City of Bothell

2015 - 2016 Biennial Budget
Bothell, Washington

City of Bothell™

City of Bothell Biennial Budget 2015-2016

Prepared by the City of Bothell
Finance Department
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City of Bothell
Elected Officials

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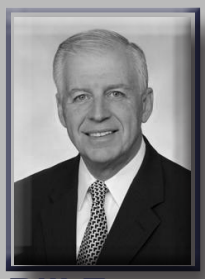
Del Spivey

Andy Rheaume

Mark Lamb

MAYOR
Joshua Freed



Bill Evans

Tom Agnew

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Assistant City Manager	Peter Troedsson
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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City of Bothell

Washington

For the Biennium Beginning

January 1, 2013

Executive Director

Table of Contents

Introduction

City Manager's Budget Message **1-15**

Revenues

Revenues **1-7**
Revenues - All Funds 1
Revenue Summary Chart - All Funds 3
Revenue Summary Chart - General Fund 4
Revenue Assumptions & Significant Changes 5
Budget Overview 7

Expenditures

Expenditures **1-23**
Expenditures - All Funds 1
Expenditures Narrative 3
Expenditures by Category Chart - All Funds 4
Expenditures by Function Chart - All Funds 5
Expenditures Summary by Category Chart - General Fund 6
Expenditures Summary by Department Chart - General Fund 7
Expenditures by Function Chart - General Fund 8
Spending Plan by Expenditure Type 9
Schedule of Long-Term Debt Payments - by Fund 11
Schedule of Long-Term Debt - through 2016 12
Capital Spending 14
Operating Transfers & Interfund Transactions 18
One-Time Expenditures 20
Fund Balance 21
Budget Overview 23

General Fund

Executive Department
- Office of the City Manager 1-8
- Legislative 1-5
- Judicial/Municipal Court 1-5
- City Clerk 1-5
- Information Services 1-5
- Non-Departmental 1-5

Finance Department 1-5
Legal Department 1-5
Human Resources Department 1-5
Police Department 1-15
Fire & Emergency Medical Services Department 1-21
Public Works Department 1-9
- Facilities Division 1-5

Parks & Recreation Department 1-7
Community Development Department 1-13

Restricted Revenue Funds

Street Fund 1-6
Arterial Street Fund 1-2
Park Cumulative Reserve Fund 1-2
Drug Seizure Fund 1-2

Debt Service Funds

2008 General Obligation Refunding Bond 1-2
Local Infrastructure Financing Tool Debt Service Fund 1-2
2013 General Obligation Bond 1-2

Capital Fund

Capital Improvements Fund 1-4

Utility Funds

Combined Utility System Fund 1-2
Water Fund 1-5
Sewer Fund 1-5
Storm & Surface Water Fund 1-5

Internal Service Funds

Fleet Fund 1-5
Self Insurance Fund 1-2
Asset Replacement Fund 1-6

Expendable Trust Funds

Cemetery Endowment Fund 1-2
Firemen's Pension Reserve Fund 1-2

Appendices

Appendix A **1-13**
Organizational Chart 1
Position Classifications 2
Position Listing 4
Staffing Summary - All Departments 13

Appendix B **1-23**
Budget Policies 1
Financial Policies 5
City Manager's Budget Call Letter 13
Budget Focus Areas 17
Budget Outcomes 18
Budget Development Process 19
Budget Development Requirements
Budget Calendar

Appendix C **1-30**
Budget Focus Area Achievements Matrix 1
2015-2016 Key Department Goals 4
2013-2014 Key Department Projects Status Matrix 28

Appendix D **1-2**
Capital Facilities Plan Projects 1

Appendix E **1-3**
Community Profile 1
Community Statistics 3

Appendix F **1-29**
Fund Descriptions 1
Expenditure Chart of Account Descriptions 6
Glossary 14
Acronyms 24

Appendix G
Budget Ordinance
Fee Schedule Resolution

Appendix H
Estimated Revenues

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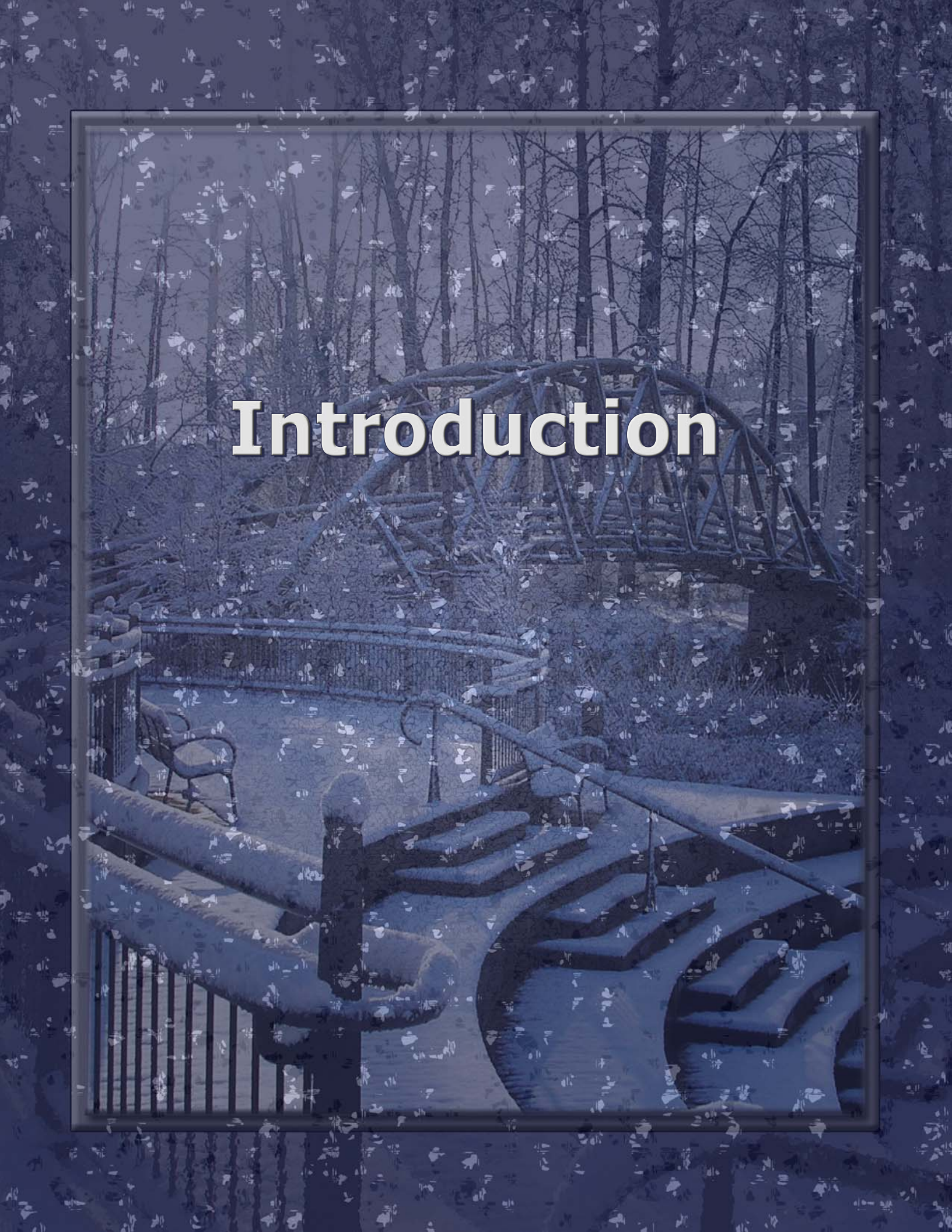


Introduction

Back to Table of Contents

January 1, 2015

Honorable Mayor and City Council City of Bothell, Washington

I am pleased to submit the 2015-2016 Biennial Budget. Largely, this budget continues to support longstanding Council Budget Focus Areas, as well as Desired Budget Outcomes that were originally established for past budget cycles and have been carried forward from one budget period to the next.

At Council's July 8, 2014 study session, the Council confirmed specific goals for the 2015-2016 Budget. These goals were provided in the form of five Budget Focus Areas and seven Desired Budget Outcomes.

City of Bothell
2015 - 2016
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.

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.

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.

City of Bothell
2015 - 2016
Desired Budget Outcomes

City of Bothell

- Continue to sustain the City's present service levels.
- Continue to reestablish the City's minimum reserve level to 15% of General Fund expenses and further support asset replacement levels, while in addition establishing strategies for reinstating pre-recession operating funding levels.
- Continue to limit the tax burden on Bothell citizens by seeking operating efficiencies wherever possible.
- Continue to utilize the City's one percent property tax levy increase as allowed by law to support existing service levels.
- 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).

Desired Budget Outcomes

Budget Focus Areas normally do not change from biennium to biennium because they are general themes that support our 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 highest priorities or needs of the community and making these priorities key drivers for the next budget development process.

Bothell's 2015-2016 Desired Budget Outcomes are listed below along with some of the identified measures this Budget affords to help achieve the desired outcomes.

1. **Continue to sustain the City's present service levels.**
   This Budget not only sustains the City's present level of municipal services and programs, it enhances the Council's other six identified Desired Budget Outcomes. These enhancements are described below.

2. **Continue to reestablish the City's minimum reserve level to 15 percent of General Fund expenses and further support asset replacement levels, while in addition establishing strategies for reinstating pre-recession operating funding levels.**

   Reinstatement of Pre-Recession Reserves:
   The City's operating reserve reinstatement strategy is to designate one-time revenues toward reserves until reserve goals are achieved. The 2013-2014 Budget included a 9 percent General Fund operating reserve, which amounted to approximately $3.2 million. This Budget projects a 13 percent General Fund operating reserve that amounts to approximately $4.8 million. This figure includes $1.2 million that is anticipated to be added to the reserve during the 2015-2016 biennium. An additional $960,000 in one-time monies is needed to reinstate our 15 percent post-Great Recession reserve goal. The current boom in development Bothell is experiencing requires additional personnel to meet established level of service standards. During the 2015-2016 biennium, as was with the 2013-2014 biennium, the City is using one-time development revenue to fund higher than normal staffing levels to meet current workload demands. For this reason, I am recommending a 13 percent reserve for the 2015-2016 biennium rather than 15 percent with the caveat that excess one-time revenues are to be allocated toward closing the $960,000 gap needed to meet our 15 percent reserve goal. Finance staff prepare quarterly budget reports that are available on the City's Web site. These reports identify and track excess one-time revenues that can be used to enhance reserve reinstatement efforts. The budget also transfers $1,915,544 into the Asset Replacement Fund in recognition of future fleet replacement expenses. The Asset Replacement Fund is fully funded through 2017.

Reinstatement of Pre-Recession Operating Funding:
The Fire Department lost funding for a vacant Firefighter/Inspector position and a vacant Administrative Assistant position within its Community Risk Reduction (CRR) Division. Utilizing increased Fire development revenues, the 2015-2016 Budget reinstates funding for the firefighter/Inspector position and reinstates the Administrative Assistant at part-time.

The City Manager's Office lost funding for a vacant Public Information Officer (PIO) position. The 2015-2016 Budget reinstates the PIO position although the duties have changed. The job duties were 100 percent public information tasks, but are now to be split between public information and tourism coordination. The PIO position is to be funded 50 percent by eliminating PIO professional service spending and 50 percent by lodging tax dollars making the position budget neutral. A PIO provides the professional and technical skill set needed to strengthen the City's efforts in regards to Council's Budget Focus Area – Community Connections/Involvement, which states "engage in ongoing dialog with the public to increase citizens' understanding of and engagement in City issues and to build strong partnerships".

General Fund non-mandatory or mission critical training and professional development spending was reduced by $108,000. Investing in professional development is important to ensure staff stay abreast of advancements in their field of expertise and to maintain the technical skills required to perform their job. This Budget reinstates $38,000 in General Fund professional development spending.

3. **Continue to limit the tax burden on Bothell citizens by seeking operating efficiencies wherever possible.**
Since the Great Recession began in 2008, the City's General Fund budget has undergone a substantial amount of evaluation and scrutiny that has resulted in a significant degree of operating efficiencies including such items as:

- Reduced fleet count;
- centralized printing;
- reduced health benefit premiums;
- implemented an automated web-based applicant tracking and hiring system;
- consolidated Police Special Response and Hostage Negotiation Teams;
- utilized staff and eliminated professional services contract for meeting minutes;
- outsourced business license renewal mailings;
- reduced credit card transaction fees;
- secured grants to fund project-driven staff;
- transitioned to online documents for internal and external users;
- reduced fuel costs by utilizing Northshore School District fueling facility; and
- hired an Assistant City Attorney and reduced the need for outside counsel services.

This spending plan likewise seeks considerable future operating efficiencies through the construction of a new Leadership in Energy and Environmental Design (LEED) Gold certified City Hall building that is consolidating six buildings which are now housing City staff – including three portable buildings of which two are leased, the Lytle House, the original 76 year old City Hall and the Dawson Building, which served as the library until it was replaced in 1995. The new City Hall provides one location for non-public safety municipal services and eliminates the increasingly costly operating and maintenance expenses associated with trying to keep antiquated facilities safe, sound and functional. This consolidation also will allow for increased revenue-generating recreation programming at the Lytle House.

Residents' tax burdens can also be limited by adding new revenues. This Budget affords significant investment in development and revitalization that was thoughtfully designed to encourage new one-time and on-going revenues. New one-time revenues are utilized in this budget to help reinstate pre-recession reserves - thereby stabilizing reserve levels and reducing the need for additional taxes or the reduction/elimination of current City services.

4. **Continue to utilize the City's one percent property tax levy increase as allowed by law to support existing service levels.**
   This budget includes a one percent property tax levy increase in both 2015 and 2016. Property tax receipts are a General Fund revenue and are used to fund (existing) general government expenditures like public safety, municipal court, economic development and City administration - including legislative, legal, finance, human resources and information services.

5. **Continue to improve Development Services Initiatives (DSI) to facilitate good development.**
   This Budget affords reorganization of the Community Development Department and adds staffing to help strengthen the City's DSI, the purpose of which is to facilitate good development. See the Authorized Position Classification Changes section below for further information on these and other staffing adds.

6. **Continue to create an active and vibrant Downtown by implementing the actions established within the City's Downtown Revitalization Plan.**
   This Budget continues to implement the City's Downtown Revitalization Plan by providing for major infrastructure projects such as:

Horse Creek: Horse Creek is being moved to a different corridor to promote new development downtown, while also providing an open channel creek that is fish-passable. Project completion is expected in July 2016. The project includes a pedestrian corridor joining Pop Keeney Stadium and McMenamins to the Park at Bothell Landing.

Bothell City Hall: The new City Hall building is expected to be open and providing services to citizens in November 2015. This building is envisioned in the Plan as a cornerstone of the City Center Block.

The City's visioning, planning and infrastructure investments are revitalizing Downtown by attracting private capital as part of a broad economic development strategy. Private developments (such as Six Oaks which opened in October 2014, and McMenamins which will open in the fall of 2015) are strong evidence of the City's successful economic development efforts and place-making strategies.

7. **Continue to construct and maintain capital investments as prescribed in the City's adopted Capital Facilities Plan (CFP).**
   The first two years of the 2015-2021 CFP are folded into this Budget. In addition, the Budget adds Public Works maintenance workers, as prescribed in the City's adopted Capital Facilities Plan. These staff (three FTEs by the end of 2016) are needed to maintain the City's recent and substantial investments in new roadway and rights-of-way (ROW). For example, in 2014, the City's active landscape ROW maintenance area was 25,055 sf. In 2015, the figure is 105,055 sf.

   Collectively, I believe, the budgetary measures outlined above and afforded in this Budget will have a significant impact on furthering our City's efforts towards achieving the Council's stated goals.

Budget Responsibility and Development 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 the 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 fund balance estimated to be available at the close of the 2013-2014 fiscal biennium. In addition, State law requires that the Finance Director provide quarterly revenue and expenditure budget updates to the City Council. The financial and budgetary laws, policies and practices used to guide development of this Budget are fully detailed in Appendix B.

Budget

Overall, the 2015-2016 Budget is a comprehensive plan for allocating community resources to promote the community's chosen goals and to fund vital municipal services on which Bothell citizens and commercial residents rely. These include: safeguarding the community's physical security, maintaining quality of life expectations and providing necessary infrastructure investments to be utilized and enjoyed for generations to come.

As a community, we have many accomplishments to be proud of, and together we have done the work necessary to position ourselves for an exciting future. The City has exercised fiscal discipline and used creativity, innovation and a strong commitment to efficiency in order to maintain a healthy financial position while also providing stable municipal service levels - and we did all of this in spite of the Great Recession and its turbulent aftermath (2008-2012), which was the worst economic crisis experienced by municipalities since the Great Depression. Not a lot of communities can claim this achievement. We have good reason to be proud!

Bothell's proficiency at achieving community goals, while providing excellent municipal services and maintaining a solid fiscal reputation, is the result of our commitment to consistently provide:

- Stable levels of service;
- prudent financial, operational, capital and project management;
- sound short and long-term financial planning;
- strong credit ratings;
- years without any audit findings – currently 12 years;
- award winning financial reporting documents,
- award winning budget documents; and
- award winning Capital Facilities Plans.

The 2015-2016 Budget carries forward all of these longstanding and vital practices that have earned Bothell so much success and recognition over recent years.

Readers are encouraged to review the Fund/Departments' individual action and spending plans (see Fund/Department tabs) to gain a deeper understanding of the array of services this budget provides. Fund/Department sections include a narrative, budget outcomes and activities, prior biennium accomplishments, performance measures and budgetary figures.

General Fund Major Revenues

General Fund revenues are forecasted to be approximately $87.4 million (including interfund transactions) during the biennium. Actual General Fund revenues for 2013-2014 are expected to be approximately $78.6 million – an estimated 1 percent more than the original adopted budget.

The General Fund relies on three major revenue streams to fund services: sales tax; property tax; and utility tax. During this budget period, these revenue streams (excluding interfund transfers) are expected to make up 72.9 percent of all General Fund revenues.

Sales Tax

The Puget Sound Economic Forecaster[1] projects taxable retail sales to increase 5.9 percent in 2015 and 5.3 percent in 2016. 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 an average $100,000 per year in additional compounding revenue for the City.

This Budget relies upon a one percent increase in the City's property tax levy as allowed by State law. Over the biennium, a one percent annual property tax increase provides an estimated $300,000 in revenue to help support City services.

Property tax revenue derived from new construction and State-assessed property (inter-county utilities) is expected to average $200,000 per year in property tax receipts in 2015 and 2016.

Utility Tax

General Fund utility tax revenues are projected to increase $1,601,000 over actual 2013-2014 receipts, or 12 percent. This increase is supported by new construction, annexation and anticipated rate increases in both City and non-City owned utilities.

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

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.

General Fund Major Expenditures

General Fund expenditures are anticipated to be $87.5 million (including interfund transactions). The actual expenditure target for the 2013-2014 biennium is projected to be $77.4 million, which is an estimated $790,000 or 1.0 percent, less than was originally appropriated by Council.

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 83 percent of overall General Fund spending and account for over $68 million (excluding interfund transfers) of the Budget. General Fund personnel expenditures are increasing 10 percent over budgeted 2013-2014 personnel spending. The personnel increase is primarily due to salary/merit step increases, along with pension contributions, health insurance premium increases, and staffing adds identified in the Authorized Position Classification Changes section on page 10.

Maintenance & Operating Expenditures

General Fund Maintenance & Operations (M&O) expenditures included in the Budget amount to $13.9 million (excluding interfund transfers) and make up 17.0 percent of the overall General Fund budget. M&O expenditures are increasing nearly $1.4 million or 11 percent compared to 2013-2014 Budget figures.

City-Owned Utilities

The City's three utilities (Water, Sewer, and Storm & Surface Water) are separate enterprise funds that are fully supported through user fees. The following utility rate increases are necessary in the 2015-2016 biennium:

Water

This Budget includes a rate increase of 7.2 percent in 2015 and 4 percent in 2016 to fund utility expenses, including capital projects identified in the City's 2015-2021 Capital Facilities Plan.

Sewer

The Budget anticipates a 5 percent rate increase for 2015 and 4 percent in 2016 to fund utility expenses, including capital projects identified in the City's Capital Facilities Plan.

In 2015, with Council approval, the City's residential rate will be replaced by a partially volume-based structure that provides reduced rates for low usage customers.

Storm & Surface Water

The Budget includes no rate increase in 2015 and 5 percent in 2016. An increase in revenues from facility charges, internal audit and the elimination of storm water credits resulted in lower than anticipated rate increases.

Capital Investments

The Budget implements the first two years of the City's 2015-2021 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 2015-2016 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 will generate both one-time and on-going revenue sources for the community. The City's 2015-2016 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 Budget includes $58,222,000 in adopted CFP investments. A listing of the 2015-2016 CFP projects, along with an explanation of variances between the CFP and the 2015-2016 Budget is provided in Appendix D. Charts itemizing all citywide capital spending are provided in the Expenditure section.

The major funding sources utilized to fund CFP projects are Real Estate Excise Tax (REET), utility user fees, mitigation/impact fees, developer contributions, grants, Public Works Trust Fund Loans, bonds, and proceeds from the sale of property. Amazingly, third-party monies pay 51 percent of all project expenditures funded in Bothell's adopted 2015-2021 CFP.

As in past years, the City continues to employ CFP 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.

Capital project-term positions are evaluated annually prior to the adoption of any CFP updates. The City's current active capital projects fully support existing CFP 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.

Authorized Positions and Classification Changes

PW/CD DSI Project-term Positions (2015=$344,214 / 2016=$368,390)
1.0 FTE PW Construction Inspector - Added
1.0 FTE CD Senior Building Inspector - Added
1.0 FTE CD Senior Plans Examiner Added

These Public Works and Community Development DSI positions are 2014 limited-term positions required to maintain DSI performance during downtown revitalization boom. The positions are 100 percent funded with increased development revenues.

Community Development Reorganization (2015=$40,517 / 2016=$43,648)
Office Specialist reclassified to a Senior Office Specialist - Reclassed
Building Inspector reclassified to a Senior Building Inspector - Reclassed

The purpose of this reorganization is intended to reduce span of control issues and provide enhanced service delivery at the customer counter. The Budget also anticipates the continuation of a limited-term, part-time Permit Services Technician to support the reorganization efforts and ultimately DSI performance.

Public Works Maintenance Positions (2015=$51,561 / 2016=$200,329)
2.0 FTE Maintenance Worker – Added in 2016
1.0 FTE Senior Maintenance Worker - Added

These street maintenance positions were prescribed in the City's adopted Capital Facilities Plan. The staff are needed to maintain the City's recent and substantial investments in new roadway and rights-of-way (ROW).

Creation of Parks & Recreation Department (2015=$60,000 / 2016=$60,000)
Recreation & Park Planning Manager reclassified to a Parks & Recreation Director - Reclassed
Office Assistant reclassified to an Administrative Assistant - Reclassed

During budget deliberations, Council opted to create a new standalone Parks & Recreation Department. Beginning in 2015, Parks Maintenance and Recreation staff will move from within the Public Works Department to the new Parks & Recreation Department. The $120,000 budget increase funds two position classification changes, as outlined above.

Fire FTE Classification Change (budget reduction)
Senior Administrative Assistant reclassified to Office Specialist - Reclassed

NPDES Grant Funded Position (net zero budget impact)
1.0 FTE Surface Water Inspector - Added

Finance FTE Split and Classification Change (net zero budget impact)
1.0 FTE Finance Analyst – Project-Term Designation Removed
1.0 FTE Senior Accounting Specialist – Removed

0.8 FTE Financial Analyst – Added
0.4 FTE Accounting Specialist – Added
1.0 FTE Senior Accounting Specialist – Project-Term Designation Added

A Finance FTE is being split per a staff request, and a project-term designation is being transferred to a vacant position. Neither of these actions have a financial impact.

Total Staffing Adds:

- General Fund (3.2 FTE plus CD reorganization and Parks & Recreation Department): 2015=$444,731 / 2016=$472,038
- Street Fund (3 FTE): 2015=$51,561 / 2016=$200,329
- Storm & Surface Water Fund (1 FTE): net zero budget impact

In addition to the position classification changes identified above, this budget plan includes reinstatement of three authorized positions that were not funded in the 2013-2014 Budget. These positions include a 1.0 FTE Firefighter/Inspector, 1.0 FTE PIO and a .50 FTE Administrative Assistant. These positions have a net zero budget impact. Further discussion pertaining to these positions is provided above on page 3.

Future Budgetary Impacts to Consider

There are two known situations that have the potential to impact future City budgets. Each situation is discussed below:

Regional Fire Authority (RFA)

Through a public process, the City of Bothell, Woodinville Fire & Rescue, Northshore Fire Department and Snohomish County Fire Protection District #10 are investigating the advantages and disadvantages of creating a special purpose district through a vote of the people. State law provides the framework for forming a Regional Fire Authority in order to create efficiencies while still maintaining local control. If a Regional Fire Authority in this area is found to be feasible and is approved by the elected bodies of the City of Bothell, Woodinville Fire and Rescue, Northshore Fire District and Snohomish Fire District 10, the measure will be placed before voters.

This Budget includes the Fire Department's full two-year budget appropriation. If the RFA measure is placed before voter's during the 2015-2016 budget cycle and voters approve the measure, any remaining Fire budget appropriation would be removed through the City's normal budget amendment process.

Street Budget Imbalance

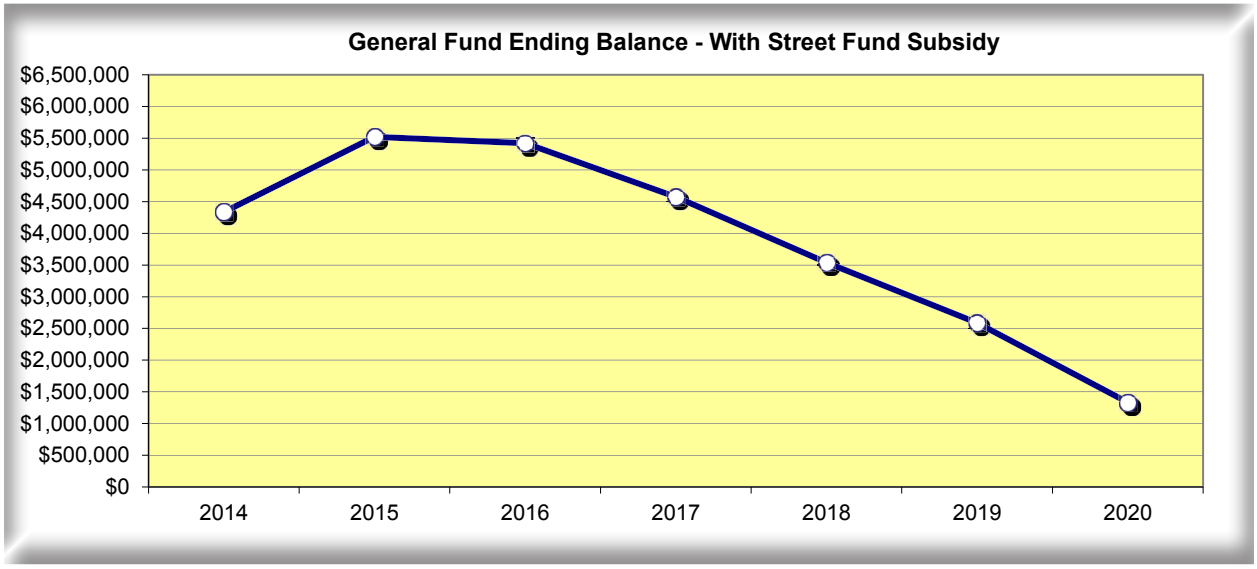
The 2015-2016 Street Fund budget was sufficiently funded by utilizing King County road taxes that Bothell received in 2014 in lieu of property tax, as well as a subsidy from the General Fund, but the King County monies were one-time funds and therefore are not available to help balance any future budgets.

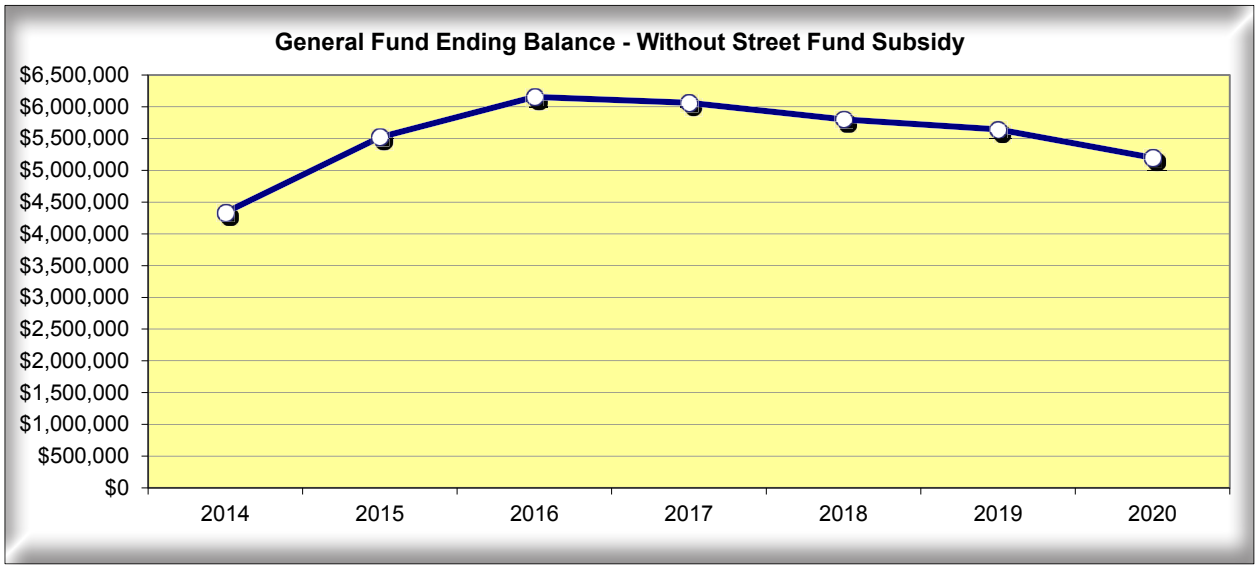
Washington communities struggling to fund an appropriate level of maintenance for their roadway systems is not a new phenomenon. The elimination of Motor Vehicle Excise Tax (MVET) receipts happened in 1999. It has been 15 years now since most cities – including Bothell - have had a designated revenue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

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

A continued practice of progressively absorbing more street maintenance costs into the General Fund through subsidy funding is not a sustainable solution. The consequences of continuing this practice are demonstrated in the two graphs below. I know maintenance of our City's roadway system is extremely important to all of us and therefore, I am recommending that the Street Fund be a priority topic for Council's annual retreat in January.

Per the graphs below, General Fund resources (barring any future unknowns) are forecasted as follows.





Graphs include:

- An estimated 13 percent General Fund reserve balance, which amounts to $4.2 million. This figure includes an estimated $1.2 million in 2013-2014 one-time development revenue and an additional $1.2 million is anticipated to be added during the 2015-2016 biennium.
- No additional staff are included in this forecast beyond 2016.
- A one percent property tax levy increase is assumed for 2015-2020.
- The City's Asset Replacement Fund is fully funded through 2017.

Conclusion

This Budget is a two-year action and spending plan that depicts the quality services the City of Bothell provides, along with the strategic steps being taking to ensure we can continue to do so in the future. Developing a quality and balanced budget is always a challenge because even in the best of times there are never enough resources to satisfy all a community's wants and needs. The City has worked hard to make the most of its available resources by establishing value between the services it provides and the taxes paid by residents. Bothell is consistently recognized for its judicious management of financial resources that support the vital array of services and programs the City provides.

Continuous rebalancing of operational spending with actual on-going revenue receipts is key to protecting a City's fiscal position. A budget document (action and spending plan) is not static and therefore requires continual analysis and oversight, along with a prudent and farsighted management team that expeditiously responds to ever changing economic conditions and unexpected or evolving situations.

The Bothell community has accomplished so much, but there is still work for us to do. This budget provides a plan for providing vital municipal services, advancing our community's vision and supporting and enhancing the City Council's Budget Focus Areas and Desired Budget Outcomes. If we, as a City continue to exercise prudent financial discipline and remain vigilant to the practice of living within our means, Bothell is going to continue to be one of the best places to live, work and enjoy the increasing number of amenities our community offers.

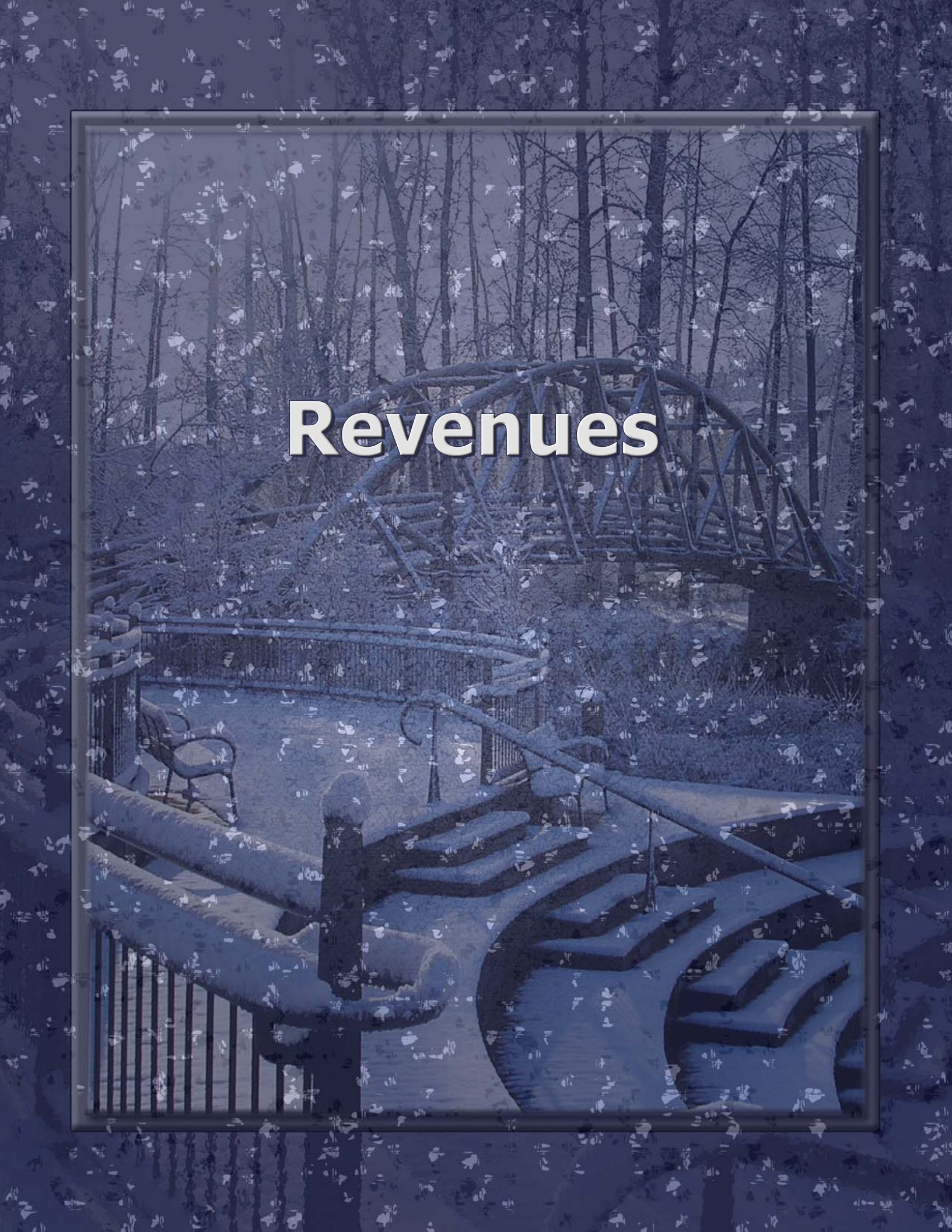
Our future ambitions are, and will continue to be, the result of engaged citizens, a dedicated City Council and staff who conscientiously perform their duties on behalf of Bothell residents, businesses and visitors to our community. I am grateful for the dedication and service of City employees who work hard to ensure your local government operates efficiently and effectively. Together with the City Council, these are the people who strive to preserve the City's exemplary quality of life while consciously working to find and implement new ways to improve it.

As always, staff will remain diligent in their oversight of the City's finances and committed to assisting the City 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.

Lastly, I cannot close 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 City staff, this comprehensive and far-reaching budget plan could not have been produced. I also thank the Bothell City Council for their 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



Revenues

Back to Table of Contents

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2011-2012 Actuals	2013-2014 Modified Budget	2015-2016 Budget
General Fund	$71,725,348	$79,937,472	$87,364,923
Special Revenue Funds			
Street	3,413,689	5,210,307	3,581,576
Arterial Street	2,335,939	6,132,320	7,389,199
Cable TV Fund	-	-	-
Park Cumulative Reserve	361,073	480,000	86,000
Drug Seizure Fund	29,577	44,000	50,000
Nuisance Abatement Fund	-	-	-
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,540,990	1,435,000	1,638,827
LIFT GO Bond Redemption	-	2,000,000	3,323,700
2013 GO Bond Redemption	-	840,000	1,420,330
Capital Funds			
Capital Improvements	61,106,252	80,974,637	35,265,054
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	-	-	2,626,072
Water	6,890,432	10,624,378	13,186,622
Sewer	10,749,647	15,120,910	15,235,505
Storm & Surface Water	6,864,004	22,549,091	23,338,065
Internal Service Funds			
Equipment Rental	1,969,936	3,082,272	3,654,526
Self Insurance	1,950,553	2,211,524	2,329,027
Asset Replacement	450,419	3,035,058	2,365,368
Expendable Trust Funds			
Cemetery Endowment	431	400	-
Firemen's Pension Reserve	99,610	90,000	122,000
Total Appropriation All Funds	**$169,487,901**	**$233,767,369**	**$202,976,794**
Less Operating Transfers	**(5,334,975)**	**(12,325,486)**	**(27,148,186)**
Less Interfund Transactions	**(4,695,583)**	**(6,475,604)**	**(6,886,831)**
Total Appropriation All Funds Less Transfers	**159,457,343**	**214,966,279**	**168,941,777**
Biennium Beginning Fund Balance	**19,679,449**	**17,301,656**	**37,767,012**
Total Appropriation Plus Beginning Fund Balance	**$179,136,792**	**$232,267,935**	**$206,708,789**

2015 Beginning Fund Balance figure is based on actual 2014 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2011-2012 Actuals	2013-2014 Modified Budget	2015-2016 Budget
General Fund	$73,043,384	$79,905,430	$87,481,520
Special Revenue Funds			
Street	3,457,571	4,358,536	5,335,194
Arterial Street	2,704,481	6,937,054	3,475,700
Cable TV Fund	11,334	-	-
Park Cumulative Reserve	49,334	100,000	363,000
Drug Seizure Fund	28,866	70,500	73,200
Nuisance Abatement Fund	9,788	-	-
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,441,579	1,475,000	1,462,800
LIFT GO Bond Redemption	-	2,000,000	3,323,700
2013 GO Bond Redemption	-	840,000	1,420,330
Capital Funds			
Capital Improvements	63,396,688	81,600,090	35,765,646
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	-	-	15,502,069
Water	7,077,541	11,680,279	15,113,624
Sewer	10,430,286	15,754,663	16,158,096
Storm & Surface Water	5,803,568	22,067,760	22,371,630
Internal Service Funds			
Equipment Rental	2,100,606	3,099,486	3,667,506
Self Insurance	1,955,143	2,130,813	2,354,407
Asset Replacement	2,184,237	6,326,272	5,555,863
Expendable Trust Funds			
Cemetery Endowment	657	18,000	-
Firemen's Pension Reserve	77,605	90,000	95,000
Total Appropriation All Funds	**$173,772,669**	**$238,453,883**	**$219,519,285**
Less Operating Transfers	**(5,334,975)**	**(12,325,486)**	**(27,148,186)**
Less Interfund Transactions	**(4,695,583)**	**(6,475,604)**	**(6,886,831)**
Total Appropriation All Funds Less Transfers	**163,742,111**	**219,652,793**	**185,484,268**
Less Depreciation Expense	**(4,014,568)**	**(3,924,800)**	**(3,766,105)**
Biennium Ending Fund Balance	**17,301,656**	**37,767,012**	**24,990,626**
Total Appropriation Plus Ending Fund Balance	**$177,029,200**	**$253,495,005**	**$206,708,789**

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

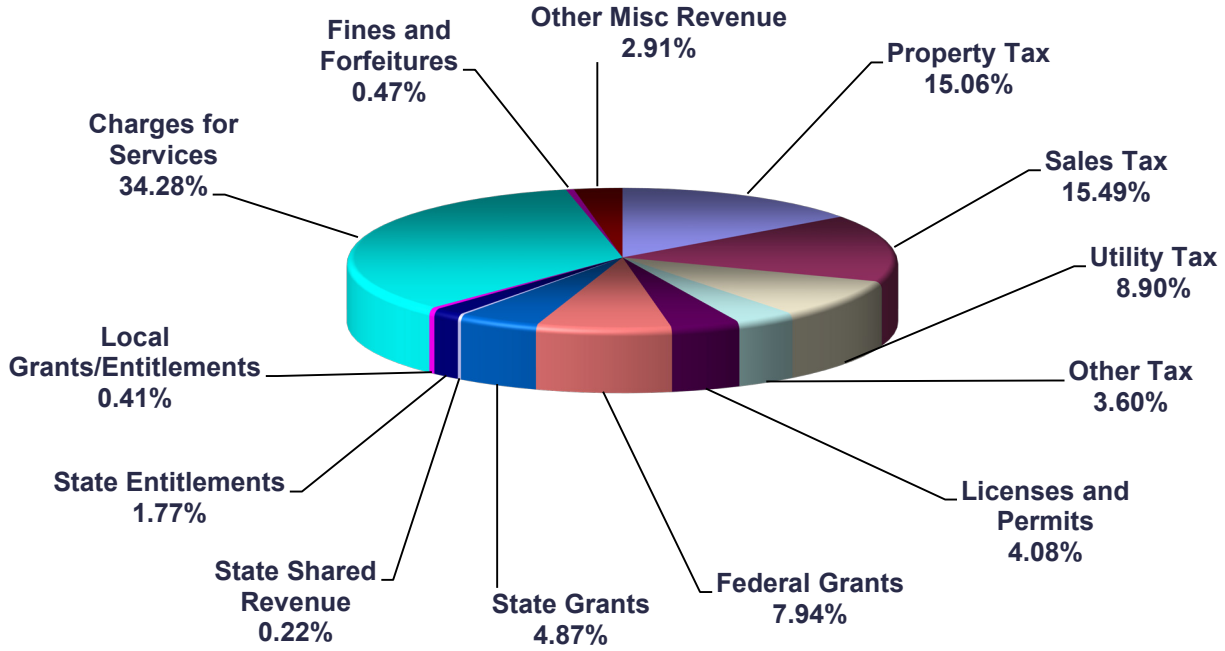
2014 Ending Fund Balance figure is based on actual 2014 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Revenue Summary
All Funds

Source	2015-2016 Revenue
Property Tax	$25,399,105
Sales Tax	26,110,035
Utility Tax	15,002,613
Other Tax	6,070,000
Licenses and Permits	6,884,047
Federal Grants	13,388,578
State Grants	8,214,000
State Shared Revenue	365,000
State Entitlements	2,976,900
Local Grants/Entitlements	683,136
Intergovernmental Revenue	-
Charges for Services	57,798,269
Fines and Forfeitures	799,300
Other Misc Revenue	4,912,890

Total Revenue $168,603,873

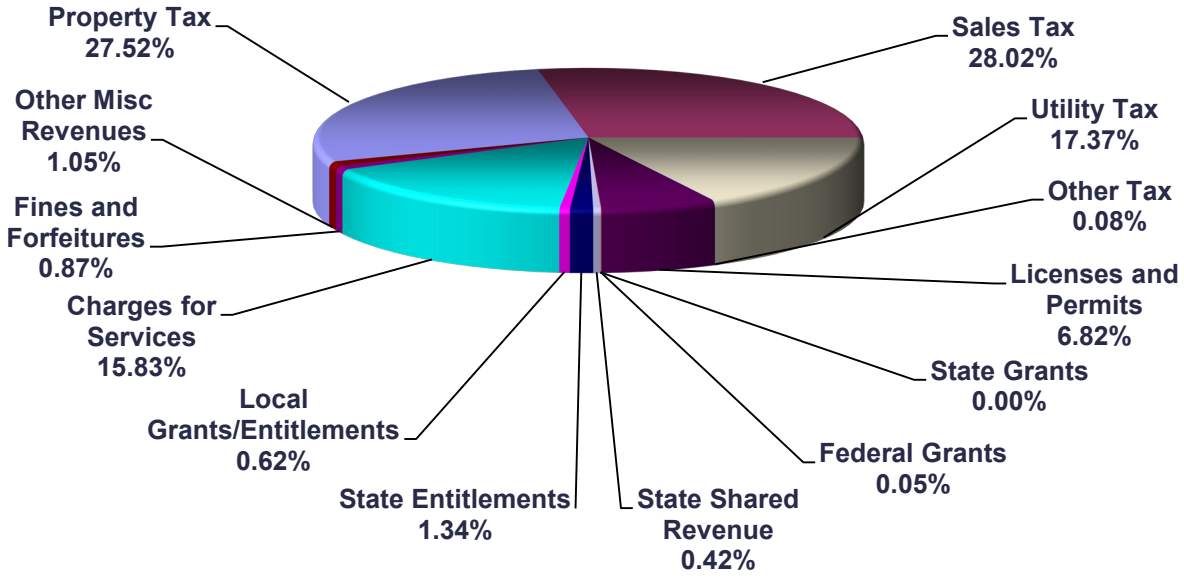
Total excludes non-revenue, operating transfers and interfund transactions.



Revenue Summary
General Fund

Source	2015-2016 Revenue
Property Tax	$23,674,278
Sales Tax	24,110,035
Utility Tax	14,942,613
Other Tax	70,000
Licenses and Permits	5,868,479
Federal Grants	40,000
State Grants	3,000
State Shared Revenue	365,000
State Entitlements	1,156,900
Local Grants/Entitlements	530,000
Intergovernmental Revenue	-
Charges for Services	13,621,440
Fines and Forfeitures	749,300
Other Misc Revenues	906,200
Total Revenue	**$86,037,245**

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 39.4% of the City's overall revenues and 72.9% of its General Fund revenues. The following analysis accounts for 87% of citywide revenue streams.

Sales Tax

The Puget Sound Economic Forecaster, a prominent local journal which features economic forecasts, analysis and commentary for the greater Seattle area, projects taxable retail sales to increase 5.9% in 2015 and 5.25% in 2016. We expect Bothell's sales tax receipts to follow regional expectations. 2015-2016 sales tax projections also include a modest amount for anticipated economic growth and new population.

Property Tax

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

In 2015 dollars, a 1% property tax levy increase amounts to approximately $91,000 for the City and equates to less than 1.3 cents per $1,000 of assessed property value, or about $3.96 per year on a $300,000 home.

In addition, the 2015-2016 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

2015-2016 General Fund utility tax revenues are projected to exceed 2013-2014 receipts by $1.6 million or 12%. This increase is supported by new construction, annexation, as well as expected rate increases in both City and non-City owned utilities.

Grants

Federal and state grants are projected to make up approximately $21,602,000, or 13% of citywide revenues. As was the case in 2013-2014, nearly all the City's grant funding in 2015-2016 is allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2015-2016 capital projects is included within the Expenditure Section, where the funding source for each project is also presented. Detailed capital project data is available in:

- The City's adopted 2015-2016 Capital Facilities Plan (CFP);
- The capital discussion within the City Manager's Budget Message found in the Introduction Section; and the Capital Improvements Fund Section.

Charges for Services

Citywide charges for service fees are expected to exceed $57.7 million in 2015-2016. The projected increase amounts to $8.3 million, or 17% over projected 2013- 2014 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 projected in 2015 and 2016 is the result of annexations, major redevelopment of the City's downtown and utility user fees.

Significant Changes

Bothell has continued to see a noteworthy recovery in the local housing market. Economists are predicting the combined King and Snohomish County housing starts figure to grow 16% in 2015 and 7% in 2016. Bothell's housing starts are expected to exceed this expectation.

The State's 2015-2016 projected 5.8% unemployment rate is in-line with the national rate, but is considerably higher than the 5% local unemployment rate. Unemployment figures are projected to remain stable during the 2015-2016 biennium. Local job growth is expected to add a significant 2.4% in 2015 and 2.0% in 2016 which should boost personal income growth to 5.5% in both 2015 and 2016. From a long-term perspective, the region's job creation outlook continues to be bullish - creating 370,000 new jobs between 2010 and 2020.

The City's 2015-2016 weighted return on investments is anticipated to be in the 3% range.

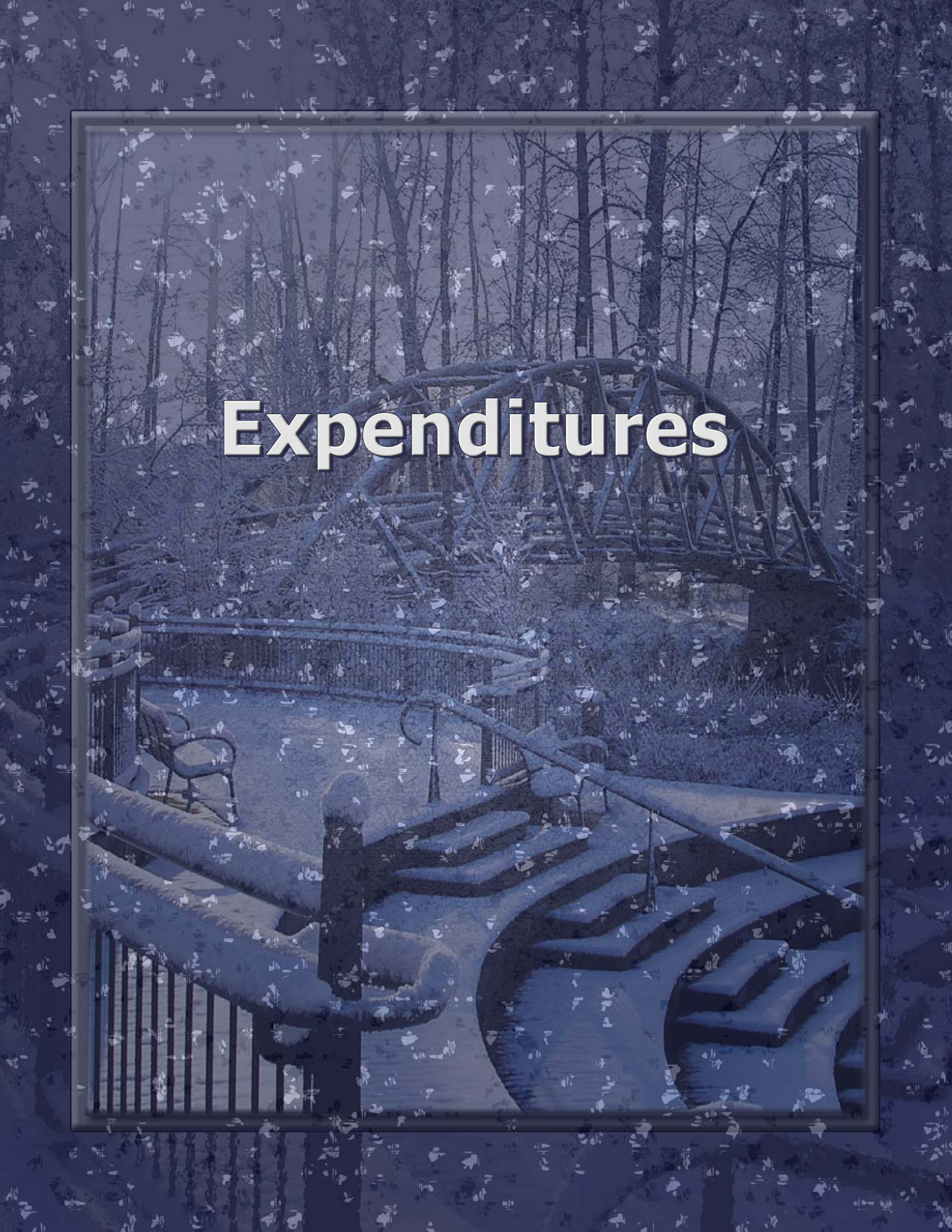
See Appendix H for revenue assumptions by individual revenue line-item.

Fund	Projected* Balance 12/31/2014	2015 Projected Revenues	2015 Expenditure Appropriation	Projected Balance 12/31/2015	2016 Projected Revenues	2016 Expenditure Appropriation	Projected Balance 12/31/2016
General	$4,335,733	$42,982,287	$42,396,752	$4,921,268	$44,382,636	$45,084,768	$4,219,136
Special Revenue Funds							
Street	1,755,754	1,408,568	2,563,566	600,756	2,173,008	2,771,628	2,136
Arterial Street	2,672,329	3,780,233	1,415,250	5,037,312	3,608,966	2,060,450	6,585,828
Cable TV Fund	-	-	-	-	-	-	-
Park Cumulative Reserve	1,883,880	43,000	363,000	1,563,880	43,000	-	1,606,880
Drug Seizure Fund	36,571	25,000	42,700	18,871	25,000	30,500	13,371
Nuisance Abatement Fund	-	-	-	-	-	-	-
Debt Service Funds							
2008 GO Refunding Bond	149,811	801,490	730,900	220,401	837,337	731,900	325,838
LIFT GO Bond Redemption	-	1,325,250	1,325,250	-	1,998,450	1,998,450	-
2013 GO Bond Redemption	-	712,065	712,065	-	708,265	708,265	-
Capital Funds							
Capital Improvements	2,813,515	18,641,854	19,010,017	2,445,352	16,623,200	16,755,629	2,312,923
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Combined Utility Systems	14,278,681	1,314,302	10,029,301	5,563,682	1,311,770	5,472,768	1,402,684
Water❖	1,435,479	7,860,693	8,864,023	864,703	5,325,929	6,249,601	376,531
Sewer❖	1,753,526	7,361,581	7,660,194	1,786,213	7,873,924	8,497,902	1,497,235
Storm & Surface Water❖	3,295,141	12,824,929	12,991,419	3,556,651	10,513,136	9,380,211	5,120,576
Internal Service Funds							
Equipment Rental❖	88,742	1,827,263	1,825,091	94,314	1,827,263	1,842,415	82,513
Self Insurance	266,393	1,142,113	1,154,541	253,965	1,186,914	1,199,866	241,013
Asset Replacement❖	2,600,000	1,208,422	3,038,030	1,451,392	1,156,946	2,517,833	775,505
Expendable Trust Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	317,444	59,500	45,000	331,944	62,500	50,000	344,444
Subtotal	**$37,767,012**	**$103,318,550**	**$114,167,099**	**$28,794,717**	**$99,658,244**	**$105,352,186**	**$24,990,626**
Less Operating Transfers		14,582,839	14,582,839		12,565,347	12,565,347	
Less Interfund Transactions		3,421,015	3,421,015		3,465,816	3,465,816	
Total	**$37,767,012**	**$85,314,696**	**$96,163,245**	**$28,794,717**	**$83,627,081**	**$89,321,023**	**$24,990,626**

*Figures are based on actual 2014 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

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

Water:	$432,554 /	$435,500
Sewer:	$331,300 /	$335,000
Storm & Surface Water:	$428,000 /	$431,000
Equipment Rental:	$3,400 /	$3,351
Asset Replacement:	$681,000 /	$685,000



Expenditures

Back to Table of Contents

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2011-2012 Actuals	2013-2014 Modified Budget	2015-2016 Budget
General Fund	$73,043,384	$79,905,430	$87,481,520
Special Revenue Funds			
Street	3,457,571	4,358,536	5,335,194
Arterial Street	2,704,481	6,937,054	3,475,700
Cable TV Fund	11,334	-	-
Park Cumulative Reserve	49,334	100,000	363,000
Drug Seizure Fund	28,866	70,500	73,200
Nuisance Abatement Fund	9,788	-	-
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,441,579	1,475,000	1,462,800
LIFT GO Bond Redemption	-	2,000,000	3,323,700
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Capital Funds			
Capital Improvements	63,396,688	81,600,090	35,765,646
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	-	-	15,502,069
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Less Interfund Transactions	**(4,695,583)**	**(6,475,604)**	**(6,886,831)**
Total Appropriation All Funds Less Transfers	**163,742,111**	**219,652,793**	**185,484,268**
Less Depreciation Expense	**(4,014,568)**	**(3,924,800)**	**(3,766,105)**
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Total Appropriation Plus Ending Fund Balance	**$177,029,200**	**$253,495,005**	**$206,708,789**

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Revenues – All Funds

(Includes operating transfers and interfund transactions)

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Capital Funds			
Capital Improvements	61,106,252	80,974,637	35,265,054
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	-	-	2,626,072
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2015 Beginning Fund Balance figure is based on actual 2014 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 2014, Bothell's City Council reaffirmed five major Budget Focus Areas and nine 2015-2016 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 ensuing biennium. The City Manager used Council's priority directives to weigh department budget requests, and to prepare a comprehensive spending plan that focuses City resources towards 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 2015-2021 Capital Facilities Plan (CFP) in September 2014. 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 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 2015-2016 budget appropriates $58,222,000 in CFP investments. This figure includes facilities, transportation, utility and parks capital projects, as well as debt service.

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

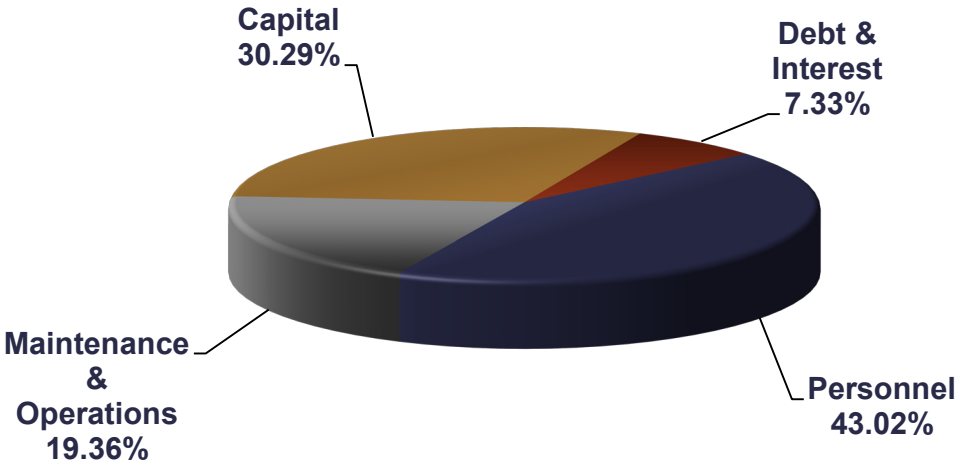
2015-2016 Citywide Budgeted Spending

Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at $185,484,268 for the biennium. This is a 15.6% decrease from budgeted spending in the previous biennium.

Expenditures by Category
All Funds

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$67,300,643	$72,535,514	$79,801,934
Maintenance & Operations	27,461,361	33,216,874	35,907,282
Capital	33,121,054	76,671,894	56,179,889
Debt & Interest	35,859,054	37,228,511	13,595,163
Total Expenditures	**$163,742,111**	**$219,652,793**	**$185,484,268**

Total Expenditures excludes Operating Transfers and Interfund Transactions.

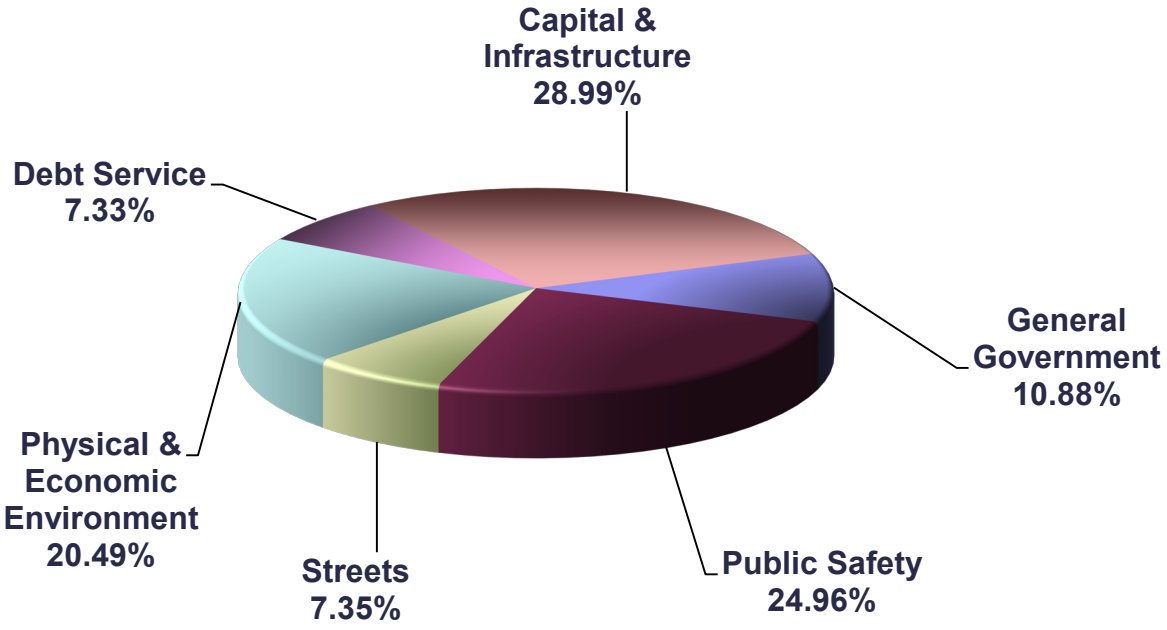


Expenditures by Function

All Funds

Source	2015-2016 Budget
General Government	$20,180,577
Public Safety	46,299,032
Streets	13,625,044
Physical & Economic Environment	38,004,668
Debt Service	13,595,163
Capital & Infrastructure	53,779,784
Total Expenditures	**$185,484,268**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



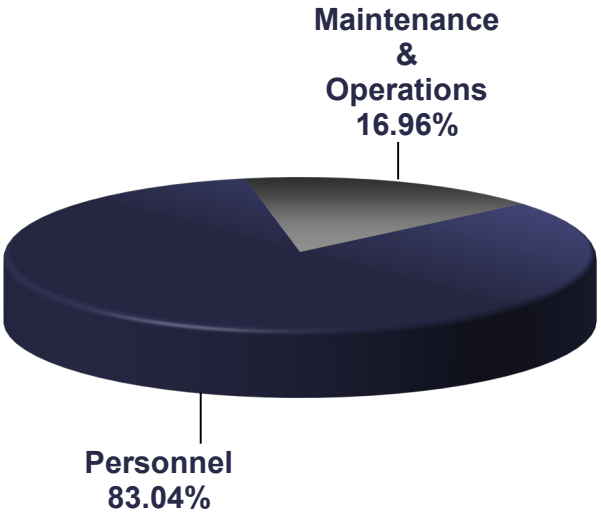
2015-2016 General Fund Budgeted Spending

General Fund expenditures (excluding operating transfers and interfund transactions) are budgeted at $82,200,451 for the biennium, or 44.3% of citywide projected expenditures. This is a 9.4% increase over budgeted spending in the previous biennium.

Expenditures Summary by Category
General Fund

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$58,620,820	$62,055,467	$68,260,786
Maintenance & Operations	10,887,102	12,547,886	13,939,665
Capital	110,799	556,000	-
Total Expenditures	**$69,618,720**	**$75,159,353**	**$82,200,451**

Total Expenditures excludes Operating Transfers and Interfund Transactions.

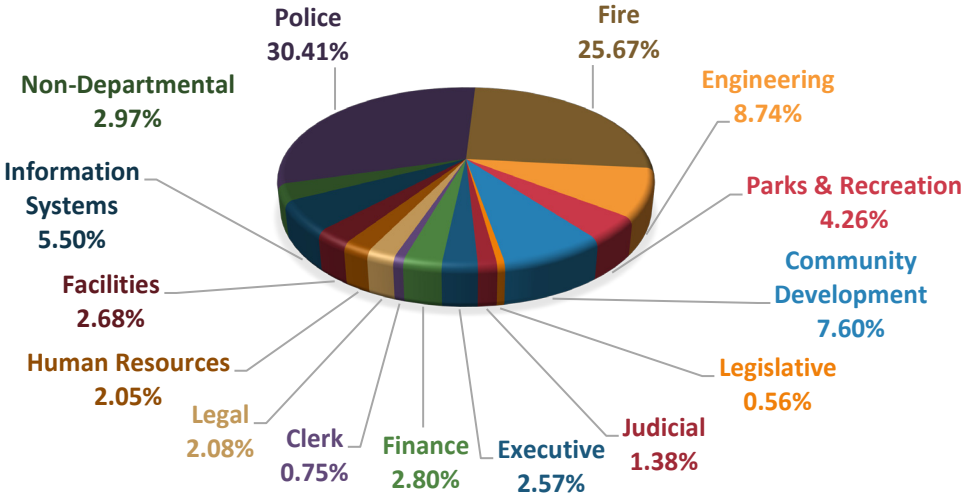


Expenditures Summary by Department

General Fund

Department	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Legislative	$360,934	$409,306	$457,299
Judicial	950,751	1,127,756	1,134,754
Executive	2,692,962	3,315,613	2,110,692
Finance	2,099,569	2,199,590	2,300,413
Clerk	525,643	577,682	619,881
Legal	1,553,192	1,539,969	1,705,812
Human Resources	1,497,678	1,637,228	1,687,537
Facilities	2,165,305	2,225,997	2,205,008
Information Systems	3,955,990	4,325,936	4,518,213
Non-Departmental	1,423,431	1,750,399	2,437,923
Police	21,167,699	22,791,289	24,995,853
Fire	18,359,798	18,992,142	21,101,260
Engineering	5,421,179	6,044,618	7,180,640
Parks & Recreation	2,516,685	2,902,596	3,500,404
Community Development	4,927,904	5,319,232	6,244,762
Total Expenditures	**$69,618,720**	**$75,159,353**	**$82,200,451**

Total Expenditures excludes Operating Transfers and Interfund Transactions.

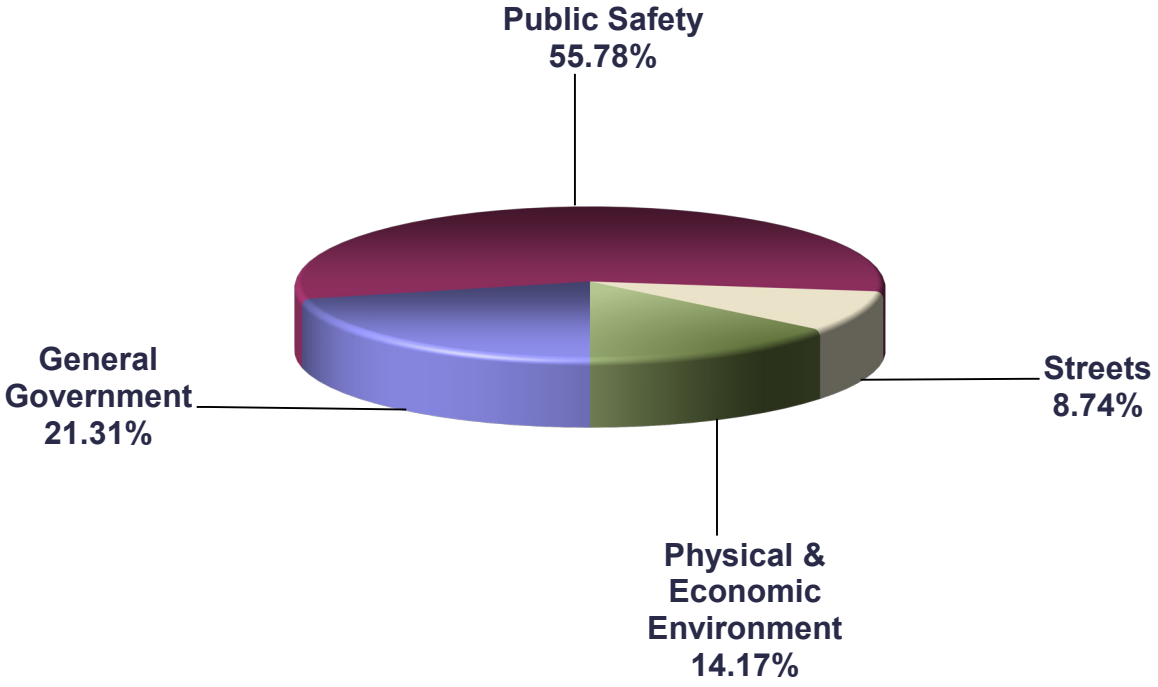


Expenditures by Function

General Fund

Source	2015-2016 Budget
General Government	$17,516,864
Public Safety	45,854,575
Streets	7,180,640
Physical & Economic Environment	11,648,372
Debt Service	-
Capital & Infrastructure	-
Total Expenditures	**$82,200,451**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



RCW 43.09.002 grants authority to the Washington State Auditor to prescribe and audit the accounting and financial reports of local governments. The City's 2015-2016 spending plan is presented in the Capital Spending Charts in this section and is described below by the standardized expenditure types set forth by the State Auditor's Office (SAO).

Citywide General Government Expenditures - $20,180,577

General Fund - $17,516,864
Other City Funds - $2,663,713

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 2015-2016, these expenditures amount to $20,180,577 citywide, or 10.9% of the City's overall projected spending. This is a 0.6% increase from budgeted 2013-2014 spending.

In 2015-2016, the General Fund's share of the City's general government expenditures amount to $17,516,864, or 21.3% of the General Fund's overall projected spending. This is a 0.6% decrease from budgeted 2013-2014 spending.

Citywide Public Safety Expenditures - $46,299,032

General Fund – $45,854,575
Other City Funds - $444,457

Public Safety expenditures include the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2015-2016, the projected cost of providing public safety services amounts to $46,299,032, or 25.0% of the City's overall projected budget. 2015-2016 public safety spending is 10.6% higher than budgeted 2013-2014 spending.

In 2015-2016, the General Fund's share of the City's public safety expenditures amount to $45,854,575, or 55.8% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to approximately $4,262,788 (10.2%) more than budgeted 2013-2014 spending.

Citywide Transportation Expenditures - $13,625,044

General Fund - $7,180,640
Other City Funds - $6,444,404

Transportation expenditures include the Public Works Engineering Division, along with the City's Equipment Rental and Street Operating Funds. In 2015-2016, the projected cost of maintaining the City's current service level amounts to $13,625,044, or 7.4% of the City's overall projected budget. This is an 16.4% increase from budgeted 2013-2014 non-capital transportation spending.

In 2015-2016, the General Fund's share of the City's transportation expenditures amount to $7,180,640, or 8.7% of the General Fund's overall projected spending. This amount is 18.8% higher than budgeted 2013-2014 spending.

Citywide Utility and Community Environment Expenditures - $38,004,668
General Fund - $11,648,372
Other City Funds - $26,356,296 (includes $2,393,354 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 & Surface Water. In 2015-2016, the projected cost of providing these services amounts to $38,004,668, approximately 20.5% of the City's overall projected budget. This is an 9.6% increase over budgeted 2013-2014 spending. The increase over the preceding two year period is for the most part due to utility pass-through costs.

In 2015-2016, the General Fund's share of the City's community environment type expenditures amount to $11,648,372, or 14.2% of the overall General Fund projected budget. This is an increase of $2,297,839, or 24.6% higher than budgeted 2013-2014 community environment expenditures.

Citywide Debt Service Expenditures - $13,595,163
Other City Funds - $13,595,163

Citywide Debt Service expenditures in 2015-2016 amount to $13,595,163, or 7.3% of the City's overall projected budget.

The following two debt schedule charts detail the City's future debt service obligations: Schedule of Current Long-Term Debt Payments by Fund - Including Interest and Schedule of Long-Term Debt 2015 Through Maturity.

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

Description	Date of Issue	Date of Final Maturity	Interest Rates	Amount of Original Issue	Balance 1/1/2015	Amount Issued 2015	Amount Redeemed 2015	Balance 12/31/2015	Due Within One Year
Governmental Activities									
GO Refund Bond	5/20/2008	12/1/2017	3.5-4.0%	$6,070,000	$2,000,000		$640,000	$1,360,000	$665,000
GO 2013A	6/25/2013	12/1/2017	.6-1.65%	1,520,000	1,145,000		380,000	765,000	380,000
GO 2013B	6/25/2013	12/1/2033	3-4.5%	8,145,000	8,145,000			8,145,000	
GO 2014 LIFT Bond	1/3/2014	3/1/2039	2.0-5.0%	28,210,000	28,085,000			28,085,000	680,000
PWTW Loan PC12-951-22	6/1/2012	6/1/2031	0.50%	8,000,000	7,594,496		381,207	7,213,289	381,207
Subtotal				**$51,945,000**	**$46,969,496**	**-**	**$1,401,207**	**$45,568,289**	**$2,106,207**
Business-Type Activities									
PWA Loan 98-791-007	10/15/1998	10/13/2018	1.00%	$1,890,000	$450,391		$112,599	$337,792	$112,599
Combined Utility Revenue Bonds 2014	10/8/2014	10/8/2034	2.99%	$18,355,000	$18,355,000		$520,000	$17,835,000	$635,000
Subtotal				**$20,245,000**	**$18,805,391**	**-**	**$632,599**	**$18,172,792**	**$747,599**
Total				**$72,190,000**	**$65,774,887**	**-**	**$2,033,806**	**$63,741,081**	**$2,853,806**

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, 2015, City debt limits were based on assessed property totaling $7,658,937,304.

General Obligation Debt Capacity as of January 1, 2015

Regular levy assessed value including annexations $7,658,937,304

Item	Without a Vote	With a Vote of the People			Total
	1.5%	1.0%	2.5%	2.5%	7.5%
Legal limit	$114,884,060	$76,589,373	$191,473,433	$191,473,433	$574,420,299
Outstanding net debt	44,969,496	2,000,000			46,969,496
Margin available	**$69,914,564**	**$74,589,373**	**$191,473,433**	**$191,473,433**	**$527,450,803**

Schedule of Long-Term Debt

Through 2016

Year	2015		2016		Totals Totals
	Principal	Interest	Principal	Interest	
Governmental Activities					
GO Refund Bond	$640,000	$78,400	$665,000	$54,400	$1,437,800
2013 GO Bond	380,000	322,065	380,000	318,266	1,400,331
2014 LIFT Bond		1,325,250	680,000	1,318,450	3,323,700
PWTF Loan	381,207	32,246	381,207	30,497	825,157
Subtotal	**$1,401,207**	**$1,757,961**	**$2,106,207**	**$1,721,613**	**$6,986,988**
Business-Type Activities					
2014 Revenue Bond	$520,000	$794,301	$635,000	$676,769	$2,626,070
PWA Loan	112,599	4,504	112,599	3,378	233,080
Subtotal	**$632,596**	**$798,805**	**$747,596**	**$680,147**	**$2,859,150**
Total	**$2,033,803**	**$2,556,766**	**$2,853,803**	**$2,401,760**	**$9,846,138**

Citywide Capital and Infrastructure Expenditures - $53,779,784

Other City Funds - $53,779,784 (includes $1,366,000 in depreciation expense)

Capital and Infrastructure expenditures in 2015-2016 amount to $53,779,784, or 29.0% of the City's overall projected budget. This is a 27.5% decrease over 2013-2014 capital spending, and provides for $3,118,590 in scheduled capital asset replacement, $10,200 in capital outlay, $1,366,000 in depreciation expense and $49,284,994 for capital projects, which was identified and funded in the City's adopted 2015-2021 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 2015-2021 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

Scheduled asset replacement is financed through an Internal Service Fund. Monies are allocated to this Fund each year based on the future cost and expected life of each asset. The City's Asset Replacement Fund is completely funded through 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. 2015-2016 capital projects are funded with resources such as: Real Estate Excise Tax (REET), utility-user fees, impact fees, mitigation fees, grants, bond proceeds, Asset Replacement Fund resources and proceeds from the sale of surplus properties.

The charts provided on the following four pages itemize the City's planned 2015-2016 capital spending.

2015-2016 Capital Spending

Fund	Description	CFP Project Number	2015	2016	Project Funding
109 Drug Seizures					
	Polygraph machine		$5,200		Seized funds
	Security equipment for storage of seized narcotics/vehicles			5,000	Seized funds
			$5,200	**$5,000**	
305 Capital Improvement					
	General Park Improvements	P8	$25,000	$25,000	CFP
	Downtown Contaminated Soil & Groundwater Clean Up*	T47	1,715,000	2,435,000	CFP
	1st Lt. Nicholas Madrazo US Marine Corps Memorial Park*	P11	520,000		CFP
	Park Master Planning	P19	25,000	25,000	CFP
	Park at Bothell Landing: Phase I	P20	322,000		CFP
	Park at Bothell Landing: Bridge	P24	217,000	1,459,000	CFP
	East Norway Hill Improvements	P23	50,000		CFP
	North Bothell Park	P25	41,000		CFP
	Bothell Crossroads - plant monitoring*	T6	51,000	33,000	CFP
	Main Street Enhancement*	T41	1,191,000		CFP
	Pop Keeney Road	T53	25,000		CFP
	North Creek Trail, Section 3 - plant monitoring	T2E	10,000	10,000	CFP
	Citywide Transportation Safety*	T62	287,000		CFP
	SR 527 & 228th St SE Intersection Safety*	T48	1,928,000		CFP
	North Creek Trail, Canyon Park*	T2F	193,000		CFP
	228th St SE Corridor Safety*	T61	399,000		CFP
	North Creek Trail, Section 4	T2G		500,000	CFP
	North Creek Forest Land Acquisition*	P22	2,681,994		CFP
	Half Acre Open Space	P21	188,000	684,000	CFP
	SR 527 Widening - plant monitoring	T7	40,000	40,000	CFP
	Multiway Boulevard - plant monitoring*	T38	30,000		CFP
	Neighborhood Traffic Calming Program*	T17	102,000	100,000	CFP
	Bridge Inspection, Maintenance, Repair & Rehab	T14	123,000	93,000	CFP
	Sidewalk/Walkway Program	T19	370,000	684,000	CFP
	Annual Arterial Overlay Program	T5	2,417,000	100,000	CFP
	SR522 Phase 1, Stage 3*	T54	3,039,000	1,511,000	CFP
	Sammamish River Bridge Seismic Retrofit*	T57	718,000	43,000	CFP
	NE 195th St Bridge Seismic Retrofit	T58	134,000		CFP
	Adaptive Signal Control System	T65	178,000	1,603,000	CFP
	240th St SE Mini Roundabout	T66	108,000	450,000	CFP
	228th St SE & 29th Drive SE Traffic Improvements	T68	123,000	495,000	CFP
	Beardslee Blvd Pedestrian Crossing Beacons	T67	45,000	180,000	CFP
			$17,295,994	**$10,470,000**	

***Includes re-appropriation of 2014 expenditures that are not anticipated to be spent by December 31, 2014.**

2015-2016 Capital Spending

Fund	Description	CFP Project Number	2015	2016	Project Funding
401 Water					
	Downtown Revitalization - 98th Ave NE	W11	$159,000	$85,000	CFP
	Downtown Revitalization - Main St Enhancements	W11		330,000	CFP
	Downtown Revitalization - 96th Ave NE	W11		374,000	CFP
	Downtown Revitalization - NE 180th St	W11		149,000	CFP
	Water Main Replacements	W1	382,000	211,000	CFP
	Penn Park Reservoir Replacement	W7	3,040,000		CFP
	Morningside Booster Station Retrofit	W6	30,000	521,000	CFP
	498 Pressure Zone Improvements	W12	653,000		CFP
			$4,264,000	**$1,670,000**	
402 Sewer					
	NE 195th St Sewer Replacement	S1	$100,000	$550,000	CFP
	Small Works Project Sewer Replacements	S1	75,000	75,000	CFP
	Lift Station 3 Improvements	S11	183,000	880,000	CFP
	Promontory Hillside Sewer Replacement	S8	360,000		CFP
	Downtown Revitalization - Ormbrek St	S9	36,000		CFP
	Downtown Revitalization - NE 98th St Sewer Replacement	S9	297,000	159,000	CFP
	Downtown Revitalization - Main St Enhancements	S9		174,000	CFP
			$1,051,000	**$1,838,000**	
406 Storm & Surface Water					
	Annual Storm & Surface Water Capital Improvements	SW1	$725,000	$300,000	CFP
	Sammamish River Side Channel Restoration, Phase 1	SW12	1,500,000		CFP
	Downtown Sub-basin Storm Improvements (Horse Creek)	SW11	5,233,000	4,121,000	CFP
	Downtown Revitalization - Main St Enhancements	SW13	199,000		CFP
	Blyth Park Erosion Control	SW14	45,000	138,000	CFP
	Queensborough Watershed LID Improvements	SW15	360,000		CFP
	Parr Creek Flood Mitigation	SW16	75,000		CFP
			$8,137,000	**$4,559,000**	

2015-2016 Capital Spending

Fund	Dept	Description	2015	2016	Project Funding
505 Asset Replacement					
Facilities		Police Station & Secondary Bldg - HVAC units	$16,000	$24,000	Replacement
		PD Server Room - UPS unit/batteries	75,000		Replacement
		Hannan House - roof	11,000		Replacement
		Lytle House - great room floor	40,000		Replacement
		Lytle House - interior paint	9,000		Replacement
		Cedar Grove Park - caretaker's interior paint	5,000		Replacement
		Cedar Grove Park - parking lot seal*	10,000		Replacement
		Courthouse - interior paint		12,240	Replacement
		Police Station - interior paint		45,900	Replacement
		Police Station - parking lot reseal		8,160	Replacement
		PABL Schoolhouse - exterior paint		5,100	Replacement
		Centennial Park - parking lot seal		6,120	Replacement
		#23 - 2001 Ford Escape*		32,000	Replacement
			$166,000	$133,520	
Executive - IS		#711 - 1997 Ford Explorer	$20,000		Replacement
		Servers (4, 1)	20,000	5,100	Replacement
		ESX Servers (3)	30,000		Replacement
		Ruggedized laptops (5, 9)	25,000	45,900	Replacement
			$95,000	$51,000	
Police		Traffic vehicle video cameras (4)	$32,610		Replacement
		Keycard security system - hardware	120,000		Replacement
		Keycard security system - software	20,000		Replacement
		P001 - 2008 Ford Crown Vic (Patrol)*	45,000		Replacement
		P004 - 2008 Ford Crown Vic (Patrol)*	45,000		Replacement
		P006 - 2007 Dodge Charger (Traffic)	45,000		Replacement
		P009 - 2011 Chevy Tahoe (Patrol)	48,000		Replacement
		P016 - 2009 Dodge Charger (Traffic)	45,000		Replacement
		P018 - 2008 Harley-Davidson (Traffic)	35,000		Replacement
		P031 - 2008 Chevy Impala	42,000		Replacement
		P033 - 2008 Chevy Impala (Detective)	42,000		Replacement
		P034 - 2008 Chevy Trailblazer	42,000		Replacement
		P040 - 2005 Chevy Trailblazer (DARE)	45,000		Replacement
		P042 - 2008 Chevy Impala (Detective)	42,000		Replacement
		P046 - 2006 Chevy Tahoe (Detective)	42,000		Replacement
		P049 - 2008 Harley-Davidson (Traffic)	35,000		Replacement
		P051 - 2008 Chevy Impala (Detective)	42,000		Replacement
		P052 - 2005 Chevy Express (Animal Control)	42,000		Replacement
		Dispatch radio consoles (3)		80,830	Replacement
		Video security system		40,800	Replacement
		P019 - 2012 Harley-Davidson (Traffic)		35,000	Replacement
		P021 - 2005 Chevy Tahoe (Training)		48,000	Replacement
		P026 - 2004 Chevy Trailblazer (SRO)		48,000	Replacement
			$809,610	$252,630	

***Includes re-appropriation of 2014 expenditures that are not anticipated to be spent by December 31, 2014.**

2015-2016 Capital Spending

Fund	Dept	Description	2015	2016	Project Funding
505 Asset Replacement					
Parks		Park at Bothell Landing - gazebo	$12,000		Replacement
		Buffalo mower/blower	5,500		Replacement
		Blyth Park - playground equipment	58,000		Replacement
		Brickyard Rd Park - playground equipment*	11,700		Replacement
		Skate Park equipment	100,000		Replacement
		#910 - 1999 Ford Explorer (Recreation)	20,000		Replacement
		#Park3 - 2008 John Deere mower*	22,000		Replacement
		Blyth Park - small picnic shelter		10,200	Replacement
		Volunteer Park - basketball court		5,100	Replacement
		Volunteer Park - playground equipment		15,300	Replacement
		#14 - 2005 Chevy C25		30,000	Replacement
		#Park2 - 2008 John Deere tractor		35,000	Replacement
			$229,200	$95,600	
CD		Microfiche reader		6,120	Replacement
			-	$6,120	
Street		#27 - 2006 Ford F250	$35,000		Replacement
		#98 - 1998 Veermeer chipper	35,000		Replacement
		Hot tar machine		5,100	Replacement
		Grinder		6,120	Replacement
		#35 - 1992 Chevy C700 boom truck		50,000	Replacement
		Sander attachment for boom truck		9,690	Replacement
		#67S & #69S - sanders (2)		80,000	Replacement
		#ST1 - 2009 JD mower w/broom attachment		25,000	Replacement
			$70,000	$175,910	
Water		#3 - 2000 Ford F550 flatbed dump truck	$48,000		Replacement
		#18 - 2001 Grunman box van	45,000		Replacement
		#31 - 1979 Dakota trailer	15,000		Replacement
		#16 - 2006 Chevy Express van		30,000	Replacement
			$108,000	$30,000	
Sewer		#36 - 2006 Volvo vactor truck	$350,000		Replacement
		#91 - 1997 Ford 575E backhoe	90,000		Replacement
		#54 - 1991 I/R compressor		20,000	Replacement
			$440,000	$20,000	
Storm		#6 - 1992 Ford E350	$150,000		Replacement
		#50 - 2007 Freightliner sweeper		260,000	Replacement
			$150,000	$260,000	
Pool Cars		#88 - 1997 Chevy S10 (Engineering/Inspections)	$26,000		Replacement
			$26,000	-	
		TOTAL	$32,847,004	$19,566,780	

Totals do not include depreciation or amortization expense totaling $3,766,105.

***Includes re-appropriation of 2014 expenditures that are not anticipated to be spent by December 31, 2014.**

2015-2016 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
General	Finance / HR Allocations - from Water, Sewer, Storm	$405,684	
	Legal Allocations - from Water, Sewer, Storm	94,038	
	Executive / Clerk Allocations - from Water, Sewer, Storm	301,436	
	Information Services Allocations - from Water, Sewer, Storm	305,880	
	Facilities Allocations - from Water, Sewer, Storm	220,640	
	Fleet & Equipment Rental Allocations		2,376,142
	Self-Insurance Departmental Allocations		1,045,527
	Subsidy Transfer to Street Fund		235,000
	Business License Fee Transfer to Street Fund		500,000
	Subsidy to Self-Insurance Fund		324,400
	City Hall Lease Payment - to Capital Improvement Fund		500,000
	IS Equipment Replacement - to Asset Replacement Fund		300,000
Street	Subsidy from General Fund	235,000	
	Business License Fee Transfer from General Fund	500,000	
	Cleanscapes/Waste Mgmt admin fee from Capital Imp Fund	788,440	
	Fleet & Equipment Rental Allocation		261,672
	Self-Insurance Allocation		377,662
Arterial Street	Capital Facilities Plan transfer to Capital Improvement Fund		3,475,700
Park Reserve	Capital Facilities Plan transfer to Capital Improvement Fund		363,000
LIFT GO Bond	LIFT Bond transfer from Capital Improvement Fund	1,323,700	
2013 GO Bond	2013 GO Bond transfer from Capital Improvement Fund	1,420,330	
Capital Improvement	Capital Facilities Plan transfer from Arterial Street Fund	3,475,700	
	Capital Facilities Plan transfer from Park Reserve Fund	363,000	
	Capital Facilities Plan transfer from Asset Replacement Fund	500,000	
	City Hall Lease Payment - from General Fund	500,000	
	Cleanscapes/Waste Mgmt admin fee to Street Fund		788,440
	LIFT Bond transfer to LIFT GO Bond Fund		1,323,700
	2013 GO Bond transfer to 2013 GO Bond Fund		1,420,330
Combined Utility Systems	Revenue bond debt service from Water Fund	555,155	
	Revenue bond debt service from Sewer Fund	249,587	
	Revenue bond debt service from Storm & Surface Water Fund	1,821,330	
	Revenue bond transfer to Water Fund		4,000,000
	Revenue bond transfer to Sewer Fund		1,500,000
	Revenue bond transfer to Storm & Surface Water Fund		7,376,000
	Total Operating Transfers & Interfund Transactions	**$13,059,920**	**$26,167,573**

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.

2015-2016 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
Water	Revenue bond proceeds from Combined Utility Systems Fund	$4,000,000	
	Revenue bond debt service to Combined Utility Systems Fund		555,155
	Information Services Allocation - to General Fund		74,984
	Finance / HR Allocation - to General Fund		99,448
	Legal Allocation - to General Fund		23,052
	Executive / Clerk Allocation - to General Fund		73,894
	Facilities Allocation - to General Fund		57,998
	Fleet & Equipment Rental Allocation		206,272
	Self-Insurance Allocation		112,493
Sewer	Revenue bond proceeds from Combined Utility Systems Fund	1,500,000	
	Revenue bond debt service to Combined Utility Systems Fund		249,587
	Information Services Allocation - to General Fund		71,584
	Finance / HR Allocation - to General Fund		94,942
	Legal Allocation - to General Fund		22,008
	Executive / Clerk Allocation - to General Fund		70,544
	Facilities Allocation - to General Fund		55,980
	Fleet & Equipment Rental Allocation		245,282
	Self-Insurance Allocation		58,313
Storm & Surface Water	Revenue bond proceeds from Combined Utility Systems Fund	7,376,000	
	Revenue bond debt service to Combined Utility Systems Fund		1,821,330
	Information Services Allocation - to General Fund		159,312
	Finance / HR Allocation - to General Fund		211,294
	Legal Allocation - to General Fund		48,978
	Executive / Clerk Allocation - to General Fund		156,998
	Facilities Allocation - to General Fund		106,662
	Fleet & Equipment Rental Allocation		565,158
	Self-Insurance Allocation		307,214
Equipment Rental	General Fund Fleet Allocation	2,376,142	
	Street Fund Fleet Allocation	261,672	
	Water Fund Fleet Allocation	206,272	
	Sewer Fund Fleet Allocation	245,282	
	Storm Fund Fleet Allocation	565,158	
	Fleet Replacement Transfer - to Asset Replacement		1,915,544
	Self-Insurance Allocation		3,418
Self-Insurance	Self-Insurance Allocation - General Fund	1,045,527	
	Self-Insurance Allocation - Street	377,662	
	Self-Insurance Allocation - Water	112,493	
	Self-Insurance Allocation - Sewer	58,313	
	Self-Insurance Allocation - Storm	307,214	
	Self-Insurance Allocation - Equipment Rental	3,418	
	Subsidy from General Fund	324,400	
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	1,915,544	
	IS Equipment Replacement - from General Fund	300,000	
	Capital Facilities Plan transfer - to Capital Improvement Fund		500,000
	Total Operating Transfers & Interfund Transactions	**$20,975,097**	**$7,867,444**
	Grand Total	**$34,035,017**	**$34,035,017**

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.

2015-2016 One Time Expenditures

Dept	Description	2015	2016
Human Resources	Core financial program for employees	$5,100	-
	Citywide employee customer service training	4,275	-
	Total Human Resources	**$9,375**	**-**
IS	Infrastructure maintenance projects	$162,000	$162,000
	Total Information Technology	**$162,000**	**$162,000**
Parks & Rec	Park Impact Fee Study	-	$30,000
	Total Parks & Recreation	**-**	**$30,000**
Comm Dev	Permitting/Development Fee Study	$20,000	-
	Total Community Development	**$20,000**	**-**

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 12/31/16	
Impressed Funds	$16,750
Total Nonspendable Fund Balance:	**$16,750**
Tourism (Lodging Tax)	$468,377
Donated Funds	136,620
Forfeited Proceeds (Police)	11,035
Total Restricted Fund Balance:	**$616,032**
General Fund Reserves	$3,586,354
Total Assigned Fund Balance:	**$3,586,354**
2016 General Fund Estimated Ending Fund Balance:	**$4,219,136**

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 "2015-2016 Budget Overview" chart at the end of this section for projected fund balances for all City Funds at 12/31/2016.

By the end of the 2015-2016 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than $100,000:

Fund	Amount	Description
General Fund		
General Fund	$116,597	Restricted Tourism Fund Balance Only
Special Revenue Funds		
Street	$1,753,618	Spending Down Annexation County Road Tax
Park Cumulative Reserve	277,000	Per Capital Facilities Plan
Capital Projects Fund		
Capital Improvements	$500,592	Per Capital Facilities Plan
Utility Funds		
Water	$1,058,948	Per Capital Facilities Plan
Sewer	288,978	Per Capital Facilities Plan
Internal Service Funds		
Asset Replacement	$1,824,495	Per Asset Replacement Plan

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

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

Fund	Projected* Balance 12/31/2014	2015 Projected Revenues	2015 Expenditure Appropriation	Projected Balance 12/31/2015	2016 Projected Revenues	2016 Expenditure Appropriation	Projected Balance 12/31/2016
General	$4,335,733	$42,982,287	$42,396,752	$4,921,268	$44,382,636	$45,084,768	$4,219,136
Special Revenue Funds							
Street	1,755,754	1,408,568	2,563,566	600,756	2,173,008	2,771,628	2,136
Arterial Street	2,672,329	3,780,233	1,415,250	5,037,312	3,608,966	2,060,450	6,585,828
Cable TV Fund	-	-	-	-	-	-	-
Park Cumulative Reserve	1,883,880	43,000	363,000	1,563,880	43,000	-	1,606,880
Drug Seizure Fund	36,571	25,000	42,700	18,871	25,000	30,500	13,371
Nuisance Abatement Fund	-	-	-	-	-	-	-
Debt Service Funds							
2008 GO Refunding Bond	149,811	801,490	730,900	220,401	837,337	731,900	325,838
LIFT GO Bond Redemption	-	1,325,250	1,325,250	-	1,998,450	1,998,450	-
2013 GO Bond Redemption	-	712,065	712,065	-	708,265	708,265	-
Capital Funds							
Capital Improvements	2,813,515	18,641,854	19,010,017	2,445,352	16,623,200	16,755,629	2,312,923
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Combined Utility Systems	14,278,681	1,314,302	10,029,301	5,563,682	1,311,770	5,472,768	1,402,684
Water❖	1,435,479	7,860,693	8,864,023	864,703	5,325,929	6,249,601	376,531
Sewer❖	1,753,526	7,361,581	7,660,194	1,786,213	7,873,924	8,497,902	1,497,235
Storm & Surface Water❖	3,295,141	12,824,929	12,991,419	3,556,651	10,513,136	9,380,211	5,120,576
Internal Service Funds							
Equipment Rental❖	88,742	1,827,263	1,825,091	94,314	1,827,263	1,842,415	82,513
Self Insurance	266,393	1,142,113	1,154,541	253,965	1,186,914	1,199,866	241,013
Asset Replacement❖	2,600,000	1,208,422	3,038,030	1,451,392	1,156,946	2,517,833	775,505
Expendable Trust Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	317,444	59,500	45,000	331,944	62,500	50,000	344,444
Subtotal	**$37,767,012**	**$103,318,550**	**$114,167,099**	**$28,794,717**	**$99,658,244**	**$105,352,186**	**$24,990,626**
Less Operating Transfers		14,582,839	14,582,839		12,565,347	12,565,347	
Less Interfund Transactions		3,421,015	3,421,015		3,465,816	3,465,816	
Total	**$37,767,012**	**$85,314,696**	**$96,163,245**	**$28,794,717**	**$83,627,081**	**$89,321,023**	**$24,990,626**

*Figures are based on actual 2014 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

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

Water:	$432,554 / $435,500
Sewer:	$331,300 / $335,000
Storm & Surface Water:	$428,000 / $431,000
Equipment Rental:	$3,400 / $3,351
Asset Replacement:	$681,000 / $685,000

General Fund

The General Fund
consists of the following funds:

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

City of Bothell™

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 Services Division
Non-Departmental

City of Bothell™

Office of the City Manager

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 2015-2016 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. New City Hall occupancy expected in October 2015.
  - Implementation of environmental clean-up to get Downtown properties “shovel-ready” for revitalization.
  - Recruit employers and retail for vacant space and new development.
  - Sell remaining surplus City properties for development consistent with the downtown plan.
  - Continue to advance and improve development services to promote reliability and predictability for those who invest in Bothell.

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

Economic Development 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.

2015 - 2016
Budget Outcomes & Activities

Office of the City Manager

Implement City Council's goals and priorities

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

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

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

Provide consistent leadership to the organization

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

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

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

Continue Financial Sustainability

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

Photograph taken by Acclaimed Photography
City of Bothell City Hall Groundbreaking 9/3/2014

Advance key public investments as part of the downtown revitalization activities

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

Oversee the Development Services Initiative

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

Public Information Function

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

- Utilize public relations tools such as social media, BCTV Channel 21/26, the City's Website, the City's newsletter and other means of communications.
- Provide information to encourage citizen understanding and participation in City government, as well as, educate and inform citizens on City issues and initiatives.

~ Work effectively with local and regional media outlets to provide clear, accurate and timely information about City issues, events and emergency situations.
~ Work interdepartmentally to communicate and manage City key messages and outreach on capital investment projects.

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

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

Economic Development Function

Update the Economic Development element of the Bothell Comprehensive Plan

Cultivate an active and economically vibrant Downtown

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

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

Foster the growth and expansion of a stable City tax base

~ Promote the Bothell Discovery Center for State legislative funding.

Leverage the Visitor Promotion program to foster growth in local businesses

2013 - 2014 Accomplishments

Office of the City Manager

- ✓ Provided effective and efficient leadership of municipal services.
- ✓ Provided 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 the Capital Facilities Plan to Council for approval, thereby 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).
- ✓ Initiated City Hall Phase 2 construction.

Public Information Function

- ✓ 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.
- ✓ Increased the City of Bothell's presence on social media (Facebook and Twitter).
- ✓ Produced the *Bothell BRIDGE* citizen newsletter each quarter.
- ✓ Held public ceremonies to engage citizens and the media and to celebrate milestones (e.g., City Hall ground breaking).

Economic Development Function

- ✓ Negotiated and secured purchase and sale agreements for downtown redevelopment properties.

Visitor Development

- ✓ Planned and coordinated the first annual Bothell Beer Festival.
- ✓ Promoted Bothell's ongoing partnership between Woodinville wineries and Bothell hotels.

coming soon to Bothell

Performance Measures

Office of the City Manager

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of Council's top goals completed	100%	100%	100%	100%
% of Department goals achieved	100%	100%	100%	100%
Conduct 3 State of the City meetings for staff annually	3	3	3	3

Public Information Function

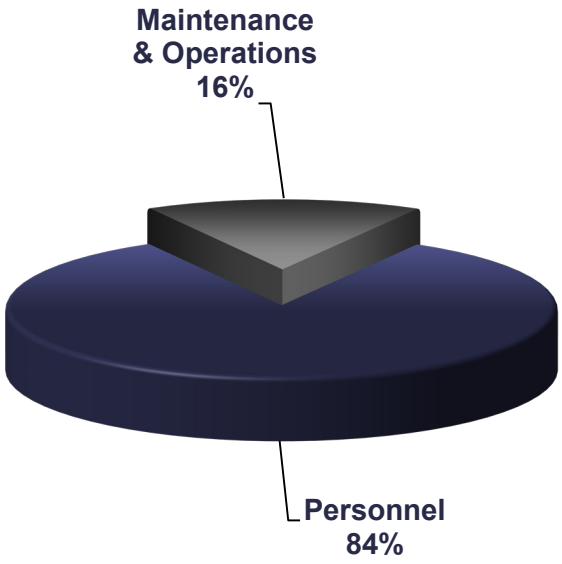
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Publish Bothell Bridge publications 4 times per year	8	8	4	4
Increased Bothell's presence on social media and # of "Likes" on Facebook	1,000	1,228	1,500	3,000

Total Executive Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$2,113,764	$1,811,063	$1,762,845
Maintenance & Operations	569,872	1,099,550	347,847
Capital	9,326	405,000	-
Total Expenditures	**$2,692,962**	**$3,315,613**	**$2,110,692**
Annual Cost Per Capita	**$79.53**	**$87.15**	**$49.19**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The 2015-2016 budget includes a half-time Public Information Officer (PIO) position. The position's cost will be covered by reductions in professional services expenditures.
- The 2013-2014 capital and maintenance and operations budgets contained $1 million in one-time expenditures connected with a grant.

City of Bothell™

Legislative

Legislative

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

The City Council:

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

2015 - 2016
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", this allows Council to address multiple issues at the policy level.
~ Provide clear policy direction to staff based on "corporate" position.

2013 - 2014 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 2013 and 2014.
- ✓ Elected the Mayor and Deputy Mayor.
- ✓ Approved annexation in nine King County areas including Interlocal Agreements with King County Fire Districts 10 and 36.
- ✓ Approved a contract with the Seattle Public Utilities for the supply of water.
- ✓ Authorized grant applications for the King County Conservation Futures and State of Washington Recreation and Conservation Office to purchase additional North Creek Forest parcels.
- ✓ Approved a grant application for the State of Washington Recreation and Conservation Office for the Park at Bothell Landing.
- ✓ Held public hearings regarding the Shoreline Master Program update and adopted a resolution recommending the update to the State Department of Ecology.
- ✓ Approved construction of a new City Hall/Civic Center.
- ✓ Adopted the Parks, Recreation & Open Space Action Program (PROSAP) update.

Performance Measures

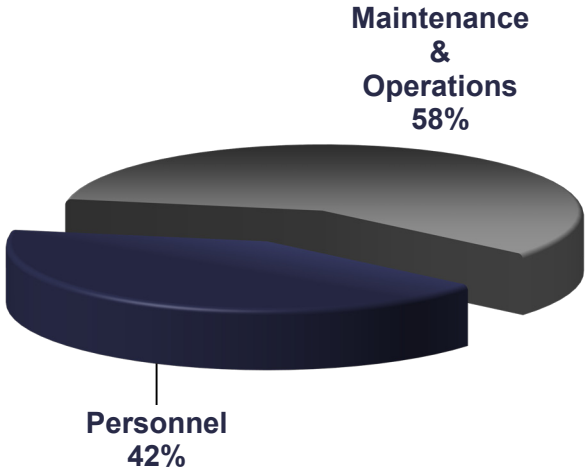
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of Council Member attendance at scheduled meetings	100%	100%	100%	100%
% of consent items on consent agenda approved by Council	96%	96%	100%	100%
% of council agendas completed as scheduled	100%	100%	100%	100%
Average Council Member attendance at regularly scheduled meetings including excused absences	7	7	7	7
# of Council meeting hours per year	150	150	150	150

Total Legislative Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$168,365	$168,385	$190,519
Maintenance & Operations	192,569	240,921	266,780
Capital	-	-	-
Total Expenditures	**$360,934**	**$409,306**	**$457,299**
Annual Cost Per Capita	**$10.66**	**$10.76**	**$10.66**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The personnel cost increase is the result of a Council salary schedule being adopted by the Council Salary Commission.
- Maintenance and operations costs are increasing by $25,859. This is primarily due to an increase in projected Council election costs.

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.

2015 - 2016
Budget Outcomes & Activities

Pursue procedures that are efficient and effective for Court operations

~ 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.
~ Establish a contract with the Administrative Office of the Courts for full reimbursement of computer and printer equipment costs.
~ Partner with the King County Warrant program for quick calendaring of warrant cases and a reduction in jail costs.
~ Establish a video arraignment program by partnering with the Snohomish County Jail.

Meet or surpass trial Court performance standards

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

Be accountable to the public and participants in the system

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

Promote diversity and excellence through training

~ Continue education for the Court staff through professional training offered by the Administrative Office of the Courts, District and Municipal Court Managers Association and District and Municipal Court Judges Association.

Promote an atmosphere of trust and confidence in the judicial system

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

Provide a safe work environment

~ Continue to contract with Puget Sound Executive Services for excellent court security.
~ Perform regular testing of the Court security systems.
~ Train and perform drills pertaining to Emergency Evacuation Procedures.
~ Attend Situational Awareness and Safety Court retreats.

2013 - 2014 Accomplishments

- ✓ Signed a contract with Puget Sound Executive Services for Court security services.
- ✓ Established the Snohomish County Mental Health Court.
- ✓ Continued to seek confinement alternatives to reduce jail costs and increase Court efficiency.
- ✓ Established the Bothell Youth Traffic Court program.
- ✓ Judge Gehlsen was awarded the Snohomish County Judge of the Year Award.
- ✓ The Judges in the Classroom program won the Colleen Willoughby Youth Civic Education Award.
- ✓ Held the first Court Team Building retreat.
- ✓ Installed a new, more efficient, court recording software program.
- ✓ Established a second collections process to recoup additional delinquent costs.

Performance Measures

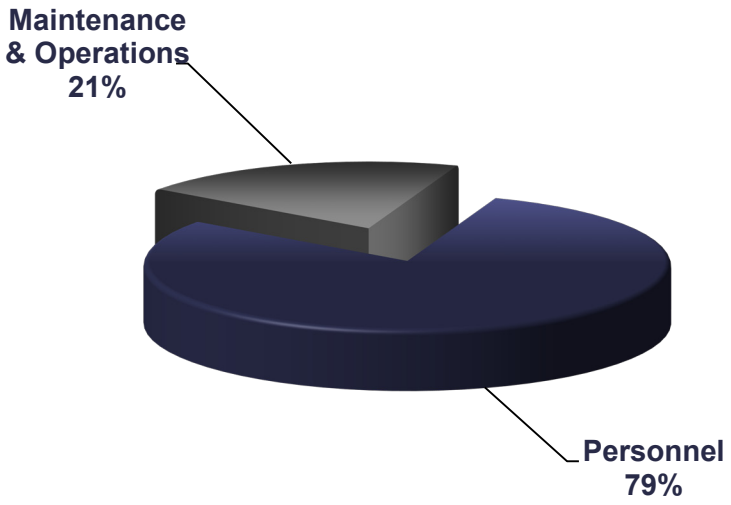
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Criminal trials set within 90 days of a speedy trial	90%	100%	100%	100%
Traffic hearings set within 120 days of a speedy trial	100%	100%	100%	100%
Passports processed per month	200	190	200	200

Total Judicial/Court Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$808,934	$919,808	$900,934
Maintenance & Operations	141,817	207,948	233,820
Capital	-	-	-
Total Expenditures	**$950,751**	**$1,127,756**	**$1,134,754**
Annual Cost Per Capita	**$28.08**	**$29.64**	**$26.44**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Personnel costs are decreasing $18,874 in 2015-2016. Salary step, cost of living and pension increases are offset by a drop in projected insurance costs. The 2013-2014 budget contained two vacant positions whose insurance costs ended up being lower than anticipated.
- The increase in maintenance and operations is attributable to an increase in court security costs, along with costs associated with a planned implementation of video arraignments.

City Clerk

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; responsible for pet licensing and cemetery management; and accepting and processing public records requests.

One of the Council's on-going 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 the Focus Areas by striving to provide citizens and staff easy electronic access to more City records.

2015 - 2016
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 boards and commissions informational brochures/packets 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 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. Strive to resolve all public records requests within 10 days of the request.

2013 - 2014 Accomplishments

- ✓ Continued implementation of the LaserFiche document imaging project throughout all City departments.
- ✓ Conducted annual board and commission recruitments 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.
- ✓ Continued to streamline the agenda packet production process.

Performance Measures

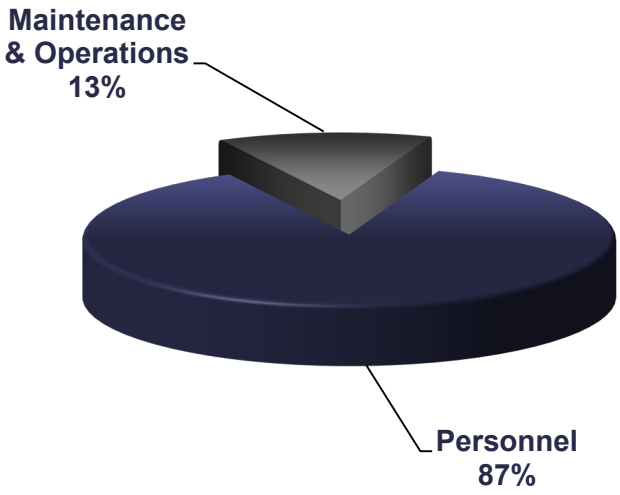
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of public disclosure requests resolved in 10 or fewer days	85%	85%	90%	90%
% of minutes available within 2 weeks or next available regular meeting	100%	100%	100%	100%
% of agenda packets distributed 5 days prior to the meeting	100%	100%	100%	100%

Total City Clerk Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$449,729	$525,491	$538,431
Maintenance & Operations	75,914	52,191	81,450
Capital	-	-	-
Total Expenditures	**$525,643**	**$577,682**	**$619,881**
Annual Cost Per Capita	**$15.52**	**$15.18**	**$14.45**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The increase in personnel costs is due to an increase in projected insurance costs.
- Maintenance and operations costs are increasing $29,259. This is due to increases in costs associated with records management and updates to the Bothell Municipal Code (BMC).

Information Services

Information Services

The Information Services (IS) Division provides for a technology platform that supports the entire City government. The Division's 11 employees maintain more than 80 servers and network appliances, 330 workstations and laptops, 75 printers, 160 phones and 135 cell phones, as well as other electronic equipment.

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

Additionally, the Division manages the City's geographic information data, which includes more than 100 map layers arranged by geographic waypoint. Geographic Information System (GIS) data form the *backbone* of integrated data by which departments plan, file and track city information, assets, projects and calls for service by physical location. This industry best practice promotes a comprehensive *one-city* culture. Staff engage citizens in promoting a comprehensive understanding of the plans of every City business unit.

This goal supports the City Council's focus on community connections/involvement by connecting the City with the public to increase citizen understanding of City issues and to build strong partnerships.

2015 - 2016
Budget Outcomes & Activities

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

Operational Resilience

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

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

Business Optimization

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

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

Information Access

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

Workforce Mobility

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

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

2013 - 2014 Accomplishments

In 2013-2014, the Information Services Division focused technical investments toward Network System upgrades and replacement of the legacy email system which doesn't meet current functional requirements. The Division ensured that all of the City's major applications were updated to the most current version, leveraging the latest functionality and efficiencies that those systems provided.

- ✓ Increased electronic file storage capacity, moved all the City's data and expanded electronic file backup capacity to accommodate growth.
- ✓ Added two new modules to the Police Records System (including dispatch and patrol car access); 'Sector' and 'CopLogic'. A new module and service will provide citizens a convenient Web based system to report minor incidents, communicate crime tips, submit forms, etc. 24 hours a day, 7 days a week. This sector will facilitate data sharing and efficiency by integrating with the State's Ticket/Traffic Accident system.
- ✓ Replaced 160 Personal Computers (PC) with faster, lower profile and more energy-efficient systems.
- ✓ Consolidated servers improving cost efficiency via SANS and Virtualization saving the City approximately $100,000 in ongoing bi-annual costs.
- ✓ Updated the GIS aerial imagery and Federal Emergency Management Agency (FEMA) floodplain information in City GIS Data. New impervious surface data facilitated the first citywide Public Works GIS storm-water billing audit. Completed GIS updates for 51 new construction projects; GIS data and map modifications related to King County Annexation Areas (encompassing 1,005 acres, adding 6,000 residents and increasing GIS data by 16%).
- ✓ Virtualized 22 servers (created in our internal cloud). This reduced hardware and power consumption in the server room.
- ✓ Achieved 99% compliance with new rigorous banking regulations (Payment Card Industry (PCI) standards).
- ✓ Reduced printer, scanner and fax machine counts from 171 to 75, thereby reducing the ratio of printers-to-employees from 1:2.1 to 1:3.5.
- ✓ Continued implementation of 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 development services functions.
- ✓ Mapped Storm & Surface Water complaints for the past 13 years in GIS to help assess problem areas.

Performance Measures

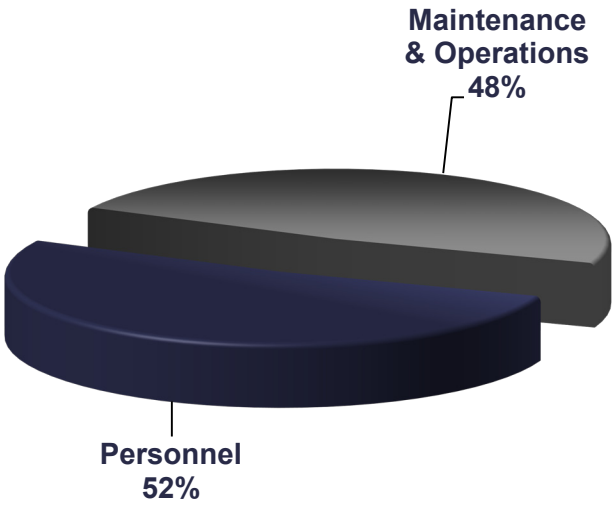
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of help desk high priority calls resolved within one business day (excluding project planned maintenance & Geographic Information System requests completed)	82%	84%	85%	86%
% of major projects completed on schedule	88%	92%	94%	95%

Total Information Services Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$2,092,618	$2,234,906	$2,338,619
Maintenance & Operations	1,843,136	2,070,030	2,179,594
Capital	20,236	21,000	-
Total Expenditures	**$3,955,990**	**$4,325,936**	**$4,518,213**
Annual Cost Per Capita	**$116.83**	**$113.71**	**$105.30**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The increased cost of personnel in 2015-2016 is due to union negotiated salary step and cost-of-living increases, pension contributions and health insurance premiums.
- Maintenance and operations cost increases are the result of rising software maintenance costs, along with the addition of new software components for Public Safety.

Non-Departmental

Executive Department

Non-Departmental

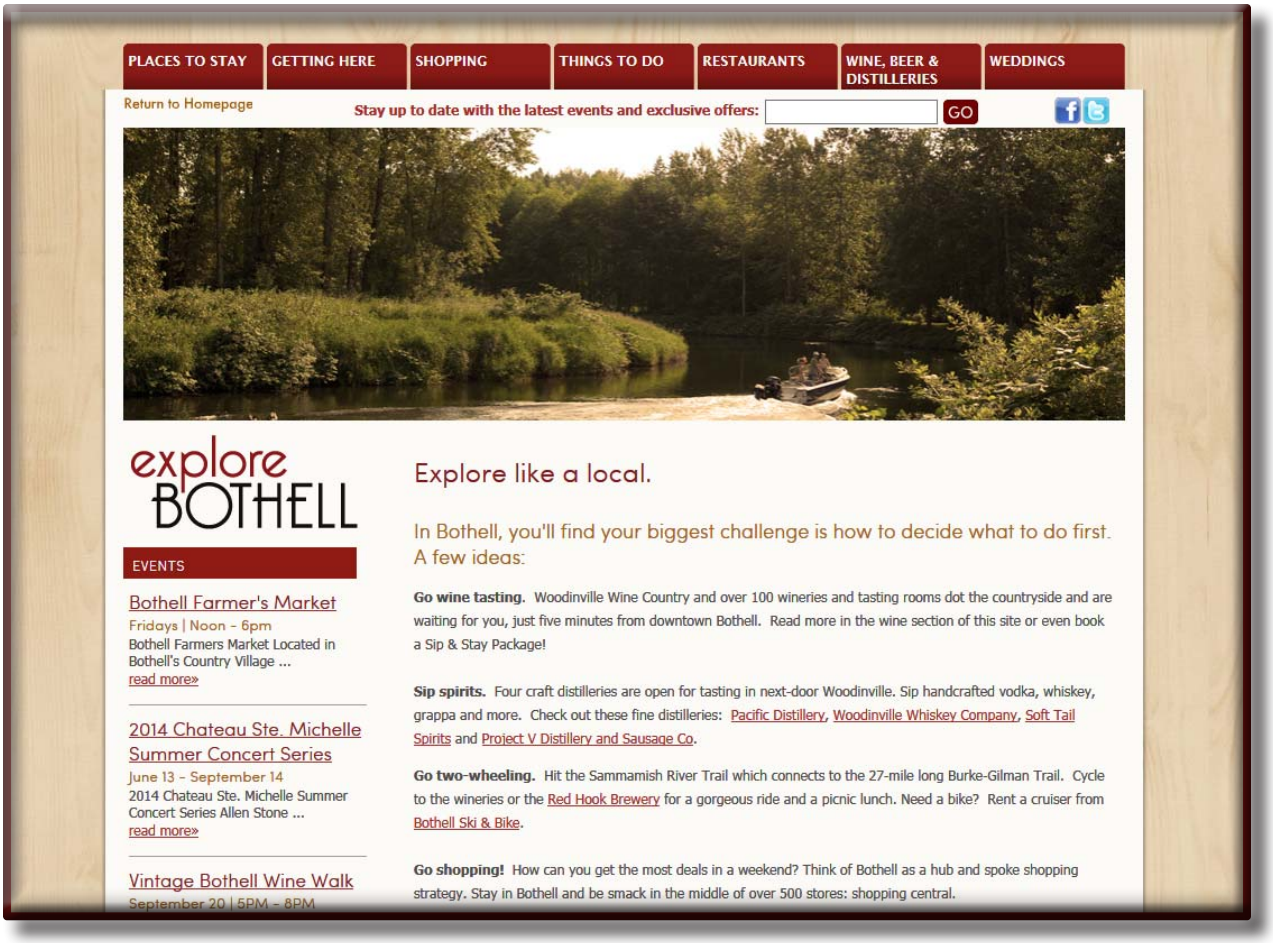
The Non-Departmental Fund resides within the Executive Department budget and includes programs and expenditures that benefit the City as a whole and/or are not specific to a single department. The main budget impacts contained within the 2015-2016 budget include the following expenses:

- $265,724 for membership dues and intergovernmental agency fees, including but not limited to:
  - $30,870 Puget Sound Regional Council
  - $48,000 Association of Washington Cities
  - $29,750 Sound Cities Association
  - $84,504 eGov maintenance
  - $7,500 Snohomish County Tomorrow
  - $4,800 Northshore Parks & Rec Service Area
  - $65,100 Pollution control mandated by the Clean Air Act

- $780,350 for the Tourism Program, which is completely funded by lodging tax dollars.
- $697,421 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.

2015 - 2016
Budget Outcomes & Activities



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

2013 - 2014 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.
- ✓ In partnership with the Bothell Chamber of Commerce, planned and coordinated the first annual Bothell Beer Festival.
- ✓ Strengthened social media presence with Twitter, 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.
- ✓ Held familiarization tours for the travel media to promote earned media, including placements throughout western Canada and the Puget Sound region.

Performance Measures

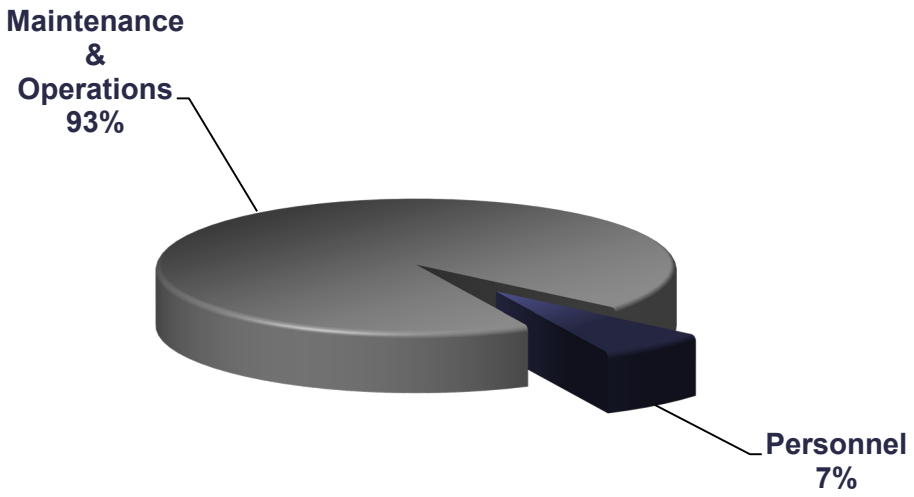
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Tourism Function				
Revenue per hotel room compared to prior the year	0%	5%	5%	5%

Total Non-Departmental Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$79,850	$25,000	$166,597
Maintenance & Operations	1,325,284	1,645,399	2,271,326
Capital	18,296	80,000	-
Total Expenditures	**$1,423,431**	**$1,750,399**	**$2,437,923**
Annual Cost Per Capita	**$42.04**	**$46.01**	**$56.81**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The 2015-2016 budget includes a half-time Tourism Coordinator position, which will be paid from restricted lodging tax revenues.
- Maintenance and operations costs are increasing by $625,927. $398,769 of this increase is connected with tourism marketing, which is paid from restricted lodging tax revenues. Human services-related expenditures are rising approximately $137,000 due to the increase in Bothell's population following the 2014 annexation.

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 2015-2016 Finance budget is $100,823 more than the Department's 2013-2014 budget. Salary and benefit costs are expected to exceed the previous biennium by $97,021. 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.
- Water and sewer utility customer billing.
- Business license renewal processing.
- Administration of the City's utility rebate program.

2015 - 2016
Budget Outcomes & Activities

Provide fiscal guidance

~ Provide professional level accounting guidance.
~ Provide training opportunities to ensure that staff can acquire 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 2015-2016 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 2014 and 2015 Comprehensive Annual Financial Report.
~ Produce the 2017-2018 Biennial Budget.
~ Develop a 2019-2023 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 Standard & Poor's credit rating.
~ 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.
~ 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.

Identify a feasible financial software solution

2013 - 2014 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 seven biennial budget documents (2001 – 2014).
- ✓ The GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's past 13 Comprehensive Annual Financial Reports (2001 – 2013). 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 13 consecutive years (2001 – 2013).

City of Bothell Maintains Zero Audit Findings 13 Years in a Row....

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 Robert S. 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.

Performance Measures

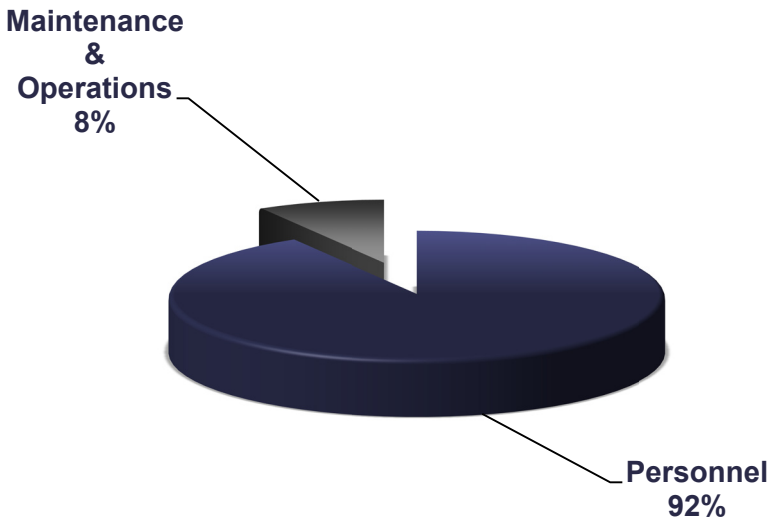
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Earn Distinguished Biennial Budget Award	1	1	1	1
Receive Annual Certificate of Excellence in Financial Reporting	1	1	1	1
# of State Auditor Audit Findings	0	0	0	0
Citywide budget	$232 M	TBD	TBD	TBD
Utility customers billed	5,275	5,500	5,600	5,700
Annual business license renewals	3,100	3,092	3,150	3,200

Total Finance Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,926,813	$2,008,602	$2,105,623
Maintenance & Operations	172,757	190,988	194,790
Capital	-	-	-
Total Expenditures	**$2,099,569**	**$2,199,590**	**$2,300,413**
Annual Cost Per Capita	**$62.01**	**$57.82**	**$53.61**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

The 2015-2016 Finance budget is $100,823 more than the Department's 2013-2014 budget. This increase is mainly due to the cost of personnel based on union negotiated salary step and cost of living increases, pension contributions and health insurance premiums.

Legal Department

Legal Department

The Legal Department continually strives to provide the highest quality legal services for the City of Bothell in furtherance of the public health, safety and welfare of its citizens.

The 2015-2016 Legal budget appropriation is anticipated to remain at the same level as 2013-2014.

Responsibilities Include:

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

2015 - 2016
Budget Outcomes & Activities

Minimize the City of Bothell's exposure to financial risks

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

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

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

Provide ongoing legal advice to all departments in a timely manner

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

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

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

Manage the 2015-2016 Legislative Programs

~ Attend Association of Washington Cities (AWC) Legislative Action Conferences.
~ Adoption of 2015 legislative priorities by Council.
~ Communicate legislative priorities to key legislators.
~ Maintain contact with AWC, other cities and other partners on important legislative issues relating to Bothell.
~ Provide input and/or testify to legislature on bills and issues of importance.
~ Provide updates to Council.

2013 - 2014
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

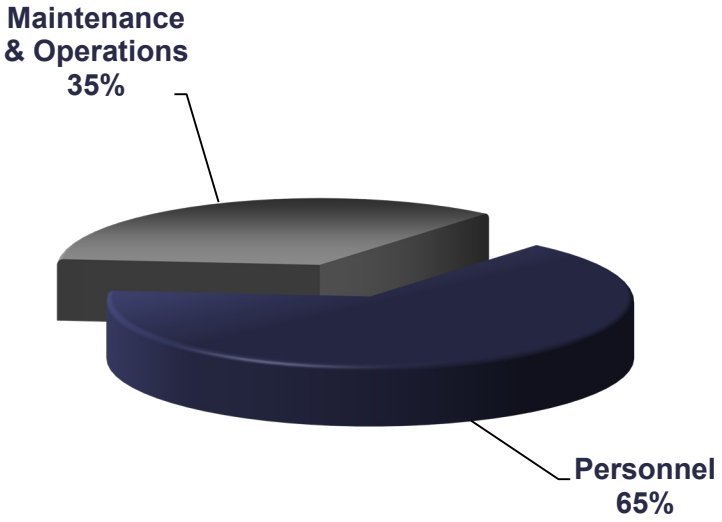
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of claims filed that proceeded to litigation	<10%	<10%	<10%	<10%
% of risk losses recovered	75%	75%	75%	75%
% of cases set for jury trial resolved without a trial	90%	90%	90%	90%
% of cases set for bench trial resolved without a trial	95%	95%	95%	95%
% of cases affirmed on appeal	100%	100%	100%	100%
% of Public Records Act requests for legal review responded to within 3 business days	100%	100%	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution or civil compromise	90%	95%	90%	95%
% of decisions to charge individuals with crimes in less than 30 days	90%	90%	90%	90%
# of jury trials held	12	12	12	12
# of cases reviewed for charges	600	350	350	350
# of appeals	20	12	10	10
# of review hearings	1,400	1,200	1,200	1,200
# of motions	130	100	100	100
# of bench trials	10	10	10	10

Total Legal Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,063,360	$1,077,536	$1,113,009
Maintenance & Operations	489,832	462,433	592,803
Capital	-	-	-
Total Expenditures	**$1,553,192**	**$1,539,969**	**$1,705,812**
Annual Cost Per Capita	**$45.87**	**$40.48**	**$39.75**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The increased cost of personnel in 2015-2016 is due to salary step and cost of living increases, along with an increase in projected pension contribution costs.
- The $130,370 increase in maintenance and operations cost is almost entirely the result of an increase in public defender expenditures, stemming from a recent court ruling that limits individual case loads.

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 over 300 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 the 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.

2015 - 2016
Budget Outcomes & Activities

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

~ Adoption of a new collective bargaining agreement in early 2015.

Successful adoption of a new collective bargaining agreement with International Association of Firefighters (IAFF) Local #2099 to meet the City's budget sustainability goal and remain competitive in the market place with regards to total compensation

~ Adoption of a new collective bargaining agreement in early 2015.

Customer service and career development training for employees

~ Employee training in the 1st quarter 2015.

City to apply for the Association of Washington Cities (AWC) WellCity Award for 2015

~ Applications are submitted in February 2015 & 2016.

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 the 2nd quarter 2016.
~ Begin negotiations with the Captains in the 3rd quarter 2016.
~ Approve new collective bargaining agreement with the Captains in late 2016.

Successful negotiation of a new collective bargaining agreement with the 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 the 2nd quarter 2016.
~ Begin negotiations with the Guild in the 3rd quarter 2016.
~ Approve new collective bargaining agreement with the Guild in late 2016.

Implement required changes of the new Health Care Reform Act

~ Approve personnel policies to address new requirements in 2015 & 2016.
~ Address appropriate collective bargaining issues with the unions.

Initiation of an Employee Leadership Development Program

~ Begin program in the fall of 2016.

2013 - 2014 Accomplishments

Major Projects & Other Accomplishments:

- ✓ Prepared new and revised Personnel Policies and Procedures for approval: Definition of Terms (1.2), Incident Accident Reports (12.2), Travel Policy (8.5), Equal Employment Opportunity (2.10), Employee Right To Know of Hazardous Materials (12.3), Social Media (10.12), Unpaid Holidays for Faith or Conscience (7.12) and Substance Abuse and Drug and Alcohol Testing (10.6).
- ✓ Successfully negotiated a new collective bargaining agreement with the Bothell Police Captains.
- ✓ Successfully negotiated a new collective bargaining agreement with the Bothell Police Officers Guild.
- ✓ Successfully negotiated a new collective bargaining agreement with the AFSCME Local 3845 union.
- ✓ Successfully negotiated a new collective bargaining agreement with the IAFF Local 2099 union.
- ✓ Facilitated various trainings for City employees including 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 combines the Wellness Committee, Safety Committee and Green Team.
- ✓ Archived and destroyed personnel records pursuant to State records retention laws.
- ✓ Implemented new performance evaluation procedures.
- ✓ Provided management training in conducting performance evaluations.
- ✓ Successfully applied for and received the WellCity Award in 2013 and 2014, which resulted in a 2% annual savings in Association of Washington Cities medical premiums for the City.
- ✓ Successfully recruited and hired 91 employees for position vacancies due to retirements, separations and annexation.

Performance Measures

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
# of collective bargaining agreements finalized	4	3	2	2
# of Workers' Compensation claims per 100 Full Time Equivalents (FTE)	4	7	4	4
Average number of working days for external recruitment*	40	76	65	60
# of positions for which recruitment was completed*	50	85	25	25
# of Citywide training programs presented or facilitated	10	10	5	5
# of Wellness programs facilitated	48	60	30	35
# of safety trainings facilitated	8	11	4	4

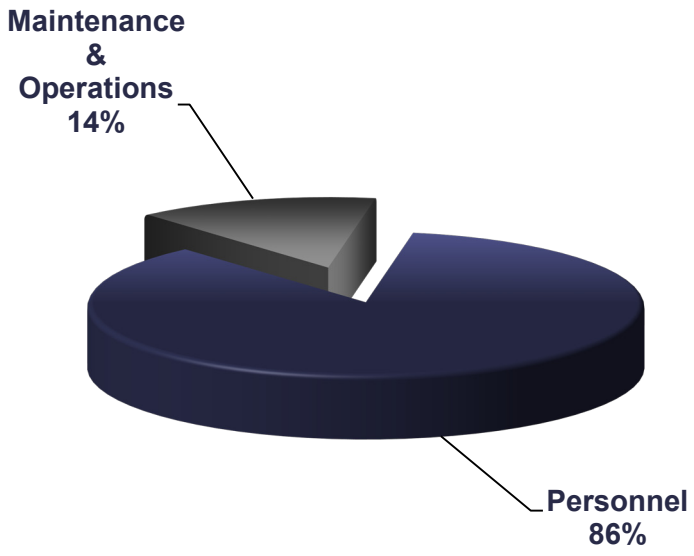
*International City/County Management Association (ICMA) Puget Sound Consortium Performance Measure

Total Human Resources Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,323,274	$1,398,418	$1,446,718
Maintenance & Operations	174,403	238,810	240,819
Capital	-	-	-
Total Expenditures	**$1,497,678**	**$1,637,228**	**$1,687,537**
Annual Cost Per Capita	**$44.23**	**$43.03**	**$39.33**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

Personnel cost increases are driven by projected increases in pension and insurance contributions.

Police Department

Police Department

In November 2013, Council approved a budget amendment allowing affected City departments additional budget to be prepared to serve an additional 6,789 residents that were annexed into the City on February 28, 2014. Additional funds totaling $685,869 were added to the Police Department's budget.

The budget amendment provided the funds for the Police Department to hire three Patrol officers, one Detective and one Traffic Officer. In addition, funding was authorized to provide for an Administrative Assistant in the Professional Standards Unit (PSU) and to increase the Animal Control Officer from part-time to full-time. The Administrative Assistant position had been unfunded in the 2013-2014 budget.

2015-2016 salary and benefit costs include 62 commissioned employees and 27 civilian employees. All of the commissioned employees approved in the annexation budget amendment have been hired and are currently in training. However, five replacement/ attrition officer positions remain filled. Two entry-level officer positions have been filled, but due to a lack of space in the Law Enforcement Training Academy the hiring of these officers has been delayed until the final quarter of 2014. The Police Department hopes to fill one of the remaining officer positions with a lateral-level officer late in 2014, and the remaining two officer positions sometime in 2015.

The 2015-2016 overall Police Department budget reflects a 12.1% increase compared to the 2013-2014 budget (including interfund transfers).

The Police Department's overtime budget request for 2015-2016 reflects a 2.5% increase compared to the 2013-2014 Council approved budget. This increase is due in part to the addition of employees, as well as cost of living increases.

The maintenance and operations portion of the Police Department's 2015-2016 budget reflects a $10,385 decrease over the 2013-2014 Council approved budget (including the budget amendment approved for the annexation). This does not include one-time expenditures, but does include uniform items (which fall under benefits in the State's financial system, but are not contractual and are managed by the Department).

The reductions in maintenance and operations budgeted allocations can be contributed to the ongoing efforts of Police Department staff in recognizing and implementing efficiencies throughout the various systems in the Department. There are no service delivery impacts expected with these maintenance and operations budget reductions.

The Detention Services budget line-item in the 2015-2016 budget reflects a substantial increase over the 2013-2014 appropriation. This increase of $587,933 is attributable to several factors, including several changes in laws at the legislative level. However, the primary factor is the increase in both booking and housing costs for inmates in the Snohomish County Detention facility.

For the past several years, when most agencies have been experiencing limited funding due to the recession, Snohomish County kept detention facility rate increases at a minimum. However, this caused the facility to be severely underfunded, creating a hazardous situation. Beginning in 2015, the Snohomish County detention facility is raising its booking and housing rate incrementally over three years, with the eventual overall increase totaling 15% to 20% depending on the type of inmate being booked and housed.

The Bothell Police Department is comprised of four divisions - Administration, Support Services, Operations and Investigations.

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 Senior Office Specialist are assigned such duties as administering payroll and accounting functions associated with the Department's budget, procuring training and travel arrangements and other administrative duties.

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

Animal Control Services

The animal control program provides all animal control services in the City and consists of three primary components: sheltering, licensing, and field services.

Professional Standards Unit

PSU is responsible for a variety of professional services to include policy development and implementation, background and internal investigations, audits, complaint investigations, and review boards.

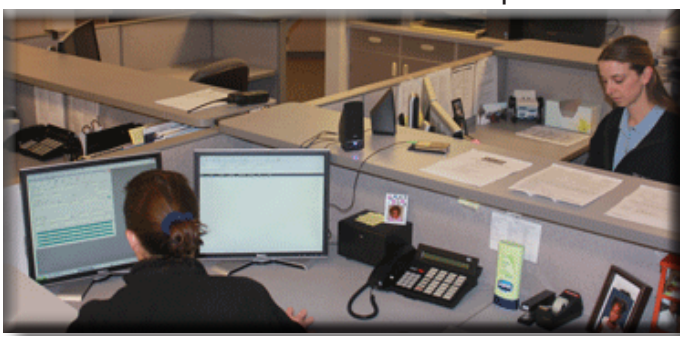
Training Unit

The Training Unit 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 two sections, Communications and Records.

- The Communications Section is responsible for all incoming 911 calls and dispatching of all police related calls for both Bothell and Lake Forest Park Police, and answering all business lines for the Bothell Police Department. The Communications Center is open 24 hours a day, 7 days a week.



- The Records Section is responsible for processing police reports and maintaining the integrity of all police records. Staff also process concealed weapons permits, take fingerprints, and are the first point of contact for citizens coming into the Police Department.

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.

The Division also consists of the Traffic Unit and the Detention and Corrections Section.

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

- **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 the Department contracts with.

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

Investigations

The Investigations Division consists of the Criminal Investigations Unit (CIU) and the Special Investigations Unit (SIU).

- **Criminal Investigations Unit**
  The CIU detective's primary duty is to conduct secondary investigations for felony crimes. Examples include homicides, robberies, arson, prostitution, identity thefts and fraud.

- **Special Investigations Unit**
  The SIU consists of a Juvenile Detective, SIU Detective, School Resource Officer (SRO) and a Crime Analysis Officer.

  - The Juvenile Detective conducts felony investigations involving juvenile victims and suspects. The Juvenile Detective also coordinates the registered sex offender notification and monitoring program, and conducts Child Protective Services referral investigations.
  - The SIU Detective primarily conducts felony sexual assault investigations where adults are victims. This detective and the Juvenile Detective are cross-trained to assist each other in their investigations.
  - The Crime Analysis Officer analyzes crime trends and provides timely pertinent information that assists department members and the community with targeted enforcement and strategy development.

2015 - 2016
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. Update and revise where necessary.

Risk Management - Animal Control

Increased number of pets in the City licensed

~ Provide ongoing training and education to patrol officers regarding safe animal control responses and techniques, as well as pet licensing information.

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

Risk Management - Professional Standards Unit

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.

~ Develop prioritized policy development and revision schedule.

Risk Management - Training Unit

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

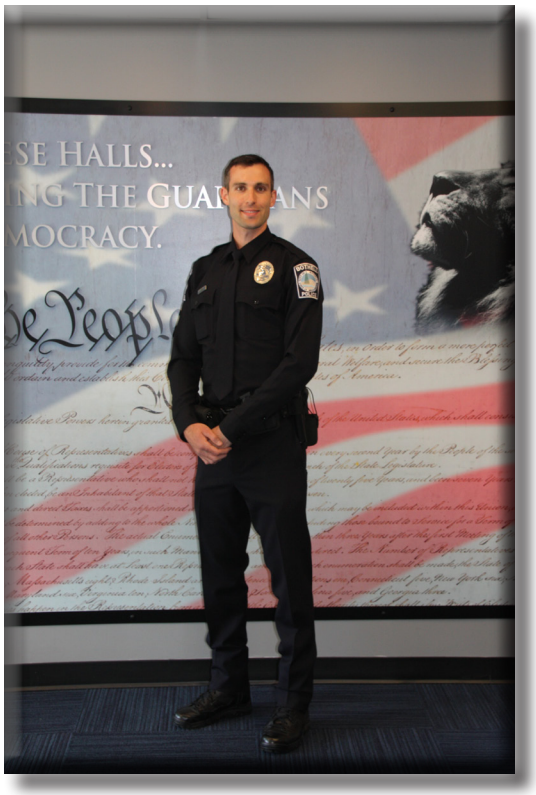
~ Develop appropriate lesson plans, training aids and testing processes to ensure high quality and effective policy training.

~ Conduct ongoing shift briefing training.

Support Services

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

- ~ Respond to all requests within five days.
- ~ Maintain Records Section staffing of one supervisor and four Records Specialists.
- ~ Continue to analyze current processes to find the most efficient way to process daily workload.
- ~ Review hiring methods and look at options to find better qualified candidates who have the traits and skills that meet the expectations of the Records Section.



Answer 95% of all 911 calls within ten 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.
- ~ Maintain staffing of two supervisors and ten Communications Specialists.
- ~ Review hiring methods and look at options to find better qualified candidates who have skills to provide excellent customer service and can rapidly and efficiently answer calls.

Operations

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

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

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.

Traffic

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

~ 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.

Investigations - Criminal and Special 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.

2013 - 2014 Accomplishments

Risk Management – Professional Standards Unit

- ✓ Several department policy and procedure updates and re-writes were completed in 2013, including many high liability policies such as Use of Force, Firearms, Less Lethal Weapons, Officer Involved Shootings, Vehicle Pursuits and Blood borne Exposures.
- ✓ Use of force and ammunition audits were conducted and all identified issues were addressed.

Risk Management – Training Unit

- ✓ Developed and instructed first-time training to commissioned personnel on Lateral Vascular Neck Restraint (LVNR) policy and procedures.
- ✓ Coordinated the hiring, outfitting, equipping, and Basic Law Enforcement Academy entrances of seven new police officers.
- ✓ Coordinated, supervised, and managed the field training program for three new officers.
- ✓ Developed and instructed pursuit policy training to all commissioned personnel based on a newly issued pursuit policy.
- ✓ Coordinated and scheduled anti-harassment training for all Department personnel.
- ✓ Developed defensive tactic training videos for shift-briefing training.
- ✓ Conducted training for response to active gunman scenarios.

Risk Management – Animal Control

- ✓ The Communications Center received 839 animal-related calls for service, and the Animal Control Officer responded to 603 animal-related incidents during 2013.
- ✓ 36 infractions were issued for failure to license animals.
- ✓ An additional 16 infractions were issued for other violations that included noise disturbances, vicious animals, and animals not under control.
- ✓ Instructed training for Patrol Officers on handling aggressive animals, utilizing animal control equipment, and proper completion of animal control forms.
- ✓ Trained City Parks Department and Public Works employees on dog safety and public awareness of leash laws.

Support Services

- ✓ The Department had a successful tri-annual audit conducted by the Washington State Patrol. This was due to the hard work of the Support Services Division staff members.
- ✓ In 2013, Bothell Police Records staff processed 404 concealed pistol licenses and took 504 fingerprint requests.
- ✓ Police Records Specialists implemented online Concealed Pistol Licenses (CPL) which eliminated the typewriter.

- ✓ Communications Specialists received a 911 call reporting an attempted robbery with a gun at Bigfoot Java. They took quick action and provided details to responding officers. Less than 20 minutes later another call came in from Subway in Lake Forest Park, advising they had been robbed. Both Specialists did an outstanding job providing responding units what they needed while still answering and dispatching additional calls.
- ✓ Communications Specialists received a transfer call from a subject who wanted to kill himself. The Communications Specialist stayed on the phone with him and remained focused on his safety, gathering pertinent information while talking with him until units arrived. Both the call-taker and the dispatcher did an excellent job during this incident.

Operations

- ✓ Bothell officers and firefighters responded to a two-car, non-injury collision in north Bothell. The vehicle burst into flames after the driver exited the vehicle. No one was injured, but the car was a total loss.
- ✓ Bothell officers responded to a report of two subjects having just entered a local gas station, and directed the clerk to call 911. When officers contacted the subjects, they reported they had been carjacked at knifepoint in Renton and forced to drive to Bothell. After arriving at the gas station, the suspect fled on foot in the general direction of I-405. The Redmond Police tracking K-9 was deployed and the suspect was located in the vacant Safeway location. The suspect was taken into custody.
- ✓ Bothell officers observed a vehicle driving erratically in a grocery parking lot. They stopped the vehicle and approached the female driver. Responding officers observed narcotics and paraphernalia in the vehicle, and the female was in possession of several thousand dollars. Officers cited the suspect and seized the money, narcotics, and paraphernalia.

- ✓ Officers responded to a local church where a male subject was behaving erratically. While officers were still en route, several more incidents of severe behavior was reported. Upon arrival, officers observed the subject's family attempting to subdue him. After the subject collapsed, aid responded and he was transported to Harborview on an involuntary commitment.

Investigations

- ✓ Officers responded to a house on a welfare check and discovered that a 37 year-old mother of two young children had been murdered. Detectives processed the complicated crime scene. Over the next four months, an extensive investigation was conducted. The victim's estranged husband was arrested in June 2013 and booked for investigation of murder in the first degree. He is currently awaiting trial.
- ✓ Detective concluded a homicide investigation where an 81 year-old woman died from severe traumatic head injuries after being attacked in her residence. Her adult daughter was booked for investigation of 2nd degree murder. In October 2013, the suspect offered an Alford plea and was sentenced to 12 years confinement.
- ✓ Two men staying in a hotel room were robbed and assaulted at gunpoint by masked men. The suspect fled after stealing one victim's car, while the other victim was hospitalized. Detectives located the suspects in Lynnwood. Special Weapons & Tactics (SWAT) responded, and the suspects were arrested. Evidence from the robbery, including a handgun, was recovered. Four suspects were convicted of robbery.
- ✓ A man with a stab wound went to a firehouse seeking medical aid, while another man was discovered at home with a stab wound. The detective responded and determined the stabbing victims had been involved in an altercation with each other. One man was booked for assault (2nd degree domestic violence) and other charges.
- ✓ An officer observed a suspicious vehicle near a hotel. He took a man into custody for a weapons violation and discovered stolen items. The man had been staying in the hotel with a woman. The detective had an alert on the suspects, who were wanted on charges associated with burglary. The detective obtained a search warrant, and large quantities of stolen items from multiple regional burglaries were recovered. The suspects were booked for multiple felony charges.

- ✓ Detectives investigated a case involving an 18 year-old male who reported he was sexually assaulted by his 48 year-old counselor during a therapy session. After seeing local news coverage on this case, a second victim came forward. The case has been forwarded to the prosecutor's office for consideration of charges.
- ✓ The Department entered into a partnership with the Department of Homeland Security. As part of an outreach to local police agencies, an agent works out of the Investigations Division one to two days per week.
- ✓ Research was conducted to identify an effective forensic evidence drying cabinet for the Department. This allows for the safe storing and drying of forensic evidence. Funds that were seized from a criminal case and forfeited to the Department were used to purchase this item.
- ✓ The King County Investigative Response Team (KCIRT) was formed and placed into service. This multi-agency team responds to investigate officer-involved shootings and similar incidents that occur in King County. One Bothell detective is a member of this team.
- ✓ A Bothell detective was selected to become a member of the Snohomish County Multi-Agency Response Team (SMART). This multi-agency team responds to investigate officer-involved shootings and similar incidents that occur in Snohomish County. During 2013, he participated in team training and responded to four SMART call-outs.

Performance Measures

Risk Management - Professional Standards Unit

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Policy manual completion	75%/100%	NA	75%	100%

NA - Not available. The on-line program that was initiated in late 2012 became dysfunctional. An alternative on-line program was purchased in mid-2014.

Risk Management - Training Unit

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Policy manual training completion	75%/100%	NA	75%	100%

NA - Not available. The on-line program that was initiated in late 2012 became dysfunctional. An alternative on-line program was purchased in mid-2014.

Risk Management - Animal Control

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Increase pet license revenues from 2013-2014	5%	(.9%)	5%	5%

Support Services

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of 911 calls answered within ten seconds	95%	95%	95%	95%
% of time the front counter is open to the public an average of 12 hours per day, 5 days per week	100%	100%	100%	100%
Annual # of 911 calls received	15,000	15,080	15,500	15,500
Annual # of fingerprinting	700	504	700	700
Annual # of concealed pistol license applications	275	404	400	400

Operations

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of patrol shifts adequately staffed to respond to calls for service	100%	100%	100%	100%
# of population estimates	39,720	34,841/ 41,630	42,000	42,000
Part One Crimes per 1,000 population	27.2	44.8/38.4	35	35
Part One Crimes per officer	34.6	31.42	32	32
# of calls for service	26,00	25,188/ 23,928	26,000	26,000
# of canine assisted searches per secondary school	2	2	1	1

Operations - Traffic

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
# of crosswalk enforcement	4	0	4	4
# of PACE & Driving Under the Influence (DUI) enforcement patrols	4	1	4	4

With the exception of one officer, personnel from the Traffic Unit were assigned to Patrol due to low staffing. In addition, the one officer in the Traffic Unit retired from the Department in mid-2013. Therefore, a limited amount of enforcement activities were undertaken.

Investigations - CIU & SIU Detectives

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Cases completed within 12 months of assignment to the Division	75%	69%	75%	75%

Actual cases completed in 2013-2014 is less than the target due to a homicide that affects all members of the Investigation Division.

Investigations - Crime Analysis

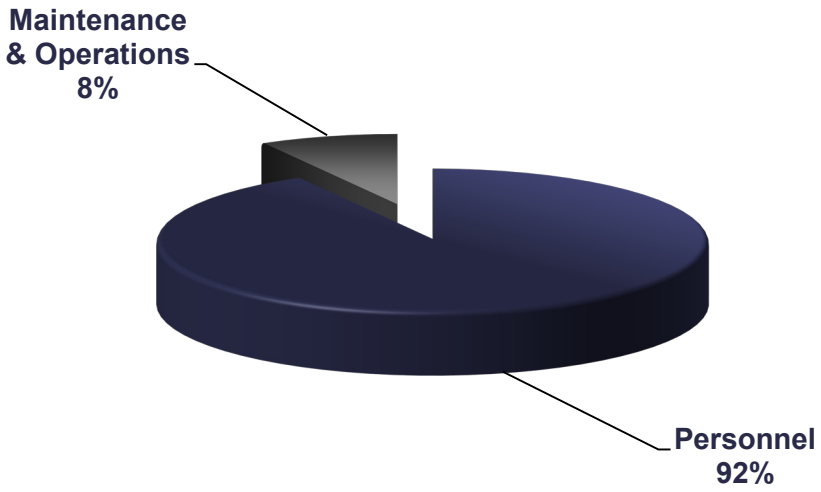
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
# of monthly crime analysis reports produced	12	12	12	12

Total Police Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$19,678,243	$21,301,101	$22,943,687
Maintenance & Operations	1,442,120	1,490,188	2,052,166
Capital	47,335	-	-
Total Expenditures	**$21,167,699**	**$22,791,289**	**$24,995,853**
Annual Cost Per Capita	**$625.15**	**$599.06**	**$582.52**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The personnel cost increases are driven by union-negotiated cost-of-living increases, along with projected increases in pension and insurance contributions. Five officers were added following the 2014 annexation.
- Detention costs make up the entire increase in maintenance and operations costs. The $587,933 increase more than doubles the detention budget from 2013-2014.

Fire and Emergency Medical Services Department

Fire and Emergency Medical Services Department

In 2013 and 2014, the Department provided quality service in a fiscally responsible manner. This was accomplished through a positive relationship between labor and management by creating alternatives to overtime for operations and training. The Department continues to research and implement efficiencies to provide quality service with a reduced maintenance and operations budget.

In June 2013, the City achieved operational efficiencies and shared expenses by agreeing to provide Fire Chief and Deputy Chief of Operations services to Woodinville Fire & Rescue. This agreement is for two years and expires on May 31, 2015, but the agreement can be extended with consent by both parties. Under the administrative services agreement, the departments continued to operate with separate budgets, policies and labor contracts. To support combined operations the departments' training divisions were also combined, with Woodinville adding a uniformed member to the City's Training Division.

In the summer of 2013, the City, Snohomish County Fire Protection District 10, Woodinville Fire & Rescue and King County Fire Protection District 16 entered into an agreement to research the potential of combining departments, through a Regional Fire Authority or some other form of consolidation.

In June 2014, the City and Snohomish County Fire Protection District 10 revised their interlocal agreement to provide Fire and Emergency Medical Services (EMS) to District 10. The revised compensation model shares the total cost for Fire and EMS expenses (and savings, should the City not spend its total approved Fire budget). The Department continues to enjoy a professional relationship with the commissioners of Snohomish County Fire District 10 and neighboring fire districts.

Office of the Chief

The Office of the Chief is led by the Fire Chief who reports to the City Manager.

The Fire Chief is responsible for the oversight of the Department, strategic planning, creation and administration of the Department budget. He is also the designated Emergency Services Director for the City. Through separate agreements, the Fire Chief also serves as Chief for Snohomish County Fire Protection District 10 and Woodinville Fire & Rescue. The Chief also maintains relations with neighboring fire departments.

In 2014, the Department also restructured the roles and responsibilities of the Public Safety Administrative Coordinator and front office staff as job descriptions allowed.

The Fire Chief has general oversight of the Department and is responsible for budget development and management, policies and procedures, data/records management, the front office staff, and personnel management which includes tracking personnel evaluations and payroll management. The section is staffed with five full-time positions and one three-quarter time position.

Emergency Management

The City's Emergency Preparedness Coordinator reports to the Fire Chief 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, to respond to natural and man-made emergencies and disasters, and to coordinate the recovery efforts for such events.

The Division leads an inter-departmental 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 citywide employee training in preparedness and response/recovery activities, plus related disaster supplies to support employees and citizens in the event of a crisis situation.

In 2014, the Emergency Preparedness Coordinator worked with the Federal Emergency Management Agency (FEMA) and the Emergency Management Institute (EMI) to bring a week-long Integrated Emergency Management Course (IEMC) to the City of Bothell. Approximately 50 city staff members and partners from King and Snohomish counties and the City of Woodinville were in attendance. The week-long course included a combination of classroom lectures, discussions, small-group planning sessions, and functional exercises which exposed participants to new ideas and increased their awareness of the necessary coordination with other agencies and organizations. Classroom components focused on a variety of disaster/emergency management issues, while the exercise-based training placed Emergency Coordination Center (ECC) personnel under realistic crisis situations within a structured learning environment.

Community Risk Reduction (CRR)

The CRR Section is led by our Deputy Chief/Fire Marshal, who is supported by the CRR Administrative Assistant and reports to the Fire Chief. The 2013-2014 budget did not fund CRR's Administrative Assistant; this position is currently funded on a half-time basis.

The Code Compliance (CC), Public Education (PE), Safety & Support Services Divisions (S3) report to CRR.

The 2013-2014 budget reduced CC division staffing. The Firefighter/Inspector position was not funded; this position has been refilled as of May 2014. The Public Education and Safety and Support Services functions continue at 2013-2014 staffing levels. Public Education has two positions, one fully funded and one half-time. Safety and Support Services has one full time Battalion Chief position.

Code Compliance

Code Compliance Division staffing includes the Deputy Chief/Fire Marshal, a Lieutenant/ Plans Examiner, and two Firefighter/Inspectors. Code Compliance's main responsibilities are serving the City's Development Services Division, conducting annual International Fire Code permitted inspections, participating in the False Fire Alarm program and coordinating Response Operations company-level Life and Safety inspections.

Safety and Support Services

The Safety and Support Services Division is staffed with a Battalion Chief. He serves as the Department's Health and Safety Officer (HSO) helping the department maintain a safe environment. The HSO reviews all incident/accident reports and recommends changes in policy or procedures to improve safety. He also represents Fire on the City's Safety Committee, helping to promote and maintain safe working environments.

The Safety and Support Services Battalion Chief coordinates maintenance and repairs for our fire stations, fire department vehicles, emergency radio communications, the emergency response records management system, and wellness fitness programs. Major projects in 2013-2014 included implementation of a new emergency response records management system (including mobile data terminals) on emergency response apparatus, plus 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 points of contact for educating local schools, businesses and citizens. Trained as Public Information Officers, the public educators work with the Fire Chief to develop and release newsworthy information regarding the Fire Department and emergency incidents.

Public Education provides a myriad of services and safety education including:

- Child car seat inspections that help parents with proper installation.
- Smoke detector installation and battery replacement for low income citizens.
- Fire evacuation planning.
- Community Emergency Response Training (CERT), a seven-week detailed disaster preparedness course for citizens.
- Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) training.
- A First Aid program for individuals and the business community.
- Low-cost bicycle helmets provided to citizens.

Several programs target specific risks within our community. “Fall Factors” provides equipment to low income elderly, thereby helping to avoid falls within their homes. “Fire Stoppers” is an intervention program for adolescents who have previously started fires. “Think Again” is designed to help teenagers make better choices concerning drinking and driving. An annual “Driving Under the Influence” drill is presented to high school seniors prior to prom night. These seniors witness a reenactment of a fatal motor vehicle crash caused by an intoxicated teenage driver.

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

Response Operations

Response Operations is managed by the Deputy Chief of Operations, who 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.

On any given day there are a minimum of 12 members on duty who staff three stations. In addition to EMS and fire responses, Bothell Firefighters receive additional training that allows them to respond with technical rescue, hazardous material and water rescue situations.

The staffing model for Bothell response includes:

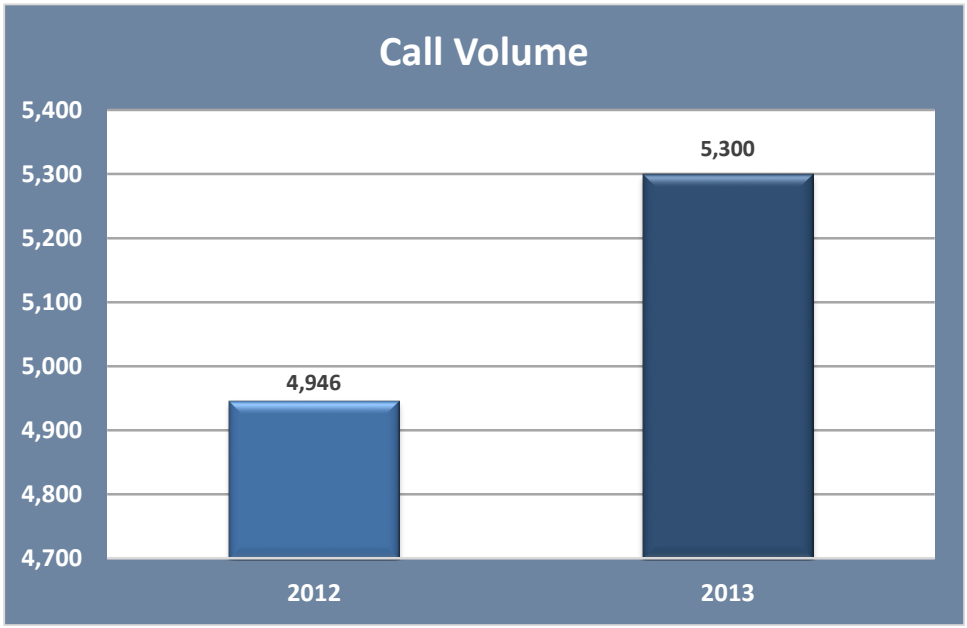
Station 42
One Battalion Chief, one Lieutenant, four Firefighters/Emergency Medical Technicians (FF/EMT) and two Paramedics which are contracted through the Shoreline Fire Department.

Station 44
One Lieutenant and two FF/EMTs.

Station 45
One Lieutenant and two FF/EMTs.

Currently, our level of service is designed to respond to 90% of emergency calls within 7 minutes and 15 seconds of initial dispatch. Bothell Fire and EMS conducts emergency scene operations in accordance with recognized laws and standards.

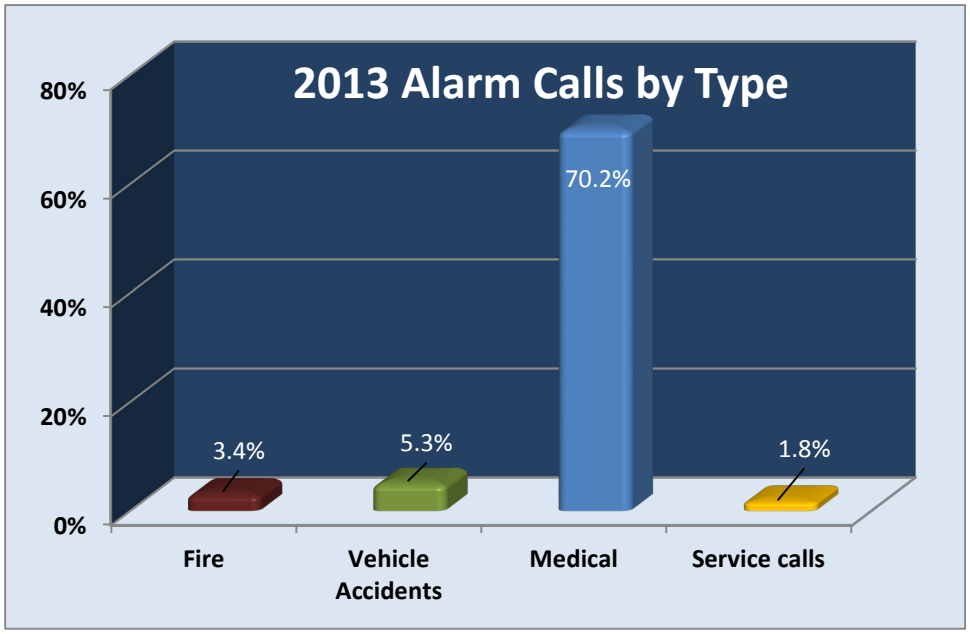
Bothell Fire and EMS responded to 4,946 total alarms in 2012 and 5,300 in 2013 as shown in the chart below. The Department experienced an average increase of 9% in calls over 2012-2013. The current call volume is up 16% for 2014 responses compared to 2013.



An upward trend in the number of 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 are all contributing 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 remainder of the responses are for mutual aid requests, false alarms or other responses that do not require action by the Department.

The table below reflects the percentage of alarms in four major categories.



The 2015-2016 budget allows the Department to maintain its current level of service. It does not allow for the creation of additional 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 several teams together within one division. The Division is led by Deputy Chief of Response Operations. The Special Operations Division consists of three primary teams: the Technical Rescue Team (TRT), the Eastside Hazardous Materials Response Team (EHMRT) and the Surface Water Rescue Team.

The 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 services.

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

The Surface Water Rescue Program has all personnel trained at the operations level, with 16 members trained at the Rescue Swimmer Technician level. This training prepares personnel for incidents that occur in waterways throughout our jurisdiction during all four seasons of the year. Unlike TRT or Hazardous Materials (Haz-mat), the Surface Water Rescue program is an in-house program and not a cooperative program that includes other agencies within the zone.

TRT and EHMRT team members provide training to City employees, assist with CERT training and supply state mandated awareness and provide operations training to firefighters.

The 2015-2016 budget will enable the Department to meet the minimum training requirements identified by state and National Fire Protection Association (NFPA) standards.

Training

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

The City of Bothell and Woodinville Fire & Rescue entered into an Interlocal Agreement (ILA) which began June 1, 2013. The two departments combined training divisions to better serve the needs of both Departments. In addition to the Battalion Chief and one Administrative Assistant from Bothell, one Training Captain was added by Woodinville Fire & Rescue. Together these three members work to accomplish the goals and objectives of the Training Division. As a result of combining training divisions, we doubled in size and now manage and facilitate all training for 130 members of both organizations.

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

Since 2008, the Department has been working to establish its own in-house high quality training division and will continue to do so in the 2015-2016 budget cycle.

Review, planning and scheduling continue to provide training that accomplishes skill maintenance, testing and certification, operational uniformity and performance and professional development, as well as the implementation of new technology for the practice of emergency services.

Training is a fundamental component to the successful delivery of emergency services. Without it, we would be unable to provide services in a safe, effective and efficient manner.

2015 - 2016
Budget Outcomes & Activities

Office of the Chief

Continue to provide a comprehensive Level of Service

~ Monitor the Council-adopted level of service.
~ Improve the Department's emergency response model.
~ Communicate the level of service to responders monthly and to Council annually.

Effective management of department financial resources

~ Review industry "best practices" for revenue streams.
~ Research and create new revenue streams.
~ Seek efficiencies within the Department.
~ Identify grants and submit for grant funding.
~ Continue to 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 Human Resources.

Emergency Management

Minimize loss caused by disasters

~ Maintain and update the Comprehensive Emergency Management Plan (CEMP).
~ Maintain preparedness team participation in 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, the 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 a disaster response.

- Provide preparedness response information to City staff and citizens through a variety of means.
- Expand collaboration and cooperation in building additional sheltering sites and supply stores.
- Pursue grants related to preparedness and response.

Community Risk Reduction

Reduce community risk

- 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 biannual 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 the origin and cause of fires within our jurisdiction.
- Assist Bothell Police in cases involving criminal activity.
- Maintain the Interlocal Agreement with the 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

- 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 within 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 CERT, Safe Sitter, 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 by attending events and activities

~ Participate in safety focused events.
~ Participate in bike rodeos, walk-a-thons, and parades.

Market the City of Bothell Fire and EMS and its services

~ Place articles in the City Manager Weekly, Pride Post, and Bothell Bridge.
~ Distribute press releases for major incidents.
~ Manage and update content on the City's Website.

Response Operations

Continue to improve the service we provide within our community and surrounding jurisdictions

~ Respond to 90% of alarms within 7 minutes 15 seconds.
~ Coordinate response plans to ensure that "closest unit" dispatching has occurred in our neighboring jurisdictions within King County.

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 the City of Bothell

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

Participate in the regional hazmat team

~ Train firefighters to advance to the operations level as required by Washington Administrative Code (WAC), Code of Federal Regulations (CFR), and NFPA.
~ Train Haz-mat Technicians annually to levels that have been identified by WAC, CFR and NFPA.
~ Participate in training opportunities with other agencies.
~ Participate in regional grant programs.

Training

Continue to enhance the suppression, rescue and emergency medical skills of response members

~ Participate in live fire training and ensure that all active personnel participate in the training once every three years.
~ Ensure that 100% of all Emergency Medical Technician certifications are up to date.
~ Provide annual driver training to all members commensurate with their apparatus certification level.
~ Schedule and track the suppression members' quarterly training.

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.
~ Continue to evaluate and find efficiencies within the merging of Bothell and Woodinville's Training Division.

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

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

2013 - 2014 Accomplishments

Office of the Chief

- ✓ Filled all leadership vacancies.
- ✓ Continued to revise the Department's Standard Operating Procedures.
- ✓ Revised the Local 2099 performance evaluation document, and completed all evaluations during the months they were due.
- ✓ Maintained service in a safe and fiscally responsible manner.
- ✓ Focused on creating efficiencies.
- ✓ Continued to publish quarterly newsletters and an annual report.
- ✓ Maintained 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, designated evacuation leaders, trained evacuation leaders and all City staff on evacuation procedures and practiced full building evacuations.
- ✓ Conducted Emergency Coordination Center position-specific training in each section.
- ✓ Held regular tabletop and functional exercises, including windshield surveys and employee evacuation drills.
- ✓ Created and conducted 800MHz (Megahertz) radio training for any city employees that might utilize an 800MHz radio.
- ✓ Reviewed, revised and condensed the City's Hazard Mitigation Plan into an annex to be included in the King County Regional Hazard Mitigation Plan for approval in 2014.
- ✓ Applied for a training grant through FEMA/EMI to host an Integrated Emergency Management Course for the City of Bothell.
- ✓ In conjunction with the Logistics Section, began the creation of an Emergency Resource book.
- ✓ Organized staff to attend pipeline training and awareness classes.

Community Risk Reduction

- ✓ Coordinated 1,331 annual fire and life safety occupancy inspections.
- ✓ Participated in the Development Services Initiative (DSI), improving customer service for the permitting and development review process.
- ✓ Permitted and inspected ten fireworks stands thus ensuring a safe Fourth of July fireworks celebration.
- ✓ Investigated five fire incidents.
- ✓ Firefighter/Inspector Doug Werts achieved the Fire Investigator Technician certification.
- ✓ Deputy Chief/Fire Marshal Frank Shasky and Lieutenant/Plans Examiner Butch Noble achieved Fire Investigator certification through the Washington State Patrol.
- ✓ Performed Development Services construction inspections.
- ✓ Established a contractual agreement for the hazardous materials building based on peer reviews.
- ✓ Firefighter Mark Notaras was assigned to Code Compliance.
- ✓ The part-time Administrative Assistant position was filled.
- ✓ Reorganized the Community Risk Reduction workflow, thus gaining efficiencies.

Public Education

- ✓ Planned and facilitated the annual Pancake Breakfast with 1,423 people in attendance. In 2013, $1,829.93 in donations were collected at the breakfast.
- ✓ Coordinated the Bothell Heart Month event focusing on high traffic areas throughout the City.
- ✓ Secured and managed an AED grant placing three AEDs in the Police Department in 2013.
- ✓ Coordinated and facilitated several CPR/AED trainings for City staff.
- ✓ Assisted the Code Compliance office with the Adult Transitions program in 2013 and 2014. The efforts of this important program has resulted in the archiving of a large number of files.

- ✓ Assisted the Code Compliance office with the Fireworks Permit process in 2014.
- ✓ Identified and secured an office volunteer for the Community Risk Reduction office.
- ✓ Presented 61 safety presentations throughout the community.
- ✓ Submitted 22 City Manager Weekly articles.

Response Operations

- ✓ The merger of Bothell and Woodinville's training divisions has created enhancements that benefit all firefighters and officers.

Special Operations

- ✓ Made progress in meeting special operations training goals for TRT, EHMRT and Surface Water Rescue.
- ✓ Provided ongoing haz-mat training at the operations level for Bothell personnel.
- ✓ Certified one new TRT member in Rope Rescue and Trench.
- ✓ Maintained all TRT members initial certifications in all disciplines.
- ✓ Delivered Haz-mat Operations Level training for Bothell and Woodinville Firefighters.
- ✓ Certified 16 Rescue Swimmers, 15 Operations Level and 15 Shore Tenders.

Training

- ✓ Accomplished a recertification process for 51 Firefighter/Emergency Medical Technicians.
- ✓ Trained all line firefighters and officers on EMS tablets for use in the field.
- ✓ Provided a valuable course to all firefighters on emotional health.
- ✓ Facilitated the integration of all Woodinville EMTs into medic instructed competency based training classes.
- ✓ 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 rehabilitation of three employees that returned from long-term disabilities (greater than 60 days).
- ✓ Conducted a mini training academy for six new firefighters for Bothell and Woodinville.
- ✓ Assisted Emergency Preparedness with instruction to over 75 City Employees on 800MHz portable radio use.
- ✓ Developed and distributed the department's quarterly newsletter.
- ✓ Hosted Chief Officer Training on leadership for Bothell, Northshore, Shoreline and Woodinville Chief Officers.
- ✓ Continued regional support of the King County Training Officers Association, serving as Treasurer.
- ✓ Offered valuable webinars to administrative staff.
- ✓ Provided Tuberculosis (TB) and flu vaccinations to Fire Department personnel.
- ✓ Created and developed a new training Website with enhancements that are used by personnel from Bothell and Woodinville.

- ✓ Provided frequent company training and evaluations based on the addition of a Training Captain.
- ✓ Partnered with Northshore, Shoreline and Woodinville with delivery of a quarterly multi-agency/multi-company training for all operational personnel.
- ✓ As of 2014, the Fire Department partnered with the East Metro Training Group (EMTG). This training group includes all departments in Zone 1 with the exception of Duvall and Eastside Fire and Rescue (ESF&R).
- ✓ Facilitated certification of three firefighters to Aerial Apparatus Operator.
- ✓ Facilitated certification of two firefighters to “Instructor 1” level.
- ✓ Certified two firefighters as Engine Driver Operators.
- ✓ Provided firefighter rescue training using an outside instructor to area firefighters.
- ✓ Provided firefighter health and wellness training to all firefighters in Bothell and Woodinville.
- ✓ Provided specialized vehicle extrication to all shift personnel.
- ✓ Nine members obtained their red cards for wildland fire fighting in 2013.

Performance Measures

Office of the Chief

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Grant applications submitted/awarded	8	8	4	4
Operate within Department budget	100%	33%	100%	100%
Participate in Regional Fire Authority process	100%	100%	100%	100%
Complete performance evaluations on schedule	100%	84%	100%	100%
Front office coverage to serve the customers	100%	100%	100%	100%

Emergency Management

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 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	100%	100%	100%	100%
% of costs recovered from disasters	75%	75%	75%	75%
# of people receiving emergency preparedness information	500	500	500	500
# of City staff training exercises	30	40	5	5
# of regional exercises including Bothell	1	1	1	1

Community Risk Reduction

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Conduct a safety review within 30 days of a departmental accident or incident	100%	100%	100%	100%
Life and safety inspections completed by Response Operations staff	2,496	2,729	1,688	1,688
Life and safety inspections completed by Community Risk Reduction staff	194	1	194	194
Building, land-use, suppression & detection reviews	804	1,378	600	600
International Fire Code permit inspections	514	463	245	245

Public Education

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
# of Community Emergency Response Team graduates	30	32	15	15
# of students who receive drink/drive seatbelt information	1,400	1,735	700	700
# of citizens trained in CPR	600	604	300	300
# of citizens trained in First Aid	300	404	150	150
# of bike helmets sold/fitted	200	245	100	100
# of non-emergency press releases	6	6	3	3
# of emergency press releases	6	6	3	3
# of Bothell social media posts	NA	NA	20	20
# of City Manager weekly submittals	24	42	12	12
# of car seat inspections performed	100	122	50	50
# of total lives touched	15,000	18,645	7,500	7,500

NA - Not Available

Response Operations

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Maintain full staffing at every fire station	100%	100%	100%	100%
% of incidents responded to within 7 minutes 15 seconds or less	90%	85%	90%	90%
# of incidents per year	10,130	10,246	5,900	6,400
# of Emergency Medical Service incidents per year	6,880	7,759	5,000	5,100
# of structure fires per year	77	96	45	48

Special Operations

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Complete annual refresher training for all Special Operations members	100%	100%	100%	100%
12 hours of technical rescue operations training per firefighter	100%	85%	100%	100%
8 hours of haz-mat awareness and operations training per firefighter	100%	100%	100%	100%
Complete initial technical rescue training	100%	75%	100%	100%
Complete surface water operations training per firefighter	100%	100%	100%	100%

Training

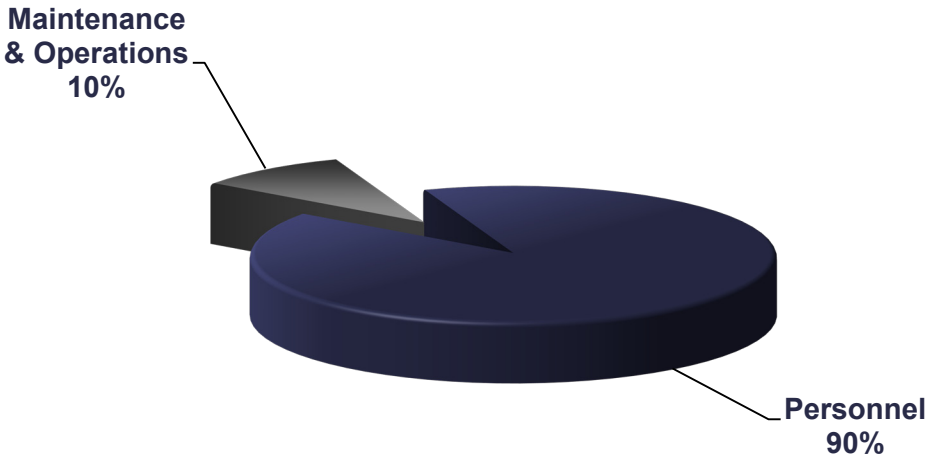
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of suppression personnel attending a live fire session every three years	100%	100%	100%	100%
% of suppression personnel completing 100% of assigned quarterly training	100%	90%	100%	100%
# of personnel that maintain their Emergency Medical Technician certification	106	106	53	53
# of promotional examinations completed	2	2	1	1

Total Fire and Emergency Medical Services Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$16,771,976	$17,240,504	$19,091,083
Maintenance & Operations	1,587,821	1,751,638	2,010,177
Capital	-	-	-
Total Expenditures	**$18,359,798**	**$18,992,142**	**$21,101,260**
Annual Cost Per Capita	**$427.93**	**$400.80**	**$401.21**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- 2015-2016 personnel costs are increasing due to the addition of two firefighters following the 2014 annexation, along with union-negotiated step and cost-of-living increases. Pension, insurance and worker's compensation insurance costs are also projected to increase.
- The increase in maintenance and operations costs is driven by increases in intergovernmental service costs - dispatch and paramedic services, along with apparatus maintenance provided by the City of Redmond.

Public Works Department

The Public Works Department consists of 3 Divisions including:

Administration
Capital, Development & Utility Facilities

City of Bothell™

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, fleet and facilities programs; manages the City's solid waste, recycling and sustainability programs; and operates and maintains the water, sanitary sewer and storm and surface water 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 and surface water utilities. 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, Development & Utility

The Capital, Development & Utility section focuses on the planning, design and development of the City's infrastructure. Responsibilities include: completion of the projects identified in the adopted 2015-2021 Capital Facilities Plan; transportation planning and programming, signal operations, oversight of private development of public infrastructure; surface water quality programming (including administration of the Storm & Surface Water utility); and long-range planning of the Water, Sewer and Storm & Surface Water utilities. 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.

Finally, this section functions as the City's technical resource for 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 six-year Transportation Improvement Program (TIP).

2015 - 2016
Budget Outcomes & Activities

Administration

Improve efficiencies within the Department

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

Manage the CTR program available to City employees

~ Continue to promote the CTR program for employees under the Employee Transportation Coordinator role, with a goal to increase participation.
~ Monitor and report on participation of the program.

Capital, Development and Utilities

Complete the implementation of the capital projects included in the 2015-2016 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, social media, 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 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 in a timely and accurate manner.

- 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 Bothell employers

- Manage the CTR program for eligible employers located within the city limits in accordance with the State's CTR requirements.
- Monitor employer annual program reports and biennial surveys for compliance with the State's CTR requirements.

Provide a safe and efficient transportation system

- Implement safety projects funded by grants awarded for 2015-2016.
- Work closely with developers, community groups and governmental agencies to preserve and enhance the City's and the region's transportation system.
- Prepare and adopt the City's six-year TIP annually.
- Investigate and develop plans to implement and address safety concerns and collision reduction.

Implement the Traffic Calming Program

- Work with community groups and the City's Technical Traffic Committee to address speeding, accidents and excessive cut-through traffic volumes on residential streets.
- Promote and provide education to residents on awareness of safety, speed reduction, and reduction in cut-through traffic on neighborhood streets.
- Conduct engineering studies to analyze and develop solutions to address traffic problems on residential streets.
- Provide targeted police enforcement program on residential streets.

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 such as average daily traffic volumes, speeds and turning movements 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.

2013 - 2014 Accomplishments

Administration

- ✓ Provided accounts payable, processing over 2,000 invoices per year department wide.
- ✓ Provided project administration of the SR 522A 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 supported staff in the citywide e-mail system clean-up.
- ✓ Participated in the creation of the Construction Administration Standards Manual.
- ✓ Participated in the region wide Shared Procurement Portal Committee and actively participated in the Request for Proposal process and transition to the new procurement software.
- ✓ Created and managed Capital Projects Update monthly e-mail newsletter to the public.

Capital, Development and Utilities

The past biennium was a busy period, with progress made on numerous large capital projects, the completion of 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 (STP) for the design of the SR 522, Stage 3 project.
- ✓ $5,190,000 from the Federal STP for SR 522, Stage 3 right-of-way acquisition phase.
- ✓ $735,000 from the Federal Congestion Mitigation and Air Quality (CMAQ) for the design of the North Creek Trail Section 4.
- ✓ $1,030,000 from the Federal STP for the design of the Main Street Enhancements project.
- ✓ $270,000 from the Federal CMAQ for the design and construction of the Adaptive Signal Control System.
- ✓ $432,000 from the Federal STP the design and construction of the 228th SE & 29th St SE Traffic & Intersection project.
- ✓ $134,000 from the Federal CMAQ for the design of a non-motorized bridge replacement in the Park at Bothell Landing.

- ✓ $673,000 from the Federal STP for the design and construction of the 4th Ave W, 9th Ave W & Fitzgerald Road/240th St SE Street Overlay project.

Construction projects substantially completed:

- ✓ SR 522, Stage 2A.
- ✓ Multiway Boulevard Phase 1.
- ✓ Crossroads Phase 3.
- ✓ Horse Creek Phase 1.
- ✓ NE 200th St Sidewalk and Sewer.
- ✓ Lift Station #2 Phase 2.
- ✓ North Creek Trail, Stage 3.
- ✓ 2013 Pavement Repair and Overlay.
- ✓ Hazardous Clean-Up of Lot O.
- ✓ SR 524 wall repair.
- ✓ Station #45 slab replacement.
- ✓ Various small storm and sewer repairs.
- ✓ Bothell-Everett Highway Widening (228th St SE to 240th St SE).

Design projects completed:

- ✓ Horse Creek Hybrid Open Channel & Culvert Project.
- ✓ Various small storm and sewer repairs.
- ✓ Penn Park Reservoir Replacement.
- ✓ 228th St SE/Bothell-Everett Highway Intersection Safety Improvements.
- ✓ 228th St SE Corridor Safety Improvements.
- ✓ Citywide Safety Improvements.

Other studies and programs:

- ✓ Completion and adoption of the 2015-2020 TIP update.
- ✓ 2015-2021 Capital Facilities Plan update.
- ✓ Completion of the City's Design and Construction Standards update.
- ✓ Adoption of the Water System Comprehensive Plan update.

Performance Measures

Administration

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of agenda bills returned by the City Manager one time or less	80%	95%	80%	80%
% of agenda bills to the City Clerk's Office on time	80%	78%	80%	80%

Capital, Development and Utilities

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of projects completed within budget (at time of construction contract award)	90%	100%	90%	90%
% of projects completed passing State and Federal audits (if appropriate)	100%	100%	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%	93%	80%	80%
# of detention systems inspected	470	347	235	240

Transportation

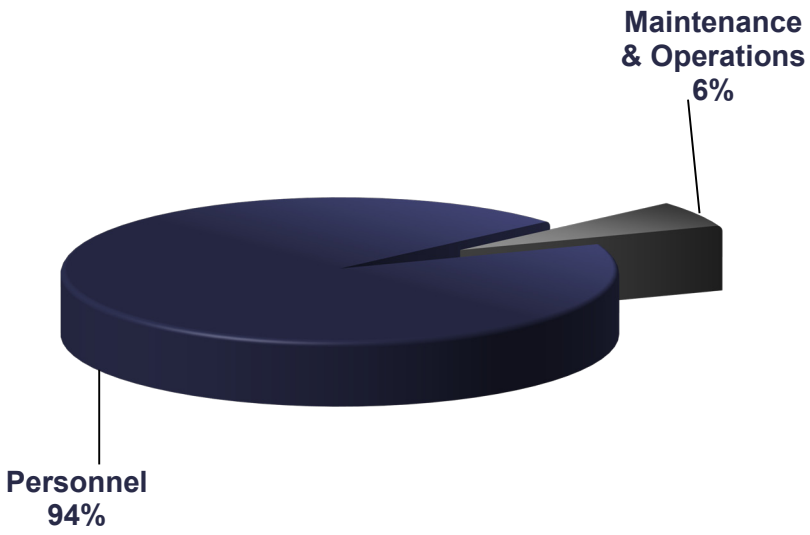
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of developer traffic analysis reviews completed within targeted timelines	95%	95%	80%	80%
% of citizen traffic-related inquiries/ complaints responded to within four weeks	75-80%	72%	80%	85%
% of development-related traffic signal & channelization plans approved on time	80%	90%	80%	80%

Total Public Works Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$5,210,518	$5,628,088	$6,758,940
Maintenance & Operations	210,662	416,530	421,700
Capital	-	-	-
Total Expenditures	**$5,421,179**	**$6,044,618**	**$7,180,640**
Annual Cost Per Capita	**$160.11**	**$158.88**	**$167.34**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The increase in the personnel budget is the result of three positions being added. Two project-term positions are connected with Capital Facilities Plan (CFP) projects, and their costs will be recharged to the projects they are involved with.
- The third new position is a limited-term construction inspector needed for the ongoing development associated with the Downtown Revitalization.

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 2015-2016 Facilities budget includes the use of professional services for such needs as equipment certifications, fire and elevator servicing/permitting and certifications. The Dawson Portable #2, Horse Creek Portable and Church parking lot leases are also included in the 2015-2016 Facilities budget.

Public Works Facility

2015 - 2016
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.

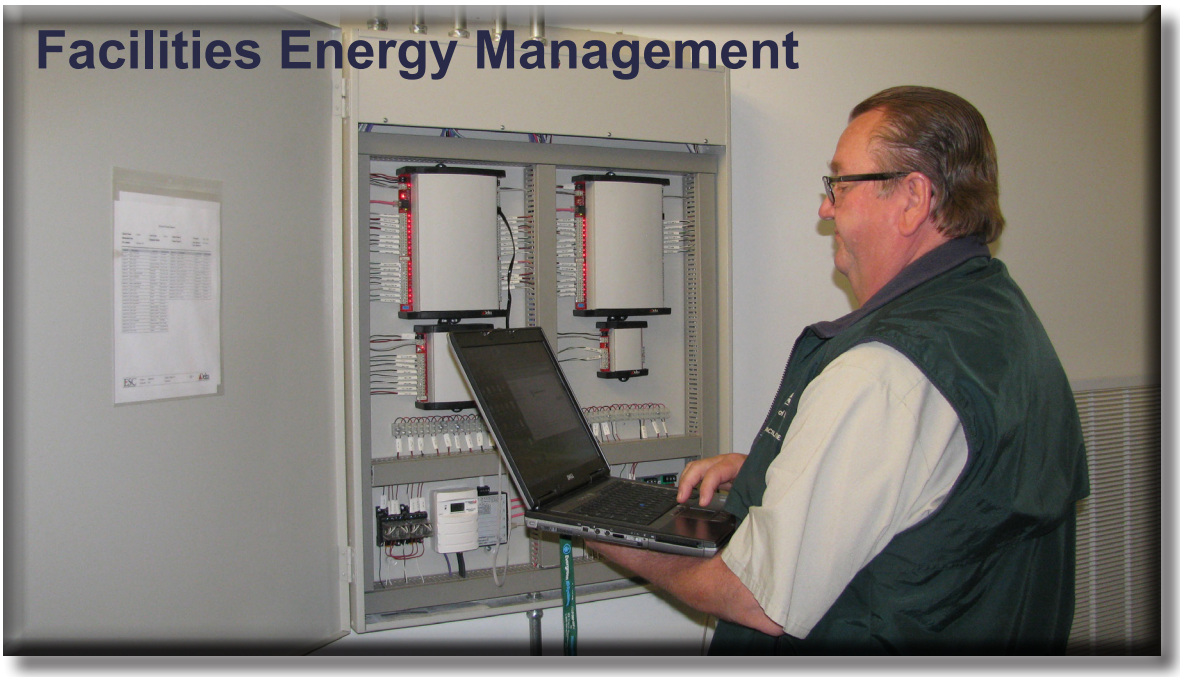
Provide safe, clean and comfortable City-owned facilities

~ 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.

2013 - 2014 Accomplishments

- ✓ Completed an estimated 900 facility requests.
- ✓ Oversaw the City Hall Mold Remediation project.
- ✓ Installed carbon monoxide detectors in fire stations where sleeping quarters exist per the new State law.
- ✓ Repaired and upgraded the Police Department holding cell doors.
- ✓ Oversaw the renovations of the North Creek Schoolhouse.
- ✓ Installation of a weather station at the Public Works Operation Center.
- ✓ Managed the Wexler Building demolition and site clean up.

- ✓ Relocated staff from the Ski & Bike shop to the Public Works Operation Center and established a new Horse Creek Project portable.
- ✓ Completed repairs to the kitchen at the Downtown Fire House.
- ✓ Replaced the carpet in the administration area of the Downtown Fire House.
- ✓ Reorganized the custodial team to include a Lead Custodian to provide night-shift direction.



Performance Measures

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of internal customers responding to customer service surveys with a “good” or “excellent” rating*	Unknown*	Unknown*	90%	90%
% of responses to facility maintenance and service requests within one business day	70%	75%	70%	75%
# of facility maintenance/service requests	900	907	450	400

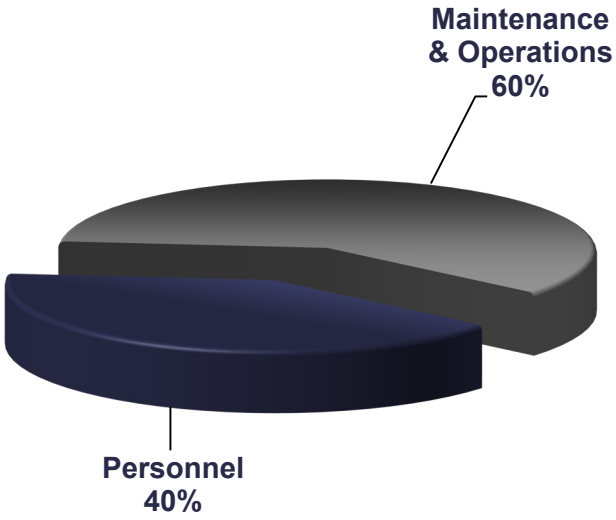
*Due to a reduction of staff we have been unable to send out or track customer service surveys at this time.

Total Facilities Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$727,891	$829,707	$890,755
Maintenance & Operations	1,431,663	1,396,290	1,314,253
Capital	5,751	-	-
Total Expenditures	**$2,165,305**	**$2,225,997**	**$2,205,008**
Annual Cost Per Capita	**$63.95**	**$58.51**	**$51.39**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- A half-time custodian was added after the 2014 annexation. Pension and insurance contributions are also projected to increase.
- $76,000 in property taxes were shifted to the Parks and Recreation budget.

Parks & Recreation Department

Parks & Recreation

During budget deliberations, Council opted to create a new Parks & Recreation Department. Beginning in 2015, Parks Maintenance and Recreation staff will move from Public Works to the new department. The budget includes funding for two position classification changes associated with establishing the new department.

Parks Maintenance

This section of the Parks and Recreation Department ensures that there is a broad range of safe and positive leisure experiences for users of our City parks. The park system encompasses 23 parks and facilities making up 76.97 acres of developed land, 20.10 acres of undeveloped land and 150.61 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
- Doug Allen Sportsfields
- East Norway Hill
- Haynes Property
- North Creek Forest
- North Creek Sportsfields
- North Creek Trail
- Park at Bothell Landing
- Pioneer Cemetery
- Red Brick Road Park
- Royal Oaks Park
- Sammamish River Park
- Stipek Park
- Swedish Cemetery
- Tall Tree Park
- Volunteer Park
- William Penn Park

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.

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, Freedom Festival and the City-owned irrigation and field lighting systems.

Park Planning

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

Recreation

This section of the Parks and Recreation Department 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 partner with the Northshore School District, the Northshore Young Men's Christian Association (YMCA), the King County Library System and the Greater Bothell Chamber of Commerce, as well as local businesses, enhancing the City's ability to provide recreation opportunities to the community. This section also produces community events including the City's Fourth of July Parade, Music in the Park Concert Series, Safe Halloween and Arbor Day. All community events are free to the public.

2015 - 2016
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

~ Ensure that 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

Develop parks in accordance with the PROSAP

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

~ Oversee the design, engineering and construction of Madrazo Park.

~ Develop a master plan for William Penn Park.

Acquire additional open parcels

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

~ 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 Bothell Municipal Code (BMC) in regards to park mitigation funds

~ Oversee consultant work that updates 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 the 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.

2013 - 2014 Accomplishments

Parks Maintenance

- ✓ Successful maintenance of E Norway Hill Park as part of the City's King County Annexation.
- ✓ Took over all maintenance and operations of parks restrooms from the Facilities Division.
- ✓ Replaced all of the parks rules and regulations signage.
- ✓ Hired the first Maintenance Supervisor for the Parks Section of the Operations Division.
- ✓ Coordinated City efforts to meet the second and third 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 Parks, Recreation & Open Space Action Program update.
- ✓ Began design of the Park at Bothell Landing Development Phase 1.
- ✓ Acquired 5.9 additional acres of the North Creek Forest.
- ✓ Applied for additional grant funding to complete the North Creek Forest acquisition.
- ✓ Completed the Madrazo Park master plan and negotiated a Surface Use Agreement with King County.

Recreation

- ✓ 53% of recreation customer registrations were made online.
- ✓ There were 9,000 participants in recreation programs.
- ✓ 234 adult softball teams played in City organized leagues.
- ✓ Secured over $50,000 in sponsorships for events.

Community events produced:

- Music in the Park (15 concerts).
- Freedom Festival.
- Safe Halloween.
- Arbor Day.

Performance Measures

Parks Maintenance

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
# of safety inspections of park facilities	52	52	52	52
# of playgrounds inspected, repaired or replaced	24	24	24	24
# of reservations at ballfields	3,950	3,438	1,975	1,975
# of reservations at picnic shelters	400	425	200	200

Park Planning

Measures	2013-2014 Target	2013-2014 Actual	2015 * Target	2016 Target
Acquisition of park acres	28.95	5.95	30.95	0
% of acquisition costs from outside sources	100%	100%	85%	NA

NA - Not Available
*North Creek Field and New Snohomish County Park.

Recreation

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of survey respondents stating that the program was of “good” or “excellent” quality*	90%	97%	90%	90%
% of Lytle house renters rating their experience as “good” or “excellent”	90%	93%	90%	90%
# of community events held	22	19	10	10
# of recreation class opportunities offered	470	472	235	235
# of Lytle House rentals**	50	25	25	25

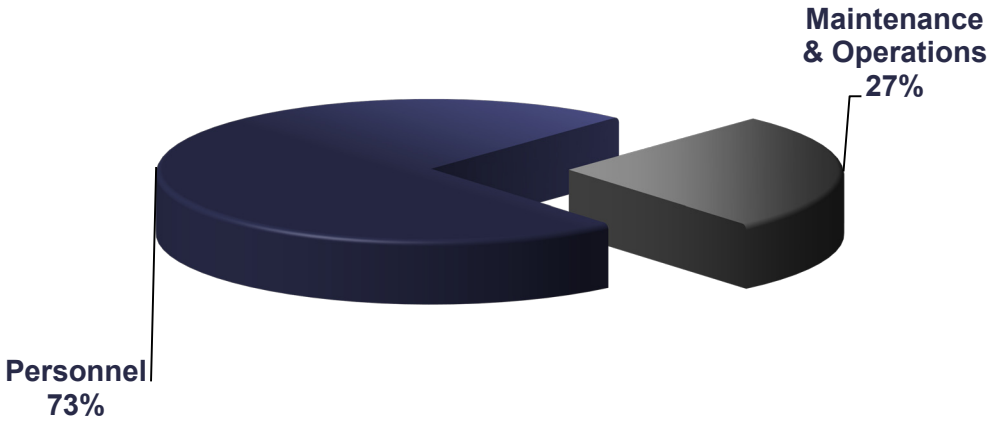
*International City/County Management Association (ICMA) Puget Sound Consortium Performance Measure.
**Lytle House rentals have decreased during construction. Rental sizes have been limited to groups of 50 or less due to the reduction in available parking.

Total Parks & Recreation Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,819,014	$2,103,376	$2,557,414
Maintenance & Operations	687,816	749,220	942,990
Capital	9,855	50,000	-
Total Expenditures	**$2,516,685**	**$2,902,596**	**$3,500,404**
Annual Cost Per Capita	**$74.33**	**$76.29**	**$81.58**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Parks & Recreation becomes a standalone department in 2015. The budget includes $120,000 for two position classification changes associated with the creation of the new department.
- A maintenance supervisor and a maintenance worker were added following the 2014 annexation. Pension and insurance costs are also projected to increase.
- Maintenance and operations costs are projected to increase $193,770 in 2015-2016. $76,000 of this increase is due to property taxes that were previously paid by Facilities. A one-time $30,000 expense is for a planned study on park impact fees. Recreation instructor costs are projected to increase by $30,000.

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 2015 and 2016 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 2015-2016 Community Development budget include the following:

- Completing the state-mandated 2015 Periodic Plan and Code Update, including revised Plan designations and implementing zoning to create additional population capacity in the Snohomish County portion of the City, in order to meet Vision 2040 growth targets;
- Commencing a detailed plan update specifically for the Canyon Park Subarea, to position the area for future redevelopment as a mixed-use residential / office / retail regional growth center in accordance with Vision 2040;
- Performing development review 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;
- 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 expansion of electronic plan review;
- Facilitating annexation efforts within Bothell's designated Municipal Urban Growth Area in Snohomish County, and supporting ensuing activities relating to the transition of services from Snohomish County to Bothell; and
- Implementing a program to abate illegal structures within the City's mobile home parks.

2015 - 2016
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

- ~ Provide clear direction, expectations and realistic productivity standards.
- ~ Update and maintain department Standard Operating Procedures (SOP) 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 two weeks).

Building and Permit Services Division

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

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

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

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

Resolve disputes to gain compliance with City and State Codes

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

Planning Division

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

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

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

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

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

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

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

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

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).

Complete the 2015 Periodic Plan and Code Update 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 Washington State Department of Commerce to ensure consistency with Growth Management Act requirements.
~ Adopt all Plan and implementing Code updates by the state-mandated June 30, 2015 deadline.

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.

2013 - 2014 Accomplishments

Administrative Services Division

- ✓ Completed the Development Records Scanning Project through 2013, which consisted of approximately 2,000 files of inactive development and capital improvement project files.
- ✓ Indexed files within Laserfiche. Verified image quality and the search capability function.
- ✓ Received and processed over 670 public disclosure requests, with 100% completed or responded to within the 5 day requirement period.
- ✓ Processed approximately 825 new business license applications.
- ✓ Served approximately 6,300 visitors at the Dawson facility for Community Development, Public Works and Fire/Community Risk Reduction.
- ✓ Received and directed an average of 200 phone calls per day at the Dawson Building reception desk.
- ✓ Processed over 500 financial invoices through accounts payable.
- ✓ Managed the City's Imagine Bothell annexation website to provide accurate and complete information to citizens.
- ✓ Managed and maintained the planning and zoning pages on the City website, including information on the state-mandated Plan and Code updates.
- ✓ 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 Accounts Receivable Quarterly Aging Report.
- ✓ Played an integral role in the implementation of an email file clean-up project.
- ✓ Continued refining processes for departmental efficiency and effectiveness.

Building and Permit Services Division

- ✓ Received 989 building permit applications totaling $317,006,060 in valuation, compared to 775 building permit applications totaling $146,962,210 in valuation over the same time period in the preceding biennium.*
- ✓ Issued 858 building permits totaling $220,526,210 in valuation, compared to 658 building permits totaling $91,796,696 in valuation over the same time period in the preceding biennium.*
- ✓ Performed 7,205 building inspections, compared to 5,099 building inspections over the same time period in the preceding biennium.*
- ✓ Received 234 violation cases.*
- ✓ Closed 234 violation cases.*
- ✓ Maintained customer service average rating of +3.72 on a maximum scale of -5.0 to +5.0.*

- ✓ Continued to promote regional consistency through the eCityGov Alliance and www.MyBuildingPermit.com by aligning business practices with the other 15 participating jurisdictions through;
  - common code adoption ordinance;
  - regional tip sheets;
  - inspection checklists; and
  - regional code training for builders and designers.
- ✓ Implemented ePlan Review program, allowing customers to apply electronically for nearly all development permits 24/7.
- ✓ Completed UWB Science Building.
- ✓ Completed two of the four Gateway buildings.
- ✓ Competed 104 Building.
- ✓ Completed the Six Oaks Building.
- ✓ Completed 'First Timer Primer'; a document for first time businesses and builders seeking their first development permits, to explain the process.
- ✓ Held the initial 'First Timer Primer' forum with prospective business groups and homeowners.

- ✓ Held the initial Builders Forum, an annual meeting with experienced customers to share our successes and to continue to receive feedback on potential future service enhancements.

*Numbers are through June 30, 2014

Planning Division

- ✓ Facilitated Planning Commission and City Council deliberations on numerous Plan and/or Code amendments (some of these are still in progress), including amendments pertaining to:
  - the 2015 Periodic Plan and Code Update, a Growth Management mandated update of the *Imagine Bothell…* Comprehensive Plan and related implementing Codes (this major, one and one-half year update is ongoing and will be completed by June 30, 2015);
  - the General Downtown Corridor;
  - miscellaneous Downtown subarea amendments;
  - the Downtown Transition zone;
  - the Fitzgerald / 35th Avenue subarea (ongoing);
  - Plan and Code amendments for property owned by Camwest in the Fitzgerald / 35th Avenue subarea;

- revisions to the Bothell Planning Area Boundary;
- the daylighting of culverted (i.e. piped) streams;
- hobby kennels and the keeping of animals;
- food trucks;
- the keeping of fowl in residential areas;
- setback requirements in Woodcrest and Hollyhills developments;
- wayfinding signs for certain freeway-oriented businesses;
- 2013 miscellaneous housekeeping amendments;
- 2014 miscellaneous housekeeping amendments.

✓ Performed Code consistency and environmental review on a variety of land use approvals and residential and commercial construction projects, including:
- McMenamins hotel, restaurant, pub, pool and movie theater;
- Six Oaks mixed use project;
- The Village at Beardslee Crossing;
- Crossroads / SR 522 re-alignment;
- Wayne Curve;
- Multi-way Boulevard, Phase I;
- Horse Creek daylighting;
- The 104 (a multi-family residential development);
- City Hall (ongoing).

✓ Completed annexation of all remaining land in the King County Potential Annexation Area (PAA).

✓ Continued a comprehensive update of the City's Historic Resources Inventory (ongoing).

✓ Completed state-mandated annual population and housing estimates.

✓ Completed Buildable Lands Analyses for both the King and Snohomish County portions of the City.

✓ 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	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of public disclosure requests resolved within prescribed timelines (5 days) (S)	99%	100%	100%	100%
# of public disclosure requests tracked to resolution (W)	800	670 as of 5/31/14	400	400
Development review fees collected (W)	$1,913,874	$1,012,492 as of 5/31/14	$900,000	$900,000
# of new business licenses processed (W)	1,000	650 as of 5/31/14	500	500

Performance Measures are categorized into two types, coded as follows:

S, for service-related, measuring how efficiently and effectively the City conducts a function; and

W, for workload-related, measuring the volume of activity generated by customer requests and applications.

Building and Permit Services Division

Development Services Initiative measures included in quarterly reports

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
Quasi-judicial land use approvals - % of first reviews completed within 5 weeks & % of resubmittal reviews completed within 2 weeks (S)	80% min	88% 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 (S)	80% min	82% avg	80% min	80% min
New single family permits - % of first reviews completed within 3 weeks & % of resubmittal reviews completed within 2 weeks (S)	80% min	81% avg	80% min	80% min
Commercial permits - % of first reviews completed within 5 weeks & % of resubmittal reviews completed within 2 weeks (S)	80% min	79% avg	80% min	80% min
% of inspections completed within 24 hours (S)	100%	100%	100%	100%
Customer survey satisfaction ratings, on a scale of -5 (extremely dissatisfied) to +5 (extremely satisfied) (S)	+3 or better	+4.04 avg	+3 or better	+3 or better
Maintain a building code effectiveness classification rating of 2 or better (1 is the highest rating) (S)	2	2	2	2
% of technical staff certified or licensed by a recognized technical/professional organization (S)	100%	100%	100%	100%
% of violations resolved through voluntary compliance methods (S)	80%	51%	80%	80%
% of cases successfully upheld by the Hearing Examiner (S)	95%	100%	95%	95%
% of violation cases closed within target time lines (S)	80%	80%	80%	80%
# of active violation cases per code compliance officer (W)	75	46	75	75
# of inspections performed (W)	3,500	7,205	4,500	4,500
# of permit applications processed (W)	1,500	2,178	1,200	1,200

Performance Measures are categorized into two types, coded as follows:

S, for service-related, measuring how efficiently and effectively the City conducts a function; and

W, for workload-related, measuring the volume of activity generated by customer requests and applications.

Planning Division

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of annexation requests processed within State-mandated timeframe (S)	100%	100%	100%	100%
# of working days to complete response to external customer requests (counter, telephone, e-mail) (S)	5	5 or less	5	5
Planning Division development review & inspections (S)	See Building & Permit Services Measures	See Building & Permit Services Measures	See Building & Permit Services Measures	See Building & Permit Services Measures
# of local, state or national Historic Register Nominations processed to approval (W)	1	1	.5	.5
# of Plan & Code amendments processed to approval (W)	14	14	7	7

Performance Measures are categorized into two types, coded as follows:

S, for service-related, measuring how efficiently and effectively the City conducts a function; and

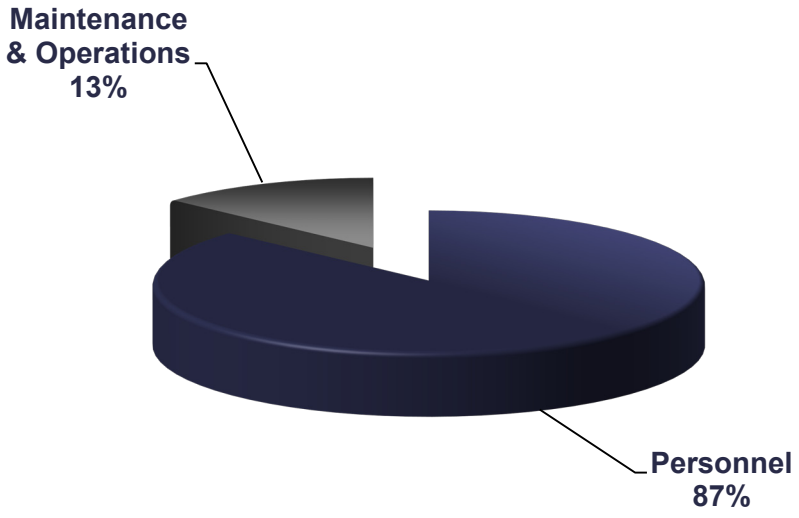
W, for workload-related, measuring the volume of activity generated by customer requests and applications.

Total Community Development Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$4,386,470	$4,783,482	$5,455,612
Maintenance & Operations	541,434	535,750	789,150
Capital	-	-	-
Total Expenditures	**$4,927,904**	**$5,319,232**	**$6,244,762**
Annual Cost Per Capita	**$145.54**	**$139.81**	**$145.53**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Personnel costs are projected to increase $672,130 in 2015-2016. Nearly 95% of this increase can be attributed to costs associated with three new limited-term staff additions and three proposed position reclassifications associated with the continued boom in development.
- The $253,400 increase in maintenance and operations costs is also related to the increases in development:
  - outside review services: + $150,000 (cost is passed through to developers),
  - bankcard fees: + $199,000 (associated with increased revenue),
  - one-time permit fee study: $20,000.

Restricted Revenue Funds

The Restricted Revenue Funds consist of the following funds:

Street
Arterial Street
Park Cumulative Reserve
Drug Seizure

City of Bothell™

Street Fund

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 over 300 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 waste reduction 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. The Street Division works with the Capital Project Division to determine and budget for the ongoing maintenance and operations of these enhancements.

Bothell's Street Division is responsible for the following:

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

2015 - 2016
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.
~ Public street restriping as necessary to maintain visibility.
~ Keep roadway surfaces in good repair.
~ Clean and maintain signage on public streets.
~ Keep the roads free and clear of debris.
~ Inspect streetlights at night and facilitate replacements 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 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.
~ Manage social media communications to the public.
~ Create and promote carbon emission reduction programs as part of the citywide Bothell Co_2ol program.
~ Implement the new solid waste contract starting in 2015.
~ Assume maintenance of the new infrastructure on Bothell Way and SR 522.

2013 - 2014 Accomplishments

- ✓ Rebuilt and paved West Riverside trail adjacent to Blyth Park and performed extensive asphalt repairs to the pedestrian trail at the Park at Bothell Landing.
- ✓ Completed annual striping of all school zone crosswalks and other school related pavement markings.
- ✓ Mowed 406 edge miles of roadway, repaired 870 potholes, as well as maintained, repaired and replaced 2,100 street signs.
- ✓ Provided 24-hour response in support of emergent operations for traffic control, vandalism, snow and ice, wind and flood, as well as vehicular and pedestrian related accidents.
- ✓ Managed the Solid Waste Request for Proposal (RFP) process and recommendation to Council for a new hauler to start in 2015.
- ✓ Worked with Surface Water outreach staff to launch the new Bothell Co_2ol newsletter that was distributed by hard copy and/or electronically on a quarterly basis.
- ✓ Managed Facebook and Twitter pages 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 these sites.
- ✓ Implemented a new Green Living Guide section of the Bothell Bridge.
- ✓ Coordinated annual Sustainamania events for the promotion of sustainable practices and the Public Works Department.
- ✓ Coordinated and planned other citywide events including the Spring and Fall Recycling Events, Bike to Work Day, as well as outreach events at schools, businesses, the Senior Center and churches. Participated in and provided recycling and solid waste information for other events such as the 4th of July Parade.
- ✓ Applied for and received three grants to provide funding for a recycling promotion and various events in the combined amount of $123,000.
- ✓ Managed the Waste Management contract.
- ✓ Implemented permit parking in the Sunrise neighborhood as a result of a community process.

Performance Measures

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of street sign inventory inspected annually	100%	100%	100%	100%
% of single-family recycling diversion*	68%	65%	65%	66%
Average pavement ratings for streets	70	70	68	68

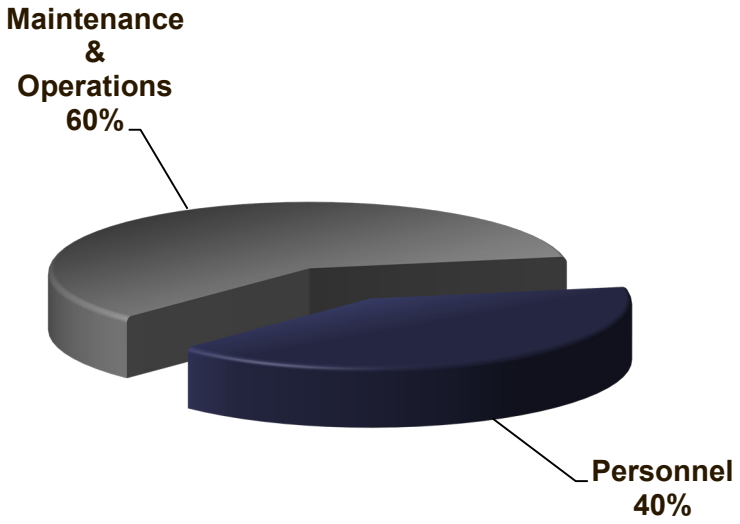
*Actual data reported comes from Waste Management/Cedar Grove reports. Targets are based on goals set by the King County Solid Waste Division draft Comprehensive Plan.

Total Street Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,427,150	$1,817,468	$2,137,535
Maintenance & Operations	2,030,421	2,709,096	3,197,659
Capital	-	-	-
Total Expenditures	**$3,457,571**	**$4,526,564**	**$5,335,194**
Annual Cost Per Capita	**$102.11**	**$118.98**	**$124.33**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Personnel costs are projected to increase $320,067 in 2015-2016. $251,890 of this amount is associated with three new maintenance worker positions added per the Capital Facilities Plan (CFP). The positions are scheduled to be phased in throughout 2015-2016 to reduce costs.
- Maintenance and operations costs are increasing as a result of the 2014 annexation, as well as the roadway improvements prescribed in the CFP. The Storm Water runoff fee charged to the City's road system is also projected to increase by 20% (nearly $130,000) in 2015-2016.
- 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 Fund

Public Works Department

Back to Table of Contents

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 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	1,315	-	-
Debt & Interest	-	-	-
Total Expenditures	**$1,315**	**-**	**-**
Annual Cost Per Capita	**$0.04**	-	-

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.

2015-2016 Financial Notes

No expenditures are anticipated during 2015-2016, although $3,475,700 in operating transfers to the City's Capital Improvements Fund is budgeted. These funds are allocated for the following 2015-2021 Capital Facilities Plan projects: Local Infrastructure Financing Tool (LIFT) Bond Debt Service for Bothell Crossroads [D1], Public Works Trust Fund Debt Service for Bothell Crossroads [D4], 2013 A & B Bond Debt Service for Multiway Blvd: Phase 1 [D7], Bothell Crossroads [D6], Bothell-Everett Highway Widening [D7], Downtown Contaminated Soil and Groundwater Clean-up of Crossroads construction [T47], Bothell-Everett Highway & 228th Street SE Intersection Safety Improvements [T48], 228th Street SE & 29th Drive SE Traffic & Intersection Improvements [T68].

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 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**-**	**-**	**-**
Annual Cost Per Capita	-	-	-

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.

2015-2016 Financial Notes

No expenditures are anticipated during 2015-2016, although $363,000 in operating transfers to the City's Capital Improvements Fund is budgeted. These funds are allocated for the following 2015-2021 Capital Facilities Plan projects: Park at Bothell Landing [P20] and North Bothell Park [P25].

City of Bothell™

Drug Seizure Fund

Drug Seizure

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

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

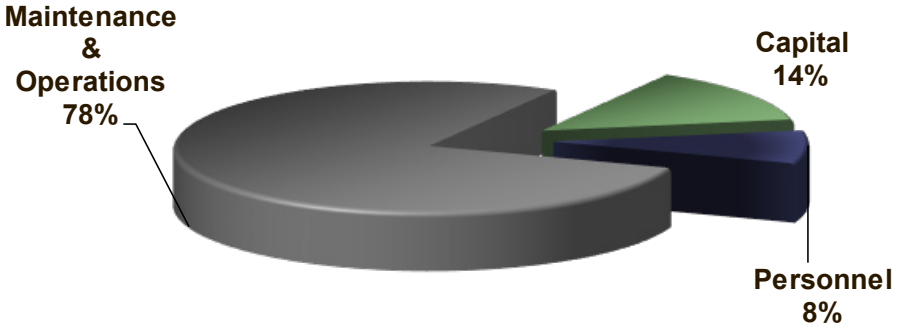
> *"Forfeited property and net proceeds not required to be paid to the state treasurer shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of controlled substances related law enforcement activity. Money retained under this section may not be used to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

Total Drug Seizure Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	$6,000
Maintenance & Operations	28,866	39,000	57,000
Capital	-	26,000	10,200
Total Expenditures	**$28,866**	**$65,000**	**$73,200**
Annual Cost Per Capita	**$0.85**	**$1.71**	**$1.71**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Drug Seizure revenues and expenditures are dependent on the net proceeds of forfeited property.
- The City is planning to establish a proactive unit in 2015 - the unit's primary focus will be to address increasing drug use activity.
- The 2015-2016 budget also includes several one-time costs associated with bringing polygraph examinations in-house. These were previously conducted by an outside consultant who is retiring.

City of Bothell™

Debt Service Funds

The Debt Service Funds
consist of the following funds:

2008 General Obligation Refunding Bond
LIFT Debt Service Fund
2013 General Obligation Bond

City of Bothell™

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 2015, the excess property tax associated with repayment of this debt, now referred to as the 2008 General Obligation Refunding Bond, is expected to be 11.0 cents per thousand dollars of assessed value.

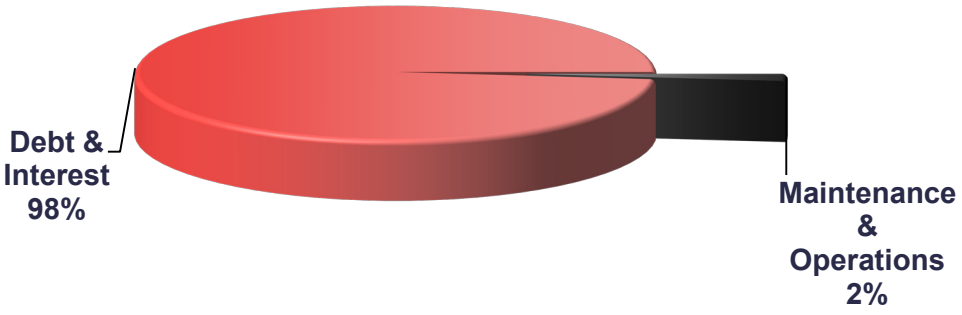
Original Issue Date:	November 1, 1997
Refinanced:	5/20/08
Original Issue Amount:	$9,700,000
Outstanding as of 12/31/14:	$2,000,000
Interest Rates:	3.5% to 4.0%
Debt Service 2015:	$718,400 (includes principal and interest)
Debt Service 2016:	$719,400 (includes principal and interest)
Final Maturity:	December 1, 2017

Total 2008 General Obligation Refunding Bond Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	604	27,075	25,000
Capital	-	-	-
Debt & Interest	1,440,975	1,447,925	1,437,800
Total Expenditures	**$1,441,579**	**$1,475,000**	**$1,462,800**
Annual Cost Per Capita	**$42.57**	**$38.77**	**$34.09**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- The City of Bothell has one outstanding GO bond issue, voter approved - therefore, its annual debt service has a dedicated funding source.
- $1,305,000 in debt principal will be paid down during the 2015-2016 biennium, leaving an outstanding balance of $695,000 at 12/31/16.

City of Bothell™

Local Infrastructure Financing Tool Debt Service Fund

LIFT Debt Service

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

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

In 2014, the City issued a $30,000,000 councilmatic Local Infrastructure Financing Tool (LIFT) Bond to pay for Downtown Revitalization projects.

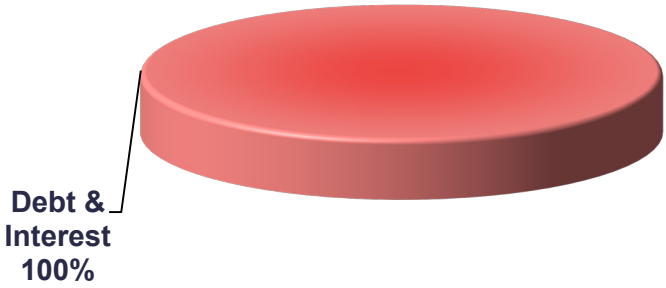
In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded LIFT program funding for Downtown Revitalization-mainly the Bothell Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1,000,000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

Total LIFT Debt Service Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	2,000,000	3,323,700
Total Expenditures	**-**	**$2,000,000**	**$3,323,700**
Annual Cost Per Capita	**-**	**$52.57**	**$77.46**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

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

City of Bothell™

2013 General Obligation Bond

Back to Table of Contents

2013 General Obligation Bond

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

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

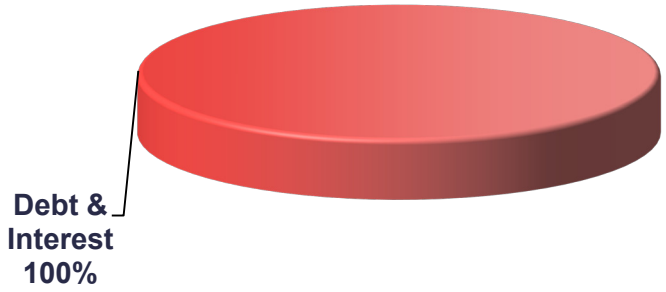
	2013 A (taxable)	2013 B
Issue Amount:	$1,520,000	$8,145,000
Outstanding balance as of 12/31/14:	$1,145,000	
Interest Rates:	0.60% to 1.00%	3%
2015 Debt Service including interest:	$394,903	$307,162
2016 Debt Service including interest:	$391,103	$307,162
Final Maturity:	12/1/2017	12/1/2033

Total 2013 General Obligation Bond Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	840,000	1,420,330
Total Expenditures	**-**	**$840,000**	**$1,420,330**
Annual Cost Per Capita	**-**	**$22.08**	**$33.10**

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

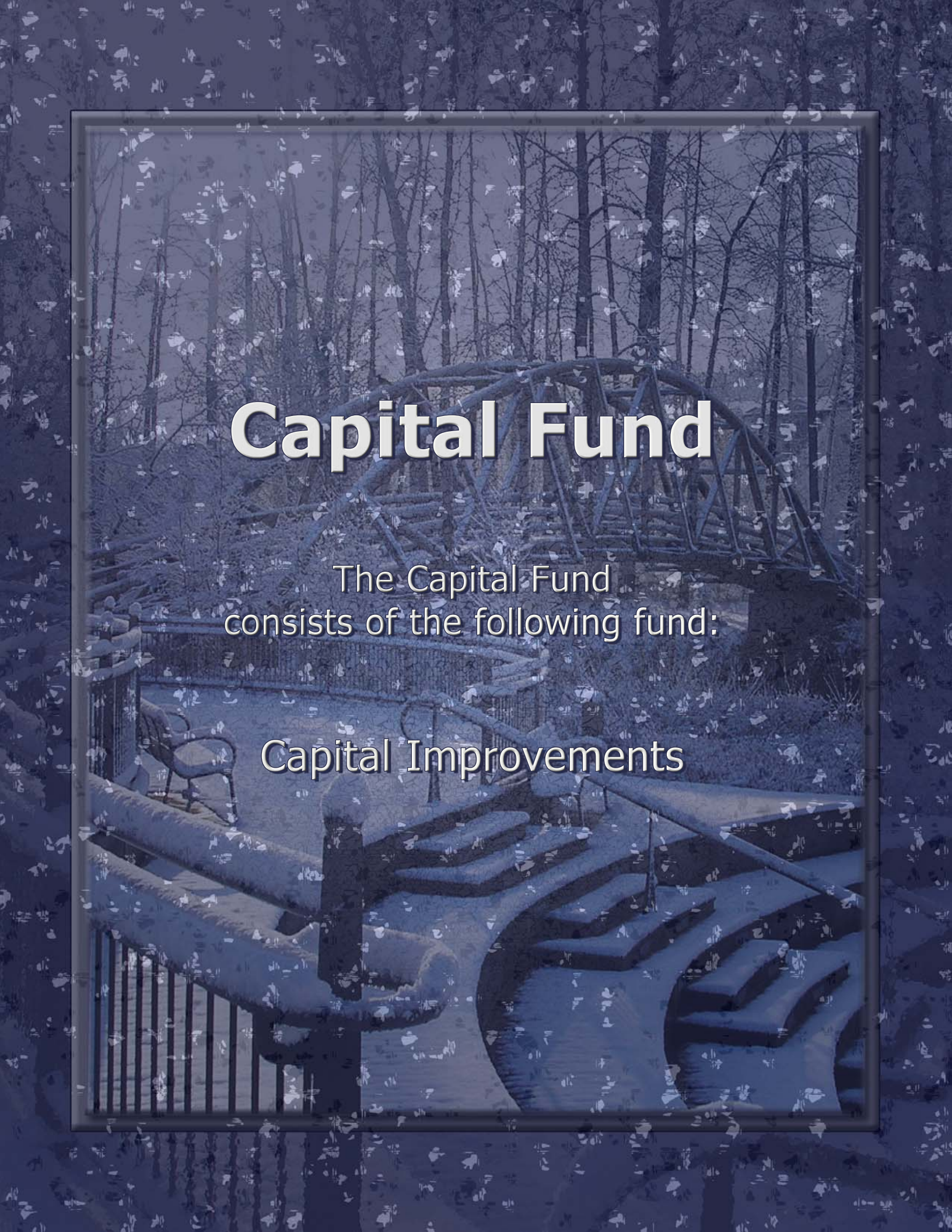
2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

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

City of Bothell™



Capital Fund

The Capital Fund
consists of the following fund:

Capital Improvements

City of Bothell™

Capital Improvements Fund

Capital Improvements

The capital projects in the adopted 2015-2021 Capital Facilities Plan (CFP) are budgeted in the Capital Improvements Fund. Funding sources utilized to fund capital projects include:

- Real Estate Excise Tax (REET)
- Capitalized interest earned
- Contributions by developers and non-City providers
- Grants
- Potential annexation allocation, facility transfer
- Proceeds from lease revenue bonds
- Proceeds from the sale of property
- Proceeds from the State Local Infrastructure Financing Tool (LIFT) Award

Mitigation from:

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

The 2015-2016 Capital Improvements budget includes $23,676,994 for capital investments that address our community's pressing need for parks and transportation. The projects included in the 2015-2016 Capital Improvements Fund are:

Park:

- 1st Lieutenant Nicholas Madrazo US Marine Corps Memorial Park
- Park at Bothell Landing
- Half Acre Open Space
- North Creek Forest
- East Norway Hill Improvements
- Bridge at Park at Bothell Landing
- North Bothell Park

Transportation:

- North Creek Trail - Section 3
- North Creek Trail - Canyon Park
- North Creek Trail - Section 4
- Bothell Crossroads
- Bothell-Everett Highway Widening
- Multiway Boulevard: Phase 1
- Main Street Enhancement: Phase 1
- Downtown Contaminated Soil & Groundwater Clean Up
- Bothell-Everett Highway & 228th Street SE Intersection Safety Improvements
- Pop Keeney Way
- SR 522 Stage 3 Improvements
- Sammamish River Bridge Replacement
- NE 195th Street Bridge Seismic Retrofit
- 228th Street SE Corridor Safety Improvements
- Citywide Transportation Safety Improvements
- Adaptive Signal Control System
- Traffic Mini Roundabout on 240th Street SE & Meridian Avenue S
- Pedestrian Crossing Beacons at Beardslee Blvd & NE 185th Street
- 228th Street SE & 29th Drive SE Traffic & Intersection Improvements

Additionally, the 2015-2016 Capital Improvements budget includes $12,088,562 for capital debt services and operating program funds that support the capital projects included in the 2015-2021 CFP. The debt services and operating programs included in the 2015-2016 Capital Improvements Fund are:

Debt Services:

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

Capital Improvements Operating Programs:

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

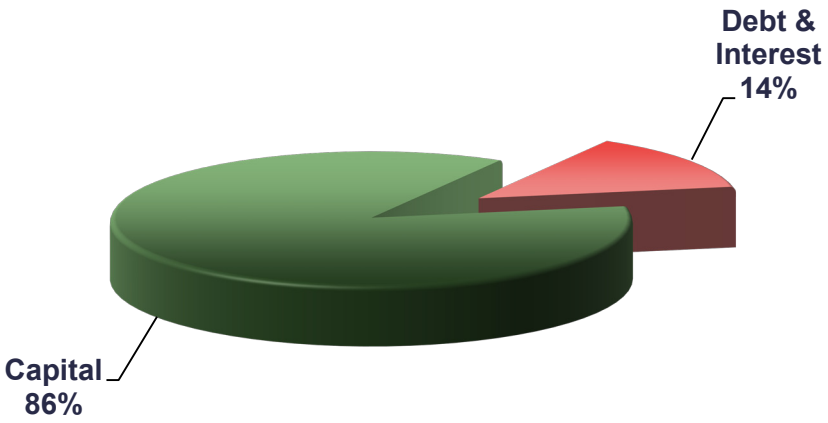
For complete project details on 2015-2016 capital projects see the City's adopted 2015-2021 CFP, available on the City's Website or by request from the City Clerk's office.

Total Capital Improvements Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	28,994,373	48,521,090	27,765,994
Debt & Interest	34,402,315	31,239,000	4,467,182
Total Expenditures	**$63,396,688**	**$79,760,090**	**$32,233,176**
Annual Cost Per Capita	**$1,872.32**	**$2,096.47**	**$751.18**

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

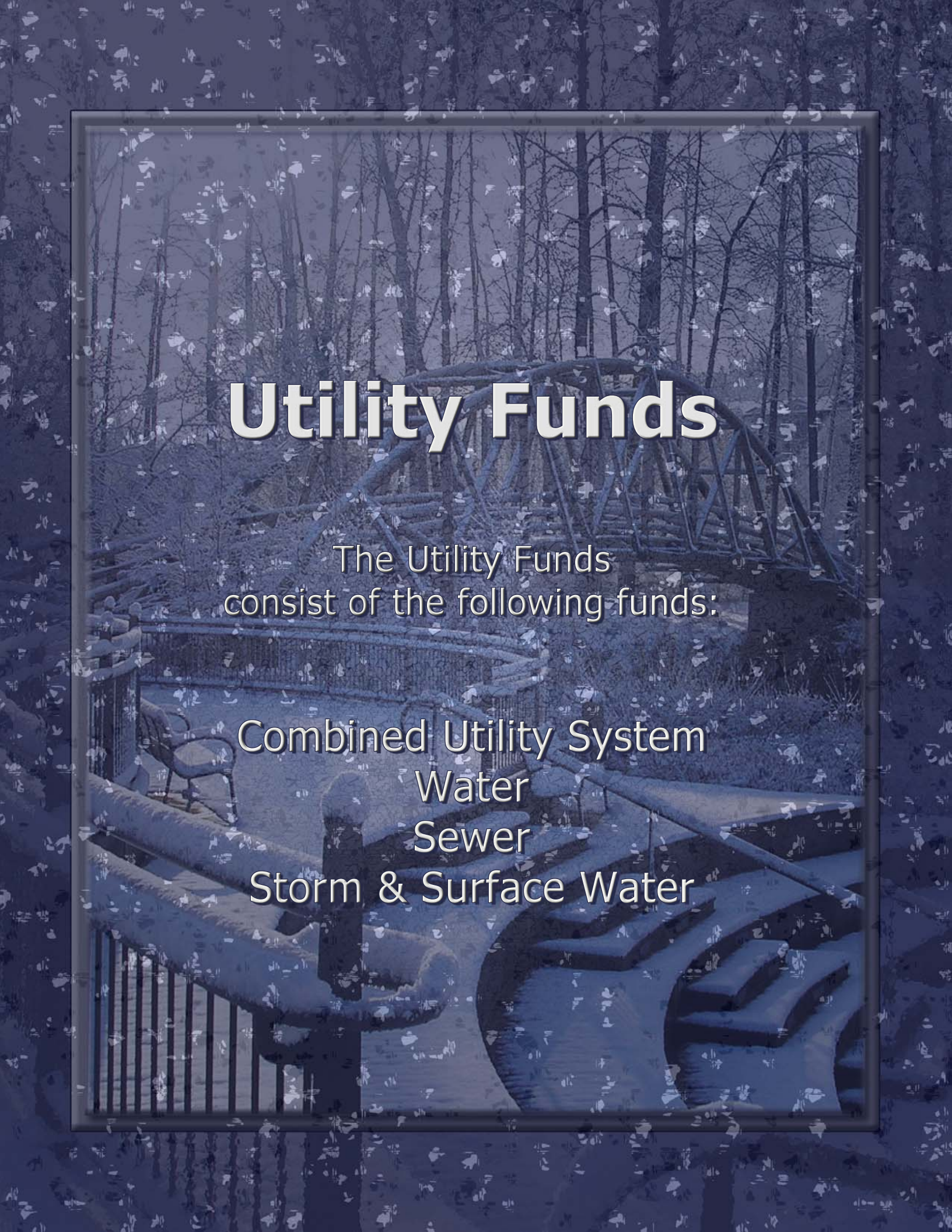
2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

Scheduled capital expenditures in 2015-2016 are the direct result of implementing the City's 2015-2021 Capital Facilities Plan.

City of Bothell™



Utility Funds

The Utility Funds
consist of the following funds:

Combined Utility System
Water
Sewer
Storm & Surface Water

City of Bothell™

Combined Utility System Fund

Combined Utility System Fund

In 2014, in anticipation of the City issuing $18,355,000 for water, sewer and storm water projects, the City established a Combined Utility System Fund that consolidates water, sewer and storm & surface water utilities into a single combined utility solely for the purpose of issuing indebtedness secured by the revenues of the combined utility.

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

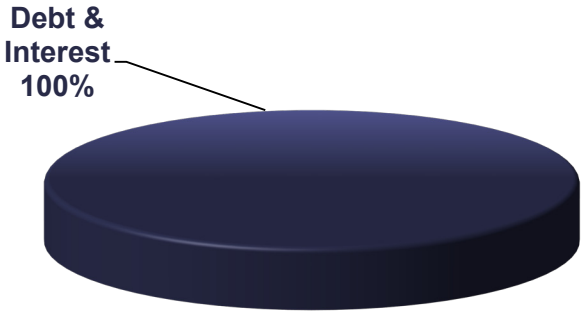
These bonds are structured as “revenue” bonds payable solely from the utilities. Each utility will be allocated a share of the debt service, consistent with the overall project costs allocated to each utility. Because these are “revenue” bonds, they are payable from utility revenues and not from taxes. In other words, the City’s general fund resources are not pledged and the bonds are treated as debt of the utility enterprise, and not as general indebtedness of the City.

Total Combined Utility System Fund Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	2,626,069
Total Expenditures	**-**	**-**	**$2,626,069**
Annual Cost Per Capita	-	-	**$61.20**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

In 2014, the City issued an $18 million Councilmanic Combined Utility System Bond to pay for [W7] Penn Park Reservoir $3,040,000, [W11] Downtown Revitalization Utility Improvements $960,000, [S8] Promontory Hillside Sewer $360,000, [S9] Downtown Revitalization Utility Improvements $260,000, [S11] Lift Station #3 $880,000 and [SW11] Horse Creek Improvements $12,500,000.

City of Bothell™

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 94 miles of water mains, four pumping stations, 22 control valves, 780 fire hydrants and three water reservoirs. This utility provides core services that sustain life and protect public health.

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

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

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.

2015 - 2016
Budget Outcomes & Activities

Ensure water system reliability and cost effectiveness

~ Investigate the purchase of a 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 installation 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 that backflow assemblies are monitored and properly maintained.

~ Investigate and address water quality concerns immediately.

Provide accurate and timely hydraulic data

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

Reduce water usage through water conservation programs and education

~ Provide water conservation programs.

~ 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

~ Construction of the Penn Park Reservoir Improvements.

~ Construction of the Morningside Booster Station Improvements.

2013 - 2014 Accomplishments

- ✓ Replaced over 480 under registered, stuck or damaged water meters.
- ✓ Installed 98 new meters to homes, condominiums and commercial businesses.
- ✓ Continued Homeland Security improvements as addressed in the Water Utility Vulnerability Assessment.
- ✓ Performed an internal audit to reconcile the utility billing software program with the water maintenance software system.
- ✓ Operations crews helped promote City water conservation efforts while sponsoring and working at the Sustainamania event.
- ✓ Implemented new Supervisory Control and Data Acquisition (SCADA) software that monitors water and wastewater infrastructure.
- ✓ Updated and distributed the annual Water Quality Report (also known as the Consumer Confidence Report) to customers and the Washington State Department of Health.
- ✓ Partnered with various businesses to address the removal of several trees that were causing damage to the City's water system.
- ✓ Re-connected existing water services along East Riverside Drive and eliminated a sub-standard water main.
- ✓ Received all regulatory approvals for the Water Comprehensive Plan update and adopted Plan.
- ✓ Completed two small works water replacement projects.
- ✓ Designed the new Penn Park Reservoir.
- ✓ Replaced hatches and lids on various vaults for safer access.
- ✓ Replaced 13 existing water services along 106th Ave NE to increase water flow.

Performance Measures

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of service interruptions per 1,000 service connections	0%	0%	<1%	<1%
% of unaccounted for water	<6%	<6%	<6%	<6%
# of violations of the State & Federal drinking water standards	0	0	0	0
# of linear feet of mains flushed	10,000	5,500	5,000	5,000
# of valves exercised	400	200	200	200
# of replacement water meters installed	110	300	200	200
# of pressure reducing valves rebuilt	NA	12	12	12

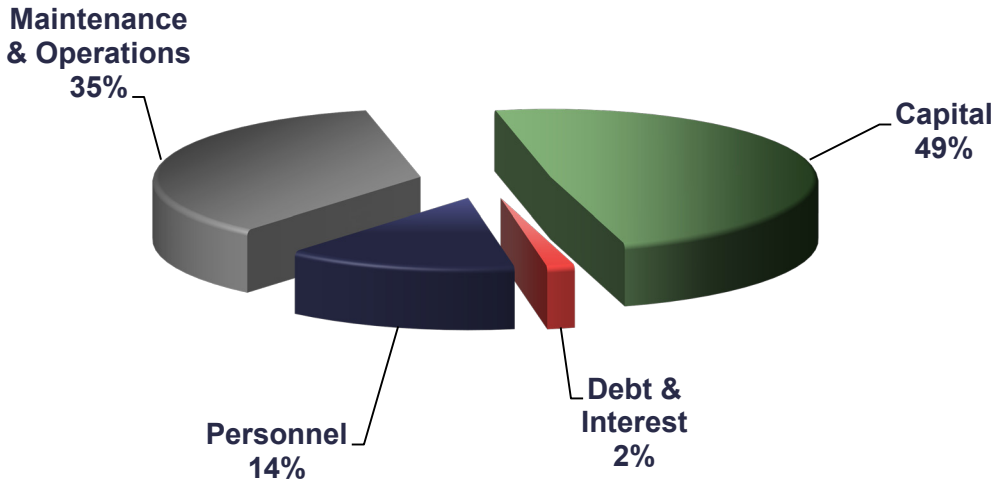
NA - Not Available

Total Water Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,692,732	$1,920,136	$1,938,250
Maintenance & Operations	3,924,070	4,628,348	4,936,942
Capital	939,612	4,113,280	6,802,054
Debt & Interest	15,764	474,086	233,082
Total Expenditures	**$6,572,178**	**$11,135,850**	**$13,910,328**
Annual Cost Per Capita	**$194.10**	**$292.70**	**$324.17**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Maintenance and operations cost increases are driven by three primary factors:
  - Cost increase for water purchased from City of Seattle.
  - Increased excise taxes associated with higher revenues.
  - Water's share of a planned new maintenance management software system.
- Capital projects planned for 2015-2016 include the Penn Park Reservoir and utility improvements associated with the Downtown Revitalization.
- Rate increases of 7.2 percent in 2015 and 4 percent in 2016 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 62 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 are responsible for the following:

- Daily operational maintenance includes plan review, underground utility locates, 24-hour monitoring of the City's sewer system, backwater valve installations, pump station maintenance, manhole maintenance and mainline cleaning.
- Manage various programs including contracted treatment services by King County, the annual sewer replacement program, the annual infiltration and inflow improvement program, replacement and upgrade projects such as those at the Feed Mill Lift Station 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.

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.

2015 - 2016
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 a reliable sewer system

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

Update the Sanitary Sewer Comprehensive Plan

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

Downtown Revitalization

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

2013 - 2014 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.
- ✓ Administered the FOG educational outreach program developed through the Sanitary Sewer Comprehensive Plan update.
- ✓ Continued a proactive maintenance program that is geared towards promoting system reliability to lesson public and private property damage from sewer backups and to ensure environmental protection.
- ✓ Installed a new fence and generator at Site 45 for better security and access to the manhole.
- ✓ Completed two small works sewer replacement projects.
- ✓ Designed and constructed the Lift Station 2 Improvements project.
- ✓ Relined the existing sewer main along 200th street (included in Street improvements).
- ✓ Worked with contractors to identify unknown utilities that were uncovered during various downtown projects.

Performance Measures

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of completion of planned bi-weekly inspections & maintenance programs for the City's lift stations	100%	100%	100%	100%
% of completion of the planned sewer line inspection program	100%	100%	100%	100%
% of completion of the planned FOG inspection program	NA	15%	15%	15%
% of completion of the planned sewer pipe jet cleaning program	100%	75%	100%	100%

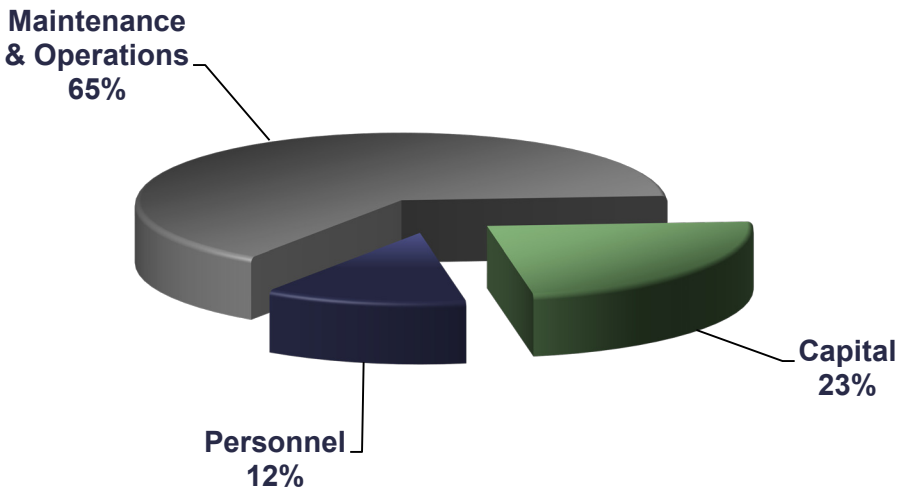
NA - Not Available

Total Sewer Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$1,632,475	$1,823,891	$1,878,939
Maintenance & Operations	7,546,448	9,755,135	9,855,617
Capital	642,424	3,340,600	3,555,300
Debt & Interest	-	236,500	-
Total Expenditures	**$9,821,346**	**$15,156,126**	**$15,289,856**
Annual Cost Per Capita	**$290.06**	**$398.37**	**$356.32**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Personnel and maintenance and operations costs are projected to increase only slightly in 2015-2016.
- Capital projects planned for 2015-2016 include Lift Station #3, the Promontory Hillside project and improvements associated with the Downtown Revitalization.
- Rate increases of 5 percent in 2015 and 4 percent in 2016 are anticipated.

Storm & Surface Water Fund

Public Works Department

Storm & Surface Water

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 134 miles of pipe, 8,042 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.
- 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 capital expenditures increase reflects the implementation of the City's adopted Capital Facilities Plan (CFP).

Storm water capital projects, notably 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.

2015 - 2016
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 the cleaning of surface water.
~ Perform adequate revegetation to allow for the cleaning of surface water.
~ Sweep streets and gutters regularly to prevent contaminants from entering the storm system.

Maintain the drainage system capacity 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.

2013 - 2014 Accomplishments

- ✓ Assumed responsibility for infrastructure that was annexed into the City in February 2014.
- ✓ Inspected the entire storm system and identified City owned storm structures in need of maintenance or cleaning.
- ✓ Conducted stream and ditch maintenance under the Washington Department of Fish and Wildlife (WDFW) Programmatic Hydraulic Permit Approval (HPA) for maintenance activities.
- ✓ Cleaned over 2,000 Catch Basins (CB) and 28,000 Linear Feet (LF) of storm system mainline.
- ✓ Completed GIS right of way data collection for the annexation area. Began data collection for both private and commercial facilities.
- ✓ Cleared and removed sediment from the 13 detention ponds in the annexation area to bring the facilities up to City standards.
- ✓ Replaced 35 feet of storm pipe on 240th Street SE.
- ✓ Completed 830 feet of ditch restoration.
- ✓ Replaced 20 feet of storm pipe in the annexation area due to failing pipe conditions.
- ✓ Worked with the Capital Division to repair the storm pipe at the pond on 228th St SE and 19th Ave SE.
- ✓ Operations staff attended the Filterra Bio Retention Systems Maintenance training and certification course.
- ✓ Assisted the Public Works Capital Division with the CCTV inspection to identify storm pipe conditions at Penn Park.
- ✓ Completed the Storm Utility Audit and implemented corrected/revised billings, resulting in over $400,000 of additional annual revenue.
- ✓ Received $195,000 for a King County Conservation District grant for the design of Sammamish River Side Channel improvements.
- ✓ Completed the design and began construction of the Horse Creek Improvements project.
- ✓ Completed the construction of the Horse Creek Phase I project.

Performance Measures

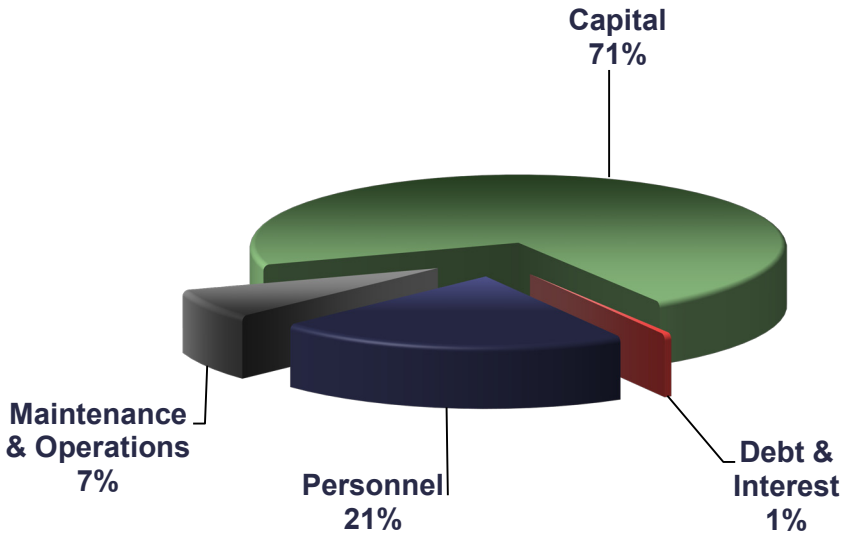
Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of customer service concerns addressed within 48-hours	95%	95%	95%	95%
% of the planned storm drainage pipe cleaning program completed	100%	75%	100%	100%
% of the planned catch basin cleaning program completed	100%	50%	50%	50%
% of catch basins cleaned within six months after being identified as needing maintenance (NPDES requirement)	100%	100%	100%	100%
# of cited violations under the Clean Water Act	0	6	0	0
# of business site visits to provide education on the Illicit Discharge Elimination program	300	263	150	150

Total Storm & Surface Water Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$2,797,837	$3,605,019	$4,039,277
Maintenance & Operations	526,565	1,030,244	1,313,407
Capital	883,531	14,204,368	13,555,000
Debt & Interest	-	991,000	87,000
Total Expenditures	**$4,207,934**	**$19,830,631**	**$18,994,684**
Annual Cost Per Capita	**$124.27**	**$521.24**	**$442.66**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Four staff positions were added following the 2014 annexation.
- Capital projects planned for 2015-2016 include the Horse Creek Storm System replacement.
- Rate increases of 0 percent in 2015 and 5 percent in 2016 are anticipated.

Internal Service Funds

The Internal Service Funds consist of the following funds:

Fleet
Self Insurance
Asset Replacement

City of Bothell™

Fleet Fund

Public Works Department

Fleet

The Fleet Division of the Public Works Department is an internal service division that maintains and repairs 198 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.

2015 - 2016
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.

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.

2013 - 2014 Accomplishments

- ✓ Maintained City equipment and vehicles.
- ✓ Completed over 1,500 work orders.
- ✓ Replaced and outfitted 11 Police Department vehicles.
- ✓ Completed the outfitting of one Fire Department command vehicle.
- ✓ Replaced and outfitted 11 general fleet vehicles.
- ✓ Replaced one street sweeper, one roadside mower and one vactor in the Public Works Department.

Performance Measures

Measures	2013-2014 Target	2013-2014 Actual	2015 Target	2016 Target
% of preventative maintenance services completed within 500 miles of targeted mileage*	90%	80%	90%	90%
# of vehicles & mechanical equipment in service	134	129	138	138

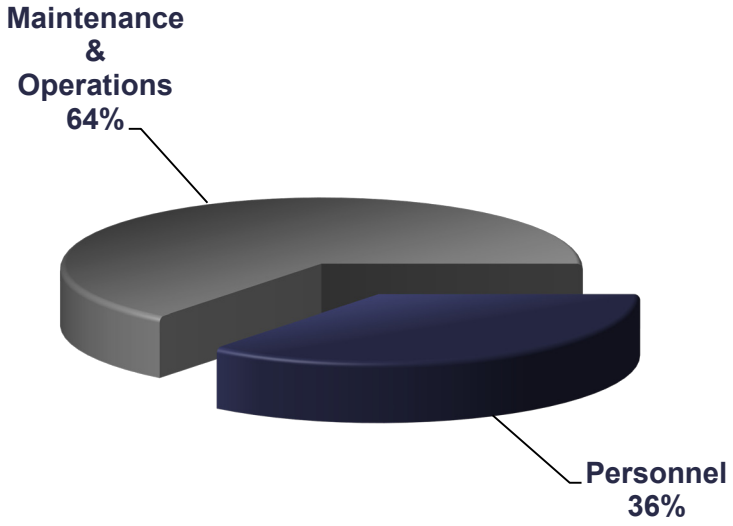
*100% on emergency vehicles, 80% on all others

Total Fleet Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$479,915	$562,210	$620,163
Maintenance & Operations	1,254,973	1,191,588	1,121,630
Capital	6,684	7,000	6,751
Total Expenditures	**$1,741,572**	**$1,760,798**	**$1,748,544**
Annual Cost Per Capita	**$51.43**	**$46.28**	**$40.75**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- A quarter-time Office Specialist position was added following the 2014 annexation. Step and cost of living increases are also increasing costs in 2015-2016.
- Maintenance and operations cost savings can be attributed to use of the Northshore School District's fueling facilities, where rates are lower than in the retail market.

Self Insurance Fund

Self Insurance

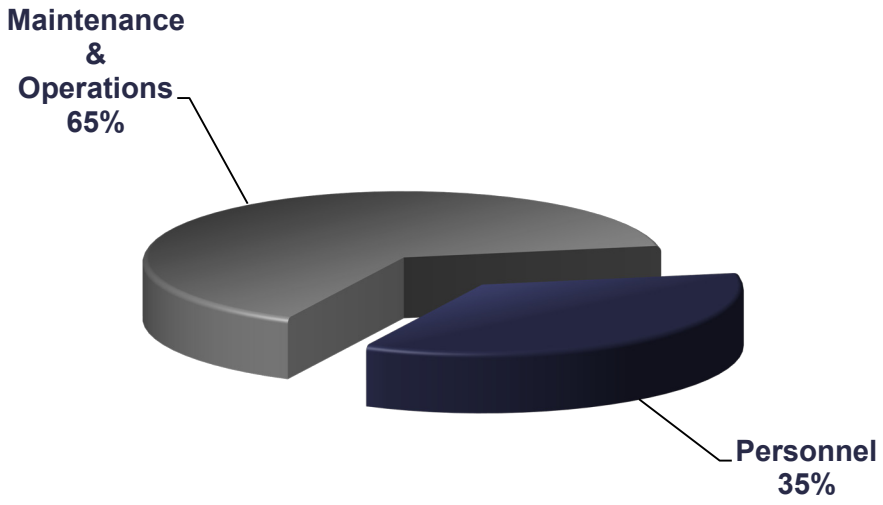
The Self Insurance Fund accounts for the costs of administering the City's self-insurance liability, property insurance risks, and Law Enforcement Officers and Firefighters (LEOFF) 1 medical insurance and long-term care premiums, as well as any uninsured benefit reimbursement payments.

Total Self Insurance Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$572,109	$791,551	$825,984
Maintenance & Operations	1,383,034	1,339,262	1,528,423
Capital	-	-	-
Total Expenditures	**$1,955,143**	**$2,130,813**	**$2,354,407**
Annual Cost Per Capita	**$57.74**	**$56.01**	**$54.87**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Risk Management insurance premiums are anticipated to increase $188,000 in 2015.
- The increase in personnel cost is the result of cost of living increases, pension contributions and health insurance premiums.

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.

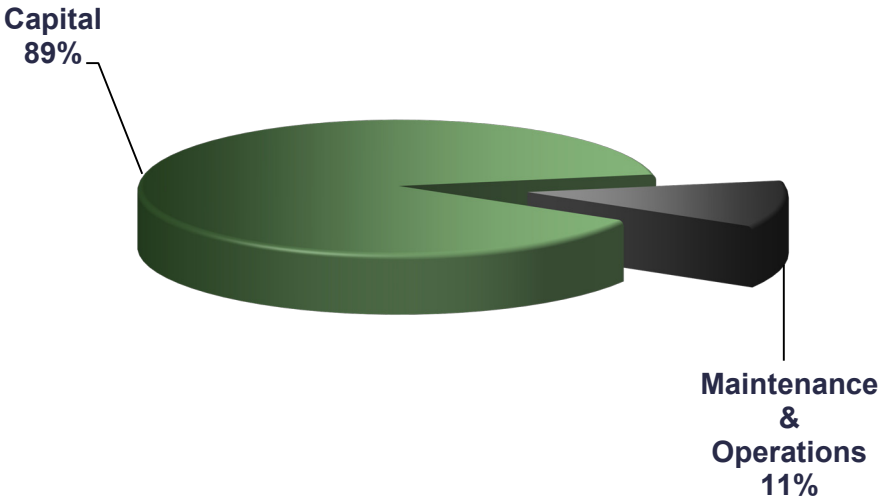
The Asset Replacement Fund is fully funded through the year 2017 – funding is sufficient to cover replacement asset purchases that are scheduled over the next three years. Significant monies will need to be set aside to fund purchases beyond 2017.

Total Asset Replacement Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	72,735	444,716	571,273
Capital	1,542,316	5,881,556	4,484,590
Total Expenditures	**$1,615,051**	**$6,326,272**	**$5,055,863**
Annual Cost Per Capita	**$47.70**	**$166.28**	**$117.82**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 Financial Notes

- Information Services scheduled equipment purchases total $292,612.
- Replacements for a sweeper, a vactor truck and a backhoe are scheduled for 2015-2016.
- The Asset Replacement Fund has sufficient funding to cover scheduled purchases over the next three years. Significant monies will need to be set aside to fund purchases beyond 2017.

Asset Replacement Fund
2015-2016 Items Budgeted for Purchase

Dept	Asset Description	2015	2016
Police	Traffic vehicle video cameras (4)	$32,610	
	Keycard security system - hardware	120,000	
	Keycard security system - software	20,000	
	P001 - 2008 Ford Crown Vic (Patrol)*	45,000	
	P004 - 2008 Ford Crown Vic (Patrol)*	45,000	
	P006 - 2007 Dodge Charger (Traffic)	45,000	
	P009 - 2011 Chevy Tahoe (Patrol)	48,000	
	P016 - 2009 Dodge Charger (Traffic)	45,000	
	P018 - 2008 Harley-Davidson (Traffic)	35,000	
	P031 - 2008 Chevy Impala	42,000	
	P033 - 2008 Chevy Impala (Detective)	42,000	
	P034 - 2008 Chevy Trailblazer	42,000	
	P040 - 2005 Chevy Trailblazer (DARE)	45,000	
	P042 - 2008 Chevy Impala (Detective)	42,000	
	P046 - 2006 Chevy Tahoe (Detective)	42,000	
	P049 - 2008 Harley-Davidson (Traffic)	35,000	
	P051 - 2008 Chevy Impala (Detective)	42,000	
	P052 - 2005 Chevy Express (Animal Control)	42,000	
	Dispatch radio consoles (3)		80,830
	Video security system		40,800
	P019 - 2012 Harley-Davidson (Traffic)		35,000
	P021 - 2005 Chevy Tahoe (Training)		48,000
	P026 - 2004 Chevy Trailblazer (SRO)		48,000
	Portable digital radios (19)	42,750	
	Handguns (8)	6,400	
	Rifles (8)	22,400	
	Tasers (9)	9,855	
	Duty vests (20)	17,000	
	SRT ballistic vests (4)	4,271	
	Portable digital radios (26)		59,670
	Mobile vehicle radios (13)		49,062
	Mobile vehicle radios (30 - EPSCA)		113,220
	Handguns (9)		7,344
	Rifles (7)		19,992
	Tasers (7)		7,818
	Duty vests (25)		21,675
	Total Police	**$912,286**	**$531,411**

Asset Replacement Fund
2015-2016 Items Budgeted for Purchase

Dept	Asset Description	2015	2016
CD	Microfiche reader		$6,120
	Total Community Development	-	$6,120

Street	#27 - 2006 Ford F250	$35,000	
	#98 - 1998 Veermeer chipper	35,000	
	Hot tar machine		5,100
	Grinder		6,120
	#35 - 1992 Chevy C700 boom truck		50,000
	Sander attachment for boom truck		9,690
	#67S & #69S - sanders (2)		80,000
	#ST1 - 2009 JD mower w/broom attachment		25,000
	Total Street	$70,000	$175,910

Parks	Park at Bothell Landing - gazebo	$12,000	
	Buffalo mower/blower	5,500	
	Blyth Park - playground equipment	58,000	
	Brickyard Rd Park - playground equipment*	11,700	
	Skate Park equipment	100,000	
	#910 - 1999 Ford Explorer (Recreation)	20,000	
	#Park3 - 2008 John Deere mower*	22,000	
	Blyth Park - small picnic shelter		10,200
	Volunteer Park - basketball court		5,100
	Volunteer Park - playground equipment		15,300
	#14 - 2005 Chevy C25		30,000
	#Park2 - 2008 John Deere tractor		35,000
	Lytle House - park signage		510
	Total Parks	$229,200	$96,110

Asset Replacement Fund
2015-2016 Items Budgeted for Purchase

Dept	Asset Description	2015	2016
Facilities	Police Station - HVAC units (2)	$16,000	
	PD Server Room - UPS unit/batteries	75,000	
	Police Secondary Bldg - HVAC units (3)	24,000	
	Hannan House - roof	11,000	
	Lytle House - great room floor	40,000	
	Lytle House - interior paint	9,000	
	Cedar Grove Park - caretaker's int paint	5,000	
	Cedar Grove Park - parking lot seal*	10,000	
	Courthouse - interior paint		12,240
	Police Station - interior paint		45,900
	Police Station - parking lot reseal		8,160
	PABL Schoolhouse - exterior paint		5,100
	Centennial Park - parking lot seal		6,120
	#23 - 2001 Ford Escape*		32,000
	Police Station - dishwasher	750	
	Police Station - heavy duty dryer	594	
	Police Station - washer	600	
	Police Secondary Bldg - exterior paint	2,000	
	Park at Bothell Landing - restroom roof	3,000	
	Lytle House - carpet	3,000	
	Cedar Grove Park - restroom interior paint		3,060
	Cedar Grove Park - restroom exterior seal		4,590
	Cedar Grove Park - septic pumps (2)		5,100
	Total Facilities	**$199,944**	**$122,270**

Asset Replacement Fund
2015-2016 Items Budgeted for Purchase

Dept	Asset Description	2015	2016
Storm & Surface Water	#6 - 1992 Ford E350	$150,000	
	#50 - 2007 Freightliner sweeper		260,000
	Total Storm & Surface Water	**$150,000**	**$260,000**
Executive - Information Services	#711 - 1997 Ford Explorer	$20,000	
	Servers (4)	20,000	
	ESX Servers (3)	30,000	
	Ruggedized laptops (5)	25,000	
	Ruggedized laptops (9)		45,900
	Server (1)		5,100
	Laptop computers (9)	12,600	
	Desktop computers (31)	31,000	
	Laptop computers (35)		49,980
	Desktop computers (63)		64,260
	Precision laptop computers (3)		6,732
	Precision desktop computer (1)		2,040
	Total Executive - Information Services	**$138,600**	**$174,012**
Pool Cars	#88 - 1997 Chevy S10 (PW Engineering)	$26,000	
	Total Pool Cars	**$26,000**	**-**
Water	#3 - 2000 Ford F550 flatbed dump truck	$48,000	
	#18 - 2001 Grunman box van	45,000	
	#31 - 1979 Dakota trailer	15,000	
	#16 - 2006 Chevy Express van		30,000
	Total Water	**$108,000**	**$30,000**
Sewer	#36 - 2006 Volvo vactor truck	$350,000	
	#91 - 1997 Ford 575E backhoe	90,000	
	#54 - 1991 I/R compressor		20,000
	Total Sewer	**$440,000**	**$20,000**
	GRAND TOTAL	**$2,274,030**	**$1,415,833**

Capital (assets $5,000 and up): $3,118,590

Non-capital (assets less than $5,000): $571,273

*Figures include funding reappropriated from 2013-2014 budget.

City of Bothell™

Expendable Trust Funds

The Expendable Trust Funds consist of the following funds:

Cemetery Endowment
Firemen's Pension Reserve

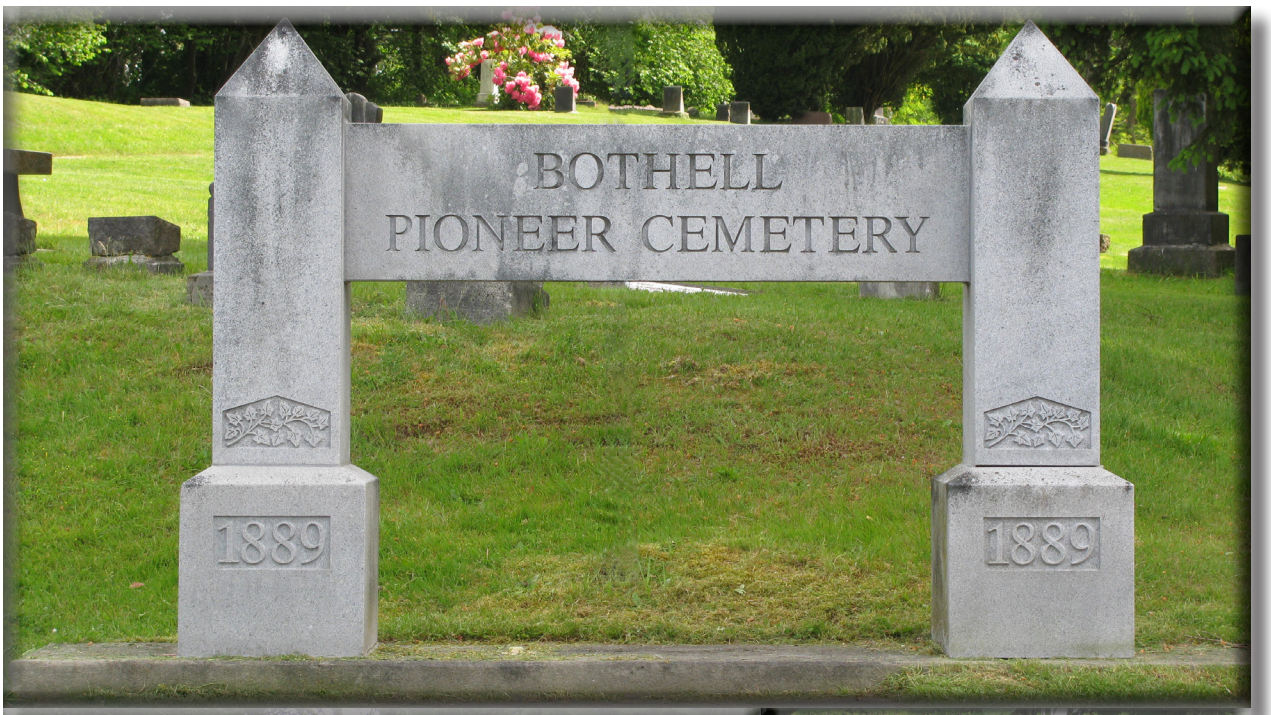
City of Bothell™

Cemetery Endowment Fund

Back to Table of Contents

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 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	-	-	-
Maintenance & Operations	657	18,000	-
Capital	-	-	-
Total Expenditures	**$657**	**$18,000**	**-**
Annual Cost Per Capita	**$0.02**	**$0.47**	**-**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.

2015-2016 Financial Notes

Maintenance and operations costs are typically minimal for this fund. No spending is currently planned for 2015-2016.

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 percent tax on all insurance premiums. Twenty-five percent of taxes collected on fire policies and the fire component of multi-peril policies are allocated to cities and fire districts, based on the number of full-time firefighters they employ.

The monies accumulated in the City's Firemen's Pension Reserve Fund include:

- Bequests.
- Donations.
- All moneys received from taxes on fire insurance premiums.
- All interest earned from investing the Reserve's financial resources.

In 2015-2016, the Municipal Research and Service Center (MRSC) of Washington anticipates the State's fire insurance premium tax allocation will be approximately $1,044 per firefighter per year.

As of 12/31/13, the Firemen's Pension Reserve had accumulated a fund balance of $303,114. 2014 operations are anticipated to add an additional $14,000 to this figure.

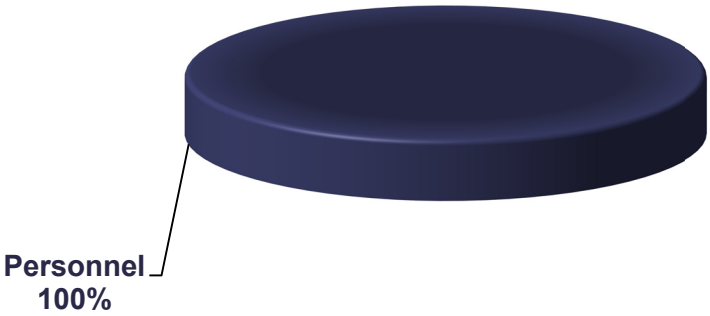
Firemen's Pension Reserve resources are utilized to supplement annuity benefit payments for Law Enforcement Officers and Firefighters (LEOFF) 1 retirees.

Total Firemen's Pension Request

Expenditures	Actual 2011-2012	Budget 2013-2014	Budget 2015-2016
Personnel	$77,605	$90,000	$95,000
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**$77,605**	**$90,000**	**$95,000**
Annual Cost Per Capita	**$2.29**	**$2.37**	**$2.21**

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

2011-2014 population estimates from Washington State Office of Financial Management; 2015-2016 figures projected internally.



2015-2016 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:

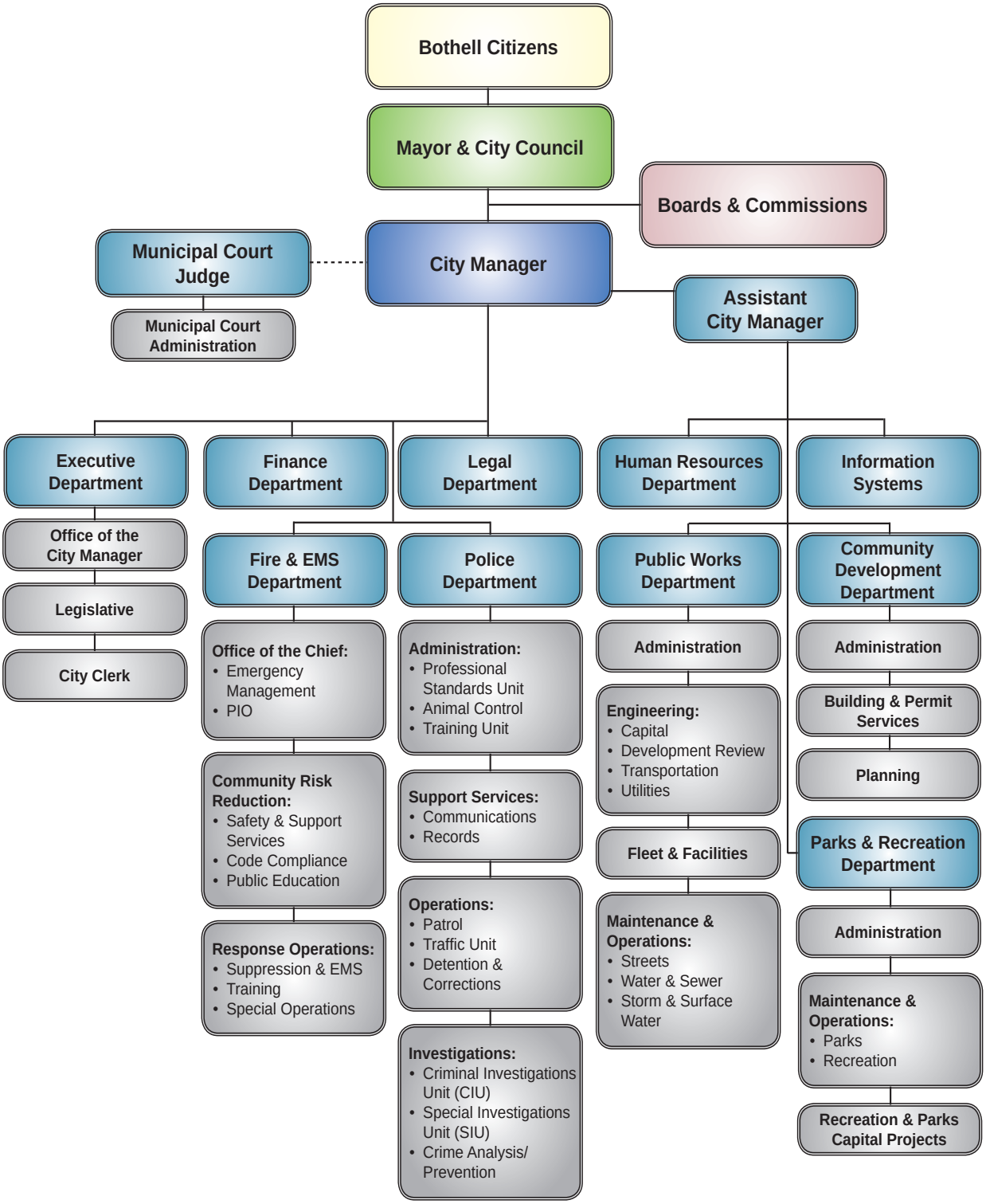
Appendix A - Organizational Chart & Personnel Listings
Appendix B - Budget Policies, Processes & Focus Areas
Appendix C - Department Key Goals
Appendix D - Capital Facilities Plan Projects
Appendix E - Vision & Mission Statement & Community Profile
Appendix F - Fund & Chart of Account Descriptions, Glossary & Acronyms
Appendix G - Budget Ordinance & Fee Schedule Resolution
Appendix H - Revenue Detail

City of Bothell™

Appendix A

Back to Table of Contents

City of Bothell
Organizational Chart



Back to Table of Contents

Non-Represented Classifications by Salary Range

Range 2
Office Specialist
Range 6
Senior Office Specialist
Range 11
Administrative Assistant
Range 16
Financial Information Specialist
Senior Administrative Assistant
Range 20
Executive Assistant
Human Resources Analyst
Human Resources Payroll Specialist
Range 23
Associate City Attorney
Paralegal
Public Safety Administrative Coordinator
Senior Human Resources Analyst
Range 25
Administrative Support Manager
Range 27
City Clerk
Court Administrator
Maintenance Supervisor
Public Information Officer
Senior Financial Analyst
Range 31
Fleet & Facilities Manager
Recreation & Park Planning Manager - Eliminate 3/1/15
Range 34
Public Works Superintendent

Range 35
Assistant City Attorney/Prosecutor
Deputy Finance Director
Information Systems Manager
Planning Manager
Police Support Services Manager
Senior Management Analyst
Supervising Engineer
Range 37
Capital Division Manager
Utility & Development Services Manager
Range 41
Parks & Recreation Director
Deputy 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
Community Development Director
Finance Director
Human Resources Director
Public Works Director
Range 48
City Attorney
Range 49
Assistant City Manager
Fire Chief
Police Chief

AFSCME
Classifications by Salary Range

Range 1
Custodian
Recreation Assistant
Range 2
Office Specialist
Range 3
Lead Custodian
Range 6
Senior Office Specialist
Range 10
Animal Control Officer
Court Clerk
Range 11
Administrative Assistant
Range 12
Accounting Specialist
Fire Records Specialist
Maintenance Worker
Permit Services Technician
Police Records Specialist
Police Support Officer
Public Information Coordinator
Range 15
Engineering Technician
Range 16
Communications Specialist
Equipment Mechanic
GIS Technician
Legal Assistant
Senior Administrative Assistant
Senior Maintenance Worker
Range 17
Evidence & Property Room Coordinator
Lead Permit Services Technician
Senior Accounting Specialist
Range 18
Domestic Violence Victims Coordinator
Range 19
Construction Inspector
GIS Specialist
Senior Engineering Technician
Surface Water Inspector

Range 20
Building Inspector
Building Maintenance Specialist
Code Compliance Officer
Information Systems Technician
Lead Equipment Mechanic
Maintenance Specialist
Planner/Inspector
Police Records Supervisor
Recycling and Public Services Projects Administrator
SCADA Specialist
Range 23
Communications Supervisor
Emergency Preparedness Coordinator
Financial Analyst
Information Systems Application Analyst
Lead Maintenance Worker
Planner
Plans Examiner
Public Educator/Public Information Specialist
Recreation Coordinator
Senior Building Inspector
Senior Construction Inspector
Surface Water Program Coordinator
Tourism and Marketing Coordinator
Range 24
GIS Administrator
Range 26
Civil Engineer
Range 27
Information Systems Administrator
Senior Financial Analyst
Senior Planner
Senior Plans Examiner
Transportation Planner
Range 32
Senior Civil Engineer
Transportation Engineer

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
City Manager	1	Executive	City Manager	1
Assistant City Manager	2	Executive	Non-Rep	1
Executive Assistant	3	Executive	Non-Rep	1
Human Resources Director	4	Human Resources	Non-Rep	1
City Clerk	5	City Clerk	Non-Rep	1
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
Senior Accounting Specialist - Project Term	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 - Eliminate 3/1/15	27	Public Works	Non-Rep	1
Lead Permit Services Technician	29	Community Development	AFSCME	1
Senior 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
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Police Sergeant	76	Police	BPOG	1
Police Sergeant	77	Police	BPOG	1
Police Sergeant	78	Police	BPOG	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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 Services Manager	105	Police	Non-Rep	1
Communications Specialist	106	Police	AFSCME	1
Communications Specialist	107	Police	AFSCME	1
Communications Specialist	108	Police	AFSCME	1
Communications Specialist	109	Police	AFSCME	1
Communications Specialist	110	Police	AFSCME	1
Communications Specialist	111	Police	AFSCME	1
Communications Supervisor	112	Police	AFSCME	1
Communications Specialist	113	Police	AFSCME	1
Communications Specialist	114	Police	AFSCME	1
Police Records Supervisor	115	Police	AFSCME	1
Public Works Director	116	Public Works	Non-Rep	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Lead Maintenance Worker	144	Public Works	AFSCME	1
Senior Maintenance Worker	145	Public Works	AFSCME	1
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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
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 Administrative 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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Office Specialist	196	Fire & EMS	AFSCME	1
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	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
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	BPOG	1
Transportation Engineer	240	Public Works	AFSCME	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	253	Police	AFSCME	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Court Clerk	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 Information 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 & Development Services Manager	281	Public Works	Non-Rep	1
Senior Financial Analyst	284	Finance	AFSCME	1
Public Educator/ Public Information Specialist	286	Fire & EMS	AFSCME	1
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

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Senior 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
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
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	334	Finance	AFSCME	.8
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	1
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
Lead Custodian	353	Public Works	AFSCME	1

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Associate City Attorney	362	Legal	Non-Rep	1
Maintenance Worker	363	Public Works	AFSCME	1
Animal Control Officer	364	Police	AFSCME	1
Maintenance Worker	365	Public Works	AFSCME	1
Custodian	366	Public Works	AFSCME	.5
Maintenance Supervisor	367	Public Works	Non-Rep	1
Maintenance Worker	368	Public Works	AFSCME	1
Maintenance Supervisor	369	Public Works	Non-Rep	1
Maintenance Worker	370	Public Works	AFSCME	1
Supervising Engineer	371	Public Works	Non-Rep	1
Surface Water Inspector	372	Public Works	AFSCME	1
Police Officer	373	Police	BPOG	1
Police Officer	374	Police	BPOG	1
Police Officer	375	Police	BPOG	1
Police Officer	376	Police	BPOG	1
Police Officer	377	Police	BPOG	1
Firefighter	378	Fire & EMS	IAFF	1
Firefighter	379	Fire & EMS	IAFF	1
Senior Plans Examiner	380	Community Development	AFSCME	1
Senior Building Inspector	381	Community Development	AFSCME	1
Construction Inspector	382	Community Development	AFSCME	1
Permit Services Technician - Limited Term	383	Community Development	AFSCME	.5
Maintenance Worker	384	Public Works	AFSCME	1
Maintenance Worker - Effective 2016	385	Public Works	AFSCME	1
Senior Maintenance Worker	386	Public Works	AFSCME	1
Accounting Specialist - Limited Term	387	Finance	AFSCME	.4
Surface Water Inspector - Limited Term, Grant Funded	388	Public Works	AFSCME	1
Parks & Recreation Director - Effective 3/1/15	389	Public Works	Non-Rep	1
			2015 Authorized Position Classifications	**316.7**
			2016 Authorized Position Classifications	**317.7**

Back to Table of Contents

Department/Division	2013 Authorized Positions	2014 Authorized Positions	2015 Authorized Positions	2016 Authorized Positions
Executive Department				
City Manager's Office	7	6	6	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	24.25	24.25	24.25
Finance Department	**8.65**	**8.65**	**8.85**	**8.85**
Total Finance Department	8.65	8.65	8.85	8.85
Legal Department	**4.15**	**4.15**	**4.15**	**4.15**
Total Legal Department	4.15	4.15	4.15	4.15
Human Resources Department	**6**	**6**	**6**	**6**
Total Human Resources Department	6	6	6	6
Police Department				
Administration	9.25	14	14	14
Support Services	18.5	17	17	17
Operations	35	42	41	41
Investigations	14	11	11	11
Special Operations	8	6	6	6
Total Police Department	84.75	90	89	89
Fire and EMS Department				
Administration	5.5	5.75	5.75	5.75
Suppression & EMS	51	52	52	52
Community Risk Reduction Division	4	4.5	4.5	4.5
Public Education	1.25	1.5	1.5	1.5
Training	2	2	2	2
Emergency Management	1	1	1	1
Total Fire & EMS Department	64.75	66.75	66.75	66.75
Public Works Department				
Engineering Division	25.2	25.2	25.71	25.71
Facilities Division	4.55	5.3	5.3	5.3
Parks & Recreation Division	9.45	11.45	0	0
Street Fund	7.3	8.6	10.71	11.71
Water Fund	8.81	8.83	8.94	8.94
Sewer Fund	8.43	9.43	9.54	9.54
Storm & Surface Water Fund	15.06	17.24	18.35	18.35
Fleet Fund	2.55	2.8	2.8	2.8
Total Public Works Department	81.35	88.85	81.35	82.35
Parks & Recreation Department				
Administration	0	0	3.5	3.5
Maintenance & Operations	0	0	8	8
Total Parks & Recreation Department	0	0	11.5	11.5
Community Development Department				
Administrative Services	6	6	6	6
Building & Permit Services	9	10	11.5	11.5
Planning Services	6	6	6	6
Total Community Development Department	21	22	23.5	23.5
Self-Insurance/Risk Management	**1.35**	**1.35**	**1.35**	**1.35**
Total Self-Ins/Risk Management Department	1.35	1.35	1.35	1.35
Total FTEs	297.25	312	316.7	317.7

Appendix B

Budget Policies

Fiscal Assessment

City management recognizes its ethical and fiduciary responsibility to its citizens to carefully account for public funds.

We continue to focus efforts on sound long-range financial planning, and implementing cost and process efficiencies.

The Budget document reflects the City's commitment to sound budget and fiscal policies and processes. This plan ensures that the City is in a position to maintain its current level of service delivery for the community throughout the ensuing biennium. It makes the best choices for resource allocations, meets current operational needs, and addresses future fiscal capacity.

Budget Process

This budget document represents months of hard work by City staff and the City Council. The budget as adopted by the City Council provides the plan and the resources to deliver citizen services and accomplish stated goals.

The City's Budget process incorporates a long-term perspective and linked departmental spending plans directly to the City's Budget Focus Areas and Desired Budget Outcomes. The process was also designed to promote involvement from citizens, staff, local businesses, and other interested stakeholders.

The City upheld the following long-standing ideals in preparing its spending plan:

- Living within our means by adopting a balanced budget (current revenues plus fund balance are sufficient to support current expenditures).
- Providing accurate and timely financial information – including the City's current or anticipated fiscal condition.
- Providing prudent and sound fiscal direction to help guide decision making.
- Maintaining a pay-as-you-go philosophy regarding debt and capital spending.
- Avoiding paying for ongoing expenditures with one-time revenues.
- Maintaining adequate General Fund reserves.
- Including maintenance and replacement funds to maintain essential facilities and equipment.

The City prepares budgets for all of its funds. Three of these are internal service funds, whose costs are allocated (based on usage) to the funds that utilize their services. Budgets are appropriated at the fund level, as presented on the first page of the Revenue section.

Budget Planning Process

Planning for the Budget begins in the first quarter of the prior year, immediately following the mid-biennial budget review.

The development and adoption of our City's budget is a lengthy and intense process, designed to provide adequate opportunity for public input and sufficient time for deliberation and enactment by the City Council.

See the Budget Development Process document located directly after the Desired Budget Outcomes in this section.

The major steps involved in development of the budget are listed in the budget calendars at the end of this section.

Local Government Budgeting

Local government budgeting began in the early 1900s to:

- Administer control over how public monies were spent.
- Mitigate the risk of over-spending.

Bothell's Biennial Budget

Bothell's two-year biennial budget was established by Municipal Code 3.70.010, pursuant to RCW 35A.34.040.

Bothell's first biennial budget period was 2003-2004. Less than 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 departments for the ensuing fiscal biennium are due.

RCW 35A.34.070
Proposed Preliminary Budget

On or before the first business day in September of an even-numbered year, the Finance Director shall submit to the City Manager a proposed preliminary budget setting forth the complete financial program of the city for the ensuing fiscal biennium by department.

RCW 35A.34.080
Preliminary Budget

The City Manager shall make any revisions or additions he deems necessary to the department head's budget submittals, and shall file them with the City Clerk as the recommended final budget by November 1st of an even-numbered year.

RCW 35A.34.090
Budget Message

A budget message prepared by or under the direction of the City Manager shall be submitted as part of the preliminary budget to the City Council by the first of November.

Prior to the final budget hearing, the City Council shall schedule hearings on the budget, and may require department heads to be present to provide information regarding estimates and programs.

Budget Message Requirements

- An explanation of the budget document.
- An outline of the recommended financial policies and programs.
- A correlation of the recommended appropriation to such policies and programs.
- A rationale for significant appropriation and revenue estimate changes.
- An explanation for any recommended major changes in financial policy.

RCW 35A.34.100

Budget Notice of Hearing

Immediately following the filing of the preliminary budget, the City Clerk shall publish a notice once a week for two consecutive weeks in the City's official newspaper stating:

- The preliminary budget for the ensuing fiscal biennium has been filed, and a copy is available for review at the Clerk's Office by any taxpayer.
- The designated date, time, and place of the City Council budget meeting, and an invitation for any taxpayer to appear and be heard for or against any part of the proposed budget.

The City Council shall meet on or before the first Monday in December of an even-numbered year to receive taxpayer input and fix the final budget.

RCW 35A.34.110

Budget – Hearing

The City Council can continue the budget hearing (RCW 35A.34.100) from day to day, but not later than December 7th of an even-numbered year.

RCW 35A.34.120

Budget – Adoption

Following conclusion of the hearing but prior to the beginning of the fiscal biennium, the City Council shall make changes as it deems necessary or proper and shall by ordinance adopt the budget in its final form and content.

A copy of the final budget as adopted shall be transmitted to the State Auditor and the Association of Washington Cities.

Budget Foundation

The foundation of the budget process is generating operational and financial plans, reviewing programs, and establishing The City's Budget Focus Areas and Desired Budget Outcomes that best serve the community - not just for the ensuing biennium, but also well into the future.

The budget process includes reassessing citywide goals and objectives and the means to accomplish them. Council meets and reconfirms budget focus areas for developing the City's upcoming budget. These budget focus areas are all compatible with the City's vision and mission statements.

Financial Stability

Maintain a long-range financial plan and biennial budget that provide sustainable

levels of service within investment limits citizens are willing to make.

Strive for cost-effective service delivery by encouraging operational efficiencies, cost containment, innovative revenue enhancement, and technology advancements.

Economic Development
Create and sustain economic development, which builds and diversifies the City's revenue streams, while complementing and enhancing the quality of life for all who live, work and play in Bothell.

Quality of Life/Livability
Achieve harmony between the built and protected natural environments, and target available resources to build infrastructure and provide services which strengthen and sustain our community.

Community Connections and Involvement
Engage in ongoing dialogue with the public to increase citizens' understanding of and engagement in City issues, and to build strong partnerships.

Public Safety and Security
Provide effective service to allow citizens to use and enjoy their community without fear of loss of life or property, while being proactive and responsive to community safety and security issues.

The needs of the community are best met through adept planning and exhaustive analysis. The City Manager, Finance Director, and departmental staff carefully evaluate all City programs and funding requests to ensure all budget appropriations clearly contribute to the accomplishment of the City's Budget Focus Areas and Desired Budget Outcomes.

The City cannot meet all demands of the community because it has finite resources. Thus, an integral part of the budget process is to prioritize needs according to the City's Desired Budget Outcomes for the upcoming two years, and to identify dependable funding sources.

The following questions are applied to evaluate priority and need of services:

Budget Prioritization Questions:

- Is this service mandated by Federal or State law?
- Should the City provide the service?
- Is the service provided by other public sector service providers?
- Is the service included in the City's Comprehensive Plan?
- Does the service alleviate identified deficiencies?
- Is there strong public and political support for the service?
- Does this service address life-safety issues?
- Are the benefits derived in line with the cost of providing the service?
- Should the service be contracted out?
- Are other potential revenues sources available to fund the service?
- Would other services be impacted if this service was eliminated?
- Does the service contribute to economic growth?

City Manager's Budget Message

The Budget Message provides the following information to stakeholders:

- Outlines the City's long-range vision and mission, current City needs and available resources, along with the City's Budget Focus Areas.
- Summarizes the City's budget planning process and financial policies. Describes the City's fiscal position and long-term sustainability strategies.
- Communicates and highlights the City's Desired Budget Outcomes.

The City Manager's Budget Message is located in the Introduction Section

Budget Amendments

Washington State law requires the City Council to adopt a balanced budget. Biennial appropriations are therefore limited to total estimated revenues for the upcoming biennium, plus any unencumbered fund balance estimated to be available at the close of the current fiscal biennium.

Modifications to the adopted biennial budget may take place no sooner than eight months after the beginning of the biennium, nor later than the conclusion of the first year of the fiscal biennium.

The City Manager and Finance Director prepare the annual budget modification for the Council's consideration.

The City Clerk publishes hearing notices consistent with the publication requirements for adoption of other city ordinances.

The budget modification must be by ordinance, and approved in the same manner as other ordinances of the city - including making the proposed amendments available to the public and providing time for public input.

A complete copy of the budget modification as adopted is transmitted to the State Auditor's office and to the Association of Washington Cities.

The Finance Director approves administrative budget transfers that do not move budget appropriations between funds. Administrative budget transfers are documented and tracked by the Finance Department.

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 Budget includes sufficient resources to finance City services for the ensuing biennium, it is imperative that an adequate and effective cost analysis and containment program be maintained.

- Regularly examine programs and services (including expenditure outflows) for more efficient and/or less costly ways to deliver services to citizens.
- Perform frequent and routine fiscal and operational reviews to assess changing economic conditions and identify possible programmatic modification needs. On-going efficiency savings are a result of these type of routine fiscal and operational reviews. Routine process reviews are essential for our City's long-term fiscal sustainability.
- Provide, maintain, and track capital assets (including essential public facilities) at a level adequate to protect the investment, and minimize future maintenance, replacement and liability costs.
- Update a rolling six-year financial forecast that estimates future expenditures, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

Cost Recovery

The City Council considered and adopted a comprehensive fee schedule for the upcoming biennium. The City's fee schedule increases annually to reflect actual increases in the cost of providing a service, or minimally by the rate of inflation. The City bases its inflation figures on the June Consumer Price Index – Urban Wage and Clerical Workers (CPI-W) for Seattle/ Tacoma-Bremerton.

Cost analyses are prepared to capture all direct and indirect costs associated with providing a City program or service. In nearly all cases, fee rates are set to recoup 100% cost recovery.

The City's fee schedule sets fees and charges collected by the City that are not dictated by the Bothell Municipal Code, State statute, or by contract.

Internal Services

Internal Service funds account for the goods and services provided by one fund for the benefit of another. This is done on a cost/benefit reimbursement basis.

The City has three internal service funds: Risk Management/Self Insurance, Fleet Management, and Asset Replacement.

The City utilizes Internal Service funds to: Account for the total cost of providing services between funds and accumulating resources for replacing fixed assets.

Isolate interfund transactions so they can be accounted for like those of a private sector business, and thus provide accurate fund expenditure reporting by including all costs resulting from the Fund's operation.

Cash Management Policies

The City deposits funds within 24 hours of receipt. Investment of City funds emphasizes the preservation of principal, with liquidity and yield being secondary factors.

Cash Handling

State law requires deposit of all cash and cash-like items to be deposited within 24 hours. City policy allows for weekly deposit of receipts totaling less than $100.

Each person receipting funds must have their own locking cash drawer.

Cash handling training is required for all staff that work with or supervise functions which require the handling of City cash or cash-like items.

Cash handling refresher training should be repeated every three years.

Cash drawers are balanced daily.

Checks are endorsed immediately with the City's restrictive endorsement stamp.

Financial transactions are entered into the City's accounting system immediately.

Mailed payments are opened with more than one person in the room.

Sequentially numbered receipts are to be used and accounted for.

Cash handling duties are segregated so the same people do not have responsibility for collection of money, authorization to approve account adjustments, preparation of the deposit, and reconciliation of the bank statement.

Those who prepare or sign checks do not have responsibility for reconciling the accounting system or checkbook to the bank statement.

Petty Cash funds are reconciled once per month by a person who is not responsible for the day-to-day management of the fund. Customer account adjustments and refunds are preauthorized by a manager.

Cashier overages or shortages which exceed $50 must be reported to the City's Finance Department immediately.

Investment Policies

Watchful control of the City's daily operations is an important part of Bothell's overall fiscal management program. Achieving adequate cash management and investment control requires sound financial

planning to ensure that sufficient funds are available to meet current operating needs. Idle funds are invested until such time as they are required to cover City operating expenditures.

The City's investment policy has been certified by the Municipal Treasurer's Association.

The City's idle cash is invested on a continuous basis, in accordance with the City's adopted investment policies.

The City should maintain a formal investment policy, which is reviewed and endorsed by state and national professional organizations.

The City should invest all funds (in excess of current requirements) based upon the following order of priority: 1) legality; 2) safety; 3) liquidity; and 4) yield.

Investments with City funds should not be made for purposes of speculation.

The City is prohibited from investing in derivative financial instruments for the City's managed investment portfolio.

Proper security measures should be taken to safeguard investments. The City's designated banking institution should provide adequate collateral to insure City funds.

The City's investment portfolio should be reviewed regularly to assess the portfolio's degree of risk and compliance with the adopted investment policies.

An analysis of the City's cash position should be prepared at regular intervals throughout the fiscal year.

The City Council should be provided timely updates related to changes in the City's investment policy and performance strategy.

Sufficient cash should be maintained to provide adequate funds for current operating needs.

Where permitted, the City should pool its cash resources from various funds ("Treasurer's Cash") for investment purposes.

Net investment income from Treasurer's Cash should be allocated in accordance with RCW 5.24.060 considering 1) average cash balance of the participating fund and 2) the minimum cash balance needs of each fund as determined by the Treasurer. Net investment income is the amount of annual investment proceeds after an allocation is made to enterprise funds and Council-directed obligations are met for Current Expense Fund purposes.

The City of Bothell should select its official banking institution through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.

The City should diversify its deposit and investment assets by investment instrument and maturity scheduling.

All available City funds should be invested, recognizing that daily market activity or other constraints may affect investment goals.

In most cases interest should be allocated back to the fund that earned it.

Debt Policies

The City issues bonds for capital improvements. The City will not issue notes to finance operating deficits. The City publishes and distributes an official statement for each bond issue.

The City provides continuing note disclosure, in compliance with the Securities and Exchange Commission (SEC) requirements to ensure the continued marketability of City issued debt. The City annually reviews the status of outstanding and future potential debt to facilitate financial planning. City Council approval is required prior to issuance of debt.

The City's Schedule of Long-Term Debt to Maturity is Located in the Expenditure Section

Capital Facilities Plan Policies

In September of a budget year, the City Council adopts the Capital Facilities Plan (CFP). This plan includes a seven-year minimum financing plan and identifies funding sources and capital projects, including their anticipated costs.

The objective of the CFP process is to establish a spending plan that identifies and prioritizes capital needs (and future maintenance and operating costs) with available funding sources. Appropriations for the first two years of the CFP are included in the biennial budget.

The following fiscal strategies are incorporated in the CFP:

- A minimum of 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as Opportunity Funds. Only at Council discretion can these funds be appropriated towards currently unidentified projects. Per this policy, the Opportunity Fund equates to 10% of projected REET receipts.
- Annual REET receipts amounting to $1 million should be held in reserves. These funds are reserved to address any cash flow issues that should arise for REET eligible projects.
- Councilmanic General Obligation debt service should not exceed REET revenue estimates unless other secured funding is identified.
- A 50% minimum of one-time revenue transfers should be allocated as follows: 25% Park Improvements and 25% Pavement Improvements.
- One-time revenues include construction sales tax and permit fees in excess of base figures. The City's adopted financial policy utilizes one-time revenues for one-time expenditures such as capital. The city's long-term financial plan therefore includes the transfer of one-time General Fund revenues to the Capital Improvement Fund contingent on a minimum 15% committed General Fund operating reserve, as well as a 10-year fully committed Asset Replacement reserve.

- Forty-five to sixty day operating reserves should be maintained in the Water Utility Fund.
- Thirty to sixty day operating reserves should be maintained in the Sewer Utility Fund.
- One hundred twenty to one hundred fifty day operating reserves should be maintained in the Storm & Surface Water Utility Fund.
- Capital reserves amounting to 2% of the asset replacement (value of the utility's infrastructure) should be maintained in each utility fund to provide for unexpected major repairs.
- Capital reserves amounting to 10% of average annual capital improvements projects should be maintained in each utility fund to protect against unanticipated increases in project costs.
- Asset replacement funding should be collected as an element of the utility user fees on the utility bills.

Should the City's budget process result in the budget being inconsistent with the adopted CFP, the CFP will be amended as part of the budget adoption process.

Reserve Fund Balance Policies

Adequate fund balance and reserve levels are a necessary component of the City's financial strategy, and a key factor in external agencies' measurement of the City's financial strength.

Maintenance of fund balance for accounting funds assures adequate resources for cash flow, and mitigates short term effects of unexpected revenue shortfalls.

City and State regulations have been established to allow the City of Bothell to create and maintain specific reserve funds.

Prudent use of reserve funds enables the City to defray future costs and take advantage of matching funds and beneficial opportunities. Reserve funds provide the City with the ability to exercise flexible financial planning in developing future capital projects.

Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in economic conditions.

The City should establish minimum fund balance targets based on cash flow requirements.

The City should include all fund balances in its biennial budget document.

Minimum fund balances should be attained and maintained through expenditure management, revenue management, and/or contributions from the General Fund.

All expenditures drawn from reserve accounts require Council approval, unless previously appropriated by the City Council in the City's biennial budget.

The City should maintain reserves for the replacement of vehicles and fixed assets.

Additional reserve designations may be created by Council to account for monies for future known expenditures, special projects, or other specific purposes.

All reserves should be presented in the annual budget.

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: July 10, 2014

TO: Department Directors

CC: Budget Coordinators

FROM: Robert S. Stowe, City Manager

SUBJECT: **2015-2016 Official Budget Call and Development Directives**

Welcome to the 2015-2016 budget development process. In addition to the standard budget development process guidelines and budget calendar which were provided in your 2015-2016 Budget Preparation Manual, I am providing the following directives to guide Directors in preparing their budget proposals.

Budget Focus Areas and Desired Outcomes

At the July 8, 2014 study session, the City Manager and Council confirmed specific goals for the ensuing biennium. These goals are provided in Attachment A (2015-2016 Budget Focus Areas and Desired Budget Outcomes).

The City's Budget Focus Areas normally do not change, because they are general themes that support the organization's long-term vision and mission over many years. Desired Budget Outcomes, on the other hand, are much more specific. Their purpose is to help advance the City's Budget Focus Areas in the short-term by identifying the most critical priorities or needs of the organization and community to address in the upcoming two-year budget period.

In order to realize the City's long-term vision and continue to support its overall mission, it is important that the City's 2015-2016 Budget Focus Areas and specific Desired Budget Outcomes are made the key drivers in planning and developing each department director's spending plan.

Modified Zero-Based Budget

As in recent biennia, departments are to prepare their budget proposals utilizing the modified zero-based budgeting method. This budget method clearly identifies spending by itemizing expenditures. 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 (2015-2021) will be folded into the City's 2015-2016 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.

2015-2016 Economic Condition and Future Fiscal Stability

Since impacts of the Great Recession were first experienced by our community, City management has consistently made fiscal decisions based on capital strategies that invested public monies (restricted to capital purposes) into revenue-generating infrastructure in Bothell's historic downtown that was deliberately intended to inspire even greater levels of private investment.

In addition to downtown revitalization, City management elected to maintain municipal service and staffing levels by adding and increasing specific revenue streams, while also reducing and deferring expenditures and spending down operating reserves. These fiscal strategies were undertaken during the most economically challenging period of the past 75 years.

During the 2013-2014 biennium, the nation began to show signs of slow economic improvement, while Bothell saw a significantly higher level of improvement. This higher level of economic growth is expected to continue during the ensuing biennium. This speaks directly to the success of the City's downtown investment strategy, which over the next few years is expected to generate substantial revenue expansion to help sustain community-expected service levels through the reinstatement of pre-recession reserves (operating and asset replacement) and deferred operational spending.

Implementing the successful capital strategy, as well as the prudent operating measures described above, generated a stronger long-term economic base for Bothell while in the short term maintaining a balanced General Fund operating budget. The operating strategy employed was prudent at the time, but relied upon the use of reserves and forgoing or deferring necessary expenditures.

Utilizing this operating strategy for more than a short period of time results in diminished operating resources and devalued assets, which inherently reduces service levels. It is therefore important that as the economy improves and revenue streams strengthen that

the City commits to reestablishing pre-recession financial position. Specifically this means restoring full-funding of asset replacement reserves in excess of 10 years, and replenishing sufficient General Fund operating reserves before implementing any value-added investments such as additional staff, programs, capital outlay, or even full reestablishment of pre-recession departmental maintenance and operating budgets.

Projected Revenues Compared To Projected Expenditures

At this point in time, we anticipate that the City's General Fund revenue base for the ensuing 2015-2016 biennium can support current 2013-2014 biennium expenditure levels along with 2% growth for maintenance and operating spending. Economic indicators can change significantly over short periods of time so it is important that departments have an expenditure reduction strategy in place should a reduction in 2014 spending or 2015-2016 proposed appropriation become necessary between now and December 2014. Additionally, Council budget discussions can compel the restructuring of departmental operating plans and corresponding appropriation requests.

Department Expenditures

Personnel costs are prepared for departments by the City's Human Resources Department and have been provided to departments. Department directors are responsible for verifying and approving accurate salary splits. Personnel costs are not included in departmental 2% maintenance and operating spending calculations.

As in past biennia, all position requests for 2015-2016 must specify a new or increased ongoing revenue source that is equal to or greater than the ongoing cost of the position.

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 non-recurring, such as the purchase of an asset or a capital improvement. One-time expenditures also include professional services, or operating expenditures that are not expected to occur "routinely" on a cyclical basis. In addition, all proposed one-time spending needs to be identified and flagged as a one-time expenditure in the Eden budget module.

Efficiency Savings and Generation of "New or Augmented" Revenue

As in previous years, Departments 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

In nearly all situations, the City strives to recoup 100% of costs (both direct and indirect) associated with City programs and services. The City updates its fee schedule annually to incorporate actual increases in the cost of providing programs and services, or minimal increases by the rate of inflation. Department directors are responsible for ensuring their department's fees for services recoup the applicable associated cost for providing a service and that departmental services are appropriately included in the City's fee schedule.

Department Budget Submittals

Departments are to adhere to the budget preparation guidelines, 2015-2016 budget timeline (calendar) provided by the Finance Department and to participate productively with the Budget Coordinator's group.

My expectation is that department directors will submit proposed 2015-2016 budgets that conform to the budget directives I have provided - including adequately justifying all expenditures. 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

2015 – 2016

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.

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.

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.

City of Bothell

2015 – 2016

Desired Budget Outcomes

- Continue to sustain the City's present service levels.
- Continue to reestablish the City's minimum reserve level to 15% of General Fund expenses and further support asset replacement levels, while in addition establishing strategies for reinstating pre-recession operating funding levels.
- Continue to limit the tax burden on Bothell citizens by seeking operating efficiencies wherever possible.
- Continue to utilize the City's one percent property tax levy increase as allowed by law to support existing service levels.
- 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).

City of Bothell

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.

Budget Development Process

Introduction

Welcome to the 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 biennial budget.

Ending Fund Balance

The first step in the development of the biennial budget is to determine the projected prior year ending fund balance. Staff analyzes the following factors:

- Salaries and Benefits – Unfilled positions are identified, along with the date the position became vacant and the (estimated) fill date.
- Revenues – Revenue projections are analyzed and updated as necessary.
- 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.

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 spending plan for our City.

Budget Process Map & Calendar

Back to Table of Contents

State Legislative
Budget Development Requirements

September

RCW 35A.34.050-060
Budget Estimates - Submittal

Official Budget Call

On or before the second
Monday in September

October

RCW 35A.34.070
Proposed Preliminary Budget

Dept Preliminary Budgets Submitted to City Manager

On or before the first
Business Day of October

October

RCW 35A.33.135

Ensuing Biennium Revenue Estimates Provided to Council

On or before the first
Monday in October

November

RCW 35A.34.080-090
Preliminary Budget

City Manager Recommended Budget Submitted to City Clerk, Council & Public

On or before November 1st

November

RCW 35A.34.100
Notice of Hearing

Published Once per Week
For Two Weeks Prior to Hearing

December

RCW 35A.34.110
Budget Hearings

Commencement of Public Hearings on City Manager Recommended Budget

On or before the first
Monday in December

December

RCW 35A.34.120
Budget - Adoption

Public Hearing Continuation & Conclusion

On or before
December 31st

Back to Table of Contents

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2014 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	March 2014 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 Groundhog Day	3	4	5 **11-12 Meeting** 1) Budget calendar to staff	6 FIRST	7	8
9	10	11	12	13	14 FULL Valentine's Day	15
16	17 **President's Day**	18	19 **11-12 Meeting** 2) Eden Budget module available	20	21	22 LAST
23	24	25	26	27	28	

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 2014 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	April 2014 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					NEW 1
2	3	4 Mardi Gras	**11-12 Meeting** 5 5) IT catalogs available Ash Wednesday	6	7 13) Salary splits to depts	FIRST 8
9 Daylight Saving Time Begins	10	11	12	13	14	15
FULL 16	17 St. Patrick's Day	18	**11-12 Meeting** 19 3) New positions to HR 4) Reclass forms to HR 6) Facilities requests 7) Non-IT Capital Asset reqs 8) Non-IT One-Time Attractive Asset Requests 14) Salary splits confirmed by depts	20 First Day of Spring	21	22
LAST 23	24	25	26	27	28	29
NEW 30	31					

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 April Fool's Day	2 **11-12 Meeting** 9) Asset Replacement schedule 10) Vehicle Replacement schedule 11) Tuition requests 12) IT requests due	3	4	5
6	7 FIRST	8	9	10	11	12
13 Palm Sunday	14	15 FULL Passover Begins Tax Day	16 **11-12 Meeting**	17	18 Good Friday	19 Holy Saturday
20 Easter Sunday	21 Earth Day	22 LAST Passover Ends	23	24	25 Arbor Day	26
27	28	29 NEW	30 **11-12 Meeting** 15) Salary/Benefit projections to depts 16) Vehicle & Asset Replacement requests		March 2014 / May 2014	

March 2014

S	M	T	W	T	F	S
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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 2014

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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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 2014 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 2014 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 National Day of Prayer	2	3
4	5	FIRST 6	7	8	9	10
11 Mother's Day	12	13	FULL 14 **11-12 Meeting** 17) Salary/Benefit projections confirmed by depts 18) OT Budget requests	15	16	17 Armed Forces Day
18	19	20	LAST 21	22	23	24
25	26 **Memorial Day**	27	NEW 28 **11-12 Meeting** 19) Visuals due	29 Ascension Day	30	31

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 20) Department Revenue meetings begin	3	4	FIRST 5	6	7
8 Pentecost	9	10	11 **11-12 Meeting** 21) Preliminary Fleet & Self-Insurance rates to depts	12	FULL 13	14 Flag Day
15 Trinity Sunday Father's Day	16	17	18	LAST 19	20	21 First Day of Summer
22	23	24	25 **11-12 Meeting** 22) Performance Measures 23) Key Projects & Goals	26	NEW 27	28
29	30				May 2014	July 2014

May 2014

S	M	T	W	T	F	S
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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 2014

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Independence Day	FIRST 5
6	7	8	**11-12 Meeting** 9 24) GF Subsidy requests 25) Revenue projections in Eden 26) All numbers into Eden (except Utilities)	10	11 27) Central Services invoices to Utilities (CM, Finance, HR, etc.)	FULL 12
13	14	15	**11-12 Meeting** 16 28) Utility Revenues/ Expenditures due 29) Revenue/Expenditure year end projections	17	LAST 18	19
20	21	22 **June CPI Available**	**11-12 Meeting** 23 30) Depreciation estimates posted 31) Operating transfers posted 32) Salary/Benefit re-projections after June CPI	24	25	NEW 26
27	28 33) Yellow sheets available	29	30	31	June 2014	August 2014

June 2014

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
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29	30					

August 2014

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					1	2
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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 2014 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 2014 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
FIRST 3	4	5	**11-12 Meeting** 6 34) Outcomes & Activities 35) Department/Division Organizational Charts	7	8	9
FULL 10	11 **RCW 35A.34.050** Budget Estimates - Budget Call Due	12	13	14	15	16
LAST 17	18	19	20 **11-12 Meeting** 36) Director Budget comments/highlights	21	22	23
24	NEW 25 **RCW 35A.34.050** Budget Estimates - Revenue/Expenditures Estimates Due	26	27	28	29 37) Utility rates to Finance 38) Yellow sheets due	30
31						

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2 FIRST	3 **11-12 Potential Mtg**	4 39) City Manager dept meetings begin (September 4 - 16th)	5	6
7	8 FULL **RCW 35A.34.050-060** Budget Estimates - Submittal	9	10	11 Patriot Day	12	13
14	15 LAST	16	17 **11-12 Meeting** 29) Revenue/Expenditure year end projections Constitution Day	18	19	20
21	22	23 First Day of Autumn	24 NEW 40) Appendix C 41) AFSCME/Non-Rep salary classes 42) Position listings 43) Personnel summary	25 Rosh Hashana	26	27
28	29	30			August 2014	October 2014

August 2014

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 2014

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 2014 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 2014 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		FIRST 1 **11-12 Meeting** 44) Fee schedule to depts for updates **RCW 34A.34.070** Proposed Preliminary Budget	2	3	4
5	6 **RCW 35A.33.135** Biennium Revenue Estimates to Council	7 **Council study session - Utility rates**	FULL 8	9	10	11
12	13 Columbus Day	14	LAST 15 **11-12 Meeting** 45) 2014 Budget amendment requests 46) Fee schedule updates due	16	17	18
19	20	21	22	NEW 23	24 47) Budget document completed	25
26	27	28 48) City Manager Budget presentation	29 **11-12 Potential Mtg**	FIRST 30	31 Halloween	

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 2014 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 2014 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 **RCW 34A.34.080-090** Preliminary Budget All Saints' Day
2 Daylight Saving Time Ends	3	4 Election Day	5	FULL 6	7	8
9	10	11 Veteran's Day	12 **11-12 Potential Mtg**	13	LAST 14	15
16	17 **RCW 35A.34.100** Notice of Hearing	18 **Proposed adoption of...** 49) Fee schedule 50) Property tax levy 51) Utility rates **Study session on...** 52) 2015-2016 Budget **Public Hearing on...** 53) Property tax levy & Utility rates 54) 2015-2016 Budget, Property tax ordinance & Utility rates	19	20	21	NEW 22
23	24	25	26 **11-12 Potential Mtg**	27 Thanksgiving Day	28 Day After Thanksgiving Day	FIRST 29
30 Advent						

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 **RCW 35A.34.110** Budget Hearings	2	3	4	5	FULL 6
7 Pearl Harbor Remembrance Day	8	9 **Council - Budget adoption** 55) Budget adoption, distribution & web posting	10	11	12	13
LAST 14	15	16	17 Hanukkah Begins	18	19	20
NEW 21 First Day of Winter	22	23	24	25 **Christmas Day**	26	27
FIRST 28	29	30	31 **RCW 35A.34.120** Budget Adoption New Year's Eve			

November 2014

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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30						

January 2015

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

City of Bothell™

Appendix C

Back to Table of Contents

Budget Focus Area Achievements

2015 - 2016 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Executive Department					
Downtown Revitalization	✓	✓	✓		
Build City Center/City Hall	✓	✓		✓	
Update Information Technology Strategic Plan	✓			✓	✓
Human Services Grants			✓		
Continue Participation in the Innovation Partnership Zone Discovery Center	✓	✓			
Continue Financial Sustainability Through Executive Oversight and Leadership	✓	✓	✓	✓	✓
Visitor Promotion	✓	✓			
Finance Department					
Oversee Development of the City's 2017-2023 Capital Facilities Plan (CFP)	✓	✓	✓	✓	✓
Oversee Development of the City's 2017-2018 Biennial Budget	✓	✓	✓	✓	✓
Earn 2014 and 2015 Government Finance Officer's Association Certificate of Achievement of Excellence in Financial Reporting	✓				
Earn 2015-2016 Government Finance Officer's Association Distinguished Budget Presentation Award	✓				
Legal Department					
Oversee 2015 Legislative Programs	✓	✓			
Comprehensive Review and Update of Criminal, Traffic and Administrative Codes to Ensure Consistent and Up-to-Date Provisions					✓

Budget Focus Area Achievements

2015 - 2016 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Human Resources					
Approval of the American Federation of State, County & Municipal Employees (AFSCME) Collective Bargaining Agreement	✓		✓		
Approval of the International Association of Firefighters (IAFF) Collective Bargaining Agreement	✓		✓		✓
Customer Service Training for City Employees	✓	✓	✓		
Review and Update Personnel Policies and Procedures as needed for Affordable Care Act (ACA) and Changes to State and Federal Regulations	✓		✓		
Facilitate Wellness Program and Activities to Qualify for Association of Washington Cities (AWC) WellCity Award	✓		✓		
Employee Leadership Development Program	✓		✓		
Approval of Bothell Police Officers' Guild Collective Bargaining Agreement	✓		✓		✓
Approval of Bothell Police Captains' Collective Bargaining Agreement	✓		✓		✓
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			✓		✓
Fire and Emergency Medical Services Department					
Support the Citywide Effort to Revitalize the Downtown Core	✓	✓	✓	✓	✓
Maintain and Improve Response Times and Service Capabilities			✓	✓	✓
Complete Annual Fire Code Permitted Inspections and Correct Potential Hazardous Conditions	✓		✓	✓	✓
Obtain a Sustainable Model to Provide Fire Department Services to the Community	✓		✓	✓	✓

Budget Focus Area Achievements

2015 - 2016 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Public Works Department					
Continue to implement Development Services Initiatives	✓	✓	✓	✓	✓
Oversee the 2015-2021 Capital Facilities Projects	✓	✓	✓	✓	✓
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			✓	✓	✓
Cost Effective Maintenance and Preservation of City Infrastructure	✓	✓	✓		✓
Parks & Recreation Department					
Pursue Opportunities for Parks, Open Space, and Recreation Facilities		✓	✓	✓	
Community Development Department					
Completion of Growth Management Act (GMA)-Mandated 2015 Periodic Plan and Code Update (by June 30, 2015)	✓	✓	✓	✓	✓
Commencement of Canyon Park Regional Growth Center Plan Update (starting January, 2016)	✓	✓	✓	✓	
2015 and 2016 Plan and Code Amendments (minimal, since resources will be focused on above projects)	✓	✓	✓	✓	
Continued Development Services improvements (e.g., expanded e-plan review, refinement of EnerGov permit tracking software)	✓	✓	✓	✓	✓
Development Review and Inspection of Downtown Projects	✓	✓	✓	✓	✓
Mobile Home Park Illegal Structure Abatement			✓	✓	✓
Facilitation of Annexation Efforts Within City's Municipal Urban Growth Area (MUGA) in Snohomish County	✓	✓	✓	✓	✓

Key Goals
Executive Department

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 2016.
Participants	Executive Department.
Council Role	Approve agreements.

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	**2015** - On-going construction.
Completion	Occupancy September/October 2015.
Participants	Executive Department, Economic Development Committee and Council.
Council Role	Council to receive periodic updates.

Update Information Technology Strategic Plan	
Outcome	Enhance technology infrastructure systems and platforms to improve reliability and assure that staff and previous technology investments are protected and leveraged.
Benefit	Strategic planning ensures that the technology program keeps pace with City Council goals and priorities and is ready to support them.
Milestones	Implement projects as approved. ➢ Continue Global Positioning System (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.

Human Services Grants	
Outcome	Develop proposals and select grant recipients for the 2015-2016 period.
Benefit	Ensures access to Bothell residents for essential services.
Milestones	2015 Q1 - Award.
Completion	2015 Q1 - 2016 Q4 monitor and visit.
Participants	Executive Department and Human Services Committee.
Council Role	Review committee recommendation and approve awards.

Continue Participation in the Innovation Partnership Zone Discovery Center	
Outcome	Improved business climate for biomedical technology companies; growth and expansion of industry.
Benefit	Economic viability of the City and regional leader in competitive industry.
Milestones	➢ Working with King and Snohomish counties to identify funding sources for development of Bothell Discovery Center. ➢ Continue to participate on the Innovation Partnership Zone (IPZ) Board of Directors for continued operation of incubator and machine shop at Lake Washington Institute of Technology on an interim basis until Bothell Discover Center is built.
Completion	Ongoing.
Participants	Executive Department.
Council Role	Council approval of contracts.

Continue Financial Sustainability Through Executive Oversight and Leadership	
Outcome	Bothell is financially positioned with diverse revenues for long-term financial stability.
Benefit	Bothell is a well managed, sound and prospering city.
Milestones	Update long-term financial projections and fiscal strategies annually and implement smart fiscal management.
Completion	Ongoing.
Participants	Executive, Legislative and Finance Department.
Council Role	Provide continued support and direction.

Visitor Promotion	
Outcome	Bothell hotels are successful and produce revenue on weekends and during “shoulder” 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	**2015** ➢ Q1 - Spending plan. ➢ Q2 - Spring company. ➢ Q3 - Web content holiday lights phase. ➢ Q4 - Winter campaign. **2016** ➢ 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.

Oversee Development of 2017-2023 Capital Facilities Plan	
Outcome	Council consideration of the City's 2017-2023 CFP.
Benefit	The CFP drives the City's 2017-2018 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 2017-2023 CFP submitted to Council and public.
Completion	July 2016.
Participants	Finance and Public Works Departments.
Council Role	Council consideration of CFP.

Coordination and Development of 2017-2018 Biennial Budget	
Outcome	Council consideration of the City's 2017-2018 Biennial Budget.
Benefit	A prudent two-year fiscal plan for achieving Council's short-and long-term goals.
Milestones	➢ Q2 - Identification of Council Focus Areas and Desired Budget outcomes for 2017-2018. ➢ Q2 - Incorporate the updated Capital Facilities Plan into the proposed 2017-2018 Biennial Budget. ➢ Q2 and Q3 - Budget call, revenues projected, development and analysis of department budget proposals. ➢ Q4 - City Manager's proposed 2017-2018 budget submitted to Council and public.
Completion	December 2016.
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.

Oversee 2015 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.

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 2015.
Completion	Ongoing.
Participants	Legal Department.
Council Role	None.

Approval of the American Federation of State County & Municipal Employees Local #3845 Union Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with AFSCME to remain competitive in the market place.
Benefit	Establishes fair bargaining agreement between the City and Union Members.
Milestones	3rd Quarter 2014 - Reach a tentative agreement with Union.
Completion	4th Quarter 2015.
Participants	Human Resources and Departments.
Council Role	Consider approval of new agreement.

Approval of the International Association of Firefighters Local #2099 Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with Local #2099 to remain competitive in the market place.
Benefit	Establishes fair bargaining agreement between the City and Union Members.
Milestones	4th Quarter 2014 - Reach a tentative agreement with Union.
Completion	1st Quarter 2015.
Participants	Human Resources and Fire Department.
Council Role	Consider approval of new agreement.

Key Goals
Human Resources Department

City Employee Customer Service and Career Development Training	
Outcome	Employees provide exceptional customer service and prepare for promotional opportunities.
Benefit	Efficiencies in delivering quality service to the public and employee development.
Milestones	➢ 1st Quarter 2015 - Training program implemented. ➢ 1st Quarter 2016 - Follow-up training.
Completion	On-going.
Participants	Human Resources and Departments.
Council Role	Consider approval of any impact to budget.

Adopt Policies and Benefits Consistent With the Affordable Care Act	
Outcome	Maintain compliance with new federal regulations regarding health care reform.
Benefit	Reduces City liability and cost.
Milestones	➢ 2015/2016 - Continue monitoring legislation regarding changes to the ACA. ➢ 2016 - Negotiations with unions as necessary to address health care plans.
Completion	On-going.
Participants	Human Resources and Employee Groups.
Council Role	Consider approval of any impact to budget.

Submission of Application to Association of Washington Cities for the WellCity Award	
Outcome	City awarded the WellCity Award for 2015 and 2016.
Benefit	Reduced cost of healthcare insurance.
Milestones	➢ November/December of 2014 and 2015 - Wellness programs developed for 2015 and 2016 to meet established criteria for award. ➢ Employee programs provided monthly throughout the calendar years. ➢ Applications for WellCity Award submitted in February of 2015 and 2016.
Completion	February 2015 and February 2016.
Participants	Human Resources, Wellness Committee and Employees.
Council Role	Consider approval of budget.

Employee Leadership Development Program	
Outcome	Leadership program to build skills for promotional opportunities.
Benefit	Employee recruitment and retention.
Milestones	➢ 3rd Quarter 2015 - Advisory committee for program development. ➢ 2nd Quarter 2016 - Recommendations to City Manager. ➢ 3rd Quarter 2016 - Training program implemented.
Completion	On-going.
Participants	Human Resources and Departments.
Council Role	Consider approval of any impact to budget.

Approval of a Bothell Police Officers' Guild Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with Bothell Police Officers' Guild (BPOG) to remain competitive in the market place.
Benefit	Establishes fair bargaining agreement between the City and Union Members.
Milestones	➢ 2nd Quarter 2016 - Gather market data. ➢ 3rd Quarter 2016 - Begin negotiations for contract. ➢ 4th Quarter 2016 - Reach a tentative agreement with Union.
Completion	4th Quarter 2016 - Adoption of a new agreement.
Participants	Human Resources and Police Department.
Council Role	Consider approval of the new agreement.

Approval of the Bothell Police Captains Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with the Police Captains to remain competitive in the market place.
Benefit	Establishes fair bargaining agreement between the City and Union Members.
Milestones	➢ 2nd Quarter 2016 - Gather market data. ➢ 3rd Quarter 2016 - Begin negotiations for contract. ➢ 4th Quarter 2016 - Reach a tentative agreement with Union.
Completion	4th Quarter 2016 - Adoption of a new agreement.
Participants	Human Resources and Police Department.
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 alternative fitness programs.
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 continue police transition of police presence at 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.

Research and Develop Professional Guidelines	
Outcome	Provide internal controls to ensure professional service.
Benefit	Continued and improved quality of service to the City.
Milestones	Establishment of Office of Professional Standards.
Completion	Ongoing.
Participants	Police Department.
Council Role	None.

Downtown Revitalization	
Outcome	Support the City wide effort to revitalize the downtown core.
Benefit	Fire and Emergency Medical Services (EMS) participation will enhance a safe downtown core through plans review, inspection and response to a growing community.
Milestones	➢ 100% attendance in planning meetings. ➢ 100% completion of plan reviews on or before deadline. ➢ 100% completion of Development Services Initiative (DSI) inspections. ➢ Maintain or improve response capabilities to downtown.
Completion	Ongoing throughout the biennium.
Participants	Fire, Community Development, Public Works, Finance Departments and the City Manager's Office.
Council Role	Continued support of Fire personnel to maintain service.

Level of Service	
Outcome	Maintain and improve response times and service capabilities.
Benefit	Provide the City with a quality and efficient response to the community's emergent and non-emergent needs.
Milestones	➢ Monthly monitor response crew's reaction and travel time. ➢ Research efficiencies. ➢ Implement and monitor efficiencies.
Completion	Ongoing throughout the biennium.
Participants	Fire Department.
Council Role	Support Council's adopted level of service.

Fire Service Inspections	
Outcome	To complete annual fire code permitted inspections and correct potential hazardous conditions.
Benefit	To reduce or eliminate fire loss and injuries within the City's business community.
Milestones	➢ Assign monthly inspections response crews and Community Risk Reduction (CRR) staff. ➢ Complete inspection and correct code infractions. ➢ Verify compliance through re-inspection. ➢ Track and monitor process. ➢ Invoice 100% of permit fees.
Completion	Ongoing throughout the biennium.
Participants	Fire Department.
Council Role	Support inspection program within the business community.

Regional Fire Authority Study and Potential Implementation	
Outcome	To obtain a sustainable model to provide fire department services to the community.
Benefit	Financial, administrative and operational efficiencies through resource sharing and the reduction or elimination of duplication.
Milestones	➢ Planning Committee researches the feasibility of an Regional Fire Authority (RFA) with the consultant. ➢ Council determines if an RFA is a better model for the City. ➢ RFA Planning Committee determines when to place the RFA before the voters and obtains each agency's support. ➢ Create an implementation plan.
Completion	July 1, 2015 or January 1, 2016.
Participants	Fire, Finance, Public Works and Executive Departments.
Council Role	Consider if an RFA is an improved model to provide fire department services.

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 2015-2021 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 2015-2021 CFP.
Benefit	Investment in infrastructure to support the quality of life while sustaining growth.
Milestones	Refer to individual project schedules outlined in the 2015-2021 CFP.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Confirm project scope of work including considering contract awards for consultants and contractors.

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 speeding 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 neighborhoods. Conduct neighborhood outreach meetings to coordinate and encourage public support for traffic calming and corridor improvement plans.
Milestones	➢ Develop and implement corridor and neighborhood traffic calming plans. ➢ Conduct traffic enforcement emphasis specifically targeting speeding and red light violations. ➢ Complete construction of 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	Award contracts for consultants and construction contractors.

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 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.

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	➢ Implement projects in 2014 Parks and Public Spaces Levy. ➢ Acquire additional North Creek Forest parcels. ➢ 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	Parks & Recreation, 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.

Completion of GMA-Mandated 2015 Plan and Code Update	
Outcome	Council adoption of ordinance amending the Comprehensive Plan and Bothell Municipal Code.
Benefit	This periodic update of the comprehensive plan and implementing development regulations is required by the GMA. Among proposed amendments are changes to plan designations and zoning in the Canyon Park and Country Village subareas to increase residential development potential, in order to meet regional growth center population targets established in Vision 2040.
Milestones	➢ First quarter, 2015 - Planning Commission forwards recommendation to Council. ➢ Second quarter, 2015 - Council adopts ordinance.
Completion	By June 30, 2015, per GMA.
Participants	Community Development, Public Works, Executive, Fire, Police and Finance Departments.
Council Role	Conduct public hearings, deliberate and adopt ordinance.

Commencement of Canyon Park Regional Growth Center Plan Update	
Outcome	Council adoption of ordinance amending the Comprehensive Plan and Bothell Municipal Code for the Canyon Park area.
Benefit	The Canyon Park business park and surrounding area is designated a Regional Growth Center in Vision 2040, the four-county (King, Snohomish, Pierce and Kitsap) regional growth strategy. A detailed "re-imagining" of this area is necessary to position the area for redevelopment, when market conditions warrant, as a compact, walkable employment center with integrated residential, retail and service opportunities. It is anticipated that the 2015 Periodic Plan and Code Update will increase development potential via changes to Plan designations and implementing zoning: this second planning phase would develop an infrastructure vision, craft site and building design requirement, and address other considerations.
Milestones	➢ January, 2016 - Planning Commission begins hearings and deliberations. ➢ June, 2017 (next budget cycle) - Commission forwards recommendation to Council. ➢ December, 2017 (next budget cycle) - Council adopts ordinance.
Completion	December, 2017 (estimated).
Participants	Community Development, Public Works, Executive, Fire, Police and Finance Departments.
Council Role	Conduct public hearings, deliberate and adopt ordinance.

2015 and 2016 Plan and Code Amendments	
Outcome	Council adoption in 2015 and 2016 ordinances amending the Comprehensive Plan and Bothell Municipal Code concerning issues initiated by the Council in the 2015 and 2016 Dockets. Staff proposes to limit consideration of potential amendments in 2015 and 2016 due to the necessary dedication of most planning resources to the 2015 Period Plan and Code Update and the Canyon Park Regional Growth Center Plan Update.
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	2015 and 2016 Plan amendments would be adopted at the end of each year. Code amendments would be adopted over the course of 2015 and 2016 as hearings and deliberations are completed.
Participants	Community Development and Public Works Departments.
Council Role	Conduct public hearings, deliberate and adopt ordinances.

Continued Development Services Improvements	
Outcome	Enhanced 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 Development Services. ➢ Continuous refinement of existing procedures, and creation and implementation of new measures to promote the Development Services principles. ➢ Expansion of electronic plan review.
Completion	Ongoing.
Participants	Community Development, Public Works Departments and Fire Department Community Risk Reduction Division.
Council Role	Provide feedback following quarterly reports, during periodic "check-ins" at Council meetings, or in response to development-related customer contacts.

Development Review and Inspection of Downtown Projects	
Outcome	Issuance of building permits and, subsequently, certificates of occupancy, for new development in Downtown Bothell.
Benefit	Achievement of the citizens' Downtown vision of a lively gathering place and heart of the community; generation of new revenue to provide enhanced services to the people of Bothell.
Milestones	Ongoing - every new building is a key milestone.
Completion	Ongoing.
Participants	Community Development, Public Works and Fire Departments.
Council Role	Monitor and support.

Mobile Home Park Illegal Structure Abatement	
Outcome	Fewer illegal structures in the community's mobile home parks.
Benefit	Reduction in living conditions that are unsafe and adversely impact quality of life.
Milestones	First quarter, 2015 - Staff brings abatement proposal to Council.
Completion	Ongoing, although the initial high-emphasis effort is expected to be completed by December, 2015.
Participants	Community Development, Public Works, Fire and Police Departments.
Council Role	Monitor and support.

Facilitation of Annexation Efforts Within Bothell's MUGA in Snohomish County	
Outcome	Council adoption of ordinances annexing all or portions of Bothell's designated MUGA in Snohomish County.
Benefit	Annexation would "grow" Bothell to its designated ultimate service boundaries; 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 contrast to the two unsuccessful election-method efforts that sought to annex the entire MUGA, it is anticipated that annexation efforts over the 2015-2016 biennium would be for portions of the MUGA, and would utilize the petition method.
Milestones	Unknown - timing of milestones will be dependent on proponents' activities and support from citizens in annexation areas.
Completion	Unknown - see "Milestones" above.
Participants	Community Development, Public Works, Executive, Fire, Police and Finance Departments.
Council Role	Authorize circulation of petitions; adopt annexation ordinances.

Back to Table of Contents

2013 - 2014 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 2013 and 2014 Council Retreats		✓	
Continue Implementing 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 2015-2021 Capital Facilities Plan		✓	
Oversight of the 2015-2016 Biennial Budget Process		✓	
Earned the Certificate of Achievement of Excellence in Financial Reporting in 2013 and 2014		✓	
Earned the 2013-2014 Distinguished Budget Presentation Award		✓	
Legal Department			
Enhanced In-House Legal Services			✓
Oversaw 2013-2014 Legislative Programs		✓	
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		✓	
Developed a Domestic Violence Impact Panel		✓	

2013 - 2014 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		✓	
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 - (New World is Defunct, Zone 1 Fire Agencies are Moving Forward with TriTech)			✓
Provide Department Services to Areas Annexed into the City		✓	

2013 - 2014 Key Department Projects	Partially Completed	100% Completed	Multi-Year/Ongoing
Public Works Department			
Oversee 2013-2019 Capital Facilities Plan Including Completion of Crossroads	✓		✓
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 Sanitary Sewer and Water Comprehensive Plans	✓		
Update Water and Sewer Facility Charges		✓	✓
Continued Pursuit of New Funding Sources for the Multiway Boulevard and Park at Bothell Landing Projects			✓
Parks & Recreation Department			
Completed Update of the Parks, Recreation and Open Space Action Program		✓	
Community Development Department			
Facilitation of King County Potential Annexation Area (PAA) Annexations		✓	
2013-2014 Plan and Code Amendments (by 12/31/14)		✓	
Development Services Initiative Including Refinement of New Permit Tracking Software and Preparation for Electronic Plan Review			✓
Commencement of 2015 GMA Periodic Plan and Code Update	✓		
Mobile Home Park Illegal Structure Abatement			✓
Development Review and Inspection of Downtown Projects			✓

City of Bothell™

Appendix D

Capital Facilities Plan Projects

On September 16, 2014, the City Council adopted the Capital Facilities Plan (CFP). The objective of the Capital Facilities development process is to establish a funding plan that identifies and prioritizes the City's capital needs with available funding sources. The following funding sources are utilized to fund the 2015-2021 capital projects:

- Real Estate Excise Tax (REET)
- Mitigation from:
  - Developers
  - King County Waste Water Storage Facility
- Bonds
- Capitalized interest earned
- Contributions by developers and non-City providers
- Grants
- Potential annexation allocation, facility transfer
- Proceeds from lease revenue bonds
- Proceeds from the sale of surplus property
- Proceeds from State Local Infrastructure Financing Tool (LIFT) Award
- Public Works Trust Fund loan
- Utility customer user fees
- Utility facility charges/connection fees

The first two years of the adopted CFP is incorporated into the current biennial budget. CFP projects included in the current budget total $58,222,000. This figure consists of secured funding ($45,934,000) for capital projects that address our community's pressing need for capital infrastructure improvements and $12,288,000 for debt services that support the capital projects included in the Capital Facilities Plan (link provided above).

Variances between the CFP and the budget include:

- Re-appropriating $8,064,984 in 2014 expenditures that are no longer anticipated to be spent by December 31, 2014.

The CFP includes project sheets for each capital project and provide a brief description, justification, timing considerations, commencement requirements, stopping points, and the status for each project. They also indicate the time line for each phase of the project, future maintenance and operating costs as well as identify funding sources.

Readers are encouraged to review the budget document in conjunction with the City's adopted CFP. The CFP drives the City's budget process and provides detail for all capital projects and is available on the City's Website or by request from the City Clerk's office.

In addition to CFP projects, the Capital Improvements Fund budgets for the following operating programs:

Capital Operating Programs
General Park Improvements
Citywide Mater Park Planning
Annual Overlay Program
Bridge Inspection, Maintenance, Repair, & Rehabilitation
Neighborhood Traffic Calming Program
Sidewalk/Walkway Program
Collector Corridor Safety Program

Utility Operating Programs
Annual Infiltration & Inflow Improvements
Sewer Comprehensive Plan Update
SCADA Improvements
Storm & Surface Water Comprehensive Plan Update
Water Comprehensive Plan Update
SCADA Improvements

City of Bothell™

Appendix E

Vision Mission

Vision

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

Mission

The mission of the City of Bothell Council, advisory boards, and employees is to foster a healthy, safe, vibrant, caring and sustainable community through municipal services and legislative actions, which are guided by a shared commitment to honesty, equity, creativity, fiscal responsibility, environmental stewardship and community involvement.

Community Profile

Evolving from an isolated logging village Bothell was settled in the early 1870s, Bothell has become a vibrant city that attracts visitors to its tree-lined Burke-Gilman Trail along the river for walking and cycling, to its fascinating wetlands habitat and its interesting historical museum, as well as its many eclectic shops, restaurants, and national-quality hotels.

Located within the Seattle metropolitan area, the City's 14.38 square miles straddle two counties (King and Snohomish). In 2014, Bothell ranked number 26 among the largest cities in the State of Washington.

The City is draped over six moderately steep-sided hills and is drained by two main waterways. This topography contributes to Bothell's image as a community of extensive green spaces.

Because Bothell is central to two interstate highways and three major state highways, the City has become increasingly desirable to homebuyers and renters, as well as to an extensive amount of commercial development.

Bothell is also esteemed for its education opportunities. The University of Washington and Cascadia Community College share a common campus within Bothell's historic downtown and the Northshore School District has consistently been recognized amount the State's top school districts.

Dubbed "The Technology Corridor", Bothell's three business parks have proven to be a particularly appealing location for technology firms, wireless communications, medical device manufacturing, and ultrasound research.

Despite its rapid growth, Bothell has managed to retain a "hometown" feeling that extends to its residential neighborhoods, its historic downtown, and even its more recently developed business parks and commercial centers.

Bothell is a Non-Charter, Optional Municipal Code City operating under a Council-City Manager form of government. The City's seven Council members are elected at-large to 4-year terms. The Council contracts with a professional City Manager to direct day-to-day operations. The City Manager appoints seven department heads, an Assistant City Manager and a Deputy City Manager.

See Appendix "A" for number of authorized positions.

Bothell's full and part-time employees provide a full range of municipal services for 41,630 residents, including general government administration, public safety (police and fire services), community development, public works, and parks and recreation.

The City operates Enterprise Funds for its Water, Sewer, and Storm Drain Utilities. The City and adjacent water districts provide water and sewer services. Garbage service is provided through an independent contractor. Library services are provided through the King County Library System.

Major events throughout the year draw many visitors to Bothell including the Freedom Festival and Music in the Park in the summer and Safe Halloween in the fall and holiday celebrations throughout the community in the winter.

Additional Community Statistics

Government

Incorporated	1909
Form of Government	Council-City Manager

Elected Body

City Council	7 members
Mayor, Deputy Mayor, 5 Council	4 year terms

Demographics

Population	41,630
Land Area	Approximately 9,200 acres 14.38 square miles
Unemployment Rate	4.8%
Median Age	38
Business Licenses	3,000

Household Data - 2014

Median Household Income

- $70,365 - King County
- $65,981 - Snohomish County

Median Home Assessed Value - 2014

- $343,000 - King County
- $271,500 - Snohomish County

Median Rental $1,468

Public Safety - Fire Protection

Number of Full-time Firefighters	57
Number of Fire Stations	3
Number of Emergency Alarms	5,300

Public Safety - Police Protection

Number of Sworn Police Officers	58
Number of Police Stations	1
Number of Calls for Service	25,188

Parks, Recreation & Culture

Number of Parks	23
Number of Acres	262.7
Number of Field & Shelter Bookings	2,703

Education

Northshore School District

- 32 attendance center
- 2,300 employees
- 20,240 students

Cascadia Community College

- 4,703 students

University of Washington - Bothell

- 4,216 Students

Public Transportation

The City of Bothell:

- Maintains 262.7 miles of paved roads
- Owns 2,100 street lights within the Bothell City limits

Utility Services

The City of Bothell:

- Maintains 3,950 water and sewer customer accounts
- Maintains approximately 75 miles of water mains, 58 miles of sewer mains and 120 miles of storm drains

Top Ten Businesses - 2014

The City of Bothell is home to a very diverse group of employers. The top ten include:

Northshore School District	2,100
AT&T Mobile	2,030
Philips Ultrasound	1,182
University of Washington-Bothell	660
T-Mobile	655
Vertafore Inc	450
Seattle Genetics Inc	441
Panasonic Avionics	434
Puget Sound Energy	433
Sonosite	422

City of Bothell™

Appendix F

Fund Descriptions

The financial operations of the City are organized into funds and account groups. Each fund is a separate fiscal and accounting entity. All revenues received or expenditures made by the City are accounted for through one of the funds or account groups listed below.

Governmental Funds

Most City functions are financed through what are referred to as governmental funds. There are five types of governmental funds:

1) General Fund
2) Special Revenue Fund
3) Debt Service Fund
4) Capital Projects Fund
5) Permanent Fund

Governmental Accounting Standards Board (GASB) No. 54 requires each governmental fund balance to be classified into five classifications:

1) Nonspendable Fund Balance
2) Restricted Fund Balance
3) Committed Fund Balance
4) Assigned Fund Balance
5) Unassigned Fund Balance

General Fund

The General Fund is the major operating fund of the City. It accounts for the vast majority of City operations, such as City administration, police and fire services, community planning and development services, and parks and recreation.
Major General Fund revenues are property tax, sales tax, utility tax, State shared revenue, fines and forfeitures, license and permit fees, charges for services, and investment interest.

Special Revenue Funds

Special Revenue Funds are used to account for and report the revenues of specific revenue sources that are legally restricted or committed to a specific purpose other than debt service or capital projects.

Debt Service Fund

Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned for principal and interest. The following are the types of debt generally issued and debt limit for general government purposes:

- **Unlimited "Voted" Tax General Obligation Bonds** represent debt that was approved by voters for a specific purpose. Citizens repay the debt over a stated period of time through an excess property tax levy.
- **Limited "Non-Voted" Tax General Obligation Bonds** (also called Councilmanic Bonds) can be issued by the City Council without a vote of the people. The debt is repaid from current unrestricted revenue sources.
- **Legal Debt Limits** State law dictates that voters may approve general obligation debt issues up to 7.5% of assessed valuation. This 7.5% debt capacity is allocated evenly among general government, parks/open space, and utilities in a 2.5% limit for each. Within the 2.5% limit for general government, the City Council has authority to issue debt up to 1.5% assessed valuation without voter approval.
- **General Obligation (GO) Bond Funds** are created to account for the retirement of general purpose bonds to finance various public projects such as construction or improvement of facilities, parks, and streets.
- **2013 Limited Tax GO Bonds** provides cost-effective tax-exempt financing for designated capital projects.
- **Local Infrastructure Financing Tool (LIFT) Debt Service Funds** is intended to account for the retirement of general purpose bonds. In 2014, a $30,000,000 councilmatic LIFT Bond was issued to support downtown revitalization projects.
- **Local Improvement District Control Funds** accounts for special assessment bonds that are not the direct responsibility of the City. The City collects special assessment payments to finance public improvements or services deemed to benefit the properties against which the special assessments are levied.
- **Local Improvement District (LID) Bonds** represent debt that is repaid by the property owners who directly benefited from the capital improvement. Debt payments are funded through annual assessments paid to the City by property owners. LIDs are formed by the City Council after a majority of property owners agree to the assessment. State law does not require cities to budget for LIDs.
- **Local Improvement District Guaranty Fund** was established for the purpose of guaranteeing the payment of local improvement bonds and is funded from any surplus from Local Improvement District Funds.

Fund Descriptions

Capital Improvements Fund
(See Capital Projects List in the Expenditures section)

This Fund is used to account for monies used to acquire land and/or construct major capital facilities (such as buildings or roads).

The City's Capital Improvements Fund is funded by real estate excise tax, grants, private sources, and transfers from other City funds.

Permanent Funds
These funds are used to report resources received that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs.

Governmental Funds and the City's Financial Structure
The City's financial structure is consistent with the Washington State Auditor's prescribed Budget, Accounting, and Reporting System (BARS), as required by law for all Washington local governments. The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP).

Expenditure budgets are prepared at the "line item" or "object-of-expense" level. Examples are: wages, uniforms/clothing, office supplies, and professional services. Summary totals are provided for object groups such as: wages, benefits, supplies, and capital outlay. Further subtotals are provided for organizational units within departments/ divisions, which are an approximation of costs by function. Finally, department and fund totals provide a broader viewpoint of the budget. The financial overview page contained within each operating department section provides summary level financial data over comparative years.

Governmental funds are budgeted using the modified accrual basis of accounting. Under this basis, revenues are recognized when received and earned. Expenditures are accounted for on the accrual basis with the exception of employee leave benefits and long-term debt, which are recognized when due.

Proprietary Funds
Proprietary operations of the City (enterprise and internal service functions) are accounted for using the accrual basis of accounting, in a manner comparable to private industry. Proprietary funds are used to account for the City's activities that are similar to those found in the private sector. These activities are not financed by taxes, but rather by fees charged to the users of the service. The accounting principles used for proprietary funds are the same as those applicable to similar businesses in the private sector.

Utility Enterprise Funds

Utility Enterprise Funds account for the activities connected with providing utility services to citizens within the City's service area. Enterprise activities are fully supported by user charges. Customers connected to the system are billed for the full cost of the City providing the service to that customer.

Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one government fund, or department to another on a cost-reimbursement basis. By reporting inter-governmental transactions in this manner, the City is able to:

- Account for and fund the total cost of the activity,
- Accumulate resources for replacing fixed assets, and
- Isolate inter-fund services so governmental fund types do not report related revenues and expenditures twice within the same fund type - once by the department furnishing the goods or services, and again by the department receiving the goods or services.

The City currently has three internal service funds:

- 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%).

2130 Pension
The City's pension contribution rates as of September 1, 2013 are:
Public Employees' Retirement System (PERS) 1, 2, & 3 - 9.21%
Public Safety Employees Retirement System (PSERS) 2 - 10.54%
Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) 1 - NA
Law Enforcement Officers' and Fire Fighters' Retirement System 2 - 5.23%

2140 Insurance

Health Insurance
Employer cost of health, vision, dental, and life insurance for employees.

Disability Insurance
Employer cost to provide long-term disability insurance for those City employees that are disabled and unable to work.

The City does not pay disability insurance for Police Guild employees. Employees are required to pay for their own disability insurance via payroll deduction per the Guild contract.

2150 Unemployment
The City has a "reimbursable account" with the State and only pays unemployment when a former employee files a claim. The State bills the City for actual wages paid from such claims.

2160 Workers' Compensation
Payments made per the City Workers' Compensation Policy with Washington State Department of Labor and Industries. Rates vary according to the class of work an employee provides.

2170 Uniform Allowance

AFSCME
The City provides protective clothing required by the City. Uniforms are provided through a quartermaster system.

Police
Uniforms and equipment provided by the City using a Quartermaster System. The City pays up to $50/month per member for cleaning service. Detectives allowance is $750/year.

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.

4150 Custodial
Fees paid to outside vendors for professional maintenance services for City facilities.

4160 Computer
Specialized technical services provided by consultants specializing in hardware, software, and/or programming.

4170 Messenger
Services provided by outside vendors specializing in messenger services.

4180 Advertising/Printing
Costs incurred to advertise in professional publications, newspapers or radio broadcasts. Expenditures include advertising for personnel recruitment, legal notices, and promotion of the City and its programs. Expenditures also include designing and printing City forms, documents, and publications.

4190 Employment
All services performed by a physician or counselor, including physical examinations, drug testing, counseling and guidance services.

4195 Other
Professional technical services, other than those described above, that support the operation of the City government, i.e., recording services, microfilm development, mechanical services, etc.

4200 Communications
Costs related to the use of communications media, including telephone, cell phones, radio, and postage.

4210 Telephone
Telephone costs including local and long-distance service including, rental of equipment.

4220 Cell-phone/Radio/Pager
Costs associated with the rent and maintenance of cell phones, radios, and pagers.

4230 Postage
Postage supplies and equipment, along with the cost of mailing correspondence, and freight charges.

4300 Travel Expenses

4310 Out of Town
Local and out-of-town travel expenditures, including transportation, lodging, meals and other costs related to employees conducting City business while in travel mode.

4320 Mileage Reimbursement
The Internal Revenue Service mileage reimbursement rate is used to reimburse employees for use of their private vehicles while conducting City business.

4330 Business Meals
Cost of providing refreshments for business meetings and training seminars.

4500 Operating Rentals and Leases
Expenditures related to leasing or renting land, buildings, equipment or vehicles for both temporary and long-range use. This account does not include capital lease expenditures.

4600 Insurance
Premiums paid for the City's liability and casualty insurance.

4700 Utilities

4710 Water
Cost of water utility services for City facilities.

4720 Sewer
Cost of sewer utility service for City facilities.

4725 Storm Drainage
Cost of storm drain utility service for City facilities.

4730 Sanitation
Cost of sanitation utility service for City facilities.

4740 Natural Gas
Cost of natural gas utility service for City facilities.

4750 Electric
Cost of electric utility service for City facilities.

4800 Repairs and Maintenance

4810 Repairs and Maintenance
Facility maintenance includes cleaning, alarm service, pest treatment, repairs, etc. This account also includes one-time expenses for unanticipated repairs and maintenance of City property.

4820 Maintenance Contracts
Expenditures include contracts and agreements covering the upkeep of buildings and equipment.

4900 Miscellaneous
Immaterial non-routine expenditures not previously classified.

4910 Training and Conference Registrations

4920 Membership Dues

4930 Laundry & Other Sanitation Services

4950 Other Miscellaneous

5000 – Intergovernmental/Interfund Services and Taxes

Includes the expenditures associated with services provided by other governmental agencies or school districts. Examples of such expenditures include prisoner, detention, and elections.

5100 Intergovernmental Professional Services
Charges paid to other governmental entities for services provided. This category includes expenditures such as pollution control, election costs, and voter registration.

6000 - Capital Outlay

Expenditures for acquiring fixed assets, including land, buildings, capital improvements, and equipment.

6100 Land
Expenditures for the purchase of land.

6200 Buildings and Structures
Cost of acquiring buildings. These expenditures may include the principal amount of capital lease payments resulting in the acquisition of buildings, (except payments to building authorities or similar agencies).

6300 Other Improvements
Expenditures for procuring improvements not associated with buildings. Included are permanent improvements such as fences, retaining walls and capital improvements like streets, curbs and drains.

6400 Machinery and Equipment
Expenditures for machinery and equipment include heavy equipment, vehicles, office equipment, and furniture that meet the cost threshold of a fixed asset.

6500 Construction of Fixed Assets
This classification is used for improvement projects that involve several sub objects, such as land, buildings, structures and other improvements. It may be used to collect work in progress costs of uncompleted projects.

6600 Capitalized Rents and Leases
At the time an asset is acquired under a conditional sales contract, a lease-purchase agreement, an installment purchase agreement, or other such arrangements that defer payment for capital outlays, the principal amount paid for the fixed asset is booked to this account.

7000 - Debt Service Principal
Repayment of debt, which reduces the principal amount owed.

8000 - Debt Service Interest and Related Costs
Expenditures associated with debt repayment.

9000 - Interfund Payments for Services
Payments made to other funds.

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.

Assigned Fund Balance
Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority; the expression of intent does not have to be made prior to year end.

Assessed Valuation
The value placed upon real and personal property by the County Assessor to levy annual property taxes.

Budget Adjustment
An accounting transaction to modify a budget appropriation - by Council adoption of an ordinance, or by Finance Director authorization to adjust appropriations within a fund.

Budget Basis
The form of accounting utilized throughout the budget process. The City budgets for its general government funds using the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Liabilities are recognized when incurred (except for long-term debt, which is carried in the general long-term debt account group). The City's accounting records for its Enterprise Funds (Water, Sewer and Storm & Surface Water Utilities) are maintained on a full accrual basis; revenues are recognized when earned and expenses are recognized when incurred.

Budget Calendar
The schedule of key dates or milestones, which the City follows during the preparation, adoption and administration of its budget.

Budget Document
The City's budget document is used to present a comprehensive financial spending plan to its citizens, the City Council, and other interested parties.

Budget Message
The budget message is written by the City Manager. It is provided in the Introduction section of the budget document to provide City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding financial policies for the coming period.

Glossary

Budget Policies
Guidelines that govern financial plan preparation and administration.

Budgetary Control
Budgetary safeguards used to ensure that expenditures do not exceed a fund's legally authorized appropriation.

Capital Asset
A long-term asset over $5,000 that is not purchased or sold in the normal course of business. Capital assets generally include fixed assets, e.g., land, buildings, equipment, fixtures, and furniture.

Capital Facilities Plan (CFP)
The CFP is a seven-year comprehensive financial plan and needs assessment that identifies and prioritizes funding for capital improvements such as facilities, parks, transportation, and utility projects.

Capital Improvement Program (CIP)
A plan to provide for the maintenance or replacement of existing public facilities and capital assets and for the construction or acquisition of new ones.

Capital Improvement Program Budget
A Capital Improvement Program Budget is accounted for separately from a government's operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the governmental assets. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities, and large scale remodeling.

Capital Outlay
Expenditures which result in the acquisition of (or additions to) a government's fixed assets.

Capital Projects Fund
A fund created to account for financial resources designated for the acquisition, construction, or renovation of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

Consumer Price Index (CPI)
An index established and updated by the Federal Department of Labor. It measures the change in prices paid over time for a fixed set of goods and services.

Glossary

Cost Center
An organizational budget/operating unit or division within a City department, i.e., Information Technology Services is a cost center within the General Fund's Executive Department.

Committed Fund Balance
Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action (Resolution by City Council) to remove or change the constraint.

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.

Interfund Services
Services provided by one fund to another and are considered as reciprocal interfund activities because payment is made for services received. The City records and reports these transactions as "charges for service revenues and expenditures" in the appropriate funds.

Interfund Transfers
Recorded transactions that support the operations of other funds and are classified as "other financing sources or uses" in the fund statements. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Internal Service Fund
A fund used to account for the financing of goods or services provided by one department to another, or to other governments, on a cost-reimbursement basis.

Lease Purchase Agreement
A contractual agreement by which capital outlay may be purchased by making annual lease payments.

Line-Item Budget
A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

Local Improvement District Bonds
Local improvement district bonds can be issued by a City to finance improvements in specific areas of the municipality. The property owners benefiting from the improvements are assessed and billed annually to pay for the cost of retiring the bonds. This type of financing mechanism is generally used for projects such as street improvements and the extension of sewer lines.

Long-Term Debt
Debt that matures more than one year after the date of issuance.

Maturity Date
The date by which long-term debt is scheduled to be paid off.

Modified Accrual Basis Accounting
Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures for the current period. Expenditures, for the most part, are recognized when the fund liability is incurred-except for pre-payments, accumulated employee leave, and long-term debt.

Net Assets
Excess of the value of assets (cash, investments, receivables, and other assets) over the value of liabilities.

Net Direct Debt (or Net Bonded Debt)
Direct debt minus self-supporting debt.

Non-Operating Expense
An expense which is not directly related to the provision of the services, i.e., debt service.

Non-Operating Revenue
Revenue which is generated from other sources, i.e., interest, and is not directly related to service activities.

Nonspendable Fund Balance
Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Objective
A statement of specific direction, purpose, or intent based on the goals established for a specific department.

Operating Budget
The portion of the budget that pertains to daily operations and supports basic governmental services. An operating budget contains appropriations for expenditures such as personnel, supplies, utilities, training, travel, and fuel.

Operating Revenue
Funds that the government receives as income, exclusive of other financing sources such as bond proceeds. In governmental fund types, this includes revenues such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, state shared revenues, and interest income. Proprietary Fund revenues are directly related to the primary activities of the fund, i.e., user fees.

Overlapping Debt
The City's proportionate share of the debt of other local governmental units which either overlap it or underlie it. The debt is generally apportioned based on assessed value.

Performance Budget
A budget that focuses upon departmental goals and objectives rather than line items, programs, or funds. Workload and unit cost data are often collected and analyzed in order to assess the effectiveness and efficiency of services.

Performance Measures
Specific quantitative and qualitative measures that provide a means of analyzing the effectiveness and efficiency of a work product.

Program Budget
A budget that focuses on broad functions or activities, rather than organizational budget units or object expenditure classifications.

Property Tax Limits
The amount of property tax allowable under State law that the City may levy annually without voter approval. Bothell utilizes property tax revenue primarily to support its General Fund and public safety.

Puget Sound Regional Council (PSRC)
A council of governments representing the Puget Sound region of western Washington. The PSRC is headed by an executive board that assists member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

Real Estate Excise Tax (REET)
The City collects a 0.5% REET on all sales of real estate within the City. These funds are restricted for capital spending that is identified in the City's capital facilities plan. Both the first and second 0.25% may be spent for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalk, street and road lighting systems, traffic signals, bridges, water systems, and storm and sewer systems. In addition, the first 0.25% may be spent for parks and recreation facility acquisition; as well as the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of law enforcement facilities, fire protection facilities, trails, and administrative and judicial facilities.

Regular Property Tax
A statutory limited tax levy, which is based on assessed property value and may be imposed by a government for any purpose.

Reserve
An account used to indicate that a portion of a fund's assets is dedicated for or legally restricted to a specific purpose and is, therefore, not available for general appropriation.

Residential Customer Equivalent (RCE)
Used by King County as a unit for determining sewer service volume charges for commercial customers.

Restricted Fund Balance
Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Revenue Bonds
Bonds usually sold for construction projects that will produce additional revenues for the government. The new revenue is pledged to pay the principal and interest of the bond. Revenue bonds are not subject to the debt limitation as regulated by the State constitution. Revenue bonds are often utilized by a government's business type activities, which are funded by user fees.

Risk Management
Protecting a government's assets against loss in the most efficient and effective method.

Self-Supporting Debt
Debt for which the City has pledged a repayment source separate from its general revenues.

Source of Revenue
Revenues are classified according to their source or point of origin.

Special Revenue Funds
Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

Transportation Improvement Program (TIP)
A TIP is required to be prepared annually; it prioritizes transportation projects and potential funding sources.

Trust and Agency Funds
Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The Fiduciary Funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as governmental funds (general, special revenue, debt service and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unassigned Fund Balance
Amounts that are available for any purpose; these amounts are reported only in the General Fund.

Acronyms

A/C	Asbestos/Cement
ACA	Affordable Care Act
ACO	Animal Control Officer
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillators
AFSCME	American Federation of State, County & Municipal Employees
ALERT	Allied Law Enforcement Response Team
ALS	Advanced Life Support
ARCH	A Regional Coalition for Housing
AWC	Association of Washington Cities
BAN	Bond Anticipation Note
BARS	Budgeting Accounting Reporting System
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
BQ	Bank Qualified
BRE	Business Retention and Expansion
CAD/RMS	Computer Aided Dispatch/Record Management Software
CAFR	Comprehensive Annual Financial Report
CB	Catch Basin
CC	Code Compliance
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
CIU	Criminal Investigations Unit
CMAQ	Congestion Mitigation and Air Quality
CMOM	Capacity Management Operation & Maintenance
CMW	City Manager Weekly Report
CPI	Consumer Price Index
CPI-W	Consumer Price Index–Urban Wage & Clerical Workers

CPL	Concealed Pistol License
CPP	Countrywide Planning Policies
CPR	Cardiopulmonary Resuscitation
CRE	Commercial Real Estate
CRR	Community Risk Reduction
CTR	Commute Trip Reduction
DAWN	Domestic Abuse Women's Network
DCM	Deputy City Manager
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
EMI	Emergency Management Institute
EMPG	Emergency Management Preparedness Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMTG	East Metro Training Group
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESA	Endangered Species Act
ESCA	Emergency Services Coordinating Agency
ESF&R	Eastside Fire & Rescue
ETC	Employee Transportation Coordinator
ETP	Eastside Transportation Program
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
HSO	Health & Safety Officer
HVAC	Heating, Ventilation and Air Conditioning
IAFF	International Association of Firefighters
ICC	Infrastructure Coordinating Committee
ICMA	International City/County Management Association
ICS	Incident Command System
IEMC	Integrated Emergency Management Course
IFC	International Fire Code
ILA	Interlocal Agreement
IPD	Implicit Price Deflator
IPS	Institute for Policy Studies
IPZ	Innovation Partnership Zone
IRS	Internal Revenue Service
IS	Information Services
ITS	Intelligent Transportation System
ITSP	Information Technology Strategic Plan
KCBRB	King County Boundary Review Board
KCIRT	King County Investigative Response Team
KCPEC	King County Project Evaluation Committee

LED	Light Emitting Diode
LEED	Leadership in Energy & Environment Design
LEOFF	Law Enforcement Officers & Firefighters
LF	Linear Feet
LID	Local Impact Development
LID	Local Improvement District
LIFT	Local Infrastructure Financing Tool
LOS	Level of Service
LVNR	Lateral Vascular Neck Restraint
MHz	Megahertz
M&O	Maintenance & Operations
MPD	Metropolitan Park District
MRSC	Municipal Research Service Center
MUGA	Municipal Urban Growth Area
MVA	Motor Vehicle Accident
MVET	Motor Vehicle Excise Tax
NCR	No Carbon Required
NEWBA	North East West Bothell Annexation
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NORCOM	North East King County Regional Public Safety Communication Agency
Northshore PRSA	Northshore Parks & Recreation Service Area
NPDES	National Pollutant Discharge Elimination System
NSD	Northshore School District
OPS	Office of Professional Standards
OSHA	Occupational Safety & Health Administration
PAA	Potential Annexation Area
PAB	Peer Advisory Board
PABL	Park at Bothell Landing
PACE	Pro-Active Criminal Enforcement
PC	Personal Computer
PCI	Payment Card Industry
PCN	Position Change Notice
PE	Public Education
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
PSU	Professional Standards Unit
PUD	Planned Unit Developments
PUD	Public Utility District
PWOC	Public Works Operations Center
PW	Public Works
PWS	Personal Wireless Services
PWTF	Public Works Trust Fund
RCE	Residential Customer Equivalent
RCW	Revised Code of Washington
RDA	Revenue Development Area
REET	Real Estate Excise Tax
RFA	Regional Fire Authority
RFP	Request for Proposal
RHS	Retiree Health Savings Plan
RIMC	Records Information Management Committee
ROW	Right-of-Way
RTA	Regional Transit Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
SAO	State Auditor's Office
SCA	Sudden Cardiac Arrest
SCADA	Supervisory Control and Data Acquisition
SCBA	Self Contained Breathing Apparatus
SCBRB	Snohomish County Boundary Review Board
SEC	Securities & Exchange Commission
SEPA	State Environmental Policy Act
SIU	Special Investigations Unit
SMART	Snohomish County Multi-Agency Response Team
SMP	Shoreline Master Program
SOC	Stipulated Order of Continuance
SOP	Standard Operating Procedures
SPU	Seattle Public Utilities
SR	State Route
SRO	School Resource Officer
SRT	Special Response Team
STEP	Selective Traffic Enforcement Program

STP	Surface Transportation Program
SUIDI	Sudden, Unexplained Infant Death Investigation
SWAT	Special Weapons & Tactics
TB	Tuberculosis
TBD	Transportation Benefit District
TDM	Transportation Demand Management
TIB	Transportation Improvement Board
TIP	Transportation Improvement Program
TMC	Traffic Management Center
TMDL	Total Maximum Daily Load
TRT	Technical Rescue Team
UASI	Urban Areas Security Initiative
UFC	Uniform Fire Code
UPS	Uninterruptable Power Supply
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

City of Bothell™

Budget Ordinance

ORDINANCE NO. 2164 (2014)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2015; 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 2015, 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, 2015, 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 9, 2014, 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 2015-2016, 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 2015-2016.

Section 3. A complete copy of the final budget for 2015-2016, 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:

JOSHUA FREED
MAYOR

ATTEST/AUTHENTICATED:

LAURA HATHAWAY
CITY CLERK

APPROVED AS TO FORM:

JOSEPH BECK
CITY ATTORNEY

FILED WITH THE CITY CLERK: December 2, 2014
PASSED BY THE CITY COUNCIL: December 9, 2014
PUBLISHED: December 15, 2014
EFFECTIVE DATE: December 20, 2014
ORDINANCE NO.: 2164 (2014)

SUMMARY OF ORDINANCE NO. 2164 (2014)

City of Bothell, Washington

On the 9th day of December, 2014, the City Council of the City of Bothell passed Ordinance No. 2164 (2014). A summary of the content of said Ordinance, consisting of the title, provides as follows:

ORDINANCE NO. 2164 (2014)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2015; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

The full text of this Ordinance will be mailed upon request.

Dated this 9th day of December, 2014.

LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: December 2, 2014
PASSED BY THE CITY COUNCIL: December 9, 2014
PUBLISHED: December 15, 2014
EFFECTIVE DATE: December 20, 2014
ORDINANCE NO.: 2164 (2014)

Alternative Exhibit A

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2011-2012 Actuals	2013-2014 Modified Budget	2015-2016 Budget
General Fund	$71,725,348	$79,937,472	$87,364,923
Special Revenue Funds			
Street	3,413,689	5,210,307	3,581,576
Arterial Street	2,335,939	6,132,320	7,389,199
Cable TV Fund	-	-	-
Park Cumulative Reserve	361,073	480,000	86,000
Drug Seizure Fund	29,577	44,000	50,000
Nuisance Abatement Fund	-	-	-
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,540,990	1,435,000	1,638,827
LIFT GO Bond Redemption	-	2,000,000	3,323,700
2013 GO Bond Redemption	-	840,000	1,420,330
Capital Funds			
Capital Improvements	61,106,252	80,974,637	35,265,054
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	-	-	2,626,072
Water	6,890,432	10,624,378	13,186,622
Sewer	10,749,647	15,120,910	15,235,505
Storm & Surface Water	6,864,004	22,549,091	23,338,065
Internal Service Funds			
Equipment Rental	1,969,936	3,082,272	3,654,526
Self Insurance	1,950,553	2,211,524	2,329,027
Asset Replacement	450,419	3,035,058	2,365,368
Expendable Trust Funds			
Cemetery Endowment	431	400	-
Firemen's Pension Reserve	99,610	90,000	122,000
Total Appropriation All Funds	**$169,487,901**	**$233,767,369**	**$202,976,794**
Less Operating Transfers	**(5,334,975)**	**(12,325,486)**	**(27,148,186)**
Less Interfund Transactions	**(4,695,583)**	**(6,475,604)**	**(6,886,831)**
Total Appropriation All Funds Less Transfers	**159,457,343**	**214,966,279**	**168,941,777**
Biennium Beginning Fund Balance	**19,679,449**	**17,301,656**	**37,767,012**
Total Appropriation Plus Beginning Fund Balance	**$179,136,792**	**$232,267,935**	**$206,708,789**

2015 Beginning Fund Balance figure is based on actual 2014 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

2164 (2014)

Alternative Exhibit A

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2011-2012 Actuals	2013-2014 Modified Budget	2015-2016 Budget
General Fund	$73,043,384	$79,905,430	$87,481,520
Special Revenue Funds			
Street	3,457,571	4,358,536	5,335,194
Arterial Street	2,704,481	6,937,054	3,475,700
Cable TV Fund	11,334	-	-
Park Cumulative Reserve	49,334	100,000	363,000
Drug Seizure Fund	28,866	70,500	73,200
Nuisance Abatement Fund	9,788	-	-
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,441,579	1,475,000	1,462,800
LIFT GO Bond Redemption	-	2,000,000	3,323,700
2013 GO Bond Redemption	-	840,000	1,420,330
Capital Funds			
Capital Improvements	63,396,688	81,600,090	35,765,646
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	-	-	15,502,069
Water	7,077,541	11,680,279	15,113,624
Sewer	10,430,286	15,754,663	16,158,096
Storm & Surface Water	5,803,568	22,067,760	22,371,630
Internal Service Funds			
Equipment Rental	2,100,606	3,099,486	3,667,506
Self Insurance	1,955,143	2,130,813	2,354,407
Asset Replacement	2,184,237	6,326,272	5,555,863
Expendable Trust Funds			
Cemetery Endowment	657	18,000	-
Firemen's Pension Reserve	77,605	90,000	95,000
Total Appropriation All Funds	**$173,772,669**	**$238,453,883**	**$219,519,285**
Less Operating Transfers	**(5,334,975)**	**(12,325,486)**	**(27,148,186)**
Less Interfund Transactions	**(4,695,583)**	**(6,475,604)**	**(6,886,831)**
Total Appropriation All Funds Less Transfers	**163,742,111**	**219,652,793**	**185,484,268**
Less Depreciation Expense	**(4,014,568)**	**(3,924,800)**	**(3,766,105)**
Biennium Ending Fund Balance	**17,301,656**	**37,767,012**	**24,990,626**
Total Appropriation Plus Ending Fund Balance	**$177,029,200**	**$253,495,005**	**$206,708,789**

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

2014 Ending Fund Balance figure is based on actual 2014 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

2164 (2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
City Manager	1	Executive	City Manager	1
Assistant City Manager	2	Executive	Non-Rep	1
Executive Assistant	3	Executive	Non-Rep	1
Human Resources Director	4	Human Resources	Non-Rep	1
City Clerk	5	City Clerk	Non-Rep	1
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
Senior Accounting Specialist - Project Term	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
Senior 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
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1

2164(2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Police Sergeant	76	Police	BPOG	1
Police Sergeant	77	Police	BPOG	1
Police Sergeant	78	Police	BPOG	1

2164(2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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 Services Manager	105	Police	Non-Rep	1
Communications Specialist	106	Police	AFSCME	1
Communications Specialist	107	Police	AFSCME	1
Communications Specialist	108	Police	AFSCME	1
Communications Specialist	109	Police	AFSCME	1
Communications Specialist	110	Police	AFSCME	1
Communications Specialist	111	Police	AFSCME	1
Communications Supervisor	112	Police	AFSCME	1
Communications Specialist	113	Police	AFSCME	1
Communications Specialist	114	Police	AFSCME	1
Police Records Supervisor	115	Police	AFSCME	1
Public Works Director	116	Public Works	Non-Rep	1

2164 (2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Lead Maintenance Worker	144	Public Works	AFSCME	1
Senior Maintenance Worker	145	Public Works	AFSCME	1
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

2164 (2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
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 Administrative 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

2164(2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Office Specialist	196	Fire & EMS	AFSCME	1
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	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
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	BPOG	1
Transportation Engineer	240	Public Works	AFSCME	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	253	Police	AFSCME	1

2164 (2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Court Clerk	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 Information 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 & Development Services Manager	281	Public Works	Non-Rep	1
Senior Financial Analyst	284	Finance	AFSCME	1
Public Educator/ Public Information Specialist	286	Fire & EMS	AFSCME	1
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

2164 (2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Senior 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
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
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	334	Finance	AFSCME	.8
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	1
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
Lead Custodian	353	Public Works	AFSCME	1

2164 (2014)

Authorized Position Classification Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Equivalent
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
Associate City Attorney	362	Legal	Non-Rep	1
Maintenance Worker	363	Public Works	AFSCME	1
Animal Control Officer	364	Police	AFSCME	1
Maintenance Worker	365	Public Works	AFSCME	1
Custodian	366	Public Works	AFSCME	.5
Maintenance Supervisor	367	Public Works	Non-Rep	1
Maintenance Worker	368	Public Works	AFSCME	1
Maintenance Supervisor	369	Public Works	Non-Rep	1
Maintenance Worker	370	Public Works	AFSCME	1
Supervising Engineer	371	Public Works	Non-Rep	1
Surface Water Inspector	372	Public Works	AFSCME	1
Police Officer	373	Police	BPOG	1
Police Officer	374	Police	BPOG	1
Police Officer	375	Police	BPOG	1
Police Officer	376	Police	BPOG	1
Police Officer	377	Police	BPOG	1
Firefighter	378	Fire & EMS	IAFF	1
Firefighter	379	Fire & EMS	IAFF	1
Senior Plans Examiner - Project Term	380	Community Development	AFSCME	1
Senior Building Inspector - Project Term	TBD	Community Development	AFSCME	1
Construction Inspector - Project Term	TBD	Community Development	AFSCME	1
Permit Services Technician - Limited Term	TBD	Community Development	AFSCME	.5
Maintenance Worker	TBD	Public Works	AFSCME	1
Maintenance Worker	TBD	Public Works	AFSCME	1
Senior Maintenance Worker	TBD	Public Works	AFSCME	1
Accounting Specialist - Limited Term	TBD	Finance	AFSCME	.4
Surface Water Inspector (Grant Funded)	TBD	Public Works	AFSCME	1
Parks & Recreation Director	TBD	Parks & Recreation	Non-Rep	1

Authorized Position Classifications **318.7**

2164 (2014)

City of Bothell™

Fee Schedule Resolution

RESOLUTION NO. 1325 (2014)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, ESTABLISHING THE 2015 FEE SCHEDULE AND RESCINDING RESOLUTION NO. 1303 (2013).

WHEREAS, the City Council finds that the following fee schedule sets forth fees that are reasonable and necessary for the year 2015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Effective December 31, 2014, the schedule of fees set forth herein is hereby adopted, superceding the 2014 Fee Schedule as amended:

	2014 Fee	2015 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	637.00	**652.00**
Quarter size space	217.00	**222.00**
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**

	2014 Fee	2015 Fee
~~3. Copies of audio tapes of meetings, per tape~~	~~26.00~~	n/a
3. DVD copies of meetings, per DVD	8.00	**9.00**
4. Publication request on CD	5.00	**6.00**
5. Special events permits:		
a. 75 or more participants	157.00	**161.00**
b. Block party	17.00	**18.00**
FINANCE DEPARTMENT		
1. Non-sufficient funds (NSF) check handling fee	35.00	**36.00**
2. Utility account fees and late charges		
a. Late Fee Penalty	10.00	**10.00**
b. Collection agency assignment fee	35.00	**36.00**
c. Customer request water shut-off or turn-on fee	27.00	**28.00**
d. Non-payment water shut-off fee	50.00	**52.00**
e. Non-payment water turn-on fee	50.00	**52.00**
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.	330.00	**338.00**
g. Meter re-reads (One re-read per year at no charge)	33.00	**34.00**
h. Final meter reads	33.00	**34.00**
i. Utility lien filing administrative fee, in addition to County recording costs	43.00	**44.00**
j. After hours water service reactivation charge for delinquent accounts	82.00	**84.00**
POLICE DEPARTMENT		
1. Fingerprinting		
a. First card - residents	15.00	**15.00**
b. Each additional card - residents	5.00	**5.00**
c. First card - nonresidents	20.00	**20.00**
d. Each additional card - nonresidents	10.00	**10.00**
2. Case reports or miscellaneous reports		
a. 5 pages or less	4.00	**4.00**
b. 6 pages or more	4.00 plus 0.15/page	**4.00 plus 0.15/page**
c. Photos on CD	5.00	**5.00**
3. Accident reports		
a. 5 pages or less	4.00	**4.00**
b. 6 pages or more	4.00 plus 0.15/page	**4.00 plus 0.15/page**
c. Photos on CD	5.00	**5.00**

	2014 Fee	2015 Fee
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	50.00	**50.00**
c. Third response within six months of first response	75.00	**75.00**
d. Fourth or higher response within six months of first response	100.00	**100.00**
6. Concealed pistol license		
a. Original	52.50	**52.50**
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	165.00	**175.00**
b. Daily holding/kennel fee	15.00	**20.00**
c. Emergency veterinary care	Actual cost	**Actual cost**
d. Euthanasia and animal disposal	Actual cost	**Actual cost**
e. Hearing examiner costs associated with unsuccessful appeal of dangerous dog declaration	Actual cost	**Actual cost**
FIRE DEPARTMENT		
1. **Bothell Municipal Code Fire Fees**		
False alarms		
a. First non-exempt preventable alarm	145.00	**149.00**
b. Subsequent non-exempt preventable alarm	183.00	**188.00**
Fireworks		
a. Retail seller permit	100.00	**100.00**
Plus cash bond	100.00	**100.00**
b. Public display permit	100.00	**100.00**
Plus cash bond	100.00	**100.00**
2. **Development Review Fees**		
Building plan review fee, per square foot of gross building floor area	0.06	**0.07**
Land use reviews (Fire land-use review being added to Development Review fee structure, with associated billable hourly rates)	Hourly rate - See Dev Review Fee	**Hourly rate - See Dev Review Fee**
5 acres or less		
Over 5 acres		
Hazardous Materials Review	Peer review fee	**Peer review fee**

3. IFC Operational Permits 105.6.1 - 46	2014 Fee	2015 Fee
Aerosol products	205.00	210.00
Amusement buildings	167.00	171.00
Aviation facilities	199.00	204.00
Carnivals and fairs	296.00	303.00
Cellulose nitrate film	114.00	117.00
Combustible fibers	114.00	117.00
Compressed gases	145.00	149.00
Covered mall buildings	199.00	204.00
Cryogenic fluids	145.00	149.00
Cutting and welding	167.00	171.00
Distributed antenna system	167.00	171.00
Dry cleaning plants	145.00	149.00
Dust producing operations	167.00	171.00
Exhibits and trade shows	167.00	171.00
Explosives	296.00	303.00
Fire hydrants and valves	167.00	171.00
Flammable and combustible liquids	290.00	297.00
Floor finishing	167.00	171.00
Fruit and crop ripening	199.00	204.00
Fumigation or thermal insecticidal fogging	199.00	204.00
Hazardous materials	433.00	443.00
Hazardous production materials	167.00	171.00
High-piled storage	370.00	379.00
Hot work operations	167.00	171.00
Industrial ovens	145.00	149.00
Liquid/gas fueled vehicles/equipment in assembly building	114.00	117.00
Liquified petroleum gases	145.00	149.00
Lumber yards and woodworking plants	133.00	136.00
Magnesium	145.00	149.00
Miscellaneous combustible storage	114.00	117.00
Open flames and candles	89.00	91.00
Open flames and torches	167.00	171.00
Organic coatings	199.00	204.00
Places of assembly - Non-Profit	171.00	175.00
Places of assembly - Commercial	199.00	204.00
Positive alarm sequence fire alarm	167.00	171.00
Private fire hydrants	167.00	171.00
Pyrotechnical special effects material	266.00	272.00
Pyroxlin plastics	167.00	171.00
Refrigeration equipment	199.00	204.00
Repair garages and motor fuel-dispensing facilities	133.00	136.00

	2014 Fee	2015 Fee
Rooftop heliports	167.00	**171.00**
Spraying or dipping	199.00	**204.00**
Temporary membrane structures and tents:		
a. Commercial	171.00	**175.00**
b. Non-profit	145.00	**149.00**
Tires: Rebuilding plants, storage of scrap and by-products	192.00	**197.00**
Waste handling	167.00	**171.00**
Wood products	167.00	**171.00**

4. **IFC Construction Permits 105.7.1 - 14**

Automatic Fire Protection Systems

Automatic fire-extinguishing systems. Fire sprinkler NFPA 13, 13D, and 13R.

a. New commerical buildings NFPA 13, fee per riser (plus $1.00 per sprinkler head)	290.00	**297.00**
b. Commerical tenant improvements NFPA 13, fee per riser (plus $1.00 per sprinkler head)	167.00	**171.00**
c. Single and multi-family residential NDPA 13D and 13R	156.00	**160.00**
d. Underground fire sprinkler supply line	167.00	**171.00**
e. Commerical kitchen hood and duct systems	250.00	**256.00**
f. VESDA/FM-200 fire suppression systems	330.00	**338.00**
Battery systems	220.00	**225.00**
Compressed gases	145.00	**149.00**
Cryogenic fluids	145.00	**149.00**

Automatic Fire Detection Systems

Fire alarm/detection systems and related equipment. NFPA 10 fire alarm and signaling systems.

a. Fire alarm panels, 1-4 zones, plus $1.50/device	171.00	**175.00**
b. Fire alarm panels, 5 or more zones, plus $1.50/device	220.00	**225.00**
c. Addressable control panels, plus $1.00/device	290.00	**297.00**
d. Fire alarm transmission devices	171.00	**175.00**

Other Systems

Industrial ovens	145.00	**149.00**
Liquified petroleum gas	145.00	**149.00**
Private fire hydrants	278.00	**285.00**
Spraying and dipping	199.00	**204.00**
Standpipe systems	171.00	**175.00**
Distributed antenna system	167.00	**171.00**
Fire pumps and related equipment	171.00	**175.00**

	2014 Fee	2015 Fee
Flammable and combustible liquids storage and transport		
Level 1: Less than 1000 gallon capacity	178.00	182.00
Level 2: 1000+ gallon capacity	317.00	324.00
Temporary membrane structures and tents:		
a. Commercial	171.00	175.00
b. Non-profit	145.00	149.00

5. **Inspection Fees**

After-hours inspections (billed half-hourly)	Hourly rate - See Dev Review Fee	**Hourly rate - See Dev Review Fee**
Stop Work Order Fee	n/a	84.00
Phased project inspection fee (additional inspections required for project phasing)	84.00 for each additional inspection	**84.00 for each additional inspection**
Fire Code construction permit re-inspection fee. (Billed for each inspection occurrence after primary inspection and first re-inspection.)	63.00	65.00

6. **Response Operations Section Fees**

Fees for Non-Public Records Act Requests		
Fire incident/investigation reports	15.00	**15.00**
Medical incident reports	15.00	**15.00**
EMS transport fee	550.00 or Medicare Allowable Rate	**550.00 or Medicare Allowable Rate**
Transport mileage fee	14.00 per mile	**14.00 per mile**
Motor Vehicle Collision (MVC) and Vehicle Fire recovery fees		
Level One Response	441.00	451.00
Level Two Response	557.00	570.00
Level Three Response	709.00	725.00
Level Four Response	1,316.00	1,345.00

7. **CRR - Public Education Fees**

CPR class fees - Organizations requesting required CPR training. Class size limited to 8.		
a. Adult and child CPR w/AED	313.00	320.00
b. Infant CPR	295.00	302.00

	2014 Fee	2015 Fee
c. Adut, child, & infant CPR/AED	471.00	**482.00**
d. Healthcare provider CPR	313.00	**320.00**
e. First aid	313.00	**320.00**
CPR class fees - Scheduled classes open to all individuals for enrollment. (Resident charge applies to all Snohomish County District 10 residents)		
a. Adult and child CPR w/AED - Resident	43.00	**44.00**
b. Adult and child CPR w/AED - Nonresident	51.00	**53.00**
c. Adult, child, & infant CPR/AED - Resident	43.00	**44.00**
d. Adult, child, & infant CPR/AED - Nonresident	51.00	**53.00**
e. First aid - Resident	43.00	**44.00**
f. First aid - Nonresident	51.00	**53.00**
Public Education safety classes		
a. Mock impaired driving demonstration	800.00	**800.00**
b. CERT (Community Emergency Response Team) - Scheduled classes open to individuals for enrollment.	51.00	**53.00**
c. Safe Sitter class	25.00	**26.00**
d. Search & Rescue	Instructor Hourly Rate	**Instructor Hourly Rate**
e. Triage	Instructor Hourly Rate	**Instructor Hourly Rate**
f. ICS/NIMS	Instructor Hourly Rate	**Instructor Hourly Rate**
g. Other safety classes	Instructor Hourly Rate	**Instructor Hourly Rate**
Bicycle Helmets (per helmet fee)	10.00	**10.00**
COMMUNITY DEVELOPMENT		
1. Pre-application and development processing fees		
a. First pre-application meeting	1,308.00	**1,337.00**
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	656.00	**671.00**

	2014 Fee	2015 Fee
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	1,000.00	**1,500.00**
4. Sign permits - first sign	140.00	**144.00**
Additional signs	23.00	**24.00**
5. Custom map requests. For custom requests requiring plotting, a fee of $60.00 per hour with a 15 minute minimum ($15.00); plus reimbursement for supplies as follows:		
CD-ROM - recordable	5.00	**5.00**
11" x 17" paper	4.00	**4.00**
36" minimum wide plot, per lineal foot	5.00	**5.00**
DVD-recordable	5.00	**5.00**
6. Bothell Municipal Code amendments	4,290.00	**4,385.00**
7. Comprehensive Plan amendments (property specific)	4,290.00	**4,385.00**
8. Request for extension of construction noise hours	n/a	**152.00**
9. Zoning confirmation request	n/a	**152.00**

BUSINESS LICENSES	2014 Fee	2015 Fee
1. Business license fee (total of a, b, and c)		
a. Number of employees:		
0-2	25.00	**26.00**
3-10	69.00	**71.00**
11-25	146.00	**150.00**
26-50	317.00	**324.00**
51-75	478.00	**489.00**
76-100	637.00	**652.00**
100+	637.00	**652.00**
Additional fee for each employee over 100	8.00	**9.00**
Transfer to new location	25.00	**26.00**
Transfer to new owner	25.00	**26.00**
Duplicate License	5.00	**6.00**
b. Type of business:		
Contractors	34.00	**35.00**
Public assembly	67.00	**69.00**
Educational	67.00	**69.00**
Institutional	67.00	**69.00**
Residential	49.00	**51.00**
Store, office	34.00	**35.00**
Basic industry/utility	84.00	**86.00**
Manufacturing	84.00	**86.00**
Storage	67.00	**69.00**
Special properties	67.00	**69.00**
Apartments	265.00	**271.00**
c. Occupancy size for businesses (square feet)		
Less than 3,000	0.00	**0.00**
3,001-5,000	51.00	**53.00**
5,001-10,000	82.00	**84.00**
10,001-15,000	1,300.00	**1,329.00**
15,001-17,000	1,789.00	**1,829.00**
17,001-20,000	2,007.00	**2,052.00**
20,001-50,000	2,422.00	**2,476.00**
Greater than 50,000	4,210.00	**4,303.00**
d. Occupancy size for apartment buildings (square feet)		
Less than 3,000	0.00	**0.00**
3,001-5,000	51.00	**53.00**
5,001-10,000	82.00	**84.00**
10,001-15,000	1,300.00	**1,329.00**
15,001-17,000	1,789.00	**1,829.00**
17,001-20,000	2,007.00	**2,052.00**
20,001-50,000	2,422.00	**2,476.00**
Greater than 50,000	2,807.00	**2,869.00**

	2014 Fee	2015 Fee
~~2. Special events permits:~~		
~~a. 75 or more participants~~	~~157.00~~	**See City Clerk Division**
~~b. Block party~~	~~17.00~~	**See City Clerk Division**
2. Adult entertainment facilities		
a. Adult entertainment facility license, per year, plus business license fee	2,500.00	**3,000.00**
b. Manager license, per year	573.00	**750.00**
c. Entertainer license, per year	573.00	**750.00**
3. Public/teen dance, per year	485.00	**496.00**
4. Amusement game device, per game, per year	44.00	**45.00**
5. Pawnbrokers, per year	163.00	**167.00**
6. Secondhand dealers, per year	44.00	**45.00**
~~8. Peddlers~~		
~~a. Permit fee~~	~~82.00~~	**n/a**
~~b. Annual renewal~~	~~18.00~~	**n/a**
~~c. Investigation fee~~	~~39.00~~	**n/a**
7. Family day care homes, per year	18.00	**18.00**
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	35.00	**36.00**
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	143.00	**147.00**
Per residential remodel/addition	143.00	**147.00**
Per multi-family structure	285.00	**292.00**
Additional per unit fee	74.00	**76.00**
Per commercial building	285.00	**292.00**
Per tenant improvement	143.00	**147.00**

	2014 Fee	2015 Fee
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	145.00	**149.00**
5. Demolition Fee		
a. Main Structure	300.00	**307.00**
b. Accessory Strucure	50.00	**52.00**
c. Historic Structure	300.00 + Dev Review Fee	**307.00 + Dev Review 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.

	2014 Fee	2015 Fee

The applicant shall be responsible for the cost of legal counsel review, hearing examiner review, all recording fees associated with final plats, binding site plans and all other development documents requiring recording, consultants, and any additional required studies, and for reimbursement of municipal employee's time at their current billable hourly rate.

Development Review Technology Surcharge
In order to reimburse the City for costs specifically related to the maintenance and regular upgrading of local and regional electronic development review and tracking systems, which benefit the City's development customers via an increasingly efficient and effective review process, a five percent technology surcharge will be added to pre-application conference fees; plan review fees; permit fees; and development review fees. The technology surcharge will not be placed on facilities charges or impact fees.

PUBLIC WORKS

WATER FEES & CHARGES

1. Water main facility charges		
3/4" (5/8") meter	4,310.00	4,405.00
1" meter	9,370.00	9,577.00
1.5" meter	21,048.00	21,512.00
2" meter	33,677.00	34,418.00
3" meter	72,369.00	73,962.00
4" meter	110,255.00	112,681.00
6" meter	223,854.00	228,779.00
8" meter	363,517.00	371,515.00
2. Fire hydrant use		
Permit (per calendar year)	109.00	112.00
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	102.00	105.00
Water/per 100 cubic feet	9.00	10.00
3. Water meters		
a. Water meter processing fee, per meter	33.00	34.00
b. Existing service line to property and meter box		
3/4"	414.00	424.00
1"	471.00	482.00
1 1/2"	706.00	722.00
2"	866.00	886.00

	2014 Fee	2015 Fee
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	4,930.00	5,039.00
3/4" long side	6,102.00	6,237.00
1" short side	5,047.00	5,159.00
1" long side	5,047.00	5,159.00
4. Water main tap: Not associated with a development project	213.00	218.00
5. Water main tap: Associated with a development project. Water main tap fee + development review fee.	$112 + Dev Review Fee	$115 + Dev Review Fee
6. Fire flow/hydraulic analysis	253.00	259.00
7. Flushing/dechlorination/disinfection Service (Depending on availability)	$148 + Dev Review Fee	$152 + Dev Review Fee
8. Backflow assembly inspection	163.00	167.00
9. Fire service line base charge		
Residential	6.00	7.00
4" Commercial	13.00	14.00
6" Commercial	18.00	19.00
8" Commercial	23.00	24.00
SEWER FEES & CHARGES		
1. Sewer main facility charges		
a. Single family	2,070.00	2,116.00
b. Commercial/multi-family (RCE*)	2,070.00	2,116.00
*(Resident customer equivalent, as determined by METRO capacity form)		
2. Side sewer connections		
Side sewer processing fee	32.00	33.00
Single family side sewer	318.00	325.00
Commercial/multi-family side sewer (1st unit/bldg) associated w/development project. Side connection fee + development review fee	$112 + Dev Review Fee	$115 + Dev Review Fee
Additional per unit charge per building	25.00	26.00
Repair/modify side sewer existing line(s)	318.00	325.00
3. Sewer main tap: not associated with a development project	213.00	218.00

	2014 Fee	2015 Fee
4. Sewer main tap: associated with a development project. Sewer main tap fee + development review fee	$112 + Dev Review Fee	**$115 + Dev Review Fee**
5. Television pipeline inspection service (Depending on availability)	$158 per hour (3 hr minimum)	**$162 per hour (3 hr minimum)**
STORM DRAIN AND SURFACE WATER		
1. Single family storm drain inspection fee	213.00	**218.00**
2. Television pipeline inspection service (Depending on availability)	$158 per hour (3 hr minimum)	**$162 per hour (3 hr minimum)**
3. Citywide Stormwater Facility Charge	$950 per Impervious Surface Unit	**$971 per Impervious Surface Unit**
4. Stormwater facility charge - downtown sub-basin area	$10,106 per Impervious Surface Unit	**$10,329 per Impervious Surface Unit**
ROADS & STREETS		
1. Driveway approach - right of way invasion permit	435.00	**445.00**
2. Street excavation, minor: right of way invasion permit	237.00	**243.00**
3. Street excavation, major: right of way invasion permit 0-300 lineal feet	424.00	**434.00**
Additional per foot charge for over 300 feet	6.00	**7.00**
4. Street excavation, major: right of way invasion permit 0-300 lineal feet associated with a development project. Street excavation fee + development review fee.	$237 + Dev Review Fee	**$243 + Dev Review Fee**
Additional per foot charge for over 300 feet	6.00	**7.00**
5. Public utilities blanket permit (per calendar year)	659.00	**674.00**
6. Public utilities right of way invasion permit, per site	210.00	**215.00**
7. Street vacation application Applicant responsible for cost of appraisal & recording fees	1,316.00	**1,345.00**
8. Purchase and installation of up to two DUI memorial sign(s)	567.00	**580.00**
9. Accident clean-up / emergency response	196.00	**201.00**

	2014 Fee	2015 Fee
10. Concurrency capacity reporting & monitoring surcharge		
a. Major development	2,935.00	**3,000.00**
A "Major development" means any development that generates more than fifty (50) peak hour trips.		
b. Medium development	1,761.00	**1,800.00**
A "Medium development" means any development that generates twenty to fifty (20-50) peak hour trips.		
c. Minor development	882.00	**902.00**
A "Minor development" means any development that generates at least three (3) peak hour trips, but less than twenty (20) peak hour trips.		
11. Street cut mitigation fee		
"Mitigation fee" (17.08.050). The fee is based upon the cost of overlay for permanent repair of damage/deterioration of streets and shoulders caused by trenching/utility operations. Lineal feet of opening X $14.00 = overlay cost.		
12. Single family site review and inspection	530.00	**542.00**
Construction and additions. Prior to issuance of building permits, site plans for single family construction are reviewed for consistency with applicable City codes and design and construction standards and specifications, which may include water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters, driveways, sidewalks, and easements. Subsequent to permit issuance, required site inspections are performed.		
13. Traffic control devices for public area use permits	152.00	**156.00**
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**

	2014 Fee	2015 Fee
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	19.00	**19.00**
(3 hour minimum rental when site supervisor required)		
c. Damage deposit	200.00	**200.00**
d. Damage deposit for reservations with alcohol	400.00	**400.00**
4. North Creek Schoolhouse		
a. Meeting room		
Residents (per hour)	n/a	**40.00**
Non-residents (per hour)	n/a	**48.00**
b. Damage deposit	n/a	**100.00**
Long term use agreements may be negotiated by director at a rate different than above, and may include community service projects.		
5. Sportsfields (per hour)		
a. Adult teams on grass	39.00	**39.00**
Adult teams on synthetic turf	55.00	**55.00**
Youth teams on grass	20.00	**20.00**
Youth teams on synthetic turf	28.00	**28.00**
b. Tournament events		
Payment in full and tournament bracket or participant roster must be turned in at least four weeks prior to event. Hourly field rates are shown above.		
Adult teams	198.00	**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.		
6. North Creek field lights (per hour)	22.00	**22.00**

	2014 Fee	2015 Fee
7. Commercial use of sportsfields		
a. Synthetic turf (per hour)	66.00	**66.00**
b. Grass fields (per hour)	47.00	**47.00**
8. Commercial photography (per day)	100.00	**100.00**
9. Concessions		
a. Ongoing concessions/vendors	10% of Gross Revenue	**10% of Gross Revenue**
b. Special event/tournament concessions/vendors (per vendor) - applies to all City properties	$25/day or $50/weekend	**$25/day or $50/weekend**
10. Other commercial use, per hour (Rate negotiable with Director.)	72.00	**72.00**
11. Adult softball leagues		
Per game rate (Includes 9.5% Washington State Sales Tax)	60.00	**62.00**
12. Recreation programs		
a. Recreation classes - Cancellation fee		
If class fee is less than $10.00, the cancellation fee is the amount of the class fee.	10.00	**10.00**
b. Youth & teen programs	Per adopted Parks & Rec fee policies	**Per adopted Parks & Rec fee policies**
c. Open gym/drop-in athletics, per night	6.00	**6.00**
13. Cancellation fee for facility and picnic shelter reservations		
More than 30 days notice of cancellation:	25% of fee	**25% of fee**
15 to 30 days notice of cancellation:	50% of fee	**50% of fee**
14 days or less notice of cancellation:	No refund	**No refund**
14. Disc golf		
Tournament fee, per participant	5.00	**5.00**
Disc rental, per set	8.00	**8.00**
Disc rental damage deposit	10.00	**10.00**
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. 1303 (2013) 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 18th day of November, 2014.

APPROVED:

JOSHUA FREED
MAYOR

ATTEST/AUTHENTICATED:

LAURA HATHAWAY

Filed with the City Clerk: November 10, 2014
Passed by the City Council: November 18, 2014
Resolution No. 1325 (2014)

City of Bothell™

Appendix H

Back to Table of Contents

2015-2016 Estimated Revenues

FB = Fund Balance CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title	2013 Actual	2014 Accrued YTD (June 30)	2014 Reprojected	2015 Projected	2016 Projected	2015-16 Projected	Revenue Assumptions
Estimated Beginning Fund Balance							
308.90.00.000 ESTIMATED BEGINNING FUND BALANCE	3,124,698			4,335,733		4,335,733	Based on estimated 2014 ending FB
General Property Taxes							
311.10.00.000 REAL & PERSONAL PROPERTY - REGULAR LEVY	8,954,406	4,561,336	9,106,226	10,773,811	11,095,225	21,869,036	1% levy increase. Annexation $ begin 2015. New const 2%
311.10.00.003 REAL & PERSONAL PROPERTY - SNO CO EMS LEVY	844,400	431,691	863,381	889,282	915,960	1,805,242	1% levy increase. Annexation $ begin 2015. New const 2%
Total General Property Taxes	**9,798,806**	**4,993,027**	**9,969,607**	**11,663,093**	**12,011,185**	**23,674,278**	
Sales & Use Taxes							
313.10.00.000 LOCAL RETAIL SALES TAX	7,083,547	4,043,180	8,165,776	8,647,557	9,159,278	17,806,835	Puget Sound Forecaster projections
313.10.00.001 LOCAL CONSTRUCTION SALES TAX	2,167,966	997,505	1,901,990	2,000,000	2,000,000	4,000,000	Add'l revenue applied to reserves, then to Capital Fund
313.30.00.000 HOTEL/MOTEL TAX	307,066	158,065	337,800	341,178	375,296	716,474	10% increase annually based on new amenities
313.71.00.000 SALES TAX - CRIMINAL JUSTICE	633,060	345,655	730,000	773,070	813,656	1,586,726	Puget Sound Forecaster projections
Total Sales & Use Taxes	**10,191,639**	**5,544,405**	**11,135,566**	**11,761,805**	**12,348,230**	**24,110,035**	
Business & Utility Taxes							
316.41.00.000 ELECTRIC PUBLIC UTILITY TAX	2,618,239	1,430,911	2,861,823	3,062,151	3,215,259	6,277,410	3% rate increase plus estimated growth
316.41.01.000 UTILITY TAX REBATE	(4,700)	0	(4,700)	(4,800)	(4,800)	(9,600)	
316.43.00.000 GAS PUBLIC UTILITY TAX	674,515	452,726	905,451	995,996	1,065,716	2,061,712	Historical trend >10% annual increase - project 7% plus growth
316.46.00.000 CABLE TV UTILITY TAX	544,784	275,057	550,114	577,620	606,501	1,184,121	Historical trend plus 5% growth
316.47.00.000 TELEPHONE UTILITY TAX	1,105,479	464,383	985,232	1,064,384	1,085,672	2,150,056	Growth supplants downward trend in 2015, then 2% thereafter
316.47.00.001 CELLULAR UTILITY TAX	640,316	303,972	607,940	626,178	644,963	1,271,141	Historical trend plus 3% growth
316.52.00.000 WATER UTILITY TAX	313,641	111,742	330,000	357,279	371,570	728,849	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	262,236	132,642	300,825	312,561	325,157	637,718	5% of sewer utility revenue
316.55.00.000 SANITATION UTILITY TAX	287,013	161,709	330,333	295,303	309,903	605,206	CPI + projected commerical growth
316.81.00.000 GAMBLING TAXES	14,654	8,325	17,000	18,000	18,000	36,000	Historical trend
Total Business & Utility Taxes	**6,456,178**	**3,341,467**	**6,884,018**	**7,304,672**	**7,637,941**	**14,942,613**	
Other Taxes							
317.20.00.000 LEASEHOLD EXCISE TAXES	35,090	17,408	38,000	35,000	35,000	70,000	Historical trend
317.40.00.000 TIMBER HARVEST TAXES	21	10	0	0	0	0	
Total Other Taxes	**35,111**	**17,418**	**38,000**	**35,000**	**35,000**	**70,000**	
Licenses & Permits							
321.91.00.000 ALDERWOOD WATER FRANCHISE FEE	303,306	170,942	328,500	351,495	376,100	727,595	Historical trend plus growth
321.91.00.002 NORTHSHORE UTILITY DISTRICT FRANCHISE FEE	53,347	44,666	80,000	82,500	85,000	167,500	Historical trend plus growth
321.91.00.003 FRONTIER FIOS FRANCHISE FEE	67,474	35,833	67,500	67,000	67,000	134,000	Active reduction in market share
321.99.00.000 BUSINESS & SIGN LICENSES	796,114	405,000	895,769	950,000	1,000,000	1,950,000	Historical trend, plus CPI and growth
322.10.01.000 BUILDING PERMITS	1,252,260	382,463	850,000	1,035,865	1,049,519	2,085,384	Known development + historical trend
322.10.02.000 PLUMBING & MECHANICAL PERMITS	292,323	122,251	240,000	240,000	240,000	480,000	Follows development trend
322.10.04.000 PRE-APPLICATION FEE	34,892	28,776	65,000	65,000	65,000	130,000	Follows development trend
322.30.00.000 ANIMAL LICENSES	69,523	34,638	80,000	90,000	90,000	180,000	Anticipate increase to follow population trend
322.90.00.000 CONCEALED WEAPON PERMITS	6,828	2,843	6,500	7,000	7,000	14,000	
Total Licenses & Permits	**2,876,067**	**1,227,412**	**2,613,269**	**2,888,860**	**2,979,619**	**5,868,479**	

2015-2016 Estimated Revenues

FB = Fund Balance CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title		2013 Actual	2014 Accrued YTD (June 30)	2014 Reprojected	2015 Projected	2016 Projected	2015-16 Projected	Revenue Assumptions
Federal Indirect Grants								
333.20.60.003	DUI EMPHASIS GRANT	1,563	0	0	0	0	0	
333.20.60.004	TARGET ZERO GRANT	3,426	0	0	0	0	0	
333.66.12.001	TDR STUDY (EPA/KING CO)	20,000	0	0	0	0	0	
333.66.12.002	LOCAL SOURCE CONTROL	148	0	0	0	0	0	
333.97.02.001	HURRICANE SANDY RESPONSE	327	0	0	0	0	0	
333.97.02.002	CONTAMINATION TRAINING	422	0	0	0	0	0	
333.97.04.001	EMPG GRANT	19,404	500	20,000	20,000	20,000	40,000	Grants are approved annually
333.97.06.002	UASI NONPROFIT SECURITY	522	0	0	0	0	0	
333.97.06.003	STRUCTURE COLLAPSE TRAINING	4,659	0	0	0	0	0	
333.97.06.004	CHLORINE DRILL TRAINING	2,665	0	0	0	0	0	
333.97.06.005	STRUCTURE COLLAPSE TRAINING #2	3,944	0	0	0	0	0	
333.97.06.006/7	INCIDENT & HAZMAT TRAININGS	0	5,213	10,663	0	0	0	
	Total Federal Indirect Grants	**57,080**	**5,713**	**30,663**	**20,000**	**20,000**	**40,000**	
State Grants								
334.03.10.000	CPG RECYCLE GRANT	1,258	0	0	0	0	0	
334.04.20.001	IPZ GRANT - MERCURY INCUBATOR	432,710	37,679	37,679	0	0	0	2013 grant
334.04.20.002	IPZ GRANT - DISCOVERY CENTER	301,296	0	0	0	0	0	2013 grant
334.04.90.001	EMS PREHOSPITAL GRANT	1,208	1,473	1,473	1,500	1,500	3,000	Grants are approved annually
	Total State Grants	**736,473**	**39,152**	**39,152**	**1,500**	**1,500**	**3,000**	
State Shared Revenues								
335.00.91.000	P.U.D. PRIVILEGE TAX	142,609	72,509	175,000	180,000	185,000	365,000	Historical trend
	Total State Shared Revenues	**142,609**	**72,509**	**175,000**	**180,000**	**185,000**	**365,000**	
State Entitlements								
336.06.21.000	MVET/CRIM JUSTICE - POPULATION	8,373	4,903	11,100	10,200	10,800	21,000	MRSC projection + population growth + regional inflation
336.06.26.000	CJ - SPECIAL PROGRAMS	31,073	18,174	36,700	37,700	38,700	76,400	MRSC projection + population growth + regional inflation
336.06.51.000	DUI - CITIES	6,240	3,374	6,250	6,500	6,500	13,000	Historical trend and economic condition
336.06.94.000	LIQUOR EXCISE TAX	45,616	27,885	65,000	113,500	193,800	307,300	MRSC projection + population growth + regional inflation
336.06.95.000	LIQUOR PROFITS	305,625	153,228	350,000	367,200	372,000	739,200	MRSC projection + population growth + regional inflation
	Total State Entitlements	**396,927**	**207,564**	**469,050**	**535,100**	**621,800**	**1,156,900**	
Local Grants & Entitlements								
337.07.00.013	KING CTY WASTE REDUCTION/RECYCLE GRANT	489	0	0	0	0	0	
337.09.01.003	KING CTY INJURY PREVENTION GRANT	710	0	0	0	0	0	
337.09.01.004	KING CTY AED GRANT	3,000	0	0	0	0	0	
337.19.00.001	KING CO IS DISPATCH STAFF REIMBURSE (911 FEES)	265,608	92	265,000	265,000	265,000	530,000	King County E911 - reimburses costs until funding runs out
	Total Local Grants & Entitlements	**269,807**	**92**	**265,000**	**265,000**	**265,000**	**530,000**	

2015-2016 Estimated Revenues

FB = Fund Balance CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title		2013 Actual	2014 Accrued YTD (June 30)	2014 Reprojected	2015 Projected	2016 Projected	2015-16 Projected	Revenue Assumptions
Charges for Services / External Fees								
341.32.00.000	CIVIL FEE - APP	60	0	100	100	100	200	
341.33.00.000	COURT ADMIN FEES	5,859	2,770	4,709	5,500	5,500	11,000	Recoup booking costs
341.33.06.000	IT TIME PAY FEE	2,711	1,070	2,071	2,250	2,250	4,500	
341.34.00.003	PRINTING/DUPLICATING	6,074	1,958	4,000	4,100	4,100	8,200	
341.35.00.000	OTHER STATUTORY CERT/COPY FEES	244	67	139	190	190	380	
341.62.00.000	MICROFILM & COPY CHARGES	762	225	506	600	600	1,200	
341.70.00.000	MAPS/PUBLICATIONS	382	659	750	500	500	1,000	
341.70.00.001	SALE OF TAXABLE ITEMS	1,136	55	100	100	100	200	
341.96.00.000	PERSONAL SERVICES	170	80	200	200	200	400	
341.99.00.000	PASSPORT FEES	51,325	33,875	56,675	50,000	50,000	100,000	
342.10.00.000	FINGERPRINT FEES	17,352	7,723	15,250	16,000	16,000	32,000	
342.10.00.430	LAW ENFORCEMENT/RESTITUTION	100	0	0	0	0	0	
342.11.00.000	SNO CTY NARCOTICS TASK FORCE	0	0	0	0	0	0	
342.11.00.001	POLICE TRAINING - OUTSIDE AGENCIES	0	0	0	0	0	0	
342.11.00.002	NSD - SCHOOL RESOURCE OFFICERS	62,161	5,456	27,956	45,000	45,000	90,000	Cost recovery for School Resource Officer at Bothell HS
342.20.00.001	FIRE REPORT FEES	505	285	500	500	500	1,000	
342.20.00.002	FIRE CODE PERMIT FEES	91,970	22,058	93,000	95,000	95,000	190,000	
342.20.10.001	ADULT CPR - FIRE	0	309	300	0	0	0	
342.20.10.002	ADULT CPR/AED - FIRE	8,343	6,842	10,000	10,000	10,000	20,000	
342.20.10.003	CHILD/INFANT CPR - FIRE	0	0	0	0	0	0	
342.20.10.004	FIRST AID - FIRE	0	626	650	650	650	1,300	
342.20.10.005	EXTINGUISHER - FIRE	0	0	0	0	0	0	
342.20.10.006	BIKE HELMETS - FIRE	1,660	450	1,700	1,800	1,800	3,600	
342.20.10.007	DUI DRILL - FIRE	800	800	800	800	800	1,600	
342.20.10.008	SAFE SITTER - THINK AGAIN	0	0	0	0	0	0	
342.20.10.009	CERT COURSES - FIRE	950	0	0	0	0	0	
342.22.00.000	FIRE PROTECTION SERVICES	1,397,748	974,314	1,595,861	1,663,349	1,724,249	3,387,598	District 10 contract plus King County BLS levy
342.22.00.001	FIRE TRAINING - OUTSIDE AGENCIES	4,822	2,372	4,500	4,500	4,500	9,000	
342.22.00.002	WOODINVILLE FIRE ADMIN SERVICES	101,143	86,694	173,388	182,057	0	182,057	Contract for Chief and Deputy Chief services.
342.33.00.000	ADULT PROBATION	41,617	29,830	60,000	60,000	60,000	120,000	
342.33.06.000	RECORD CHECK FEE	3,475	4,705	6,304	4,500	4,500	9,000	
342.36.00.055	HOME DETENTION	0	0	0	0	0	0	
342.37.00.000	BOOKING FEES	3,089	1,585	2,336	2,750	2,750	5,500	
342.50.00.000	DUI EMERGENCY RESPONSE	7,926	4,023	6,199	7,500	7,500	15,000	
342.60.00.000	AMR AMBULANCE FEES	21,700	7,100	20,000	22,000	22,000	44,000	
342.60.00.002	DUI EMERGENCY AID	0	0	0	0	0	0	
342.60.00.004	MVA FEES	25,350	7,540	15,000	20,000	20,000	40,000	
342.60.00.010	EMS TRANSPORT FEES	329,192	142,148	330,000	350,000	370,000	720,000	Historical trend plus growth
342.60.00.011	EMS TRANSPORT FEES (FD 10)	52,933	30,912	65,000	65,000	67,500	132,500	Historical trend plus growth
342.60.00.013	MVA FEES (FD 10)	0	0	0	0	0	0	
342.80.00.001	LAKE FOREST PARK DISPATCH	130,745	58,648	117,295	123,160	129,318	252,478	New contract 2014, with new base compensation figures
343.61.00.000	BURIAL	1,128	909	1,750	1,750	1,750	3,500	5-year average 2009-2013
343.62.00.000	CEMETERY FEES	1,325	580	1,250	1,250	1,250	2,500	5-year average 2009-2013
343.70.00.000	SANITATION ACCOUNTS RECEIVABLE	(186)	0	0	0	0	0	
345.83.00.000	PLAN CHECK FEES	1,042,784	537,275	1,000,000	985,866	999,519	1,985,385	Follows development trend
345.83.03.000	FIRE PLAN REVIEW FEES	100,795	32,943	58,000	60,000	60,000	120,000	
345.83.04.000	FIRE SUPP SYS REVIEW	95,920	27,832	53,200	55,000	55,000	110,000	
345.89.00.000	COMP PLAN AMENDMENTS	0	0	0	0	0	0	

2015-2016 Estimated Revenues

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General Fund Revenues

General Ledger Account Number and Title		2013 Actual	2014 Accrued YTD (June 30)	2014 Reprojected	2015 Projected	2016 Projected	2015-16 Projected	Revenue Assumptions
345.89.02.000	DEVELOPMENT REVIEW FEE	787,150	448,010	650,000	625,000	625,000	1,250,000	Follows development trend
345.89.02.001	DEVELOPMENT SVCS TECHNOLOGY SURCHARGE	146,083	46,433	115,000	100,000	100,000	200,000	Follows development trend
347.30.00.037	SOFTBALL LEAGUES	53,887	64,001	61,000	55,000	55,000	110,000	Per Parks & Recreation Department
347.60.00.000	RECREATION PROGRAM FEES	100,993	62,801	100,000	100,000	100,000	200,000	Per Parks & Recreation Department
	Total Charges for Services / External Fees	**4,702,183**	**2,655,960**	**4,655,489**	**4,721,972**	**4,643,126**	**9,365,098**	
Interfund Services								
349.14.00.000	INTERFUND SVCS - FINANCE/HR	170,390	85,195	170,390	202,842	202,842	405,684	Interfund cost allocation
349.15.00.000	INTERFUND SVCS - LEGAL	39,414	19,707	39,414	47,019	47,019	94,038	Interfund cost allocation
349.18.00.000	INTERFUND SVCS - CITY MGR/CLERK	119,437	59,719	119,437	150,718	150,718	301,436	Interfund cost allocation
349.28.00.000	INTERFUND SVCS - INFORMATION SVCS	137,993	68,996	137,993	152,940	152,940	305,880	Interfund cost allocation
349.32.00.000	INTERFUND SVCS - FACILITIES	111,300	55,650	111,300	110,320	110,320	220,640	Interfund cost allocation
349.95.00.000	CFP TRANSFERS	1,753,726	861,902	1,763,452	2,071,456	2,184,886	4,256,342	Per adopted CFP
	Total Interfund Services	**2,332,260**	**1,151,169**	**2,341,986**	**2,735,295**	**2,848,725**	**5,584,020**	
Fines & Forfeitures								
352.30.00.000	COURT MANDATED INSURANCE ADMIN	4,492	1,974	3,703	4,100	4,100	8,200	
353.10.00.000	TRAFFIC INFRACTION REFUND	208,305	101,877	205,000	210,000	215,000	425,000	State allocation, based on population
353.70.00.000	NON TRAFFIC PENALTIES	1,708	1,166	2,200	2,200	2,200	4,400	State allocation, based on population
354.00.00.000	PARKING INFRACTIONS	3,932	3,502	8,087	7,500	7,500	15,000	
354.00.01.000	PARKING INFRACTIONS - HANDICAPPED	4,150	1,496	8,418	8,000	4,000	12,000	
355.20.00.000	D.U.I. FINES	17,552	8,841	15,767	17,000	17,000	34,000	Tied to criminal filings
355.20.03.000	CRIMINAL CONV FEE DUI	430	144	317	400	400	800	
355.80.00.000	OTHER CRIMINAL MISDEMANOR FINES	633	41	150	0	0	0	
355.80.01.000	CRIMINAL TRAFFIC MISDEMEANOR	49,409	22,890	42,796	47,500	47,500	95,000	
355.80.02.000	CRIMINAL CONV FEE CT	2,647	1,418	2,475	2,600	2,600	5,200	
356.50.04.000	INVESTIGATING ASSESSMENT	3,370	0	3,370	0	0	0	BARS coding changed
356.90.00.000	CRIMINAL NON-TRAFFIC	24,610	22,743	25,438	25,000	25,000	50,000	
356.90.14.000	CRIMINAL CONV FEE CN	2,141	977	1,553	1,850	1,850	3,700	
357.31.00.000	COURT COSTS	1,029	52	52	0	0	0	Combined with 357.39
357.32.00.000	WITNESS COSTS	535	0	0	0	0	0	
357.33.00.000	PUBLIC DEFENSE COST	20,672	7,307	14,848	15,000	15,000	30,000	
357.35.00.000	COURT INTERPRETER COST	2,364	574	1,224	1,000	1,000	2,000	
357.39.00.000	COURT COST RECOUPMENTS	15,928	6,553	13,012	15,000	15,000	30,000	
359.90.00.000	POLICE - FALSE ALARM FINES	10,095	10,809	10,000	10,000	10,000	20,000	Historical trend
359.90.02.000	CODE VIOLATIONS - FINES & PENALTIES	0	0	0	0	0	0	
359.90.03.000	FIRE - FALSE ALARM FINES	7,256	4,521	7,000	7,000	7,000	14,000	Historical trend
	Total Fines & Forfeitures	**381,258**	**196,884**	**365,410**	**374,150**	**375,150**	**749,300**	

2015-2016 Estimated Revenues

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General Fund Revenues

General Ledger Account Number and Title		2013 Actual	2014 Accrued YTD (June 30)	2014 Reprojected	2015 Projected	2016 Projected	2015-16 Projected	Revenue Assumptions
Other Miscellaneous Revenues								
361.11.00.xxx	INVESTMENT EARNINGS	136,732	273,383	289,279	175,600	90,000	265,600	Based on annualized interest earned on investments
361.31.00.000	GAIN/LOSS ON SALE OF INVESTMENTS	0	0	0	0	0	0	
361.40.00.000	SALES TAX INTEREST	1,397	1,012	2,000	2,000	2,000	4,000	
361.40.01.000	COURT INTEREST COLLECTED	24,111	10,924	21,015	23,000	23,000	46,000	
361.44.00.000	INTEREST ON PROPERTY TAX	187	(511)	0	0	0	0	
362.40.10.010	BLYTH PARK FACILITIES	22,638	18,254	22,000	22,000	22,000	44,000	Per Parks & Recreation Department
362.40.10.015	CEDAR GROVE FACILITIES	5,378	4,465	6,000	6,000	6,000	12,000	Per Parks & Recreation Department
362.40.10.020	BOTHELL LANDING FACILITIES	4,746	1,689	4,000	5,000	5,000	10,000	Per Parks & Recreation Department
362.40.10.025	LYTLE HOUSE RENTAL	8,002	2,718	6,000	6,000	6,000	12,000	Per Parks & Recreation Department
362.40.10.031	NORTH CREEK SPORTSFIELDS	142,589	44,848	145,000	145,000	145,000	290,000	Per Parks & Recreation Department
362.40.10.032	DOUG ALLEN SPORTSFIELDS	23,460	0	25,000	25,000	25,000	50,000	Per Parks & Recreation Department
362.40.10.040	CENTENNIAL PARK FACILITIES	764	112	1,000	1,000	1,000	2,000	Per Parks & Recreation Department
362.40.10.045	NORTH CREEK SCHOOLHOUSE	0	0	0	3,000	3,000	6,000	Per Parks & Recreation Department
362.60.10.003	CEDAR PARK CARETAKER RENT	11,968	4,710	9,420	9,540	9,660	19,200	Per Parks & Recreation Department
362.80.00.040	CONCESSIONS - WELLNESS	46	19	0	0	0	0	
362.80.00.077	CONCESSIONS - PARKS	0	0	0	0	0	0	
362.90.00.000	RENTS & ROYALTIES	0	0	0	0	0	0	
367.11.00.002	SMART COMMUTER GRANT - COMM TRANSIT	0	0	0	0	0	0	
367.11.00.055	POLICE DONATIONS	988	425	1,000	1,000	1,000	2,000	Per Parks Department
367.11.00.056	ANIMAL CONTROL DONATIONS	0	0	0	0	0	0	Final Park Royale abatement payment - January 2012
367.11.00.061	FIRE DONATIONS	100,120	4,275	5,000	5,000	5,000	10,000	2013 figure included utilization of accumulated donations
367.11.00.077	PARKS & RECREATION DONATIONS	34,284	20,500	22,000	30,000	30,000	60,000	Community event sponsorhips & contributions
369.10.00.000	SALE OF SCRAP & JUNK	0	0	0	0	0	0	
369.40.00.000	JUDGEMENT/SETTLEMENT	2,337	0	0	0	0	0	
369.81.00.000	CASHIER'S OVER/SHORT	(24)	(28)	0	0	0	0	
369.90.00.000	OTHER MISC REVENUE	81,297	4,209	35,000	35,000	35,000	70,000	Historical trend, less one-time items
369.90.00.001	THEN & NOW BOOK SALES	0	0	0	0	0	0	
369.90.01.000	SMALL OVERPAYMENT	58	324	0	0	0	0	Clearing account for overpayment refunds
369.90.10.000	OTHER GENERAL GOVT	534	0	500	500	500	1,000	
369.91.00.000	MISC SERVICE CHARGES	1,175	655	1,200	1,200	1,200	2,400	
	Total Other Miscellaneous Revenues	**602,786**	**391,982**	**595,414**	**495,840**	**410,360**	**906,200**	
JIS/Trauma/School Zone Safety								
386.83.03.000	JIS/TRAUMA	0	0	0	0	0	0	Moved to .353
386.83.04.000	JIS/TRAUMA	12	0	0	0	0	0	Moved to .353
386.83.05.000	JIS/TRAUMA	32	0	0	0	0	0	Moved to .353
386.83.06.000	JIS/TRAUMA	8	0	0	0	0	0	Moved to .353
386.83.07.000	JIS/TRAUMA	143	0	0	0	0	0	Moved to .353
386.83.08.000	JIS/TRAUMA	1,717	0	0	0	0	0	Moved to .353
386.83.20.000	JIS/TRAUMA LEGIS	27	0	0	0	0	0	Moved to .353
386.83.33.000	LEG ASSMT	3	0	0	0	0	0	Moved to .353
386.97.03.000	JIS STATE REMITTANCES	0	0	0	0	0	0	Moved to .353
386.97.05.000	LOCAL/JIS ACCOUNT	17	0	0	0	0	0	Moved to .353
386.99.00.000	SCHOOL ZONE SAFETY	1,481	0	0	0	0	0	Moved to .353
	Total JIS/Trauma/School Zone Safety	**3,440**	**0**	**0**	**0**	**0**	**0**	

2015-2016 Estimated Revenues

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General Fund Revenues

General Ledger Account Number and Title	2013 Actual	2014 Accrued YTD (June 30)	2014 Reprojected	2015 Projected	2016 Projected	2015-16 Projected	Revenue Assumptions
Other Financing Sources							
389.00.00.000 FORFEITURE PROCEEDS - POLICE	0	0	0	0	0	0	
395.10.00.000 SALE OF FIXED ASSETS	(24)	0	0	0	0	0	
Total Other Financing Sources	**(24)**	**0**	**0**	**0**	**0**	**0**	
Operating Transfers							
397.00.00.505 OPERATING TRANSFER FROM 505	0	0	0	0	0	0	
Total Operating Transfers	**0**	**0**	**0**	**0**	**0**	**0**	
Total General Fund Revenues	**38,982,600**	**19,844,754**	**39,577,624**	**42,982,287**	**44,382,636**	**87,364,923**	

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
101 - Street					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	258		1,755,754		1,755,754
General Property Taxes					
311.10.00.001 KING COUNTY ROAD TAX (ANNEXATION)	0	912,544	0	0	0
Total General Property Taxes	**0**	**912,544**	**0**	**0**	**0**
Business & Utility Taxes					
316.55.00.000 WASTE MGMT STREET MAINT RECEIPTS	379,674	147,279	30,000	30,000	60,000
Total Business & Utility Taxes	**379,674**	**147,279**	**30,000**	**30,000**	**60,000**
Licenses & Permits					
322.40.00.000 STREET & CURB PERMITS	26,868	23,542	26,000	26,000	52,000
322.40.02.000 SINGLE FAMILY SITE PLAN REVIEW	50,577	27,401	45,000	45,000	90,000
Total Licenses & Permits	**77,445**	**50,943**	**71,000**	**71,000**	**142,000**
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT-CPG	8,750	(227)	25,000	25,000	50,000
334.03.50.001 WTSC SCHOOL ZONE BEACON GRANT	528	0	0	0	0
Total State Grants	**9,278**	**(227)**	**25,000**	**25,000**	**50,000**
State Entitlements					
336.00.87.000 STREET MOTOR VEHICLE FUEL TAX	707,270	367,332	843,500	854,500	1,698,000
Total State Entitlements	**707,270**	**367,332**	**843,500**	**854,500**	**1,698,000**
Local Grants & Entitlements					
337.07.00.003 WASTE RED/RECYCLING - KING COUNTY	26,899	0	32,267	32,267	64,534
337.07.00.008 LOCAL HAZ WASTE MGMT	11,491	0	12,801	12,801	25,602
Total Local Grants & Entitlements	**38,390**	**0**	**45,068**	**45,068**	**90,136**
Charges for Services / External Fees					
341.70.00.001 SALE OF TAXABLE MERCHANDISE	0	1,392	0	0	0
341.96.00.000 PERSONNEL SERVICES	2,197	4,078	0	0	0
345.89.00.001 PLANNING & DEVELOPMENT FEES/CHGS	8,880	7,926	9,000	9,000	18,000
Total Charges for Services / External Fees	**11,077**	**13,395**	**9,000**	**9,000**	**18,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL INTEREST	0	0	0	0	0
369.90.00.000 OTHER MISCELLANEOUS REVENUE	18,158	2,739	0	0	0
Total Other Miscellaneous Revenues	**18,158**	**2,739**	**0**	**0**	**0**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	494,240	4,750	0	735,000	735,000
397.00.00.102 OPERATING TRANSFERS - IN FROM 102	33,097	0	0	0	0
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	0	0	385,000	403,440	788,440
Total Operating Transfers	**527,337**	**4,750**	**385,000**	**1,138,440**	**1,523,440**
Total Street Revenues	**1,768,628**	**1,498,755**	**1,408,568**	**2,173,008**	**3,581,576**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
102 - Arterial Street					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	2,208,426		2,672,329		2,672,329
Charges for Services / External Fees					
344.10.00.001 RIGHT-OF-WAY MITIGATION	0	0	0	0	0
345.85.00.001 IMPACT FEES	1,318,053	376,286	3,740,233	3,568,966	7,309,199
345.85.00.002 IMPACT FEES - SNO COUNTY ILA	357,991	181,638	0	0	0
345.85.10.001 RIGHT-OF-WAY MITIGATION	71,991	25,275	40,000	40,000	80,000
345.85.20.000 IMPACT FEES - RESTRICTED TRAFFIC	(32,467)	0			
345.89.00.000 TRAFFIC IMPACT ADM FEE - CITYWIDE	35,305	11,289	0	0	0
Total Charges for Services / External Fees	**1,750,872**	**594,488**	**3,780,233**	**3,608,966**	**7,389,199**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
369.40.00.000 JUDGEMENT & SETTLEMENT	101	0	0	0	0
Total Other Miscellaneous Revenues	**101**	**0**	**0**	**0**	**0**
Total Arterial Street Revenues	**1,750,974**	**594,488**	**3,780,233**	**3,608,966**	**7,389,199**
107 - Park Cumulative Reserve					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,707,797		1,883,880		1,883,880
General Property Taxes					
311.10.00.001 PARKS LEVY PROP 2	27,473	15,106	43,000	43,000	86,000
Total General Property Taxes	**27,473**	**15,106**	**43,000**	**43,000**	**86,000**
Charges for Services / External Fees					
345.85.02.500 IMPACT FEES - CITYWIDE	161,807	43,508	0	0	0
345.85.02.510 QUEENSBOROUGH/BRENT/CRYSTAL	2,785	1,547	0	0	0
345.85.02.530 HOLLYHILLS/PIONEER/MORNINGSIDE	4,332	5,879	0	0	0
345.85.02.540 COUNTRY VILLEAGE/LK PLEASANT/527	13,924	928	0	0	0
345.85.02.550 MAYWOOD/BECKSTROM HILL	928	0	0	0	0
345.85.02.560 SHELTON VIEW/MERIDIAN/3RD AVE	0	928	0	0	0
345.85.02.570 WESTHILL/PONTIUS	0	309	0	0	0
345.85.02.571 CANYON CREEK/39TH AVE	371	0	0	0	0
345.85.02.600 NORTH CREEK/195TH	309	309	0	0	0
345.85.02.610 WAYNITA/SIMONDS/NORWAY HILL	19,494	3,094	0	0	0
345.85.02.620 BRICKYARD RD/QUEENSGATE	6,188	0	0	0	0
Total Charges for Services / External Fees	**210,139**	**56,503**	**0**	**0**	**0**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Park Cumulative Reserve Revenues	**237,612**	**71,609**	**43,000**	**43,000**	**86,000**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
109 - Drug Forfeitures					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	25,573		36,571		36,571
Fines & Forfeitures					
359.90.10.000 DRUG SEIZURES	30,501	15,105	25,000	25,000	50,000
Total Fines & Forfeitures	**30,501**	**15,105**	**25,000**	**25,000**	**50,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Drug Forfeiture Revenues	**30,501**	**15,105**	**25,000**	**25,000**	**50,000**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
212 - 2008 GO Refunding Bond					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	100,080		149,811		149,811
General Property Taxes					
311.10.00.000 REAL & PERSONAL PROPERTY TAXES	729,314	338,929	801,490	837,337	1,638,827
Total General Property Taxes	**729,314**	**338,929**	**801,490**	**837,337**	**1,638,827**
Total 2008 GO Refunding Bond Revenues	**729,314**	**338,929**	**801,490**	**837,337**	**1,638,827**
213 - LIFT GO Bond					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	0		0		0
Sales & Use Taxes					
313.11.00.000 SALES TAX - LIFT	0	0	1,000,000	1,000,000	2,000,000
Total Sales & Use Taxes	**0**	**0**	**1,000,000**	**1,000,000**	**2,000,000**
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	0	0	325,250	998,450	1,323,700
Total Operating Transfers	**0**	**0**	**325,250**	**998,450**	**1,323,700**
Total LIFT GO Bond Revenues	**0**	**0**	**1,325,250**	**1,998,450**	**3,323,700**
214 - 2013 GO Bond					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	0		0		0
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	167,563	0	712,065	708,265	1,420,330
Total Operating Transfers	**167,563**	**0**	**712,065**	**708,265**	**1,420,330**
Total 2013 GO Bond Revenues	**167,563**	**0**	**712,065**	**708,265**	**1,420,330**

2015-2016 Estimated Revenues

Account Number and Title		2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
305 - Capital Improvement						
Estimated Beginning Fund Balance						
308.30.00.xxx	ESTIMATED BEGINNING FUND BALANCE	2,976,365		2,813,515		2,813,515
Other Taxes						
318.34.00.000	1ST 1/4% REET	1,405,148	378,347	1,500,000	1,500,000	3,000,000
318.35.30.000	2ND 1/4% REET	1,389,772	377,682	1,500,000	1,500,000	3,000,000
	Total Other Taxes	**2,794,919**	**756,029**	**3,000,000**	**3,000,000**	**6,000,000**
Licenses & Permits						
321.91.00.002	WASTE MGMT ADMIN FEE IN LIEU OF TAX	0	0	355,000	372,750	727,750
	Total Business & Utility Taxes	**0**	**0**	**355,000**	**372,750**	**727,750**
Federal Direct Grants						
331.66.80.999	EPA - BROWNSFIELD CLEANUP GRANT	0	4,801	0	0	0
	Total Federal Direct Grants	**0**	**4,801**	**0**	**0**	**0**
Federal Indirect Grants						
333.15.91.127	NORTH CREEK FOREST - INTERIOR/RCO	109,000	0	0	0	0
333.20.00.128	BRIDGE AT PARK AT BOTHELL LANDING	0	0	134,000	1,042,000	1,176,000
333.20.00.326	SR522 MCP - PHASE 1 IMPROVEMENTS	115,538	(0)	0	0	0
333.20.00.360	SR527 WIDENING - 240TH SE TO 228TH SE	1,828,045	955,314	0	0	0
333.20.00.374	CITYWIDE ITS	81,908	0	0	0	0
333.20.00.376	240TH BRIDGE REPLACEMENT	9,449	0	0	0	0
333.20.00.383	SR522 PHASE 1 STAGE 2	2,460,679	(89,098)	0	0	0
333.20.00.385	SIDEWALK/WALKWAY PROGRAM	0	0	70,000	94,000	164,000
333.20.00.394	ANNUAL ARTERIAL OVERLAY	0	0	673,000	0	673,000
333.20.00.395	MAIN ST ENHANCEMENT	0	0	1,030,000	0	1,030,000
333.20.00.400	NORTH CREEK TRAIL, SECTION 3	151,309	34,041	0	0	0
333.20.00.401	SR522 PHASE 1 STAGE 3	3,200	4,990	2,520,000	1,254,000	3,774,000
333.20.00.402	CITYWIDE TRANSPORTATION SAFETY	51,955	6,452	266,000	0	266,000
333.20.00.403	SR527 AND 228TH INTERSECTION	283,737	70,143	1,842,000	0	1,842,000
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	718,000	43,000	761,000
333.20.00.408	NE 195TH BRIDGE RETROFIT	214	2,945	119,000	0	119,000
333.20.00.410	228TH ST CORRIDOR SAFETY	59,303	6,861	369,000	0	369,000
333.20.00.416	ADAPTIVE SIGNAL CONTROL - WSDOT	0	0	173,000	1,557,000	1,730,000
333.20.00.418	NORTH CREEK TRAIL SECTION 4	0	0	0	432,000	432,000
333.20.00.419	228TH ST SE & 29TH DR TRAFFIC	0	0	86,000	346,000	432,000
333.20.00.420	PED CROSSING BEACONS @ BEARDSLEE	0	0	45,000	180,000	225,000
	Total Federal Indirect Grants	**5,154,336**	**991,648**	**8,045,000**	**5,123,000**	**13,168,000**

2015-2016 Estimated Revenues

Account Number and Title		2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
State Grants						
334.02.70.127	NORTH CREEK FOREST - WA RCO GRANT	0	0	1,697,000	0	1,697,000
334.03.10.999	DEPT OF ECOLOGY - DOWNTOWN HAZMAT	300,168	88,468	1,586,000	1,700,000	3,286,000
334.03.50.002	WTSC SCHOOL ZONE BEACON GRANT	12,472	0	0	0	0
334.03.60.326	WSDOT- SR522 (NE 180TH TO CITY LIMITS)	0	0	0	0	0
334.03.60.357	SR522 OVERLAY (HALL RD - 102ND)	500,000	(500,000)	0	0	0
334.03.60.383	SR522 STAGE 2A IMP - REG MOBILITY	1,128,551	0	0	0	0
334.03.80.357	TIB - CROSSROADS	1,434,645	137,494	0	0	0
334.03.80.360	SR527 WIDENING (228TH-240TH ST)	299,670	169,009	0	0	0
334.03.80.383	TIB - WAYNE CURVE STAGE II	325,298	0	0	0	0
334.04.20.127	NORTH CREEK FOREST	0	0	985,000	0	985,000
334.20.60.417	TRAFFIC MINI ROUNDABOUT - SAFETY	0	0	108,000	450,000	558,000
	Total State Grants	**4,000,804**	**(105,029)**	**4,376,000**	**2,150,000**	**6,526,000**
Local Grants & Entitlements						
337.09.00.127	NORTH CREEK FOREST	134,186	0	0	0	0
	Total Local Grants & Entitlements	**134,186**	**0**	**0**	**0**	**0**
Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	0	0	0	600,000	600,000
362.50.00.000	BETA PROPERTY LEASES	1,207	0	0	0	0
362.50.00.000	LEASE REVENUE BONDS 2014	0	0	0	2,400,000	2,400,000
	Total Other Miscellaneous Revenues	**1,207**	**0**	**0**	**3,000,000**	**3,000,000**
Contributions						
367.11.00.117	DONATIONS - N CREEK SCHOOLHOUSE	0	0	0	0	0
367.11.00.126	CONTRIBUTIONS - 1/2 ACRE OPEN SPACE	183,000	0	776,000	0	776,000
367.11.00.357	CONTRIBUTIONS - CROSSROADS	0	0	0	0	0
367.11.00.367	CONTRIBUTIONS - MULTIWAY BLVD	572,470	339,000	0	0	0
	Total Contributions	**755,470**	**339,000**	**776,000**	**0**	**776,000**
Other Miscellaneous Revenues						
369.40.00.000	JUDGEMENTS & SETTLEMENTS	2,533	15,000	0	0	0
	Total Other Miscellaneous Revenues	**2,533**	**15,000**	**0**	**0**	**0**
Proceeds of General Long-Term Debt						
391.10.00.000	LIFT GO BOND PROCEEDS	0	28,210,000	0	0	0
391.10.00.004	2013 TAXABLE BOND PROCEEDS	1,520,000	0	0	0	0
391.10.00.005	2013 TAX-EXEMPT BOND PROCEEDS	8,145,000	0	0	0	0
391.80.00.357	PWTF LOAN - CROSSROADS	5,953,936	570,243	0	0	0
391.80.00.367	PWTF LOAN - MULTIWAY BLVD	0	0	0	0	0
392.10.00.005	2013 TAX-EXEMPT BOND PREMIUM	455,236	0	0	0	0
392.10.00.006	2014 LIFT BOND PREMIUM	0	2,137,096	0	0	0
	Total Debt Proceeds	**16,074,172**	**30,917,339**	**0**	**0**	**0**

2015-2016 Estimated Revenues

Account Number and Title		2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
Disposition of Fixed Assets						
395.10.00.117	SALE OF NC SCHOOLHOUSE PROPERTY	0	0	35,000	0	35,000
395.10.00.119	SALE OF NORTHSHORE SD PROPERTY	15,113	0	193,604	0	193,604
	Total Disposition of Fixed Assets	**15,113**	**0**	**228,604**	**0**	**228,604**
Operating Transfers						
397.00.00.102	OP TRANSFERS IN FROM 102	1,194,411	1,192,842	1,415,250	2,060,450	3,475,700
397.00.00.107	OP TRANSFERS IN FROM 107	0	0	363,000	0	363,000
397.00.00.505	OP TRANSFERS IN FROM 505	0	0	83,000	417,000	500,000
397.00.95.001	OP TRANSFERS IN FROM 001 - FAC LEASE	0	0	0	500,000	500,000
	Total Operating Transfers	**1,194,411**	**1,192,842**	**1,861,250**	**2,977,450**	**4,838,700**
	Total Capital Improvement Revenues	**30,127,151**	**34,111,630**	**18,641,854**	**16,623,200**	**35,265,054**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
400 - Combined Utility Systems					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	0		14,278,681		14,278,681
Operating Transfers					
397.00.00.401 BOND OP TRANSFER - IN FROM 401	0	0	277,473	277,682	555,155
397.00.00.402 BOND OP TRANSFER - IN FROM 402	0	0	125,380	124,207	249,587
397.00.00.406 BOND OP TRANSFER - IN FROM 406	0	0	911,449	909,881	1,821,330
Total Operating Transfers	**0**	**0**	**1,314,302**	**1,311,770**	**2,626,072**
Total Combined Utility Systems Revenues	**0**	**0**	**1,314,302**	**1,311,770**	**2,626,072**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
401 - Water					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,484,425		1,435,479		1,435,479
Licenses & Permits					
322.10.05.000 HYDRANT PERMITS	1,177	981	2,000	2,000	4,000
Total Licenses & Permits	**1,177**	**981**	**2,000**	**2,000**	**4,000**
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT - CPG	1,078	0	0	0	0
Total State Grants	**1,078**	**0**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.002 WASTE REDUCTION/RECYCLING GRANT	2,711	0	0	0	0
337.07.00.008 LHWMP GRANT - KING COUNTY	357	0	0	0	0
Total Local Grants & Entitlements	**3,068**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
341.70.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	21,958	6,111	10,000	10,000	20,000
343.40.21.001 METERED SALES - RESIDENTIAL	1,106,422	555,623	1,257,843	1,308,156	2,565,999
343.40.21.002 METERED SALES - APARTMENTS	665,683	354,420	756,786	787,057	1,543,843
343.40.21.003 METERED SALES - TRAILER COURTS	118,498	75,640	134,715	140,104	274,819
343.40.22.000 METERED SALES - COMMERCIAL	707,702	312,950	804,555	836,738	1,641,293
343.40.24.000 METERED SALES - IRRIGATION	739,450	200,824	840,648	874,274	1,714,922
343.40.25.000 HYDRANT USAGE	14,556	23,579	16,548	17,210	33,758
343.40.29.000 METERED SALES - PUBLIC AUTHORITY	58,209	27,794	66,176	68,823	134,999
343.40.30.000 METER SALES/CONNECTION CHARGES	40,105	13,705	45,594	47,418	93,012
343.40.42.000 FIRE PROTECTION SERVICE CHARGES	159,138	56,697	181,280	188,531	369,811
343.90.00.409 WATER FACILITY CHARGES	695,122	122,905	400,000	300,000	700,000
Total Charges for Services / External Fees	**4,326,844**	**1,750,247**	**4,514,145**	**4,578,311**	**9,092,456**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
362.10.00.000 HYDRANT METER RENTAL	8,533	6,150	5,000	5,000	10,000
362.40.00.000 BOOTH RENTALS - SPRING GARDEN FAIR	1,150	300	0	0	0
362.50.00.000 NORWAY HILL TOWER RENTAL	29,530	2,400	31,548	32,618	64,166
367.11.00.000 METER SALES & CONNECTION CHARGES	0	0	0	0	0
369.10.00.000 SALE OF SCRAP OR JUNK	0	0	0	0	0
369.90.00.000 MISC OPERATING INCOME	0	1,617	8,000	8,000	16,000
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	83,000	0	0	0	0
Total Other Miscellaneous Revenues	**122,213**	**10,467**	**44,548**	**45,618**	**90,166**
Operating Transfers					
397.00.00.400 BOND OP TRANSFER IN FROM FUND 400	0	0	3,300,000	700,000	4,000,000
Total Operating Transfers	**0**	**0**	**3,300,000**	**700,000**	**4,000,000**
Total Water Revenues	**4,454,380**	**1,761,695**	**7,860,693**	**5,325,929**	**13,186,622**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
402 - Sewer					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,645,728		1,753,526		1,753,526
Licenses & Permits					
322.10.04.000 SEWER PERMITS	42,820	13,002	45,000	45,000	90,000
Total Licenses & Permits	**42,820**	**13,002**	**45,000**	**45,000**	**90,000**
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT - CPG	1,233	0	0	0	0
Total State Grants	**1,233**	**0**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.002 WASTE REDUCTION/RECYCLING GRANT	1,158	341	0	0	0
337.07.00.008 LHWMP GRANT - KING COUNTY	341	(341)	0	0	0
Total Local Grants & Entitlements	**1,498**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
341.70.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	13,210	3,185	10,000	10,000	20,000
343.50.11.001 GENERAL SERVICE - RESIDENTIAL	3,391,075	1,794,337	3,707,562	3,856,977	7,564,539
343.50.11.002 GENERAL SERVICE - APARTMENTS	1,119,177	609,077	1,234,833	1,284,597	2,519,430
343.50.21.003 GENERAL SERVICE - TRAILER COURTS	222,100	115,016	243,649	253,468	497,117
343.50.22.000 GENERAL SERVICE - COMMERCIAL	389,273	464,191	979,627	1,019,106	1,998,733
343.50.28.000 FORFEITED DISCOUNTS (L/C)	42,025	23,684	7,732	8,044	15,776
343.50.29.000 GENERAL SERVICE - PUBLIC AUTHORITY	76,483	39,823	77,816	80,952	158,768
343.90.00.001 SEWER WASTEWATER DISCHARGE FEES	0	34,699	10,362	10,780	21,142
343.90.00.409 SEWER FACILITY CHARGES	772,558	77,115	425,000	425,000	850,000
Total Charges for Services / External Fees	**6,025,901**	**3,161,127**	**6,696,581**	**6,948,924**	**13,645,505**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
368.10.00.000 ASSESSMENT PRINCIPAL	(400)	0	0	0	0
369.90.00.000 OTHER MISCELLANEOUS REVENUE	17,561	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	180,000	0	0	0	0
Total Other Miscellaneous Revenues	**197,161**	**0**	**0**	**0**	**0**
Operating Transfers					
397.00.00.400 BOND OP TRANSFER IN FROM FUND 400	0	0	620,000	880,000	1,500,000
Total Operating Transfers	**0**	**0**	**620,000**	**880,000**	**1,500,000**
Total Sewer Revenues	**6,268,614**	**3,174,129**	**7,361,581**	**7,873,924**	**15,235,505**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
406 - Storm & Surface Water					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	(55,647)		3,295,140		3,295,140
Licenses & Permits					
322.10.05.000 STORM PERMITS	23,238	10,605	25,909	25,909	51,818
Total Licenses & Permits	**23,238**	**10,605**	**25,909**	**25,909**	**51,818**
Federal Indirect Grants					
333.66.12.001 LOCAL SOURCE CONTROL PARTNERSHIP	77,099	20,854	86,899	93,679	180,578
Total Federal Indirect Grants	**77,099**	**20,854**	**86,899**	**93,679**	**180,578**
State Grants					
334.02.70.016 SRFB/RCO - SAMM SIDE CHANNEL REST	22,006	0	0	0	0
334.02.70.113 SAMM RIVER SIDE CHANNEL RESTORATION	0	0	1,275,000	0	1,275,000
334.03.10.000 DOE LOCAL STORMWATER GRANT	21,878	27,732	0	0	0
334.03.10.010 DEPT OF ECOLOGY RECYCLE GRANT - CPG	666	0	0	0	0
334.03.10.762 DOE - QUEENSBOROUGH WATERSHED LID	0	0	360,000	0	360,000
Total State Grants	**44,550**	**27,732**	**1,635,000**	**0**	**1,635,000**
Local Grants & Entitlements					
337.07.00.003 WASTE REDUCTION/RECYCLING GRANT	3,458	0	0	0	0
337.07.00.008 - LHWMP GRANT - KING COUNTY	351	0	0	0	0
337.07.00.022 BLYTH PARK HILL SLOPE STREAM REST	26,555	0	0	0	0
337.07.00.761 BLYTH CREEK EROSION - KC FLOOD DIST	0	0	33,000	30,000	63,000
Total Local Grants & Entitlements	**30,364**	**0**	**33,000**	**30,000**	**63,000**
Charges for Services / External Fees					
341.70.00.000 SALE OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	2,345	6,617	2,000	2,000	4,000
343.83.00.001 STORM DRAIN FEES - SINGLE FAMILY	2,982,312	1,689,688	4,282,590	4,541,687	8,824,277
343.83.00.003 STORM DRAIN FEES - HIGHWAYS/ROADS	431,524	159,515	443,228	470,044	913,272
343.83.00.004 CITYWIDE STORMWATER FACILITY FEES	644,410	73,757	150,000	150,000	300,000
343.83.00.005 DOWNTOWN STORMWATER FAC FEES	0	0	1,370,303	2,617,817	3,988,120
Total Charges for Services / External Fees	**4,060,592**	**1,929,577**	**6,248,121**	**7,781,548**	**14,029,669**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
Interfund Services					
349.32/95.00.000 CFP TRANSFERS	2,399	0	0	0	0
Total Interfund Services	**2,399**	**0**	**0**	**0**	**0**
Fines & Penalties					
359.90.00.000 STORM WATER FINES	0	800	1,000	1,000	2,000
Total Fines & Penalites	**0**	**800**	**1,000**	**1,000**	**2,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
369.90.00.000 OTHER MISC REVENUE	17,561	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	238,000	0	0	0	0
Total Other Miscellaneous Revenues	**255,561**	**0**	**0**	**0**	**0**
Operating Transfers					
397.00.00.102 OPERATING TRANSFER IN FROM FUND 102	17,422	0	0	0	0
397.00.00.400 BOND OP TRANSFER IN FROM FUND 400	0	0	4,795,000	2,581,000	7,376,000
Total Operating Transfers	**17,422**	**0**	**4,795,000**	**2,581,000**	**7,376,000**
Total Storm Drain Revenues	**4,511,224**	**1,989,567**	**12,824,929**	**10,513,136**	**23,338,065**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
501 - Equipment Rental					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	(13,576)		88,742		88,742
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT	224	0	0	0	0
Total State Grants	**224**	**0**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.003 WASTE REDUCTION/RECYCLING - KING CTY	33	0	0	0	0
Total Local Grants & Entitlements	**33**	**0**	**0**	**0**	**0**
Interfund Services - Fleet					
349.48.00.000 INTERFUND SERVICES - FLEET	1,542,756	770,568	1,827,263	1,827,263	3,654,526
Total Interfund Services - Fleet	**1,542,756**	**770,568**	**1,827,263**	**1,827,263**	**3,654,526**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0		0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Equipment Rental Revenues	**1,543,013**	**770,568**	**1,827,263**	**1,827,263**	**3,654,526**
502 - Self Insurance					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	402		266,393		266,393
Interfund Services - Self-Insurance					
349.69.00.000 INTERFUND SERVICES - SELF-INSURANCE	820,515	429,305	929,913	974,714	1,904,627
Total Interfund Services - Self-Insurance	**820,515**	**429,305**	**929,913**	**974,714**	**1,904,627**
Operating Transfers					
397.00.00.001 OP TRANSFERS - FROM 001	156,805	148,298	162,200	162,200	324,400
Total Operating Transfers	**156,805**	**148,298**	**162,200**	**162,200**	**324,400**
Other Miscellaneous Revenues					
398.00.00.000 INSURANCE RECOVERY	56,542	26,424	50,000	50,000	100,000
Total Other Miscellaneous Revenues	**56,542**	**26,424**	**50,000**	**50,000**	**100,000**
Total Self-Insurance Revenues	**1,033,862**	**604,026**	**1,142,113**	**1,186,914**	**2,329,027**

2015-2016 Estimated Revenues

Account Number and Title	2013 Actual	(June 30) 2014 Accrued YTD	2015 Projected	2016 Projected	2015-16 Projected
505 - Asset Replacement					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	3,718,582		2,600,000		2,600,000
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	0	0	26,000	14,524	40,524
395.10.00.000 SALE OF FIXED ASSETS	97,603	2,594	74,650	34,650	109,300
Total Other Miscellaneous Revenues	**97,603**	**2,594**	**100,650**	**49,174**	**149,824**
Interfund Loans					
366.10.00.000 INTERFUND INTEREST	2,287	0	0	0	0
381.20.00.406 INTERFUND LOAN PMT RECEIVED FROM 406	0	0	0	0	0
Total Interfund Loans	**2,287**	**0**	**0**	**0**	**0**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	0	425,000	150,000	150,000	300,000
397.00.00.109 OPERATING TRANSFERS - IN FROM 109	5,237	0	0	0	0
397.00.00.501 OPERATING TRANSFERS - IN FROM 501	667,646	333,823	957,772	957,772	1,915,544
Total Operating Transfers	**672,883**	**758,823**	**1,107,772**	**1,107,772**	**2,215,544**
Total Asset Replacement Revenues	**772,773**	**761,417**	**1,208,422**	**1,156,946**	**2,365,368**
603 - Cemetery Endowment					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	84,013		84,013		84,013
Other Miscellaneous Revenues					
361.11.00.002 INTEREST - STATE POOL	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Cemetery Endowment Revenues	**0**	**0**	**0**	**0**	**0**
604 - Firemen's Pension Reserve					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	294,534		317,444		317,444
State Entitlements					
336.06.91.000 FIRE INSURANCE PREMIUM TAX	51,360	56,876	59,500	62,500	122,000
Total State Entitlements	**51,360**	**56,876**	**59,500**	**62,500**	**122,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Firemen's Pension Reserve Revenues	**51,360**	**56,876**	**59,500**	**62,500**	**122,000**

City of Bothell™