000 PWTF loan. This financing opportunity provided the means necessary to fully fund construction of the City's Bothell Crossroads project that will facilitate the redevelopment of the community's historic downtown area.

JUSTIFICATION:
Realignment of SR 522 addresses local and regional traffic concerns while creating two to three new city blocks to generate future economic redevelopment. This project was originally identified via a Citizen Advisory Group (CAG) as a solution to address traffic congestion, enhance the City's historic downtown, and facilitate transit operations. In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made in the RDA that were financed by General Obligation Bonds. The City received a state appropriation via the Washington State Department of Community, Trade, and Economic Development, a Washington Transportation Improvement Board (TIB) grant, and funds from the Washington State Department of Transportation.

FUTURE DEBT SERVICE COSTS:
Debt service payments through 2019 are allocated from the City's existing capital monies and therefore are not dependent on "projected" future revenue form "anticipated" new development.

TIMING PRIORITY CONSIDERATIONS:
The contract for the final construction phase was awarded in spring of 2012. It is anticipated that construction will be completed by June 2014.

PROJECT COMMENCEMENT REQUIREMENTS:
Due to the large capital outlay associated with meeting the City's LIFT General Obligation debt service payments, as well as the uncertainty in timing revenue associated with new development , LIFT debt service payments through 2015 must be allocated from the City's existing capital reserves. This strategy eliminates any dependency on "projected" future revenue from "anticipated" new development.

PROJECT STOPPING POINT(S):
The projects construction phase is not authorized to commence until all funding sources are identified, secured and appropriated. Project spending is not authorized in excess of adopted funding resources.

STATUS:
The $8 million PWTF loan was awarded in 2011. Debt service payments are anticipated to begin in 2013 and will be allocated over a twenty-year period. The interest rate is 0.5%.

Public Works Trust Fund Debt Service
(Bothell Crossroads - T6)
CFP #D4

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
PW Trust Loan Debt Service		40	440	438	436	434	432	430	2,650	2,650
TOTAL ESTIMATED COSTS	$0	$40	$440	$438	$436	$434	$432	$430	$2,650	$2,650

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)		40	440	438	436	434	432	430	2,650	2,650
TOTAL SECURED FUNDING	$0	$40	$440	$438	$436	$434	$432	$430	$2,650	$2,650

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	40	440	438	436	434	432	430	2,650	2,650
Estimated Project Cost	0	40	440	438	436	434	432	430	2,650	2,650
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Public Works Trust Fund Debt Service
(Multiway Blvd: Phase 1 - T38)
CFP #D5

DESCRIPTION:
The State Public Works Board (PWB) provides low interest construction loans to local government to meet vital capital infrastructure needs. Interest rates range from 0.5% to 2.0% and are linked to the repayment period, which ranges from 10 to 30 years. Bothell applied for a $4,500,000 PWTF loan. This opportunity provided the means necesessary to fully fund construction of the City's Multiway Boulevard, Phase 1 project that will help facilitate the redevelopment of the community's historic downtown area.

JUSTIFICATION:
The Multiway Boulevard is the public investment cornerstone of the City's Downtown Revitalization Plan. In correlation with downtown code development, the Boulevard encourages economic revitalization in Bothell's historic Downtown area.

FUTURE DEBT SERVICE COSTS:
Debt service payments are allocated from the City's capital monies.

TIMING PRIORITY CONSIDERATIONS:
Financial timing constraints preclude the construction of the Multiway Boulevard until the City is able to reduce its debt requirements associated with the Crossroads project and property acquisition. This Multiway Boulevard project is to be funded from various sources to be determined, including but not limited to property sale proceeds, utility funds, impact fees, capital improvement fund and Public Works Trust Fund loan or other viable funding sources. This project will be constructed in phases as financing is obtained. Phase 1 will construct the sidewalk, parking, side access lane, and median on the west side of Bothell Way from NE 183rd Street to NE 188th Street. This first phase needs to be completed in 2014 to support the new development on the west side of Bothell Way. Phase 2 will include the rest of the Multiway Boulevard from newly relocated SR 522 to NE 185th St. If the City Hall block proceeds with development, then Phase 2 may need to be implemented. Phase 3 will complete the Multiway Boulevard from NE 185th St to NE 188th Street. Private development is anticipated to complete frontage on the west side between NE 183rd Street and SR 522.

PROJECT COMMENCEMENT REQUIREMENTS:
The project is approved to commence when financing is secured and funding resources are appropriated in the City's biennial budget.

PROJECT STOPPING POINT(S):
The project's construction phase is not authorized to commence until all funding sources are identified, secured and appropriated. Project spending is not authorized in excess of adopted funding resources.

STATUS:
In Summer 2012, staff submitted an application for a $4,500,000 construction loan. Notification to loan recipients will take place in late 2012. The repayment term of the loan is 20 years at 0.5%.

Public Works Trust Fund Debt Service
(Multiway Blvd: Phase 1 - T38)
CFP #D5

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
PW Trust Loan Debt Service		23	248	246	245	244	243	242	1,491	1,491
TOTAL ESTIMATED COSTS	$0	$23	$248	$246	$245	$244	$243	$242	$1,491	$1,491

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)		23	248	246	245	244	243	242	1,491	1,491
TOTAL SECURED FUNDING	$0	$23	$248	$246	$245	$244	$243	$242	$1,491	$1,491

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	23	248	246	245	244	243	242	1,491	1,491
Estimated Project Cost	0	23	248	246	245	244	243	242	1,491	1,491
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Public Works Trust Fund Debt Service
(Horse Creek Improvements - SW11)
CFP #D6

DESCRIPTION:
The State Public Works Board (PWB) provides low interest construction loans to local government to fund vital capital infrastructure needs. Interest rates range from 0.5% to 2.0% and are linked to the repayment period, which ranges from 10 to 30 years. Bothell applied for two low interest loans - one for $800,000 and another for $8,500,000. The State's PWTF financing opportunity provided Bothell the means necessary to fully fund construction of the Horse Creek project.

JUSTIFICATION:
The existing Horse Creek pipe through downtown cannot adequately pass large storm event flows. This puts downtown properties at risk for flooding. With downtown redevelopment imminent, it is critical to improve the capacity and reliability of Horse Creek. This project will protect existing and future downtown investments. The location of the existing pipe also impedes redevelopment of key downtown properties, which this project will remedy.

FUTURE DEBT SERVICE COSTS:
Debt service payments are allocated from the City's Storm Water Utility Fund.

TIMING PRIORITY CONSIDERATIONS:
The project needs to move forward in a manner that supports the redevelopment in the downtown. This ensures that adequate coordination takes place and impacts are minimized to newly opened facilities. Timely completion of this project will free City-owned properties up for surplus.

PROJECT COMMENCEMENT REQUIREMENTS:
This stormwater and surface water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
The project's construction phase is not authorized to commence until all funding sources are identified, secured and appropriated. Project spending is not authorized in excess of adopted funding resources.

STATUS:
In Spring 2012, staff submitted two applications for $800,000 and $8,500,000 construction loans, totaling $9,300,000. Notification to loan recipients will take place in late 2012. The repayment term of both loans is 20 years at 0.5%.

Public Works Trust Fund Debt Service
(Horse Creek Improvements - SW11)
CFP #D6

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
PW Trust Loan Debt Service	4	70	511	509	507	504	502	500	3,103	3,107
TOTAL ESTIMATED COSTS	$4	$70	$511	$509	$507	$504	$502	$500	$3,103	$3,107

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Stormwater Capital Project Fund	4	70	511	509	507	504	502	500	3,103	3,107
TOTAL SECURED FUNDING	$4	$70	$511	$509	$507	$504	$502	$500	$3,103	$3,107

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	4	70	511	509	507	504	502	500	3,103	3,107
Estimated Project Cost	4	70	511	509	507	504	502	500	3,103	3,107
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

City of Bothell™

Facility
Capital Projects

Replacement of City Hall & Dawson Buildings: Phases 1 & 2

CFP #F1

DESCRIPTION:

City Hall was constructed in the 1930s and remodeled numerous times since to accommodate service delivery and staffing needs. In 1996, the Public Works and Community Development Departments were moved to the Dawson Building, thereby splitting non-public safety City services into two locations. In 2006, City services were further fractured when the Facilities and Recreation staff were relocated off-site to accommodate staff growth in other service delivery areas. Three options were studied to site the new City Hall: purchase and remodel the Northshore School District's Anderson Building complex and sell the current City Hall and Dawson buildings; construct a new City Hall and Council Chambers on the current City Hall site; or build a City Hall and Council Chambers on the Beta Bothell commercial site and sell the current City Hall and Dawson buildings. In January 2009, after extensive analysis and a considerable amount of public input, the Bothell City Council selected the existing City Hall site for the new City Hall building.

Phase 1: This phase consists of activities to prepare the site for future construction (Phase 2) and will be completed by Spring 2013. Specifically, this phase relocates onsite private utilities and establishes temporary and new power facilities, removes five buildings and establishes temporary employee parking.

Phase 2: This phase includes actual construction of a new City Hall building. Phase 2 entails a developer agreement to construct the facility and associated parking under a guaranteed maximum price (GMP) scenario. The Council is not required to make a final decision concerning the GMP until Phase 1 is concluded, thus allowing additional time for our local economy to recover.

JUSTIFICATION:

A phased approach for this project responds to recent changes and provides the City a greater degree of financial strength and flexibility. Changes, including a one-year delay in the Crossroads project and a slower-than-expected recession recovery in the housing market and associated capital restricted revenue capital-restricted produced less financial certainty in final project expenses. This recommended phased method provides a more conservative approach and Real Estate Excise Tax lends itself to the City's consistent practice of prudent and timely decision making.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future maintenance and operating (M & O) costs are anticipated to be similar to those incurred by the current City Hall and Dawson buildings. Actual M & O costs will be determined based on final design.

TIMING PRIORITY CONSIDERATIONS:

Financial timing constraints include compliance with the City's Capital Facilities Plan (CFP) debt service limit (specific consideration must be given to the City's LIFT GO Bond and Multi-way Boulevard financing obligations), and ownership transference of the surplus Northshore School District (NSD) property to a developer.

PROJECT COMMENCEMENT REQUIREMENTS:

Project design monies are appropriated in 2009-2014. Spending must be in accordance with State Real Estate Excise Tax law (RCW 82.46).

PROJECT STOPPING POINT(S):

The project's construction phase is not authorized to commence until all funding sources are identified, secured, and appropriated. Project spending is not authorized in excess of adopted funding resources.

STATUS:

The City Council has previously evaluated and supported design plans associated with a new City hall and is a key part of a larger City Center block development. The size of the original building design may not be warranted at this time due to recent annexation results and redesign of the building may be necessary to phase the development over time. Regardless of the size of the building, the City manager has determined that it is in the best financial interest of the City to proceed with a more conservative phased approach (Phase 1 and 2 above). A separate Capital Facilities project is also being initiated to perform the environmental clean-up on the corner of the Center block.

Replacement of City Hall & Dawson Buildings: Phases 1 & 2

CFP #F1

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	1,207	143							143	1,350
ROW Acquisition	2,150								0	2,150
Construction		2,150							2,150	2,150
TOTAL ESTIMATED COSTS	**$3,357**	**$2,293**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,293**	**$5,650**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	208	2,293							2,293	2,501
Bond Anticipation Note	3,149								0	3,149
TOTAL SECURED FUNDING	**$3,357**	**$2,293**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,293**	**$5,650**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	3,357	2,293	0	0	0	0	0	0	2,293	5,650
Estimated Project Cost	3,357	2,293	0	0	0	0	0	0	2,293	5,650
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

City of Bothell™

Park
Capital Projects

Open Space Acquisition
CFP #P7

DESCRIPTION:
This project consists of acquisition of open space land throughout the City. Funds may be used as a match for grant funded projects, acquisitions identified in the Parks, Recreation & Open Space Action Program (PROSAP) or other opportunities that might be presented over the next seven years. One acquisition currently being considered is the Williams parcel located along Riverside Drive at approximately 108th Ave. NE. This parcel has received partial funding of $305,000 from King County Conservation Futures Funds.

JUSTIFICATION:
These funds would provide a funding source to acquire new open space sites or expand existing parks with open space that might become available in the future.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
To be determined when opportunities are identified and master plans completed.

TIMING PRIORITY CONSIDERATIONS:
The existing Conservation Futures Grant for the Williams Property requires a 50% match and, without an extension, that the acquisition of the Williams Property must be completed by year-end 2012.

PROJECT COMMENCEMENT REQUIREMENTS:
Grant match must be provided and authorization to purchase from City Council.

PROJECT STOPPING POINT(S):
Unwilling seller(s) and lack of grant match.

STATUS:
Williams -Appraisal completed. Determining if owner is a willing seller.

Open Space Acquisition

CFP # P7

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Land Acquisition	661	610							610	1,271
TOTAL ESTIMATED COSTS	**$661**	**$610**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$610**	**$1,271**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	34								0	34
Capital Improvement Fund (Park Impact Fees Transfer)	33								0	33
Grant Awarded (KC Conservation Futures Fund)	200	305							305	505
Grant Awarded (SCo Conservation Futures Fund)	200								0	200
Grant Awarded (Wa St Dept of Commerce)	194								0	194
TOTAL SECURED FUNDING	**$661**	**$305**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$305**	**$966**
UNSECURED FUNDING										
Funding Source (TBD)		305							305	305
TOTAL UNSECURED FUNDING	**$0**	**$305**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$305**	**$305**
TOTAL ESTIMATED FUNDING	**$661**	**$610**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$610**	**$1,271**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	661	305	0	0	0	0	0	0	305	966
Unsecured Funding	0	305	0	0	0	0	0	0	305	305
Estimated Project Cost	661	610	0	0	0	0	0	0	610	1,271
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

North Creek School House

CFP #P9

DESCRIPTION:
City Council accepted the donation of the North Creek School House for relocation to Centennial Park and the original property it was located on. The School House was relocated to Centennial Park and moved onto a new foundation. The exterior was restored at Centennial Park for future use as an interpretive center. The donated property is to be sold with all proceeds designated toward the cost of rehabilitating the structure. Additional fund raising and/or in-kind donations are needed to fund the design and construction work.

JUSTIFICATION:
Acceptance of the North Creek School House donation provided for the preservation of a piece of Bothell's history. When the building is restored, it will be available for programming and revenue-generating rentals.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
An annual increase of maintenance and operating costs amounting to $4,000 is anticipated as a result of this project.

TIMING PRIORITY CONSIDERATIONS:
Further project spending is not approved until all financing is secured, including the proceeds from the future sale of property.

PROJECT COMMENCEMENT REQUIREMENTS:
The project is not approved to commence until all financing is secured.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
Sale of property will take place when the real estate market begins to recover. Interior remodel and restoration of the School House will include demolition of storage loft and food stand, repair of ceiling openings, painting along with fire alarm and HVAC installation. Community members have raised some donations and will be assisting the City in a 2013 grant application to Snohomish County Historic Preservation Commission.

North Creek School House

CFP #P9

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	8								0	8
Construction	239	30	30	61					121	360
TOTAL ESTIMATED COSTS	**$247**	**$30**	**$30**	**$61**	**$0**	**$0**	**$0**	**$0**	**$121**	**$368**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	230								0	230
Grant Awarded (4 Culture Grant)	17								0	17
Donations		15							15	15
TOTAL SECURED FUNDING	**$247**	**$15**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$15**	**$262**
UNSECURED FUNDING										
Funding Source (TBD)				61					61	61
Grant Pending (Snoh County Historic Preservation)		15							15	15
Donations			30						30	30
TOTAL UNSECURED FUNDING	**$0**	**$15**	**$30**	**$61**	**$0**	**$0**	**$0**	**$0**	**$106**	**$106**
TOTAL ESTIMATED FUNDING	**$247**	**$30**	**$30**	**$61**	**$0**	**$0**	**$0**	**$0**	**$121**	**$368**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	247	15	0	0	0	0	0	0	15	262
Unsecured Funding	0	15	30	61	0	0	0	0	106	106
Estimated Project Cost	247	30	30	61	0	0	0	0	121	368
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park

CFP #P11

DESCRIPTION:
This project develops a "community park" on top of a wastewater storage tank that is owned and operated by King County. Two development options are being considered: 1) a full size tennis and basketball court, walking paths, and parking lot (26 spaces) with landscaping and picnic tables and benches or 2) a playfield and picnic shelter.

JUSTIFICATION:
This project is funded with mitigation funds associated with the construction impacts of the King County Wastewater Pump Station Storage Facility. Development is prescribed in a Memorandum of Agreement between the City of Bothell and King County.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
Final estimates will be determined once the master plan is adopted and design is completed. Using the conceptual plan, an annual increase in maintenance and operating costs amounting to $76,800 is anticipated as a result of this project.

TIMING PRIORITY CONSIDERATIONS:
Use Agreement for the site is approved by City Council and King County Council.

PROJECT COMMENCEMENT REQUIREMENTS:
Project funding is secured. The City is in negotiations with King County to develop a Use Agreement for the site. A public input process is required.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources

STATUS:
Council is scheduled to consider 1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park Master Plan in 2012 with possible construction in 2014. The amount programmed in the CFP may not be sufficient to develop per the adopted Master Plan, in which case the project will be phased.

1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park

CFP #P11

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design		80							80	80
Construction			520						520	520
TOTAL ESTIMATED COSTS	**$0**	**$80**	**$520**	**$0**	**$0**	**$0**	**$0**	**$0**	**$600**	**$600**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (KC Pump Station Mitigation)		80	520						600	600
TOTAL SECURED FUNDING	**$0**	**$80**	**$520**	**$0**	**$0**	**$0**	**$0**	**$0**	**$600**	**$600**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding		80	520	0	0	0	0	0	600	600
Estimated Project Cost		80	520	0	0	0	0	0	600	600
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
General Fund - Park 001		77	77	77	77	77	77	462
	Dollars include .51 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	**$0**	**$77**	**$77**	**$77**	**$77**	**$77**	**$77**	**$462**
TOTAL FTE IMPACT	**Dollars include .51 FTEs starting in 2014**							

Park at Bothell Landing

CFP #P20

DESCRIPTION:

This project involves the expansion and redevelopment of the Park at Bothell Landing. The project is associated with the Bothell Crossroads project (realignment of SR 522), and is vital to the City's Downtown Revitalization vision. The park will be analyzed in its entirety, but will be developed in phases as funding is secured. The projected development schedule is:

2014-2015 Design entire park
- 2015 Café & West Access
- 2016 Gathering Plaza & City share of West Access
- 2017 East Parking & Bridge Replacement
- 2018 Historic Building Zone
- 2019 Play Area & Wetland Enhancement

JUSTIFICATION:

The first phase of the Park at Bothell Landing project is necessary to link the Park to the realignment of SR 522.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No new maintenance and operating costs assumed for 2013-2014. Final estimates will be calculated once the scope for Phase I is determined.

TIMING PRIORITY CONSIDERATIONS:

This park project must coincide with, or follow the realignment of SR 522 (Bothell Crossroads project). The Master Plan for the Park at Bothell Landing was adopted in 2010. The Park at Bothell Landing project is to be funded by various sources to be determined, including but not limited to, grants, property sale proceeds, park impact fees, the asset replacement fund (for the pedestrian bridge across Sammamish River, playground and boardwalk), retail lease proceeds, developer contributions and the capital improvement fund.

PROJECT COMMENCEMENT REQUIREMENTS:

The Park at Bothell Landing project is approved to commence in phases as financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources

STATUS:

The Park at Bothell Landing project's design is funded in 2014 and 2015. The Master Plan for the Park at Bothell Landing was adopted in 2010.

Park at Bothell Landing

CFP #P20

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	20		100	890					990	1,010
Construction				1,200	2,836	2,367	1,597	4,713	12,713	12,713
TOTAL ESTIMATED COSTS	**$20**	**$0**	**$100**	**$2,090**	**$2,836**	**$2,367**	**$1,597**	**$4,713**	**$13,703**	**$13,723**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Park Impact Fees Transfer)			100	400					500	500
Capital Improvement Fund (Asset Replacement Transfer)	20					480	12	153	645	665
TOTAL SECURED FUNDING	**$20**	**$0**	**$100**	**$400**	**$0**	**$480**	**$12**	**$153**	**$1,145**	**$1,165**
UNSECURED FUNDING										
Potential Grant Funding *					500	500			1,000	1,000
Unidentified City Resources **				390	2,236	1,287	1,485	4,460	9,858	9,858
Contributions (Developers)				1,200					1,200	1,200
Proceeds from Retail Lease				100	100	100	100	100	500	500
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$0**	**$1,690**	**$2,836**	**$1,887**	**$1,585**	**$4,560**	**$12,558**	**$12,558**
TOTAL ESTIMATED FUNDING	**$20**	**$0**	**$100**	**$2,090**	**$2,836**	**$2,367**	**$1,597**	**$4,713**	**$13,703**	**$13,723**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	20	0	100	400	0	480	12	153	1,145	1,165
Unsecured Funding	0	0	0	1,690	2,836	1,887	1,585	4,560	12,558	12,558
Estimated Project Cost	20	0	100	2,090	2,836	2,367	1,597	4,713	13,703	13,723
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

*** Potential Grant funding sources consist of applicable opportunities through the State Recreation and Conservation Office.**

**** Unidentified City resources consist of but not limited to opportunity funds, capital reserves and savings from capital project spending.**

North Creek Forest

CFP #P22

DESCRIPTION:
This project consists of acquisition and future development of open space land located on 112th Ave NE at approximately NE 201st St. The North Creek Forest is comprised of five parcels and over 50 acres of largely undeveloped property. The project anticipates acquisition of all properties prior to developing a master plan for the entire site.

JUSTIFICATION:
This project is specific acquisition of open space consistent with the Parks, Recreation & Open Space Action Program (PROSAP) and has been funded with grants and King County Proposition 2 funds.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
To be determined once properties are acquired and master plan is developed.

TIMING PRIORITY CONSIDERATIONS:
The Conservation Futures Grant requires a 50% match and acquisition of the additional North Creek Forest parcels must be completed by year-end 2013.

PROJECT COMMENCEMENT REQUIREMENTS:
Grant match must be provided and authorization to purchase from City Council.

PROJECT STOPPING POINT(S):
Unwilling seller(s) and lack of grant match.

STATUS:
Two parcels equaling 35+ acres were acquired in 2011. Funding is available to purchase a third parcel in 2012. Grants have been applied for and $500,000 is recommended for funding through King County Conservation Futures Fund to purchase the three remaining parcels.

North Creek Forest

CFP # P22

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Land Acquisition	200		1,600						1,600	1,800
TOTAL ESTIMATED COSTS	**$200**	**$0**	**$1,600**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,600**	**$1,800**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Grant Awarded (KC Conservation Futures Fund)	100		500						500	600
Grant Awarded (Wa St RCO)	100		197						197	297
TOTAL SECURED FUNDING	**$200**	**$0**	**$697**	**$0**	**$0**	**$0**	**$0**	**$0**	**$697**	**$897**
UNSECURED FUNDING										
Grant Funding (TBD)			903						903	903
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$903**	**$0**	**$0**	**$0**	**$0**	**$0**	**$903**	**$903**
TOTAL ESTIMATED FUNDING	**$200**	**$0**	**$1,600**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,600**	**$1,800**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	200	0	697	0	0	0	0	0	697	897
Unsecured Funding	0	0	903	0	0	0	0	0	903	903
Estimated Project Cost	200	0	1,600	0	0	0	0	0	1,600	1,800
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

City of Bothell™

Transportation Capital Projects

North Creek Trail - Section 3
(SR 527 from 214th St SE to 500 Feet South of SR 524)
CFP #T2e

DESCRIPTION:
North Creek Trail is a seven-mile, multi-purpose trail connecting the Burke-Gillman/ Sammamish River Trail in King County and the Interurban Trail at McCollum Park in Snohomish County. The project will consist of a separated 12-foot wide asphalt trail and may consist of a boardwalk section where the alignment crosses the wetland area.

JUSTIFICATION:
This trail segment is identified as Section 3; SR 527 From 214th Street SE to 500 Feet South of SR 524. The scope of work for this project includes construction of a separated 12 foot wide asphalt multi-purpose paved path and will connect to an existing trail located just south of SR 524.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
The project timeline must meet the grant requirements if secured. King County is planning to install a sewer trunkline near the proposed new trail. Rather than disrupt the wetlands and adjacent properties twice, the City and King County are working to jointly install their respective facilities. As such, the construction phase of the trail is anticipated to occur in 2014.

PROJECT COMMENCEMENT REQUIREMENTS:
Project spending is authorized for design and ROW acquisition.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
Two federal grants have been received for design, right-of-way and construction funding. Design work is almost complete. ROW acquisition is anticipated to be completed in 2012. Construction is likely to occur in 2014 to coincide with King County sewer trunkline construction.

North Creek Trail - Section 3
(SR 527 from 214th Street SE to 500 Feet South of SR 524)
CFP #T2e

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	304								0	304
ROW Acquisition	292								0	292
Construction			892						892	892
TOTAL ESTIMATED COSTS	**$596**	**$0**	**$892**	**$0**	**$0**	**$0**	**$0**	**$0**	**$892**	**$1,488**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	1		131						131	132
Grant Awarded (Federal)	565		705						705	1,270
Mitigation - Brightwater (Arterial Overlay Program *)	30		56						56	86
TOTAL SECURED FUNDING	**$596**	**$0**	**$892**	**$0**	**$0**	**$0**	**$0**	**$0**	**$892**	**$1,488**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	596	0	892	0	0	0	0	0	892	1,488
Estimated Project Cost	596	0	892	0	0	0	0	0	892	1,488
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		2	2	2	2	2	2	12
	Dollars include .01 FTEs starting in 2014							
General Fund - Park 001		2	2	2	2	2	2	12
	Dollars include .02 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	**$0**	**$4**	**$4**	**$4**	**$4**	**$4**	**$4**	**$24**
TOTAL FTE IMPACT	**Dollars include .03 FTEs starting in 2014**							

* Allocated from Arterial Overlay Program (T5) $86K.

North Creek Trail - Canyon Park
(Along 220th St SE between North Creek and 20th Ave SE)
CFP #T2f

DESCRIPTION:
North Creek Trail is a regional, multi-use, seven-mile trail connecting the Burke-Gilman/Sammamish River Trail in King County and the Interurban Trail at McCollum Park in Snohomish County. Due to funding constraints, trail projects through Bothell are being phased in stages. This portion of the project is identified as a substandard section of the trail located within Canyon Park and is approximately 600 linear feet of trail along 220th Street SE between North Creek and 20th Ave SE. The scope of work for this project will consist of widening one existing sidewalk to a 10-12 foot wide asphalt paved trail to connect to existing North Creek Trail in the business park.

JUSTIFICATION:
This project helps interconnect the other trail segments connecting residential neighborhoods, employment centers, recreational facilities, and the regional bike path network. The main source of funding for this segment is state and federal transportation funding.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
Allocation of some local funds in 2014 will provide the City with the opportunity to leverage grant funding for this missing link of the North Creek Trail.

PROJECT COMMENCEMENT REQUIREMENTS:
The project timeline and spending must comply with grant requirements. The project would not proceed unless it successfully obtained federal grant funds.

PROJECT STOPPING POINT(S):
The project is not approved to commence until grant funding is secured.

STATUS:
No action has taken place on this project. A grant application will be submitted in spring 2013.

North Creek Trail - Canyon Park

(Along 220th St SE between North Creek and 20th Ave SE)

CFP #T2f

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design			94						94	94
ROW Acquisition			99						99	99
Construction				215					215	215
TOTAL ESTIMATED COSTS	$0	$0	$193	$215	$0	$0	$0	$0	$408	$408

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)			18	7					25	25
Grant Pending (State - WSDOT)			175	208					383	383
TOTAL SECURED FUNDING	$0	$0	$193	$215	$0	$0	$0	$0	$408	$408

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	0	193	215	0	0	0	0	408	408
Estimated Project Cost	0	0	193	215	0	0	0	0	408	408
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101			1	1	1	1	1	5
	Dollars include .01 FTEs starting in 2015							
General Fund - Park 001			3	3	3	3	3	15
	Dollars include .02 FTEs starting in 2015							
TOTAL FUTURE M&O COSTS	$0	$0	$4	$4	$4	$4	$4	$20
TOTAL FTE IMPACT	Dollars include .03 FTEs starting in 2015							

Bothell Crossroads
CFP #T6

DESCRIPTION:
The Bothell Crossroads project is vital to the City's Downtown vision. The project realigns SR 522 to the south of the existing SR 522 to create new "T" intersections at Bothell Way and 98th Avenue NE. Bothell Way and 98th Ave NE will be extended from Main Street to the new SR 522. The roadway will consist of two lanes in each direction with turn lanes, sidewalks, and landscaping. No park improvement funding is included in this project.

JUSTIFICATION:
Realignment of SR 522 addresses local and regional traffic concerns while creating two to three new city blocks to generate future economic redevelopment. This project was originally identified via a Citizen Advisory Group (CAG) as a solution to address traffic congestion, enhance the City's historic downtown, and facilitate transit operations. In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City. The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made within the City that were financed by General Obligation Bonds. The City also received a state appropriation via the Washington State Department of Community, Trade, and Economic Development, a Washington Transportation Improvement Board (TIB) grant, and funds from the Washington State Department of Transportation.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, etc. are included. The City has an agreement in place with Puget Sound Energy for the streetlights added with this project so those costs are included in the 2013-2014 operating budget proposal and are not reflected here.

TIMING PRIORITY CONSIDERATIONS:
The contract for the final phase was awarded in spring of 2012. It is anticipated that construction will be completed by June 2014.

PROJECT COMMENCEMENT REQUIREMENTS:
Due to the large capital outlay associated with meeting the City's LIFT General Obligation debt service payments, as well as the uncertainty in timing revenue associated with new development , LIFT debt service payments through 2015 must be allocated from the City's existing capital reserves. This strategy eliminates any dependency on "projected" future revenue from "anticipated" new development.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
The construction of the project has been phased. Phase 1, which included demolition of building structures, was completed in May 2010. Phase 2, consisted of preloading soft soil areas with a large mound of soil to induce settlement prior to road construction was completed at the end of 2010. The construction contract for Phase 3 (final phase) was awarded in spring 2012 and is scheduled to be completed in June 2014.

Bothell Crossroads

CFP #T6

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Predesign	62								0	62
Design	6,820								0	6,820
ROW Acquisition	25,224								0	25,224
Construction	7,794	9,766	5,170	7	7	7			14,957	22,751
TOTAL ESTIMATED COSTS	**$39,900**	**$9,766**	**$5,170**	**$7**	**$7**	**$7**	**$0**	**$0**	**$14,957**	**$54,857**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	20,809								0	20,809
Capital Improvement Fund (Traffic Impact Fees Transfer)	258		3,623	7	7	7			3,644	3,902
Arterial Street Fund	1								0	1
Bond Anticipation Note	9,635								0	9,635
Grant Awarded (CTED)	6,980								0	6,980
Grant Awarded (TIB)	949	1,801	847						2,648	3,597
State Contribution (WSDOT Overlay)			500						500	500
Mitigation - Brightwater	650								0	650
Public Works Trust Fund		7,800	200						8,000	8,000
Utilities - Sewer	346	63							63	409
Utilities - Water	272	102							102	374
TOTAL SECURED FUNDING	**$39,900**	**$9,766**	**$5,170**	**$7**	**$7**	**$7**	**$0**	**$0**	**$14,957**	**$54,857**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	39,900	9,766	5,170	7	7	7	0	0	14,957	54,857
Estimated Project Cost	39,900	9,766	5,170	7	7	7	0	0	14,957	54,857
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		37	37	37	37	37	37	222
	Dollars include .20 FTEs starting in 2014							
Stormwater Fund 406		12	12	12	12	12	12	72
	Dollars include .07 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	**$0**	**$49**	**$49**	**$49**	**$49**	**$49**	**$49**	**$294**
TOTAL FTE IMPACT	**Dollars include .27 FTEs starting in 2014**							

Bothell-Everett Hwy Widening
(240th St SE to 228th St SE)
CFP #T7

DESCRIPTION:
This project is anticipated to be the first stage in the implementation of the SR 527 Route Development Plan (RDP). The project includes widening to a five-lane roadway with intermittent median landscaping, where feasible. In locations where topographical and environmental constraints exist, roadway widening may be limited to four lanes. Other improvements will include the installation of curbs, gutters, sidewalks and bike lanes on both sides of the roadway. Jurisdiction for this portion of the highway was transferred to the City of Bothell in 2011 so it is no longer State Route 527 in this section.

JUSTIFICATION:
The Bothell Everett Highway corridor is a major north-south route in Bothell that will need future improvements in order to provide adequate service levels. The adequacy of the City's roadway network is dependent on adequate capacity on the state highway system. This project will provide future capacity and safety enhancements for both pedestrians and motorists along the corridor. Recent development in the area further warrants the above improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
The project timeline must meet federal grant requirements including obligation of construction funds by the end of June 2012.

PROJECT COMMENCEMENT REQUIREMENTS:
Design is complete. There is on-going negotiation with several properties but possession and use has been obtained and the right of way acquisition is certified. Federal approval has been received to proceed with advertisement for construction bids.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
The design is complete. The right of way is certified and the project is expected to go to ad before the end of 2012. Construction is anticipated to begin in early 2013.

Bothell-Everett Hwy Widening
(240th St SE to 228th St SE)
CFP #T7

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	1,456								0	1,456
ROW Acquisition	2,007								0	2,007
Construction	1,214	4,024							4,024	5,238
TOTAL ESTIMATED COSTS	**$4,677**	**$4,024**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,024**	**$8,701**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	451	569							569	1,020
Arterial Street Fund	263								0	263
Grant Awarded (Federal)	3,963	3,455							3,455	7,418
TOTAL SECURED FUNDING	**$4,677**	**$4,024**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,024**	**$8,701**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	4,677	4,024	0	0	0	0	0	0	4,024	8,701
Estimated Project Cost	4,677	4,024	0	0	0	0	0	0	4,024	8,701
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101	97	97	97	97	97	97	97	679
	Dollars include .58 FTEs starting in 2013							
Stormwater Fund 406	2	2	2	2	2	2	2	14
	Dollars include .01 FTEs starting in 2013							
TOTAL FUTURE M&O COSTS	**$99**	**$99**	**$99**	**$99**	**$99**	**$99**	**$99**	**$693**
TOTAL FTE IMPACT	**Dollars include .59 FTEs starting in 2013**							

Beardslee Blvd/Ross Road Interconnect

CFP #T10

DESCRIPTION:
This project addresses safety and access concerns in the Beardslee/Ross Road/112th Ave NE area by constructing a new section of 112th Avenue connecting to a new intersection at Beardslee Boulevard at a location between the signalized UWB/CCC entrance and I-405 interchange. Ross Road will be terminated with a cul-de-sac.

JUSTIFICATION:
The residential neighborhood in this area has expressed major access and safety concerns along Ross Road and at the 112th/Beardslee intersection as congestion increases as a result of growth in downtown area, college campus expansion, proposed Westridge Gateway development, other developments and future interchange improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
Westridge Gateway development located north of Beardslee Boulevard adjacent to I-405 Interchange is expecting to start construction in the summer of 2012 and the construction includes the new connector project.

PROJECT COMMENCEMENT REQUIREMENTS:
Construction of this project is contingent on start of work by the Westridge Gateway developer.

PROJECT STOPPING POINT(S):
Not applicable as this is fully funded by the developers. Construction of the connector may be phased in conjunction with phasing plans of the developers in this area.

STATUS:
Construction is expected to start summer of 2012 and may be phased in conjunction with phasing plans of the developers on Westridge Gateway and Bothell Heights Plat construction.

Beardslee Blvd/Ross Road Interconnect

CFP #T10

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	115								0	115
Construction	61								0	61
TOTAL ESTIMATED COSTS	$176	$0	$0	$0	$0	$0	$0	$0	$0	$176

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Transportation Opportunity Fund*)	176								0	176
TOTAL SECURED FUNDING	$176	$0	$0	$0	$0	$0	$0	$0	$0	$176

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	176	0	0	0	0	0	0	0	0	176
Estimated Project Cost	176	0	0	0	0	0	0	0	0	176
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101	24	24	24	24	24	24	24	168
	Dollars include .11 FTEs starting in 2013							
Sewer Fund 402	1	1	1	1	1	1	1	7
	Dollars include .01 FTEs starting in 2013							
Stormwater Fund 406	8	8	8	8	8	8	8	56
	Dollars include .05 FTEs starting in 2013							
TOTAL FUTURE M&O COSTS	$33	$33	$33	$33	$33	$33	$33	$231
TOTAL FTE IMPACT	Dollars include .17 FTEs starting in 2013							

Private Developer will construct during 2013-2019 planning period.

* Allocated from Transportation Opportunity Fund (T36) $135K for 2010.

Multiway Blvd: Phase I
(West Side from NE 183rd St to NE 188th St)
CFP #T38

DESCRIPTION:
This project constructs Phase 1 of the Multiway Boulevard linking the east and west sides of downtown Bothell across Bothell Way. The Boulevard is intended to be the "showpiece public space" in the city's revitalized downtown core. The Multiway Boulevard consists of four travel lanes, a left turn lane, two side medians with large trees, two side lanes with parking, and wide sidewalks with trees. Phase I will construct the west side of the boulevard from NE 183d Street to NE 188th Street.

JUSTIFICATION:
The Multiway Boulevard is the public investment cornerstone of the City's Downtown Revitalization Plan. In correlation with downtown code development, the Boulevard encourages economic revitalization in Downtown Bothell.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
Financial timing constraints preclude the construction of the Multiway Boulevard until the City is able to reduce its debt requirements associated with the Crossroads project and property acquisition. This Multiway Boulevard project is to be funded from various sources to be determined, including but not limited to property sale proceeds, utility funds, impact fees, capital improvement fund, and Public Works Trust Fund loan or other viable funding sources. This project will be constructed in phases as financing is obtained. Phase 1 will construct the sidewalk, parking, side access lane, and median on the west side of Bothell Way from NE 183rd Street to NE 188th Street. This first phase needs to be completed in 2014 to support the new development on the west side of Bothell Way. Phase 2 will include the rest of the Multiway Boulevard from newly relocated SR 522 to NE 185th St. If the City Hall block proceeds with development, then Phase 2 may need to be implemented. Phase 3 will complete the Multiway Boulevard from NE 185th Street to NE 188th Street. Private development is anticipated to complete frontage on the west side between NE 183rd Street and SR 522.

PROJECT COMMENCEMENT REQUIREMENTS:
The project is not approved to commence until financing is secured.

PROJECT STOPPING POINT(S):
The project's construction phase is not to commence until all funding sources are secured. Project spending is not authorized in excess of adopted funding resources.

STATUS:
The project design and ROW acquisition is complete. The project is construction-ready. Depending on the amount of funds available, the bid package may be adjusted and require additional work to repackage the phases accordingly.

Multiway Blvd: Phase I
(West Side from NE 183rd St to NE 188th St)
CFP #T38

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	3,284								0	3,284
ROW Acquisition	958								0	958
Construction	550	4,534	300						4,834	5,384
TOTAL ESTIMATED COSTS	**$4,792**	**$4,534**	**$300**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,834**	**$9,626**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	2,841								0	2,841
Capital Improvement Fund (Traffic Impact Fees Transfer)	1,073								0	1,073
Public Works Trust Fund Loan		4,500							4,500	4,500
Contributions (Developers)	878	34	300						334	1,212
TOTAL SECURED FUNDING	**$4,792**	**$4,534**	**$300**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,834**	**$9,626**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	4,792	4,534	300	0	0	0	0	0	4,834	9,626
Estimated Project Cost	4,792	4,534	300	0	0	0	0	0	4,834	9,626
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		86	86	86	86	86	86	516
	Dollars include .54 FTEs starting in 2014							
Sewer Fund 402		1	1	1	1	1	1	6
	FTEs not included in Sewer							
Stormwater Fund 406		49	49	49	49	49	49	294
	Dollars include .34 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	**$0**	**$136**	**$136**	**$136**	**$136**	**$136**	**$136**	**$816**
TOTAL FTE IMPACT	**Dollars include .88 FTEs starting in 2014**							

Main St Enhancement: Phase I
(Bothell Way to 102nd Ave NE)
CFP #T41

DESCRIPTION:
The Main Street Enhancement project implements improvements to Main Street from Bothell Way to 102nd Avenue NE. The project reworks the entire streetscape from building front to building front. The first phase of the project comprises improvements on Main Street between Bothell Way to just east of the 102nd Avenue NE intersection. The project will include a flexible parking zone for parallel parking that could, on occasion, be used for other purposes such as outdoor cafe seating. This project also includes replacement of storm, sewer, and water utilities within the street cross-section.

JUSTIFICATION:
This project is a key component of the City's Downtown Revitalization Plan. The Main Street Enhancement project is intended to revitalize the historic section of downtown while keeping it a viable, attractive location to work, live, and shop. The project provides Main Street improvements that will tie historic Main Street into the development of public spaces within the City's downtown core.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
The Main Street Enhancement project is to be funded from various sources to be determined, including but not limited to property sale proceeds, utility funds and the capital improvement fund. In 2009, the City Council authorized funds for preliminary design work needed to identify the overall street concept. This design work was initially funded from available monies in the City's Capital Improvements Fund. Allocation of additional design funds in 2014 will provide the City with the opportunity to leverage grant funding to complete final design.

PROJECT COMMENCEMENT REQUIREMENTS:
Further project spending is not approved until all financing is secured.

PROJECT STOPPING POINT(S):
Spending is not authorized to exceed monies received and available.

STATUS:
The 30% design with a conceptual streetscape has been completed. Design of the project is on hold until funds are secured.

Main Street Enhancement: Phase I
(Bothell Way to 102nd Ave NE)
CFP #T41

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	254		1,204						1,204	1,458
Construction				6,392					6,392	6,392
TOTAL ESTIMATED COSTS	**$254**	**$0**	**$1,204**	**$6,392**	**$0**	**$0**	**$0**	**$0**	**$7,596**	**$7,850**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	254		191						191	445
Grant Pending (STP)			988						988	988
Utilities - Storm Drainage			25						25	25
Utilities - Sewer				155					155	155
Utilities - Water				213					213	213
TOTAL SECURED FUNDING	**$254**	**$0**	**$1,204**	**$368**	**$0**	**$0**	**$0**	**$0**	**$1,572**	**$1,826**
UNSECURED FUNDING										
Funding Source (TBD)				6,024					6,024	6,024
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$0**	**$6,024**	**$0**	**$0**	**$0**	**$0**	**$6,024**	**$6,024**
TOTAL ESTIMATED FUNDING	**$254**	**$0**	**$1,204**	**$6,392**	**$0**	**$0**	**$0**	**$0**	**$7,596**	**$7,850**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	254	0	1,204	368	0	0	0	0	1,572	1,826
Unsecured Funding	0	0	0	6,024	0	0	0	0	6,024	6,024
Estimated Project Cost	254	0	1,204	6,392	0	0	0	0	7,596	7,850
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101			19	19	19	19	19	95
	Dollars include .12 FTEs starting in 2015							
Sewer Fund 402			2	2	2	2	2	10
	Dollars include .02 FTEs starting in 2015							
Stormwater Fund 406			6	6	6	6	6	30
	Dollars include .04 FTEs starting in 2015							
TOTAL FUTURE M&O COSTS	**$0**	**$0**	**$27**	**$27**	**$27**	**$27**	**$27**	**$135**
TOTAL FTE IMPACT	**Dollars include .18 FTEs starting in 2015**							

SR 522 Stage 2A Improvements

CFP #T43

DESCRIPTION:

This project is the continuation of the SR 522 Stage 1 Project (Wayne Curve) from the completed Wayne Curve project to 91st Avenue NE (west city limits). The project will improve overall mobility (including transit), vehicular and pedestrian safety. Key elements will include extension of the westbound transit lane from Wayne Curve to 91st Ave NE, installation of curb and gutters on both sides, installation of a raised median to enhance traffic safety through access management, and concrete sidewalk separated by a planting strip on the north side of roadway. Other potential elements include street illumination, landscaping and a westbound transit lane.

JUSTIFICATION:

Improving traffic flow and safety along this corridor is urgently needed to address current and future mobility needs. The City received federal grants and State grants (Transportation Improvement Board and Regional Mobility) for the project.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:

The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:

Construction is underway. The project timeline and spending must comply with grant requirements.

PROJECT STOPPING POINT(S):

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

STATUS:

The City was awarded $5 million in federal grants, a $2.1 million Regional Mobility grant from the Washington State Department of Transportation, and $780,000 from the Transportation Improvement Board. Construction is underway and expected to be completed by the end of summer 2013.

SR 522 Stage 2A Improvements

CFP #T43

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	918								0	918
ROW Acquisition	321								0	321
Construction	2,308	4,521							4,521	6,829
TOTAL ESTIMATED COSTS	**$3,547**	**$4,521**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,521**	**$8,068**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	201	202							202	403
Arterial Street Fund	193								0	193
Grant Awarded (Fed - WSDOT)	2,451	2,425							2,425	4,876
Grant Awarded (TIB)	298	470							470	768
Grant Awarded (Regional Mobility)	404	1,424							1,424	1,828
TOTAL SECURED FUNDING	**$3,547**	**$4,521**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$4,521**	**$8,068**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	3,547	4,521	0	0	0	0	0	0	4,521	8,068
Estimated Project Cost	3,547	4,521	0	0	0	0	0	0	4,521	8,068
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101	59	59	59	59	59	59	59	413
	Dollars include .40 FTEs starting in 2013							
Stormwater Fund 406	8	8	8	8	8	8	8	56
	Dollars include .05 FTEs starting in 2013							
TOTAL FUTURE M&O COSTS	**$67**	**$67**	**$67**	**$67**	**$67**	**$67**	**$67**	**$469**
TOTAL FTE IMPACT	**Dollars include .45 FTEs starting in 2013**							

NE 185th St Improvements

CFP #T45

DESCRIPTION:
The NE 185th Street Improvements project extends NE 185th Street west from Bothell Way to the 98th Avenue NE/NE 183rd St intersection. Street improvements include sidewalks, curbs, gutters, and landscaping. The street will be designed to accommodate transit and could include parking where possible.

JUSTIFICATION:
This project extends NE 185th Street SE west to intersect 98th Avenue NE at NE 183rd St. This extension creates a key east-west downtown street as envisioned in the Downtown Plan. These street improvements also prepare the roadway for potential use as a transit oriented street (TOS).

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
Under the Purchase and Sale Agreement with the City for purchase of Lot "K," the purchaser has agreed to construct the missing link of the project. Construction is expected to start summer of 2013.

PROJECT COMMENCEMENT REQUIREMENTS:
The project will be constructed by private developers.

PROJECT STOPPING POINT(S):
The project will be constructed by private developers.

STATUS:
30% design work for this project was completed to accommodate the sale of portions of the Northshore School District (NSD). The design helps ensure that the street fits into the vision of the downtown revitalization plan. The roadway will be constructed by private developers.

NE 185th St Improvements

CFP #T45

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	260								0	260
ROW Acquisition	6								0	6
TOTAL ESTIMATED COSTS	$266	$0	$0	$0	$0	$0	$0	$0	$0	$266

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	266								0	266
TOTAL SECURED FUNDING	$266	$0	$0	$0	$0	$0	$0	$0	$0	$266

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	266	0	0	0	0	0	0	0	0	266
Estimated Project Cost	266	0	0	0	0	0	0	0	0	266
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		13	13	13	13	13	13	78
	Dollars include .07 FTEs starting in 2014							
Stormwater Fund 406		3	3	3	3	3	3	18
	Dollars include .02 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	$0	$16	$16	$16	$16	$16	$16	$96
TOTAL FTE IMPACT	Dollars include .09 FTEs starting in 2014							

Private Developer will construct during 2013-2019 planning period.

Downtown Contaminated Soil & Groundwater Clean Up

CFP #T47

DESCRIPTION:
This project will assess, design, and implement remediation of contaminated soil and groundwater at various sites in the downtown area.

JUSTIFICATION:
This project is a key component of the Downtown Plan. As City actions have begun to be implemented, there are four major cleanup efforts. The first is the clean up of petroleum-contaminated sites (old gas stations) within the Crossroads project limits. The second is clean-up of petroleum-contaminated sites (old transportation facilities) on the former NSD property. The third is clean-up of solvent contamination on the Case property (on the City Hall block) associated with a former dry cleaner. The fourth is analysis of the source of solvent contamination near the existing SR 522/98th Ave NE intersection. It is necessary to clean up contaminated sites associated with the Crossroads project prior to the roadway construction due to contamination of former gas stations. In the case of the former NSD and Case properties, the City is advancing cleanup efforts in conjunction with surplusing the properties for future developments. Finally, investigations are required to confirm the source of solvent contamination in the fourth location and determine the best methodology to address it.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
It is not anticipated that there will be future maintenance and operating costs once clean-up on the sites has been completed to the point where the Washington State Department of Ecology issues a "no further action" letter.

TIMING PRIORITY CONSIDERATIONS:
Remediation must take place when there is the opportunity to do so. As such, a substantial portion of the remediation will take place as the City surpluses parcels such as the Northshore School District (NSD) property or constructs any of the large City action projects such as the Bothell Crossroads project.

PROJECT COMMENCEMENT REQUIREMENTS:
The City has obtained $3,520,000 in grant funding from the Department of Ecology (Ecology) and a $200,000 U.S. Environmental Protection Agency (EPA) Brownfield Cleanup grant. The City will continue to pursue additional grant opportunities to assist with funding. Remediation must take place while access to open land is available. As such, the remediation will take place during construction of capital projects and prior to surplus/development of private parcels. Ecology has directed the City to move forward with an interim action to prevent solvents from entering the Sammamish River near the gravel parking lot for the Park at Bothell Landing.

PROJECT STOPPING POINT(S):
Initial remediation on critical sites that affect the construction of the Bothell Crossroads and resale of surplus NSD property was implemented in 2010 using a combination of grant and City funds. Other sites will be prioritized based on need and the amount of funding available. Additional remediation will take place during Phase 3 of the Crossroads as the ability to access the contamination under the existing highway becomes available.

STATUS:
The City has completed a substantial portion of the petroleum clean-up associated with the Crossroads Phase 2 project in 2010. In addition, a substantial portion of the clean-up associated with the NSD site was completed in 2010. The City is moving forward with entering into an agreement with Ecology to clean up the solvent site at the former Case property. A 90% funding grant rate was negotiated for this site. With the construction contract award of the Crossroads Phase 3 project, the remainder of the petroleum contamination within the project limits is anticipated to be cleaned up by June 2014. An interim action will be implemented to address solvents migrating south toward the Sammamish River as required by Ecology.

Downtown Contaminated Soil & Groundwater Clean Up

CFP # T47

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	1,868	333	295	540	401				1,569	3,437
Construction	3,056	3,861	3,500	199	200	180	100		8,040	11,096
TOTAL ESTIMATED COSTS *	**$4,924**	**$4,194**	**$3,795**	**$739**	**$601**	**$180**	**$100**	**$0**	**$9,609**	**$14,533**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	1,473	404	18	104	100	80			706	2,179
Capital Improvement Fund (Traffic Impact Fees Transfer)	377	1,410	382	534	401				2,727	3,104
Capital Improvement Fund (Beta Bothell Escrow)			150						150	150
Bond Anticipation Note	1,750								0	1,750
Grant Awarded (Dept of Ecology) *	1,168	2,320	32						2,352	3,520
Grant Awarded (EPA-Brownsfield)	156	44							44	200
Grant Awarded (TIB)		16	164						180	180
TOTAL SECURED FUNDING	**$4,924**	**$4,194**	**$746**	**$638**	**$501**	**$80**	**$0**	**$0**	**$6,159**	**$11,083**
UNSECURED FUNDING										
Funding Source (TBD)			3,049	101	100	100	100		3,450	3,450
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$3,049**	**$101**	**$100**	**$100**	**$100**	**$0**	**$3,450**	**$3,450**
TOTAL ESTIMATED FUNDING	**$4,924**	**$4,194**	**$3,795**	**$739**	**$601**	**$180**	**$100**	**$0**	**$9,609**	**$14,533**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	4,924	4,194	746	638	501	80	0	0	6,159	11,083
Unsecured Funding	0	0	3,049	101	100	100	100	0	3,450	3,450
Estimated Project Cost	4,924	4,194	3,795	739	601	180	100	0	9,609	14,533
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

* Assumes project is 50% grant reimbursable, with exception of City Hall clean-up (90% grant reimbursable).

Bothell-Everett Hwy & 228th St SE Intersection Safety Improvements

CFP #T48

DESCRIPTION:

This project will include signal and intersection modifications to enhance transportation safety and operations at the Bothell-Everett Hwy and 228th Street SE intersection. The project elements will include rechannelization work to either add additional travel lanes or increase turning lanes, traffic signal modifications to upgrade visibility, illumination and pavement markings. The improvements will improve pedestrian safety by reducing the crossing distances and providing for ADA compliance and accessibility.

JUSTIFICATION:

The traffic demand through this intersection and the need to improve traffic flow operations and pedestrian safety are a priority for the City. Federal funds were awarded for the safety improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M & O costs will be determined based on the specific improvements defined by the project for signage, pavement markings, channelization, and or traffic signal enhancements.

TIMING PRIORITY CONSIDERATIONS:

The project timeline must meet awarded grant requirements. Design work is projected to begin in the fall of 2012 with the completion of the preliminary engineering expected by the end of 2013. Construction will be completed in phases and the first phase is expected to start in 2014. The final phase is anticipated to be completed in 2015.

PROJECT COMMENCEMENT REQUIREMENTS:

Federal funds have been received for this project. Projected is fully funded by federal funds and project can commence once these funds are obligated in 2012.

PROJECT STOPPING POINT(S):

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

STATUS:

Design phase will begin as soon as federal funds are obligated and consultant is hired to begin design, anticipated at the end of 2012.

Bothell-Everett Hwy & 228th St SE Intersection Safety Improvements

CFP #T48

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	50	350							350	400
ROW Acquisition		500							500	500
Construction		500	1,100	380					1,980	1,980
TOTAL ESTIMATED COSTS	**$50**	**$1,350**	**$1,100**	**$380**	**$0**	**$0**	**$0**	**$0**	**$2,830**	**$2,880**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Grant Awarded (Federal)	50	1,350	1,100	380					2,830	2,880
TOTAL SECURED FUNDING	**$50**	**$1,350**	**$1,100**	**$380**	**$0**	**$0**	**$0**	**$0**	**$2,830**	**$2,880**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	50	1,350	1,100	380	0	0	0	0	2,830	2,880
Estimated Project Cost	50	1,350	1,100	380	0	0	0	0	2,830	2,880
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

NE 200th St Sidewalk & Sewer Improvements
(100th Ave to 104th Ave)
CFP #T49

DESCRIPTION:
The project will consist of curb, gutter, sidewalk, asphalt overlay and drainage improvements along the north side of NE 200th Street, between 100th Ave NE and 104th Avenue NE. Construction of this facility will replace the existing paved shoulder with a raised concrete sidewalk for a safer pedestrian facility in this residential neighborhood. The project will also include replacement of a section existing sanitary sewer between 100th Ave NE and 102nd Ave NE in need of repair prior to asphalt overlay of NE 200th Street.

JUSTIFICATION:
This proposed sidewalk improvement project was supported by the neighborhood as mitigation for the partial closure of 242nd Street SE to provide safe sidewalk for the residents. By combining the design and construction of the sidewalk, sewer, and asphalt overlay, the design and construction of the improvements will be more efficient.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional services such as road striping, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
Bids received in 2012 were higher than available budget and project will be repackaged with design modifications and completion is scheduled for 2014.

PROJECT COMMENCEMENT REQUIREMENTS:
Project is construction ready. Design will be modified and rebid in late 2013 for 2014 construction.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
Due to bids received that were higher than available budget in 2012, construction start is rescheduled to early 2014.

NE 200th St Sidewalk & Sewer Improvements
(100th Ave to 104th Ave)
CFP #T49

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	121								0	121
Construction			662						662	662
TOTAL ESTIMATED COSTS	**$121**	**$0**	**$662**	**$0**	**$0**	**$0**	**$0**	**$0**	**$662**	**$783**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax *)	3		135						135	138
Capital Improvement Fund (Sidewalk/Walkway Program **)	77		286						286	363
Utilities - Sewer Share ***	41		241						241	282
TOTAL SECURED FUNDING	**$121**	**$0**	**$662**	**$0**	**$0**	**$0**	**$0**	**$0**	**$662**	**$783**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	121	0	662	0	0	0	0	0	662	783
Estimated Project Cost	121	0	662	0	0	0	0	0	662	783
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		10	10	10	10	10	10	60
	Dollars include .03 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	**$0**	**$10**	**$10**	**$10**	**$10**	**$10**	**$10**	**$60**
TOTAL FTE IMPACT	**Dollars include .03 FTEs starting in 2014**							

* Allocated from Arterial Overlay Program (T5) $3K.

** Allocated from Sidewalk/Walkway Program (T19) $363K.

*** Allocated from Annual Sewer Main Capital Replacement (S1) $282K.

Pop Keeney Way
(NE 185th St/98th Ave NE)
CFP #T53

DESCRIPTION:
This project will construct a road that connects the new NE 185th Street near the bend at 98th Ave NE to Pop Keeney Field. The road will be bordered on each side by open spaces to provide a visual corridor between NE 185th St and Pop Keeney Field per the Downtown Plan.

JUSTIFICATION:
This project would meet the vision described in the Downtown Plan.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. In addition to staff needed to conduct the M&O activities, costs associated with materials, additional utilities such as electricity, etc. are included.

TIMING PRIORITY CONSIDERATIONS:
This project would be built by private developers along with adjacent parcel development. The City completed 30% design to provide to developers to ensure the road will be constructed to meet the City's desired outcome for a visual corridor consistent with the Downtown Plan.

PROJECT COMMENCEMENT REQUIREMENTS:
The project will be constructed by private developers.

PROJECT STOPPING POINT(S):
The project will be constructed by private developers.

STATUS:
Approximately 30% design was completed in fall of 2011 to allow coordination with private development. This action determined the right-of-way needed and set the property boundaries. Further design was approved and completed in the fall of 2012 to provide the private developer with sufficient design documentation to ensure that the road and open space would be constructed within the vision of the Downtown Plan.

Pop Keeney Way
(NE 185th St/98th Ave NE)
CFP #T53

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	320								0	320
TOTAL ESTIMATED COSTS	$320	$0	$0	$0	$0	$0	$0	$0	$0	$320

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	320								0	320
TOTAL SECURED FUNDING	$320	$0	$0	$0	$0	$0	$0	$0	$0	$320

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	320	0	0	0	0	0	0	0	0	320
Estimated Project Cost	320	0	0	0	0	0	0	0	0	320
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		22	22	22	22	22	22	132
	Dollars include .15 FTEs starting in 2014							
Stormwater Fund 406		4	4	4	4	4	4	24
	Dollars include .02 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	$0	$26	$26	$26	$26	$26	$26	$156
TOTAL FTE IMPACT	Dollars include .17 FTEs starting in 2014							

Private Developer will construct during 2013-2019 planning period.

Sammamish River Bridge Seismic Retrofit

CFP #T57

DESCRIPTION:
The project will seismically retrofit the existing bridge to improve its performance in the event of an earthquake.

JUSTIFICATION:
The Sammamish River Bridge is a key link over the Sammamish River via Waynita Way. It was constructed in 1947 prior to the implementation of current rigorous earthquake design standards. Due to its relatively tall height and narrow width as well as the type of construction, it has been identified as one of the bridges in Bothell at most risk to damage from an earthquake. There are structural improvements that can be made to the bridge that will help ensure that it meets a minimum standard in terms of life safety. This does not mean the bridge will not be damaged in an earthquake, but helps minimize the risk to life safety during an event. The federal government has a bridge funding mechanism that could provide the majority of funding to fund such a retrofit. The City has submitted an application for the grant.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
No additional maintenance and operating (M & O) costs are associated with the implementation of this project during 2013-2019 planning period.

TIMING PRIORITY CONSIDERATIONS:
If successful in receiving a grant, the funds would be available in 2013.

PROJECT COMMENCEMENT REQUIREMENTS:
The project would not proceed unless it successfully obtained federal grant funds.

PROJECT STOPPING POINT(S):
The project would not proceed unless it successfully obtained federal grant funds. Matching local funds will be provided from the City's budget for the Bridget Maintenance Program.

STATUS:
A seismic analysis was completed in 2011. A federal grant funding application was submitted in spring 2012. Notification to grant recipients will take place in November 2012.

Sammamish River Bridge Seismic Retrofit

CFP #T57

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design		40	102						142	142
Construction				802					802	802
TOTAL ESTIMATED COSTS	**$0**	**$40**	**$102**	**$802**	**$0**	**$0**	**$0**	**$0**	**$944**	**$944**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Grant Pending (BRAC)		40	102	802					944	944
TOTAL SECURED FUNDING	**$0**	**$40**	**$102**	**$802**	**$0**	**$0**	**$0**	**$0**	**$944**	**$944**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	40	102	802	0	0	0	0	944	944
Estimated Project Cost	0	40	102	802	0	0	0	0	944	944
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

NE 195th St Bridge Seismic Retrofit

CFP #T58

DESCRIPTION:

The project will seismically retrofit the existing bridge to improve its performance in the event of an earthquake.

JUSTIFICATION:

The NE 195th St Bridge provides a vital link into the North Creek business parks from I-405. The middle portion was originally constructed in 1949 prior to the implementation of current rigorous earthquake design standards. It was widened in 1967 and again in 1984. Due to the manner in which the interior (original) portion of the bridge was constructed, it has been identified as one of the bridges in Bothell at most risk to damage from an earthquake. There are structural improvements that can be made to the bridge that will help ensure that it meets a minimum standard in terms of life safety. This does not mean the bridge will not be damaged in an earthquake, but it will minimize the risk to life safety during an event. The federal government has a bridge funding mechanism that could provide the majority of funding to fund such a retrofit. The City has submitted an application for the grant.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No additional maintenance and operating (M & O) costs are associated with the implementation of this project during 2013-2019 planning period.

TIMING PRIORITY CONSIDERATIONS:

If successful in receiving a grant, the funds would be available in 2013.

PROJECT COMMENCEMENT REQUIREMENTS:

The project would not proceed unless it successfully obtained federal grant funds.

PROJECT STOPPING POINT(S):

The project would not proceed unless it successfully obtained federal grant funds. Matching local funds will be provided from the City's budget for the Bridge Maintenance Program.

STATUS:

A seismic analysis was completed in 2011. A federal grant funding application was submitted in spring 2012. Notification to grant recipients will take place in November 2012.

NE 195th St Bridge Seismic Retrofit

CFP #T58

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design		6	14						20	20
Construction				126					126	126
TOTAL ESTIMATED COSTS	**$0**	**$6**	**$14**	**$126**	**$0**	**$0**	**$0**	**$0**	**$146**	**$146**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Grant Pending (BRAC)		6	14	126					146	146
TOTAL SECURED FUNDING	**$0**	**$6**	**$14**	**$126**	**$0**	**$0**	**$0**	**$0**	**$146**	**$146**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	6	14	126	0	0	0	0	146	146
Estimated Project Cost	0	6	14	126	0	0	0	0	146	146
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

228th St SE Corridor Safety Improvements

CFP #T61

DESCRIPTION:

This project will include the installation of transportation safety improvements along 228th Street SE between Bothell-Everett Hwy and 19th Avenue SE. The project elements will include the construction of traffic islands, channelization and traffic signal modifications at the intersection of 228th Street SE and 19th Avenue SE. These improvements along with relocation of signs and vegetation will improve sight distance and visibility and enhance driver awareness and pedestrian safety.

JUSTIFICATION:

As one of the highest accident occurrence locations in the City of Bothell, access management along this corridor will definitely improve traffic safety and operations by minimizing potential conflicting traffic movements. Federal funds were awarded for the safety improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M & O costs will be determined based on the specific improvements defined by the project for signage, pavement markings, channelization, and or traffic signal enhancements.

TIMING PRIORITY CONSIDERATIONS:

The project timeline must meet awarded grant requirements. Design work is expected to begin in the fall of 2012 with the completion of the preliminary engineering expected by the end of 2013. Construction is expected to begin in 2013 and be completed by the end of 2014.

PROJECT COMMENCEMENT REQUIREMENTS:

Federal funds have been secured for this project. Project is fully funded by federal funds and project can commence once these funds are obligated by the end of 2012.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of grant funding amount plus local matches.

STATUS:

Design phase will begin as soon as federal funds are obligated and consultant is hired to begin design, anticipated at the end of 2012.

228th St SE Corridor Safety Improvements

CFP #T61

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	20	53							53	73
Construction		100	275						375	375
TOTAL ESTIMATED COSTS	**$20**	**$153**	**$275**	**$0**	**$0**	**$0**	**$0**	**$0**	**$428**	**$448**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Grant Awarded (Federal)	20	153	275						428	448
TOTAL SECURED FUNDING	**$20**	**$153**	**$275**	**$0**	**$0**	**$0**	**$0**	**$0**	**$428**	**$448**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	20	153	275	0	0	0	0	0	428	448
Estimated Project Cost	20	153	275	0	0	0	0	0	428	448
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Citywide Transportation Safety Improvements

CFP #T62

DESCRIPTION:
This project will include the installation of new crosswalks, channelization and other intersection improvements. The improvements also include upgraded signage, and the installation of a traffic circle and curb bulb outs for pedestrian visibility and safety.

JUSTIFICATION:
Improving and enhancing driver awareness to traffic conditions and operations is critical to the safety of Bothell streets. The Citywide improvements planned for this project were scrutinized against a accident data base that indicated the top accident locations in the City. Federal Funds were awarded for the safety improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
Future M & O costs will be determined based on the specific improvements defined by the project for signage, pavement markings, channelization, and or traffic signal enhancements.

TIMING PRIORITY CONSIDERATIONS:
The project timeline must meet awarded grant requirements. Design work is projected to begin in the fall of 2012, with purchase and installment of signs and/or equipment not needing design plans or specifications to begin towards the end of the 2012. With the completion of the preliminary engineering expected in the first half of 2013, construction and installation of physical improvements started in 2012 will continue through the end of 2013 with full completion anticipated in 2014.

PROJECT COMMENCEMENT REQUIREMENTS:
Federal funds have been secured for this project. Project is fully funded by federal funds and project can commence once these funds are obligated by the end of 2012.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of grant funding amount plus local matches.

STATUS:
Design phase will begin as soon as federal funds are obligated and consultant is hired to begin design, anticipated at the end of 2012.

Citywide Transportation Safety Improvements

CFP #T62

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	20	40							40	60
Construction		100	190						290	290
TOTAL ESTIMATED COSTS	**$20**	**$140**	**$190**	**$0**	**$0**	**$0**	**$0**	**$0**	**$330**	**$350**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Grant Awarded (Federal)	20	140	190						330	350
TOTAL SECURED FUNDING	**$20**	**$140**	**$190**	**$0**	**$0**	**$0**	**$0**	**$0**	**$330**	**$350**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	20	140	190	0	0	0	0	0	330	350
Estimated Project Cost	20	140	190	0	0	0	0	0	330	350
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Corridor Transportation Demand Management (TDM) Enhancement

CFP #T63

DESCRIPTION:
This multi-jurisdictional (Bothell, Lynwood, Edmonds, Mill Creek and Snohomish County) project is to plan and implement an expansion of the currently implemented TDM to various State Highway corridors (in Bothell, SR-527 and SR-524).This project is to address current congestion through the use of innovative system operation strategies to encourage commuter shift away from single occupancy commutes to other modes of transportation, such as carpooling, vanpooling and use of transit. By implementing this program, it is anticipated that as many as 1000 single occupant vehicle trips could be shifted to the other modes of transportation noted above.

JUSTIFICATION:
This program has been proposed to reduce congestion along heavily travelled State Highways in Bothell and other program-participating jurisdictions.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
No additional M&O costs associated with this project.

TIMING PRIORITY CONSIDERATIONS:
This program is partially funded through a FHWA grant and with matching local funding participation from the participating cities and Snohomish County. The funds must be obligated by the end of 2013. The program timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:
Since this program is jointly funded by FHWA as well as the participating jurisdictions, it can only be commenced once funding is obligated.

PROJECT STOPPING POINT(S):
Program funding is not authorized beyond the amount of the grant plus local matches.

STATUS:
This project is at its early stage of the development. Snohomish County is working with Community Transit as lead agency to begin implementation of this program for 2013 and 2014.

Corridor Transportation Demand Management (TDM) Enhancement

CFP #T63

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Construction		10	10						20	20
TOTAL ESTIMATED COSTS	**$0**	**$10**	**$10**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20**	**$20**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Grant Awarded * (State - CTR Grant)		10	10						20	20
TOTAL SECURED FUNDING	**$0**	**$10**	**$10**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20**	**$20**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	10	10	0	0	0	0	0	20	20
Estimated Project Cost	0	10	10	0	0	0	0	0	20	20
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

* City is providing $10K each year as matching funds for Snohomish County to implement a Corridor TDM project.

City of Bothell™

Sewer
Capital Projects

Annual Sewer Main Capital Replacement

CFP #S1

DESCRIPTION:
This program will provide sewer system improvements that will either repair or replace aging sewer mains and other related miscellaneous sewer pump station/structures, or provide necessary capacity improvements.

JUSTIFICATION:
This program provides programmatic replacement of aging sewer mains and miscellaneous sewer components consistent with the City's Sewer Comprehensive Plan.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
This project benefits the City's annual sewer maintenance program by reducing problems through the construction of improvements, resulting in reduced cleaning, pipe repair and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:
Projects are identified and prioritized in the City's adopted 2006 Sewer Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:
Annual Sewer Replacement Program projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Program spending is not authorized in excess of adopted funding resources.

STATUS:
The major projects scheduled for replacement/repairs are: 2013: 195th Place and 200th Sreet, 2016: E 187th Street and 88th Avenue NE (Westhill Neighborhood area), 2018: Beardslee, Sunrise and Valley view. A sewer main will be relocated as part of the Bothell Crossroads project (CFP #T6) as well. Other replacement projects are identified in the adopted 2006 Sewer Comprehensive Plan.

Annual Sewer Main Capital Replacement

CFP #S1

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	181								0	181
Construction	1,034	598	316	75	625	625	775	75	3,089	4,123
TOTAL ESTIMATED COSTS	**$1,215**	**$598**	**$316**	**$75**	**$625**	**$625**	**$775**	**$75**	**$3,089**	**$4,304**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Sewer Capital Project Fund	1,125	138	316	75	625	625	775	75	2,629	3,754
Mitigation - Brightwater	40	460							460	500
TOTAL SECURED FUNDING	**$1,165**	**$598**	**$316**	**$75**	**$625**	**$625**	**$775**	**$75**	**$3,089**	**$4,254**
UNSECURED FUNDING										
Sewer Capital Project Fund	50								0	50
TOTAL UNSECURED FUNDING	**$50**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$50**
TOTAL ESTIMATED FUNDING	**$1,215**	**$598**	**$316**	**$75**	**$625**	**$625**	**$775**	**$75**	**$3,089**	**$4,304**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	1,165	598	316	75	625	625	775	75	3,089	4,254
Unsecured Funding	50	0	0	0	0	0	0	0	0	50
Estimated Project Cost	1,215	598	316	75	625	625	775	75	3,089	4,304
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Lift Station 2 Improvements

CFP #S4

DESCRIPTION:
This project will reconstruct the mechanical, electrical, and control systems of the lift station. The lift station serves East and West Riverside Drive and portions of Norway Hill.

JUSTIFICATION:
The current lift station has experienced numerous failures in the past several years including to that caused sewage to spill into private property. This project will reduce the likelihood of failures by improving the redundancy and reliability of the facility. The existing pumps are failing and require frequent, expensive repairs to continue operation. Replacement of the facility will reduce the repair expenses.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
This project benefits the City's annual sewer maintenance program by reducing problems through the construction of improvements, resulting in fewer repairs and emergency responses required.

TIMING PRIORITY CONSIDERATIONS:
This project was identified and prioritized in the City's Sewer Comprehensive Plan. Staff is continuing to monitor the performance of the existing station. Pumps are already failing and leaking frequently.

PROJECT COMMENCEMENT REQUIREMENTS:
This sewer project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
This project was identified in the Sewer Comprehensive Plan. The design is essentially 100% complete. If property issue is resolved, project could be bid in fall 2012.

Lift Station 2 Improvements

CFP #S4

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	163								0	163
ROW Acquisition	20								0	20
Construction		880							880	880
TOTAL ESTIMATED COSTS	**$183**	**$880**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$880**	**$1,063**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Sewer Capital Project Fund	183	880							880	1,063
TOTAL SECURED FUNDING	**$183**	**$880**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$880**	**$1,063**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	183	880	0	0	0	0	0	0	880	1,063
Estimated Project Cost	183	880	0	0	0	0	0	0	880	1,063
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Promontory Hillside Sewer Main Replacement

CFP #S8

DESCRIPTION:

A City sanitary sewer main, located along a pedestrian trail that collects wastewater from homes on 102nd Avenue NE separated as a result of a recent landslide event. The trail traverses a steep hillside and then reconnects to 102nd Avenue NE south of West Riverside Drive. In response, the City installed a temporary sewer system consisting of a submersible pump in a manhole upstream of the slide area to facilitate bypass pumping of the sewer flow into a manhole downstream of the slide area. The City is currently reviewing options for permanent replacement of the sewer system. One option includes a new sewer system installed by direction drilling method, with a new alignment connecting to the existing sewer system located at the Chateau Senior Center on West Riverside drive. A second option being evaluated involves installation of interceptor drains on the hillside in an effort to provide stability for reinstallation of the sewer system along its historical alignment.

JUSTIFICATION:

The City needs to construct a permanent sewer system to replace a sewer system compromised by a landslide event.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No change from previous condition. Current/ temporary system involves more Operations and Maintenance than proposed permanent solution.

TIMING PRIORITY CONSIDERATIONS:

Project should commence in summer of 2013.

PROJECT COMMENCEMENT REQUIREMENTS:

This sewer project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources

STATUS:

Feasibility study to determine long term solution is underway and expected to be finalized with cost estimates comparison in September 2012. Design work is expected to start in the fall and be ready to go to ad in spring of 2013 and construction start pending acquisition of necessary easement for placement of the new sewer line if necessary. In addition, coordination with Homeowners Association of Promontory West subdivision will be required with their reconstruction of their privately owned existing drainage system and reconstruction of the pedestrian trail as a result of the recent landslide event as well.

Promontory Hillside Sewer Main Replacement

CFP #S8

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	40								0	40
Construction		300							300	300
TOTAL ESTIMATED COSTS	$40	$300	$0	$0	$0	$0	$0	$0	$300	$340

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Sewer Capital Project Fund	40	300							300	340
TOTAL SECURED FUNDING	$40	$300	$0	$0	$0	$0	$0	$0	$300	$340

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	40	300	0	0	0	0	0	0	300	340
Estimated Project Cost	40	300	0	0	0	0	0	0	300	340
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Downtown Revitalization Utility Improvements

CFP #S9

DESCRIPTION:

This program provides programmatic replacement of aging sewer mains and miscellaneous sewer components consistent with the City's Sewer Comprehensive Plan in the Downtown Revitalization area. The projects are specifically identified in the April 2011 Downtown Revitalization Utility Phasing, Cost Partitioning, and Financing Study by Gray and Osborne, Inc. The Downtown Study identifies the City Utility portion/share of the Sewer System improvements (as well as identifying developer costs).

JUSTIFICATION:

The projects are specifically identified in the April 2011 Downtown Revitalization Utility Phasing, Cost Partitioning, and Financing Study by Gray and Osborne, Inc. The Downtown Study identifies the City Utility portion/share of the Sewer System improvements (as well as identifying developer costs).

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project benefits the City's annual sewer maintenance program, it reduces capacity/overflow problems through the elimination of root intrusion and increase in pipe capacity. Construction of these improvements will reduce cleaning, pipe repair and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's adopted 2006 Sewer Comprehensive Plan and April 2011 Downtown Revitalization Utility Study.

PROJECT COMMENCEMENT REQUIREMENTS:

This sewer project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Project start dates will be coordinated with downtown developments' construction timing.

Downtown Revitalization Utility Improvements

CFP #S9

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Construction	29	300	300	398		334			1,332	1,361
TOTAL ESTIMATED COSTS	**$29**	**$300**	**$300**	**$398**	**$0**	**$334**	**$0**	**$0**	**$1,332**	**$1,361**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Sewer Capital Project Fund	29	300	300	191					791	820
TOTAL SECURED FUNDING	**$29**	**$300**	**$300**	**$191**	**$0**	**$0**	**$0**	**$0**	**$791**	**$820**
UNSECURED FUNDING										
Sewer Capital Project Fund				207		334			541	541
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$0**	**$207**	**$0**	**$334**	**$0**	**$0**	**$541**	**$541**
TOTAL ESTIMATED FUNDING	**$29**	**$300**	**$300**	**$398**	**$0**	**$334**	**$0**	**$0**	**$1,332**	**$1,361**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	29	300	300	191	0	0	0	0	791	820
Unsecured Funding	0	0	0	207	0	334	0	0	541	541
Estimated Project Cost	29	300	300	398	0	334	0	0	1,332	1,361
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

City of Bothell™

Stormwater Capital Projects

Annual Stormwater & Surface Water Capital Improvements

CFP #SW1

DESCRIPTION:
Annual capital projects to correct existing stormwater deficiencies, prevent flooding, and replace aging infrastructure. Each year small miscellaneous improvements will be accomplished in addition to continuation of the Flood Mitigation Program.

JUSTIFICATION:
These projects will reduce flooding and erosion and improve water quality, as well as maintain the integrity of the stormwater infrastructure.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
This project benefits the City's annual stormwater maintenance program, it reduces flooding through the elimination of root intrusion, increase in pipe capacity, elimination of excessive erosion and better encatchment. Construction of these improvements will reduce cleaning, pipe repair and the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:
Projects are identified and prioritized annually.

PROJECT COMMENCEMENT REQUIREMENTS:
Annual Stormwater and Surface Water Capital Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
Funding has been planned for the City's Flood Mitigation Program and other aging or failed drainage infrastructures throughout the City.

Annual Stormwater & Surface Water Capital Improvements

CFP #SW1

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	134	95	40						135	269
Construction	2,287	217	675	300	300	350	350	350	2,542	4,829
TOTAL ESTIMATED COSTS	**$2,421**	**$312**	**$715**	**$300**	**$300**	**$350**	**$350**	**$350**	**$2,677**	**$5,098**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Stormwater Capital Project Fund	2,383	312	715	300	300	350	350	350	2,677	5,060
Grant Awarded (KC Flood Conservation District)	38								0	38
TOTAL SECURED FUNDING	**$2,421**	**$312**	**$715**	**$300**	**$300**	**$350**	**$350**	**$350**	**$2,677**	**$5,098**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	2,421	312	715	300	300	350	350	350	2,677	5,098
Estimated Project Cost	2,421	312	715	300	300	350	350	350	2,677	5,098
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Horse Creek Improvements

CFP #SW11

DESCRIPTION:

This project replaces the Horse Creek pipe with a hybrid open-channel/culvert system along 98th Ave NE. The system will be designed to convey flows exceeding the 100-year storm event and will meet the fish passage criteria established by the State Department of Fish and Wildlife. The project begins at NE 188th St, north of Pop Keeney Field, and extends along 98th Avenue to the Sammamish River. The stream will be within an open channel south of the realigned SR-522. The cost for the culvert beneath SR-522 is excluded from this project cost.

JUSTIFICATION:

The existing Horse Creek pipe through downtown cannot adequately pass large storm event flows. This puts downtown properties at risk for flooding. With downtown redevelopment imminent, it is critical to improve the capacity and reliability of Horse Creek. This project will protect existing and future downtown investments. The location of the existing pipe also impedes redevelopment of key downtown properties. This project will free these properties from this obstacle.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project benefits the City's annual stormwater maintenance program, it reduces flooding through the elimination of root intrusion, increase in pipe capacity, elimination of excessive erosion and better encatchment. Construction of these improvements will reduce cleaning, pipe repair and the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

The project needs to move forward in a manner that supports the redevelopment in the downtown. This ensures that adequate coordination takes place and impacts are minimized to newly opened facilities. Timely completion of this project will free City-owned properties up for surplus.

PROJECT COMMENCEMENT REQUIREMENTS:

This stormwater and surface water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

The project is approximately 30% designed.

Horse Creek Improvements

CFP #SW11

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	1,229	221							221	1,450
ROW Acquisition	45	1,142							1,142	1,187
Construction	118	4,000	6,884						10,884	11,002
TOTAL ESTIMATED COSTS	$1,392	$5,363	$6,884	$0	$0	$0	$0	$0	$12,247	$13,639

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Stormwater Capital Project Fund	1,392	1,363	1,584						2,947	4,339
Public Works Trust Fund Loan		4,000	5,300						9,300	9,300
TOTAL SECURED FUNDING	$1,392	$5,363	$6,884	$0	$0	$0	$0	$0	$12,247	$13,639

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	1,392	5,363	6,884	0	0	0	0	0	12,247	13,639
Estimated Project Cost	1,392	5,363	6,884	0	0	0	0	0	12,247	13,639
TOTAL PROJECT VARIANCES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2013 - 2019
	2013	2014	2015	2016	2017	2018	2019	
Street Fund 101		17	17	17	17	17	17	102
	Dollars include .09 FTEs starting in 2014							
Stormwater Fund 406		61	61	61	61	61	61	366
	Dollars include .22 FTEs starting in 2014							
TOTAL FUTURE M&O COSTS	$0	$78	$78	$78	$78	$78	$78	$468
TOTAL FTE IMPACT	Dollars include .31 FTEs starting in 2014							

City of Bothell™

Water
Capital Projects

Annual Water Main Capital Replacement

CFP #W1

DESCRIPTION:
This program will provide water system improvements that will either repair or replace aging mains and other related water components, or provide necessary level-of-service improvements to improve pressure, water quality and/or fire flow.

JUSTIFICATION:
This program provides improvements to meet the water system needs identified in the Water Comprehensive Plan and coordination with major street reconstruction projects.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
This project benefits the City's annual water maintenance program, it reduces maintenance and fire flow problems by installation of larger and newer water mains. Construction of these improvements will reduce pipe repair and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:
Projects are identified and prioritized in the City's adopted Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:
Annual Water Replacement Program projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
The following projects are currently identified. 2014: PRV Upgrades 350 Zone near Site 5; 2015: 105th Avenue NE and NE 193rd Street; 2016: NE 192nd Street; 2017: NE 192nd Place (east and west of 129th Avenue NE), and 129th Avenue NE; 2019: Valhalla. At Bothell Crossroads (CFP #T6), the water main will be relocated as part of the Crossroads project in 2012-2013.

Annual Water Main Capital Replacement

CFP #W1

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	65								0	65
Construction	3,465	152	124	494	211	485	0	820	2,286	5,751
TOTAL ESTIMATED COSTS	**$3,530**	**$152**	**$124**	**$494**	**$211**	**$485**	**$0**	**$820**	**$2,286**	**$5,816**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Water Capital Project Fund	2,930	152	124	494	211	485	0	820	2,286	5,216
TOTAL SECURED FUNDING	**$2,930**	**$152**	**$124**	**$494**	**$211**	**$485**	**$0**	**$820**	**$2,286**	**$5,216**
UNSECURED FUNDING										
Water Capital Project Fund	600								0	600
TOTAL UNSECURED FUNDING	**$600**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$600**
TOTAL ESTIMATED FUNDING	**$3,530**	**$152**	**$124**	**$494**	**$211**	**$485**	**$0**	**$820**	**$2,286**	**$5,816**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	2,930	152	124	494	211	485	0	820	2,286	5,216
Unsecured Funding	600	0	0	0	0	0	0	0	0	600
Estimated Project Cost	3,530	152	124	494	211	485	0	820	2,286	5,816
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Morningside Booster Station Retrofit

CFP #W6

DESCRIPTION:
The existing booster station cannot currently meet the minimum residential fire flow requirement of 1,500 gallons per minute (gpm). A predesign report for upgrades to the booster station was completed in 2007. Design includes six new pumps to meet the needs of the system.

JUSTIFICATION:
This project provides improvements to meet the water system needs identified in the Water Comprehensive Plan and established fire flow requirements for the system.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
After completion of the project the improved pump system will require less Operations and Maintenance requirement than the existing, older, less efficient system.

TIMING PRIORITY CONSIDERATIONS:
This project is identified and prioritized in the City's adopted Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:
This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
The project design is complete. The project was bid several years ago but was rejected due to high cost. Staff is re-exploring the potential for an emergency intertie with Alderwood Water and Sewer District which would reduce the pump station retrofit costs.

Morningside Booster Station Retrofit

CFP #W6

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design	27	30							30	57
Construction	4		520						520	524
TOTAL ESTIMATED COSTS	**$31**	**$30**	**$520**	**$0**	**$0**	**$0**	**$0**	**$0**	**$550**	**$581**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Water Capital Project Fund	31	30	520						550	581
TOTAL SECURED FUNDING	**$31**	**$30**	**$520**	**$0**	**$0**	**$0**	**$0**	**$0**	**$550**	**$581**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	31	30	520	0	0	0	0	0	550	581
Estimated Project Cost	31	30	520	0	0	0	0	0	550	581
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Penn Park Reservoir Replacement

CFP #W7

DESCRIPTION:
The storage requirement for the 284 pressure zone per the Water Comprehensive Plan is 1 million gallons. The Penn Park Reservoir, built in 1960 is a half-million gallon tank. During design it will be determined if the existing tank should stay with the additional storage provided through a second tank.

JUSTIFICATION:
Replacement of this reservoir is necessary to ensure the City's water system continues to operate effectively.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
The replacement of the older reservoir with a newer reservoir should result in a reduction of overall maintenance and operations requirements. Additional maintenance and operating requirements may be associated with a second tank; specific costs will be determined if this is the chosen direction.

TIMING PRIORITY CONSIDERATIONS:
This project was identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:
This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
This project was identified in the Water Comprehensive Plan.

Penn Park Reservoir Replacement

CFP #W7

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Design		362							362	362
Construction			1,437						1,437	1,437
TOTAL ESTIMATED COSTS	**$0**	**$362**	**$1,437**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,799**	**$1,799**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Water Capital Project Fund		362	1,437						1,799	1,799
TOTAL SECURED FUNDING	**$0**	**$362**	**$1,437**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,799**	**$1,799**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	362	1,437	0	0	0	0	0	1,799	1,799
Estimated Project Cost	0	362	1,437	0	0	0	0	0	1,799	1,799
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Downtown Revitalization Utility Improvements

CFP #W11

DESCRIPTION:
This program provides programmatic replacement of aging water mains and miscellaneous water system components consistent with the City's Water Comprehensive Plan in the Downtown Revitalization area. The projects are specifically identified in the April 2011 Downtown Revitalization Utility Phasing, Cost Partitioning, and Financing Study by Gray and Osborne, Inc. The Downtown Study identifies the City Utility portion/share of the Water System improvements (as well as identifying developer costs).

JUSTIFICATION:
The projects are specifically identified in the April 2011 Downtown Revitalization Utility Phasing, Cost Partitioning, and Financing Study by Gray and Osborne, Inc. The Downtown Study identifies the City Utility portion/share of the Water System improvements (as well as identifying developer costs).

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
This project benefits the City's annual water maintenance program, it reduces maintenance and fire flow problems by installation of larger and newer water mains. Construction of these improvements will reduce pipe repair and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:
Projects are identified and prioritized in the City's Water Comprehensive Plan and April 2011 Downtown Revitalization Utility Study.

PROJECT COMMENCEMENT REQUIREMENTS:
This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:
Project start dates will be coordinated with downtown developments' timing.

Downtown Revitalization Utility Improvements

CFP #W11

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2012	Budgeted		Estimated					Estimated Spending 2013 - 2019	Total Estimated Project Costs Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Construction		353	164	314	523				1,354	1,354
TOTAL ESTIMATED COSTS	**$0**	**$353**	**$164**	**$314**	**$523**	**$0**	**$0**	**$0**	**$1,354**	**$1,354**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2012	Budgeted		Estimated					Estimated Funding 2013 - 2019	Total Estimated Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
SECURED FUNDING										
Water Capital Project Fund		353	164	314	523				1,354	1,354
TOTAL SECURED FUNDING	**$0**	**$353**	**$164**	**$314**	**$523**	**$0**	**$0**	**$0**	**$1,354**	**$1,354**

PROJECT VARIANCES	Projected to 12/31/2012	Budgeted		Estimated					Project Variances 2013 - 2019	Total Project Funding Thru 2019
		2013	2014	2015	2016	2017	2018	2019		
Secured Funding	0	353	164	314	523	0	0	0	1,354	1,354
Estimated Project Cost	0	353	164	314	523	0	0	0	1,354	1,354
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

City of Bothell™

Appendix E

Vision

We are Bothell.

We cherish our verdant setting,

honor our heritage,

and celebrate our community spirit,

as together we imagine and create a better world.

Mission

The mission of the City of Bothell Council, advisory boards, and employees is to foster a healthy, safe, vibrant, caring and sustainable community through municipal services and legislative actions, which are guided by a shared commitment to honesty, equity, creativity, fiscal responsibility, environmental stewardship and community involvement.

Community Profile

Evolving from an isolated logging village Bothell was settled in the early 1870s, Bothell has become a vibrant city that attracts visitors to its tree-lined Burke-Gilman Trail along the river for walking and cycling, to its fascinating wetlands habitat and its interesting historical museum, as well as its many eclectic shops, restaurants, and national-quality hotels.

Located within the Seattle metropolitan area, the City's 12.6 square miles straddle two counties (King and Snohomish). In 2012, Bothell ranked number 31 among the largest cities in the State of Washington.

The City is draped over six moderately steep-sided hills and is drained by two main waterways. This topography contributes to Bothell's image as a community of extensive green spaces.

Because Bothell is central to two interstate highways and three major state highways, the City has become increasingly desirable to homebuyers and renters, as well as to an extensive amount of commercial development.

Bothell is also esteemed for its education opportunities. The University of Washington and Cascadia Community College share a common campus within Bothell's historic downtown and the Northshore School District has consistently been recognized amount the State's top school districts.

Dubbed "The Technology Corridor", Bothell's three business parks have proven to be a particularly appealing location for technology firms, wireless communications, medical device manufacturing, and ultrasound research.

Despite its rapid growth, Bothell has managed to retain a “hometown” feeling that extends to its residential neighborhoods, its historic downtown, and even its more recently developed business parks and commercial centers.

Bothell is a Non-Charter, Optional Municipal Code City operating under a Council-City Manager form of government. The City’s seven Council members are elected at-large to 4-year terms. The Council contracts with a professional City Manager to direct day-to-day operations. The City Manager appoints seven department heads, an Assistant City Manager and a Deputy City Manager.

In 2013-2014, the City of Bothell has 296 authorized positions.

Bothell’s full and part-time employees provide a full range of municipal services for 34,510 residents, including general government administration, public safety (police and fire services), community development, public works, and parks and recreation.

The City operates Enterprise Funds for its Water, Sewer, and Storm Drain Utilities. The City and adjacent water districts provide water and sewer services. Garbage service is provided through an independent contractor. Library services are provided through the King County Library System.

Major events throughout the year draw many visitors to Bothell including the Community Egg Hunt in the spring, Freedom Festival and Music in the Park in the summer, Riverfest and Safe Halloween in the fall and holiday celebrations throughout the community in the winter.

Additional Community Statistics

Government

Incorporated	1909
Form of Government	Council-City Manager

Elected Body
- City Council (7 members)
- Mayor, Deputy Mayor, 5 Council
- 4 year terms

Demographics

Population	34,510
Land Area	12.6 square miles
Unemployment Rate*	7.2%
Median Age***	38
Business Licenses*	2,945

Household Data

Median Household Income
- $66,294 - King County
- $62,687 - Snohomish County

Median Home Assessed Value
- $310,000 - King County
- $260,000 - Snohomish County

Median Rental $1,166

Public Safety - Fire Protection

Number of Full-time Firefighters*	57
Number of Fire Stations	3
Number of Emergency Alarms*	4,975

Public Safety - Police Protection

Number of Sworn Police Officers*	58
Number of Police Stations	1
Number of Calls for Service**	4,975

Parks, Recreation & Culture

Number of Parks	23
Number of Acres	201.02
Number of Field & Shelter Bookings*	2,332

Education

Northshore School District
- 32 attendance center
- 2,300 employees
- 18,709 students

Cascadia Community College
- 5,057 students

University of Washington - Bothell
- 2,600 Students

Public Transportation

The City of Bothell:
- Maintains 326 miles of paved roads
- Owns 1,957 street lights within the Bothell City limits

Utility Services

The City of Bothell:
- Maintains 3,950 water and sewer customer accounts
- Maintains 72.5 miles of water mains, 58.6 miles of sewer mains and 110 miles of storm drains

Top Ten Businesses*

The City of Bothell is home to a very diverse group of employers. The top ten include:

AT&T Mobile	1,968
Northshore School District	1,800
Philips Ultrasound	1,116
T-Mobile	655
University of Washington-Bothell	499
Vertafore Inc	450
Seattle Genetics Inc	441
Panasonic (Matsushita) Avionics	434
Puget Sound Energy	433
Allstate Insurance Co	300

*2012 **2011 ***2010

City of Bothell™

Appendix J

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.

Fund Descriptions

Limited "Non-Voted" Tax General Obligation Bonds (also called Councilmanic Bonds) can be issued by the City Council without a vote of the people. The debt is repaid from current unrestricted revenue sources.

Legal Debt Limits State law dictates that City debt cannot be incurred in excess of the following taxable percentages: 1.5% without a vote of the people; 2.5% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people provided the indebtedness in excess of 2.5% is for utilities, parks, or open space development. A current debt capacity table is located in the Expenditures section on page 11.

General Obligation (GO) 2008 Refunding 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. Additional information on the 2008 Refunding Bond Fund is located in the Debt Service Funds section.

Local Infrastructure Financing Tool (LIFT) Debt Service Funds is intended to account for the retirement of general purpose bonds. In 2011-2012, the City Council will consider issuing a $30,000,000 councilmatic LIFT Bond to support downtown revitalization projects.

Local Improvement District Control Funds accounts for special assessment bonds that are not the direct responsibility of the City. The City collects special assessment payments to finance public improvements or services deemed to benefit the properties against which the special assessments are levied.

Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who directly benefited from the capital improvement. Debt payments are funded through annual assessments paid to the City by property owners. LIDs are formed by the City Council after a majority of property owners agree to the assessment. State law does not require cities to budget for LIDs.

Local Improvement District Guaranty Fund was established for the purpose of guaranteeing the payment of local improvement bonds and is funded from any surplus from Local Improvement District Funds.

Fund Descriptions

Capital Improvements Fund

(See Capital Projects List on Pages 14 – 17 of the Expenditures section)

This Fund is used to account for monies used to acquire land and/or construct major capital facilities (such as buildings or roads).

The City's Capital Improvements Fund is funded by real estate excise tax, grants, private sources, and transfers from other City funds.

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.

Fund Descriptions

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 Law Enforcement Officers & Fire Fighters (LEOFF) I health insurance premium costs.

In addition, an amount is set aside each year to pay claims within the self-insured retention of our 1997 liability insurance policy (there is a three year "tail" on liability claims due to the statute of limitations to file a claim), and to pay defense costs for claims that fall outside of coverage.

This fund also pays the premiums for our retired LEOFF employees' health care insurance, and active and retired LEOFF I employees' uninsured medical benefits.

Asset Replacement Fund

The Asset Replacement Fund was established in 2000 to set aside funds for known future asset replacement needs. Funds are set aside each year based on projected future costs of assets and their life expectancies.

Expenditure Chart of 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 American Federation of State, County and Municipal Employees (AFSCME), Non-Represented and Police Guild employees are based on 2,080 hours per year.

Wages for International Association of Firefighters (IAFF) employees working a standard (40 hour week) shift are based on 2,080 hours per year. Wages for IAFF employees working a non-standard (24 hour duty) shift are based on 2,600 hours per year.

1200 Overtime

Wages paid at regular time and a half in accordance with City of Bothell Personnel Policies and Procedures, union contracts and Fair Labor Standards Act (FLSA).

1300 Part-Time/Temporary Labor

Part-time is defined as working less than 40 hours per week. Temporary is defined as working less than five months in a 12-month period. Limited-term employees, under the City's Personnel Policies and Procedures, and the AFSCME union contract is defined as more than five months, but less than 24 months, and a minimum of 70 hours per month.

2000 - Personnel Benefits

Amounts paid by the City on behalf of employees. These amounts are not included in gross salary, but instead are in addition to that amount. Although not paid directly to the employee, these payments are made on behalf of the employee and are a cost of employment. Rates can change as a result of collective bargaining negotiations.

2110-2120 Federal Insurance Contribution Act (FICA)

The City is required to contribute 7.65% (6.2% Social Security and 1.45% Medicare) of employee earnings to Social Security. For IAFF employees, the City contributes Medicare tax only (1.45%).

Expenditure Chart of Account Descriptions

2130 Pension
The City's pension contribution rates as of October 19, 2010 are:

Public Employees' Retirement System (PERS) 1, 2, & 3 - 5.31%
Public Safety Employees Retirement System (PSERS) 2 - 7.85%
Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) 1 - NA
Law Enforcement Officers' and Fire Fighters' Retirement System 2 - 5.24%

2140 Insurance

Health Insurance
Employer cost of health, vision, dental, and life insurance for employees.

Disability Insurance
Employer cost to provide long-term disability insurance for those City employees that are disabled and unable to work.

The City does not pay disability insurance for Police Guild employees. Employees are required to pay for their own disability insurance via payroll deduction per the Guild contract.

2150 Unemployment
The City has a "reimbursable account" with the State and only pays unemployment when a former employee files a claim. The State bills the City for actual wages paid from such claims.

2160 Workers' Compensation
Payments made per the City Workers' Compensation Policy with Washington State Department of Labor and Industries. Rates vary according to the class of work an employee provides.

2170 Uniform Allowance

AFSCME
The City provides protective clothing required by the City. Uniforms are provided through a quartermaster system.

Police
Uniforms and equipment provided by the City using a Quartermaster System. The City pays up to $50/month per member for cleaning service. Detectives allowance is $750/year.

Fire
Uniforms and equipment are provided by the City. See department standard operating procedures for additional detail.

Bothell Police Captains (BPC)
Shall receive uniforms pursuant to the Quartermaster System.

2180 Tuition Reimbursement
Amounts reimbursed by the City to any employee qualifying for tuition reimbursement, in accordance with the City's Personnel Policies and Procedures.

2190 Other Allowances and Payouts
All employees are entitled to cash payout of their accrued vacation and/or comp time upon separation.

3000 – Supplies
Amounts paid for items that are consumed or deteriorated through use. Expenditures for all supplies needed for the operation and administration of the City. Included here are office supplies, computer supplies, photo supplies and miscellaneous operating supplies and materials.

3110 Office Supplies
All costs for supplies to maintain office operations - including paper, pens, pencils, miscellaneous supplies and small office equipment or furniture that does not meet the criteria for fixed assets.

3120 Cleaning and Sanitation Supplies
Costs to purchase janitorial supplies or cleaning supplies used in operations.

3130 Construction Materials and Supplies
Costs associated with maintaining City property such as asphalt, concrete, crack sealant, street signs, etc.

3140 Household Supplies
Coffee, tea, napkins, paper towels and other supplies used by employees.

3150 Paint Supplies
Paint, striping, and related supplies.

3160 Plumbing Supplies
Pipes, fittings and other related supplies.

3170 Publications
Purchases of books, periodicals, and library updates.

3180 Computer Supplies
Cables and other small miscellaneous items needed for computers.

3200 Fuel Consumed
Fuel costs necessary to operate City vehicles and equipment.

3500 Small Tools and Minor Equipment
Small and attractive assets that fall below the City's capitalization threshold. Examples include firearms, video equipment, electronic equipment, and laptops.

4000 - Other Services and Charges
Includes expenditures for services other than personal services which are needed by the government.

4100 Professional Services
Services that can be performed only by persons or firms with specialized skills and knowledge. The primary purchase is the service that is provided, although a product may or may not result from the transaction. Examples of professional service providers involve architects, engineers, auditors, physicians, lawyers and consultants.

4110 Auditing
Auditing expenditures include tax auditing and the Washington State Auditor's annual independent audit of the City's financial records.

4120 Engineering/Plan Review
Specialized services such as those provided by professional consulting engineers, surveyors, and architects.

4130 Legal
Legal services provided per contract.

4140 Communications
Specialized technical services provided by vendors specializing in communications.

Expenditure Chart of Account Descriptions

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.

Expenditure Chart of Account Descriptions

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.

Expenditure Chart of Account Descriptions

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.

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.

Glossary

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 (CIP)
A plan to provide for the maintenance or replacement of existing public facilities and capital assets and for the construction or acquisition of new ones.

Capital Improvement Program Budget
A Capital Improvement Program Budget is accounted for separately from a government's operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the governmental assets. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities, and large scale remodeling.

Capital Outlay
Expenditures which result in the acquisition of (or additions to) a government's fixed assets.

Capital Projects Fund
A fund created to account for financial resources designated for the acquisition, construction, or renovation of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

Consumer Price Index (CPI)
An index established and updated by the Federal Department of Labor. It measures the change in prices paid over time for a fixed set of goods and services.

Cost Center
An organizational budget/operating unit or division within a City department, i.e., Information Technology Services is a cost center within the General Fund's Executive Department.

Glossary

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.

Enterprise Fund
A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. It is the intent of the City that the costs (including depreciation) of providing services to the general public be financed or recovered primarily through user fees. Rates for services should be established to ensure revenues are adequate to meet all necessary expenditures.

Estimated Revenue
The amount of revenue projected to be collected during a fiscal period.

Excess Property Tax
An unlimited tax levy which may be used only to retire the principal and interest or redemption charges on bond indebtedness. Under State law, the City may impose an excess operating tax levy if approved by a majority of the voters. An excess property tax is also commonly called a levy lid lift.

Expenditure
The outflow of financial resources for goods and services received. NOTE: An encumbrance is not an expenditure; an encumbrance only reserves funds expected to be expended.

Federal Emergency Management Agency (FEMA)
An agency that provides funding for hazard mitigation.

Fiduciary Fund Type
The trust and agency funds used to account for assets held by the City in a trustee capacity.

Financial Plan
A long-term spending plan which establishes fiscal policies, goals and objectives for the City.

Fiscal Year (FY)
The time period designated by the City signifying the beginning and ending dates for recording financial transactions. The City of Bothell has specified January 1 through December 31 as its fiscal year.

Fixed Assets
Assets such as land, building, machinery, furniture, and other equipment. The City has defined fixed assets as those with an acquisition cost of $5,000 or more and a minimum estimated life of two years.

Full-Time Equivalent (FTE)
Number of commensurable hours equivalent to those of a regular, full-time employees (2,080 hours per year).

Fund
An accounting entity that records all financial transactions for specific activities or government functions. Eight commonly used fund types in public accounting are: general fund, special revenue fund, debt service fund, capital projects fund, enterprise fund, trust and agency fund, internal service fund, and special assessment fund.

Fund Balance
Also know as financial position, fund balance is the excess of current assets over current liabilities (plus any reserves).

General Fixed Asset Account Group
A self-balancing group of accounts established to record all transactions pertaining to the City's fixed assets.

General Fund (Current Fund)
The primary operating fund of the City. General Fund revenues include regular property taxes, retail sales tax, utility taxes, licenses and permits, service charges, and other locally generated types of revenue. The fund accounts for basic government services such as police and fire protection, finance, data processing, courts, attorneys, and administration.

General Government Revenue
The revenues of a government other than those derived from and retained in Enterprise Funds.

General Long-Term Debt Account Group
An account group that accounts for the balances due on long-term indebtedness. The group also accounts for the dollar value of the accrued vacation and other compensated absences of City employees.

General Obligation Bonds
General Obligation Bonds, also known as GO Bonds, finance a variety of public projects such as streets, buildings, and capital improvements. Bonds are repaid from excess property taxes, and are backed by the "full faith and credit" of the issuing government. The issuance of Unlimited General Obligation Bonds must be submitted to voters for approval. The City can also issue Councilmanic General Obligation Bonds, which are non-voted.

Goal
A statement of broad direction, purpose, or intent.

Grant
A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

Implicit Price Deflator (IPD)
An index used by the State to determine allowable annual growth in inflation for property tax calculation.

Improvement District
An area that is established to receive specific capital improvements or services deemed to benefit primarily those properties within its boundaries.

Internal Service Fund
A fund used to account for the financing of goods or services provided by one department to another, or to other governments, on a cost-reimbursement basis.

Lease Purchase Agreement
A contractual agreement by which capital outlay may be purchased by making annual lease payments.

Line-Item Budget
A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

Local Improvement District Bonds
Local improvement district bonds can be issued by a City to finance improvements in specific areas of the municipality. The property owners benefiting from the improvements are assessed and billed annually to pay for the cost of retiring the bonds. This type of financing mechanism is generally used for projects such as street improvements and the extension of sewer lines.

Long-Term Debt
Debt that matures more than one year after the date of issuance.

Maturity Date
The date by which long-term debt is scheduled to be paid off.

Modified Accrual Basis Accounting
Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures for the current period. Expenditures, for the most part, are recognized when the fund liability is incurred-except for pre-payments, accumulated employee leave, and long-term debt.

Net Assets
Excess of the value of assets (cash, investments, receivables, and other assets) over the value of liabilities.

Net Direct Debt (or Net Bonded Debt)
Direct debt minus self-supporting debt.

Non-Operating Expense
An expense which is not directly related to the provision of the services, i.e., debt service.

Non-Operating Revenue
Revenue which is generated from other sources, i.e., interest, and is not directly related to service activities.

Objective
A statement of specific direction, purpose, or intent based on the goals established for a specific department.

Glossary

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.

Puget Sound Regional Council (PSRC)
A council of governments representing the Puget Sound region of western Washington. The PSRC is headed by an executive board that assists member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

Real Estate Excise Tax (REET)
The City collects a 0.5% REET on all sales of real estate within the City. These funds are restricted for capital spending that is identified in the City's capital facilities plan. Both the first and second 0.25% may be spent for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalk, street and road lighting systems, traffic signals, bridges, water systems, and storm and sewer systems. In addition, the first 0.25% may be spent for parks and recreation facility acquisition; as well as the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of law enforcement facilities, fire protection facilities, trails, and administrative and judicial facilities.

Regular Property Tax
A statutory limited tax levy, which is based on assessed property value and may be imposed by a government for any purpose.

Reserve
An account used to indicate that a portion of a fund's assets is dedicated for or legally restricted to a specific purpose and is, therefore, not available for general appropriation.

Residential Customer Equivalent (RCE)
Used by King County as a unit for determining sewer service volume charges for commercial customers.

Revenue Bonds
Bonds usually sold for construction projects that will produce additional revenues for the government. The new revenue is pledged to pay the principal and interest of the bond. Revenue bonds are not subject to the debt limitation as regulated by the State constitution. Revenue bonds are often utilized by a government's business type activities, which are funded by user fees.

Risk Management
Protecting a government's assets against loss in the most efficient and effective method.

Acronyms

Self-Supporting Debt
Debt for which the City has pledged a repayment source separate from its general revenues.

Source of Revenue
Revenues are classified according to their source or point of origin.

Special Revenue Funds
Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

Transportation Improvement Plan (TIP)
A TIP is required to be prepared annually; it prioritizes transportation projects and potential funding sources.

Trust and Agency Funds
Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The Fiduciary Funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as governmental funds (general, special revenue, debt service and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unreserved Fund Balance
Unreserved Fund Balance is the excess of assets over liabilities and reserves that is available for general appropriation.

Acronyms

A/C	Asbestos/Cement
ACO	Animal Control Officer
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillators
AFSCME	American Federation of State, County & Municipal Employees
ALERT	Allied Law Enforcement Response Team
ALS	Advanced Life Support
ARCH	A Regional Coalition for Housing
AWC	Association of Washington Cities
BAN	Bond Anticipation Note
BARS	Budgeting Accounting Reporting System
BCTV	Bothell Community Television
BRB	Boundary Review Board
BMC	Bothell Municipal Code
BPC	Bothell Police Captains
BPMS	Backflow Prevention Management Software
BPOG	Bothell Police Officers' Guild
BRE	Business Retention and Expansion
CAD/RMS	Computer Aided Dispatch/Record Management Software
CAFR	Comprehensive Annual Financial Report
CB	Catch Basin
CBT	Competency Based Training
CCTV	Closed Circuit Television Inspections
CD	Community Development
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Training
CFP	Capital Facilities Plan
CFPPC	Capital Facilities Plan Process Committee
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CMOM	Capacity Management Operation & Maintenance
CMW	City Manager Weekly Report
CPI	Consumer Price Index
CPI-W	Consumer Price Index–Urban Wage & Clerical Workers
CPP	Countrywide Planning Policies
CPR	Cardiopulmonary Resuscitation
CRE	Commercial Real Estate
CRR	Community Risk Reduction
CTR	Commute Trip Reduction

DAWN	Domestic Abuse Women's Network
DCM	Deputy City Manager
DOE	Department of Ecology
DOH	Department of Health
DOR	Department of Revenue
DRT	Disturbance Response Team
DSI	Development Services Initiative
DUI	Driving Under the Influence
ECC	Emergency Coordination Center
ECTC	Eastside Cities Training Consortium
EHMRT	Eastside Hazardous Materials Response Team
EIS	Environmental Impact Statement
EIS	Electronic Imaging System
EMPG	Emergency Management Preparedness Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESA	Endangered Species Act
ESCA	Emergency Services Coordinating Agency
ETC	Employee Transportation Coordinator
ETP	Eastside Transportation Program
FBI	Federal Bureau of Investigation
FBRP	Federal Bridge Replacement Program
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FF	Firefighters
FHPB	Fire Hazard Prevention Bureau
FICA	Federal Insurance Contribution Act
FLSA	Fair Labor Standards Act
FOG	Fats, Oils & Grease
FTE	Full Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GBCC	Greater Bothell Chamber of Commerce
GFOA	Government Finance Officers Association

GIS	Geographic Information System
GMA	Growth Management Act
GMP	Guaranteed Maximum Price
GO	General Obligation
GPS	Global Positioning System
HAM	Not an acronym – slang for Amateur Radio Operator
HAZ-MAT	Hazardous Materials
HPA	Hydraulic Permit Approval
HRI	Historic Resources Inventory
HVAC	Heating, Ventilation and Air Conditioning
IAFF	International Association of Firefighters
ICC	Infrastructure Coordinating Committee
ICMA	International City/County Management Association
ICS	Incident Command System
IFC	International Fire Code
IPD	Implicit Price Deflator
IPS	Institute for Policy Studies
IPZ	Innovation Partnership Zone
IRS	Internal Revenue Service
IS	Information Services
ITS	Intelligent Transportation System
ITSP	Information Technology Strategic Plan
JIP	Juvenile Intervention Program
KCBRB	King County Boundary Review Board
KCPEC	King County Project Evaluation Committee
LED	Light Emitting Diode
LEED	Leadership in Energy & Environment Design
LEOFF	Law Enforcement Officers & Firefighters
LF	Linear Foot
LID	Local Impact Development
LID	Local Improvement District
LIFT	Local Infrastructure Financing Tool
LOS	Level of Service

M&O	Maintenance & Operations
MPD	Metropolitan Park District
MRSC	Municipal Research Service Center
MUGA	Municipal Urban Growth Area
MVA	Motor Vehicle Accident
NCR	No Carbon Required
NEWBA	North East West Bothell Annexation
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NORCOM	North East King County Regional Public Safety Communication Agency
Northshore PRSA	Northshore Parks & Recreation Service Area
NPDES	National Pollutant Discharge Elimination System
OPS	Office of Professional Standards
OSHA	Occupational Safety & Health Administration
PAA	Potential Annexation Area
PAB	Peer Advisory Board
PABL	Park at Bothell Landing
PACE	Pro-Active Criminal Enforcement
PCI	Payment Card Industry
PCN	Position Change Notice
PERS	Public Employees Retirement System
PIO	Public Information Officer
PROSAP	Parks, Recreation & Open Space Action Program
PSA	Purchase and Sale Agreement
PSERS	Public Safety Employees Retirement System
PSRC	Puget Sound Regional Council
PUD	Planned Unit Developments
PUD	Public Utility District
PWOC	Public Works Operations Center
PW	Public Works
PWS	Personal Wireless Services
PWTF	Public Works Trust Fund

RCE	Residential Customer Equivalent
RCW	Revised Code of Washington
RDA	Revenue Development Area
REET	Real Estate Excise Tax
RFP	Request for Proposal
RHS	Retiree Health Savings Plan
RIMC	Records Information Management Committee
RTA	Regional Transit Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
SAO	State Auditor's Office
SCA	Sudden Cardiac Arrest
SCADA	Supervisory Control and Data Acquisition
SCBA	Self Contained Breathing Apparatus
SCBRB	Snohomish County Boundary Review Board
SEC	Securities & Exchange Commission
SEPA	State Environmental Policy Act
SMP	Shoreline Master Program
SOC	Stipulated Order of Continuance
SOP	Standard Operating Procedures
SPU	Seattle Public Utilities
SR	State Route
SRO	School Resource Officer
SRT	Special Response Team
STEP	Selective Traffic Enforcement Program
SUIDI	Sudden, Unexplained Infant Death Investigation
TBD	Transportation Benefit District
TDM	Transportation Demand Management
TIB	Transportation Improvement Board
TIP	Transportation Improvement Plan
TMC	Traffic Management Center
TMDL	Total Maximum Daily Load
TRT	Technical Rescue Team
UASI	Urban Areas Security Initiative
UFC	Uniform Fire Code
UPS	Uninterruptable Power Supply
UW-B	University of Washington-Bothell

WAC	Washington Administrative Code
WACA	Washington Animal Control Association
WADOE	Washington State Department of Ecology
WCIA	Washington Cities Insurance Authority
WDFW	Washington Department of Fish & Wildlife
WSDOT	Washington State Department of Transportation
WSRA	Washington State Recycling Association
YMCA	Young Men's Christian Association

Appendix G

Budget Ordinance

ORDINANCE NO. 2109 (2012)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2013; 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 2013, 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, 2013, 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 December 11, 2012, 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 2013-2014, a copy of which has been and is now on file with the office of the City Clerk, by this reference is hereby incorporated herein as if set forth in full, and said final budget shall be and the same is hereby adopted in full.

Section 2. Exhibit A which is attached hereto and incorporated herein by this reference as though set forth in full, sets forth the totals of estimated revenues for each separate fund and the aggregate totals for all such funds combined, the totals of estimated expenditures for each separate fund and the aggregate totals for all such

funds combined, and the authorized positions of employment with the City for 2013-2014.

Section 3. A complete copy of the final budget for 2013-2014, 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:

JOSEPH BECK
CITY ATTORNEY

FILED WITH THE CITY CLERK: December 4, 2012
PASSED BY THE CITY COUNCIL: December 11, 2012
PUBLISHED: December 17, 2012
EFFECTIVE DATE: December 22, 2012
ORDINANCE NO.: 2109 (2012)

SUMMARY OF ORDINANCE NO. 2109 (2012)

City of Bothell, Washington

On the 11th day of December, 2012, the City Council of the City of Bothell passed Ordinance No. 2109 (2012). 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, 2013; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

The full text of this Ordinance will be mailed upon request.

Dated this 11th day of December, 2012.

JOANNE TRUDEL
CITY CLERK

FILED WITH THE CITY CLERK: December 4, 2012
PASSED BY THE CITY COUNCIL: December 11, 2012
PUBLISHED: December 17, 2012
EFFECTIVE DATE: December 22, 2012
ORDINANCE NO.: 2109 (2012)

Exhibit A

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2009-2010 Actuals	2011-2012 Modified Budget	2013-2014 Budget
General Fund	$66,878,546	$78,126,549	$78,150,611
Special Revenue Funds			
Street	2,670,411	4,034,507	4,123,008
Arterial Street	1,505,388	5,168,016	6,132,320
Cable TV Fund (closed)	-	-	-
Park Cumulative Reserve	1,555,647	480,000	480,000
Drug Seizure Fund	74,138	44,000	44,000
Nuisance Abatement Fund (closed)	35,000	-	-
Debt Service Funds			
2008 General Obligation Refunding Bond	1,338,390	1,500,000	1,435,000
LIFT General Obligation Bond	-	1,500,000	2,000,000
Capital Funds			
Capital Improvements	50,839,957	91,349,599	78,568,887
Construction & Acquisition	-	-	-
Utility Funds			
Water	7,149,349	7,574,929	10,624,378
Sewer	9,602,059	11,249,481	15,120,910
Storm Drain	8,036,540	6,517,133	22,155,369
Internal Service Funds			
Fleet Management	2,673,624	3,057,338	3,082,272
Self Insurance	1,766,605	2,118,078	2,182,524
Asset Replacement	1,978,438	2,057,092	2,949,558
Expendable Trust Funds			
Cemetery Endowment	1,183	-	400
Firemen's Pension Reserve	95,110	104,600	90,000
Total Appropriation All Funds	**$156,200,386**	**$214,881,322**	**$227,139,237**
Less Operating Transfers	(9,435,783)	(10,990,131)	(13,227,391)
Less Interfund Transactions	(7,420,872)	(6,262,206)	(6,446,604)
Total Appropriation All Funds Less Transfers	139,343,732	197,628,985	207,465,242
Biennium Ending Fund Balance	56,497,972	19,679,449	16,443,591
Total Appropriation Plus Ending Fund Balance	$195,841,704	$217,308,434	$223,908,833

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2009-2010 Actuals	2011-2012 Modified Budget	2013-2014 Budget
General Fund	$75,781,095	$78,556,380	$78,150,611
Special Revenue Funds			
Street	3,275,661	3,624,334	4,123,008
Arterial Street	1,264,341	5,203,000	6,937,054
Cable TV Fund (closed)	-	11,334	-
Park Cumulative Reserve	722,529	50,000	100,000
Drug Seizure Fund	61,415	43,400	23,000
Nuisance Abatement Fund (closed)	33,630	8,835	-
Debt Service Funds			
2008 General Obligation Refunding Redemption	1,461,499	1,470,000	1,475,000
LIFT General Obligation Bond Redemption	-	1,500,000	2,000,000
Capital Funds			
Capital Improvements	70,259,455	92,529,298	78,354,340
Construction & Acquisition	-	-	-
Utility Funds			
Water	6,658,119	8,448,624	11,680,279
Sewer	9,639,763	11,901,736	15,754,663
Storm Drain	4,965,891	8,153,207	21,674,038
Internal Service Funds			
Fleet Management	3,308,017	2,957,579	3,077,111
Self Insurance	2,011,513	2,068,077	2,130,813
Asset Replacement	4,142,549	4,318,461	6,326,272
Expendable Trust Funds			
Cemetery Endowment	-	12,000	18,000
Firemen's Pension Reserve	57,700	80,000	90,000
Total Appropriation All Funds	**$183,643,177**	**$220,936,265**	**$231,914,189**
Less Operating Transfers	**(8,867,791)**	**(10,990,131)**	**(13,227,391)**
Less Interfund Transactions	**(7,420,872)**	**(6,262,206)**	**(6,446,604)**
Total Appropriation All Funds Less Transfers	**167,354,514**	**203,683,928**	**212,240,194**
Less Depreciation Expense	**(3,824,062)**	**(3,400,000)**	**(3,924,800)**
Biennium Ending Fund Balance	**19,679,449**	**16,443,591**	**15,593,439**
Total Appropriation Plus Ending Fund Balance	**$183,209,901**	**$216,727,519**	**$223,908,833**

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
City Manager	1	Executive	City Manager	1
Deputy City Manager (budgeted for 2013)	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
Accounting Specialist	6	Finance	AFSCME	1
Human Resources Analyst	8	Human Resources	Non-Rep	1
Deputy Finance Director	11	Finance	Non-Rep	1
Human Resources Payroll Specialist	12	Human Resources	Non-Rep	1
Accounting Specialist, Senior	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
Legal Assistant	25	Legal	AFSCME	1
GIS Administrator	26	Information Systems	AFSCME	1
Recreation & Park Planning Manager	27	Public Works	Non-Rep	1
Lead Permit Services Technician	29	Community Development	AFSCME	1
Office Specialist	30	Community Development	AFSCME	1
Recycle & Public Services Project Administrator	31	Public Works	AFSCME	1
Fleet & Facilities Manager	32	Public Works	Non-Rep	1
Lead Maintenance Worker	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
Fire Battalion Chief	39	Fire & EMS	IAFF	1
Fire Battalion Chief	40	Fire & EMS	IAFF	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1
Fire Lieutenant	43	Fire & EMS	IAFF	1
Firefighter	44	Fire & EMS	IAFF	1
Fire Lieutenant	45	Fire & EMS	IAFF	1
Fire Lieutenant	46	Fire & EMS	IAFF	1
Fire Battalion Chief	47	Fire & EMS	IAFF	1
Fire Lieutenant	48	Fire & EMS	IAFF	1
Firefighter	49	Fire & EMS	IAFF	1
Firefighter	50	Fire & EMS	IAFF	1
Firefighter	51	Fire & EMS	IAFF	1
Firefighter	52	Fire & EMS	IAFF	1
Firefighter	53	Fire & EMS	IAFF	1
Fire Lieutenant	54	Fire & EMS	IAFF	1
Firefighter	55	Fire & EMS	IAFF	1
Fire Lieutenant	56	Fire & EMS	IAFF	1
Firefighter	57	Fire & EMS	IAFF	1
Firefighter	58	Fire & EMS	IAFF	1
Fire Battalion Chief	59	Fire & EMS	IAFF	1
Firefighter	60	Fire & EMS	IAFF	1
Firefighter	61	Fire & EMS	IAFF	1
Firefighter	62	Fire & EMS	IAFF	1
Fire Lieutenant	63	Fire & EMS	IAFF	1
Firefighter	64	Fire & EMS	IAFF	1
Firefighter	65	Fire & EMS	IAFF	1
Fire Lieutenant	66	Fire & EMS	IAFF	1
Firefighter	67	Fire & EMS	IAFF	1
Firefighter	68	Fire & EMS	IAFF	1
Public Educator/ Public Information Specialist	69	Fire & EMS	AFSCME	.5
Public Safety Administrative Coordinator	70	Fire & EMS	Non-Rep	1
Fire Records Specialist	71	Fire & EMS	AFSCME	.75
Police Chief	72	Police	Non-Rep	1
Police Captain	73	Police	Police Captains	1
Deputy Police Chief	74	Police	Non-Rep	1
Police Officer	75	Police	BPOG	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Police Sergeant	76	Police	BPOG	1
Police Sergeant	77	Police	BPOG	1
Police Sergeant	78	Police	BPOG	1
Police Officer	79	Police	BPOG	1
Police Officer	80	Police	BPOG	1
Police Officer	81	Police	BPOG	1
Police Officer	82	Police	BPOG	1
Police Officer	83	Police	BPOG	1
Police Officer	84	Police	BPOG	1
Police Officer	85	Police	BPOG	1
Police Officer	87	Police	BPOG	1
Police Sergeant	88	Police	BPOG	1
Police Officer	89	Police	BPOG	1
Police Captain	90	Police	Police Captains	1
Police Officer	91	Police	BPOG	1
Police Officer	92	Police	BPOG	1
Police Officer	93	Police	BPOG	1
Police Officer	94	Police	BPOG	1
Police Officer	95	Police	BPOG	1
Police Officer	96	Police	BPOG	1
Police Sergeant	97	Police	BPOG	1
Police Sergeant	98	Police	BPOG	1
Police Officer	99	Police	BPOG	1
Police Sergeant	100	Police	BPOG	1
Police Officer	101	Police	BPOG	1
Evidence & Property Room Coordinator	102	Police	AFSCME	1
Police Records Specialist	103	Police	AFSCME	1
Police Records Specialist	104	Police	AFSCME	1
Police Support Srvcs 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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Deputy Public Works Director/ City Engineer	117	Public Works	Non-Rep	1
Supervising Engineer	119	Public Works	Non-Rep	1
Capital Division Manager	120	Public Works	Non-Rep	1
Senior Engineering Technician	121	Public Works	AFSCME	1
Senior Civil Engineer	122	Public Works	AFSCME	1
Community Development Deputy Director/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 Specialist	129	Information Systems	AFSCME	1
Senior Construction Inspector	130	Public Works	AFSCME	1
Lead Maintenance Worker	132	Public Works	AFSCME	1
SCADA Specialist	133	Public Works	AFSCME	1
Senior Maintenance Worker	134	Public Works	AFSCME	1
Maintenance Specialist	135	Public Works	AFSCME	1
Lead Maintenance Worker	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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Senior Maintenance Worker	146	Public Works	AFSCME	1
Lead Equipment Mechanic	147	Public Works	AFSCME	1
Equipment Mechanic	148	Public Works	AFSCME	1
Senior Management Analyst	149	Executive	Non-Rep	1
Permit Services Technician	150	Community Development	AFSCME	1
Administrative Support Manager	151	Community Development	Non-Rep	1
Administrative Assistant	152	Public Works	AFSCME	1
Maintenance Supervisor	154	Public Works	Non-Rep	1
Police Officer	155	Police	BPOG	1
Police Records Specialist	156	Police	AFSCME	1
Surface Water Program Coordinator	157	Public Works	AFSCME	1
Senior Construction Inspector	158	Public Works	AFSCME	1
Court Administrator	159	Municipal Court	Non-Rep	1
Court Clerk	160	Municipal Court	AFSCME	1
Firefighter	161	Fire & EMS	IAFF	1
Firefighter	162	Fire & EMS	IAFF	1
Firefighter	163	Fire & EMS	IAFF	1
Firefighter	164	Fire & EMS	IAFF	1
Firefighter	165	Fire & EMS	IAFF	1
Firefighter	166	Fire & EMS	IAFF	1
Firefighter	167	Fire & EMS	IAFF	1
Firefighter	168	Fire & EMS	IAFF	1
Firefighter	169	Fire & EMS	IAFF	1
Police Captain	170	Police	Police Captains	1
Police Officer	171	Police	BPOG	1
Police Sergeant	172	Police	BPOG	1
Communications Supervisor	175	Police	AFSCME	1
Police Sergeant	176	Police	BPOG	1
Information Systems Administrator	177	Information Systems	AFSCME	1
Police Support Officer	178	Police	AFSCME	1
Firefighter	180	Fire & EMS	IAFF	1
Firefighter	181	Fire & EMS	IAFF	1
Police Officer	182	Police	BPOG	1
Police Officer	183	Police	BPOG	1
Firefighter	184	Fire & EMS	IAFF	1
Senior Maintenance Worker	185	Public Works	AFSCME	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Office Specialist	186	Public Works	AFSCME	1
Senior Office Specialist	187	Community Development	AFSCME	1
Communications Specialist	188	Police	AFSCME	1
Public Safety Administrative Coordinator	189	Police	Non-Rep	1
Senior Admin Assistant	190	Executive	Non-Rep	1
Administrative Assistant	191	Police	Non-Rep	1
Administrative Assistant	192	Police	Non-Rep	1
Administrative Assistant	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	197	Police	BPOG	1
Police Officer	198	Police	BPOG	1
Firefighter	199	Fire & EMS	IAFF	1
Maintenance Worker	200	Public Works	AFSCME	1
Administrative Assistant	201	Police	Non-Rep	1
Permit Services Technician	202	Community Development	AFSCME	1
Senior Civil Engineer	204	Public Works	AFSCME	1
Firefighter	205	Fire & EMS	IAFF	1
Firefighter	206	Fire & EMS	IAFF	1
Firefighter	207	Fire & EMS	IAFF	1
Police Officer	208	Police	BPOG	1
Police Officer	209	Police	BPOG	1
Firefighter	210	Fire & EMS	IAFF	1
Firefighter	211	Fire & EMS	IAFF	1
Firefighter	212	Fire & EMS	IAFF	1
Police Officer	213	Police	BPOG	1
Police Officer	214	Police	BPOG	1
Police Officer	215	Police	BPOG	1
Police Officer	216	Police	BPOG	1
Information Systems Applications Analyst	232	Information Systems	AFSCME	1
Senior Maintenance Worker	233	Public Works	AFSCME	1
Senior Office Specialist	234	Community Development	AFSCME	1
Fire Battalion Chief	235	Fire & EMS	IAFF	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	BPOG	1
Transportation Engineering Manager	240	Public Works	Non-Rep	1
Building Maintenance Specialist	241	Public Works	AFSCME	1
Senior Financial Analyst	242	Finance	AFSCME	1
Public Information Officer	245	Executive	Non-Rep	1
Information Systems Administrator	246	Information Systems	AFSCME	1
Fire Plans Examiner	248	Fire & EMS	IAFF	1
Police Officer	249	Police	BPOG	1
Police Officer	250	Police	BPOG	1
Police Support Officer	251	Police	AFSCME	1
Communications Specialist	252	Police	AFSCME	1
Senior Office Specialist (.75 FTE to 1 FTE)	253	Police	AFSCME	1
Court Clerk (reclass from 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
Financial Info Specialist	261	Finance	Non-Rep	1
Code Compliance Officer	264	Community Development	AFSCME	1
Administrative Assistant	265	Fire & EMS	AFSCME	1
Police Sergeant	266	Police	BPOG	1
Police Officer	269	Police	BPOG	1
Police Officer	270	Police	BPOG	1
Police Captain	271	Police	Police Captains	1
Senior Office Specialist	272	City Clerk	AFSCME	.75
Information Systems Applications Analyst	274	Information Systems	AFSCME	1
Police Officer	275	Police	BPOG	1
Police Officer	276	Police	BPOG	1
Firefighter	277	Fire & EMS	IAFF	1
Administrative Assistant	278	Fire & EMS	AFSCME	1
Surface Water Program Coordinator	279	Public Works	AFSCME	1
Maintenance Worker	280	Public Works	AFSCME	1
Utility Manager	281	Public Works	Non-Rep	1
Senior Financial Analyst	284	Finance	Non-Rep	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Public Educator/ Public Information Specialist	286	Fire & EMS	AFSCME	.75
Information Systems Manager	287	Information Systems	Non-Rep	1
Information Systems Technician	288	Information Systems	AFSCME	1
GIS Specialist	290	Information Systems	AFSCME	1
Office Specialist	292	Human Resources	Non-Rep	1
Civil Engineer - Project Term	293	Public Works	AFSCME	1
Supervising Engineer - 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
Administrative Assistant - Project Term	297	Public Works	AFSCME	1
Administrative Support Manager - Project Term	298	Public Works	Non-Rep	1
Finance Director	299	Finance	Non-Rep	1
Police Officer	300	Police	BPOG	1
Emergency Prepreparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Building Inspector	303	Community Development	AFSCME	1
Information Systems Technician	310	Information Systems	AFSCME	1
Tourism Marketing Coordinator	311	Executive	AFSCME	1
Maintenance Worker	312	Public Works	AFSCME	1
Assistant City Manager/ Economic Development Manager	314	Executive	Non-Rep	1
Recreation Assistant	315	Public Works	AFSCME	.5
Public Works Superintendent	318	Public Works	Non-Rep	1
Construction Inspector - Project Term	319	Public Works	AFSCME	1
Senior 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	1
Police Officer	327	Police	BPOG	1
Police Officer	328	Police	BPOG	1
Police Officer	329	Police	BPOG	1
Planner/Inspector	330	Community Development	AFSCME	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Civil Engineer - Project Term	331	Public Works	AFSCME	1
Civil Engineer - Project Term	332	Public Works	AFSCME	1
Senior Civil Engineer - Project Term	333	Public Works	AFSCME	1
Financial Analyst - Project Term	334	Finance	AFSCME	1
Senior Engineering Technician	335	Public Works	AFSCME	1
Office Specialist	336	Community Development	AFSCME	1
Civil Engineer	337	Public Works	AFSCME	1
Maintenance Worker	338	Public Works	AFSCME	1
Maintenance Worker	339	Public Works	AFSCME	1
Police Officer	341	Police	BPOG	1
Administrative Assistant - Project Term	344	Public Works	AFSCME	1
Office Specialist	345	Public Works	AFSCME	.5
Senior Financial Analyst - Project Term	347	Finance	AFSCME	1
Surface Water Inspector	348	Public Works	AFSCME	1
Administrative Assistant	350	Fire & EMS	AFSCME	1
Senior Civil Engineer - Project Term	351	Public Works	AFSCME	1
Senior Civil Engineer - Project Term	352	Public Works	AFSCME	1
Custodian	353	Public Works	AFSCME	1
Custodian	354	Public Works	AFSCME	1
Custodian	355	Public Works	AFSCME	1
Municipal Court Judge	357	Municipal Court	Non-Rep	.5
Domestic Violence Victims Coordinator	359	Legal	AFSCME	.5
Information Systems Applications Analyst	360	Information Systems	AFSCME	1
Human Resources Analyst	361	Human Resources	Non-Rep	1
Maintenance Worker	363	Public Works	AFSCME	1
Animal Control Officer (.5 FTE to .75 FTE)	364	Police	AFSCME	.75
Associate City Attorney (reclass to reg FTE)	TBD	Legal	Non-Rep	1
Maintenance Worker (Storm FTE add)	TBD	Public Works	AFSCME	1
			Authorized Position Classifications	**296.25**

City of Bothell™

Jee Schedule Resolution

RESOLUTION NO. 1293 (2012)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, ESTABLISHING THE 2013 FEE SCHEDULE AND RESCINDING RESOLUTION NO. 1290 (2012)

WHEREAS, the City Council finds that the following fee schedule sets forth fees that are reasonable and necessary for the year 2013.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Effective December 31, 2012, the schedule of fees set forth herein is hereby adopted, superceding the 2012 Fee Schedule as amended:

	2012 Fee	***2013 Fee***
CITY CLERK DIVISION		
1. Animal license fees		
a. Altered dog or cat annual license	30.00	***30.00***
b. Unaltered dog or cat annual license	60.00	***60.00***
c. Senior (65 & over) life of altered pet	Initial fee $15.00 Renewal fee $0	***Initial fee $15.00*** ***Renewal fee $0***
d. Service animal, altered pets only (with statement owner is disabled & animal is used as service animal)	0.00	***0.00***
e. Replacement tag	5.00	***5.00***
f. Transfer fee	3.00	***3.00***
g. Late fee	15.00	***15.00***
h. Juvenile animal license (8 wks - 6 mos)	15.00	***15.00***
i. Dangerous dog registration fee	250.00	***250.00***
j. Hobby kennel/cattery - application fee	100.00	***100.00***
2. Cemetery charges and fees		
a. Sale price of spaces		
Full size space	612.00	***629.00***
Quarter size space	208.00	***214.00***
b. Burial services		
Standard	Cost plus 100.00	***Cost plus 100.00***
Urn	Cost plus 100.00	***Cost plus 100.00***
Headstone installation	Cost plus 100.00	***Cost plus 100.00***
Vaults/liners (required for regular burials, optional for burial of cremated remains)	Cost plus 100.00	***Cost plus 100.00***
Rental of canopy (optional)	Cost plus 100.00	***Cost plus 100.00***
c. Miscellaneous cemetery services, (minor landscape changes, unique marker settings, etc.)		
3 hours or less	Cost plus 50.00	***Cost plus 50.00***
4 hours or more	Cost plus 100.00	***Cost plus 100.00***

	2012 Fee	***2013 Fee***
~~3. Agenda subscriptions (Fees waived for public agencies)~~		
~~a. Planning Commission, per year~~	~~33.00~~	
~~b. City Council, per year~~	~~79.00~~	
~~c. Other boards & commissions, per year~~	~~7.00~~	
~~4. Minutes subscriptions~~		
~~a. City Council or Planning Commission, per year~~	~~104.00~~	
~~b. Other boards & commissions, per year~~	~~20.00~~	
3. Copies of audio tapes of meetings, per tape	24.00	***25.00***
4. DVD copies of meetings, per DVD	6.00	***7.00***
5. Publication request on CD	3.00	***4.00***
FINANCE DEPARTMENT		
1. Non-sufficient funds (NSF) check handling fee	33.00	***34.00***
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 & sewer service accounts.~~		
a. Late Fee Penalty	n/a	***10.00***
b. Collection agency assignment fee	33.00	***34.00***
c. Customer request water shut-off or turn-on fee	25.00	***26.00***
d. Non-payment water shut-off fee	47.00	***49.00***
e. Non-payment water turn-on fee	47.00	***49.00***
f. Meter tampering administrative fee, in cases of meter tampering or water theft. Cumulative to any fines, penalties, water charges, or other fees and costs.	317.00	***326.00***
g. Meter re-reads (One re-read per year at no charge)	31.00	***32.00***
h. Final meter reads	31.00	***32.00***
i. Utility lien filing administrative fee, in addition to County recording costs	40.00	***42.00***
j. After hours water service reactivation charge for delinquent accounts	78.00	***81.00***
POLICE DEPARTMENT		
1. Fingerprinting		
a. First card	15.00	***15.00***
b. Each additional card	5.00	***5.00***
2. Case reports or miscellaneous reports		
a. 5 pages or less	4.00	***4.00***
b. 6 pages or more	4.00 plus 0.15/page	***4.00 plus 0.15/page***
c. Photos on CD	2.00	***4.00***

	2012 Fee	***2013 Fee***
3. Accident reports		
a. 5 pages or less	4.00	***4.00***
b. 6 pages or more	4.00 plus 0.15/page	***4.00 plus 0.15/page***
c. Photos on CD	2.00	***4.00***
4. Audio and video recordings	17.00	***17.00***
5. False alarms		
a. First response	No Charge	***No Charge***
b. Second response within six months of first alarm	28.00	***50.00***
c. Third response within six months of first response	62.00	***75.00***
d. Fourth or higher response within six months of first response	n/a	***100.00***
6. Concealed pistol license		
a. Original	55.25	***55.25***
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***
8. Animal control fees		
a. Shelter intake fee	n/a	***165.00***
b. Daily holding/kennel fee	n/a	***15.00***
c. Emergency veterinary care	n/a	***Actual cost***
d. Euthanasia and animal disposal	n/a	***Actual cost***
e. Hearing examiner costs associated with unsuccessful appeal of dangerous dog declaration	n/a	***Actual cost***

FIRE DEPARTMENT

1. **Bothell Municipal Code Fire Fees**

False alarms		
a. First non-exempt preventable alarm	139.00	***143.00***
b. Subsequent non-exempt preventable alarm	175.00	***180.00***
Fireworks		
a. Retail seller permit	100.00	***100.00***
Plus cash bond	100.00	***100.00***
b. Public display permit	100.00	***100.00***
Plus cash bond	100.00	***100.00***

	2012 Fee	***2013 Fee***
2. Development Review Fees		
Building plan review fee, per square foot of gross building	0.06	***0.06***
Land use reviews (Fire land-use review being added to Development Review fee structure, with associated billable hourly rates)		
5 acres or less	Hourly rate - See Dev Review Fee	***Hourly rate - See Dev Review Fee***
Over 5 acres		
3. IFC Operational Permits 105.6.1 - 46		
Aerosol products	196.00	***202.00***
Amusement buildings	160.00	***165.00***
Aviation facilities	190.00	***196.00***
Carnivals and fairs	284.00	***292.00***
Cellulose nitrate film	109.00	***112.00***
Combustible fibers	109.00	***112.00***
Compressed gases	139.00	***143.00***
Covered mall buildings	190.00	***196.00***
Cryogenic fluids	139.00	***143.00***
Cutting and welding	160.00	***165.00***
Dry cleaning plants	139.00	***143.00***
Dust producing operations	160.00	***165.00***
Exhibits and trade shows	160.00	***165.00***
Explosives	284.00	***292.00***
Fire hydrants and valves	160.00	***165.00***
Flammable and combustible liquids	278.00	***286.00***
Floor finishing	160.00	***165.00***
Fruit and crop ripening	190.00	***196.00***
Fumigation or thermal insecticidal fogging	190.00	***196.00***
Hazardous materials	415.00	***427.00***
Hazardous production materials	160.00	***165.00***
High-piled storage	355.00	***365.00***
Hot work operations	160.00	***165.00***
Industrial ovens	139.00	***143.00***
Liquid/gas fueled vehicles/equipment in assembly building	109.00	***112.00***
Liquified petroleum gases	139.00	***143.00***
Lumber yards and woodworking plants	127.00	***131.00***
Magnesium	139.00	***143.00***
Miscellaneous combustible storage	109.00	***112.00***
Open flames and candles	84.00	***87.00***
Open flames and torches	160.00	***165.00***
Organic coatings	190.00	***196.00***
Places of assembly - Non-Profit	163.00	***168.00***
Places of assembly - Commercial	190.00	***196.00***
Private fire hydrants	160.00	***165.00***
Pyrotechnical special effects material	255.00	***262.00***
Pyroxlin plastics	160.00	***165.00***
Refrigeration equipment	190.00	***196.00***
Repair garages and motor fuel-dispensing facilities	127.00	***131.00***

	2012 Fee	***2013 Fee***
Rooftop heliports	160.00	***165.00***
Spraying or dipping	190.00	***196.00***
Temporary membrane structures and tents:		
a. Commercial	163.00	***168.00***
b. Non-profit	139.00	***143.00***
Tires: Rebuilding plants, storage of scrap and by-products	184.00	***189.00***
Waste handling	160.00	***165.00***
Wood products	160.00	***165.00***

4. **IFC Construction Permits 105.7.1 - 14**

Automatic fire-extinguishing systems. Fire sprinkler NFPA 13, 13D, and 13R.		
a. New commerical buildings NFPA 13, fee per riser (plus $1.00 per sprinkler head)	278.00	***286.00***
b. Commerical tenant improvements NFPA 13, fee per riser (plus $1.00 per sprinkler head)	160.00	***165.00***
c. Single and multi-family residential NDPA 13D and 13R	149.00	***154.00***
d. Underground fire sprinkler supply line	160.00	***165.00***
e. Hood and duct, special extinguishing systems (per system)	317.00	***326.00***
f. Additional fee per nozzle	31.00	***32.00***
Battery systems	211.00	***217.00***
Compressed gases	139.00	***143.00***
Cryogenic fluids	139.00	***143.00***
Fire alarm/detection systems and related equipment.		
a. Fire alarm panels, 1-4 zones, plus $1.50/device	163.00	***168.00***
b. Fire alarm panels, 5 or more zones, plus $1.50/device	211.00	***217.00***
c. Addressable control panels, plus $1.00/device	278.00	***286.00***
d. Fire alarm transmission devices	163.00	***168.00***
e. Special and early detection systems	317.00	***326.00***
Fire pumps and related equipment	163.00	***168.00***
Flammable and combustible liquids storage and transport	278.00	
Level 1: Less than 1000 gallon capacity	n/a	***175.00***
Level 2: 1000+ gallon capacity	n/a	***313.00***
Hazardous materials	Peer review fee	***Peer review fee***
Industrial ovens	139.00	***143.00***
Liquified petroleum gas	139.00	***143.00***
Private fire hydrants	266.00	***274.00***
Spraying and dipping	190.00	***196.00***
Standpipe systems	163.00	***168.00***
Temporary membrane structures and tents:		
a. Commercial	163.00	***168.00***
b. Non-profit	139.00	***143.00***
Third re-inspection of new or remodeled construction projects	60.00	***62.00***

	2012 Fee	***2013 Fee***
5. **Response Operations Section Fees**		
Fees for Non-Public Records Act Requests		
Fire incident/investigation reports	15.00	***15.00***
Medical incident reports	15.00	***15.00***
EMS transport fee	550.00 or Medicare Allowable Rate	***550.00 or Medicare Allowable Rate***
Transport mileage fee	14.00 per mile	***14.00 per mile***
Motor Vehicle Collision (MVC) and Vehicle Fire recovery fees		
Level One Response	435.00	***435.00***
Level Two Response	550.00	***550.00***
Level Three Response	700.00	***700.00***
Level Four Response	1,300.00	***1,300.00***
6. **CRR - Public Education Fees**		
~~Fire extinguisher training - business~~	~~266.00~~	
CPR program fees - business courses		
a. Adult and child CPR w/AED	300.00	***309.00***
b. Infant CPR	283.00	***291.00***
c. Adult, child, & infant CPR/AED	452.00	***465.00***
d. Healthcare provider CPR	300.00	***309.00***
e. First aid	300.00	***309.00***
CPR Program Fees - individual courses (resident charge applies to all Snohomish County District 10 residents)		
a. Adult and child CPR w/AED - Resident	40.00	***42.00***
b. Adult and child CPR w/AED - Nonresident	48.00	***50.00***
~~c. Infant CPR - Resident~~	~~40.00~~	
~~d. Infant CPR - Nonresident~~	~~48.00~~	
c. Adult, child, & infant CPR/AED - Resident	40.00	***42.00***
d. Adult, child, & infant CPR/AED - Nonresident	48.00	***50.00***
~~g. Healthcare provider CPR - Resident~~	~~40.00~~	
~~h. Healthcare provider CPR - Nonresident~~	~~48.00~~	
e. First aid - Resident	40.00	***42.00***
f. First aid - Nonresident	48.00	***50.00***
CERT (Community Emergency Response Team) - individual courses	n/a	***50.00***

	2012 Fee	***2013 Fee***
COMMUNITY DEVELOPMENT		
1. Pre-application and development processing fees		
a. First pre-application meeting	1,258.00	***1,292.00***
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	630.00	***648.00***
2. Site rezone application fee		
An applicant shall pay for all work done by, or on behalf of, the City in connection with the processing and review of the application, including public hearing presentations and hearing body findings, conclusions and decisions. (as specified in Development Review Fee section)		
The Applicant shall be invoiced for actual costs by the Community Development and Public Works staff to provide for reimbursement of municipal employee time. The charges will be based on the applicable staff hourly rate of the employee performing the review, including benefits and overhead. At the request of the applicant, overtime may be authorized for plan review and/or inspections performed outside of normal working hour and will be charged at the applicable staff overtime hourly rate, including benefits and overhead. Payments shall be paid to the City upon demand. Maintenance bonds will not be released until all fees are paid in full.		
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	519.00	***534.00***
4. Sign permits - first sign	134.00	***138.00***
Additional signs	21.00	***22.00***
5. Custom map requests. For custom requests requiring		
CD-ROM - recordable	3.00	***4.00***
11" x 17" paper	2.00	***3.00***
36" minimum wide plot, per lineal foot	3.00	***4.00***
DVD-recordable	3.00	***4.00***
6. Bothell Municipal Code amendments	4,127.00	***4,239.00***
7. Comprehensive Plan amendments (property specific)	4,127.00	***4,239.00***

	2012 Fee	***2013 Fee***
BUSINESS LICENSES		
1. Business license fee (total of a, b, and c)		
a. Number of employees:		
0-2	23.00	***24.00***
3-10	66.00	***68.00***
11-25	140.00	***144.00***
26-50	304.00	***313.00***
51-75	459.00	***472.00***
76-100	612.00	***629.00***
100+	612.00	***629.00***
Additional fee for each employee over 100	6.00	***7.00***
Transfer to new location	23.00	***24.00***
Transfer to new owner	23.00	***24.00***
Duplicate License	3.00	***4.00***
b. Type of business:		
~~Outside City~~ Contractors	32.00	***33.00***
Public assembly	64.00	***66.00***
Educational	64.00	***66.00***
Institutional	64.00	***66.00***
Residential	46.00	***48.00***
Store, office	32.00	***33.00***
Basic industry/utility	80.00	***83.00***
Manufacturing	80.00	***83.00***
Storage	64.00	***66.00***
Special properties	64.00	***66.00***
Apartments	254.00	***261.00***
c. Occupancy size for businesses (square feet)		
Less than 3,000	0.00	***0.00***
3,001-5,000	48.00	***50.00***
5,001-10,000	78.00	***81.00***
10,001-15,000	1,250.00	***1,284.00***
15,001-17,000	1,720.00	***1,767.00***
17,001-20,000	1,930.00	***1,983.00***
20,001-50,000	2,330.00	***2,393.00***
Greater than 50,000	4,050.00	***4,160.00***
d. Occupancy size for apartment buildings (square feet)		
Less than 3,000	0.00	***0.00***
3,001-5,000	48.00	***50.00***
5,001-10,000	78.00	***81.00***
10,001-15,000	1,250.00	***1,284.00***
15,001-17,000	1,720.00	***1,767.00***
17,001-20,000	1,930.00	***1,983.00***
20,001-50,000	2,330.00	***2,393.00***
Greater than 50,000	2,700.00	***2,773.00***
2. Special events permits:		
a. 75 or more participants	150.00	***155.00***
b. Block party	15.00	***16.00***

	2012 Fee	***2013 Fee***
3. Adult entertainment facilities		
a. Adult entertainment facility license, per year, plus business license fee	1,102.00	***1,132.00***
b. Manager license, per year	551.00	***566.00***
c. Entertainer license, per year	551.00	***566.00***
4. Public/teen dance, per year	466.00	***479.00***
5. Amusement game device, per game, per year	41.00	***43.00***
6. Pawnbrokers, per year	156.00	***161.00***
7. Secondhand dealers, per year	41.00	***43.00***
8. Peddlers		
a. Permit fee	78.00	***81.00***
b. Annual renewal	16.00	***17.00***
c. Investigation fee	37.00	***38.00***
9. Family day care homes, per year	16.00	***17.00***
BUILDING/CODE ENFORCEMENT		
1. Building moving - through City $216.00 minimum charge or actual cost, whichever is greater		
2. Building moving - into or within City		
Permit fee	33.00	***34.00***
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	137.00	***141.00***
Per residential remodel/addition	137.00	***141.00***
Per multi-family structure	273.00	***281.00***
Additional per unit fee	71.00	***73.00***
Per commercial building	273.00	***281.00***
Per tenant improvement	137.00	***141.00***
4. Code enforcement violations		
a. Hearing Examiner - Actual charge to City for services		
b. City staff time at hearing - Actual cost based on applicable staff hourly rate, including benefits and overhead.		
c. City Attorney - Actual charge based on hourly rate of pay for City Attorney, including benefits and overhead.		
d. Administrative Fee	139.00	***143.00***

	2012 Fee	***2013 Fee***

PUBLIC WORKS, COMMUNITY DEVELOPMENT, & FIRE DEVELOPMENT REVIEW, PERMIT FEES AND CHARGES

Development Review Fee

An applicant shall pay for all work done by, or on behalf of, the City in connection with the processing, reviewing, checking, computing, and inspecting and correcting for compliance with City codes of the plans or other documents provided by the applicant and for plan checking, land use evaluations, inspection and testing for all public and private infrastructure improvements including water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters and sidewalks, parking, landscaping, building heights & setbacks, signage, verification of conditions of approval and performing concurrency evaluations, impact fee assessments, and all non-SEPA traffic evaluations in conjunction with a land use, building, or construction application. Individual single family residences exempt from SEPA review are not required to pay a Development Review fee. The applicant shall be invoiced for actual costs on a monthly basis. Payment is due to the City upon demand.

The Development Review fees provide for reimbursement of municipal employee time. The charges will be based on the applicable staff billing rate of the employee performing the review, including benefits and overhead and out of pocket expenses such as outside consultant peer review, specialized subconsultants, printing expenses, and other related costs. Billing will occur on a monthly basis. At the request of the applicant overtime may be authorized for plan review and or inspections performed outside of normal working hours and will be charged at the applicable staff overtime hourly rate (time and a half), including benefits and overhead. Maintenance bonds will not be released until all fees are paid in full.

The applicant shall be responsible for the cost of legal counsel review, hearing examiner review, all recording fees associated with final plats, binding site plans and all other development documents requiring recording, consultants, and any additional required studies, and for reimbursement of municipal employee's time at their current billable hourly rate.

	2012 Fee	***2013 Fee***

Development Review Technology Surcharge
In order to reimburse the City for costs specifically related to the maintenance and regular upgrading of local and regional electronic development review and tracking systems, which benefit the City's development customers via an increasingly efficient and effective review process, a five percent technology surcharge will be added to pre-application conference fees; plan review fees; permit fees; and development review fees. The technology surcharge will not be placed on facilities charges or impact fees.

PUBLIC WORKS

WATER FEES & CHARGES

1. Water main facility charges		
3/4" (5/8") meter	3,093.00	***3,625.00***
1" meter	7,313.00	***8,637.00***
1.5" meter	15,423.00	***18,076.00***
2" meter	24,676.00	***28,920.00***
3" meter	54,241.00	***62,766.00***
4" meter	82,002.00	***95,297.00***
6" meter	167,247.00	***193,863.00***
8" meter	272,783.00	***315,409.00***
2. Fire hydrant use		
Permit (per calendar year)	104.00	***107.00***
Hydrant use deposit	1,000.00	***1,000.00***
City hydrant meter (make-up) damage deposit	1,500.00	***1,500.00***
Hydrant meter (make-up) rental/per month	97.00	***100.00***
Water/per 100 cubic feet	7.00	***8.00***
3. Water meters		
a. Water meter processing fee, per meter	31.00	***32.00***
b. Existing service line to property and meter box		
3/4"	398.00	***409.00***
1"	452.00	***465.00***
1 1/2"	678.00	***697.00***
2"	832.00	***855.00***
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	4,742.00	***4,871.00***
3/4" long side	5,870.00	***6,029.00***
1" short side	4,855.00	***4,987.00***
1" long side	4,855.00	***4,987.00***

	2012 Fee	***2013 Fee***
4. Water main tap: Not associated with a development project	204.00	***210.00***
5. Water main tap: Associated with a development project. Water main tap fee + development review fee.	107.00 + Dev Review Fee	**110.00 + Dev Review Fee**
6. Fire flow/hydraulic analysis	243.00	***250.00***
7. Flushing/dechlorination/disinfection Service (Depending on availability)	142.00 + Dev Review Fee	**146.00 + Dev Review Fee**
8. Backflow assembly inspection	156.00	***161.00***
9. Fire service line base charge		
Residential	4.00	***5.00***
4" Commercial	11.00	***12.00***
6" Commercial	16.00	***17.00***
8" Commercial	21.00	***22.00***
SEWER FEES & CHARGES		
1. Sewer main facility charges		
a. Single family	1,632.00	***2,070.00***
b. Commercial/multi-family (RCE*)	1,632.00	***2,070.00***
*(Resident customer equivalent, as determined by METRO capacity form)		
2. Side sewer connections		
Side sewer processing fee	30.00	***31.00***
Single family side sewer	305.00	***314.00***
Commercial/multi-family side sewer (1st unit/bldg) associated w/development project. Side connection fee + development review fee	107.00 + Dev Review Fee	**110.00 + Dev Review Fee**
Additional per unit charge per building	23.00	***24.00***
Repair/modify side sewer existing line(s)	305.00	***314.00***
3. Sewer main tap: not associated with a development project	204.00	***210.00***
4. Sewer main tap: associated with a development project. Sewer main tap fee + development review fee	107.00 + Dev Review Fee	**110.00 + Dev Review Fee**
5. Television pipeline inspection service (Depending on availability)	151.00 per hour (3 hr minimum)	***156.00 per hour (3 hr minimum)***
STORM DRAINAGE		
1. Single family storm drain inspection fee	204.00	***210.00***
2. Television pipeline inspection service (Depending on availability)	151.00 per hour (3 hr minimum)	***156.00 per hour (3 hr minimum)***

	2012 Fee	***2013 Fee***
3. Citywide Stormwater Facility Charge	$913 per Impervious Surface Unit	***$938 per Impervious Surface Unit***
4. Stormwater facility charge - downtown sub-basin area	$9,723 per Impervious Surface Unit	***$9,986 per Impervious Surface Unit***
ROADS & STREETS		
1. Driveway approach - right of way invasion permit	417.00	***429.00***
2. Street excavation, minor: right of way invasion permit	227.00	***234.00***
3. Street excavation, major: right of way invasion permit 0-300 lineal feet not associated with a development project.	407.00	***418.00***
Additional per foot charge for over 300 feet	4.00	***5.00***
4. Street excavation, major: right of way invasion permit 0-300 lineal feet associated with a development project. Street excavation fee + development review fee.	227.00 + Dev Review Fee	***234.00 + Dev Review Fee***
Additional per foot charge for over 300 feet	4.00	***5.00***
5. Public utilities blanket permit (per calendar year)	633.00	***651.00***
6. Public utilities right of way invasion permit, per site	201.00	***207.00***
7. Street vacation application Applicant responsible for cost of appraisal & recording fees	1,265.00	***1,300.00***
8. Purchase and installation of up to two DUI memorial sign(s)	545.00	***560.00***
9. Accident clean-up / emergency response	187.00	***193.00***
10. Concurrency capacity reporting & monitoring surcharge		
a. Major development A "Major development" means any development that generates more than fifty (50) peak hour trips.	2,823.00	***2,900.00***
b. Medium development A "Medium development" means any development that generates twenty to fifty (20-50) peak hour trips.	1,694.00	***1,740.00***
c. Minor development A "Minor development" means any development that generates at least three (3) peak hour trips, but less than twenty (20) peak hour trips.	848.00	***871.00***
11. Street cut mitigation fee "Mitigation fee" (17.08.050). The fee is based upon the cost of overlay for permanent repair of damage/deterioration of streets and shoulders caused by trenching/utility operations. Lineal feet of opening X $14.00 = overlay cost.		

	2012 Fee	***2013 Fee***
12. Single family site review and inspection 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.	509.00	***523.00***
13. Traffic control devices for public area use permits	146.00	***150.00***
PARKS AND RECREATION		
1. Picnic shelters (per hour)		
a. Large shelter -		
100 or less individuals :		
Residents	36.00	***36.00***
Non-residents	45.00	***45.00***
101 & up (must reserve both shelters):		
Residents	52.00	***52.00***
Non-residents	65.00	***65.00***
b. Small shelter - no more than 15 individuals		
Residents	16.00	***16.00***
Non-residents	20.00	***20.00***
2. Park at Bothell Landing (per hour)		
Amphitheater		
Residents	65.00	***65.00***
Non-residents	97.00	***97.00***
Use of electricity	20.00	***20.00***
3. Lytle House		
a. Meeting room		
Residents (per hour)	67.00	***67.00***
Non-residents (per hour)	80.00	***80.00***
b. Site supervisor charge (3 hour minimum rental when site supervisor required)	19.00	***19.00***
c. Damage deposit	200.00	***200.00***
d. Damage deposit for reservations with alcohol	n/a	***400.00***

Long term use agreements may be negotiated by director at a rate different than above, and may include community service projects.

	2012 Fee	***2013 Fee***
4. Sportsfields (per hour)		
a. Adult teams on grass	39.00	***39.00***
Adult teams on synthetic turf	55.00	***55.00***
Youth teams on grass	20.00	***20.00***
Youth teams on synthetic turf	28.00	***28.00***
b. Tournament events		
Payment in full and tournament bracket or participant roster must be turned in at least four weeks prior to event. Hourly field rates are shown above.		
Adult teams	198.00	***198.00***
Youth teams	98.00	***98.00***
(Non-refundable deposit applied to the total due)		
Refundable damage deposit	200.00	***200.00***
c. Non-prepped sports field		
Adult teams	33.00	***33.00***
Youth teams	17.00	***17.00***
d. Additional field preparation may be provided by the City at the request of the user upon advance payment of estimated labor and materials costs as determined by the Director or designee.		
5. North Creek field lights (per hour)	22.00	***22.00***
6. Commercial use of sportsfields		
a. Synthetic turf (per hour)	n/a	***66.00***
b. Grass fields (per hour)	n/a	***47.00***
c. Commercial photography (per day)	n/a	***100.00***
d. Concessions	n/a	***10% of Gross Revenue***
e. Other commercial use. (Rate negotiable with Director.)	69.00	***71.00***
7. Adult softball leagues		
Per game rate (Includes 9.5% Washington State Sales Tax)	60.00	***60.00***
8. Recreation programs		
a. Recreation classes		
Cancellation fee	10.00	***10.00***
If class fee is less than $10.00, the cancellation fee is the amount of the class fee.		
b. Youth & teen programs	Per adopted Parks & Rec fee policies	***Per adopted Parks & Rec fee policies***
c. Open gym/drop-in athletics, per night	4.00	***5.00***
9. Cancellation fee for facility & sportsfield reservations		
More than 30 days notice of cancellation:	25% of fee	***25% of fee***
15 to 30 days notice of cancellation:	50% of fee	***50% of fee***
14 days or less notice of cancellation:	No refund	***No refund***

	2012 Fee	***2013 Fee***
10. Disc golf		
Tournament fee, per participant	3.00	***4.00***
Disc rental, per set	6.00	***7.00***
Disc rental damage deposit	10.00	***10.00***
MISCELLANEOUS FEES		
1. Photocopies per page (per imprint) or actual cost if not printed by City	0.15	***0.15***
2. Blueprint copies	Actual Cost	***Actual Cost***
3. Notary fee (includes first 2 signatures)	10.00	***10.00***
Each additional person	10.00	***10.00***
4. Certified copies (per certification)	5.00	***5.00***
Additional pages	0.15	***0.15***

Section 2. Unless otherwise specifically stated, Resolution No. 1290 (2012) and prior fee resolutions are hereby rescinded and superseded by this Resolution.

Section 3. On January 1 of each year, the fees set forth in this resolution may increase (if allowed by law) by the rate of increase, if any, of the CPI-W Seattle-Tacoma-Bremerton June to June Index published by the Bureau of Labor Statistics in the year prior, or by the actual increase in the cost of providing the service. Fees will be rounded to the next highest whole dollar.

Section 4. The City Manager or Finance Director shall have the right to waive a fee if significant economic development or financial benefit of equal or greater value to the City can be demonstrated.

Section 5. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED this 20th day of November, 2012.

APPROVED:

MARK LAMB
MAYOR

ATTEST/AUTHENTICATED:

JOANNE TRUDEL

Filed with the City Clerk: November 13, 2012
Passed by the City Council: November 20, 2012
Resolution No. 1293 (2012)

Appendix H

2013-2014 Estimated Revenues

N/A = Not Applicable
LOS = Level of Service
FB = Fund Balance
CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title	2011 Actual	2012 Accrued YTD (June 30)	2012 Reprojected	2013 Projected	2014 Projected	2013-14 Projected	Revenue Assumptions
Estimated Beginning Fund Balance							
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	4,052,527			3,750,337		3,750,337	Based on estimated 2012 ending fund balance
General Property Taxes							
311.10.00.000 REAL & PERSONAL PROPERTY	8,656,849	4,636,255	8,864,400	8,970,291	9,352,605	18,322,896	1% levy increase in 2013 and 2014. New construction 2-4%.
Total General Property Taxes	**8,656,849**	**4,636,255**	**8,864,400**	**8,970,291**	**9,352,605**	**18,322,896**	
Timber Harvest Taxes							
312.10.00.000 TAX ON PRIVATE TIMBER HARVEST	20	2	0	0	0	0	
Total Timber Harvest Taxes	**20**	**2**	**0**	**0**	**0**	**0**	
Sales & Use Taxes							
313.10.00.000 LOCAL RETAIL SALES TAX	6,698,454	3,563,280	7,200,000	7,710,256	8,397,834	16,108,090	Forecaster projected increase, 1% new population, new retail
313.10.00.001 LOCAL CONSTRUCTION SALES TAX	1,433,788	498,215	2,000,000	1,500,000	1,590,000	3,090,000	7-yr avg and Forecaster projection-add'l rev allocated to capital
313.30.00.000 HOTEL/MOTEL TAX	261,316	124,644	270,000	283,500	313,675	597,175	5% increase annually, plus known new hotels
313.71.00.000 SALES TAX - CRIMINAL JUSTICE	555,965	269,975	561,000	585,440	737,184	1,322,624	State allocated based on municipal population
Total Sales & Use Taxes	**8,949,523**	**4,456,114**	**10,031,000**	**10,079,196**	**11,038,693**	**21,117,889**	
Business & Utility Taxes							
316.41.00.000 ELECTRIC PUBLIC UTILITY TAX	2,573,403	1,362,299	2,725,000	2,806,750	2,950,054	5,756,804	3% rate incrase plus estimated growth
316.41.01.000 UTILITY TAX REBATE	(4,650)	(150)	(5,000)	0	0	0	
316.43.00.000 GAS PUBLIC UTILITY TAX	758,790	437,260	900,000	945,000	1,019,268	1,964,268	5% + modest growth. Historical trend >10% annually
316.46.00.000 CABLE TV UTILITY TAX	482,858	257,083	520,000	546,000	588,497	1,134,497	5% + modest growth. Historical trend 10% annual increase
316.47.00.000 TELEPHONE UTILITY TAX	1,289,683	637,929	1,276,000	1,305,348	1,367,454	2,672,802	CPI + projected commerical growth
316.47.00.001 CELLULAR UTILITY TAX	633,183	327,911	650,000	682,500	740,265	1,422,765	5% + modest growth. Historical trend 10% annual increase
316.52.00.000 WATER UTILITY TAX	148,123	89,599	204,520	339,636	373,243	712,879	10.15% of water utility revenue
316.53.00.000 STORM DRAIN UTILITY TAX	0	0	0	0	0	0	Council eliminated tax during 2007-2008 budget deliberations
316.54.00.000 SEWER UTILITY TAX	233,935	118,858	250,000	297,600	310,825	608,425	5% of sewer utility revenue
316.55.00.000 SANITATION UTILITY TAX	238,361	130,900	261,800	272,658	282,812	555,470	CPI + projected commerical growth
316.56.00.000 ALDERWOOD FRANCHISE FEE	284,875	152,187	300,000	315,000	330,000	645,000	Historical trend
316.58.00.000 NORTHSHORE UTILITY FRANCHISE FEE	55,424	20,100	60,000	65,000	70,000	135,000	Historical trend
316.76.00.000 VERIZON FRANCHISE FEE	82,332	36,439	85,000	90,000	85,000	175,000	Historical trend
Total Business & Utility Taxes	**6,776,318**	**3,570,415**	**7,227,320**	**7,665,492**	**8,117,418**	**15,782,910**	
Other Taxes							
317.20.00.000 LEASEHOLD EXCISE TAXES	28,609	15,485	34,000	36,000	38,000	74,000	
317.44.00.000 EMS LEVY	649,095	455,000	835,001	851,701	885,769	1,737,470	Increase tied to assessed value projections
317.50.00.000 GAMBLING TAXES	18,942	7,866	15,000	15,000	15,000	30,000	
319.16.00.000 INTEREST ON PROPERTY TAX	(264)	(43)	7,000	8,000	8,000	16,000	
Total Other Taxes	**696,381**	**478,308**	**891,001**	**910,701**	**946,769**	**1,857,470**	
Licenses & Permits							
321.90.00.000 BUSINESS & SIGN LICENSES	262,106	166,667	785,000	803,055	851,525	1,654,580	Rate increase in 2012. CPI plus projected commercial growth
322.10.01.000 BUILDING PERMITS	525,765	249,679	750,000	750,000	750,000	1,500,000	Known development + historical trend
322.10.02.000 PLUMBING & MECHANICAL PERMITS	124,511	57,540	150,000	150,000	150,000	300,000	Follows development trend
322.10.04.000 PRE-APPLICATION FEE	33,359	8,178	50,000	50,000	50,000	100,000	Follows development trend
322.30.00.000 ANIMAL LICENSES	77,489	27,945	78,000	79,700	81,700	161,400	
322.90.00.000 CONCEALED WEAPON PERMITS	5,596	3,445	7,000	7,700	8,400	16,100	
Total Licenses & Permits	**1,028,825**	**513,454**	**1,820,000**	**1,840,455**	**1,891,625**	**3,732,080**	

2013-2014 Estimated Revenues

N/A = Not Applicable
LOS = Level of Service
FB = Fund Balance
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General Fund Revenues

(June 30)

General Ledger Account Number and Title		2011 Actual	2012 Accrued YTD	2012 Reprojected	2013 Projected	2014 Projected	2013-14 Projected	Revenue Assumptions
Federal Indirect Grants								
333.20.60.003	DUI EMPHASIS GRANT	418	0	0	0	0	0	
333.20.60.004	TARGET ZERO GRANT	922	0	0	0	0	0	
333.97.04.001	EMERGENCY MGMT PEFORMANCE GRANT	25,196	1,933	17,000	20,000	20,000	40,000	Grants are approved annually
	Total Federal Indirect Grants	**26,537**	**1,933**	**17,000**	**20,000**	**20,000**	**40,000**	
State Grants								
334.03.10.001	DOE SHORELINE MASTER PROGRAM GRANT	56,871	5,275	5,275	0	0	0	
334.03.50.100	SCHOOL ZONE SAFETY GRANT	0	6,089	6,089	0	0	0	
334.04.90.001	EMS PREHOSPIT PART GRANT	1,738	1,534	1,534	1,900	2,000	3,900	
	Total State Grants	**58,609**	**12,898**	**12,898**	**1,900**	**2,000**	**3,900**	
State Shared Revenues								
335.00.91.000	P.U.D. PRIVILEGE TAX	146,105	118,933	146,100	145,000	147,200	292,200	Historical trend
	Total State Shared Revenues	**146,105**	**118,933**	**146,100**	**145,000**	**147,200**	**292,200**	
State Entitlements								
336.06.21.000	MVET/CRIM JUSTICE - POPULATION	7,416	3,801	7,200	7,200	7,200	14,400	MRSC projection + population growth + regional inflation
336.06.26.000	CJ - SPECIAL PROGRAMS	27,993	14,289	28,600	30,250	35,200	65,450	MRSC projection + population growth + regional inflation
336.06.51.000	DUI - CITIES	7,160	3,152	6,300	7,000	6,500	13,500	Historical trend and economic condition
336.06.94.000	LIQUOR EXCISE TAX	163,408	84,493	122,400	28,550	110,200	138,750	State keeps tax revenue from July 2012 - June 2013.
336.06.95.000	LIQUOR PROFITS	233,535	183,630	336,500	305,000	302,000	607,000	MRSC projection + population growth + regional inflation
	Total State Entitlements	**439,511**	**289,365**	**501,000**	**378,000**	**461,100**	**839,100**	
Local Grants & Entitlements								
337.09.01.003	KING COUNTY - INJURY PREVENTION GRANT	3,329	0	0	0	0	0	
337.09.01.004	KING COUNTY - AED GRANT	4,000	0	0	0	0	0	
337.19.00.001	KING COUNTY I.S. STAFF REIMBURSEMENT	298,820	139,250	568,000	230,000	120,000	350,000	King Cty E911 - reimburses costs until funding runs out
	Total Local Grants & Entitlements	**306,149**	**139,250**	**568,000**	**230,000**	**120,000**	**350,000**	
Intergovernmental Revenues								
338.21.00.004	NSD - SCHOOL RESOURCE OFFICER	73,525	44,850	79,450	0	0	0	Program discontinued
338.22.00.000	FIRE PROTECTION SERVICES	1,316,402	693,825	1,376,336	1,509,102	1,639,349	3,148,451	Contract + King County BLS levy
338.22.00.001	FIRE TRAINING - OUTSIDE AGENCIES	9,064	17,305	17,305	0	0	0	
338.28.00.002	LAKE FOREST PARK DISPATCH	126,186	64,699	129,400	135,900	142,700	278,600	Contracted services
	Total Intergovernmental Revenues	**1,525,177**	**820,679**	**1,602,491**	**1,645,002**	**1,782,049**	**3,427,051**	

2013-2014 Estimated Revenues

N/A = Not Applicable
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General Fund Revenues

General Ledger Account Number and Title		2011 Actual	2012 Accrued YTD (June 30)	2012 Reprojected	2013 Projected	2014 Projected	2013-14 Projected	Revenue Assumptions
Charges for Services / External Fees								
341.32.00.000	D/M COURT REC SERVICES	533	10	100	500	500	1,000	
341.33.00.000	COURT ADMINISTRATIVE FEES	10,339	4,920	9,800	10,000	10,000	20,000	Recoup booking costs
341.33.06.000	IT TIME PAY FEE	730	1,489	3,000	3,000	3,000	6,000	
341.35.00.000	OTHER STATUTORY CERT/COPY FEES	0	7	10	0	0	0	
341.50.00.000	SALES OF MAPS & PUBLICATIONS	577	129	290	500	500	1,000	
341.62.00.000	MICROFILM & COPY CHARGES	439	225	400	400	400	800	
341.69.00.000	PRINTING & DUPLICATING	2,782	903	1,800	3,000	3,000	6,000	
341.71.00.000	SALE OF TAXABLE ITEMS	0	91	100	100	100	200	
341.96.00.000	PERSONAL SERVICES	80	50	100	200	200	400	Notary & appeal fees
341.99.00.000	PASSPORT FEES	47,360	27,555	60,000	60,000	60,000	120,000	
342.10.00.000	LAW ENFORCEMENT - FINGERPRINT FEES	15,805	8,218	16,000	17,000	17,000	34,000	
342.20.00.001	FIRE REPORT FEES	343	182	400	300	300	600	
342.20.00.002	FIRE CODE PERMIT FEES	97,123	99,719	120,000	100,000	100,000	200,000	Commercial growth
342.33.00.000	ADULT PROBATION SERVICE CHARGE	43,751	25,669	50,000	50,000	50,000	100,000	
342.36.00.055	HOME DETENTION	0	0	0	0	0	0	
342.37.00.000	BOOKING FEES	5,483	1,920	4,000	5,000	5,000	10,000	
342.50.00.000	EMERGENCY DUI SERVICE FEES	9,613	5,638	11,000	11,000	11,000	22,000	DUI Emergency Response Fee
342.60.00.000	AMR AMBULANCE SERVICE FEES	52,900	27,200	56,000	50,000	50,000	100,000	Per Fire Department
342.60.00.001	EMS TRANSPORT FEES	177,221	156,712	340,000	460,000	460,000	920,000	Per Fire Department
342.60.00.002	DUI EMERGENCY AID	0	100	100	100	100	200	New in 2012
342.60.00.003	MOTOR VEHICLE ACCIDENT FEES	0	1,925	5,000	50,000	50,000	100,000	New in 2012
342.90.00.000	MISCELLANEOUS SERVICE CHARGES	300	425	800	500	500	1,000	
342.90.00.002	ADULT CPR/AED - FIRE	15,317	4,167	9,000	10,000	10,000	20,000	
342.90.00.003	CHILD/INFANT CPR - FIRE	0	0	0	0	0	0	
342.90.00.004	FIRST AID - FIRE	289	0	300	3,000	3,000	6,000	
342.90.00.005	EXTINGUISHER - FIRE	0	0	0	2,000	2,000	4,000	
342.90.00.006	BIKE HELMETS - FIRE	1,430	280	500	2,500	2,500	5,000	
342.90.00.007	DUI DRILL - FIRE	800	800	800	800	800	1,600	School District cost recovery
342.90.00.008	SAFE SITTER - THINK AGAIN	0	1,459	1,500	1,500	1,500	3,000	
342.90.01.000	CRIMINAL CONV FEE - DUI	808	522	1,000	1,000	1,000	2,000	
342.90.02.000	CRIMINAL CONV FEE - CT	4,334	1,751	3,800	4,000	4,000	8,000	
342.90.03.000	CRIMINAL CONV FEE - CN	1,543	925	2,000	2,000	2,000	4,000	
343.61.00.000	BURIAL	2,679	2,486	2,500	4,000	4,000	8,000	
343.62.00.000	CEMETERY FEES	2,059	914	1,000	1,800	1,800	3,600	
345.83.00.000	PLAN CHECK FEES	430,774	336,333	800,000	700,000	700,000	1,400,000	
345.83.03.000	FIRE PLAN REVIEW FEES	27,936	25,954	50,000	50,000	50,000	100,000	Per Fire Department
345.83.04.000	FIRE SUPPRESSION SYS REVIEW	47,356	19,624	40,000	40,000	40,000	80,000	Per Fire Department
345.89.02.000	DEVELOPMENT REVIEW FEE	716,645	324,403	800,000	938,857	940,697	1,879,554	Revenue added in 2013-14 for Transportation Division services
345.89.02.001	DEV SVCS TECHNOLOGY SURCHARGE	88,165	25,967	104,700	106,184	106,206	212,390	3.7% of selected Development Services revenues
347.30.00.037	SOFTBALL LEAGUES	59,003	53,280	53,000	62,000	62,000	124,000	Per Parks Department
347.60.00.000	RECREATION PROGRAM FEES	100,158	43,597	85,000	100,000	100,000	200,000	Per Parks Department
	Total Charges for Services / External Fees	**1,964,674**	**1,205,549**	**2,634,000**	**2,851,241**	**2,853,103**	**5,704,344**	
Interfund Services								
349.14.00.000	INTERFUND SVCS - FINANCE/HR	175,522	87,761	175,522	170,390	170,390	340,780	Interfund cost allocation
349.15.00.000	INTERFUND SVCS - LEGAL	0	0	0	39,414	39,414	78,828	Interfund cost allocation - new in 2013
349.18.00.000	INTERFUND SVCS - CITY MGR/CLERK	141,264	70,632	141,264	119,437	119,437	238,874	Interfund cost allocation
349.28.00.000	INTERFUND SVCS - INFORMATION SVCS	121,407	60,704	121,407	137,993	137,993	275,986	Interfund cost allocation
349.32.00.000	INTERFUND SVCS - FACILITIES	128,532	64,266	128,532	111,300	111,300	222,600	Interfund cost allocation
349.95.00.000	CFP TRANSFERS	1,540,638	791,848	1,600,000	1,762,315	1,883,513	3,645,828	Per adopted CFP. $ added in 2013-14 for Transportation Div
	Total Interfund Services	**2,107,363**	**1,075,211**	**2,166,725**	**2,340,849**	**2,462,047**	**4,802,896**	

2013-2014 Estimated Revenues

N/A = Not Applicable
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General Fund Revenues

General Ledger Account Number and Title		2011 Actual	2012 Accrued YTD (June 30)	2012 Reprojected	2013 Projected	2014 Projected	2013-14 Projected	Revenue Assumptions
Fines & Forfeitures								
352.30.00.000	COURT MANDATORY INSURANCE ADMIN	3,429	1,968	4,000	3,500	3,500	7,000	
353.10.00.000	TRAFFIC INFRACTION	228,018	105,901	200,000	225,000	225,000	450,000	Per Court projection
353.70.00.000	NON-TRAFFIC INFRACTIONS & PENALTIES	166	260	300	250	250	500	
354.00.00.000	PARKING INFRACTIONS	6,335	3,956	7,800	8,000	8,000	16,000	
354.00.01.000	PARKING INFRACTIONS - HANDICAPPED	6,695	1,039	2,000	4,500	4,500	9,000	
355.20.00.000	D.U.I. FINES	14,618	7,620	14,700	15,000	15,000	30,000	
355.80.00.000	OTHER CRIMINAL MISDEMEANOR FINES	1,032	662	1,000	1,000	1,000	2,000	
355.80.01.000	CRIMINAL TRAFFIC MISDEMEANOR FINES	54,155	27,606	58,500	60,000	60,000	120,000	Per Court projection
356.50.04.000	INVESTIGATING ASSESSMENT	2,139	4,073	4,073	6,000	6,000	12,000	
356.90.00.000	CRIMINAL NON-TRAFFIC FINES	21,002	8,669	17,200	19,000	19,000	38,000	
357.30.00.000	COURT COSTS	15,256	6,890	14,500	15,000	15,000	30,000	
357.32.00.000	WITNESS COSTS	0	44	100	100	100	200	
357.33.00.000	PUBLIC DEFENSE COST	19,435	11,617	23,000	24,000	24,000	48,000	
357.35.00.000	COURT INTERPRETER COST	2,108	2,390	4,150	4,200	4,500	8,700	
359.90.00.000	POLICE - FALSE ALARM FINES	9,409	5,719	10,000	10,000	10,000	20,000	
359.90.02.000	CODE VIOLATIONS - FINES & PENALTIES	2,282	250	500	500	500	1,000	
359.90.03.000	FIRE - FALSE ALARM FINES	1,471	0	2,000	3,000	3,000	6,000	
	Total Fines & Forfeitures	**387,550**	**188,664**	**363,823**	**399,050**	**399,350**	**798,400**	
Other Miscellaneous Revenues								
361.11.00.***	INVESTMENT INTEREST	284,888	204,489	400,000	290,000	235,000	525,000	Based on annualized investment interest
361.40.00.000	SALES TAX INTEREST	5,320	2,131	4,000	5,000	5,000	10,000	
361.40.01.000	COURT INTEREST COLLECTED	14,316	4,574	10,000	10,500	10,500	21,000	
362.90.00.000	RENTS & ROYALTIES	1,200	113	600	600	1,100	1,700	
362.90.00.003	CEDAR PARK CARETAKER RENT	8,820	2,940	8,820	8,850	8,875	17,725	
362.90.00.010	BLYTH PARK FACILITIES	17,865	6,170	12,000	15,000	15,000	30,000	
362.90.00.015	CEDAR GROVE PARK FACILITIES	7,504	1,413	7,500	7,550	7,600	15,150	
362.90.00.020	PARK AT BOTHELL LANDING FACILITIES	1,481	50	1,500	1,500	2,000	3,500	
362.90.00.025	LYTLE HOUSE RENTAL	5,513	2,365	6,000	6,500	6,600	13,100	
362.90.00.031	NORTH CREEK SPORTSFIELD RENTALS	117,777	30,646	120,000	120,000	120,000	240,000	Per Parks Department
362.90.00.032	DOUG ALLEN SPORTSFIELD RENTALS	17,251	0	17,500	17,500	17,500	35,000	
362.90.00.040	CENTENNIAL PARK FACILITIES	0	0	0	3,000	3,000	6,000	
367.11.00.000	DONATIONS - PRIVATE SOURCES	267	75	100	0	0	0	
367.11.00.002	SMART COMMUTER GRANT - COMM TRANSIT	267	0	4,000	1,000	1,000	2,000	
367.11.00.003	FIREMEN'S FUND GRANT	5,000	0	0	0	0	0	
367.11.00.055	POLICE DONATIONS	746	216	500	0	0	0	
367.11.00.061	FIRE DONATIONS	12,568	6,820	7,000	0	0	0	
367.11.00.077	PARKS DONATIONS	32,349	30,320	30,320	28,200	28,200	56,400	Per Parks Department
369.40.00.000	JUDGEMENT/SETTLEMENT	113,774	4,942	4,942	0	0	0	Final Park Royale abatement payment - January 2012
369.81.00.000	CASHIERS OVER & SHORT	(110)	0	0	0	0	0	
369.90.00.000	OTHER MISC REVENUE	62,803	12,392	12,400	12,000	12,000	24,000	
369.90.00.001	SALES OF "THEN & NOW" BOOK	1,205	311	400	0	0	0	
369.90.01.000	SMALL OVERPAYMENTS	347	350	350	0	0	0	Clearing account for overpayment refunds
	Total Other Miscellaneous Revenues	**711,149**	**310,317**	**647,932**	**527,200**	**473,375**	**1,000,575**	

2013-2014 Estimated Revenues

N/A = Not Applicable
LOS = Level of Service
FB = Fund Balance
CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title	2011 Actual	2012 Accrued YTD (June 30)	2012 Reprojected	2013 Projected	2014 Projected	2013-14 Projected	Revenue Assumptions
JIS/Trauma/School Zone Safety							
386.83.03.000 JIS/TRAUMA	12	0	0	100	100	200	
386.83.04.000 JIS/TRAUMA	48	12	100	100	100	200	
386.83.05.000 JIS/TRAUMA	1,072	250	500	500	500	1,000	
386.83.06.000 JIS/TRAUMA	155	38	100	500	500	1,000	
386.83.07.000 JIS/TRAUMA	16,024	1,700	3,500	3,500	3,500	7,000	
386.83.08.000 JIS/TRAUMA	17,715	10,589	21,000	25,750	25,750	51,500	
386.83.20.000 JIS/TRAUMA LEGIS	184	81	100	100	100	200	
386.83.33.000 LEG ASSESSMENT	2,665	58	100	100	100	200	
386.97.03.000 JIS STATE REMITTANCES	590	0	0	0	0	0	
386.97.05.000 JIS/LOCAL ACCOUNT	114	96	200	200	200	400	
386.99.00.000 SCHOOL ZONE SAFETY	8,258	4,282	8,600	8,600	8,600	17,200	
Total JIS/Trauma/School Zone Safety	**46,836**	**17,106**	**34,200**	**39,450**	**39,450**	**78,900**	
Other Financing Sources							
389.00.00.000 FORFEITURE PROCEEDS - POLICE	11,035	0	0	0	0	0	
395.10.00.000 SALE OF FIXED ASSETS	0	0	5,100	0	0	0	
Total Other Financing Sources	**11,035**	**0**	**5,100**	**0**	**0**	**0**	
Operating Transfers							
397.00.00.105 OPERATING TRANSFER FROM 105	11,334	0	0	0	0	0	From Cable TV - fund closed
397.00.00.110 OPERATING TRANSFER FROM 110	8,835	0	0	0	0	0	From Nuisance Abatement - fund closed
397.00.00.505 OPERATING TRANSFER FROM 505	180,000	0	0	0	0	0	From Asset Replacement - not replacing Police armored van
Total Operating Transfers	**200,169**	**0**	**0**	**0**	**0**	**0**	
Total General Fund Revenues	**34,038,781**	**17,834,453**	**37,532,990**	**38,043,827**	**40,106,784**	**78,150,611**	

2013-2014 Estimated Revenues

Account Number and Title		2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
101 - Street						
Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	44,140		271		271
Business & Utility Taxes						
316.55.00.000	WASTE MGMT ADMIN FEE IN LIEU OF TAX	0	0	366,830	385,171	752,001
	Total Business & Utility Taxes	**0**	**0**	**366,830**	**385,171**	**752,001**
Licenses & Permits						
322.40.00.000	STREET & CURB PERMITS	10,094	13,952	25,000	25,000	50,000
322.40.02.000	SINGLE FAMILY SITE PLAN REVIEW	42,630	21,359	35,000	40,000	75,000
	Total Licenses & Permits	**52,724**	**35,311**	**60,000**	**65,000**	**125,000**
State Grants						
334.03.10.000	DEPT OF ECOLOGY RECYCLE GRANT-CPG	28,707	20,585	23,384	23,384	46,768
	Total State Grants	**28,707**	**20,585**	**23,384**	**23,384**	**46,768**
State Entitlements						
336.00.87.000	STREET MOTOR VEHICLE FUEL TAX	698,453	336,082	719,500	730,300	1,449,800
	Total State Entitlements	**698,453**	**336,082**	**719,500**	**730,300**	**1,449,800**
Local Grants & Entitlements						
337.07.00.003	WASTE RED/RECYCLING - KING COUNTY	36,811	19,018	33,945	33,945	67,890
337.07.00.008	LOCAL HAZ WASTE MGMT	13,056	6,402	12,452	12,452	24,904
	Total Local Grants & Entitlements	**49,867**	**25,420**	**46,397**	**46,397**	**92,794**
Charges for Services / External Fees						
341.96.00.000	PERSONNEL SERVICES	3,511	0	0	0	0
343.90.00.000	OTHER GOVERNMENTAL SVCS	0	76	0	0	0
345.89.00.001	PLANNING & DEVELOPMENT FEES/CHGS	13,527	3,671	12,500	12,500	25,000
	Total Charges for Services / External Fees	**17,038**	**3,747**	**12,500**	**12,500**	**25,000**
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL INTEREST	0	0	0	0	0
369.90.00.000	OTHER MISCELLANEOUS REVENUE	3,383	4,100	0	0	0
	Total Other Miscellaneous Revenues	**3,383**	**4,100**	**0**	**0**	**0**
Operating Transfers						
397.00.00.001	OPERATING TRANSFERS - IN FROM 001	557,740	325,018	794,240	837,405	1,631,645
397.00.00.505	OPERATING TRANSFERS - IN FROM 505	300,000	0	0	0	0
	Total Operating Transfers	**857,740**	**325,018**	**794,240**	**837,405**	**1,631,645**
	Total Street Revenues	**1,707,912**	**750,263**	**2,022,851**	**2,100,157**	**4,123,008**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
102 - Arterial Street					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	2,400,764		2,253,527		2,253,527
Federal Indirect Grants					
333.20.00.298 SR524 CORRIDOR IMPROVEMENTS	0		0	0	0
333.20.00.392 NC TRAIL - FITZGERALD	1,785	0	0	0	0
Total Federal Indirect Grants	**1,785**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
344.10.00.001 RIGHT-OF-WAY MITIGATION	47,489	14,229	40,000	40,000	80,000
345.85.00.001 IMPACT FEES	420,404	1,268,852	3,823,719	2,178,488	6,002,207
345.85.00.002 IMPACT FEES - SNO COUNTY ILA	129,999	202,423	0	0	0
345.89.00.000 TRAFFIC IMPACT ADM FEE - CITYWIDE	9,978	38,070	0	0	0
Total Charges for Services / External Fees	**607,870**	**1,523,573**	**3,863,719**	**2,218,488**	**6,082,207**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	880	17	11,268	38,845	50,113
361.11.00.003 KOLL IMPACT FEE INTEREST	717	0	0	0	0
Total Other Miscellaneous Revenues	**1,597**	**17**	**11,268**	**38,845**	**50,113**
Total Arterial Street Revenues	**611,252**	**1,523,590**	**3,874,987**	**2,257,333**	**6,132,320**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
107 - Park Cumulative Reserve					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,396,058		1,726,510		1,726,510
General Property Taxes					
311.10.00.001 PARKS LEVY PROP 2	41,704	17,445	40,000	40,000	80,000
Total General Property Taxes	**41,704**	**17,445**	**40,000**	**40,000**	**80,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	411	24	0	0	0
Total Other Miscellaneous Revenues	**411**	**24**	**0**	**0**	**0**
Non-Revenues					
389.89.02.500 IMPACT FEES - CITYWIDE	75,206	41,747	200,000	200,000	400,000
389.89.02.530 SHELTON VIEW MERIDIAN/3RD	9,592	309	0	0	0
389.89.02.570 WESTHILL/PONTIUS	0	309	0	0	0
389.89.02.610 WAYNITA/SIMONDS/NORWAY HILL	8,973	3,620	0	0	0
389.90.02.510 QUEENSBOROUGH/BRENT/CRYSTAL SPR	0	5,879	0	0	0
389.90.02.520 CANYON PARK/THRASHER'S CORNER	0	309	0	0	0
389.90.02.550 MAYWOOD/BECKSTROM HILL	186	0	0	0	0
389.90.02.570 CANYON CREEK/39TH AVE	3,713	2,042	0	0	0
Total Charges for Services / External Fees	**97,670**	**54,216**	**200,000**	**200,000**	**400,000**
Total Park Cumulative Reserve Revenues	**139,786**	**71,685**	**240,000**	**240,000**	**480,000**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
109 - Drug Forfeitures					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	24,861		29,537		29,537
Fines & Forfeitures					
359.90.10.000 DRUG SEIZURES	6,058	6,396	22,000	22,000	44,000
Total Fines & Forfeitures	**6,058**	**6,396**	**22,000**	**22,000**	**44,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	8	1	0	0	0
Total Other Miscellaneous Revenues	**8**	**1**	**0**	**0**	**0**
Total Drug Forfeiture Revenues	**6,066**	**6,397**	**22,000**	**22,000**	**44,000**
212 - 2008 GO Refunding Bond					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	669		82,645		82,645
General Property Taxes					
311.10.00.000 REAL & PERSONAL PROPERTY TAXES	775,244	375,000	720,550	714,450	1,435,000
Total General Property Taxes	**775,244**	**375,000**	**720,550**	**714,450**	**1,435,000**
Total 2008 GO Refunding Bond Revenues	**775,244**	**375,000**	**720,550**	**714,450**	**1,435,000**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
213 - LIFT GO Bond					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0		0		0
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	0	0	0	2,000,000	2,000,000
Total Operating Transfers	**0**	**0**	**0**	**2,000,000**	**2,000,000**
Total LIFT GO Bond Revenues	**0**	**0**	**0**	**2,000,000**	**2,000,000**

2013-2014 Estimated Revenues

Account Number and Title		2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
305 - Capital Improvement						
Estimated Beginning Fund Balance						
291.70.00.xxx	ESTIMATED BEGINNING FUND BALANCE	5,266,801		2,167,673		2,167,673
Business & Utility Taxes						
316.55.00.000	WASTE MGMT ADMIN FEE IN LIEU OF TAX	333,034	200,016	0	0	0
	Total Business & Utility Taxes	**333,034**	**200,016**	**0**	**0**	**0**
Other Taxes						
317.34.00.000	1ST 1/4% REET	750,600	544,881	1,150,000	1,300,000	2,450,000
317.35.30.000	2ND 1/4% REET	739,414	542,819	1,150,000	1,300,000	2,450,000
	Total Other Taxes	**1,490,014**	**1,087,700**	**2,300,000**	**2,600,000**	**4,900,000**
Federal Direct Grants						
331.66.80.999	EPA - BROWNSFIELD CLEANUP GRANT	7,890	0	44,000	0	44,000
	Total Federal Direct Grants	**7,890**	**0**	**44,000**	**0**	**44,000**
Federal Indirect Grants						
333.20.00.326	SR522 MCP - PHASE 1 IMPROVEMENTS	630,726	341,268	0	0	0
333.20.00.353	SR527 ITS	13,650	0	0	0	0
333.20.00.357	CROSSROADS	0	0	0	0	0
333.20.00.360	SR527 WIDENING - 240TH SE TO 228TH SE	992,990	138,266	3,455,000	0	3,455,000
333.20.00.374	CITYWIDE ITS	867,499	163,214	0	0	0
333.20.00.376	240TH BRIDGE REPLACEMENT	1,821,676	344,947	0	0	0
333.20.00.381	NORTHCREEK TRAIL STAGE 1	(525)	0	0	0	0
333.20.00.383	SR522 PHASE 1 STAGE 2	43,553	36,809	2,425,000	0	2,425,000
333.20.00.384	SR522 PH 1 STG 2B (WAYNE CURVE)	215	223	0	0	0
333.20.00.390	NORTH CREEK TRAIL - SCHNITZER	0	520	0	0	0
333.20.00.391	NC TRAIL, NE 195TH (SECTION 1, STAGE 1)	17,410	0	0	0	0
333.20.00.393	NC TRAIL - CANYON PARK CONSTRUCTION	0	0	0	0	0
333.20.00.394	ANNUAL ARTERIAL OVERLAY	0	0	731,000	0	731,000
333.20.00.395	MAIN ST ENHANCEMENT	0	0	0	988,000	988,000
333.20.00.400	NORTH CREEK TRAIL, SECTION 3	104,009	85,848	0	705,000	705,000
333.20.00.402	CITYWIDE TRANSPORTATION SAFETY	0	0	140,000	190,000	330,000
333.20.00.403	SR527 AND 228TH INTERSECTION	0	0	1,350,000	1,100,000	2,450,000
333.20.00.405	NC TRAIL, CANYON PARK (MISSING LINK)	0	0	0	175,000	175,000
333.20.00.407	SAMMAMISH RIVER BRIDGE RETROFIT	0	0	40,000	102,000	142,000
333.20.00.408	NE 195TH BRIDGE RETROFIT	0	0	6,000	14,000	20,000
333.20.00.410	228TH ST CORRIDOR SAFETY	0	0	153,000	275,000	428,000
	Total Federal Indirect Grants	**4,491,203**	**1,111,096**	**8,300,000**	**3,549,000**	**11,849,000**

2013-2014 Estimated Revenues

Account Number and Title		2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
State Grants						
334.02.70.127	NC FOREST - WA RCO GRANT	0	0	0	197,000	197,000
334.03.10.999	DEPT OF ECOLOGY - DOWNTOWN HAZMAT	348,470	0	2,320,000	32,000	2,352,000
334.03.60.326	WSDOT- SR522 (NE 180TH TO CITY LIMITS)	405,434	14,566	0	0	0
334.03.60.357	SR522 OVERLAY (HALL RD - 102ND)	0	0	0	500,000	500,000
334.03.60.374	CITYWIDE ITS - REGIONAL MOBILITY GRANT	0	0	0	0	0
334.03.60.383	SR522 STAGE 2A IMP - REG MOBILITY	214,443	62,790	1,424,000	0	1,424,000
334.03.80.326	TIB - SR522 (NE 180TH - CITY LIMITS)	683,610	92,956	0	0	0
334.03.80.357	TIB - CROSSROADS	0	0	1,801,000	847,000	2,648,000
334.03.80.365	TIB - 240TH ST SIDEWALK	0	0	0	0	0
334.03.80.375	TIB - E RIVERSIDE DRIVE	0	0	0	0	0
334.03.80.383	TIB - WAYNE CURVE STAGE II	0	0	470,000	0	470,000
334.03.80.999	DT CLEANUP	0	0	16,000	164,000	180,000
334.04.20.000	STATE "LIFT" FUNDING - CTED	0	0	0	1,000,000	1,000,000
334.04.20.115	N. CREEK FOREST - DEPT OF COMMERCE	194,000	0	0	0	0
334.04.20.127	NORTH CREEK FOREST	0	0	0	500,000	500,000
334.04.20.326	SR522 (NE 180TH - CITY LIMITS) - WA PW	808,825	98,171	0	0	0
	Total State Grants	**2,654,782**	**268,482**	**6,031,000**	**3,240,000**	**9,271,000**

2013-2014 Estimated Revenues

Account Number and Title		2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
Local Grants & Entitlements						
337.07.00.326	SR522 PHASE 1 - SOUND TRANSIT/METRO	2,571,679	0	0	0	0
337.07.00.404	CORRIDOR TRANSPORTATION DEMAND	0	0	10,000	10,000	20,000
337.07.01.326	SR522 (180TH - CITY LIMITS) - KC METRO	328,162	18,902	0	0	0
337.09.00.115	SNO COUNTY CONSERVATION FUTURES	200,000	0	0	0	0
337.09.01.115	KING COUNTY CONSERVATION FUTURES	33,609	0	305,000	0	305,000
	Total Local Grants & Entitlements	**3,133,450**	**18,902**	**315,000**	**10,000**	**325,000**
ARRA Stimulus Funds						
339.22.02.394	2009-10 ARTERIAL OVERLAY	27,750	0	0	0	0
339.22.02.397	NC TRAIL, CP (SEC 2, STG 2, PH 2)	104,154	0	0	0	0
	Total ARRA Stimulus Funds	**131,905**	**0**	**0**	**0**	**0**
Impact Fees						
345.85.00.360	IMPACT FEES - SR527 WIDENING	0	0	0	0	0
345.85.00.376	IMPACT FEES - 240TH ST BRIDGE	0	0	0	0	0
	Total Impact Fees	**0**	**0**	**0**	**0**	**0**
Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	0	0	21,677	37,156	58,833
362.50.00.000	BETA PROPERTY LEASES	39,750	11,893	0	150,000	150,000
	Total Other Miscellaneous Revenues	**39,750**	**11,893**	**21,677**	**187,156**	**208,833**
Contributions						
367.11.00.117	DONATIONS - N CREEK SCHOOLHOUSE	0	0	0	0	0
367.11.00.126	CONTRIBUTIONS - 1/2 ACRE OPEN SPACE	0	0	0	0	0
367.11.00.357	CONTRIBUTIONS - CROSSROADS	0	0	0	0	0
367.11.00.367	CONTRIBUTIONS - MULTIWAY BLVD	0	0	34,000	300,000	334,000
	Total Contributions	**0**	**0**	**34,000**	**300,000**	**334,000**
Proceeds of General Long-Term Debt						
391.10.00.000	LIFT GO BOND PROCEEDS	0	0	0	30,000,000	30,000,000
391.61.00.001	PROCEEDS 2011 BOND ANTICIPATION NOTE	28,288,870	0	0	0	0
391.80.00.357	PWTF LOAN - CROSSROADS	0	0	7,800,000	200,000	8,000,000
391.80.00.367	PWTF LOAN - MULTIWAY BLVD	0	0	4,500,000	0	4,500,000
	Total Debt Proceeds	**28,288,870**	**0**	**12,300,000**	**30,200,000**	**42,500,000**
Disposition of Fixed Assets						
395.10.00.117	SALE OF NC SCHOOLHOUSE PROPERTY	0	0	0	0	0
395.10.00.119	SALE OF NORTHSHORE SD PROPERTY	0	0	2,100,000	0	2,100,000
	Total Disposition of Fixed Assets	**0**	**0**	**2,100,000**	**0**	**2,100,000**
Operating Transfers						
397.00.00.102	OP TRANSFERS IN FROM 102	1,166,401	0	2,244,054	4,693,000	6,937,054
397.00.00.107	OP TRANSFERS IN FROM 107	49,334	0	0	100,000	100,000
397.00.00.505	OP TRANSFERS IN FROM 505	74,500	0	0	0	0
	Total Operating Transfers	**1,290,235**	**0**	**2,244,054**	**4,793,000**	**7,037,054**
	Total Capital Improvement Revenues	**41,861,133**	**2,698,090**	**33,689,731**	**44,879,156**	**78,568,887**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
401 - Water					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,482,101		1,205,869		1,205,869
Licenses & Permits					
322.10.05.000 HYDRANT PERMITS	800	312	1,929	1,987	3,916
Total Licenses & Permits	**800**	**312**	**1,929**	**1,987**	**3,916**
Federal Indirect Grants					
333.97.03.005 FEMA REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total Federal Indirect Grants	**0**	**0**	**0**	**0**	**0**
State Grants					
334.01.80.005 WA EMD REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total State Grants	**0**	**0**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.001 WATER CONSERVATION EDUCATION	7,453	0	0	0	0
337.07.00.002 WASTE REDUCTION/RECYCLING GRANT	6,522	0	0	0	0
Total Local Grants & Entitlements	**13,975**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	7,304	4,663	7,890	7,890	15,780
343.40.21.001 METERED SALES - RESIDENTIAL	1,007,377	483,563	1,160,558	1,275,667	2,436,225
343.40.21.002 METERED SALES - APARTMENTS	620,389	311,163	700,908	770,426	1,471,334
343.40.21.003 METERED SALES - TRAILER COURTS	99,140	49,227	118,461	130,210	248,671
343.40.22.000 METERED SALES - COMMERCIAL	702,462	287,373	863,677	949,339	1,813,016
343.40.24.000 METERED SALES - IRRIGATION	588,953	133,837	750,266	824,680	1,574,946
343.40.25.000 HYDRANT USAGE	15,255	2,721	12,513	12,889	25,402
343.40.29.000 METERED SALES - PUBLIC AUTHORITY	64,713	24,400	79,426	87,304	166,730
343.40.30.000 METER SALES/CONNECTION CHARGES	12,650	0	8,016	8,256	16,272
343.40.42.000 FIRE PROTECTION SERVICE CHARGES	0	35,912	172,328	189,380	361,708
343.90.00.409 WATER FACILITY CHARGES	49,469	7,313	200,000	200,000	400,000
Total Charges for Services / External Fees	**3,167,713**	**1,340,172**	**4,074,043**	**4,456,041**	**8,530,084**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	264	5	0	0	0
362.10.00.000 HYDRANT METER RENTAL	0	0	2,093	2,156	4,249
362.40.00.000 BOOTH RENTALS - SPRING GARDEN FAIR	1,300	650	0	0	0
362.50.00.000 NORWAY HILL TOWER RENTAL	26,785	25,265	35,085	35,085	70,170
367.11.00.000 METER SALES & CONNECTION CHARGES	0	850	0	0	0
369.10.00.000 SALE OF FIXED ASSETS	0	0	0	0	0
369.90.00.000 MISC OPERATING INCOME	0	0	7,862	8,097	15,959
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	23,000	0	0	0	0
Total Other Miscellaneous Revenues	**51,349**	**26,769**	**45,040**	**45,338**	**90,378**
Proceeds of General Long-Term Debt					
382.20.00.000 REVENUE BOND PROCEEDS	0	0	2,000,000	0	2,000,000
Total Debt Proceeds	**0**	**0**	**2,000,000**	**0**	**2,000,000**
Total Water Revenues	**3,233,836**	**1,367,253**	**6,121,012**	**4,503,366**	**8,624,378**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
402 - Sewer					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,427,568		1,313,521		1,313,521
Licenses & Permits					
322.10.04.000 SEWER PERMITS	10,724	5,185	16,992	16,992	33,984
Total Licenses & Permits	**10,724**	**5,185**	**16,992**	**16,992**	**33,984**
Federal Indirect Grants					
333.97.03.005 FEMA REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total Federal Indirect Grants	**0**	**0**	**0**	**0**	**0**
State Grants					
334.01.80.005 WA EMD REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total State Grants	**0**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	2,924	604	5,000	5,000	10,000
343.50.11.001 GENERAL SERVICE - RESIDENTIAL	2,810,311	1,547,475	3,409,462	3,560,982	6,970,444
343.50.11.002 GENERAL SERVICE - APARTMENTS	907,095	506,493	1,161,499	1,213,118	2,374,617
343.50.21.003 GENERAL SERVICE - TRAILER COURTS	185,994	101,831	228,881	239,052	467,933
343.50.22.000 GENERAL SERVICE - COMMERCIAL	956,729	424,160	1,376,038	1,437,190	2,813,228
343.50.28.000 FORFEITED DISCOUNTS (L/C)	6,815	3,688	0	0	0
343.50.29.000 GENERAL SERVICE - PUBLIC AUTHORITY	58,250	31,848	73,714	76,990	150,704
343.90.00.001 SEWER WASTEWATER DISCHARGE FEES	1,208	3,640	0	0	0
343.90.00.409 SEWER FACILITY CHARGES	72,200	19,584	150,000	150,000	300,000
Total Charges for Services / External Fees	**5,001,527**	**2,639,324**	**6,404,594**	**6,682,332**	**13,086,926**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	266	5	0	0	0
361.51.00.000 PENALTIES	30	57	0	0	0
361.55.00.000 INTEREST - CURRENT	286	211	0	0	0
368.10.00.000 ASSESSMENT PRINCIPAL	0	2,152	0	0	0
369.90.00.000 OTHER MISCELLANEOUS REVENUE	0	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	30,600	0	0	0	0
Total Other Miscellaneous Revenues	**31,182**	**2,426**	**0**	**0**	**0**
Proceeds of General Long-Term Debt					
382.20.00.000 REVENUE BOND PROCEEDS	0	0	2,000,000	0	2,000,000
Total Debt Proceeds	**0**	**0**	**2,000,000**	**0**	**2,000,000**
Total Sewer Revenues	**5,043,433**	**2,646,935**	**8,421,586**	**6,699,324**	**15,120,910**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
406 - Storm Drain					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	(251,484)		(668,426)		(668,426)
Licenses & Permits					
322.10.05.000 STORM PERMITS	15,391	8,756	24,675	24,675	49,350
Total Licenses & Permits	**15,391**	**8,756**	**24,675**	**24,675**	**49,350**
Federal Indirect Grants					
333.20.20.112 LOWER FILBERT CRK - N CREEK FLOODING	108,818	0	0	0	0
333.66.12.001 LOCAL SOURCE CONTROL PARTNERSHIP	0	10,870	50,901	0	50,901
333.97.03.003 FEMA FLOOD MIT - FILBERT & NORTH CREEK	0	0	0	0	0
333.97.03.005 FEMA REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total Federal Indirect Grants	**108,818**	**10,870**	**50,901**	**0**	**0**
State Grants					
334.01.80.005 WA EMD REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
334.03.10.000 DOE LOCAL STORMWATER GRANT	125,615	26,857	45,000	50,000	95,000
334.03.10.001 DOE LOCAL STORMWATER GRANT PH 2	3,268	0	0	0	0
Total State Grants	**128,882**	**26,857**	**45,000**	**50,000**	**95,000**
Local Grants & Entitlements					
337.07.00.001 WATER CONSERVATION EDUCATION GRANT	0	0	0	0	0
337.07.00.002 KCD - VOLUNTEER RESTORATION GRANT	29,388	0	0	0	0
337.07.00.016 KCD - SAMMAMISH SIDE CHANNEL REST	0	0	18,000	80,000	98,000
337.07.00.019 HAZARDOUS WASTE OUTREACH	2,139	0	0	0	0
Total Local Grants & Entitlements	**31,527**	**0**	**18,000**	**80,000**	**98,000**
Charges for Services / External Fees					
341.50.00.000 SALE OF MAPS & PUBLICATIONS	5	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	768	0	0	0	0
343.83.00.001 STORM DRAIN FEES - SINGLE FAMILY	2,395,911	1,207,249	2,987,426	3,379,377	6,366,803
343.83.00.003 STORM DRAIN FEES - HIGHWAYS/ROADS	245,000	122,500	375,128	419,522	794,650
343.83.00.004 CITYWIDE STORMWATER FACILITY FEES	0	47,293	85,000	90,143	175,143
343.83.00.005 DOWNTOWN STORMWATER FAC FEES	0	0	490,725	734,797	1,225,522
Total Charges for Services / External Fees	**2,641,683**	**1,377,042**	**3,938,279**	**4,623,839**	**8,562,118**
Interfund Services					
349.95.00.000 CFP TRANSFERS	0	4,022	0	0	0
Total Interfund Services	**0**	**4,022**	**0**	**0**	**0**
Fines & Penalties					
359.90.00.000 STORM WATER FINES	400	0	0	0	0
Total Fines & Penalites	**400**	**0**	**0**	**0**	**0**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	505	27	0	0	0
369.90.00.000 OTHER MISC REVENUE	358	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	187,900	0	0	0	0
Total Other Miscellaneous Revenues	**188,763**	**27**	**0**	**0**	**0**
Proceeds of General Long-Term Debt					
382.20.00.000 REVENUE BOND PROCEEDS	0	0	2,000,000	2,000,000	4,000,000
382.80.00.700 PWTF LOAN - SW11 HORSE CREEK	0	0	4,000,000	5,300,000	9,300,000
Total Debt Proceeds	**0**	**0**	**6,000,000**	**7,300,000**	**13,300,000**
Total Storm Drain Revenues	**3,115,464**	**1,427,573**	**10,076,855**	**12,078,514**	**22,104,468**

501 - Equipment Rental

Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	110,411		1,064		1,064
Federal Indirect Grants					
333.97.03.005 FEMA REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total Federal Indirect Grants	**0**	**0**	**0**	**0**	**0**
State Grants					
334.01.80.005 WA EMD REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT	0	0	0	0	0
Total State Grants	**0**	**0**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.003 WASTE REDUCTION/RECYCLING - KING CTY	0	0	0	0	0
Total Local Grants & Entitlements	**0**	**0**	**0**	**0**	**0**
Interfund Services - Fleet					
348.30.00.000 INTERFUND SERVICES - FLEET	941,514	739,334	1,541,136	1,541,136	3,082,272
Total Interfund Services - Fleet	**941,514**	**739,334**	**1,541,136**	**1,541,136**	**3,082,272**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	109	17	0	0	0
Total Other Miscellaneous Revenues	**109**	**17**	**0**	**0**	**0**
Total Equipment Rental Revenues	**941,623**	**739,351**	**1,541,136**	**1,541,136**	**3,082,272**

502 - Self Insurance

Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	4,991		41,126		41,126
Federal Indirect Grants					
333.97.03.005 FEMA REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total Federal Indirect Grants	**0**	**0**	**0**	**0**	**0**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
State Grants					
334.01.80.005 WA EMD REIMBURSE - 01/12 SNOWSTORM	0	0	0	0	0
Total State Grants	**0**	**0**	**0**	**0**	**0**
Interfund Services - Self-Insurance					
365.80.00.000 INTERFUND SERVICES - SELF-INSURANCE	794,236	419,521	820,515	858,609	1,679,124
Total Interfund Services - Self-Insurance	**794,236**	**419,521**	**820,515**	**858,609**	**1,679,124**
Operating Transfers					
397.00.00.001 OP TRANSFERS - FROM 001	137,400	108,700	171,930	281,470	453,400
Total Operating Transfers	**137,400**	**108,700**	**171,930**	**281,470**	**453,400**
Other Miscellaneous Revenues					
398.00.00.000 INSURANCE RECOVERY	30,707	23,156	25,000	25,000	50,000
Total Other Miscellaneous Revenues	**30,707**	**23,156**	**25,000**	**25,000**	**50,000**
Total Self-Insurance Revenues	**962,343**	**551,377**	**1,017,445**	**1,165,079**	**2,182,524**

2013-2014 Estimated Revenues

Account Number and Title	2011 Actual	June 30, 2012 Accrued YTD	2013 Projected	2014 Projected	2013-14 Projected
505 - Asset Replacement					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	4,902,900		4,159,676		4,159,676
Federal Direct Grants					
331.16.60.000 BULLETPROOF VEST PARTNERSHIP GRANT	8,008	0	0	0	0
Total Federal Indirect Grants	**8,008**	**0**	**0**	**0**	**0**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	117	71	21,277	9,519	30,796
395.10.00.000 SALE OF FIXED ASSETS	19,762	12,258	171,300	114,030	285,330
Total Other Miscellaneous Revenues	**19,879**	**12,329**	**192,577**	**123,549**	**316,126**
Interfund Loans					
366.10.00.000 INTERFUND INTEREST	3,458	0	15,320	12,820	28,140
381.20.00.406 INTERFUND LOAN PMT RECEIVED FROM 406	0	250,000	250,000	250,000	500,000
Total Interfund Loans	**3,458**	**250,000**	**265,320**	**262,820**	**528,140**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	0	0	0	770,000	770,000
397.00.00.501 OPERATING TRANSFERS - IN FROM 501	178,022	338,022	667,646	667,646	1,335,292
Total Operating Transfers	**178,022**	**338,022**	**667,646**	**1,437,646**	**2,105,292**
Total Asset Replacement Revenues	**209,366**	**600,352**	**1,125,543**	**1,824,015**	**2,949,558**
603 - Cemetery Endowment					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	84,239		83,474		83,474
Other Miscellaneous Revenues					
361.11.00.002 INTEREST - STATE POOL	235	68	200	200	400
Total Other Miscellaneous Revenues	**235**	**68**	**200**	**200**	**400**
Total Cemetery Endowment Revenues	**235**	**68**	**200**	**200**	**400**
604 - Firemen's Pension Reserve					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	272,529				0
State Entitlements					
336.06.91.000 FIRE INSURANCE PREMIUM TAX	50,443	48,036	45,000	45,000	90,000
Total State Entitlements	**50,443**	**48,036**	**45,000**	**45,000**	**90,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	616	179	0	0	0
Total Other Miscellaneous Revenues	**616**	**179**	**0**	**0**	**0**
Total Firemen's Pension Reserve Revenues	**51,059**	**48,214**	**45,000**	**45,000**	**90,000**