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## **SUPPLEMENTAL INFORMATION**

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**BUDGET BY DEPARTMENT  
FISCAL POLICY  
DEPARTMENT ORGANIZATIONAL CHARTS  
STAFFING AUTHORIZATION BY DEPARTMENT  
MISCELLANEOUS STATISTICS  
DEBT SUMMARY  
GLOSSARY**

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## **BUDGET BY DEPARTMENT**

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**CITY OF REDMOND  
CITY-WIDE BUDGET SUMMARY  
2019-2020 ADOPTED BUDGET**

**DEPARTMENTAL BUDGETS BY PRIORITY**

Departments	Diverse & Connected Community				Infrastructure	Responsible Government	Safety	Vibrant Economy	Intra-City Transfers and Fund Balances	Grand Total
	Clean & Green	Special Revenue	Debt	Governmental Capital						
EXECUTIVE	-	6,104,068	-	3,997,047	-	3,857,066	-	-	-	13,958,181
FINANCE	5,119,020	1,069,396	96,955,300	121,536,324	4,308,800	-	119,424,020	-	-	348,412,859
FIRE	-	-	-	-	62,544,507	-	-	-	-	62,544,507
HUMAN RESOURCES	-	-	-	7,531,252	-	-	-	-	-	7,531,252
PARKS	8,627,430	11,948,519	12,552,267	-	-	-	-	-	-	33,128,216
PLANNING	-	4,187,842	-	-	7,580,868	27,888,978	-	-	-	39,657,688
POLICE	-	-	-	-	36,128,740	-	-	-	-	36,128,740
PUBLIC WORKS	20,543,940	-	214,054,955	7,845,700	-	-	-	-	-	242,444,595
TECHNOLOGY AND INFORMATION SYSTEMS	-	-	-	13,866,168	-	-	-	-	-	13,866,168
<b>Grand Total</b>	<b>34,290,390</b>	<b>23,309,825</b>	<b>323,562,522</b>	<b>154,776,491</b>	<b>114,419,981</b>	<b>27,888,978</b>	<b>119,424,020</b>	<b>119,424,020</b>	<b>797,672,206</b>	

**DEPARTMENTAL BUDGETS BY FUND TYPE**

Departments	General						Grand Total
	General Fund*	Special Revenue	Debt	Governmental Capital	Utility Capital	Utility Operations	
EXECUTIVE	12,889,110	792,505	-	-	-	276,566	13,958,181
FINANCE	87,545,683	22,342,473	11,565,451	28,299,849	110,437,512	48,658,777	348,412,859
FIRE	47,259,486	15,285,021	-	-	-	-	62,544,507
HUMAN RESOURCES	3,965,273	-	-	-	-	3,565,979	7,531,252
PARKS	27,706,923	5,168,673	-	-	64,000	188,621	33,128,216
PLANNING	24,028,336	10,610,073	-	-	5,019,278	-	39,657,688
POLICE	36,128,740	-	-	-	-	-	36,128,740
PUBLIC WORKS	48,291,205	9,026,469	-	84,211,427	-	6,602,954	242,444,595
TECHNOLOGY AND INFORMATION SYSTEMS	1,262,406	26,265	-	-	-	12,577,498	13,866,168
<b>Grand Total</b>	<b>289,077,162</b>	<b>63,251,479</b>	<b>11,565,451</b>	<b>112,511,276</b>	<b>110,437,512</b>	<b>71,870,395</b>	<b>797,672,206</b>

\*General Fund includes sub-funds of the General Fund



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## **FISCAL POLICY**

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# **FISCAL POLICY**

## **CITY OF REDMOND, WASHINGTON**

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### **1. General Financial Goals**

- a. To provide a financial base sufficient to sustain municipal services to maintain the social well-being and physical conditions of the City.
- b. To be able to withstand local and regional economic trauma, to adjust to changes in the service requirements, and to respond to other changes as they affect the community.
- c. To maintain an excellent credit rating in the financial community and assure taxpayers that Redmond city government is maintained in sound fiscal condition.
- d. To consider and provide for the needs of future generations in the Redmond community.

### **2. Operating Budget Policies**

- a. The base operating budget is the City's comprehensive two-year financial plan which provides for the desired level of city services as defined by the City's priorities. A budget will be developed every two years using a "budgeting by priorities" process.
- b. The goals of the budgeting by priorities process are:
  - Align the budget with citizen priorities
  - Measure progress towards priorities
  - Get the best value for each tax dollar
  - Foster continuous learning in the City
  - Build regional cooperation
- c. "One-time" expenses require specific authority to be carried forward into subsequent budgets.
- d. Revenues and expenditures for the General Fund and all major operating funds shall be projected for the current biennium and the ensuing four years.
- e. Biennial operating budgets should provide for design, construction, maintenance and replacement of the City's capital, plant, and equipment consistent with the Capital Facilities Plan including the related cost for operating such new facilities.
- f. The City will maintain all its assets at a level such that it protects the City's capital investment and minimizes future maintenance and replacement costs.

- g. The City will maintain an equipment replacement and maintenance needs analysis for the life cycle of the equipment and will update this projection every two years consistent with budget development.
- h. All general government current operating expenditures will be paid from current revenues.

Reports on revenues and expenditures will be prepared on a timely basis monthly and reviewed quarterly by the City Council.

The city will avoid budgetary and accounting procedures which balance the current budget at the expense of future budgets.

The City of Redmond defines a balanced budget as current biennium revenues (including fund balances) are equal to or greater than current biennium budgeted expenditures.

The City further defines a structurally balanced budget as current on-going revenues (without including fund balances) as equal to or greater than current on-going expenses.

The City will not use one-time revenues for operations.

- i. All supplemental appropriations for programs (appropriations requested after the original budget is adopted) will be considered as a result of changes since the adoption of the biennial budget including the availability of new revenues (such as unanticipated grants).

All supplemental appropriations will conform to the “budgeting by priorities” process.

- j. Budget Calendar
  - In order to facilitate and implement the budget process, the Mayor will propose a biennial budget calendar at the first regular Council meeting in April in every even year.
  - The calendar will be comprehensive in nature and generally provide for a process that resembles the Best Practices for municipal budgets as published by the Government Finance Officers Association.

### **3. Revenue Policies**

- a. The City will strive to maintain as diversified and stable a revenue system as permitted by state law to shelter it from short-run fluctuations in any one revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of an economic downturn. To pursue this policy goal the City Council will consider revenue changes in the context of its review of the City’s Long Range Financial Strategy.

- b. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic activities, revenue estimates provided to the City Council shall be conservative.
- c. The City will estimate its biennial revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association. Economic assumptions will be based on reliable and relevant sources such as the Washington State Office of Forecast Council.
- d. The City will project revenues for the next six years and will update this projection biennially. This projection will be consistent with policy 2d above and the overall “price of government” as described in the Long Range Financial Strategy.

The Finance Department will biennially review and make available to the Finance, Administration and Communications Committee an analysis of each potential major revenue source before going to the full Council for review.

The City will refrain from making budgetary decisions (specifically allocating resources to be expended) outside of a budget process as described by this policy (inclusive of the biennial budget as well as a formal budget amendment).

- e. The City will establish all user charges at a level related to the cost of providing the service and within policy parameters established by the City Council.
- f. In each odd numbered year, the City will review user fees to adjust for the effects of inflation and other factors as appropriate. The City will set fees for user activities, such as recreational services, at a level to support the direct and indirect costs of the activity in accordance with cost recovery policies adopted by Council.
- g. The City will set fees and user charges for each enterprise fund at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets. For rate modeling purposes the City will utilize three financial tests: Net Income Test, Cash Flow Test, and Coverage Test, to evaluate revenue sufficiency. The results of these tests will be used in the rate setting process to ensure that the enterprise funds generate the appropriate level of revenue to satisfy all operating costs, cash obligations, and debt coverage requirement of 1.2 times annual debt service.

#### **4. Expenditure Policies**

- a. The City budget will provide for a sustainable level of service as defined in the context of the Budgeting by Priorities process.
- b. The City’s operating budget will not use one-time revenues to support ongoing expenditures.

- c. The City will maintain expenditure categories according to state statute and administrative regulation. Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).
- d. The City will forecast its General Fund expenditures biennially for the next six years. The drivers and assumptions used in the forecast will be described.
- e. A cost allocation plan will be maintained and updated as a part of each City budget. The cost allocation plan will be the basis for distribution of general government costs to other funds or capital projects (also known as indirect costs).

## **5. Capital Investment Budget Policies**

- a. The City will make capital improvements in accordance with an adopted capital investment program. Capital funds may be used on:
  - 1. Non-recurring capital expenditures (such as capital projects).
    - a. Qualifying non-recurring capital projects should be at least \$50,000 (or part of a system with a value of more than \$50,000); and
    - b. towards an asset with a useful life of at least five years; or
    - c. directly for related costs (such as studies, plans, monitoring of capital asset performance, etc.); or
    - d. planning efforts that result in specific capital improvements identified in the City's Capital Investment Strategy and approved by the Capital Investment Program Governance Committee.
- b. The capital investment program and the base operating budget will be reviewed at the same time to ensure that the City's capital and operating needs are balanced with each other and that the capital investment program is aligned with the City's other long-range plans.
- c. The City will develop a six-year plan for capital improvements including operations and maintenance costs and update it every biennium. Capital expenditures will be forecasted taking into account changes in population, changes in real estate development, or changes in relevant economic condition of the City and the region.
- d. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and other outside resources whenever possible.
- e. All staff (FTEs) related to capital project implementation will charge directly to capital projects if the projects are a part of the Capital Investment Strategy and approved by the City's Capital Investment Program Governance Committee.

- f. The City will determine the least costly financing method for all new projects.
- g. The City will transfer, annually, at least five percent (5%) of General Fund revenues (excluding development and significant one-time revenues), available one-time money and the pavement management contribution to the capital investment program as part of the City's biennial budget.
- h. The City will develop and maintain a "Capital Investment Strategy" (also known as the "Vision Blueprint") that facilitates the planning for meeting the facility and other capital needs of the community consistent with the City's vision, comprehensive plan and functional area plans (in that order).
- i. Discretionary capital investment revenues collected from the five percent (5%) or more General Fund transfer and real estate excise tax will be utilized for capital improvements that support the vision of the city consistent with the City's Capital Investment Strategy.
- j. Real Estate Excise Tax will be used for one-time capital project funding, not for general maintenance of the City's infrastructure as allowed by law.
- k. A contribution (\$1.1 million) from sales tax on construction, adjusted annually for inflation, will be transferred into the capital investment program.
- l. Applications to receive grant funding will only be submitted if the project receiving the funding is a part of the City's Capital Investment Strategy and/or approve by the Capital Investment Program Governance Committee.
- m. The City will utilize the Business Fee and Tax Advisory Committee to advise the City on expenditures from the transportation surcharge portion of the Business Tax as outlined in City Council Resolution Number 1375.

## **6. Short-Term Debt Policies**

- a. Short-term debt is defined as a period of three years or less.
- b. The City may use short-term debt to cover temporary cash flow shortages, which may be caused by a delay in receipting tax revenues or issuing long-term debt. The City will not use short-term debt for current operations.
- c. The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval and will bear interest based upon prevailing rates.

## 7. Long-Term Debt Policies

- a. Long Term debt is that debt which exceeds three years.
- b. The City will utilize long-term borrowing for capital improvements that cannot reasonably be financed on a pay-as-you-go basis from anticipated cash flows.
- c. Acceptable uses of bond proceeds are items which can be capitalized and depreciated. Refunding bond issues designed to restructure currently outstanding debt is also an acceptable use of bond proceeds provided that the net present value (NPV) of savings is at least 4%.
- d. The City will determine whether self-supporting bonds (such as special assessment improvement district bonds) are in the City's best interest when planning to incur debt to finance capital improvements.
- e. The City will not use long-term debt for current operations.
- f. The City will maintain proactive communications with the investment community about its financial condition. The City will follow a policy of full disclosure on financial reports and bond prospectus including proactive compliance with disclosure to the secondary market.
- g. General Obligation Bond Policy
  1. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
  2. Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.
  3. Before general obligation bond propositions are placed before the voters, the capital project under consideration should have been included in the Capital Improvement Program. The source of funds should describe the intended use of bond financing.
- h. Limited Tax General Obligation Bond Policies
  1. As a precondition to the issuance of limited tax general obligation bonds, alternative methods of financing should also be examined.
  2. Limited tax general obligation bonds should only be issued under certain conditions:
    - A project requires monies not available from alternative sources;

- Matching fund monies are available which may be lost if not applied for in a timely manner; or
- Catastrophic conditions.

i. Financing of Lease Purchases

1. Under Washington State law, the public may vote to approve bond issues for general government purposes in an amount not to exceed 2.5% of assessed valuation. Within the 2.5% limit, the Redmond City Council may approve bond issues and/or lease purchases up to 1.5% of the city's total assessed value. In addition, state law provides for an additional 2.5% of assessed valuation for parks and open space purposes with a vote of the public.
2. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

j. Long Term Interfund Loans

1. The City may issue interfund loans rather than outside debt instruments as a means of financing capital improvements. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's anticipated operations. All interfund borrowing will be subject to prior approval by the City Council and will bear interest based upon prevailing rates.
2. The decision to use interfund loans rather than outside debt will be based on which is deemed to be the most cost effective approach to meet city capital needs. Such assessment will be reviewed by the City's Financial Advisor who shall provide an objective analysis and recommendation to the City Council.

**8. Reserve Fund Policies**

- a. The City will maintain a General Operating Reserve of at least 8.5% of the total General Fund budgeted revenue, excluding the beginning fund balance, development review revenue, and any significant one-time revenue.

This reserve shall be created and maintained to:

1. Provide sufficient cash flow to meet daily financial needs.
  2. Sustain City services in the event of a catastrophic event such as a natural/manmade disaster (e.g. earthquake, windstorm, flood, terrorist attack) or a major downturn in the economy.
- b. Biennium surpluses in the General Fund will be used to fund one-time operations and capital expenditures, dedicated to the Capital Improvement Program or placed in an

economic contingency account if there are surplus balances remaining after all current expenditure obligations and reserve requirements are met.

- c. A surplus is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. It consists of under-expenditures and excess revenues over and above the amounts included in the biennial budget.
- d. The City will also maintain an Economic Contingency to serve as a hedge against economic fluctuations, fund future one-time operational and capital needs or support City services on a one-time basis pending the development of a longer term financial solution. The City shall maintain 4% of total General Fund budgeted revenue, excluding the beginning fund balance, development review revenue, and any significant one-time revenue as a target for the Economic Contingency.

This contingency shall serve as a hedge against underperforming revenue estimates with council's approval prior to its use. The City shall endeavor to support ongoing operations with ongoing revenues, but may use reserves on a one-time basis to support City services pending the development of a longer term financial solution. However, in no event shall reserves be used longer than one biennium to support City operations. If reserves are used, the City will begin to replenish these reserves at the end of the biennium if a surplus exists, but no later than the biennium following their use.

- e. The City will maintain operating reserves in the following funds: 12% (55 days) for the Water/Wastewater Operations and Maintenance Funds, not including Metro Wastewater Treatment expenses, 5% for the Stormwater Management Fund and 12% for the Solid Waste/Recycling Fund. This operating reserve shall be created and maintained to provide sufficient cash flow to meet daily financial needs and will be based upon total operating expenses. The reserve requirement for the Water/Wastewater Operations and Maintenance Funds can be met by the fund balance of the rate stabilization fund. For budgeting purposes, operating expenses will be calculated upon the funds' total expense budgets excluding ending fund balances, capital purchases, and the current year's portion of principal paid on outstanding debt.
- f. In order to maintain the significant investments in utility capital assets there shall be a transfer from the utility operations funds to the utility capital project or reserve funds to be expended on future utility capital projects. The transfer will be calculated on the current year's depreciation expense, less the annual principal payments on outstanding debt.
- g. The City will establish a revenue stabilization fund for the Water and Wastewater utilities. The required fund balance shall be set at 15% of the total of water and wastewater revenues collected through monthly rates excluding the portion of monthly revenues for King County wastewater treatment. The balance of this fund can be utilized to meet the reserve requirement for the Water/Wastewater Operations and Maintenance Funds. Monies may be withdrawn from the revenue stabilization funds to supplement operating revenues in years of revenue shortfalls caused by reduced sales due to weather

or restrictions on water use. The revenue stabilization funds will be replenished within four years of a withdrawal.

- h. Bond reserves shall be created and maintained by the Water/Wastewater and Stormwater Utilities in accordance with the provisions set forth in the bond covenants. These shall be in addition to the reserves described above.
- i. The City shall additionally maintain the following Equipment Replacement Reserve Funds:
  - 1. Fleet Maintenance Reserve;
  - 2. Fire Equipment Reserve; and
  - 3. Capital Equipment Reserve for general asset replacement.

The Equipment Reserve Funds will be maintained at a level sufficient to meet scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent a physical deterioration of City assets. An assessment of the sufficiency of this reserve will be made during each budget cycle.

- j. The City shall also maintain Reserve Funds as follows:
  - 1. All statutorily required reserve funds to guarantee debt service; and
  - 2. A vacation accrual reserve.
  - 3. A reserve to stabilize contributions to state retirement systems due to temporary fluctuations in state rates, as necessary.

No reserve shall be established for sick leave. One-fourth of accrued sick leave is payable only upon qualifying retirement and is not considered material.

## **9. Investment Policies**

The Finance & Information Services Director will biennially submit any recommended amendments to the City's investment policy to the City Council for review.

## **10. Special Revenue Policies**

- a. The City will establish and maintain Special Revenue Funds in accordance with Generally Accepted Accounting Principles which will be used to account for the proceeds

of specific revenue sources to finance specified activities which are required by statute, ordinance, resolution, or executive order.

1. The City will comply with GASB Statement 54 which defines the appropriate use of Special Revenue Funds for reporting purposes. The City Council may determine to separate the General Fund into supporting “sub-funds” for budgeting and management purposes. These “sub-funds” will be combined for financial reporting purposes to comply with GASB Statement 54.
- b. Special Revenue Funds having biennial operating budgets will be reviewed by the City during the budget process.

## **11. Accounting, Auditing, and Financial Reporting Policies**

- a. The City will establish and maintain a high standard of internal controls and accounting practices. The City budgets and accounts for revenues and expenditures on a modified accrual basis in its day to day operations.
- b. The accounting system will maintain records on a basis consistent with accepted standards for local government accounting and the State of Washington Budgeting, Accounting, and Reporting Systems.
- c. Regular monthly and annual financial reports will present a summary of financial activity by major types of funds. Such reports will be available via the City’s website ([www.redmond.gov](http://www.redmond.gov)).
- d. The annual financial report shall conform to Generally Accepted Accounting Principles and be in the form of a Comprehensive Annual Financial Report as described by the GFOA. This report will contain all required information necessary to comply with secondary market disclosures for outstanding bonds (see policy 7f above).
- e. A fixed asset system will be maintained to identify all City assets, their location, condition, and disposition.
- f. The City will ensure that City records are audited annually and which will result in the issuance of a financial opinion. The results of such audit are to be available to the public via the city’s web site.

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**DEPARTMENT ORGANIZATION CHARTS  
STAFFING AUTHORIZATIONS**

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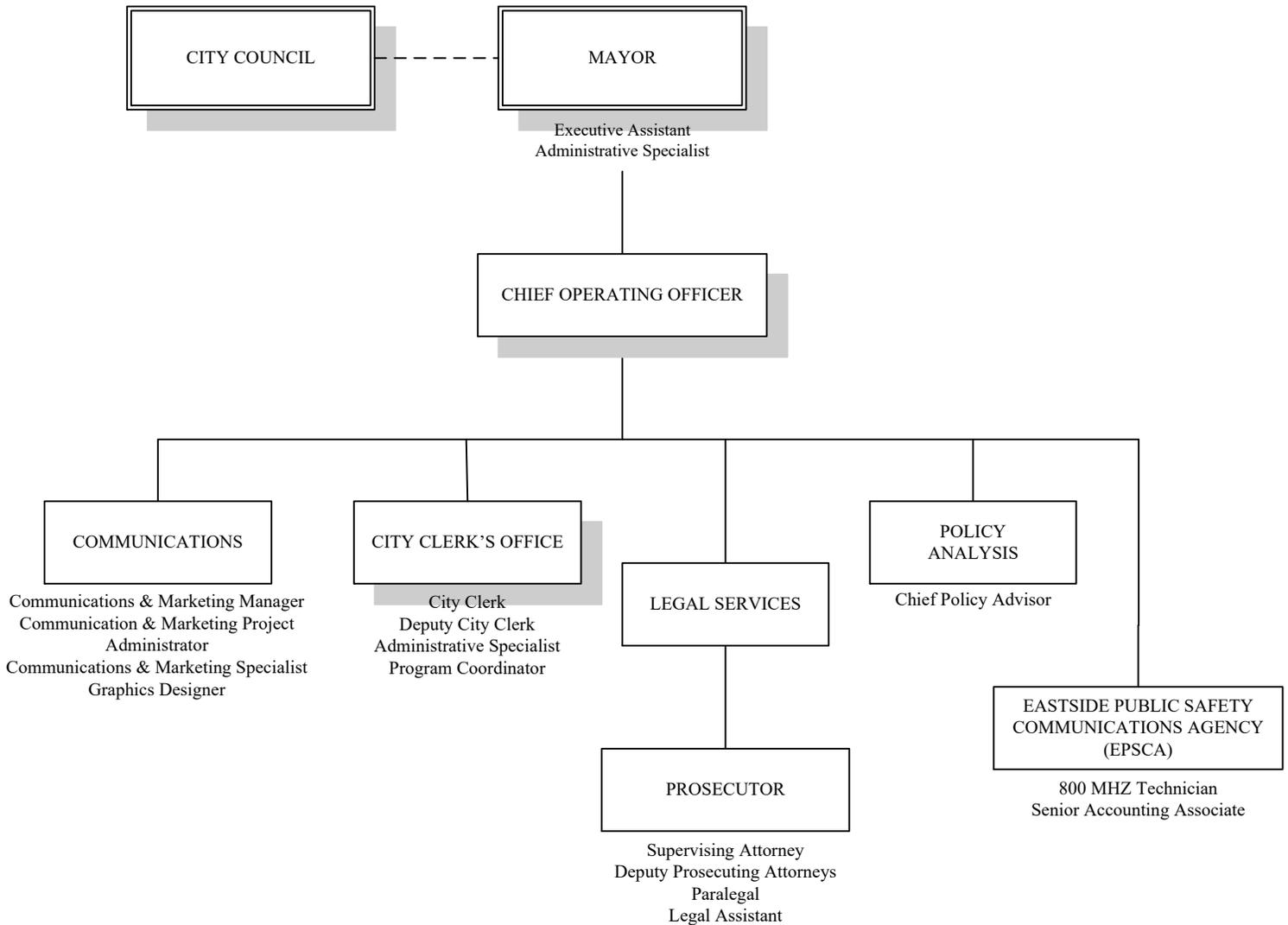
# EXECUTIVE

## 2019-2020 ADOPTED BUDGET

# CITY OF REDMOND

### MISSION STATEMENT

The mission of the Executive Department is to assess public needs, propose policies and develop strategies to address those needs, as well as coordinate and support implementation by the departments.



**EXECUTIVE  
STAFFING AUTHORIZATIONS  
CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ADMINISTRATION</b>			
Administrative Specialist	1.00	1.00	1.00
Chief Operating Officer <sup>1</sup>	0.00	1.00	1.00
Chief Policy Advisor	1.00	1.00	1.00
Deputy City Administrator <sup>1,2</sup>	2.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00
Mayor	1.00	1.00	1.00
	<u>6.00</u>	<u>6.00</u>	<u>5.00</u>
<b>OPERATING GRANTS - TRANSPORTATION DEMAND MANAGEMENT (TDM)<sup>3</sup></b>			
Administrative Specialist	1.00	0.00	0.00
Program Administrator	3.00	0.00	0.00
	<u>4.00</u>	<u>0.00</u>	<u>0.00</u>
<b>ECONOMIC DEVELOPMENT<sup>3</sup></b>			
Economic Development Manager	1.00	0.00	0.00
Planner - Senior <sup>4</sup>	1.00	0.00	0.00
	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>
<b>CUSTOMER SERVICE<sup>5</sup></b>			
Customer Service Supervisor <sup>6</sup>	1.00	0.00	0.00
	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
<b>OFFICE OF COMMUNICATIONS</b>			
Communications & Marketing Manager	1.00	1.00	1.00
Communications & Marketing Project Administrator	1.00	1.00	1.00
Communications & Marketing Specialist <sup>7</sup>	1.00	2.00	2.00
Graphics Designer <sup>8</sup>	1.00	1.00	2.00
	<u>4.00</u>	<u>5.00</u>	<u>6.00</u>
<b>EASTSIDE PUBLIC SAFETY COMMUNICATIONS AGENCY (EPSCA)</b>			
EPSCA 800 MHz Technician <sup>9</sup>	1.00	1.00	0.00
EPSCA Executive Director <sup>4</sup>	1.00	0.00	0.00
EPSCA Senior Accounting Associate	1.00	1.00	1.00
	<u>3.00</u>	<u>2.00</u>	<u>1.00</u>
<b>CITY CLERK<sup>10</sup></b>			
Administrative Specialist	0.00	1.00	1.00
City Clerk	0.00	1.00	1.00
Program Coordinator <sup>7</sup>	0.00	1.00	1.00
Deputy City Clerk	0.00	1.00	1.00
	<u>0.00</u>	<u>4.00</u>	<u>4.00</u>

**EXECUTIVE  
STAFFING AUTHORIZATIONS  
CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>LEGAL SERVICES</b>			
Legal Assistant	1.00	1.00	1.00
Paralegal	0.75	0.75	0.75
Deputy Prosecuting Attorney <sup>10</sup>	1.00	1.50	1.50
Supervising Attorney	1.00	1.00	1.00
	<u>3.75</u>	<u>4.25</u>	<u>4.25</u>
<b>TOTAL FTEs</b>	23.75	21.25	20.25
<b>SUPPLEMENTAL FTEs<sup>12,13</sup></b>	0.78	0.76	1.82

**Notes:**

1. Position was reclassified within the department with a new position title.
2. Position was transferred to Human Resources and reclassified from a Deputy City Administrator to a Safety Manager.
3. Divisions were moved from Executive to Planning in 2018 due to a re-organization.
4. The EPSCA Executive Director position was moved to Finance in 2017 and was reclassified to a Senior Accounting Associate.
5. The Customer Service Division moved to Parks in 2018 due to a re-organization.
6. Position transferred from Public Works to Executive in 2016 and reclassified from a Program Coordinator to a Customer Service Supervisor.
7. Position added in the 2017-2018 Budget.
8. Position resides in Executive; however, it was previously partially funded by the Parks Recreation Activity Fund and shown in Parks.
9. The EPSCA 800 MHz Technician position was moved to Technology and Information Services in 2019-2020 and was reclassified to a Business Analyst.
10. The City Clerk Division moved to Executive due to a re-organizations within Finance and Technology and Information Services in 2017 and 2018.
11. Council approved a .50 FTE Deputy Prosecuting Attorney in June of 2017.
12. Supplemental funding increased in 2019-2020 due to one-time funding to support public records requests and ongoing staffing for videography of Council meetings.
13. Supplemental FTE estimates are based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

# FINANCE

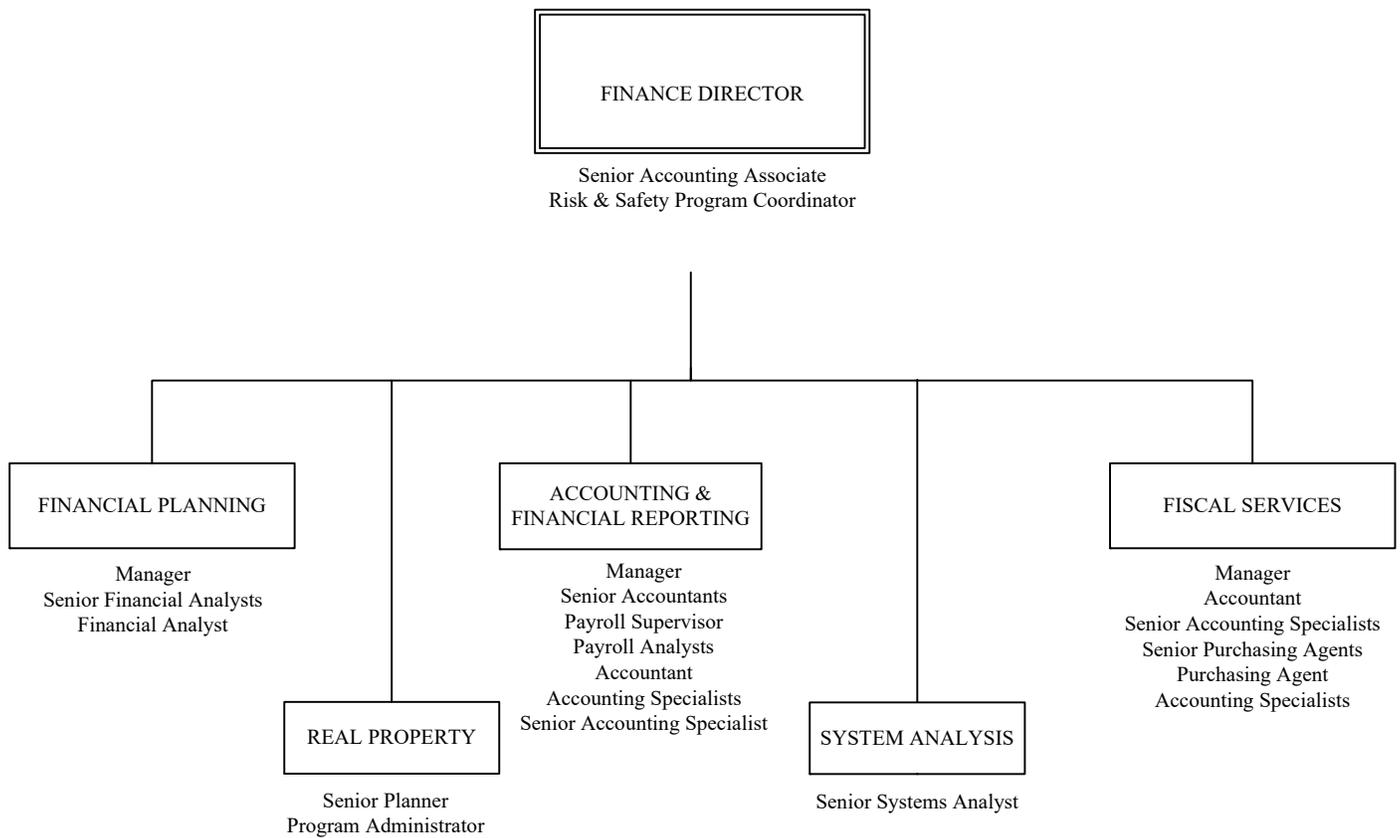
2019-2020 ADOPTED BUDGET

## CITY OF REDMOND

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### MISSION STATEMENT

In the spirit of excellence and financial integrity, we cultivate partnerships to meet shared goals that preserve, enhance and support our customers.



**FINANCE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ADMINISTRATION</b>			
Business Systems Analyst - Senior	1.00	1.00	1.00
Senior Accounting Associate <sup>1</sup>	0.00	1.00	1.00
Program Administrator <sup>2</sup>	0.00	1.00	1.00
Planner - Senior <sup>1</sup>	0.00	1.00	1.00
Department Administrative Coordinator <sup>3</sup>	1.00	0.00	0.00
Director	1.00	1.00	1.00
	<u>3.00</u>	<u>5.00</u>	<u>5.00</u>
<b>TREASURY<sup>4</sup></b>			
Accountant	1.00	0.00	0.00
Treasury Manager <sup>3</sup>	1.00	0.00	0.00
	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FISCAL SERVICES<sup>4</sup></b>			
Accountant	0.00	1.00	1.00
Financial Services Manager <sup>3</sup>	0.00	1.00	1.00
Accounting Specialist	0.00	2.00	2.00
Accounting Specialist - Senior	0.00	1.00	1.00
Purchasing Agent	0.00	1.00	1.00
Purchasing Agent - Senior <sup>3</sup>	0.00	2.00	2.00
	<u>0.00</u>	<u>8.00</u>	<u>8.00</u>
<b>FINANCIAL PLANNING</b>			
Finance Officer <sup>3</sup>	1.00	0.00	0.00
Financial Analyst <sup>3</sup>	0.00	1.00	1.00
Risk & Safety Program Coordinator <sup>3</sup>	0.00	1.00	1.00
Financial Analyst - Senior <sup>5</sup>	3.00	3.00	3.00
Financial Planning Manager <sup>3</sup>	0.00	1.00	1.00
Deputy Finance Director <sup>3</sup>	1.00	0.00	0.00
	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>
<b>CITY CLERK<sup>6</sup></b>			
Administrative Specialist	1.00	0.00	0.00
City Clerk	1.00	0.00	0.00
Deputy City Clerk	1.00	0.00	0.00
	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>

**FINANCE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ACCOUNTING &amp; FINANCIAL REPORTING<sup>4</sup></b>			
Accountant <sup>3</sup>	2.00	1.00	1.00
Accountant - Senior <sup>3</sup>	1.00	2.00	2.00
Financial Services Manager <sup>3</sup>	0.00	1.00	1.00
Accounting Manager <sup>3</sup>	1.00	0.00	0.00
Payroll Analyst	2.00	2.00	2.00
Payroll Supervisor	1.00	1.00	1.00
Accounting Specialist <sup>4</sup>	0.00	2.00	2.00
Accounting Specialist - Senior <sup>4</sup>	0.00	1.00	1.00
	<u>7.00</u>	<u>10.00</u>	<u>10.00</u>
<b>REVENUE<sup>4</sup></b>			
Accounting Specialist	2.00	0.00	0.00
Accounting Specialist - Senior	1.00	0.00	0.00
	<u>3.00</u>	<u>0.00</u>	<u>0.00</u>
<b>FINANCIAL OPERATIONS<sup>4</sup></b>			
Accounting Specialist	2.00	0.00	0.00
Accounting Specialist - Associate <sup>3</sup>	1.00	0.00	0.00
Accounting Specialist - Senior <sup>3</sup>	0.00	0.00	0.00
Purchasing Agent	1.00	0.00	0.00
Purchasing Agent - Senior <sup>3</sup>	1.00	0.00	0.00
Purchasing/Accounts Payable Manager <sup>3</sup>	1.00	0.00	0.00
	<u>6.00</u>	<u>0.00</u>	<u>0.00</u>
<b>INFORMATION TECHNOLOGY<sup>7</sup></b>			
Application Services Manager	1.00	0.00	0.00
Data Analyst - Fire	1.00	0.00	0.00
GIS Analyst	2.00	0.00	0.00
GIS Analyst - Senior	1.00	0.00	0.00
GIS Data Technician	1.00	0.00	0.00
Information Services Manager	1.00	0.00	0.00
Network Analyst	1.00	0.00	0.00
Network System Engineer	2.00	0.00	0.00
Programmer Analyst - Senior	3.00	0.00	0.00
Infrastructure & Operations Manager	1.00	0.00	0.00
Support Services Manager	1.00	0.00	0.00
Systems Analyst - Senior	5.00	0.00	0.00
Business Application Specialist	1.00	0.00	0.00
Systems Support Specialist	3.00	0.00	0.00
Technical Systems Coordinator	2.00	0.00	0.00
Business Analyst	1.00	0.00	0.00
	<u>27.00</u>	<u>0.00</u>	<u>0.00</u>

**FINANCE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>POLICE LEVY<sup>7</sup></b>			
Technical Systems Coordinator	1.00	0.00	0.00
<b>TOTAL FTEs</b>	57.00	29.00	29.00
<b>SUPPLEMENTAL FTEs<sup>8</sup></b>	0.00	0.00	0.00

**Notes:**

1. Position transferred to Finance from Executive in 2017.
2. The Real Property Manager transferred from Public Works to Finance and was reclassified to a Program Administrator in 2018 due to a re-organization.
3. Position was reclassified within the department with a new position title.
4. In 2017 Financial Operations, Revenue and Treasury merged to become Fiscal Services. Accounts Payable moved from Financial Operations to Accounting & Financial Reporting.
5. A 1.0 Senior Financial Analyst is partially funded by the Utilities; but the FTE resides in Finance.
6. The City Clerk Division moved to Executive due to a re-organizations within Finance and Technology and Information Services in 2017 and 2018.
7. Council approved separating the Technology and Information Services Department from the Finance Department in 2017.
8. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

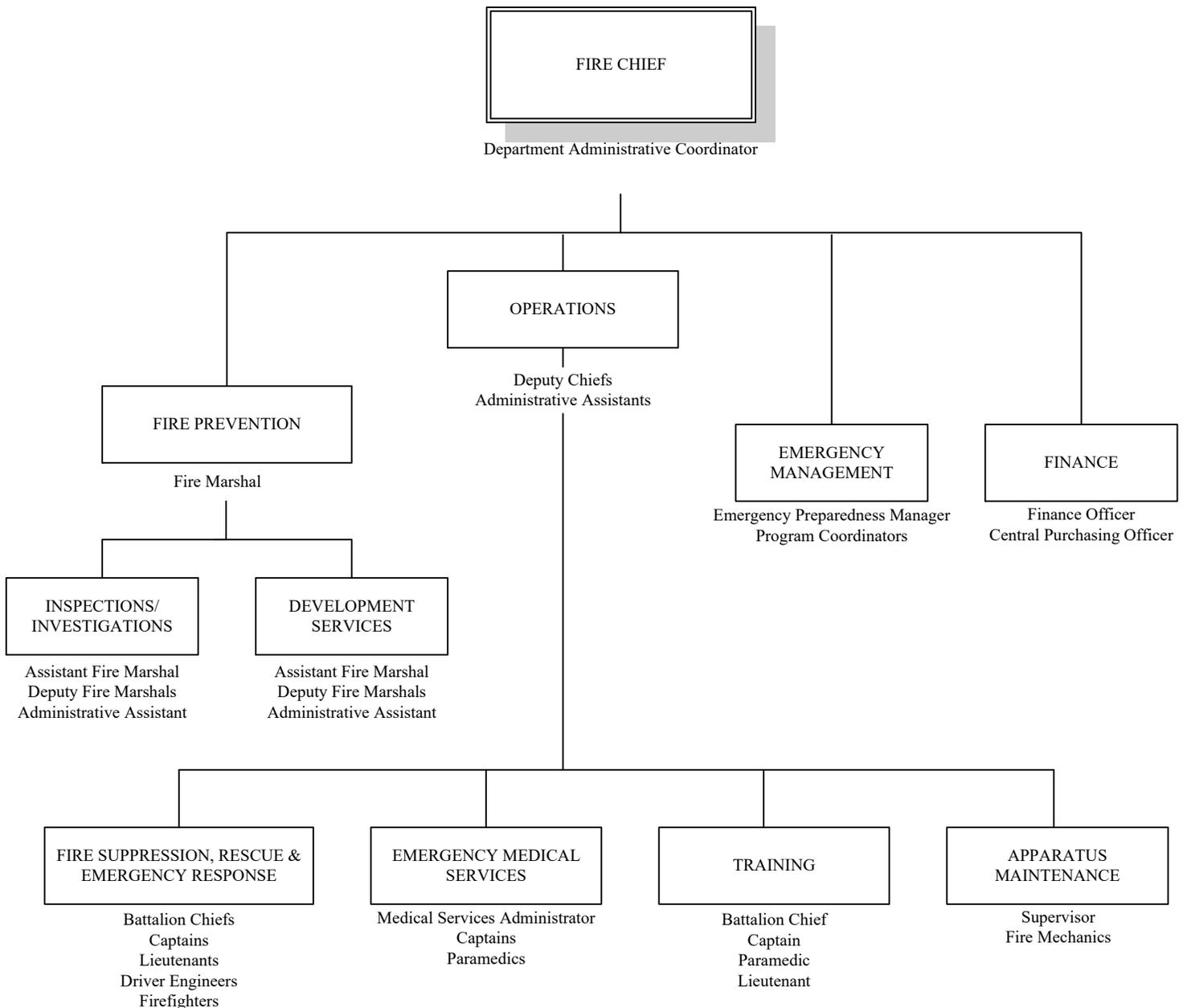
# FIRE

2019-2020 ADOPTED BUDGET

## CITY OF REDMOND

### MISSION STATEMENT

The mission of the Fire Department is to continuously protect and preserve life and property through quality education, prevention, disaster preparedness and rapid emergency response.



**FIRE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ADMINISTRATION<sup>1</sup></b>			
Administrative Assistant <sup>2</sup>	4.50	4.00	4.00
Assistant Fire Marshal	2.00	2.00	2.00
Department Administrative Coordinator	1.00	1.00	1.00
Program Coordinator (Office of Emergency Management) <sup>2,3</sup>	0.00	2.00	2.00
Emergency Preparedness Manager (OEM) <sup>3</sup>	0.00	1.00	1.00
Deputy Chief <sup>4</sup>	1.00	2.00	2.00
Deputy Fire Marshal	4.00	4.00	4.00
Finance Officer	1.00	1.00	1.00
Fire Apparatus Supervisor	1.00	1.00	1.00
Fire Chief	1.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Fire Mechanic	2.00	2.00	2.00
	18.50	22.00	22.00
<b>OPERATIONS</b>			
Battalion Chief	3.00	3.00	3.00
Battalion Chief - Training	1.00	1.00	1.00
Captain	6.00	6.00	6.00
Captain - Training	1.00	1.00	1.00
Driver Engineer	18.00	18.00	18.00
Firefighter <sup>4</sup>	47.00	46.00	46.00
Lieutenant	15.00	15.00	15.00
Lieutenant - Central Purchasing Officer	1.00	1.00	1.00
Lieutenant - Training	1.00	1.00	1.00
	93.00	92.00	92.00
<b>ADVANCED LIFE SUPPORT</b>			
Fire Captain	3.00	3.00	3.00
Medical Services Administrator	1.00	1.00	1.00
Paramedic	26.00	26.00	26.00
Paramedic - Training	1.00	1.00	1.00
	31.00	31.00	31.00
<b>FIRE LEVY</b>			
Captain	1.00	1.00	1.00
Driver Engineer	3.00	3.00	3.00
Firefighter	15.00	15.00	15.00
Lieutenant	2.00	2.00	2.00
	21.00	21.00	21.00
<b>TOTAL FTEs</b>	163.50	166.00	166.00

**FIRE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>SUPPLEMENTAL FTEs<sup>5</sup></b>	0.00	0.89	0.00

**Notes:**

1. Some administration costs are allocated to Advance Life Support.
2. The .50 FTE Administrative Assistant was reclassified to an Emergency Preparedness Manager and an additional .50 FTE was approved in the 2017-2018 Budget.
3. Office of Emergency Management (OEM) moved from Police to Fire in the 2017-2018 budget.
4. A vacant Firefighter position was reclassified to a Deputy Fire Chief in 2017.
5. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

# HUMAN RESOURCES

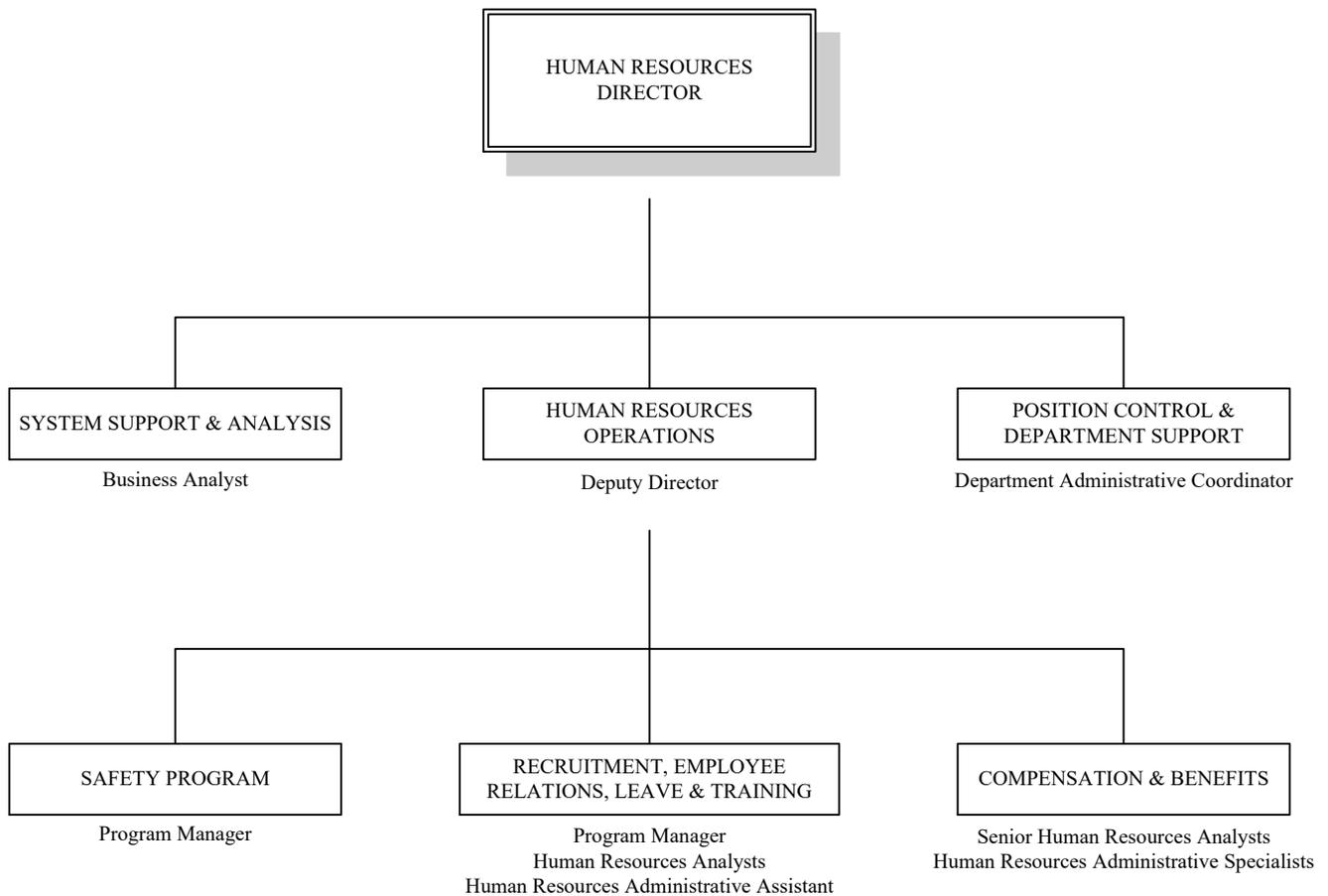
2019-2020 ADOPTED BUDGET

## CITY OF REDMOND

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### MISSION STATEMENT

We partner with our customers to achieve shared goals.



**HUMAN RESOURCES**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ADMINISTRATION</b>			
Deputy Human Resources Director <sup>2</sup>	0.00	1.00	1.00
Administrative Specialist <sup>1</sup>	0.94	1.00	1.00
Administrative Assistant <sup>1</sup>	0.60	1.00	1.00
Department Administrative Coordinator	1.00	1.00	1.00
Director	1.00	1.00	1.00
Human Resources Analyst - Senior	2.00	2.00	2.00
Human Resources Analyst	4.00	4.00	4.00
Human Resources Programs Manager	1.00	1.00	1.00
Human Resources Program & Policy Advisor <sup>2</sup>	1.00	0.00	0.00
Safety Program Manager <sup>3</sup>	0.00	0.00	1.00
Business Analyst <sup>4</sup>	0.00	0.00	1.00
	11.54	12.00	14.00
<b>TOTAL FTEs</b>	11.54	12.00	14.00
<b>SUPPLEMENTAL FTEs<sup>5</sup></b>	0.39	0.31	0.34

**Notes:**

1. Both the Administrative Specialist and Administrative Assistant positions were made whole, an increase equivalent to a .46 FTE.
2. The Human Resources Program & Policy Advisor was reclassified to a Human Resources Program Manager in 2018.
3. Position was transferred to Human Resources and reclassified from a Deputy City Administrator to a Safety Program Manager.
4. Business Analyst position added in the 2019-2020 Budget.
5. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

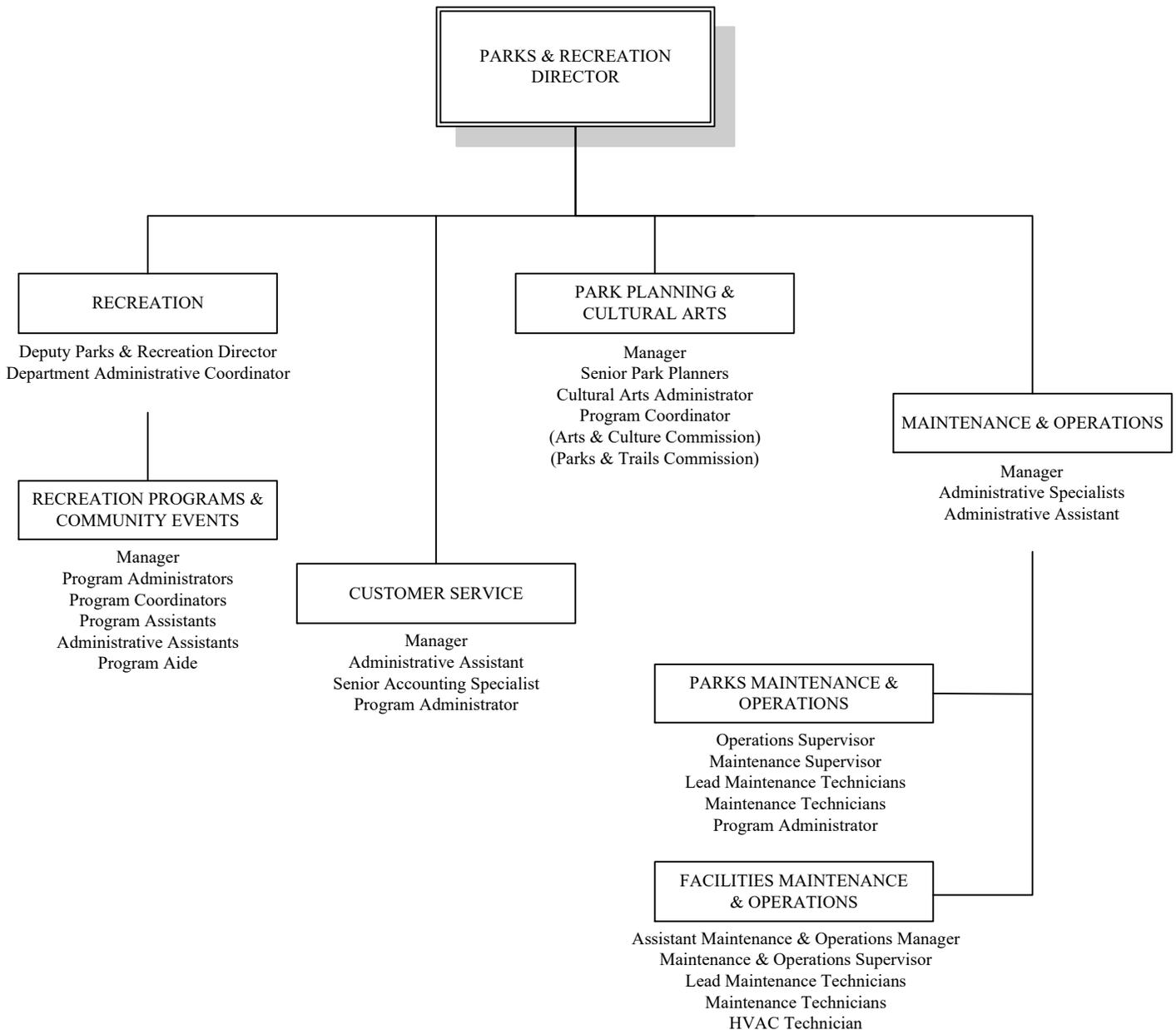
# PARKS & RECREATION

2019-2020 ADOPTED BUDGET

CITY OF REDMOND

## MISSION STATEMENT

We are leaders in providing sustainable parks, innovative recreation services, unique art and cultural experiences that continue to build a high quality of life in Redmond.



**PARKS & RECREATION**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ADMINISTRATION</b>			
Cultural Arts Administrator	0.50	0.50	0.50
Department Administrative Coordinator <sup>1</sup>	1.00	1.00	0.00
Deputy Director	1.00	1.00	1.00
Director	1.00	1.00	1.00
Parks Planning & Cultural Arts Manager	1.00	1.00	1.00
Planner - Senior	2.00	2.00	2.00
	<u>6.50</u>	<u>6.50</u>	<u>5.50</u>
<b>ARTS ACTIVITY</b>			
Cultural Arts Administrator	0.50	0.50	0.50
Program Coordinator	0.50	0.50	0.50
	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>RECREATION SERVICES</b>			
Administrative Assistant <sup>2,7</sup>	0.62	0.62	1.00
Graphics Designer <sup>10</sup>	0.40	0.40	0.00
Recreation Program Manager <sup>4</sup>	0.00	1.00	1.00
Program Administrator <sup>3</sup>	3.08	3.08	4.00
Program Aid	0.63	0.63	0.63
Program Assistant <sup>6</sup>	0.00	0.00	1.00
Program Coordinator <sup>3,5</sup>	3.24	4.24	4.00
Recreation Division Manager <sup>5</sup>	1.00	0.00	0.00
	<u>8.97</u>	<u>9.97</u>	<u>11.63</u>
<b>RECREATION ACTIVITY</b>			
Administrative Assistant <sup>2</sup>	0.38	0.38	0.00
Graphics Designer <sup>10</sup>	0.60	0.60	0.00
Program Administrator <sup>3,4</sup>	2.92	1.92	2.00
Program Assistant <sup>7</sup>	5.00	5.00	3.00
Program Coordinator <sup>3</sup>	2.26	2.26	2.50
	<u>11.16</u>	<u>10.16</u>	<u>7.50</u>
<b>SPECIAL EVENTS</b>			
Administrative Assistant <sup>2</sup>	0.00	0.00	1.00
Program Coordinator	1.00	1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>
<b>PARKS LEVY</b>			
Department Administrative Coordinator	1.00	1.00	1.00
Program Assistant <sup>7</sup>	0.00	0.00	1.00
Program Coordinator <sup>2,6</sup>	2.00	2.00	2.00
	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>

**PARKS & RECREATION**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>CUSTOMER SERVICE<sup>8</sup></b>			
Customer Service Manager	0.00	1.00	1.00
Administrative Assistant	0.00	1.00	1.00
Accounting Specialist - Senior	0.00	1.00	1.00
Program Administrator	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>
	0.00	4.00	4.00
<b>PARKS MAINTENANCE &amp; OPERATIONS</b>			
Administrative Specialist <sup>3</sup>	0.71	0.71	0.55
Lead Maintenance Technician	4.00	4.00	4.00
Maintenance Technician <sup>6</sup>	10.68	10.68	11.00
Parks Maintenance & Operations Manager <sup>3</sup>	1.00	1.00	0.80
Parks Maintenance Supervisor	1.00	1.00	1.00
Parks Operations Supervisor	1.00	1.00	1.00
Program Administrator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
	19.39	19.39	19.35
<b>FACILITIES MAINTENANCE &amp; OPERATIONS<sup>8</sup></b>			
HVAC Technician	0.00	1.00	1.00
Maintenance & Operations Supervisor	0.00	1.00	1.00
Parks Maintenance & Operations Manager <sup>3</sup>	0.00	0.00	0.20
Parks Assistant Maintenance & Operations Manager <sup>1</sup>	0.00	0.00	1.00
Administrative Assistant (Operations)	0.88	0.88	0.88
Administrative Specialist <sup>3</sup>	0.13	0.13	0.29
Lead Maintenance Technician	2.00	3.00	3.00
Maintenance Technician <sup>6,9</sup>	<u>7.00</u>	<u>12.00</u>	<u>13.00</u>
	10.01	18.01	20.37
<b>TOTAL FTEs</b>	61.02	73.03	75.35
<b>SUPPLEMENTAL FTEs<sup>8,11,12</sup></b>	40.18	33.17	33.25

**PARKS & RECREATION**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
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**Notes:**

1. The Department Administrative Coordinator position was repurposed to an Assistant Maintenance & Operations Manager in the 2019-2020 Budget.
2. The Administrative Assistant moved from Recreation Services and Recreation Activity to Special Events the 2017-2018 Budget
3. Existing position was reallocated within the Department based on current need.
4. The Recreation Program Administrator was reclassified to a Recreation Program Manager.
5. The Recreation Division Manager was reclassified to a Program Coordinator in the 2017-2018 Budget.
6. In the 2019-2020 Budget supplemental funding was converted to fund 1.32 FTE Maintenance Technician positions, a 1.0 Program Coordinator and a 1.0 FTE Program Assistant.
7. A 1.0 FTE Program Assistant moved from Recreation Activity to Parks Levy and a 1.0 FTE Program Assistant moved from Recreation Activity to Recreation Services in the 2019-2020 Budget.
8. Customer Services positions moved from Executive and Facilities Maintenance moved from Public Works in 2018 due to a re-organization.
9. A 1.0 FTE Maintenance Technician was added in the 2017-2018 Budget.
10. The Graphics Designer resides in Executive; however, it was previously partially funded by the Parks Recreation Activity Fund and shown in the Parks Department.
11. Supplemental funding was added in 2019-2020 for the maintenance of new capital projects and to support the art studio. Supplemental to support the art studio is offset by revenue.
12. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

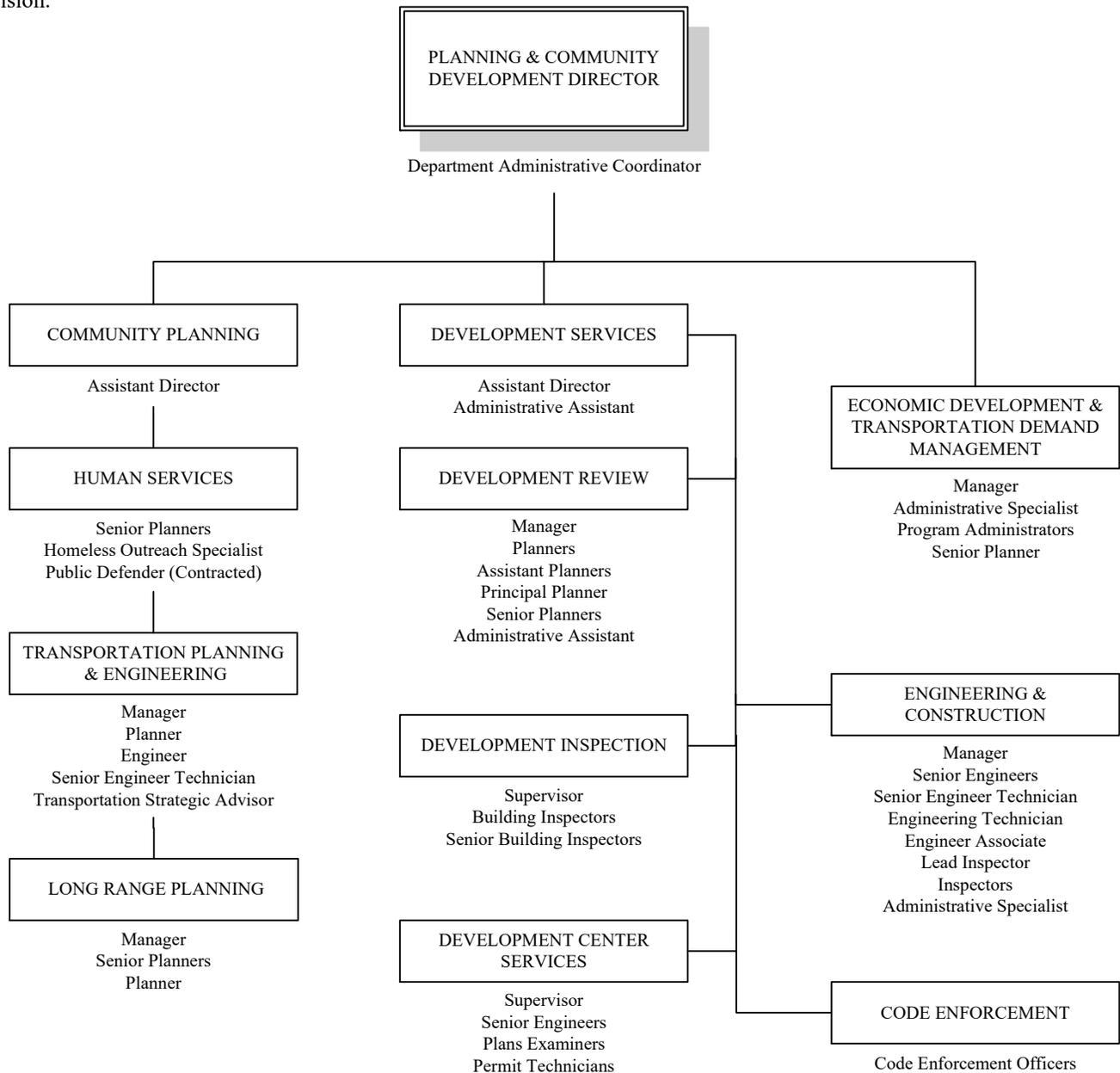
# PLANNING & COMMUNITY DEVELOPMENT

2019-2020 ADOPTED BUDGET

## CITY OF REDMOND

### MISSION STATEMENT

The Planning & Community Development Department exists to prepare, promote and implement Redmond's community vision.



# PLANNING & COMMUNITY DEVELOPMENT

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>ADMINISTRATION</b>			
Administrative Assistant	1.00	1.00	1.00
Department Administrative Coordinator	1.00	1.00	1.00
Assistant Director Community Planning	1.00	1.00	1.00
Assistant Director Development Services	1.00	1.00	1.00
Director	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>OPERATING GRANTS - TRANSPORTATION DEMAND MANAGEMENT (TDM)<sup>1</sup></b>			
Administrative Specialist	0.00	1.00	1.00
Program Administrator	0.00	3.00	3.00
	<u>0.00</u>	<u>4.00</u>	<u>4.00</u>
<b>ECONOMIC DEVELOPMENT<sup>1</sup></b>			
Planner - Senior <sup>2</sup>	0.00	1.00	1.00
Economic Development Manager	0.00	1.00	1.00
	<u>0.00</u>	<u>2.00</u>	<u>2.00</u>
<b>HUMAN SERVICES</b>			
Homeless Outreach Specialist <sup>3</sup>	0.00	1.00	1.00
Planner - Senior	1.75	1.75	1.75
	<u>1.75</u>	<u>2.75</u>	<u>2.75</u>
<b>TRANSPORTATION PLANNING &amp; ENGINEERING</b>			
Transportation Strategic Advisor	1.00	1.00	1.00
Engineer Technician - Senior <sup>2</sup>	0.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00
Planner <sup>4</sup>	2.00	1.00	1.00
Engineer <sup>4</sup>	0.00	1.00	1.00
Planner - Senior <sup>2</sup>	1.00	0.00	0.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>LONG RANGE PLANNING</b>			
Planner - Senior <sup>3,5</sup>	4.81	4.00	4.00
Planner <sup>3</sup>	0.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
	<u>5.81</u>	<u>6.00</u>	<u>6.00</u>

# PLANNING & COMMUNITY DEVELOPMENT

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>DEVELOPMENT REVIEW</b>			
Administrative Assistant	1.00	1.00	1.00
Planner	3.88	3.88	3.88
Planner - Assistant	2.00	2.00	2.00
Planner - Principal	0.70	0.70	0.70
Planner - Senior	3.00	3.00	3.00
Planning Manager	1.00	1.00	1.00
	<u>11.58</u>	<u>11.58</u>	<u>11.58</u>
<b>DEVELOPMENT CENTER SERVICES &amp; CODE ENFORCEMENT</b>			
Accounting Specialist - Senior <sup>6</sup>	1.00	0.00	0.00
Code Enforcement Officer	2.00	2.00	2.00
Engineer - Senior <sup>2,4</sup>	2.00	3.00	2.00
Permit Technician <sup>4</sup>	4.00	3.00	3.00
Development Service Center Supervisor	1.00	1.00	1.00
Plans Examiner <sup>4</sup>	5.00	6.00	6.00
Program Administrator <sup>6</sup>	0.75	0.00	0.00
	<u>15.75</u>	<u>15.00</u>	<u>14.00</u>
<b>DEVELOPMENT ENGINEERING &amp; CONSTRUCTION</b>			
Administrative Specialist	1.00	1.00	1.00
Construction Inspector <sup>3</sup>	3.00	4.00	4.00
Construction Inspector - Lead	1.00	1.00	1.00
Engineer - Senior <sup>2,3</sup>	5.00	6.00	7.00
Engineer Technician <sup>4</sup>	2.00	1.00	1.00
Engineer Associate <sup>4</sup>	0.00	1.00	1.00
Engineer Technician - Senior <sup>2</sup>	2.00	1.00	1.00
Engineering Manager	1.00	1.00	1.00
	<u>15.00</u>	<u>16.00</u>	<u>17.00</u>
<b>DEVELOPMENT INSPECTION</b>			
Building Inspector <sup>4</sup>	9.00	7.00	7.00
Building Inspector - Senior <sup>4</sup>	3.00	4.00	4.00
Building Inspector Supervisor	1.00	1.00	1.00
	<u>13.00</u>	<u>12.00</u>	<u>12.00</u>
<b>TOTAL FTEs</b>	72.89	79.33	79.33
<b>SUPPLEMENTAL FTEs<sup>7</sup></b>	0.00	0.46	0.46

# PLANNING & COMMUNITY DEVELOPMENT

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

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<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
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**Notes:**

1. Positions moved from Executive to Planning in 2018 due to a re-organization
2. Position was moved to a different Division within the Department.
3. Positions approved in the 2017-2018 Budget include a Homeless Outreach Coordinator and two positions in support of Low Impact Development, a Construction Inspector and Senior Engineer.
4. Position was reclassified within the department with a new position title.
5. The Senior Planner was increased to a 1.0 FTE in the 2017-2018 Budget.
6. Positions transferred to the Customer Service division in Executive in the 2017-2018 budget.
7. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

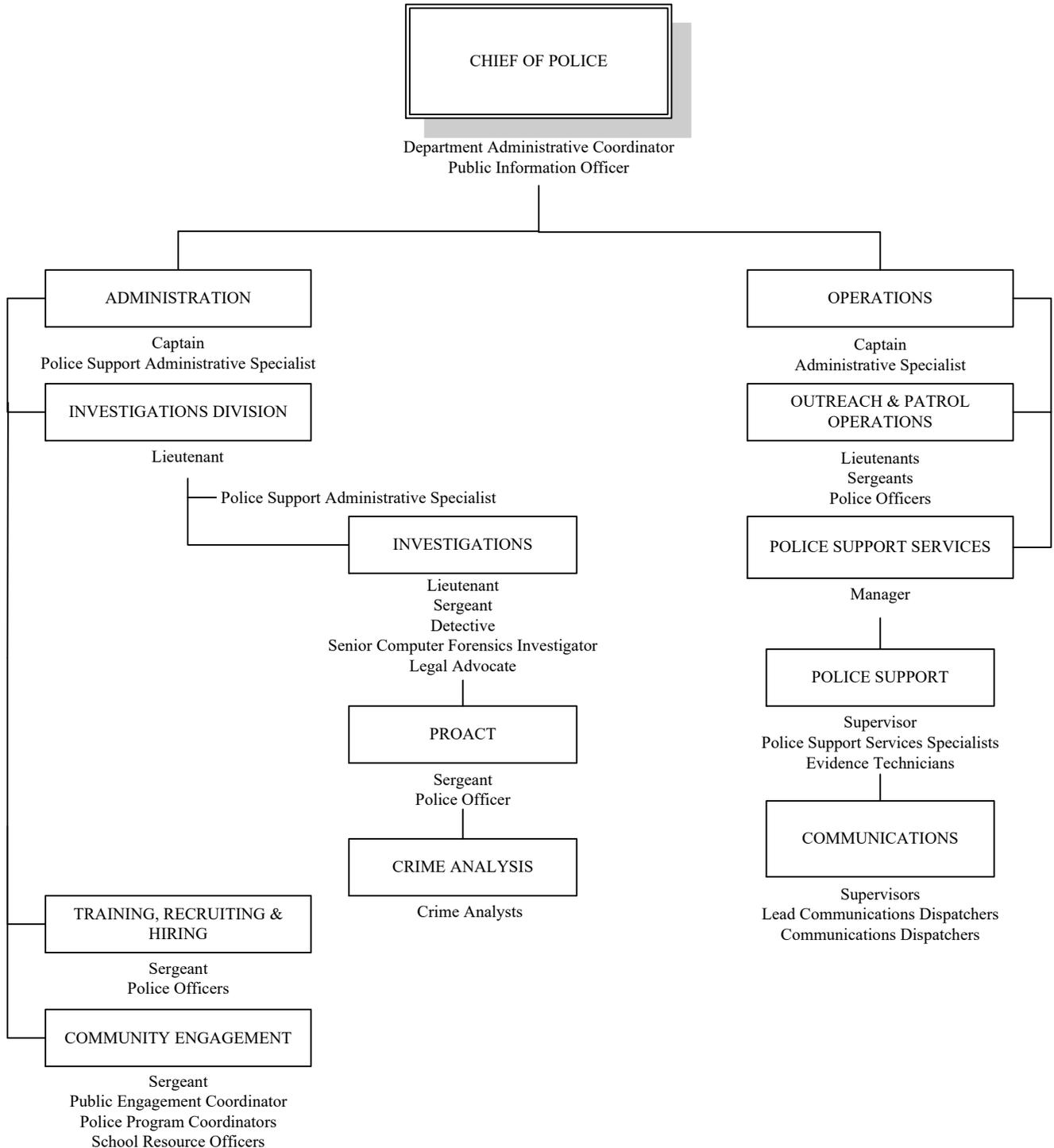
# POLICE

2019-2020 ADOPTED BUDGET

## CITY OF REDMOND

### MISSION STATEMENT

The Redmond Police Department provides law enforcement services to our community in a manner that reflects our core values of Respect, Professionalism, Dedication and Leadership.



**POLICE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>COMMISSIONED</b>			
Chief of Police	1.00	1.00	1.00
Assistant Chief <sup>1</sup>	1.00	0.00	0.00
Police Captain <sup>1</sup>	0.00	2.00	2.00
Lieutenant <sup>1</sup>	11.00	3.00	3.00
Sergeant <sup>1</sup>	0.00	12.00	12.00
Police Officer <sup>1,2</sup>	54.00	57.00	57.00
Administrative Commander <sup>1</sup>	1.00	0.00	0.00
Operations Support Commander <sup>1</sup>	1.00	0.00	0.00
Police Commander <sup>1</sup>	2.00	0.00	0.00
Community Outreach OEM Commander <sup>1</sup>	1.00	0.00	0.00
	72.00	75.00	75.00
<b>CIVILIAN</b>			
Police Support Services Manager <sup>1</sup>	0.00	1.00	1.00
Department Administrative Coordinator	1.00	1.00	1.00
Communications Supervisor	2.00	2.00	2.00
Lead Dispatcher	2.00	2.00	2.00
Communications Dispatcher	13.00	13.00	13.00
Computer Forensics Investigator - Senior	1.00	1.00	1.00
Crime Analyst <sup>3</sup>	1.91	1.92	1.92
Legal Advocate	1.00	1.00	1.00
Police Program Coordinator <sup>1,4</sup>	3.00	3.00	3.00
Police Support Administrative Specialist	1.00	1.00	1.00
Police Support Officer <sup>1</sup>	4.00	0.00	0.00
Police Support Services Specialist <sup>5</sup>	4.50	4.50	5.00
Police Support Services Supervisor	1.00	1.00	1.00
Property/Evidence Technician <sup>1</sup>	1.00	2.00	2.00
	36.41	34.42	34.92
<b>POLICE LEVY<sup>6</sup></b>			
Administrative Specialist	1.00	1.00	1.00
Communications Dispatcher	1.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00
School Resource Officer	3.00	3.00	3.00
Patrol Officer	11.00	11.00	11.00
Police Program Coordinator	1.00	1.00	1.00
Police Support Administrative Specialist	1.00	1.00	1.00
Police Support Officer <sup>1</sup>	1.00	0.00	0.00
Police Support Services Specialist	1.00	1.00	1.00
	21.00	20.00	20.00

**POLICE**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>TOTAL FTEs</b>	129.41	129.42	129.92
<b>SUPPLEMENTAL FTEs<sup>7</sup></b>	0.71	0.63	0.00

**Notes:**

1. Positions were reclassified during the 2017-2018 Budget due to a re-structuring of the Police Department.
2. One additional Police Officer was added in 2018.
3. Limited duration Crime Analyst position supported by grant funding.
4. Emergency Management moved from Police to Fire in the 2017-2018 Budget.
5. In the 2019-2020 Budget supplemental funding was converted to a .50 Police Support Services position.
6. The Police Levy includes a 1.0 Information Services position included in Technology and Information Services.
7. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

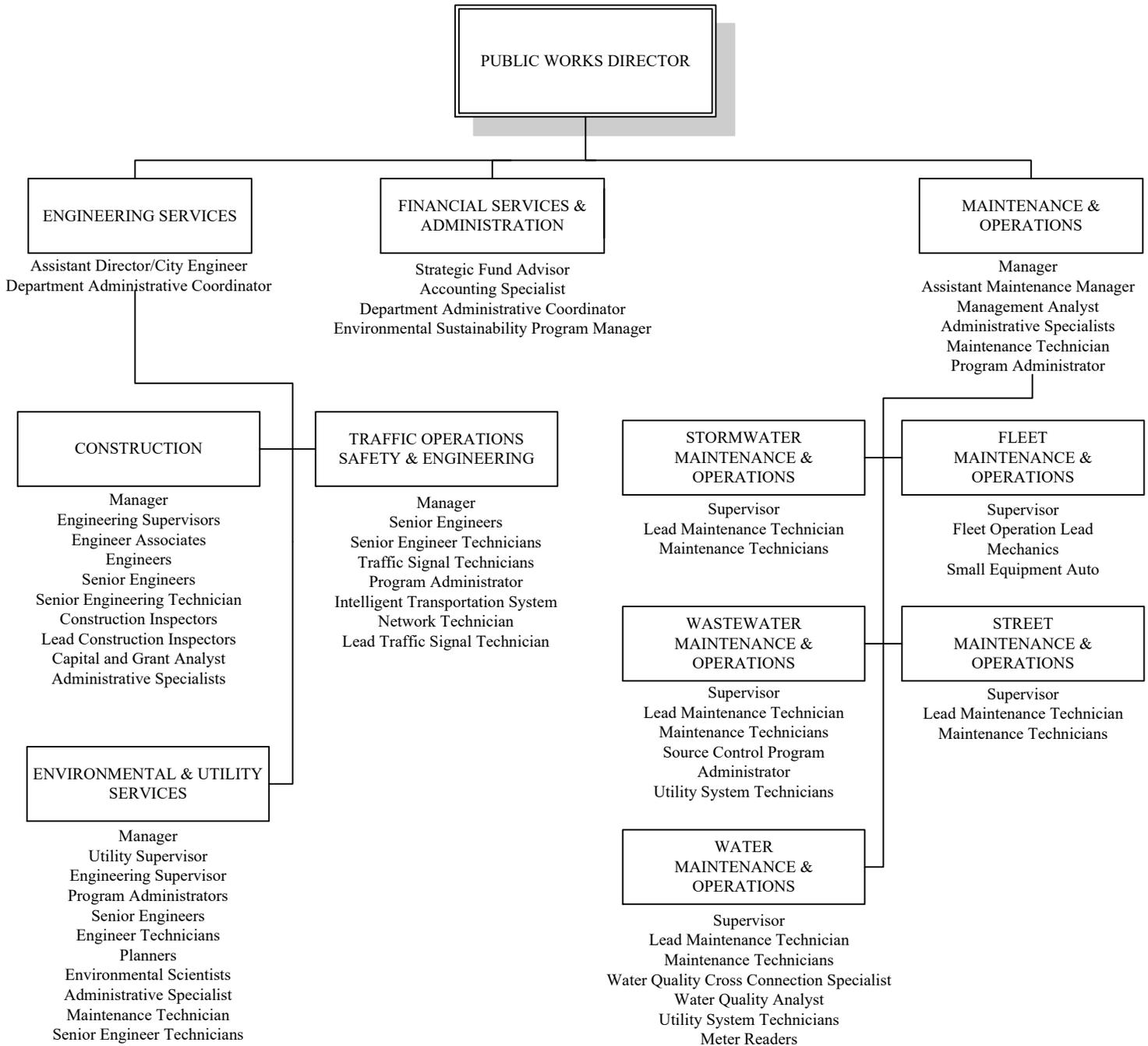
# PUBLIC WORKS

## 2019-2020 ADOPTED BUDGET

### CITY OF REDMOND

#### MISSION STATEMENT

We strategically build, operate and maintain public infrastructure and provide environmental stewardship for our dynamic community.



**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>FINANCIAL SERVICES &amp; ADMINISTRATION</b>			
Accounting Specialist <sup>1</sup>	0.56	0.00	0.00
Department Administrative Coordinator <sup>1</sup>	0.00	0.00	0.33
Administrative Specialist <sup>1</sup>	0.33	0.33	0.00
Assistant Director	0.50	0.50	0.50
Director	0.50	0.50	0.50
Environmental Sustainability Program Manager <sup>1</sup>	0.00	0.00	0.20
Real Property Manager <sup>2</sup>	0.20	0.00	0.00
Strategic Funds Advisor	1.00	1.00	1.00
	3.09	2.33	2.53
<b>CONSTRUCTION RIGHT OF WAY INSPECTION</b>			
Administrative Assistant <sup>3</sup>	0.70	0.70	0.00
Administrative Specialist <sup>3</sup>	0.00	0.00	0.70
Construction Inspector - Lead	1.00	1.00	1.00
Department Administrative Coordinator <sup>1</sup>	0.60	0.60	0.00
Engineering Manager	0.50	0.50	0.50
Engineering Supervisor	0.50	0.50	0.50
Engineer <sup>3</sup>	0.00	0.00	1.00
Engineer - Associate	1.00	1.00	1.00
Engineering Technician - Senior	1.00	1.00	1.00
Real Property Manager <sup>2</sup>	0.80	0.00	0.00
	6.10	5.30	5.70
<b>TRAFFIC OPERATIONS SAFETY &amp; ENGINEERING</b>			
Administrative Specialist <sup>1</sup>	0.25	0.25	0.00
Department Administrative Coordinator	0.25	0.25	0.25
Engineer - Senior	3.00	3.00	3.00
Engineering Technician - Senior <sup>1</sup>	1.00	1.00	1.30
Engineering Manager	1.00	1.00	1.00
Intelligent Transportation System Network Technician	1.00	1.00	1.00
Lead Traffic Signal Technician	1.00	1.00	1.00
Program Administrator	1.00	1.00	1.00
Traffic Signal Technician	2.00	2.00	2.00
	10.50	10.50	10.55
<b>MAINTENANCE &amp; OPERATIONS CENTER (MOC)/BUILDING MAINTENANCE<sup>5</sup></b>			
Administrative Assistant <sup>6</sup>	0.16	0.00	0.00
Administrative Specialist <sup>1</sup>	0.16	0.00	0.00
Asset Management Administrator <sup>3</sup>	0.17	0.00	0.00
Assistant Maintenance Manager <sup>1</sup>	0.17	0.00	0.00
HVAC Technician <sup>5</sup>	1.00	0.00	0.00
Lead Maintenance Technician <sup>5</sup>	1.00	0.00	0.00
Maintenance & Operations Supervisor <sup>5</sup>	1.00	0.00	0.00
Maintenance Manager <sup>1</sup>	0.17	0.00	0.00
Maintenance Technician <sup>5</sup>	5.00	0.00	0.00
Management Analyst <sup>1</sup>	0.17	0.00	0.00
	9.00	0.00	0.00

**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>STREET MAINTENANCE &amp; OPERATIONS</b>			
Administrative Assistant <sup>6</sup>	0.17	0.00	0.00
Administrative Specialist <sup>1</sup>	0.17	0.20	0.40
Program Administrator <sup>3</sup>	0.00	0.20	0.20
Asset Management Administrator <sup>3</sup>	0.17	0.00	0.00
Assistant Maintenance Manager <sup>1</sup>	0.17	0.20	0.20
Lead Maintenance Technician	1.00	1.00	1.00
Maintenance & Operations Supervisor	1.00	1.00	1.00
Maintenance Manager <sup>1</sup>	0.16	0.20	0.20
Maintenance Technician <sup>1</sup>	8.00	8.17	8.17
Management Analyst <sup>1</sup>	0.17	0.20	0.20
	11.01	11.17	11.37
<b>WATER &amp; WASTEWATER</b>			
<b>Water Administration</b>			
Accounting Specialist <sup>1</sup>	0.00	0.19	0.19
Department Administrative Coordinator <sup>1</sup>	0.00	0.00	0.13
Administrative Specialist <sup>1</sup>	0.13	0.13	0.00
Assistant Director	0.15	0.15	0.15
Environmental Sustainability Program Manager <sup>1</sup>	0.00	0.00	0.20
Director	0.10	0.10	0.10
	0.38	0.57	0.77
<b>Water Maintenance &amp; Operations</b>			
Administrative Assistant <sup>6</sup>	0.17	0.00	0.00
Administrative Specialist <sup>1</sup>	0.17	0.20	0.40
Program Administrator <sup>1</sup>	0.00	0.20	0.20
Asset Management Administrator <sup>3</sup>	0.16	0.00	0.00
Assistant Maintenance Manager <sup>1</sup>	0.16	0.20	0.20
Lead Maintenance Technician	2.00	2.00	2.00
Maintenance & Operations Supervisor	1.00	1.00	1.00
Maintenance Manager <sup>1</sup>	0.16	0.20	0.20
Maintenance Technician <sup>1,3</sup>	7.25	7.50	8.50
Meter Reader	1.50	1.50	1.50
Management Analyst <sup>1</sup>	0.16	0.20	0.20
Utility Systems Technician	2.00	2.00	2.00
Water Quality Analyst	1.00	1.00	1.00
Water Quality Cross Connection Specialist	1.00	1.00	1.00
	16.73	17.00	18.20

**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>Wastewater Administration</b>			
Accounting Specialist <sup>1</sup>	0.00	0.19	0.19
Administrative Specialist <sup>1</sup>	0.13	0.00	0.00
Environmental Sustainability Program Manager <sup>1</sup>	0.00	0.00	0.20
Department Administrative Coordinator <sup>1</sup>	0.00	0.13	0.13
Assistant Director	0.15	0.15	0.15
Director	0.10	0.10	0.10
	<u>0.38</u>	<u>0.57</u>	<u>0.77</u>
<b>Wastewater Maintenance &amp; Operations</b>			
Administrative Assistant <sup>6</sup>	0.17	0.00	0.00
Administrative Specialist <sup>1</sup>	0.17	0.20	0.40
Program Administrator <sup>1</sup>	0.00	0.20	0.20
Asset Management Administrator <sup>3</sup>	0.17	0.00	0.00
Assistant Maintenance Manager <sup>1</sup>	0.16	0.20	0.20
Lead Maintenance Technician	1.00	1.00	1.00
Maintenance & Operations Supervisor	1.00	1.00	1.00
Maintenance Manager <sup>1</sup>	0.17	0.20	0.20
Maintenance Technician <sup>1</sup>	6.25	6.41	6.41
Meter Reader	0.50	0.50	0.50
Source Control Technician	1.00	1.00	1.00
Management Analyst <sup>1</sup>	0.17	0.20	0.20
Utility System Technician	2.00	2.00	2.00
	<u>12.76</u>	<u>12.91</u>	<u>13.11</u>
<b>Water/Wastewater Engineering<sup>7</sup></b>			
Administrative Specialist <sup>1</sup>	0.10	0.10	0.00
Department Administrative Coordinator <sup>1</sup>	0.60	0.60	0.00
Engineer - Senior <sup>1,3</sup>	2.00	3.00	0.00
Utility Supervisor <sup>1,8</sup>	0.00	1.00	0.00
Engineering Manager <sup>1,3</sup>	1.00	0.00	0.00
Engineering Technician - Senior <sup>1</sup>	1.00	1.00	0.00
	<u>4.70</u>	<u>5.70</u>	<u>0.00</u>
<b>ENVIRONMENTAL &amp; UTILITY SERVICES<sup>7</sup></b>			
<b>Science &amp; Data Management</b>			
Environmental Scientist	0.00	0.00	1.25
Engineering Technician	0.00	0.00	1.00
Utility Supervisor	0.00	0.00	0.50
	<u>0.00</u>	<u>0.00</u>	<u>2.75</u>

**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>Policy, Planning &amp; Prevention</b>			
Administrative Specialist	0.00	0.00	0.25
Department Administrative Coordinator <sup>1</sup>	0.00	0.00	0.05
Engineering Manager <sup>1,3</sup>	0.00	0.00	0.20
Utility Supervisor <sup>1,8</sup>	0.00	0.00	1.35
Environmental Scientist	0.00	0.00	0.75
Maintenance Technician	0.00	0.00	1.00
Planner-Senior <sup>1</sup>	0.00	0.00	2.00
Environmental Sustainability Program Manager <sup>1</sup>	0.00	0.00	0.20
Program Administrator	0.00	0.00	4.00
Public Works Director	0.00	0.00	0.10
Stormwater Inspector	0.00	0.00	1.00
	<u>0.00</u>	<u>0.00</u>	<u>10.90</u>
<b>System Engineering</b>			
Utility Supervisor <sup>1,8</sup>	0.00	0.00	0.15
Administrative Specialist	0.00	0.00	0.75
Department Administrative Coordinator <sup>1</sup>	0.00	0.00	0.75
Engineering Manager <sup>1,3</sup>	0.00	0.00	0.80
Engineering Supervisor <sup>1</sup>	0.00	0.00	1.00
Engineering Technician	0.00	0.00	1.00
Engineering Technician - Senior <sup>1</sup>	0.00	0.00	1.70
Engineer-Senior <sup>3</sup>	0.00	0.00	5.00
Planner-Senior	0.00	0.00	1.00
	<u>0.00</u>	<u>0.00</u>	<u>12.15</u>
<b>STORMWATER MANAGEMENT</b>			
<b>Stormwater Administration</b>			
Accounting Specialist <sup>1</sup>	0.00	0.00	0.19
Environmental Sustainability Program Manager <sup>1</sup>	0.00	0.00	0.20
Department Administrative Coordinator <sup>1</sup>	0.00	0.00	0.28
Assistant Director	0.00	0.00	0.20
Director	0.00	0.00	0.20
	<u>0.00</u>	<u>0.00</u>	<u>1.07</u>

**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>Stormwater Maintenance &amp; Operations</b>			
Administrative Assistant <sup>6</sup>	0.16	0.00	0.00
Administrative Specialist <sup>1</sup>	0.16	0.20	0.40
Program Administrator <sup>3</sup>	0.00	0.20	0.20
Asset Management Administrator <sup>3</sup>	0.17	0.00	0.00
Assistant Maintenance Manager <sup>1</sup>	0.17	0.20	0.20
Lead Maintenance Technician	1.00	1.00	1.00
Maintenance & Operations Supervisor	1.00	1.00	1.00
Maintenance Manager <sup>1</sup>	0.17	0.20	0.20
Maintenance Technician <sup>1</sup>	9.50	9.67	9.67
Management Analyst <sup>1</sup>	0.17	0.20	0.20
	12.50	12.67	12.87
<b>NATURAL RESOURCES/STORMWATER ENGINEERING/SOLID WASTE<sup>7</sup></b>			
Administrative Specialist <sup>1</sup>	0.88	0.88	0.00
Accounting Specialist <sup>1</sup>	0.00	0.19	0.00
Assistant Director	0.20	0.20	0.00
Department Administrative Coordinator <sup>1</sup>	0.10	0.10	0.00
Director	0.20	0.20	0.00
Engineer - Senior <sup>1,3,10</sup>	2.00	3.00	0.00
Engineering Manager <sup>1</sup>	0.60	0.55	0.00
Engineering Supervisor <sup>8</sup>	1.25	0.75	0.00
Utility Supervisor <sup>8</sup>	0.00	0.50	0.00
Engineering Technician <sup>8</sup>	2.00	1.00	0.00
Engineering Technician - Senior <sup>1</sup>	1.00	1.00	0.00
Planner - Senior <sup>1,3</sup>	3.00	4.00	0.00
Program Administrator <sup>3,4</sup>	2.20	1.20	0.00
Environmental Scientist <sup>1</sup>	0.00	0.00	0.00
Stormwater Inspector	1.00	1.00	0.00
	14.43	14.57	0.00
<b>Natural Resources - Wellhead</b>			
Engineering Supervisor <sup>8</sup>	0.25	0.25	0.00
Utility Supervisor <sup>8</sup>	0.00	0.00	0.00
Engineering Technician <sup>11</sup>	0.00	1.00	0.00
Engineering Technician - Limited Duration <sup>11</sup>	0.50	0.00	0.00
Engineering Manager <sup>1</sup>	0.12	0.20	0.00
Environmental Scientist <sup>1</sup>	2.00	2.00	0.00
Program Administrator <sup>4</sup>	1.00	1.00	0.00
	3.87	4.45	0.00

**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>Solid Waste &amp; Recycling</b>			
Administrative Specialist <sup>1</sup>	0.10	0.10	0.00
Department Administrative Coordinator	0.05	0.05	0.00
Director	0.10	0.10	0.00
Utility Supervisor <sup>8</sup>	0.00	0.50	0.00
Engineering Supervisor <sup>8</sup>	0.50	0.00	0.00
Engineering Manager <sup>1</sup>	0.28	0.25	0.00
Maintenance Technician	1.00	1.00	0.00
Program Administrator <sup>9</sup>	1.60	1.80	0.00
	3.63	3.80	0.00
<b>FLEET MAINTENANCE &amp; OPERATIONS</b>			
Administrative Assistant <sup>6</sup>	0.17	0.00	0.00
Administrative Specialist <sup>1</sup>	0.25	0.28	0.40
Department Administrative Coordinator	0.00	0.00	0.08
Program Administrator <sup>3</sup>	0.00	0.20	0.20
Asset Management Administrator <sup>3</sup>	0.16	0.00	0.00
Assistant Maintenance Manager <sup>1</sup>	0.17	0.20	0.20
Maintenance Technician <sup>1</sup>	0.00	0.25	0.25
Maintenance & Operations Supervisor	1.00	1.00	1.00
Fleet Operations Lead <sup>3</sup>	0.00	1.00	1.00
Maintenance Manager <sup>1</sup>	0.17	0.20	0.20
Mechanic <sup>3</sup>	4.00	3.00	3.00
Small Equipment Auto Service Technician	1.00	1.00	1.00
Management Analyst <sup>1</sup>	0.16	0.20	0.20
	7.08	7.33	7.53
<b>CAPITAL INVESTMENT PROGRAM (CIP)</b>			
<b>Public Works</b>			
Administrative Assistant <sup>3</sup>	0.30	0.30	0.00
Administrative Specialist <sup>3</sup>	2.00	2.00	2.30
Construction Inspector <sup>3,11</sup>	3.00	4.00	3.00
Construction Inspector - Lead	2.00	2.00	2.00
Construction Inspector - Limited Duration <sup>11</sup>	1.00	0.00	0.00
Department Administrative Coordinator <sup>3</sup>	0.40	0.40	0.00
Engineer <sup>12</sup>	1.00	1.00	2.00
Engineer - Associate	1.00	1.00	1.00
Engineer - Senior <sup>3</sup>	8.00	7.00	7.00
Engineering Manager	0.50	0.50	0.50
Engineering Supervisor	1.50	1.50	1.50
Management Analyst - Associate <sup>3</sup>	1.00	0.00	0.00
Capital and Grant Analyst <sup>3</sup>	0.00	1.00	1.00
	21.70	20.70	20.30
<b>TOTAL FTEs</b>	137.86	129.57	130.57
<b>SUPPLEMENTAL FTEs<sup>5,13</sup></b>	12.87	11.29	9.21

**PUBLIC WORKS**  
**STAFFING AUTHORIZATIONS**  
**CITY OF REDMOND**

<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
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**Notes:**

1. Reallocation of existing positions to reflect division needs.
2. Position transferred to Finance and was reclassified from a Real Property Manager to a Program Administrator in 2018 due to a re-organization.
3. Position was reclassified within the department with a new position title.
4. Position was moved to a different Division within the Department.
5. Facilities Maintenance moved to Parks in 2018 due to a re-organization.
6. Position transferred to the Customer Service Division in Executive in the 2017-2018 budget.
7. In the 2019-2020 Budget Water/Wastewater Engineering and Natural Resources/Stormwater Engineering/Solid waste merged to become Environmental & Utility Services.
8. An Engineer-Supervisor Position and a Engineer Tech position were reclassified to a Utility Supervisor due to a re-organization in 2018.
9. Additional .20 FTE added in the 2017-2018 Budget to increase the Program Coordinator to a 1.0 FTE.
10. Council approved adding a Senior Engineer in 2017.
11. Limited duration position was converted to a regular FTE during the 2015-2016 Budget.
12. Position added in the 2019-2020 Budget.
13. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

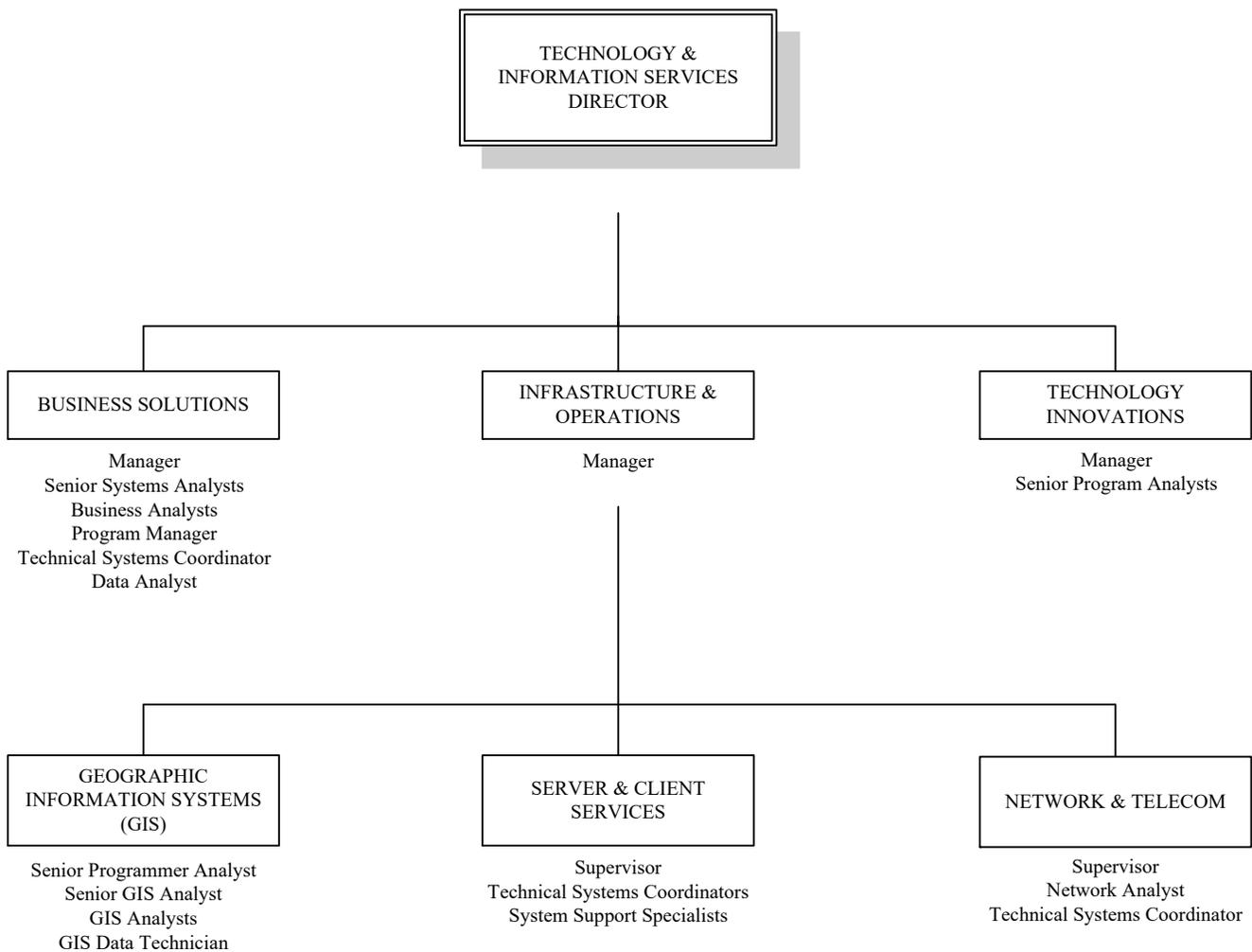
# TECHNOLOGY & INFORMATION SERVICES

2019-2020 ADOPTED BUDGET

CITY OF REDMOND

## MISSION STATEMENT

The Technology & Information Services Department connects people, process & technology in effective and innovative ways that enable the city to meet the needs of our community.



# TECHNOLOGY & INFORMATION SERVICES

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

Position	2015-2016 Budget	2017-2018 Budget	2019-2020 Budget
<b>ADMINISTRATION<sup>1</sup></b>			
Director	0.00	1.00	1.00
<b>INFRASTRUCTURE &amp; OPERATIONS<sup>1</sup></b>			
Information Services Manager	0.00	1.00	1.00
Information Services Supervisor	0.00	1.00	1.00
Systems Support Specialist	0.00	3.00	3.00
Network System Engineer	0.00	2.00	2.00
Network Analyst	0.00	1.00	1.00
Technical Systems Coordinator	0.00	2.00	2.00
GIS Analyst	0.00	2.00	2.00
GIS Analyst - Senior	0.00	1.00	1.00
GIS Data Technician	0.00	1.00	1.00
Programmer Analyst - Senior	0.00	1.00	1.00
	0.00	15.00	15.00
<b>BUSINESS SOLUTIONS<sup>1</sup></b>			
Information Services Manager	0.00	1.00	1.00
Systems Analyst - Senior	0.00	5.00	5.00
Business Analyst <sup>2</sup>	0.00	2.00	2.00
Program Manager <sup>3</sup>	0.00	0.00	1.00
Technical Systems Coordinator - Police Levy <sup>4</sup>	0.00	1.00	1.00
Data Analyst - Fire <sup>5</sup>	0.00	1.00	1.00
	0.00	10.00	11.00
<b>TECHNOLOGY INNOVATIONS<sup>1</sup></b>			
Information Services Manager	0.00	1.00	1.00
Programmer Analyst - Senior	0.00	2.00	2.00
Business Application Specialist <sup>2</sup>	0.00	0.00	0.00
	0.00	3.00	3.00
<b>TOTAL FTEs</b>	0.00	29.00	30.00
<b>SUPPLEMENTAL FTEs<sup>6</sup></b>	0.00	0.00	0.00

# TECHNOLOGY & INFORMATION SERVICES

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

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<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
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**Notes:**

1. Council approved creating the Technology and Information Services Department in 2017.
2. Business Application Specialists were reclassified to Business Analysts in 2017.
3. Position transferred to Technology and Information Services from Executive and was reclassified to a Program Manager in 2019-2020.
4. The Technical Systems Coordinator position is funded through the Police General Fund.
5. Data Analyst position is funded through the Fire Department General Fund.
6. Supplemental FTE estimates based on supplemental budgets, average hourly rates (varies by year) and standard full-time hours per year (2,080).

# DEVELOPMENT AGREEMENTS

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

Position	2015-2016 Budget	2017-2018 Budget	2019-2020 Budget
<b>MICROSOFT<sup>4</sup></b>			
<b>Fire Department</b>			
Assistant Fire Marshal	0.00	1.00	1.00
Deputy Fire Marshal <sup>1,2</sup>	1.00	4.00	4.00
	1.00	5.00	5.00
<b>Planning Department</b>			
Administrative Assistant	0.00	1.00	1.00
Transportation Strategic Advisor	0.00	1.00	1.00
Engineer Technician - Senior	0.00	1.00	1.00
Construction Inspector	0.00	1.00	1.00
Building Inspector - Senior <sup>1</sup>	3.00	6.00	6.00
Permit Technician	0.00	1.00	1.00
Planner - Senior	0.00	2.00	2.00
Engineer - Senior	0.00	5.00	5.00
Plans Examiner	1.00	3.00	3.00
	4.00	21.00	21.00
<b>Public Works Department</b>			
Engineer - Senior	0.00	1.00	1.00
<b>SOUND TRANSIT<sup>5</sup></b>			
<b>Executive</b>			
Communication & Marketing Specialist	0.00	0.50	0.50
<b>Fire Department</b>			
Deputy Fire Marshal	0.00	0.00	0.00
<b>Planning Department</b>			
Transportation Strategic Advisor	0.00	1.00	1.00
Planner - Senior	0.00	1.00	1.00
Plans Examiner	0.00	1.00	1.00
Building Inspector - Senior	0.00	1.00	1.00
Engineer - Senior <sup>3</sup>	1.00	2.00	2.00
Construction Inspector	0.00	1.00	1.00
	1.00	7.00	7.00
<b>Public Works Department</b>			
Engineer - Senior	0.00	2.00	2.00
Engineer	0.00	1.00	1.00
	0.00	3.00	3.00
<b>TOTAL FTEs</b>	6.00	37.50	37.50

# DEVELOPMENT AGREEMENTS

## STAFFING AUTHORIZATIONS

### CITY OF REDMOND

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<b>Position</b>	<b>2015-2016 Budget</b>	<b>2017-2018 Budget</b>	<b>2019-2020 Budget</b>
<b>SUPPLEMENTAL FTEs</b>	0.00	0.00	0.00

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**Notes:**

1. In 2016 Council approved 5.0 FTE employees to support private development agreements.
2. Deputy Fire Marshall will shift to support Sound Transit work once the Microsoft (2016) Project is completed.
3. The Senior Engineer position was previously shown in Planning under Development Review Fund and is funded by Sound Transit.
4. Council approved 22 FTE employees in July 2018 to support the Microsoft Refresh Project.
5. Positions added in 2017 and 2018 to support the Sound Transit Agreement.

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## MISCELLANEOUS STATISTICS

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**MISCELLANEOUS STATISTICS & INFORMATION**  
**2019-2020 ADOPTED BUDGET**  
**CITY OF REDMOND**

**Exhibit 1**  
**GENERAL TAXING AUTHORITY**

This section provides information on Redmond’s tax base, which makes up 20% of the City’s revenue budget. Most of the tax revenue is in the form of property, sales, and utility taxes. The General Fund receives 83% of the taxes levied. The remaining amount is allocated to the following funds: Real Estate Excise Tax, Business Tax, Parks Maintenance and Operations, Public Safety and Parks Levy Funds, Operating Grants and Capital Projects. Tax rates for the 2019-2020 biennium are summarized in the following table.

**GENERAL TAX RATES**

<b>Major Tax Sources</b>	<b>2019-2020 Budget</b>	<b>2019-2020 Rate</b>	<b>Maximum Rate</b>
<b>Property Tax – Regular Levy<sup>1</sup></b>	<b>\$54,757,799</b>	<b>\$1.15</b>	<b>\$3.60</b>
<b>Sales/Use Tax</b>	<b>60,445,066</b>	<b>0.85%</b>	<b>0.85%</b>
<b>Electric Utility Tax<sup>2</sup></b>	<b>12,513,173</b>	<b>6.00%</b>	<b>6.00%</b>
<b>Gas Utility Tax<sup>2</sup></b>	<b>2,427,767</b>	<b>6.00%</b>	<b>6.00%</b>
<b>Telephone Utility Tax<sup>2</sup></b>	<b>4,917,895</b>	<b>6.00%</b>	<b>6.00%</b>
<b>Admission Tax</b>	<b>1,069,605</b>	<b>5.00%</b>	<b>5.00%</b>
<b>Cable TV Utility Tax<sup>3</sup></b>	<b>2,115,251</b>	<b>6.00%</b>	<b>6.00%</b>
<b>Cable TV Franchise Fee</b>	<b>1,839,324</b>	<b>5.00%</b>	<b>5.00%</b>
<b>Real Estate Excise Tax</b>	<b>10,024,000</b>	<b>0.50%</b>	<b>0.50%</b>
<b>Business License Fee and Surcharge<sup>3</sup></b>	<b>9,583,983</b>	<b>per FTE</b>	<b>N/A</b>
<b>Garbage Franchise Fee<sup>4</sup></b>	<b>1,808,866</b>	<b>6.00%</b>	<b>N/A</b>
<b>Hotel/Motel Tax</b>	<b>1,158,070</b>	<b>1.00%</b>	<b>1.00%</b>

1. Regular property tax levies are limited to the lesser of the statutory rate limit (\$3.60) or 100% of the highest of the three prior years' levies, plus a percentage amount equal to a measure of inflation known as the implicit price deflator and an amount for new construction. Under state law, property taxes may be increased by up to 1% without voter approval. There is no limit on the excess levy rate. However, the amount of the excess levy cannot exceed debt service requirements for voted bonds plus a reasonable amount for delinquent taxes. Over the biennium, \$54.7 million in regular property taxes will be collected with \$41.3 million collected in the General Fund. Approximately \$2.3 million is deposited into the Parks Maintenance and Operations Fund, \$0.75 million is deposited into the Parks Levy Fund and the remaining \$10.4 million is deposited into the Fire Levy and Police Levy Funds. Effective March 2006, the City's utility tax rate for electricity, gas and telephone services increased from 5.8% to 6.0%.
2. Effective January 1, 2015, the City Council approved a 3% utility tax on cable television services. In 2019-2020 cable utility tax will increase to 6%.
3. Since January 1, 2017, the City's business license fee of \$63 has been indexed to inflation annually by 2.4%, bringing the fee in 2019 and 2020 to \$66 and \$67 respectively. The base business license fee supports general government services.
4. There is no limit on the garbage franchise fee.

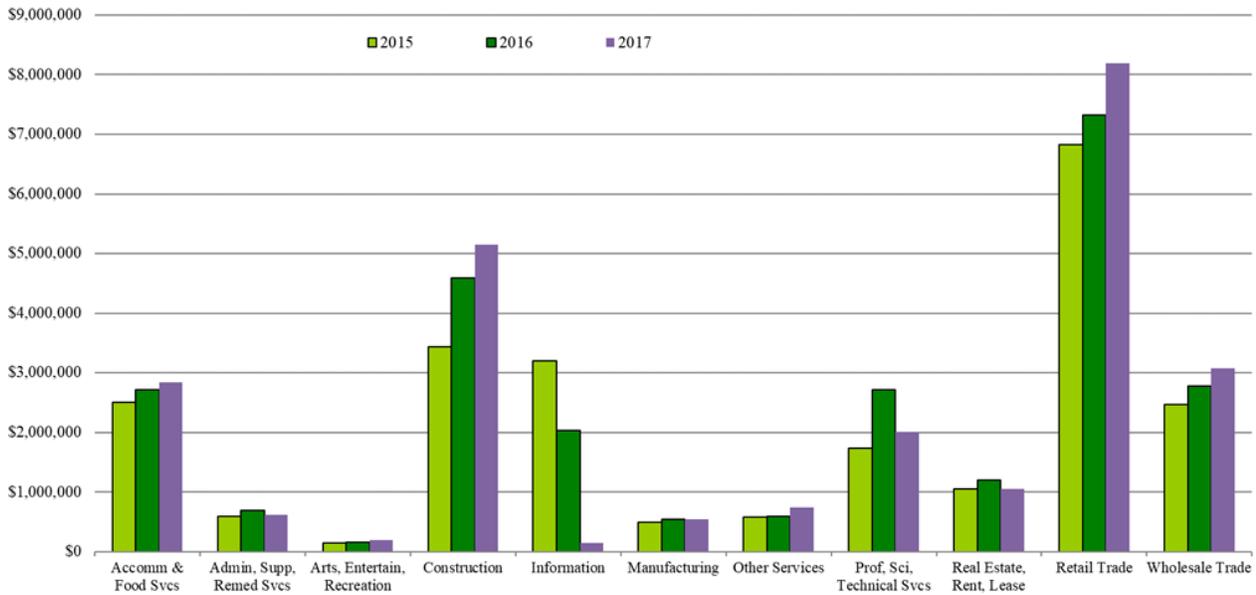
## HISTORICAL TAX RATES

	2016	2017	2018
<b>PROPERTY TAX LEVY:</b>			
Regular	\$ 24,356,841	\$ 25,162,556	\$ 25,927,028
Excess	\$ -	\$ -	\$ -
TOTAL	\$ 24,356,841	\$ 25,162,556	\$ 25,927,028
<b>PROPERTY TAX RATE PER \$1,000 AV:</b>			
(Levied by the City of Redmond)			
Regular	\$ 1.41	\$ 1.35	\$ 1.25
Excess	-	-	-
TOTAL	\$ 1.41	\$ 1.35	\$ 1.25
<b>TOTAL PROPERTY TAX RATE:</b>			
(For a typical Redmond citizen)			
School District #414 (Lake Washington)	\$ 3.11	\$ 3.16	\$ 3.03
State of Washington	\$ 2.17	\$ 2.03	\$ 2.92
City of Redmond	\$ 1.41	\$ 1.35	\$ 1.25
King County	\$ 1.48	\$ 1.38	\$ 1.32
Library District	\$ 0.51	\$ 0.45	\$ 0.41
Hospital District #2 (Evergreen)	\$ 0.38	\$ 0.36	\$ 0.33
Port of Seattle	\$ 0.17	\$ 0.15	\$ 0.14
Emergency Medical Services	\$ 0.28	\$ 0.26	\$ 0.24
Regional Transit Authority-East	\$ 0.00	\$ 0.25	\$ 0.23
Library Capital Facilities	\$ 0.00	\$ 0.00	\$ 0.00
King County Flood Zone	\$ 0.13	\$ 0.12	\$ 0.11
TOTAL	\$ 9.64	\$ 9.51	\$ 9.98
<b>SALES TAX RATES:</b>			
State	6.50%	6.50%	6.50%
State Sales Tax Administration	0.15%	0.15%	0.15%
Transit (Metro/King County)	1.40%	1.40%	1.40%
Criminal Justice	0.10%	0.10%	0.10%
Regional Transit Authority	0.40%	0.40%	0.40%
Veteran's Levy	0.10%	0.10%	0.10%
City of Redmond	0.85%	0.85%	0.85%
TOTAL SALES TAX RATE	9.50%	9.50%	9.50%
King County Food & Beverage	0.50%	0.50%	0.50%
TOTAL SALES TAX RATE FOR RESTAURANTS/Taverns/Bars	10.00%	10.00%	10.00%
<b>UTILITY TAX RATES:</b>			
Electric	6.00%	6.00%	6.00%
Gas	6.00%	6.00%	6.00%
Telephone	6.00%	6.00%	6.00%
Garbage	6.00%	6.00%	6.00%
Cable Television (franchise fee)	5.00%	5.00%	5.00%
Cable Television Utility Tax	3.00%	3.00%	3.00%

**Exhibit 2  
SALES TAX**

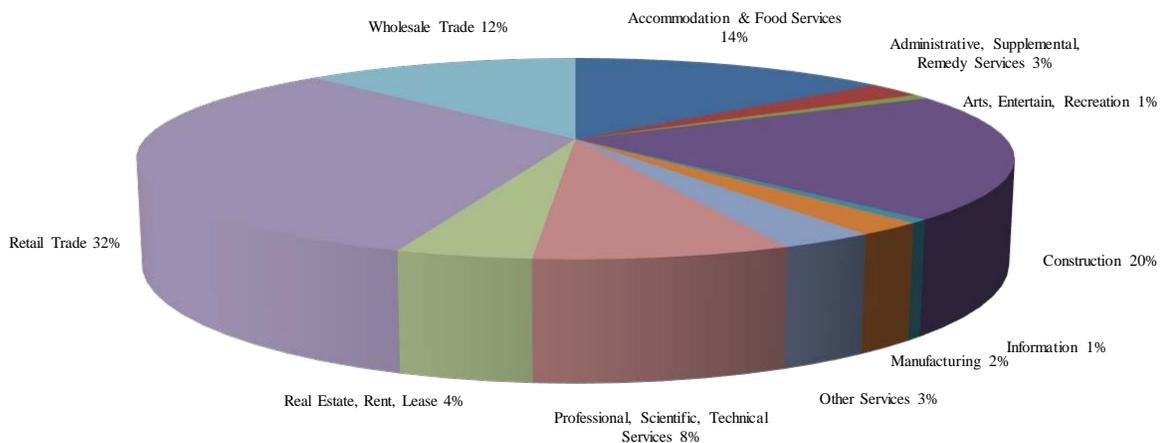
The City’s overall sales tax base is well balanced. Traditionally, the growth in retail sales has been broadly distributed over the full spectrum of our economy. More recently, the Construction and Development sector, Accommodation & Food Services and Wholesale Trade have shown steady growth. The two charts below are the 11 major categories, out of a total of 21.

**Sales Tax by Sector in the City of Redmond**



The pie chart below depicts the percent of sales tax revenues remitted by each industry within the City during 2017.

**Distribution of Retail Sales Tax within the City (2017)**



**Note:** 2017 is the most recent full year of data available for Sales Tax

## **Exhibit 3**

### **PROPERTY TAX**

#### **LAW HIGHLIGHTS**

State laws regarding the property tax have evolved over the past century. While remaining relatively stable for most of the 20th century, many changes have occurred in the last few years. The property tax laws are often considered to be very complicated and difficult to comprehend, the bullets below provide highlights of the existing property tax laws.

#### **Limits**

The State Constitution limits total regular property taxes to 1% of assessed value or \$10 per \$1,000.

The State Constitution permits “excess levies” to exceed the 1% limitation. (These are typically voted general obligation bonds, such as for school levies).

Cities are limited to \$3.60 per \$1,000 of assessed value.

The maximum increase in annual property tax levies is limited to the Implicit Price Deflator (IPD) or 1% (whichever is less) over the highest amount levied since 1986.

Cities that have not previously used all of their available property tax capacity can use it in future years. This is known as “banked capacity.”

New construction and newly annexed areas are subject to the previous year’s tax rate and not subject to the IPD or 1% limitations when first added to the tax rolls.

The Council sets the next year’s tax levy by ordinance.

A public hearing is required each year which focuses on the overall financial need for the property tax to pay for services and on the amount of proposed increase for the budget year.

#### **Methodology**

The County Assessor provides assessed values to the County Treasurer as the basis for the tax computation. In King County, the Assessor updates the taxable values each year.

The Assessor revalues subject properties annually. The reassessments are illustrated in the graph on the next page.

The County Treasurer assesses the tax each February for that year.

Assessed values are market driven. The amount that can be levied is set by Council and regulated by state law and the constitution. The levy rate is derived from these other two factors. The following illustrates this dynamic using real information from the City of Redmond and various assumptions for the future.

Redmond received approximately \$945 per \$1,000 of assessed valuation based on a 2018 average priced home as illustrated below.

**Property Tax Example Using Average Home Value in Redmond**

	Actual							Forecast		Notes
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Redmond Home Value	\$396,000	\$396,000	\$452,000	\$521,000	\$568,000	\$611,000	<b>\$700,000</b>	\$721,000	\$742,600	(1)
Revaluation	-11.2%	0.0%	14.1%	15.3%	9.0%	7.6%	14.6%	3.0%	3.0%	
Levy Rate	\$1.78	\$1.73	\$1.63	\$1.49	\$1.41	\$1.35	<b>\$1.25</b>	\$1.15	\$1.18	
City Tax	\$706.29	\$685.08	\$736.76	\$776.29	\$800.88	\$824.85	\$875.00	\$829.15	\$879.61	(2)
Total Taxes	\$4,322.25	\$4,506.48	\$4,931.32	\$5,204.79	\$5,475.52	\$5,828.94	\$6,986.00	\$7,267.54	\$7,560.11	(3)
Total Levy Rate	\$10.91	\$11.38	\$10.91	\$9.99	\$9.64	\$9.54	\$9.98	\$10.08	\$10.18	(4)

Notes:

- (1) Actual home values illustrated is the average home value in Redmond as reported by the County Assessor.  
Forecast home values based on a 3% growth rate.
- (2) City tax based on Levy Rate per \$1,000 of Home Value.
- (3) Forecast assumes 1% growth limit on total levy rate and does not include taxes on city's new construction & annexation.
- (4) Total levy rate forecast based on a 1% growth rate.

The Total Levy Rate is comprised of the City’s Levy, plus additional levies which are earmarked for State, Schools, Emergency Medical Services (EMS), local libraries and hospital, and other entities. The distribution of property tax revenues is detailed in the pie chart below. For each \$1,000 of assessed valuation, a typical resident paid \$9.98 in 2018 property taxes, the City of Redmond receive \$1.25, or 13% of the total.

**Distribution of Property Tax Assessed in Redmond (2018)**



For 2019, Redmond’s portion of property taxes is divided into regular and excess levy amounts, allocated as follows:

<b>2019</b>		
	<b>Levy Amount</b>	<b>Rate per \$1,000 of</b>
<b>General Levy</b>		
General Fund	\$19,951,832	\$0.85
Parks M&O	\$773,420	\$0.03
Public Safety Levy	\$4,972,262	\$0.21
Parks Levy	\$710,324	\$0.03
New Construction & Annexatic	\$718,210	\$0.03
<b>Total General Levy</b>	<b>\$27,126,048</b>	<b>\$1.15</b>
<b>Excess Levy</b>	<b>\$0</b>	<b>\$0.00</b>
<b>Total Property Tax Levy</b>	<b>\$25,927,028</b>	<b>\$1.15</b>

In 2018, total property tax rates in Redmond vary from \$9.43 to \$9.98 per \$1,000 of assessed valuation, depending on a property’s school district, hospital district, and status with regard to certain fire and library levies. Additionally, exemptions may apply, subject to age, income and property use. In 2018, the total assessed valuation for the City is \$20.8 billion.

Redmond has experienced an average annual growth rate of 4% in assessed valuation over the past 10 years. In 2018, Redmond homeowners paid total property taxes of approximately \$6,986 for all taxing jurisdictions, the amount of property taxes paid by homeowners in other cities ranged from approximately \$3,653 to over \$10,448.

Year	Assessed Valuation (\$millions)	Percent Change in AV	Property Tax Levy (\$millions)
1991	3,150	31.47%	7.73
1992	3,342	6.10%	8.39
1993	3,783	13.20%	8.85
1994	3,872	2.35%	9.43
1995	4,062	4.91%	9.95
1996	4,225	4.01%	10.27
1997	4,445	5.21%	10.59
1998	5,021	12.96%	11.51
1999	5,700	13.52%	12.09
2000	6,232	9.33%	12.20
2001	7,177	15.16%	12.60
2002	8,230	14.67%	13.09
2003	8,591	4.39%	13.44
2004	8,802	2.46%	13.84
2005	9,320	5.89%	14.72
2006	10,311	10.63%	12.70
2007	11,181	8.44%	13.12
2008	14,072	25.86%	18.74
2009	14,539	3.32%	19.55
2010	13,329	-8.32%	21.01
2011	12,793	-4.02%	21.99
2012	12,675	-0.93%	22.55
2013	12,974	2.36%	22.36
2014	14,135	8.95%	22.97
2015	15,872	12.29%	23.65
2016	17,270	8.80%	25.36
2017	18,673	8.12%	25.16
2018	20,770	11.23%	25.93



**Exhibit 4**  
**SUPPLEMENTAL INFORMATION**

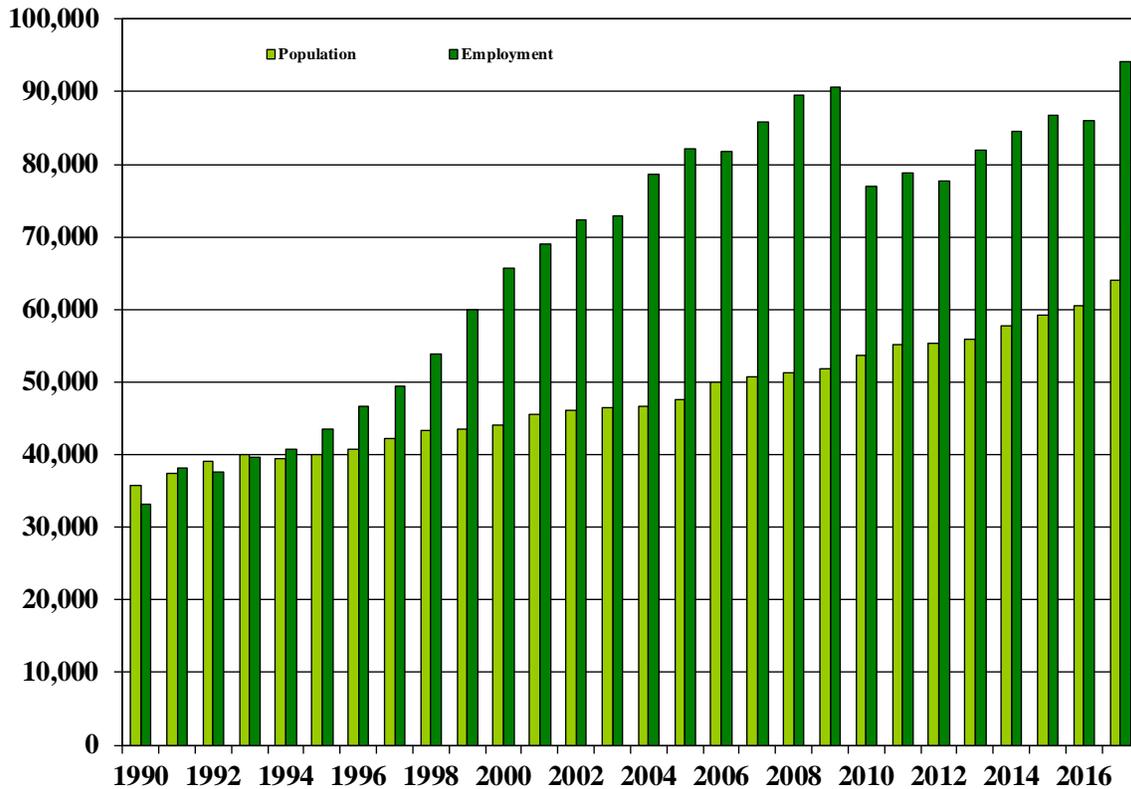
<b>DATE OF INCORPORATION</b>	December 31, 1912
<b>FORM OF GOVERNMENT</b>	Mayor – Council
<b>TYPE OF GOVERNMENT</b>	Non-Charter, Code City
<b>AREA</b>	17.25 square miles
<b>NUMBER OF CITY EMPLOYEES</b>	
Authorized for 2019-2020	710.92 (Full-Time Equivalents) in 2019
	710.42 (Full-Time Equivalents) in 2020
<b>FIRE PROTECTION</b>	
Number of Uniformed Personnel	125
Number of Stations	7
Number of Calls for Service (2018 Estimate)	11,187
<b>ADVANCED LIFE SUPPORT</b>	
Number of Uniformed Personnel	31
Number of Medic Units	3
<b>POLICE PROTECTION</b>	
Number of Police Officers	89
Number of Calls for Service (2018 Estimate)	27,314
<b>PARKS</b>	
Number of Developed Parks	36
Number of Developed Acres	1,277.5
Number of Undeveloped Parks	6
Number of Undeveloped Acres	73.5
Number of Interim Use Parks	4
Number of Interim Use Acres	53
<b>TRANSPORTATION</b>	
Miles of Paved Road (City-Owned)	151
Number of Traffic Signals	107
<b>PUBLIC SCHOOLS</b>	
Redmond is served primarily by Lake Washington School District #414. A small percentage of students attend Bellevue School District #405.	
Number of Schools in City Limits:	
Elementary	7
Middle School	3
High School	1

## MISCELLANEOUS STATISTICS

### POPULATION

Redmond has grown from a population of 1,426 in 1960 to a population of 64,050 in 2018.

### EMPLOYMENT IN CITY LIMITS (2017)



Note: Source of employment numbers for in city data changed in 2010 to reflect numbers provided by the Puget Sound Regional Council

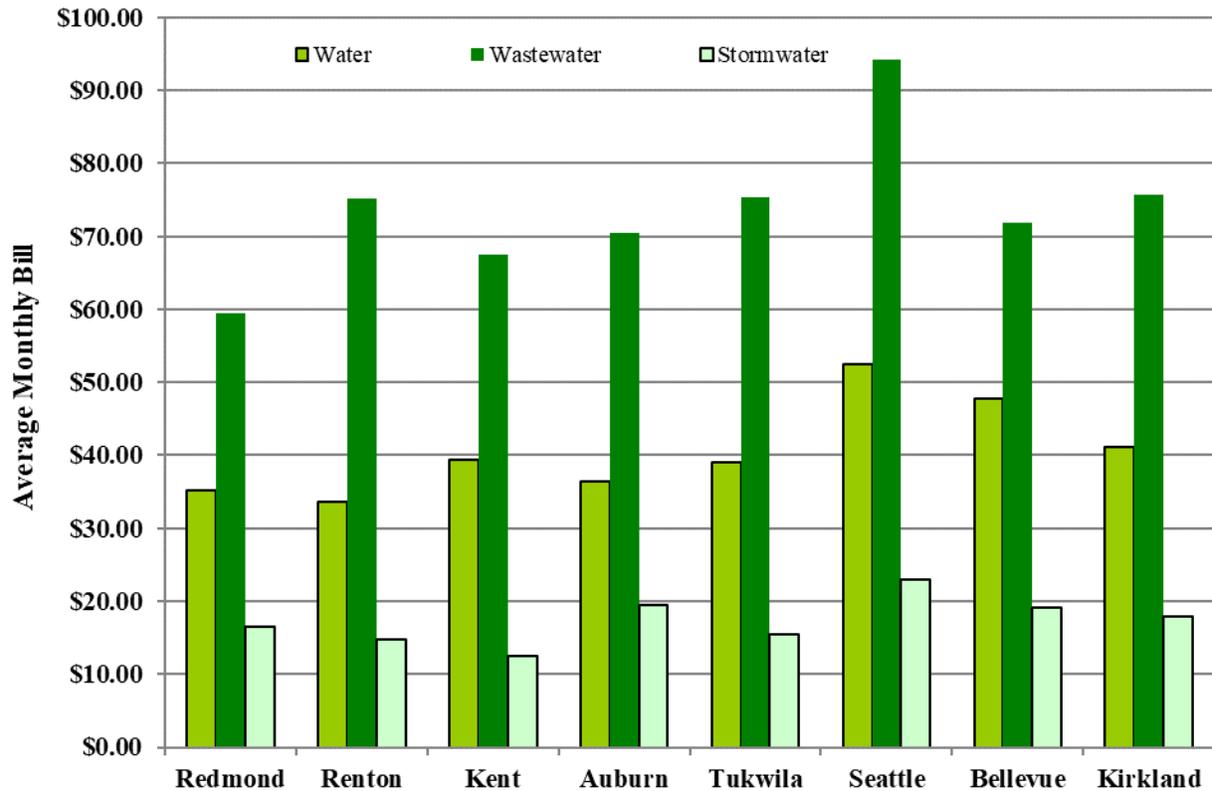
### NUMBER OF BUSINESS LICENSES ISSUED (2018): 5,991

### 2017 TOP TEN EMPLOYERS

<u>BUSINESS</u>	<u>Number of Employees (in Redmond)</u>
1. Microsoft Corporation (includes Open Tech)	38,657
2. Terex (Washington and USA - formerly Genie Industries)	2,136
3. Lake Washington School District *	1,512
4. Eurest Dining Services @ Microsoft	1,241
5. Nintendo of America Inc. (includes Nintendo Software Technology)	953
6. AT&T Mobility	941
7. Honeywell	867
8. United Parcel Service	797
9. Stryker, formerly Physio Control Inc.	704
10. Mindtree Ltd	637

\* Employer exempt from business license requirement

**Comparison of Selected Cities' Water, Wastewater, and Stormwater Average Monthly Bill  
For a Single-Family Residential Customer in 2019**



This comparison reflects rate increases approved for 2019. The comparison assumes an average single-family residential customer has a ¾" meter, and consumes 600 cubic feet (cf) of water per month. The average of winter and summer rates were used for those Cities' that have different winter and summer rates. The Wastewater rates include the rate imposed by King County for wastewater treatment. This rate is \$45.33 for a single-family resident in 2019. Stormwater rates assume a lot size of 2,000 square feet which has been moderately developed.

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## **DEBT SUMMARY**

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**DEBT SUMMARY  
2019-2020 ADOPTED BUDGET  
CITY OF REDMOND**

**OVERVIEW**

This Debt Manual is designed to provide information on the City of Redmond's outstanding debt, authority to issue debt and the policies and procedures that guide the City in the debt issuance process. Included in this Manual are listings of current outstanding debt, the various maturity schedules, policies, and other miscellaneous information to help the reader understand the City's debt position as well as the bond spend-down and continuing disclosure requirements. A current version of this document is available on the City's web site under the "financial reports" section.

The City is permitted to issue the following types of debt subject to approval by Ordinance or Resolution by the City Council:

**Limited Tax General Obligation Bonds (LTGO):** LTGO debt is backed by the full faith and credit of the City. The bonds can be issued without a vote but are "limited" in that no additional resources are provided to pay debt service on these bonds. The debt service must be paid from existing city resources. They are also limited in the amount and percentage of assessed valuation as defined by the City's debt capacity in accordance with state law.

**Unlimited Tax General Obligation Bonds (UTGO):** UTGO debt is backed by the full faith and credit of the City. This type of bond can only be issued when authorized by a 60% majority vote of registered voters (meeting the minimum voter turnout requirement). The purpose of the vote is to approve an excess tax levy (as a completely new source of revenue) to pay the debt service (i.e. principal and interest payments to bond holders).

**Lease Obligation:** This type of debt can be in the form of a lease-purchase arrangement or a certificate of participation. With this type of contractual obligation, a third party, typically the lessor, issues certificates or bonds where the principal and interest payments to investors are guaranteed by the lease payments made by the City. Lease obligations become part of the permitted debt capacity calculation under LTGOs.

**Revenue Bonds:** Revenue bonds are typically issued to fund improvements to facilities or systems and can be either a voted or non-voted type of debt. The debt is secured solely by the pledge of a specific revenue stream such as utility user fees and is not part of the debt capacity calculation.

**Special Assessment Bond:** Also referred to as Local Improvement District (LID) bonds, this type of debt is used to finance capital improvements that benefit taxpayers in a specific area. The cost is borne only by those who will benefit from the improvement and accordingly this debt is not part of the debt capacity calculation.

**Other Debt Instruments:** Instruments such as Public Works Trust Fund loans or other financing contracts issued through the State of Washington, bond anticipation notes (BAN's), bank qualified loans, and/or other legal debt issues as allowed by law.

Additionally, with Council approval, the City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs.

As of January 1, 2018, the City's outstanding debt consists of limited tax general obligation (LTGO) debt issued for transportation and parks projects, LTGO refunding bonds for the city hall building and transportation projects, revenue bonds issued for utility system improvements, a State of Washington public works trust fund loan for a transportation project, and a loan from the Washington State Department of Ecology for stormwater treatment facility improvements in downtown Redmond.

All of the City's outstanding LTGO and revenue bonds have been assigned an AAA credit rating by Standard & Poor's Rating Service (S&P). This rating is the highest rating obtainable from S&P and is a testament to the City's financial strength and policies.

## **MUNICIPAL DEBT CAPACITY**

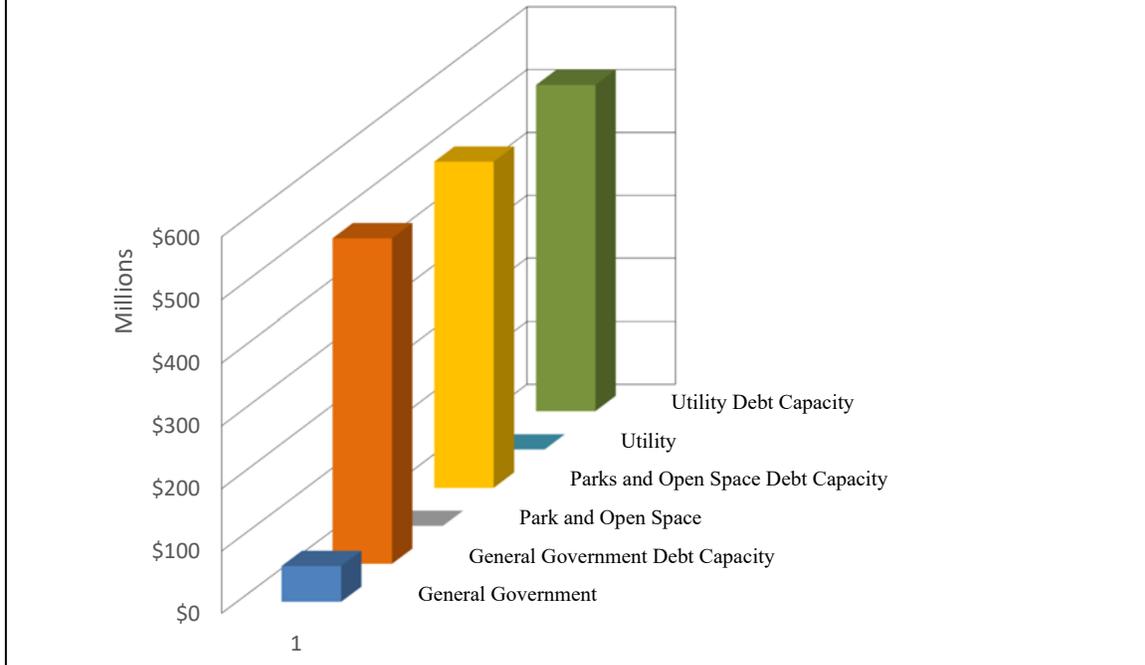
### **General Obligation Debt Capacity and Outstanding Obligations**

According to Washington State law, voters may approve general obligation debt issues of up to 7.5% of the City's assessed valuation. This 7.5% debt capacity is allocated evenly between general government purposes, parks and open space, and utilities, resulting in a 2.5% or \$518 million limit for each. Within the 2.5% limit, the Council has the authority to issue bonds and/or lease purchase agreements without voter approval for a combined total of up to 1.5% of the City's assessed valuation. All voted bonds require a 60% majority approval. To validate the election, the total votes cast must equal at least 40% of the total votes cast in the last general election.

As of January 1, 2018, the City has \$57.5 million of debt outstanding for general government purposes. This is well below the legally allowed general government debt capacity and includes general obligation bonds and a State of Washington public works trust fund loan. The full capacity of \$518 million is available for parks and open space as well as utility general obligation debt. The chart below graphically depicts current debt capacity. A detailed listing of the City's general obligation bond issues can be found on the next page.

Although the City can legally issue up to 7.5% of its assessed valuation, bond-rating agencies recommend a lower proportion for an acceptable debt capacity. Bond rating agencies use several criteria for determining the level of debt a city can support. Two common ratios rating agencies refer to are overall net debt per capita and overall net debt as a percent of assessed value (also referred to as market value). Redmond's current net debt per capita is considered low at \$950 based on a population of 60,560 as is the overall net debt at .28% of assessed value.

## General Obligation Debt Capacity As of January 1, 2019



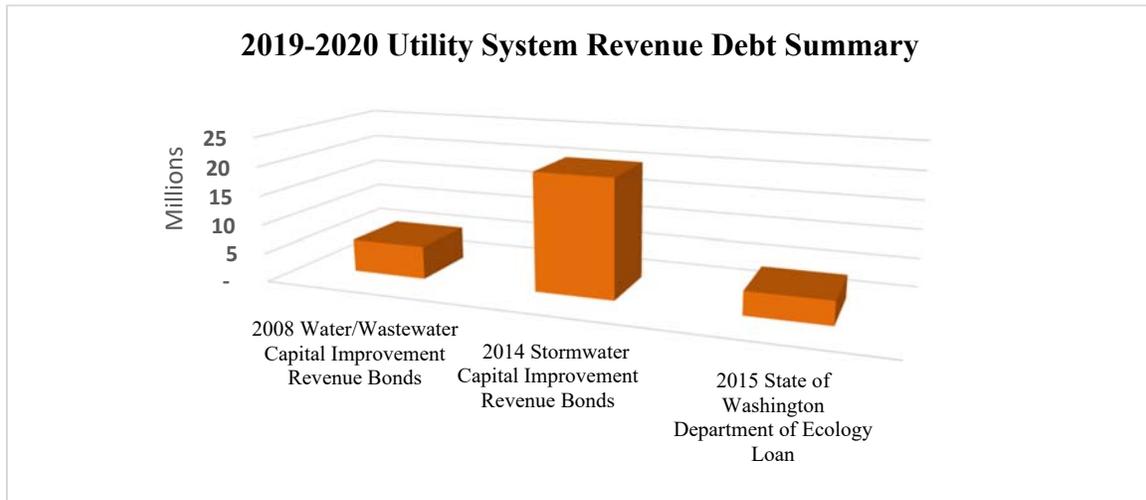
The following table provides a detailed summary of the \$57.5 million in general obligation debt outstanding, which includes one voter approved levy, Council-approved general obligation notes as well as other contractual payments.

### Outstanding Debt Long-Term Borrowing (as of January 1, 2018)

<b>Total General Obligation Debt Capacity</b>	<b>\$1,554,537,957</b>																																																																	
	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%; text-align: center;">Date of Issue</th> <th style="width: 10%; text-align: center;">Date of Maturity</th> <th style="width: 15%; text-align: center;">Amount Issued</th> <th style="width: 35%; text-align: center;">Outstanding Amount</th> </tr> </thead> <tbody> <tr> <td colspan="5"><b>Limited Tax General Obligations (LTGO)</b></td> </tr> <tr> <td>2008 LTGO Bonds - Bear Creek/Other Transportation Projects</td> <td style="text-align: center;">9/4/2008</td> <td style="text-align: center;">12/1/2018</td> <td style="text-align: right;">\$33,935,000</td> <td style="text-align: right;">1,585,000</td> </tr> <tr> <td>2011 LTGO Bonds - Downtown Central Park &amp; Other City Parks</td> <td style="text-align: center;">3/16/2011</td> <td style="text-align: center;">12/1/2021</td> <td style="text-align: right;">\$8,035,000</td> <td style="text-align: right;">3,250,000</td> </tr> <tr> <td>2013 LTGO Refunding Bonds -- City Hall Building</td> <td style="text-align: center;">9/12/2013</td> <td style="text-align: center;">12/1/2035</td> <td style="text-align: right;">\$33,085,000</td> <td style="text-align: right;">25,170,000</td> </tr> <tr> <td>2015 LTGO Refunding - 2008 Bonds Years 2025-2028</td> <td style="text-align: center;">12/22/2015</td> <td style="text-align: center;">12/1/2028</td> <td style="text-align: right;">\$9,280,000</td> <td style="text-align: right;">9,280,000</td> </tr> <tr> <td>2016 LTGO Refunding - 2008 Bonds Years 2019-2025 &amp; Transp Proj</td> <td style="text-align: center;">1/21/2016</td> <td style="text-align: center;">12/1/2035</td> <td style="text-align: right;">\$17,630,000</td> <td style="text-align: right;">16,905,000</td> </tr> <tr> <td style="padding-left: 20px;">LTGO Bond Total</td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$101,965,000</td> <td style="text-align: right; border-top: 1px solid black;">\$56,190,000</td> </tr> <tr> <td colspan="5"><b>Public Works Trust Fund Loan</b></td> </tr> <tr> <td>161st Avenue NE Extension</td> <td style="text-align: center;">2012</td> <td style="text-align: center;">2031</td> <td style="text-align: right;">\$1,794,564</td> <td style="text-align: right;">1,322,311</td> </tr> <tr> <td style="padding-left: 20px;">Public Works Trust Fund Loans Total</td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">\$1,794,564</td> <td style="text-align: right; border-top: 1px solid black;">\$1,322,311</td> </tr> <tr> <td><b>Total Debt Outstanding</b></td> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>\$103,759,564</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>\$57,512,311</b></td> </tr> <tr> <td><b>Remaining General Obligation Debt Capacity</b></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>\$1,497,025,647</b></td> </tr> </tbody> </table>		Date of Issue	Date of Maturity	Amount Issued	Outstanding Amount	<b>Limited Tax General Obligations (LTGO)</b>					2008 LTGO Bonds - Bear Creek/Other Transportation Projects	9/4/2008	12/1/2018	\$33,935,000	1,585,000	2011 LTGO Bonds - Downtown Central Park & Other City Parks	3/16/2011	12/1/2021	\$8,035,000	3,250,000	2013 LTGO Refunding Bonds -- City Hall Building	9/12/2013	12/1/2035	\$33,085,000	25,170,000	2015 LTGO Refunding - 2008 Bonds Years 2025-2028	12/22/2015	12/1/2028	\$9,280,000	9,280,000	2016 LTGO Refunding - 2008 Bonds Years 2019-2025 & Transp Proj	1/21/2016	12/1/2035	\$17,630,000	16,905,000	LTGO Bond Total			\$101,965,000	\$56,190,000	<b>Public Works Trust Fund Loan</b>					161st Avenue NE Extension	2012	2031	\$1,794,564	1,322,311	Public Works Trust Fund Loans Total			\$1,794,564	\$1,322,311	<b>Total Debt Outstanding</b>			<b>\$103,759,564</b>	<b>\$57,512,311</b>	<b>Remaining General Obligation Debt Capacity</b>				<b>\$1,497,025,647</b>
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## Other Long-Term Debt

In addition to general obligation debt, the City utilizes other long-term debt instruments, including special assessment and revenue bonds. While not a direct responsibility of the City, special assessment bonds are used to finance public improvements that benefit a specified group of property owners, and are funded from the collection of special assessment payments. Currently the City has no outstanding assessment bonds. Revenue bonds are primarily used to finance utility capital improvement projects and are payable from revenues generated by the water and sewer utilities. The following chart summarizes the current revenue debt obligation.



The following table provides a detailed summary of the \$30.1 million in revenue debt outstanding for the City's waterworks utility, and storm and surface water drainage systems.

**Outstanding Debt**  
**Other Debt Service Requirements to Maturity**  
 (as of January 1, 2018)

	<b>Date of Issue</b>	<b>Date of Maturity</b>	<b>Amount Issued</b>	<b>Outstanding Amount</b>
<b>Utility System Revenue Bonds</b>				
2008 Water/Wastewater Capital Improvement Revenue Bonds	12/3/2008	12/1/2023	\$11,755,000	5,710,000
2014 Stormwater Capital Improvement Revenue Bonds	7/24/2014	12/1/2034	\$22,950,000	20,330,000
2015 State of Washington Dept. of Ecology Loan	9/2/2015	6/30/2035	\$4,412,000	4,089,452
Revenue Bond Total			\$39,117,000	\$30,129,452

The Water/Wastewater Capital Improvement Revenue Bonds were issued in December 2008 for the purpose of upgrading and improving the City's utilities' facilities including the replacement of two wells, extension of the southeast Redmond transmission main,

development of a large pressure reducing valve station, and upgrading the Reservoir Park pump station and reservoir. Final payment on the Water/Wastewater bonds will be in 2023.

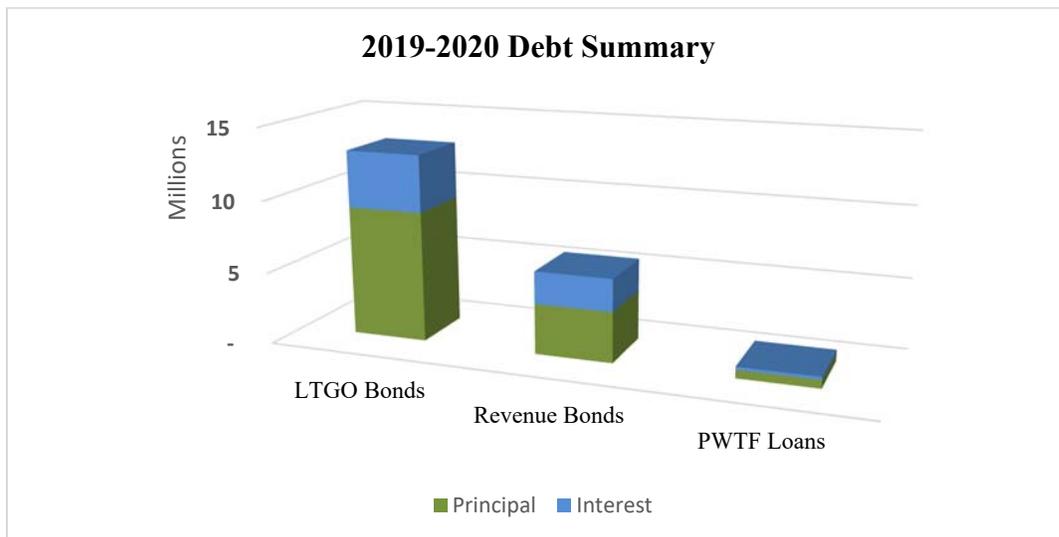
The Stormwater Capital Improvement Revenue Bonds were issued in July 2014 for the purpose of constructing and improving pump stations, access chambers, regional facilities in the Overlake and Downtown areas of the City and flow control and water quality facilities. Funding is also included for stream and habitat restoration projects. Final payment on the Stormwater bonds will be in 2034.

The 2015 loan from the State of Washington Department of Ecology is for improvements to the stormwater system in downtown Redmond to remove pollutants from urban runoff flowing into the Sammamish River including a collection system to convey the runoff to a treatment facility. Final payment on the loan will be in 2035.

### City of Redmond Debt Service Requirement for 2019-2020 Budget Period

The following table and graph provide a summary of the principal and interest payments for the two-year biennial budget period, by use.

	<b>Fund</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>
2008 Limited Tax General Obligation (LTGO) Bonds - Transportation	233	4,055,000	1,721,200	5,776,200
2011 Limited Tax General Obligation (LTGO) Bonds - Parks	233	1,620,000	173,776	1,793,776
2013 Limited Tax General Obligation (LTGO) Bonds - City Hall Building	233	3,385,000	2,063,862	5,448,862
Public Works Trust Fund Loans - Transportation	316	188,902	5,904	194,806
Public Works Trust Fund Loans - Water Quality Facilities	405	388,900	196,488	585,388
Water/Wastewater Revenue Bonds - Facility Improvements	401	1,780,000	429,110	2,209,110
Stormwater Revenue Bonds - Facility Improvements	405	1,725,000	1,816,520	3,541,520
		<u>13,142,802</u>	<u>6,406,860</u>	<u>19,549,662</u>





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## **GLOSSARY**

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# BUDGET GLOSSARY

## 2019-2020 ADOPTED BUDGET

### CITY OF REDMOND

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Above Baseline: A description of how a budget offer can be scaled up and the outcomes achieved if the offer is allocated additional money.

Accounting System: The set of records and procedures, which are used to record, classify, and report information on the financial status and operations of an entity.

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 of the City use this basis for accounting. See also Modified Accrual Basis.

Advance Refunding Bonds: Bonds issued to retire an outstanding bond issue prior to the date on which the outstanding bonds become due.

Agency Funds: A fund used to account for assets held by a government on behalf of individuals, private organizations, other governments or funds.

Annual Budget: A budget applicable to a single fiscal year.

Appropriation: An authorization made by the City Council that allows expenditures of government resources. Appropriations are typically granted for a one-year period.

Appropriation Ordinance: The official legal document approved by the City Council authorizing the expenditure of resources.

Assessed Valuation: The estimated value of real and personal property used by the King County Assessor as the basis for levying property taxes.

Asset: Resources owned or held by governments that have monetary value.

Balanced Budget: Current biennium budgeted revenues (including fund balances) are equal to or greater than current biennium budgeted

expenditures, and current on-going revenues (without including fund balances) are equal to or greater than current on-going expenditures.

Baseline: The baseline offer should describe what outcome the budget offer is achieving for the dollars represented.

Basis for Budgeting: The budget uses a modified accrual basis for all funds. This differs from a full accrual basis of accounting used in annual financial reports. Some examples of the difference include: compensated absences, depreciation, payments on debt principal and capital investment.

Budgeting, Accounting, Reporting System (BARS): The prescribed and required reporting system for all governmental entities in the State of Washington.

Beginning Fund: The amount remaining after accounting for the previous year's revenues, less the previous year's expenditures.

Below Baseline: A description of how a budget offer can be scaled down and the consequences to performance outcomes of eliminating funding from an offer.

Benchmark: A measure of results against which an organization compares itself. Typically, the benchmark is the level of results achieved in an organization using an accepted best practice.

Biennial Budget: The financial and operating plan for the City that establishes a two-year appropriation in accordance with Washington State law.

Budget: A composite of strategic decisions made by elected leaders for how to best use resources to achieve the Priorities of its citizens.

Bond (Debt Instrument): A written promise to pay a specified sum of money at a specified future date, at a specified interest rate. Bonds are ordinarily used to finance capital facilities.

Redmond typically issues general obligation, revenue or special assessment bonds.

Budgeting by Priorities (BP): A process, originally designed by the Public Strategies Group, for creating budgets that focus on achieving specific results with strategies that provide the highest value for the dollar.

Budget Calendar: The schedule of key dates that the City follows in the preparation and adoption of the budget.

Budget Message: A written explanation by the Mayor of the budget. The budget message explains principal budget and policy issues, as well as presents an overview of the Mayor's budget recommendations.

Causal Factor: Something that contributes to a Priority happening (or prevents it from happening). It should be based on evidence (research, experience or sound logic). It does not need to be something that government in general - or the jurisdiction - is responsible for, or has control over. The causal factors are presented visually as a "cause and effect map" showing their connection to the Priority.

Cause and Effect Map: A visual representation of the pathway to the Priority. Using words or images, it helps viewers understand the cause-effect connection between activities, strategies, factors and the Priority. Backed by evidence, it quickly communicates what is known to work in accomplishing the Priority. Cause and effect maps are included in Requests for Offers.

Capital Facilities Plan (CFP): A planning document required by the Growth Management Act that addresses capital projects and anticipated sources of funding over a six-year period.

Capital Investment/ Improvement Program (CIP): A budget and planning process used by the City to determine what capital projects will be carried out during the next six-year period. The first year of the six is included in the annual operating budget and the remaining years' projections are updated annually.

Capital Investment Strategy (CIS): A strategy which ensures capital investments across the City are proposed in a coordinated fashion and focused on the vision as defined by the adopted comprehensive plan. It informs the capital facilities plan and the ability of the City to facilitate growth. An inherent aspect is the ability to maintain the City's past investments into the future.

Capital Assets: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Outlay: Expenditures that result in the acquisition of or addition to fixed assets. Examples include land, buildings, machinery, equipment and construction projects.

Citizen: A general term which is meant to include both residents and businesses.

Civic Results Team: A group made up of community members to rank offers based on evidence of effectiveness and to recommend the market basket of offers the jurisdiction should buy.

Community Facilities District: The voluntary landowner financing of community facilities and local, sub-regional, and regional infrastructure by the forming of legal entity called a community facilities districts. Community facilities districts may only include land within urban growth areas designated under the state growth management act, located in portions of one or more cities, towns, or counties.

Comprehensive Annual Financial Report (CAFR): The official financial report of a government. It includes the State Auditor's audit opinion, as well as basic financial statements and supporting schedules necessary to demonstrate compliance with finance related legal and contractual provisions.

Consumer Price Index (CPI): A measure of the average change over time in the prices paid by urban consumers for good and services.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost-Effectiveness Measure: The ratio of outcome measure to input measure.

Councilmanic Bonds: Councilmanic bonds refer to bonds issued solely upon the approval of the Council. Councilmanic bonds may not exceed 1.5% of assessed valuation.

Dashboard: The high-level summary measures that illustrate results for the City's priorities as a whole.

Debt Service: Payment of interest and principal to holders of the City's debt instruments.

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.

Demand: The estimated level of need for a service, product or activity.

Demonstrating Efficiencies: A description of the process improvement activities in programs and departments.

Development-Related Fees: Fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, zoning, platting and subdivision fees.

Efficiency Measure: The ratio of output measure to input measure, generally used to assess the productivity associated with a given service or activity.

Encumbrance: The commitment of appropriated funds to purchase an item or service. In a cash budget, such as the City of Redmond's General Fund, expenditures are recognized only when the cash payments for the cost of goods received or services rendered are made.

Ending Fund Balance: The beginning fund balance plus current year revenues, less current year expenditures.

EPSCA: The Eastside Public Safety Communication Agency is a separate legal entity created by an interlocal agreement among the Cities of Redmond, Bellevue, Kirkland, Issaquah

and Mercer Island. The purpose of EPSCA is to develop, own, operate and manage an 800 MHz Eastside radio communication system by and among these government agencies.

Expenditures: Where accounts are kept on the accrual or modified accrual basis of accounting, expenditures are recognized when goods are received or services rendered. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments are made.

Fiscal Year: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations.

Financial Forecast (Six-Year): Estimates of future revenues and expenditures to help project the long-range financial condition of the General Fund.

Fixed Assets: Assets that are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment. Fixed assets are also called capital assets.

Full-Time Equivalent (FTE): Expresses staff in terms of full-time (40 hours per week) employment. For example, a person who works 40 hours per week is described as 1.0 FTE. An employee who works 20 hours per week calculates to a 0.5 FTE (20 hours divided by 40 hours).

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities.

Fund Balance: The excess of a fund's assets over its liabilities.

Generally Accepted Accounting Principles (GAAP): Both industry and governments use GAAP as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) currently sets government GAAP. Adherence to GAAP assures that financial reports of all state and local

governments contain the same type of financial statements and disclosure, for the same categories and type of funds as well as account groups, based on the same measurement and classification criteria.

General Obligation Bonds: Bonds for which the full faith and credit of the insuring government are pledged for payment.

Growth Management Act (GMA): Comprehensive Washington State legislation that requires cities and counties to undergo a prescribed planning process to accommodate projected population growth. Examples of the planning process include defining the levels of service city government will provide to its citizens, developing a six-year capital facilities plan and determining how to fund existing capital deficiencies.

International Association of Firefighters (IAFF): Bargaining unit that represents all commissioned fire personnel below the level of Deputy Fire Chief.

Improvements: Buildings, structures or attachments to land such as sidewalks, trees, drives, tunnels, drains and sewers.

Indicator: A measure or a combination of measures, that allows the observer to know whether the priority is being achieved.

Innovations Fund: Money specifically allocated to invest in one-time changes focused on improvement.

Input Measure: A measure of resources invested, used or spent to deliver the services, products or activities.

Interfund Payments: Expenditures made to other City funds for services rendered.

Intergovernmental Revenue: Funds received from federal, state and other local government sources in the form of grants, shared revenues and payment in lieu of taxes.

Intergovernmental Services: Purchases from other governments of those specialized services typically performed by local governments.

Interlocal Agreement: A contract between two government entities whereby one government assumes the lead responsibility of a project that overlaps both jurisdictions.

Internal Service Fund: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City.

Law Enforcement Officers and Firefighters (LEOFF): The retirement system provided for all police officers and firefighters by the State of Washington.

Lean: A process by which customer and/or citizen value is maximized while minimizing waste along entire value streams, instead of at isolated points.

Lease-Purchase Agreements: Contractual agreements which are termed "leases," but which in substance amount to purchase contracts.

Level of Service (LOS): The Growth Management Act requires cities and counties to establish a level of service for five functional areas (Parks, Fire, Police, Utilities and Transportation). Examples of levels of service might be: one police officer per population of 1,000, a fire or emergency response time of no greater than five minutes or one acre of community park per 1,000 population. The levels of service are defined by the City Council and become the basis for the Capital Facilities Plan. The City's inability to meet its designated level of service will bar further development until the deficiency is removed or the level of service is redefined.

Levy: Verb - To impose taxes, special assessments or service charges for the support of government activities. Noun - The total amount of taxes, special assessments or service charges imposed by a government.

Limited-Duration: An individual hired full or part-time for a specific project or purpose with an employment period that has a specified ending date. The Mayor and City Council approve requests for limited duration FTEs.

Local Improvement District (LID): A local improvement district is an area where an improvement is authorized that will benefit selected property owners and the cost is passed on to property owners through special assessments.

Logic Model: A logic model is a graphical illustration of the theoretical connection between what you actually do (and what you can control) to the desired outcomes you propose to influence. A logic model helps identify relevant performance measures to track progress.

Long-Term External Debt: Debt borrowed from a source outside the City with a maturity of more than one year after the date of issuance.

Low Impact Development (LID): A land planning and engineering design approach to manage stormwater runoff, emphasizing conservation and use of on-site features to protect water quality.

Maintenance and Operations Center (MOC): The facility that is the base for most of the City's field operations staff for Public Works and Parks. Also located at the MOC is the City's vehicle maintenance shop.

Maintenance and Operating (M&O) Costs: Expenditures that represent amounts paid for supplies (e.g. office supplies, repair and maintenance supplies, minor equipment and software), and other services (e.g. ongoing contracts, professional services, communication, utilities and intergovernmental services).

Mandate: A legal requirement that a jurisdiction provide a specific service, sometimes at a specific level.

Market Basket: A group of programs/offers that best meet the outcomes of the priority.

Measure: A numerical expression documenting the quality or quantity of a resource, process or product, or the impact of the process or product.

Modified Accrual Basis: Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures

for the most part are recognized when the related fund liability is incurred except for prepayments, accumulated employee leave and long-term debt. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting. See also Accrual Basis Accounting.

NORCOM: The North East King County Regional Public Safety Communications Agency provides emergency service communications to the public for emergency medical services, fire and police.

Object: An expenditure classification, which refers to the type of item purchased or the service obtained. Examples include personnel services, contractual services, materials and supplies.

Offer: A proposal by a Department in response to a Request for Offers indicating what they will do to produce the Priority, how much it will cost and how success will be measured.

Offer Ranking: Results Teams' ranking of offers according to best value for the dollar to achieve priorities without regard to mandates or dedicated funds.

Operating Budget: The operating budget is the primary means by which most of the acquisition, spending and service delivery activities of a government are controlled. Law requires the use of annual operating budgets.

Operating Transfer: Routine or recurring transfers of assets between funds, which support the normal operations of the recipient fund.

Other Services and Charges: An expenditure classification which includes professional services, communication, travel, advertising, rentals, leases, insurance, public utility services and repairs and maintenance.

Outcome Measure (aka Effectiveness Measure): A measure of the results of an activity in terms of its intended objective.

Output Measure: The number of services or products delivered.

Performance Measure: A numerical expression documenting some aspect of the output or outcomes of an activity, service, process or program.

Personnel Benefits: Those benefits paid by the City as conditions of employment. Examples include insurance and retirement benefits.

Policy: A policy is a guiding principle which defines the underlying rules which will direct subsequent decision-making processes.

Price of Government (POG): The sum of all taxes, fees and charges collected by all sectors of government divided by the aggregate personal income of the government's jurisdiction. The calculation is used to define the band within which residents are willing to pay for government services.

Priority: A statement indicating what citizens want from their government.

Program Performance Measure (aka Program Indicator): A performance measure for a specific program.

Property Tax Levy – Regular: Represents the amount of property tax allowable under State law which the City may levy annually without approval by the City's registered voters. State law fixes the maximum levy in dollars per \$1,000 of assessed valuation and the annual rate at which total regular levy property taxes may increase.

Property Tax Levy – Excess: Represents the amount of property tax which a city government may charge in excess of the "regular levy" upon the approval of this tax by a vote of the people. Cities most commonly use the revenue to pay the annual costs of voter-approved general obligation bonds. State law imposes a maximum limit on the dollar amount of such bonds which a city may have outstanding at any one time.

Public Employees Retirement System (PERS): Retirement benefits provided by the State of Washington for all city employees except police and fire.

Public Safety Employees Retirement System (PSEFS): Retirement benefits provided by the State of Washington for all city police support employees.

Purchasing Strategies: A set of actions chosen to achieve a priority. A strategy is based on an understanding of (or assumptions about) the cause-effect connection between specific actions and specific priorities. Strategic means choosing actions from among the options available that will have the greatest or most direct effect on a priority or multiple priorities. Strategies could include actions that the jurisdiction might take directly, as well as actions that the jurisdiction might take to influence the actions taken by others.

Quality Measure: A measure of how well the service, product or activity was delivered, based on characteristics important to customers.

Redmond City Hall Employees Association (RCHEA): The largest of the City's five bargaining units representing predominantly clerical, professional and technical positions.

Redmond Police Officers Association (RPOA): Bargaining unit representing all City of Redmond commissioned police officers below the rank of lieutenant.

Redmond Police Support: Bargaining unit representing non-commissioned police support staff including dispatchers, record specialists, crime analyst and evidence technician.

Revised Code of Washington (RCW): The RCW is Washington State Law.

Request for Offers (RFOs): Requests for Offers are prepared by the Results Team and include a description of the Priority sought, the cause and effect map, three indicators and purchasing strategies. RFOs show a Results Team's understanding of what is most likely to achieve a Priority and how that would be measured. The RFOs are used as the basis for Departments to make offers.

Reserve: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose.

Resources: Total dollars available for appropriations including estimated revenues, interfund transfers and the beginning fund balance.

Results Team: A group designated to create Requests for Offers, to rank offers based on evidence of effectiveness and to recommend the market basket of offers to buy.

Revenue: Income received by the City to support community services. This income may be in the form of taxes, fees, user charges, grants, fines and interest.

Revenue Bonds: Bonds issued pledging future revenues (usually water, sewer or drainage charges) to cover debt payments.

Revenue Estimate: A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically, a fiscal year.

Service Levels: Predefined set of criteria used to measure the benefits provided and how they are impacted by increases and decreases in funding.

- None – Service not provided;
- Reactive – Service issues are addressed only as they arise;
- Managed – Use of a planned approach to meeting defined service levels;
- Proactive – Strategic approach with focus on promoting efficient and high quality services; and
- Comprehensive – Integrated approach across multiple business lines.

Scalability: The process by which Departments indicate how much of a result they can produce at various price levels. Measured against changes in expectations regarding service levels.

Special Assessment Bonds: Bonds payable from the proceeds of special assessments such as local improvement districts.

Strategic Plan: A long range (at least three to five years) statement of direction for an organization, which identifies vision, mission, goals and strategies, as well as measure which will show progress made in achieving goals.

Supplemental Appropriation: An appropriation approved by the Council after the initial budget is adopted.

Supplemental Employee: An employee hired directly by the City for other than regular positions. Supplemental employees may be used to fill-in for regular employees during absences or vacations, temporarily fill a regular position pending the hiring of a regular employee, meet peak workload needs or staff special projects.

Supplies: An expenditure classification for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, inventory, resale items, small tools and equipment.

Target: The desired level for a specific performance measure. See also Measure.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Transportation Master Plan (TMP): A blueprint for developing the City's long range transportation system.

Urban Planned Development (UPD): The residential, commercial and office development that is located in unincorporated King County between Union Hill Road and Novelty Hill Road. The City agreed to provide water and sewer services to the UPD area in 1992.

User Charge: The payment or fee for direct receipt of a public service by the party who benefits from the service.

Vision Blueprint: An eighteen year capital investment strategy that outlines the investment needed in the long-term to realize the City's vision.

Vision Statement: An inspiring, challenging and meaningful statement that describes the future of the organization, as seen through the eyes of the customers, stakeholders, employees and citizens.