

**City of Bonney Lake**  
**2005 Operating Budget**



*“Where Dreams Can Soar”*

About the Cover:

*The Bonney Lake Senior Center was built in 1990 and is located next door to City Hall on Bonney Lake Boulevard. The Bonney Lake Area Seniors use the facilities on a regular basis, including lunches and bingo. It can also be rented out by the public for such events as wedding receptions, anniversary parties and other events. Every Friday night is bingo night which is open to the public and has proven to be very popular.*

Contacts:

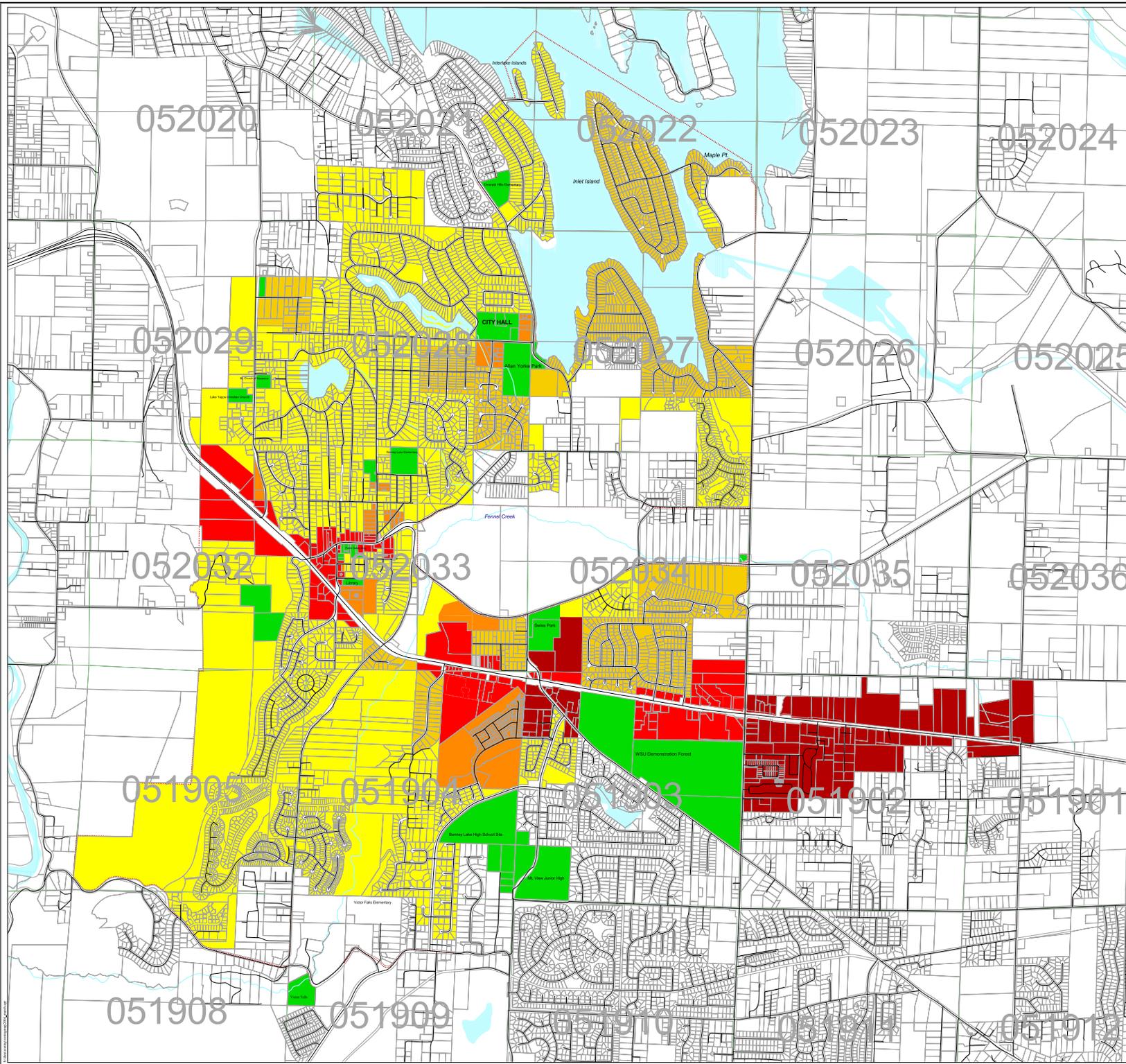
Voice: (253) 862-8602

Visit City Hall at 19306 Bonney Lake Blvd

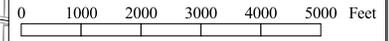
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# Official Zoning Map



- Roads
  - Tax Parcels
  - Urban Growth Boundary
- Zoning**
- Residential (R-1)(4-5 units per net acre)
  - Medium-Density Residential (R-2) (SF: 8,600 sq. ft. - duplexes: 10,000 sq. ft.)
  - High-Density Residential (R-3) (20 units/ac)
  - Neighborhood Commercial (C-1)
  - Commercial (C-2)
  - Combined Retail-Commercial, Warehousing & Light Manufacturing (C-2/C-3)
  - Manufacturing (M-1)
  - Public Facilities (PF)



This zoning map takes into account changes authorized during 2005 by ordinances 1099.

NOTE: The database was compiled and integrated from the most current and accurate sources generally available at the time of publication. Information portrayed on this map is approximate and not intended to serve as a legal record. Original survey notes, legal descriptions and on-site investigation should be utilized to determine exact property boundaries and locations of other features. Please contact the Planning & Community Development Department for an interpretation of zoning boundaries when in question.

Effective 3-24-2005

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# Section I:

## Introduction

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## Introduction

### City of Bonney Lake Vision Statement

“The citizens of Bonney Lake envision a City that conserves the natural amenities; strives for a balanced community that enhances residential character with a thoughtful blending of desired economic activities; promotes a safe, attractive and healthful living environment for residents’ various physical, educational, economic and social activities; and that has a adequate tax base to provide high level of services to its residents and to enhance the character and quality to the City of Bonney Lake.”



January 1, 2005

Subject: 2005 Operating Budget

Dear City Council Members, Citizens, Members of the City Staff, and Other Interested Parties:

I am pleased to present the 2005 Adopted Budget for the City of Bonney Lake. The Administration and staff continue to work diligently to provide effective and efficient service to our community. This budget reflects many of these efforts along with the ongoing services our citizens have come to expect. This past year, we have rebuilt the staff and there are very ambitious programs and plans for the year 2005 which are outlined in this budget. In 2005, we will continue emphasizing user friendly procedures, processes and access for citizens to their government. The following paragraphs provide a brief explanation of the budget document, an outline of the recommended financial policies and programs of the City for the ensuing fiscal year, a statement of the relation of the recommended appropriation to such policies and programs, and a statement of the reason for salient changes from the previous year in appropriation and revenue items.

### **Explanation of the Budget Document**

The budget document incorporates the City Council's priorities from the City Council Retreat and from the Council Budget Priorities Workshop on August 12, 2004. The Administration, with the departments, collaboratively developed a workable and comprehensive budget plan for 2005 based on anticipated available revenue resources. The budget document provides an overview of the City and a financial summary in sections 1 and 2 of the budget. Section 3 outlines the General Fund and the past year's highlights and 2005's goals, staffing and past and projected expenditures by category. Section 4 explains and outlines the City's Special Revenue Fund accounts in detail. Section 5 outlines the City's Debt Service Funds explaining the history and schedule of the City's debt payments. Section 6 addresses our General Fund Capital Project Fund usage and plan. Section 7 provides highlights of the City's Enterprise Funds (businesses) under the Public Works Department's supervision and outlines the capital project plans for the utilities. The Water, Sewer, and Storm Water Funds past year's achievements and 2005's goals, staffing and past and projected expenditures are also discussed in this section. The Solid Waste (garbage) Fund was discontinued will no longer exist in 2005. In Section 8, the Equipment Rental

and Replacement Fund and Insurance Fund our Internal Service Funds are discussed. Section 9 addresses supplemental and miscellaneous information.

### **Recommended Financial Policies and Programs of the City for the Ensuing Fiscal Year**

We will continue to provide diligent financial and fiscal oversight of the City's programs. Our financial policies and procedures are summarized in Section 1 of the budget. I am hopeful that Bonney Lake's economy will continue to flourish. We anticipate that new housing starts will continue at a rapid pace and that commercial development will continue on an upward trend. One, or several, new "big boxes" and quality retailers might be announced or under development during the year.

This adopted budget is a moderate budget that attempts to provide the necessary staffing to meet the needs of the community. The implementation of this budget will focus on an allocation process of direct charging to the appropriate fund, to the greatest extent possible, so that we will most accurately track expenses by fund. The appropriate share of selected General Fund allocation costs to utilities will be transferred quarterly. We will continue to allocate costs fairly. Our intent is to provide frugal and effective government at a reasonable cost.

Parks usage, programs and maintenance are projected to increase. The City has added two sections of land for parks this year and is in the process of condemning over 12 acres of property adjacent to Allan Yorke Park. The budget anticipated that the Parks and Community Center bonds would pass and that the City will begin construction of a new City Hall in 2005. The City Hall will be funded through contributions from the General Fund and the utilities to repay bonds the City will issue.

A rate study of our water and sewer fees resulted in the adjustment of utility rates to pay for the costs of running these enterprise (business) funds. The City anticipates that a study of Storm Water Fund rates will be conducted in the first half of 2005 and at that those rates will be increased as the City moves to a new impervious surface methodology of determining rates.

### **Statement of the Relation of the Recommended Appropriation to Policies and Programs**

The City Council and the Administration have several priorities which they feel are important for the coming year. They are highlighted below:

- **Parks** – In 2004 we purchased Parks land adjacent to Bonney Lake Elementary School, accepted the donation of Cedar View Park and are in the process of condemning over 12 acres of land adjacent to Allan Yorke Park. Park impact fees are now available to help with Park needs.

Additional staffing for Parks is funded in this budget. The City Council appropriated an additional \$160,000 for Parks improvements.

- **City Hall** – The City contracted with an architectural firm to design and construct a new City Hall.
- **Water** – The City is moving ahead to aggressively increase water supplies, create a filtering plant for the Ball Park Well, moving forward with the at-grade storage tank, and will continue other water maintenance, operations, and conservation efforts.
- **South Prairie Road Intersection** – The South Prairie Road project, a multi-year construction project, is scheduled for completion this year.
- **Sewer** - Continue participation with Sumner on the Sewer Plant Project.
- **GIS Technician** – Funding for a GIS Technician.
- **Eastown Local Improvement Districts (LID)** – In order to implement the Eastown LID concept, the General Fund will provide seed money to develop the concept to create an LID(s) to provide sewer, water, and streets in the Eastern section of the City where insufficient infrastructure currently exists. \$80,000 has been allocated in the Planning and Community Development Department's budget.
- **Economic Development Plan** – \$50,000 has been allocated in the Executive's Budget for development and implementation of an Economic Development Plan.
- **City Beautification** – Efforts to enhance and maintain the City as a clean and beautiful place will continue. \$30,000 has been allocated for Ascent Park enhancements. Garbage pick-up and street sweeping will be continued.
- **Police Department** – Funding for additional help in the evidence room, a records clerk, an additional full time police officer for investigations and an additional \$20,000 of overtime are funded in this budget. One Sergeant's position is scheduled for upgrade to a Lieutenant. Evidence management software and a motorcycle purchase are budgeted.
- **Court Clerk I in Municipal Court** – A Court Clerk I position is funded.
- **Street's Chip Seal Program** – Funding to chip seal 7 miles of streets in 2005 has been allocated. The Public Works staff will chip seal 3 miles and \$75,000 in funding has been added to contract for an additional 4 miles of chip sealing.
- **Sidewalks** – \$75,000 for funding the development of a sidewalks plan and construction for a portion of sidewalks from the plan has been allocated.
- **Street Lighting** – An additional \$28,000 has been added for street lighting.
- **Senior Center** – The budget allocates \$30,000 toward the \$120,000 Senior Center Addition and upgrades one Senior Center Aide position to a Senior Services Assistant.
- **Finance Department Assessment** - \$30,000 is budgeted for an assessment of Finance Department.
- **Pilot Project Testing City-wide Wireless Network** - Funding for a pilot wireless computer network is allocated in this budget.
- **Facilities** – \$25,000 is budgeted to refurbish the City Hall's roof.

- **Annexations** – Continued funding to support annexation efforts.
- **Wetlands** - \$25,000 is set aside for lakes, streams and wetlands.
- **Urban Forestry Program** - \$30,000 has been set aside to support an urban forestry program, and/or Arbor Day, and/or becoming a Tree City.
- **Community Outreach** - Funding would continue for “Council Corner”, the City Newsletter, and to help fund Bonney Lake Days.
- **Street Sweeper** - Funding is budgeted from the Storm Water Fund to purchase a street sweeper.

### **Reasons for Salient Changes From the Previous Year in Appropriations and Revenues**

The City continues to grow, develop and expand. There are many reasons for salient changes from the previous year in appropriation and revenue items. Each section of the budget, by department, notes and explains these changes. In order to meet the challenges facing our water utility, surface water system, and to construct a new sewer plant, rate increases will be required. The increased citizen demand for more services and parks have resulted in increases in parks, public works and public safety staffing and expenditures. This has been made possible by a healthy business environment and an expanding sales tax base. The City's ability to finance park additions and enhancements in service have been significantly enhanced by the Administration's close monitoring and control of spending and financial discipline. The implementation of traffic (street) impact and park impact fees have provided revenue sources to assist funding these key areas. The City's ability to further develop trails, construct a community center, and buy or develop parks property is dependent upon bonding to pay for these improvements over time. The citizens did not approve parks and community center bonds, therefore the potential funding of these items will require further consideration by the Council over the next year. The City Hall project will require the General Fund and utilities funds to contribute to bond payments for the next twenty five years. Several new additional positions will be created in the Public Works Department and are noted on the Position Control chart in Section 9 of the budget.

The 2005 Operating Budget includes the priorities of the department heads and incorporates the city councilmember's priorities. This proposed budget places a high priority on parks, hires more staff to support law enforcement activities, funds a City Hall, and includes parks improvements. We continue to fund senior's programs at a high level. With the funding and priorities allowed by this budget, we will continue to clean and beautify the community, invest in economic development, and provide frugal, efficient, and meaningful services to our citizens. I would like to thank the department directors, staff, City Council, and members of the community who were involved in the budget deliberation process for their participation. The annual budget process is a valuable and essential process that results in a key policy document that is designed to provide us a blueprint to help us achieve community goals. The year 2005 will be a challenging and exciting year for Bonney Lake. I am sincerely looking forward to

for their participation. The annual budget process is a valuable and essential process that results in a key policy document that is designed to provide us a blueprint to help us achieve community goals. The year 2005 will be a challenging and exciting year for Bonney Lake. I am sincerely looking forward to working with City Council in service to our City during this time of growth and change.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Young". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Bob Young, Mayor

# BONNEY *Lake*

## Elected Officials



Mayor Robert L. Young  
Term Expires 12/31/05



Councilmember  
Dave King  
Ward 1  
Term Expires 12/31/05



Councilmember  
James Rackely  
Ward 2  
Term Expires 12/31/07



Councilmember  
Cheryle Noble  
Ward 3  
Term Expires 12/31/07



Councilmember  
Dan Swatman  
Ward 4  
Term Expires 12/31/05



Councilmember  
Phil DeLeo  
Ward 5  
Term Expires 12/31/07



Councilmember  
Neil Johnson  
At Large Position 1  
Term Expires 12/31/05



Councilmember  
Mark A. Hamilton  
At Large Position 2  
Term Expires 12/31/07



## **Mission Statement**

*“The City of Bonney Lake’s mission is to protect the community’s livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.”*

## City Officials

As of 1/1/2005

### **Mayor**

Robert L. Young

### **Bonney Lake City Council**

Dan Swatman, Deputy Mayor

Neil Johnson

Dave King

James Rackley

Cheryle Noble

Phil DeLeo

Mark A. Hamilton

### **Administrative Officials**

City Attorney

City Clerk

Finance Director

Judge

Interim Police Chief

Public Works Director

Senior Center Director

Planning & Community

Development Director

James Dionne

Harwood T. Edvalson

John Weidenfeller

James J. Helbling

Arthur "Buster" McGehee

Dan Grigsby

Susan Hilberg

Bob Leedy

# Council Committees

## Community Development

The Community Development Committee was created for the purpose of advising the City Council on all planning, building, and public works infrastructure matters concerning the general community development of the City, including but not limited to contracts, policy issues, and public concerns as presented by the Director of Planning and Community Development or the Director of Public Works. The Community Development Committee serves as a recommending body for those issues scheduled to be submitted to the full council.

The Committee meets on the first and third Monday of each month at 5:00 p.m. at the Annex building. Council Committee members are:

*Jim Rackley, Chair*

*Mark A. Hamilton*

*Cheryle Noble*

## Public Safety Committee

The Public Safety Committee is a subcommittee of the full Council currently composed of the Chief of Police and three appointed members of the Council. The Chair also sits on the Finance Committee. This committee is charged with addressing citizen concerns; resource allocation; review of current and future plans; budget and emergent situations to maximize as much as is possible the welfare and safety of the citizens of Bonney Lake.

The Public Safety Committee meets the first Monday (and a third Monday if needed) of each month at 5:00 at the Public Safety Building. The Council Committee members are:

*Phil DeLeo, Chair*

*Neil Johnson*

*Dave King*

## **Finance Committee**

The Finance Committee was created for the purpose of advising the City Council on all monetary matters concerning the general fiscal financial operations of the City, budget and financial reports, monetary contracts, policy matters related to City finances and personnel, including but not limited to: the salary grade schedule, position classifications and salary changes in coordination with the Mayor and Finance Director.

The Finance Committee members are determined as follows: The Chair of the Finance Committee is the Deputy Mayor voted biennially by the Council per RCW 35A.12.065. The Chairs of the two other Council Committees (Public Safety and Community Development) become members of the Finance Committee.

The Finance Committee meets on the second and fourth Tuesdays at 5:30 p.m. in the Council chambers at City Hall.

The Council Committee members are:

*Dan Swatman, Chair*  
*Phil DeLeo*  
*James Rackley*

## **Voucher Review Committee**

The Chair of the Voucher Review Committee shall be the Deputy Mayor. The Voucher Review Committee was created for the purpose of reviewing all monthly city payable vouchers and payroll and to make recommendations to the City Council for payment approval of the City's expenditures at a minimum of twice per month.

The Voucher Review Committee consists of the members of the Finance Committee.

## **Boards and Commissions**

### **Planning Commission**

The Planning Commission is established pursuant to the authority conferred by the laws of the State (RCW 35.63) and the City (BLMC 2.26). The Commission consists of seven (7) members serving six-year terms who are appointed by the Mayor. The Commission acts as an advisory body to the Council on all plats or plans of subdivisions of land within the City and proposed additions as well as dedications of streets, zoning variances, annexation requests and is an integral part of the implementation of the Growth Management Act. The Commission meets the first and third Wednesday of each month at 5:30 p.m. at City Hall.

*Steve Burnham, Chair*  
*Randy McKibbin, Vice Chair*  
*Quinn Dahlstrom*  
*Robert Harding*  
*Derek Osborn*  
*Dennis Poulsen*  
*Grant Sulham*

### **Park Board**

The Board consists of seven (7) members serving seven-year terms under the authority of RCW 35.23.170 and BLMC 2.20. Members are appointed by the Mayor with the consent of the Council. The duties of the Board are to promote and oversee the recreational use of the City's parks with special effort to be devoted to the needs of the City's youth. The Board also brings before the Council such suggestions, plans, and programs as necessary to accomplish the aforementioned objectives. The Board meets on the second Tuesday of the month at 5:30 p.m. at the Annex.

*Carol Ujick, Chair*  
*John Ashby*  
*Margaret Farrell*  
*Leota Musgrave*  
*Darren Proctor*  
*Dan Totten*  
*1 Vacant*

## **Civil Service Commission**

The Commission is established pursuant to the authority of RCW 41.08 & 41.12, and BLMC 2.24. The Commission's duties are in connection with the selection, appointment and employment of police officers, clerical support of the Police Department and the Chief of Police. The Commission consists of three (3) members serving six-year terms who are appointed by the Mayor. The Commission meets on the 4<sup>th</sup> Monday of each month at 5:30 p.m. at City Hall or as needed.

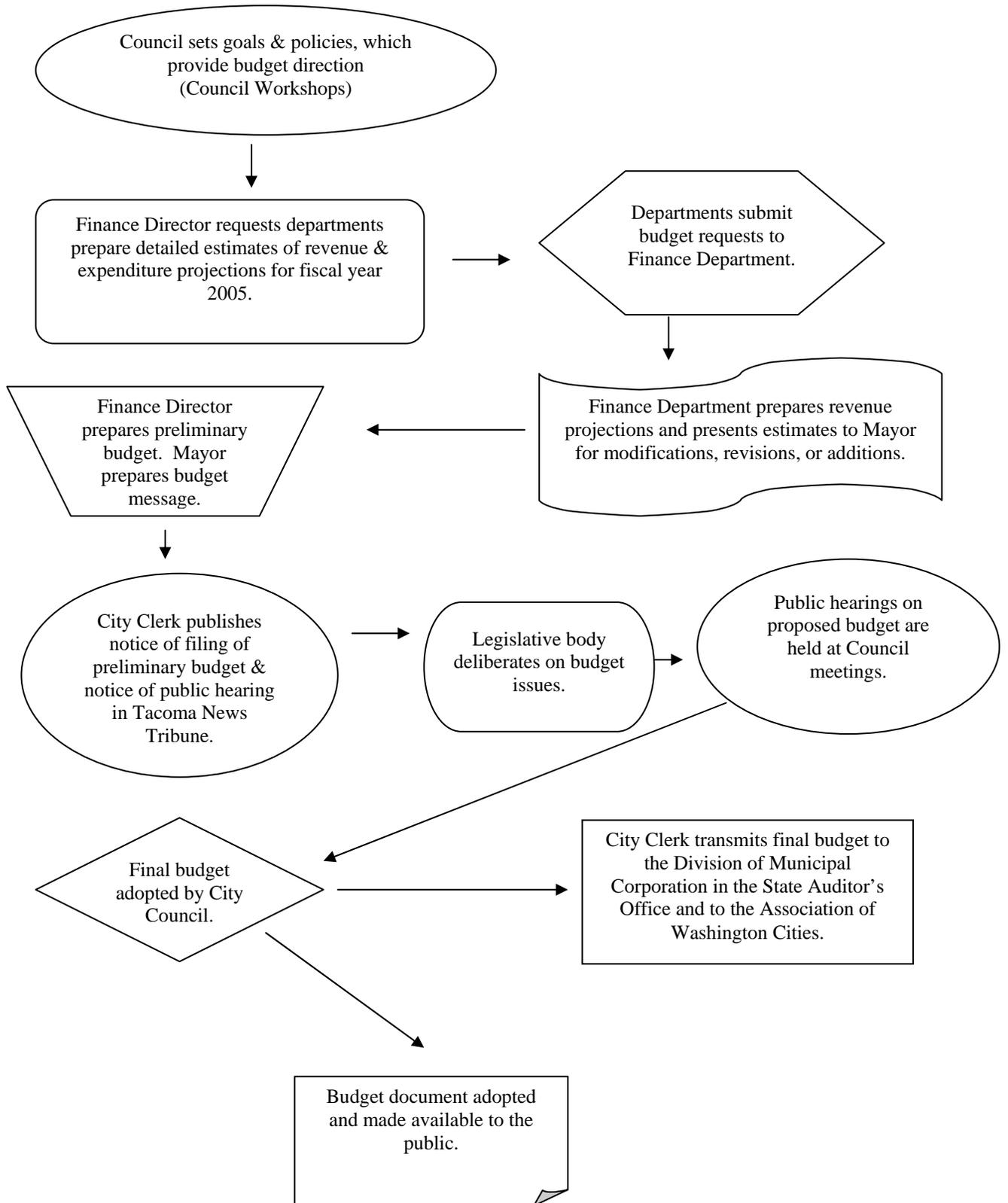
*Robert Dalton, Chair*  
*Tim Jacobson*  
*Roy Nishiyori*

## **Design Commission**

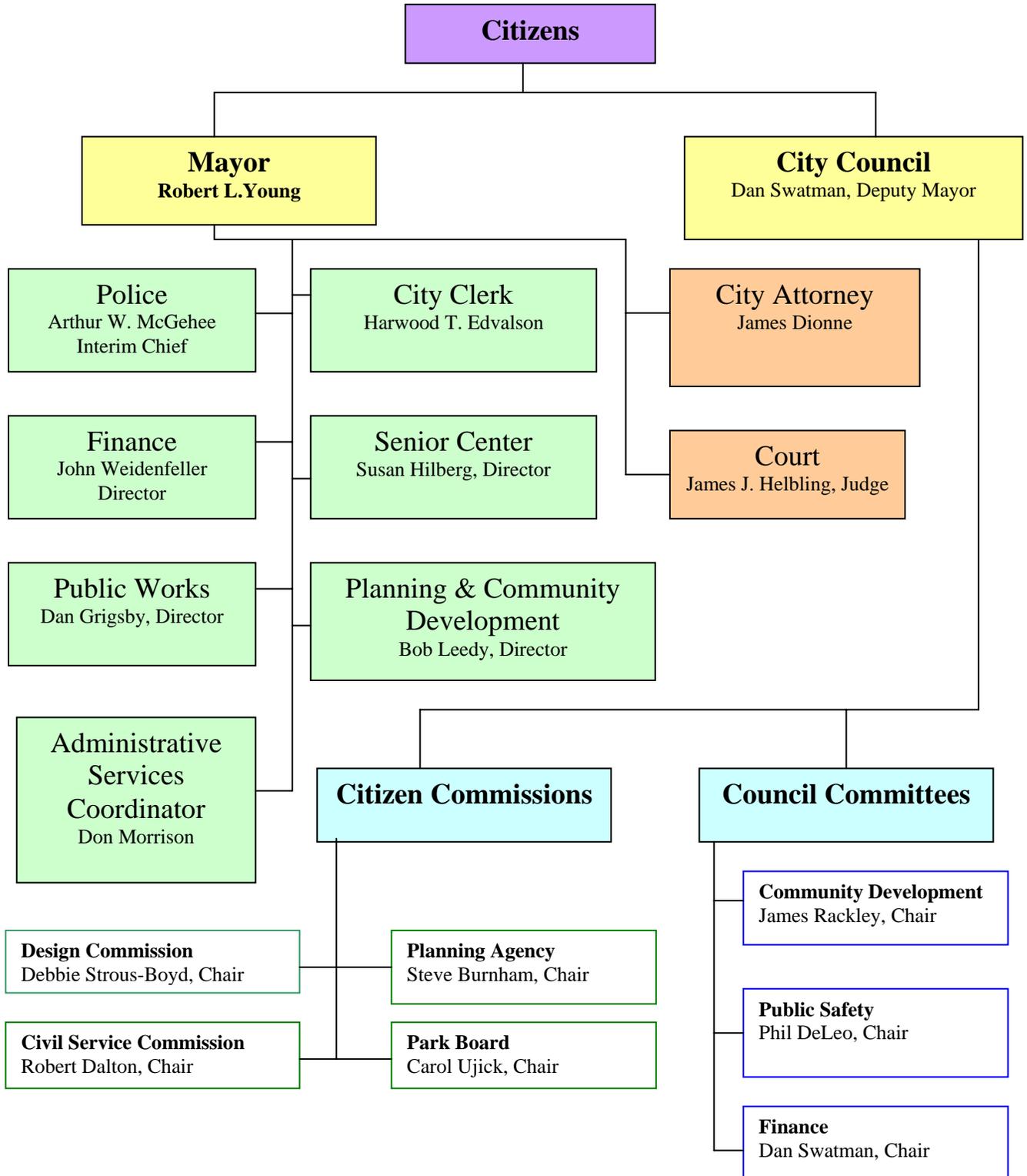
The Design Commission is a seven member board created by City Council in early 2002 to serve as an advisory board to City's staff and the City's Planning Commission. Activities of the Commission include drafting and refinement of design guidelines and review and recommendations on general design issues. The Design Commission meets on the fourth Monday of the month subject to special meetings as notified by press release when applicable at 6:00 p.m. at the Annex.

*Debbie Strous-Boyd, Chair*  
*Arthur Smith, Vice Chair*  
*Jamie Bendon*  
*Judi Felton*  
*Tyler Gazecki*  
*James Mill*  
*Kelle Price*

### 2005 Budget Process



# City of Bonney Lake Organization Chart



### BUDGET AND SPENDING CONTROL SYSTEM

Annual appropriated budgets are adopted for all funds. Budgets for governmental funds use the current financial resources measurement focus and the modified accrual basis of accounting. Budget for proprietary funds use the economic resources measurement focus and the accrual basis of accounting. Budgets for debt service and capital project funds are adopted at the level of the individual debt issue or project and for fiscal periods that correspond to the lives of debt issues or projects. Although budgetary control is at the fund level, budget and actual information is maintained by project, organization, program and object. Both budget and actual information is presented on a Generally Accepted Accounting Principals (GAAP) basis of accounting.

Budgets serve as control mechanisms in the operations of governmental units. Legal budgetary (expenditure) control in the City of Bonney Lake is maintained at the fund level. Administration can amend budgets with no overall dollar increase between departments within a fund. Supplemental appropriations that amend total expenditures, or in the case of proprietary funds amend working capital, require a City Council ordinance. All operating budgets lapse at year's end.

The city must adopt its annual budget by December of the preceding fiscal year. This usually follows six months of analysis by staff and City Council.

June		Strategic Planning
		The Council identifies current budget situation and begins to identify priorities, issues, projects, and focus area for the budget year.
July		Needs Assessment
		The departments develop needs assessments based on issues impacting the next year and beyond and how these needs affect staffing levels and operations. After completing their needs assessments, each department prepares a departmental 2005 budget proposal. The departmental budgets are compiled by the Finance Department.
August & September		Review and Prioritize Needs
		The departments prioritize their needs with the level of funding available and other department's needs. Department heads meet to make adjustments to their requests based other more immediate needs or the projected funding levels available. Where no consensus is available, the Mayor makes the final decision, balances the budget, and the Finance Department prepares budget documents under the Mayor's direction.
October & November		Public commentary & Workshops
		The Council holds several study sessions and public meetings while reviewing the preliminary budget. The Council suggests changes that should be made to the preliminary budget based the public comments and workshops.
December		Final Adoption & Implementation
		When the budget review and final adjustment period is complete, a balanced budget as required by state law is adopted by ordinance. The adopted budgets become effective January 1 <sup>st</sup> .

# BASIS OF ACCOUNTING AND BUDGETING

## ACCOUNTING

Accounting records for the City are maintained in accordance with methods prescribed by the State Auditor under the authority of Washington State law, RCW Chapter 43.09.

## BASIS OF PRESENTATION - FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups. Each fund is a separate accounting entity with a self-balancing group of accounts. There are three broad fund categories, seven generic fund types within those categories, and two account groups. Budgets are presented by order of fund categories (type) followed by a description of that category. A description of each generic fund within each category is provided with each budget in the Operating Funds section of this budget document.

## BASIS OF ACCOUNTING

Basis of accounting refers to “when” revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of measurements made, regardless of the nature of the measurement.

The **accrual basis** of accounting recognizes transactions when they occur, regardless of the timing of related cash receipts and disbursements. Revenues are recognized when earned, if measurable, and expenses are recognized when incurred, if measurable. “Expenses” are defined as “outflows or other using up of assets or incurrences of liabilities...during a period from...activities that constitute the entity’s ongoing major and central operations.”

The **modified accrual** basis of accounting is the accrual basis adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments are recognized when they become susceptible to accrual, i.e. when the related funds become both “measurable” and “available” to finance expenditures of the current period. To be considered “available”, revenue must be collected during the current period or soon enough thereafter to pay current liabilities.

As for expenditure recognition under this method, “expenditures” rather than “expenses” is the key consideration. Expenditures are for the most part recognized on an accrual basis because they are measurable when they are incurred, that is, when a fund incurs the related liability. Since the recognition of depreciation does not reduce net financial resources, it is not considered an expenditure.

Governmental, expendable trust, and agency funds use the modified accrual basis of accounting. Proprietary fund types, pension trust funds and nonexpendable trust funds use the accrual basis of accounting. The City currently has no expendable or nonexpendable trust funds.

**BUDGETS AND BUDGETARY ACCOUNTING**

**Scope of Budget** - Annual appropriated budgets are currently adopted for the general, special revenue, debt service, capital project, enterprise, internal service, and trust funds on the modified accrual basis of accounting. Certain capital project and enterprise funds, however, are budgeted on a multi-year basis. For governmental funds, there are no differences between budgetary basis and generally accepted accounting principles. Budgetary accounts are integrated in fund ledgers for all budgeted funds. Budgets for certain capital project and enterprise funds are adopted at the level of the individual project and for fiscal periods that correspond to the lives of projects.

Legal budgetary control is established at the fund level, i.e., expenditures for a fund may not exceed that fund's total appropriation amount. The Mayor may authorize transfers of appropriations within a fund, but the City Council must approve by ordinance any increase in total fund appropriations. Any unexpended appropriation balances for annually budgeted funds lapse at the end of the year.

The individual funds within each fund type, which are included in the City's budget, are listed below.

Funds Budgeted on an Annual Basis:

- |   |   |
|---|---|
| <p>General Fund</p> <p>Special Revenue Funds</p> <ul style="list-style-type: none"> <li>• Street</li> <li>• Drug Investigation</li> <li>• Cumulative Reserve</li> <li>• Eden Systems Upgrade</li> <li>• Contingency</li> <li>• Parks Impact</li> <li>• Traffic Mitigation</li> <li>• Transportation Impact</li> </ul> <p>Debt Service Funds</p> <ul style="list-style-type: none"> <li>• 1997 G. O. Refunded Bonds</li> <li>• L.I.D. #11 &amp; #12</li> </ul> | <ul style="list-style-type: none"> <li>• L. I. D. Guaranty</li> </ul> <p>Capital Projects Funds</p> <ul style="list-style-type: none"> <li>• Municipal Capital Improvement</li> <li>• Public Safety Construction</li> <li>• Public Safety Maint. &amp; CIP</li> </ul> <p>Enterprise Funds</p> <ul style="list-style-type: none"> <li>• Water Utility</li> <li>• Sewer Utility</li> <li>• Storm Water Utility</li> </ul> <p>Internal Service Funds</p> <ul style="list-style-type: none"> <li>• Equipment Rental &amp; Replacement</li> <li>• Insurance</li> </ul> |
|---|---|

## Operating Budget Policies

1. The City will maintain a budgetary control system to ensure compliance with the budget. The City will prepare monthly status reports and quarterly financial reports comparing actual revenues and expenditures to budgeted amounts. Where practical, the City will develop performance measures to be included in the annual operating budget.
2. The City will provide for adequate maintenance of capital plant and equipment and for their orderly replacement thereof. The City will provide for maintenance schedules to insure that each facility is maintained so as to maximize its useful life span.
3. The City will pay prevailing market rates to its employees. Prevailing market rate is defined to include both salary and fringe benefits. The City will provide for a schedule that intentionally retains experienced and competent employees.
4. The City will not incur an operating deficit in any fund at year-end balance, with the exception of carryover expenditures. Any deficiencies must be remedied in the following year.
5. The City will pay for all current expenditures with current revenues. The City's General Fund budget will not be balanced through the use of transfers from other ad valorem funds, appropriations from fund balances or growth revenue such as service expansion fees.
6. The City will project capital outlay expenditures annually for the next (5) years. Projections will include estimated operating costs of future capital improvements included in the capital improvement budget, which will be reviewed yearly.
7. The administrative transfer fee from utility and enterprise funds to the General Fund is a payment for various services provided by the General Fund. The amount of each year's transfer fee is based on the reasonable estimated general fund costs incurred by the utility enterprise funds, of the General Fund costs.
8. During the annual budget process, the City will reassess services and service levels. Council may seek citizen input by surveys, citizen forums and similar methods to accomplish this evaluation.

## Revenue Policies

1. The City will maintain a diversified revenue system to protect it from short-run fluctuations in any one revenue source.
2. State and Federal funds may be utilized, but only when the city can be assured that the total costs and requirements of accepting funds are known and judged not to adversely impact the city's General Fund. Future impacts on the budget will be a consideration in all grant requests.
3. The City Council policy is that utility user charges will be established so that operating revenues are at least equal to the direct and indirect operating costs, to include costs of administration for each individual utility.
4. The City will annually, as a part of the budget process, review all fees for licenses, permits, fines, and other miscellaneous charges. They will be adjusted as necessary after considering inflation, processing time, expenses to the City and any other factors pertinent to the specific item.
5. The City will seek a more balanced tax base through support of targeted, non-polluting economic development, so as to develop a sound mix of residential, and commercial development.

## Capital Improvement Policies

1. The City will make all capital improvements in accordance with an adopted capital improvement program.
2. The City will develop a multi-year plan for capital improvements and update it annually.
3. The City will enact an annual capital budget based on the multi-year capital improvement plan. This capital budget will be coordinated with the operating budget.
4. The City will require that project costs be submitted with capital projects requested. "Full Life" costs including operating, maintenance and demolition, if any, should be listed.
5. The City will project its equipment, i.e. vehicle replacement and maintenance needs for the next several years, and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
6. The City will maintain all its assets at an adequate level in order to protect the City's capital investment and to minimize future maintenance and replacement costs.

7. Although the City will finance projects on a pay-as-you-go basis, Council may conclude based on a study of the economy and other matters, that the most equitable way of financing a project that benefits the entire community will be debt financing (pay-as-you-use) in order to provide the services in a timely manner.
8. All proposed projects will have a detailed capital budget specifying total costs and total revenues identifying source of proposed revenues.
9. New development shall pay for its fair share of the capital improvements that are necessary to serve the development in the form of system development charges, impact fees, and mitigation fees.

## **Investment Policies**

1. The City shall manage and invest its cash within the guidelines established by the Washington State statues with three objectives. These are, listing in order or priority: 1) Safety 2) Liquidity 3) Yield

The City shall maintain a cash management program, which includes collection of account receivable, disbursement of funds, and prudent investment of its available cash.

2. As permitted by law and City ordinances and to maximize the effective investment of assets, all funds needed for general obligations may be pooled into one account for investment purposes. The income derived from this account will be distributed to the various funds based on their average balances on a periodic basis. Proceeds of the bond issues shall not be pooled with other assets of the City but shall be invested as provided by applicable bond ordinances. All investments shall be made in the State of Washington with the preference that investments be made in Seattle financial institutions providing their rates as within generally competitive ranges as determined by the Finance Director.

## Debt Policies

1. The City will not use long-term debt to finance current operations. Long-term borrowing will be confined to capital improvements or similar projects with an extended life, which can not be financed from current revenues.
2. Debt payments shall not extend beyond the estimated useful life of the project being financed. The City will keep the average maturity of general obligation bonds at or below 20 years whenever possible.
3. The City will maintain good communications with bond rating agencies concerning its financial condition, and will take all reasonable measures to insure a better bond rating.
4. The City of Bonney Lake will not utilize lease purchases, except in the case of extreme financial emergency, with specific approval of the City Council. If lease purchasing is approved by council, the useful life of the item must be equal to or greater than the length of the lease.

## Reserve Policies

1. The City will maintain reserves required by law, ordinance and bond covenant, so as to insure some insurance against economic downturns and emergencies. In addition, the City will maintain reserves in the General Fund in an amount not to exceed the amount established by current ordinance. The city shall attempt to maintain a combined general fund balance of no less than 10% of operating revenues.
2. The Insurance Fund and the Equipment Rental and Replacement Fund may be considered part of the City's Fiscal Reserves. Restrictions to fund reserves will be judged as to their adequacy in terms of projected needs. The City will develop an equipment reserve fund and will appropriate funds to it annually to provide for the timely replacement of equipment. The reserve will be maintained in an amount adequate to finance the replacement of equipment. The replacement of equipment will be based upon the adopted equipment replacement schedule.

## **Financial Policies/Guidelines to Aid in Setting Rates**

These financial policies and guidelines have been developed to assist the City of Bonney Lake in achieving financial and rate stability from year-to-year. In addition, these policies should provide consistency in decision-making to both the City Council and utility management. These policies and guidelines should be used as a starting point in the City's overall utility financial planning and rate setting process. The policies and guidelines listed below should be reviewed over time to determine if they are still relevant and appropriate.

### **1. Rates Should Be Established Utilizing a “Generally Accepted” Rate Setting Methodology.**

When reviewing rates, it is important to use a methodology that is “generally accepted” in the financial and rate setting community as well as the water, sewer and storm water utility industry. This will assure a legally defensible approach as well as consistency of the analysis over time.

#### **1.1 The City will use the following “generally accepted” approaches to establish rates for each utility: revenue requirement analysis, cost of service analysis, and rate design analysis**

##### **REVENUE REQUIREMENTS:**

- 1.1.1 Revenue requirements will be established on a “cash basis” approach that will include operation & maintenance expenses, taxes/transfers, debt service (P&I) and capital improvements funded from rates.
- 1.1.2 Revenues and costs will be annually projected for a projected five-year time period.
- 1.1.3 Projections of O&M costs should include any estimated incremental O&M costs associated with future capital improvements.
- 1.1.4 The administrative transfer fee from utility enterprise funds to the General Fund is a payment for various services provided by the General Fund. The amount of each year's transfer fee shall be based on the reasonable estimated general fund costs incurred by the utility enterprise funds, of the General Fund costs.
- 1.1.5 Costs associated with mandated program requirements will be identified and included within the “cash basis” approach.
- 1.1.6 Any wholesale cost increases imposed upon the City by a water or sewer supplier/partner should be equitably passed through to the City's ratepayers at the same time such rates become effective upon the City.

**COST OF SERVICE:**

- 1.2.1 A cost of service study will be utilized to equitably allocate the water and sewer costs to the customer classifications of service.
- 1.2.2 The cost allocation methodology will utilize techniques that are “generally accepted” by the industry (e.g. American Water Works Association, Water Environment Federation).
- 1.2.3 The water cost of service will, at a minimum, consider the following cost components:
- *Commodity/base costs* – those costs that vary with the total amount, or flow of water consumed by a customer over an extended period of time (e.g. electricity and chemicals)
  - *Capacity costs* – those costs that vary with maximum demand, or the maximum rates of flow to customers (e.g. sizing facilities to meet peak demands)
  - *Public fire protection costs* – those costs related to the public fire protection function (e.g. hydrants and over-sizing of mains)
  - *Customer related costs* – those costs that vary with the number of customers on the system (e.g. postage, meter maintenance expense)
  - *Revenue related costs* – those costs associated with the amount of revenue received by the utility (e.g. a gross proceeds tax, delinquent fees)
- 1.2.4 The sewer cost of service will, at a minimum, consider the following cost components:
- *Volume costs* – those costs that vary with the total flow of wastewater contributed by a customer over an extended period of time.
  - *Strength costs* – those treatment related costs associated with the strength of wastewater (biochemical oxygen demand and suspended solids).
  - *Customer related costs* – those costs that vary with the number of customers on the system (e.g. postage, meter maintenance expense)
  - *Revenue related costs* – those costs associated with the amount of revenue received by the utility (e.g. a gross proceeds tax, delinquent fees)
- 1.2.5 The storm water cost of service will, at a minimum, develop an equivalent residential unit (ERU) cost.
- 1.2.6 The cost of service studies for each utility will consider the specific circumstances and unique characteristics of the City’s systems in the cost allocation methodology.

**RATE DESIGN:**

- 1.3.1 User charges (rates) will be established so that operating revenues are at least equal to the direct and indirect operating costs, to include costs of administration for each individual utility.
- 1.3.2 Rate designs will be reflective of utility needs, and also reflect the greater public purpose and policy goals of the City Council (e.g. conservation, economic development, ability to pay, etc.).
- 1.3.3 Rates will recognize and attempt to incorporate a fixed charge for the up-front fixed costs associated with serving customers and a usage or

volumetric charge that attempts to recover the variable costs of operating the utility.

- 1.3.4 Rates will be set at a level that recovers necessary costs, by classification, yet flexible enough to accomplish the City's objectives (e.g. public purpose programs).
- 1.3.5 Rates should be designed to be equitable and detailed to a level to reflect the service provided (e.g., private fire protection, multi-family services, etc.).

**2. The City's Utilities Will Continue to be Managed to Attempt to Maintain Financial Stability Over Time.**

The City's utilities, like any other business, should strive to maintain financial stability over time, as it has done in the past. Financial stability is not only a prudent financial management goal; it can also minimize financial costs in the long-term (e.g. unnecessary borrowing). Above all, financial stability will provide the community with the confidence of knowing a strong, consistent management team is managing the utility.

**2.1 Financial Policies and Measures Will be Developed to Measure, Manage and Achieve Financial Stability.**

**RESERVES:**

2.1.1 The City will maintain utility reserves required by law, ordinance and bond covenant, so as to provide cash working capital for normal and ordinary operations, and also provide some insurance against economic downturns and emergencies.

2.1.2 Minimum reserve funds, excluding bond reserve funds, will be as follows:  
*Operating Reserves* – Operating reserves are composed of Active Working Capital Cash and Operating Reserves. These reserves reflect the timing difference between billing for revenues and payment of expenses. The Operating Reserve can also be used to cover unanticipated cash operating expenses or lower than expected revenue collections. The basis for establishing a minimum total operating reserve level for each utility will be 45 days of the O&M expenses for that utility. Based upon 2005 O&M levels, the minimum operating reserve for each utility is as follows:

- Water utility \$340,000
- Sewer utility \$260,000
- Storm water utility \$40,000

*Catastrophe/Emergency Reserves* – The catastrophe/emergency reserve is essentially to protect the City's utilities against the financial impacts from unanticipated emergencies. It provides funding for emergency repairs or failure of essential equipment that needs to be immediately replaced. At a minimum, the contingency reserve will be set equal to \$500,000 (\$250,000 water/\$250,000 sewer). This level of contingency/emergency reserves will be deemed sufficient to finance the required cash flow until such time that adequate emergency financing can be secured from conventional outside resources.

*Capital Reserves* – Capital reserves are used to fund the cash flow requirements of capital infrastructure construction. These reserves can increase and decrease significantly depending on funding sources available and the capital projects that are planned during the year. The City should, however, set a minimum funding level for each utility as follows:

Funding should be based upon the average annual capital expenditures for renewal and replacement of the City’s existing facilities. Using annual depreciation expense as a guideline for annual capital expenditures for renewal and replacement projects, the following minimum reserves are recommended:

- Water utility \$450,000
- Sewer utility \$750,000
- Storm water utility \$50,000

*Bond Reserves* – Bond reserves may be legally required for specific debt issues. Bond reserves will be established in accordance with the legal covenants of the debt issue.

- 2.1.3 The City Council may establish other reserves for specific needs that are over and above the reserves noted above (e.g. Reserves to segregate SDC funds).
- 2.1.4 Maintenance of minimum reserves should not, on its own, trigger the need for a rate adjustment, (e.g. rates will be reviewed after two consecutive years of loss of revenue or diminishing reserves as a result of covering costs).

**LIQUIDITY:**

- 2.2.1 The City’s utilities will maintain sufficient reserves, and of such a nature, that it maintains liquidity equal to 6 months of operating expenses.

**CASH FLOW:**

- 2.3.1 Each utility should have annual net income (total revenue less O&M, taxes, debt service and capital projects funded from rates) greater than or equal to zero (\$).

**TARGET DEBT SERVICE COVERAGE:**

- 2.4.1 The City should have an annual debt service coverage ratio greater than or equal to 1.50 on all outstanding debt that carries a legal bond covenant. The City will maintain a debt service coverage ratio of 1.30 on all outstanding debt service. (Industry norm for revenue bond coverage ratio covenants is 1.25.)

**CAPITAL IMPROVEMENT FUNDING FROM RATES:**

- 2.5.1 On an annual basis, each utility should adequately fund through its rates an amount for capital improvement funding.
- 2.5.2 To achieve policy 2.5.1, the following minimum funding for each utility should be included within the rates, and escalated (increased) over time to reflect the impacts of inflation and replacement cost of infrastructure.
  - Water utility \$450,000
  - Sewer utility \$750,000
  - Storm water utility \$50,000
- 2.5.3 As new large capital facilities are added to the City, consideration may be given to phasing-in the rate impact of policy 2.5.1.

**3. Rates Should be Stable Over Time.**

Financial stability of a utility also provides rate stability. Rate stability reinforces that costs are being managed and controlled, thereby gaining customers’ confidence of the management team’s credibility.

**3.1 Rates Should be Stable in Their Ability to Generate Sufficient Revenues, but also in the Customer’s Perception of the Rate Changes from Year to Year.**

- 3.1.1 Rates should be reviewed by the City, on an annual basis, to assure that they provide sufficient revenues.

- 3.1.2 Annual rate reviews will consider a five-year projected period to attempt to stabilize and minimize rates over time.
- 3.1.3 Needed rate adjustments will attempt to minimize impacts to customers by phasing-in large rate adjustments over time.
- 3.1.4 Rates should reflect pass-through components for costs that fluctuate and are not controllable by the City, such as wastewater treatment costs and energy costs.
- 3.1.5 A comprehensive rate study will be conducted by an outside party at least every 5 years in order to assess the fairness of the rates to the City's ratepayers and to ensure that the necessary revenue is available for the City's operating and capital needs.

**4. The City will maintain utility facilities at a level that will provide for the public well-being and safety of the residents.**

The City's operating and maintenance (O&M) program will be maintained at a level that assures system reliability and efficiency. A well thought out maintenance program will extend the life of the system that will in turn reduce infrastructure costs in the long-term.

- 4.1 Sufficient funding should be made to provide for adequate maintenance and/or replacement of capital plant and equipment. This is to protect the City's capital investment and to minimize future maintenance and replacement costs.
  - 4.1.1 The City will adequately fund costs for meeting current industry standards and regulations (e.g. Safe Drinking Water Act) in the annual financial review.
  - 4.1.2 The City will develop a 5-year capital improvement plan and update it annually. The capital improvement plan will be coordinated with the operating budget and impacts to ratepayers.
  - 4.1.3 The City will make all capital improvements according to an adopted Capital Improvement Program.
  - 4.1.4 The City's capital improvement program for each utility will consider mandated capital, growth related capital and replacement, reproduction and refurbishment capital.

**5. The City will consider the impacts of rates on their customers and financial and operating needs will be balanced against the rates and financial impacts.**

Utility rates are the primary communication the City has with its utility customers. Whenever possible, the City's rates should be easy to understand, stable from year-to-year and minimize the overall impacts to customers.

- 5.1 Rates will be easy to understand and the City will attempt to keep rate increases to a minimum.**
  - 5.1.1 Rates for each utility will be structured to promote understanding by the City's customers (e.g. bills that are easy to hand calculate and understand).
  - 5.1.2 Rate adjustments will be phased-in, over time, when large financial impacts to customers are anticipated (e.g. eliminate rate shock).
- 5.2 Rates will be reviewed for their overall competitiveness.**
  - 5.2.1 Any rate adjustment to a utility should consider the City's "competitiveness" with neighboring utilities.
  - 5.2.2 The "competitiveness" of the City's rates should not necessarily take precedence over prudent financial and business practices.

**REVENUE NARRATIVE**

**FINANCING:**

The water utility has planned approximately \$30.3 million of capital projects over the next five year period. The major projects are related to storage and the purchase of additional water resources (rights). Storage projects are approximately \$13.6 million and the water resource purchases are estimated at \$7 million, over the five year period.

The sewer utility also has significant capital projects, but not the extent of the water utility. The major capital project for the sewer system is the upgrade to the Sumner (regional) wastewater treatment plant. This upgrade is approximately \$10.5 million in 2004 and 2005.

The Council has been reviewing various projects for the municipal capital improvement fund. In the 2005 budget, funds have been allocated to pay for City Hall construction and land and improvements for parks. These projects are estimated at \$12 million in 2005 and 2006.

The growth of the City and the aggressive capital improvements needed to provide City services to its citizens will need to be financed from outside sources in the short run. Therefore, the largest budgeted revenue source in the 2005 budget is for outside financing of the City’s infrastructure. The 2005 budget includes \$10 million of financing for municipal capital improvements, approximately \$5 million for improvements to the water utility, and approximately \$2.5 million of improvements for the sewer utility. The City anticipates using a variety of funding sources such as general obligation bonds or certificates of participation (COP), public work trust fund loans, system development charges to off-set growth related capital improvements, and existing revenue bond funds.

**SALES TAXES:**

The sales tax is collected and distributed by the State of Washington, which retains 1% of the tax collected for administration costs. The total overlapping sales tax with the City is 8.8%.

<b>Tax Classification</b>	<b>Rate</b>
State Sales and Use Tax	.065
Local Government Sales and Use Tax (City Rate)	.0085
Local Government Sales and Use Tax (County Rate)	.0015
Local Transportation Tax	.006
Criminal Justice Tax	.001
Juvenile Facility Tax	.001
Zoo & Aquarium	.001
Regional Transit Authority (RTA)	.004
<b>Total Tax Rate</b>	<b>.088</b>

The legislature granted cities and counties the right to tax retail sales at the rate of 1 percent. However, the legislature allocated counties which also have imposed the general use sales tax, to receive 15% of the city portion of sales tax revenues collected in cities of the county. The City imposes a sales tax of 1% of which .85% is for general use by the General Fund. The County receives the remaining .15%.

In addition, the county-wide 1/10 of 1% sales tax funds Criminal Justice tax is distributed 10% to the county with the remaining 90% distributed on a per capita basis between the county, cities and towns within the county.

Likewise, the same distribution is used for the Zoo a Revised Code of Washington (RCW 82.14.400 authorizes the County and the Cities within the County to levy a 0.1 percent local sales tax to finance construction and operations of zoos, aquariums, and wildlife preservation and display facilities, as well as general costs of public parks. Fifty percent of this tax is allocated to zoos, and the other fifty percent to cities and Metro Parks Tacoma based on population. This local tax was approved by Pierce County voters and collection began in 2001.  
 nd Aquarium sales tax.

Because of rapid growth in the City of Bonney Lake’s commercial area, the regular sales tax collections have been increasing at a greater rate than the real property taxes over the last few years. For 2005, the City anticipated that the growth would continue.

Year	Regular Sales Tax Collections	% Change from Previous Year	Criminal Justice Sales Tax
2005 (Budget)	2,500,000	17%	196,000
2004	2,135,625	16.5%	166,309
2003	1,832,453	29%	154,303
2002	1,417,298	17.5%	124,451
2001	1,205,347		113,850

Tax distribution amounts shown above are based on the month the City receives the taxes. This means that the sale taxes that the citizens pay in November are received in January.

**PROPERTY TAXES:**

The County Treasurer acts as the City’s agent to collect property taxes levied in the county for all taxing authorities. Taxes are due in two equal installments on April 30<sup>th</sup> and October 31<sup>st</sup>. Collections are remitted to the month following collections by the County Treasurer to the appropriate taxing district by the County Treasurer.

The City is permitted by law to levy up to \$3.6 per \$1,000 of assessed valuation for general governmental services. This amount does not include voter approved special levy for payment of debt on the Public Safety Building. Because the City belongs to the

local fire district and library district, according to law the local fire district’s levy and the library district’s levy must be subtracted from the City’s levy. Therefore, since these districts are currently levying their maximum amounts, the local levy can be no higher than \$1.60 (\$3.60 less \$1.50 for the fire district less .50 for the fire district = \$1.60.)

Year	Valuation	Regular Levy Rate	Regular Levy Due in the year	Bond/special Levy Due in the year	Total Taxes Due in the year
2005	1,164,760,003	1.5359	1,788,950	354,687	2,143,638
2004	1,027,930,705	1.5871	1,631,458	361,294	1,992,752
2003	939,422,664	1.5999	1,870,453	367,471	1,870,453
2002	704,095,594	1.5979	1,134,701	362,610	1,497,311
2001	615,574,073	1.6000	995,075	360,767	1,355,842

The Regular Levy Taxes which support the General Fund, and the Public Safety Building Bond Fund is allocated as follows:

General Fund	\$1,788,982
Public Safety Building Bond Fund	<u>360,000</u>
Total budgeted	\$2,143,638

## GUIDE TO EXPENDITURE CLASSIFICATION

The BARS (Budgeting, Accounting, Reporting System) expenditure accounts are not organized on a department basis. They may be used wherever they are needed at whatever level is required by the reporting entity.

Expense classifications can be broken down into the following general classifications:

- **Salaries and Wages:** (Personnel Services) Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by law or stated in employment contracts. This includes overtime, hazardous duty or other compensation. This category does not include fees and out-of-pocket expenses for professional or consultant services.
- **Personnel Benefits:** Benefits paid (dental, medical, FICA, pension and disability insurance) as part of the condition of employment.
- **Supplies:** Articles and commodities purchased for consumption or resale. These include office and operating supplies, fuel consumed, small tools and minor equipment purchases
- **Other Services and Charges:** Services other than personal services which are needed by the government. Such services may be provided by a governmental agency or private organization. These types of expenses include professional services (attorney fees, consultant fees, etc); communication (telephone, etc); travel and training expenses; operating rents and leases; insurance; utility services (power, water, gas, sewer, etc); repairs and maintenance and miscellaneous items.
- **Intergovernmental/Interfund Services and Taxes:** This classification was designed primarily to segregate intergovernmental purchases of those specialized services typically performed by local government(s) and may include expenses paid to other governmental units; external taxes; and interfund subsidies.
- **Capital Outlay:** This classification records expenditures which result in the acquisition of, or additions to capital assets, including such incidental costs as legal costs, appraisal and brokerage fees, land preparation and demolition, fixtures and delivery costs. This category records all major purchases of capital assets and includes land acquisitions; building & structures; construction of capital assets; major equipment and machinery purchases.
- **Debt Service-Principal:** Expenditures relating to general obligation bonds, revenue bonds, special assessment bonds (LID/RID/ULID); capital leases and installment purchases; intergovernmental loans (Public Works Trust Fund, etc).

- **Debt Service-Interest**: Interest on short and long term external debt; debt service costs.
- **Interfund Payments for Services**: Expenditures made to other funds (or other departments of the same fund) for services rendered. These include professional services, communications, supplies, capital outlays, operating rents and leases, insurance; repairs and maintenance; other services and charges between funds.

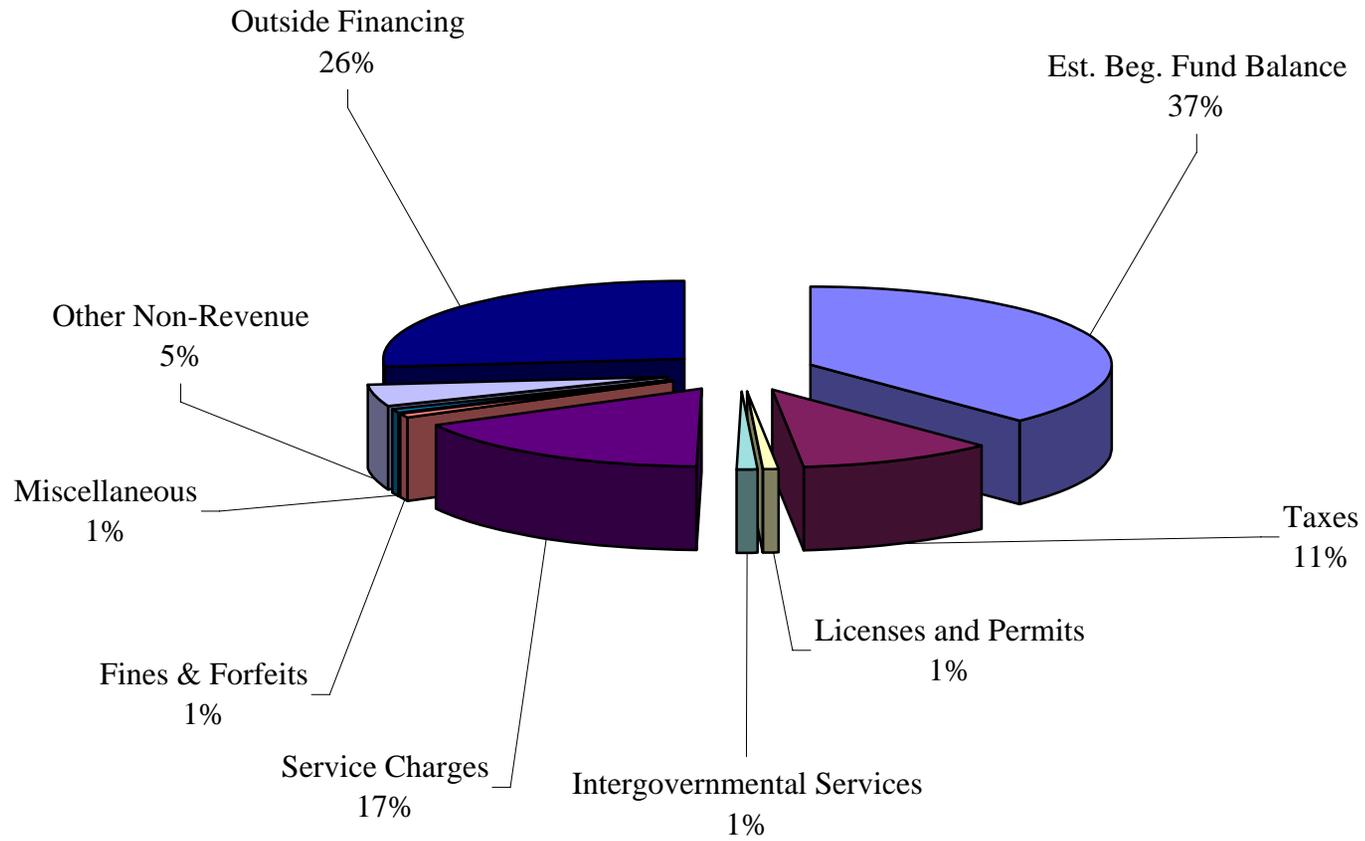
# Section II:

# Financial Summary

## 2005 PROJECTED REVENUES BY CATEGORY (All Funds)

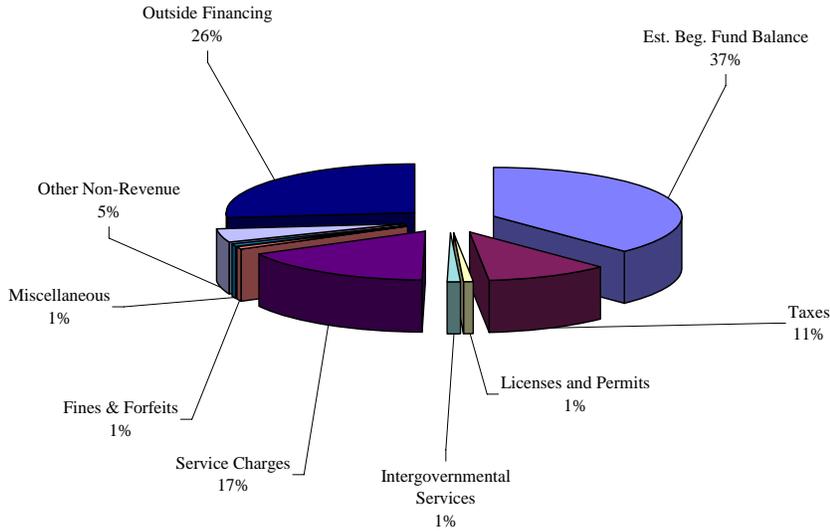
Fund Classification Fund Name	Taxes	Licenses/ Permits	Intergovt Service	Service Charges	Fines/ Forfeits	Misc./ Other Fin	Interfund Services	Transfers In	Estimated Beginning Fund Bal	Total Revenues
<b>GENERAL FUND:</b>	6,090,066	688,390	450,609	865,581	430,175	120,600		55,000	2,762,053	11,462,474
<b>Total General Fund</b>	<b>6,090,066</b>	<b>688,390</b>	<b>450,609</b>	<b>865,581</b>	<b>430,175</b>	<b>120,600</b>	<b>0</b>	<b>55,000</b>	<b>2,762,053</b>	<b>11,462,474</b>
<b>SPECIAL REVENUE:</b>										
Streets			284,967			981,777			441,100	1,707,844
Drug Investigation					5,000	1,000			103,476	109,476
Cumulative Reserve						5,000			516,337	521,337
Contingency						1,600			46,822	48,422
Eden Systems Upgrade						1,000			74,841	75,841
Parks Impact				465,000					75,000	540,000
Traffic Mitigation						6,500			278,437	284,937
Transportation Impact				500,000					764,190	1,264,190
<b>Total Special Revenue</b>	<b>0</b>	<b>0</b>	<b>284,967</b>	<b>965,000</b>	<b>5,000</b>	<b>996,877</b>	<b>0</b>	<b>0</b>	<b>2,300,203</b>	<b>4,552,047</b>
<b>DEBT SERVICE:</b>										
1997 GO Refunding Bonds	360,000					1,700			91,712	453,412
L.I.D. #11 - Sewer						21,288			70,369	91,657
L.I.D. #12 - Streets						5,009			58,198	63,207
LID Guarantee						1,300			108,848	110,148
<b>Total Debt Service</b>	<b>360,000</b>					<b>29,297</b>		<b>0</b>	<b>329,127</b>	<b>718,424</b>
<b>CAPITAL PROJECTS</b>										
Municipal CIP	940,000					10,035,000			1,696,479	12,671,479
Public Safety Construction						10,200			42,725	52,925
PS Maint & CIP						200		50,000	51,538	101,738
<b>Total Capital Pjts</b>	<b>940,000</b>		<b>0</b>			<b>10,045,400</b>	<b>0</b>	<b>50,000</b>	<b>1,790,742</b>	<b>12,826,142</b>
<b>ENTERPRISE:</b>										
Water Utility				6,166,914		8,255,000			6,948,446	21,370,360
Sewer Utility				2,815,101		2,660,000			11,173,443	16,648,544
Storm Water Utility				515,000		3,500			268,583	787,083
<b>Total Enterprise</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,497,015</b>	<b>0</b>	<b>10,918,500</b>	<b>0</b>	<b>0</b>	<b>18,390,472</b>	<b>38,805,987</b>
<b>INTERNAL SERVICE:</b>										
Equipment Rental & Repl.				546,231		6,300			612,451	1,164,982
Insurance						500	246,121		277,596	524,217
<b>Total Internal Service</b>				<b>546,231</b>		<b>6,800</b>	<b>246,121</b>	<b>0</b>	<b>890,047</b>	<b>1,689,199</b>
<b>TOTAL ALL FUNDS</b>	<b>7,390,066</b>	<b>688,390</b>	<b>735,576</b>	<b>11,873,827</b>	<b>435,175</b>	<b>22,117,474</b>	<b>246,121</b>	<b>105,000</b>	<b>26,462,644</b>	<b>70,054,273</b>

### 2005 Revenues by Category



# Total Sources

2005 Revenues by Category



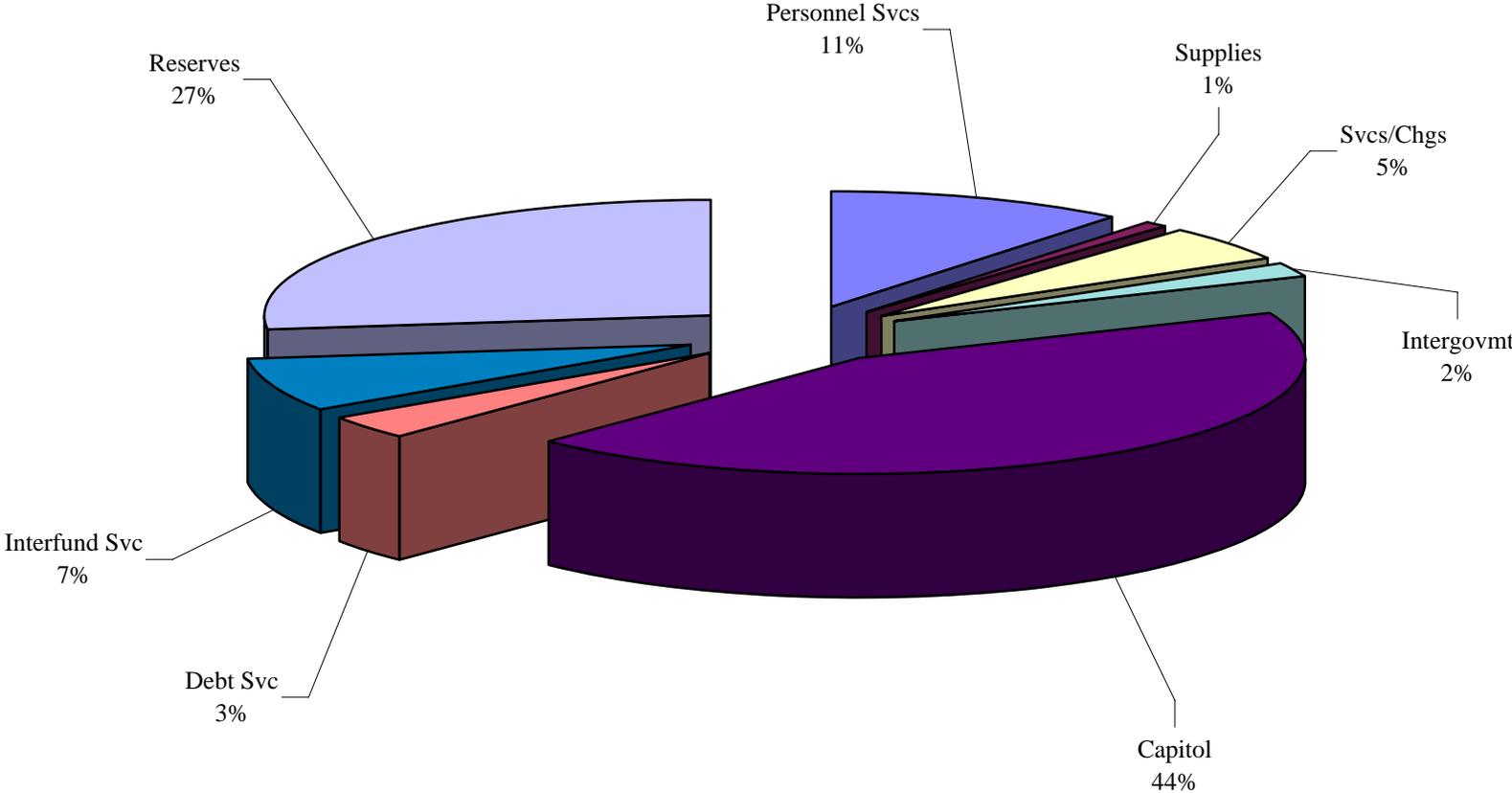
	<b>2005 Budget</b>
Outside financing	18,593,777
Service charges	11,873,827
Taxes	7,390,066
Other Non-Revenue	3,187,000
Intergovernmental Services	735,576
License and Permits	688,390
Miscellaneous	688,318
Fines & Forfeits	435,175
Ending Fund Balance	26,462,144
<b>Total Sources</b>	<b>70,054,273</b>

The City is fortunate to have diverse revenue streams. Charges for services are largely user fees or system development charges for water and sewer utilities. Taxes are the primary funding for general governmental services composing 45% of the total funding sources for 2005. Intergovernmental revenue is primarily State shared revenues such as excise and Liquor Board profits taxes. Licenses and permits include business licensing and permitting revenues. Fines and forfeits are collected for city infractions and court costs. Miscellaneous Revenues includes Interest Earnings.

**2005 EXPENDITURE BUDGET REQUEST  
BY CATEGORY**

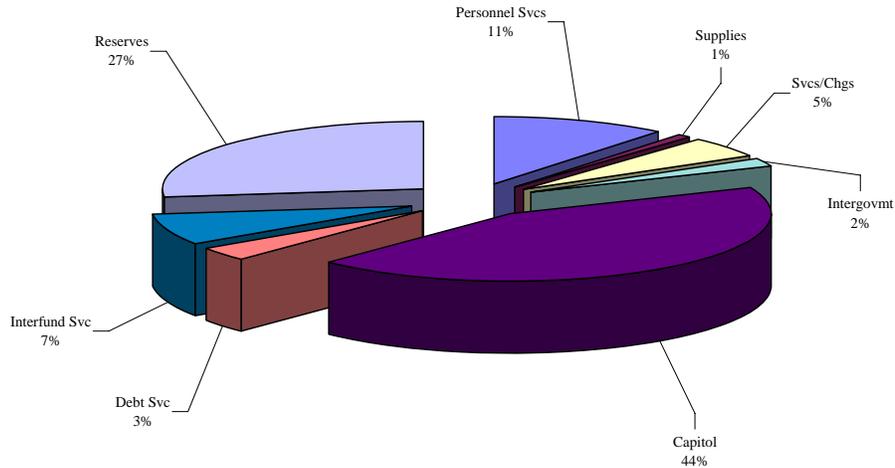
Fund Classification Fund Name	Personnel Services	Supplies	Services/ Charges	Intergovt Charges	Capital Outlay	Debt Service	Election	Interfund Services/ Transfers	Estimated Ending Fund Bal	Total Expenditures
<b>GENERAL FUND:</b>										
Legislative	36,232	750	40,500				20,000			97,482
Judicial	296,577	6,600	8,600							311,777
Executive	190,200	4,000	98,500		7,500	2,500				302,700
Finance/Central Svc	561,792	29,500	57,490	100	3,500					652,382
Legal			200,000							200,000
Information Systems	90,836	47,500	150,000		120,000					408,336
City Clerk	220,179	3,500	44,700							268,379
Law Enforcement	2,440,685	79,500	451,960		53,350			291,220		3,316,715
Animal Control			104,350							104,350
Senior Center	181,863	10,000	15,600		32,500			6,762		246,725
Planning & Comm Dev.	475,232	4,000	160,400					6,593		646,225
Building	412,183	2,300	18,800					5,978		439,261
Facilities	99,921	18,000	43,500		25,000			3,942		190,363
Parks	116,461	36,000	11,500	27,500	226,000			8,645		426,106
Internal Svc/Non-Dept			30,300	24,000	40,000	550,600		264,777		909,677
Estimated Fund Balance									2,941,996	2,941,996
<b>Total General Fund</b>	<b>5,122,161</b>	<b>241,650</b>	<b>1,436,200</b>	<b>51,600</b>	<b>507,850</b>	<b>553,100</b>	<b>20,000</b>	<b>587,917</b>	<b>2,941,996</b>	<b>11,462,474</b>
<b>SPECIAL REVENUE:</b>										
Streets	220,975	53,000	189,500		901,600	5,400		40,812	296,557	1,707,844
Drug Investigation	3,000	4,200	6,700	3,000	66,700				25,876	109,476
Cumulative Reserve									521,337	521,337
Contingency									48,422	48,422
Eden Upgrade					45,000				30,841	75,841
Parks Impact									540,000	540,000
Traffic Mitigation									284,937	284,937
Transportation Impact			700,000						564,190	1,264,190
<b>Total Special Revenue</b>	<b>223,975</b>	<b>57,200</b>	<b>896,200</b>	<b>3,000</b>	<b>1,013,300</b>	<b>5,400</b>		<b>40,812</b>	<b>2,312,160</b>	<b>4,552,047</b>
<b>DEBT SERVICE:</b>										
1997 GO Refunded Bonds						355,187			98,225	453,412
L.I.D #11 - Sewer									91,657	91,657
L.I.D. #12 - Street									63,207	63,207
LID Guarantee									110,148	110,148
<b>Total Debt Service</b>						<b>355,187</b>		<b>0</b>	<b>363,237</b>	<b>718,424</b>
<b>CAPITAL PROJECTS</b>										
Municipal CIP					12,025,000	2,208		205,000	439,271	12,671,479
Public Safety Construction									52,925	52,925
PS Maint & CIP			100,996						742	101,738
<b>Total Capital Pjts</b>			<b>100,996</b>		<b>12,025,000</b>	<b>2,208</b>		<b>205,000</b>	<b>492,938</b>	<b>12,826,142</b>
<b>ENTERPRISE:</b>										
Water Utility	1,143,132	162,000	467,100	459,325	16,288,000	966,853		507,688	1,376,262	21,370,360
Sewer Utility	718,508	42,000	109,500	870,176	381,539	512,922		3,678,638	10,335,261	16,648,544
Storm Water Utility	287,494	8,500	26,100	29,000	373,000			38,983	24,006	787,083
<b>Total Enterprise</b>	<b>2,149,134</b>	<b>212,500</b>	<b>602,700</b>	<b>1,358,501</b>	<b>17,042,539</b>	<b>1,479,775</b>		<b>4,225,309</b>	<b>11,735,529</b>	<b>38,805,987</b>
<b>INTERNAL SERVICE:</b>										
Equipment Rental & Rep	123,793	115,000	62,500		2,000			32,083	829,606	1,164,982
Insurance			246,121	500					277,596	524,217
<b>Total Internal Service</b>	<b>123,793</b>	<b>115,000</b>	<b>308,621</b>	<b>500</b>	<b>2,000</b>			<b>32,083</b>	<b>1,107,202</b>	<b>1,689,199</b>
<b>TOTAL ALL FUNDS</b>	<b>7,619,063</b>	<b>626,350</b>	<b>3,344,717</b>	<b>1,413,601</b>	<b>30,590,689</b>	<b>2,395,670</b>	<b>20,000</b>	<b>5,091,121</b>	<b>18,953,062</b>	<b>70,054,273</b>

### 2005 Expenditures by Category



# Total Uses

**2005 Expenditures by Category**



CATEGORY	% OF TOTAL	AMOUNT
Personnel Services	10.88%	\$ 7,619,063
Supplies	0.89%	\$ 626,350
Services/Charges	4.80%	\$ 3,364,717
Intergovernmental	2.02%	\$ 1,413,601
Capital Outlay	43.67%	\$ 30,590,689
Debt Services	3.42%	\$ 2,395,670
Interfund Services	7.27%	\$ 5,091,121
Est Ending Fd Balance	27.05%	\$ 18,953,062
	100.00%	\$ 70,054,273

Capital outlays are valuable fixed assets with a general lifetime of more than three years, and include construction of a City Hall, and improvements for the water utility and sewer utility. Salaries and benefits support 109 full time equivalent positions. Services and allocations are expenditures for outside consultants and other services. Debt service is the city's debt repayment of principal and interest on the city's bonded debt and public works trust fund loans. These bonds were issued to finance construction of capital projects such as the Public Safety Building, water and sewer system improvements.

### 2005 EXPENDITURE BUDGET REQUEST OPERATIONS BY CATEGORY (Comparison with 2004)

Fund Name	Personnel Services	Supplies	Services/ Charges	Intergovt Charges	Capital Outlay	Debt Svcs	Interfund Services	Ending Fund Bal	Total Expenditures	2004 Amended Budget	Change in Operations
General Fund	5,122,161	241,650	1,456,200	51,600	507,850	553,100	587,917	2,941,996	11,462,474	9,499,572	1,962,902
Streets	220,975	53,000	189,500		901,600	5,400	40,812	296,557	1,707,844	908,780	799,064
Drug Investigation	3,000	4,200	6,700	3,000	66,700			25,876	109,476	80,357	29,119
Cumulative Reserve								521,337	521,337	507,112	14,225
Contingency								48,422	48,422	148,915	(100,493)
Eden Systems Upgrade					45,000			30,841	75,841	150,000	(74,159)
Parks Impact*								540,000	540,000	0	540,000
Traffic Mitigation								284,937	284,937	703,349	(418,412)
Transportation Impact			700,000					564,190	1,264,190	1,020,000	244,190
1997 GO Refunding Bonds						355,187		98,225	453,412	435,402	18,010
LID 11 - Sewer								91,657	91,657	134,153	(42,496)
LID 12 - Streets								63,207	63,207	50,884	12,323
LID Guarnty								110,148	110,148	107,331	2,817
Municipal Captial Improv					12,025,000	2,208	205,000	439,271	12,671,479	4,767,705	7,903,774
Public Safety Const								52,925	52,925	42,952	9,973
PS Maint & CIP			100,996					742	101,738	96,150	5,588
Water Utility	1,143,132	162,000	467,100	459,325	16,288,000	966,853	507,688	1,376,262	21,370,360	22,614,120	(1,243,760)
Sewer Utility	718,508	42,000	109,500	870,176	381,539	512,922	3,678,638	10,335,261	16,648,544	3,919,503	12,729,041
Storm Water Utility	287,494	8,500	26,100	29,000	373,000		38,983	24,006	787,083	558,048	229,035
Solid Wasate Utility**									0	1,376,315	(1,376,315)
Equipment Rental & Repl	123,793	115,000	62,500		2,000		32,083	829,606	1,164,982	1,474,171	(309,189)
Insurance			246,121	500				277,596	524,217	485,284	38,933
<b>Total All Funds</b>	<b>7,619,063</b>	<b>626,350</b>	<b>3,364,717</b>	<b>1,413,601</b>	<b>30,590,689</b>	<b>2,395,670</b>	<b>5,091,121</b>	<b>18,953,062</b>	<b>70,054,273</b>	<b>49,080,103</b>	<b>20,974,170</b>

NOTES:

\*New to Budget in 2005

\*\* Closed Fund in 2004

2005 BUDGET

Combined Operating Statement

	Estimated 2005 Beginning Fund Balance	Total Revenues	Total Expenditures	Other Financing Sources	Other Financing Uses	Estimated 2005 Ending Fund Balance	Revenues and OFS	Expenditures and OFU	Ord 1103 Rev & OFS	Ord 1103 Exp & OFU
<b>GOVERNMENTAL FUNDS</b>										
<b>GENERAL FUND</b>	2,762,053	8,645,421	7,719,378	55,000	553,100	3,189,996	11,462,474	11,462,474	11,462,474	11,462,474
<b>SPECIAL REVENUES FUND TYPE</b>										
101 STREETS	441,100	285,967	636,287	980,777	775,000	296,557	1,707,844	1,707,844	1,707,844	1,707,844
120 DRUG INVESTIGATION FUND	103,476	6,000	16,900		26,700	65,876	109,476	109,476	109,476	109,476
125 CUMULATIVE RESERVE	516,337	5,000				521,337	521,337	521,337	521,337	521,337
126 CONTINGENCY FUND	46,822	1,600				48,422	48,422	48,422	48,422	48,422
130 EDEN SYSTEMS UPGRADE	74,841	1,000	45,000			30,841	75,841	75,841	75,841	75,841
132 PARKS IMPACT	75,000	465,000				540,000	540,000	540,000	540,000	540,000
135 TRAFFIC MITIGATION	278,437	6,500				284,937	284,937	284,937	284,937	284,937
136 TRANSPORTATION IMPACT	764,190	500,000	700,000			564,190	1,264,190	1,264,190	1,264,190	1,264,190
<b>DEBT SERVICE FUND TYPE</b>										
208 1997 G.O.-PUBLIC SAFETY BLDG	91,712	361,700			355,187	98,225	453,412	453,412	453,412	453,412
231 LID 11 DEBT REDEMPTION	70,369	21,288				91,657	91,657	91,657	91,657	91,657
232 LID 12 DEBT REDEMPTION	58,198	5,009				63,207	63,207	63,207	63,207	63,207
240 LID GUARANTEE	108,848	1,300				110,148	110,148	110,148	110,148	110,148
<b>CAPITAL PROJECT FUND TYPE</b>										
304 MUNICIPAL CAPITAL IMPROVEMENT	1,696,479	975,000		10,000,000	12,232,208	439,271	12,671,479	12,671,479	12,671,479	12,671,479
305 PUBLIC SAFETY CONSTRUCTION	42,725	10,200				52,925	52,925	52,925	52,925	52,925
306 PUBLIC SAFETY MAINT & CIP	51,538	200	100,996	50,000		742	101,738	101,738	101,738	101,738
<b>PROPRIETARY FUNDS</b>										
<b>ENTERPRISE FUND TYPE</b>										
401 WATER	6,948,446	6,276,914	2,755,245	8,145,000	17,238,853	1,376,262	21,370,360	21,370,360	21,370,360	21,370,360
402 SEWER	11,173,443	2,925,101	2,406,361	2,550,000	3,906,922	10,335,261	16,648,544	16,648,544	16,648,544	16,648,544
415 STORM WATER	268,583	518,500	763,077			24,006	787,083	787,083	787,083	787,083
<b>INTERNAL SERVICE FUND TYPE</b>										
501 EQUIP. RENTAL & REPLACEMENT	612,451	552,531	335,376			829,606	1,164,982	1,164,982	1,164,982	1,164,982
502 INSURANCE	277,096	247,121	246,621			277,596	524,217	524,217	524,217	524,217
<b>TOTAL GROSS BUDGET</b>	<u>26,462,144</u>	<u>21,811,352</u>	<u>15,725,241</u>	<u>21,780,777</u>	<u>35,087,970</u>	<u>19,241,062</u>	<u>70,054,273</u>	<u>70,054,273</u>	<u>70,054,273</u>	<u>70,054,273</u>
<b>LESS:</b>										
Internal Service Funds	889,547	799,652	581,997	0	0	1,107,202				
Other Transfers				3,187,000	3,187,000	277,596				
<b>TOTAL BUDGET</b>	<u>25,572,597</u>	<u>21,011,700</u>	<u>15,143,244</u>	<u>18,593,777</u>	<u>31,900,970</u>	<u>17,856,264</u>				

## **BONNEY LAKE AND PROPERTY TAXES**

Property taxes are classified as either regular levy or special levy. The regular levy is that used by the jurisdiction for general operations and debt service costs related to non-voter approved bonds. Special levy taxes represent the current year's debt service payments related to bonds or indebtedness specifically authorized by the citizens of a jurisdiction.

A body of strict laws governs all property tax assessments and collections in Washington. Because nearly all-taxing jurisdictions in the State rely on the property tax for funding, computation of property taxes can be very complex. This is especially true when property valuations significantly change from one jurisdiction to another.

In spite of the complexity, individual tax assessments are strictly governed by the following:

- o Property Assessments - determined by the County Assessor's Office and based on market values.
- o Property Tax Levies - imposed by six different taxing jurisdictions within Bonney Lake. The jurisdiction's governing body (i.e. City Council, County Council, School Board, Port Commission, etc) can authorize the levies. Levies are set in terms of dollars per \$1,000 of assessed valuation (AV) by the Pierce County Assessor.
- o Legal Maximum Levies for taxing districts under 10,000 in population – levies must be the lessor of that calculated under:
  - 106% Property Tax Lid - State law that caps total regular levy property tax revenues to not more than a 6% increase over that of the highest regular levy since 1986, plus the tax on new construction; or
  - Statutory Maximum - a specified levy rate
- o Specific deductions allowed by State Law - for example, senior citizen exemptions and deductions.

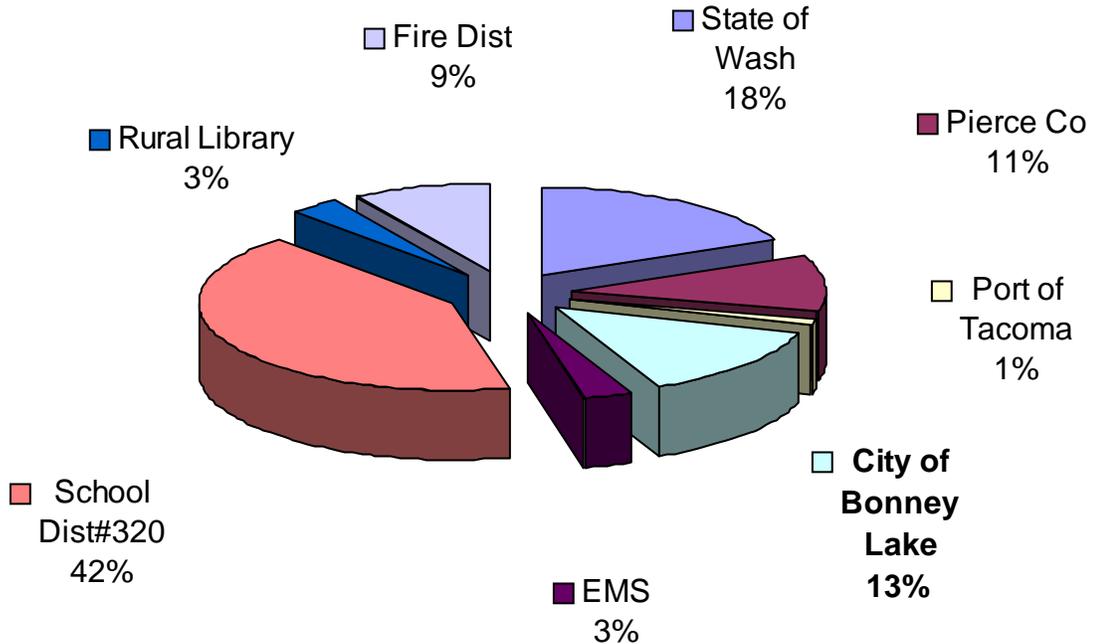
Property values against which tax assessments are typically made are classified as real property, personal property, and state public service property (a utility oriented category including both real and personal property). Valuations of taxable and non-taxable property are also determined. Residential and commercial classifications of property are not maintained by the County and have no bearing on the tax calculations, other than property value.

The chart and graph on the following page provide a typical distribution of each property tax dollar to be paid in 2005 by residents of the City of Bonney Lake.

## YOUR 2005 PROPERTY TAXES - WHERE DO THEY GO?

### TAX RATES WITHIN THE CITY OF BONNEY LAKE (IN DOLLARS PER \$1,000 OF ASSESSED VALUE)

AGENCY/ TAXING DISTRICT	TAX RATE	% OF TOTAL
State of Washington	\$ 2.9119	19.56%
Pierce County	\$ 1.5855	10.65%
Port of Tacoma	\$ 0.1863	1.25%
City of Bonney Lake	\$ 1.8415	12.37%
Emergency Medical Service	\$ 0.4716	3.17%
Sumner School Dist #320	\$ 5.9347	39.86%
Rural Library	\$ 0.4582	3.08%
Fire District #22	\$ 1.5000	10.07%
<b>TOTAL</b>	<b>\$14.8898</b>	<b>100.00%</b>



Section III:  
General Fund

# GENERAL FUND

The General Fund is used to account for all receipts and disbursement transactions associated with ordinary City operations that are not required to be accounted for in another fund. This fund is both tax and general revenue supported. Major revenue sources for the General Fund include property taxes, sales and excise taxes, utility taxes and miscellaneous permits and fees.



Allan Yorke Memorial Park

**Fund:** GENERAL  
**Department:** All

	<b>2003</b>	<b>2004</b>	<b>2005</b>
	<b>Actual</b>	<b>Budget*</b>	<b>Budget*</b>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 3,062,275	\$ 1,559,865	\$ 2,762,053
Taxes	4,989,703	4,871,240	6,090,066
Licenses & Permits	1,001,915	1,040,270	688,390
Intergovernmental	330,368	368,563	450,609
Charges for Goods & Services	531,179	717,647	865,581
Fines & Forfeitures	466,944	435,710	430,175
Miscellaneous Revenues	109,993	63,277	120,600
Other Financing Sources	431,238	443,000	55,000
<b>Total Revenues/Other Sources</b>	<b>\$ 10,923,615</b>	<b>\$ 9,499,572</b>	<b>\$ 11,462,474</b>
<b>STAFFING (FTE):</b>	72.10	78.30	79.70
<b>Expenditure Budget By Category:</b>			
Personnel Services	\$ 2,999,604	\$ 3,558,570	\$ 3,818,882
Personnel Benefits	861,400	1,282,450	1,303,279
Supplies	201,901	198,050	241,650
Services & Charges	920,246	1,453,155	1,436,200
Intergovmtl/Interfd Svc	44,539	43,087	51,600
Capital Outlay	515,385	949,200	507,850
Election Costs	19,589	318,160	45,000
Internal Services	1,501,312	1,205,090	542,917
Debt Svcs			553,100
Annexation(s)		20,000	20,000
Est. Ending Fund Balance		471,810	2,941,996
<b>Total Expenditures/Uses</b>	<b>\$ 7,063,976</b>	<b>\$ 9,499,572</b>	<b>\$ 11,462,474</b>

\*as amended

## Revenues

### Taxes

Taxes account for 53.13% or \$6,090,066 of the General Fund revenues. The following is a breakdown of the types of taxes collected by the City of Bonney Lake.

- **Real and Personal Property Taxes**  
The City of Bonney Lake receives taxes derived from property and personal property taxes. However, only 12.69% of taxes collected by Pierce County are received by Bonney Lake. (Please refer to the information beginning on page 5 for a detail of the tax distribution and the rules and regulations concerning assessment.)
- **Business Taxes**  
The City also collects a tax on the operation of businesses within the city limits of Bonney Lake. Retail Sales and Use taxes, Utility taxes, Concession taxes, and Gambling taxes all support general fund activities. The City of Bonney Lake receives 1.9% share of the 8.8% sales tax collected on sales within the City limits. Utility taxes are collected on telephone, cable T.V., cellular phones, electric, natural gas, and solid waste companies operating within the City limits. In addition, the Water, Sewer, and Storm Water Utility Funds all pay a utility tax to the General Fund. Concession taxes are collected on ticket sales at the movie theatre and gambling taxes are collected from gambling activities.

### Licenses & Permits

The City of Bonney Lake charges various licenses and permits fees for certain activities. An annual business license fee is collected from all businesses operating within the City limits; alarm registration fees are also collected on an annual basis; building permit fees are collected from new construction, remodels or additions to existing structures. Licenses and Permits account for 6.01% of General fund revenues or \$688,390.

### Intergovernmental Revenue

The City of Bonney Lake receives a share of taxes collected by other jurisdictions, such as Liquor Excise taxes, Liquor Board Profits, and Criminal Justice money. Although greatly reduced as a result of the passage of I695, the City does receive some Motor Vehicle Excise taxes. Intergovernmental accounts for 3.93% of General fund revenues, or \$450,609.

**Charges for Goods and Services**

In some cases, the City is reimbursed for services performed. These collections are accounted for here and are used to support general fund activities. These charges include: conditional use permits, variances, administrative costs on developer projects. This includes fees collected at the City boat launch each year as well as False Alarm charges. Charges for services account for 7.55% of General Fund revenues, or \$865,581.

**Fines & Forfeits**

The City collects fines for traffic violations, misdemeanors, and DUI violations. The entire amount paid on a citation does not go to the City. The State and Pierce County also receive a share of the fines. Fines and Forfeitures account for 3.75% of General Fund revenues or \$430,175

**Miscellaneous Revenues**

Those revenues received that can not be more properly accounted for under other categories, such as investment interest, facilities rentals, and long term rent. Miscellaneous revenues account for 1.05% or \$120,600 of General Fund revenues.

**Other Financing Sources and Fund Balance**

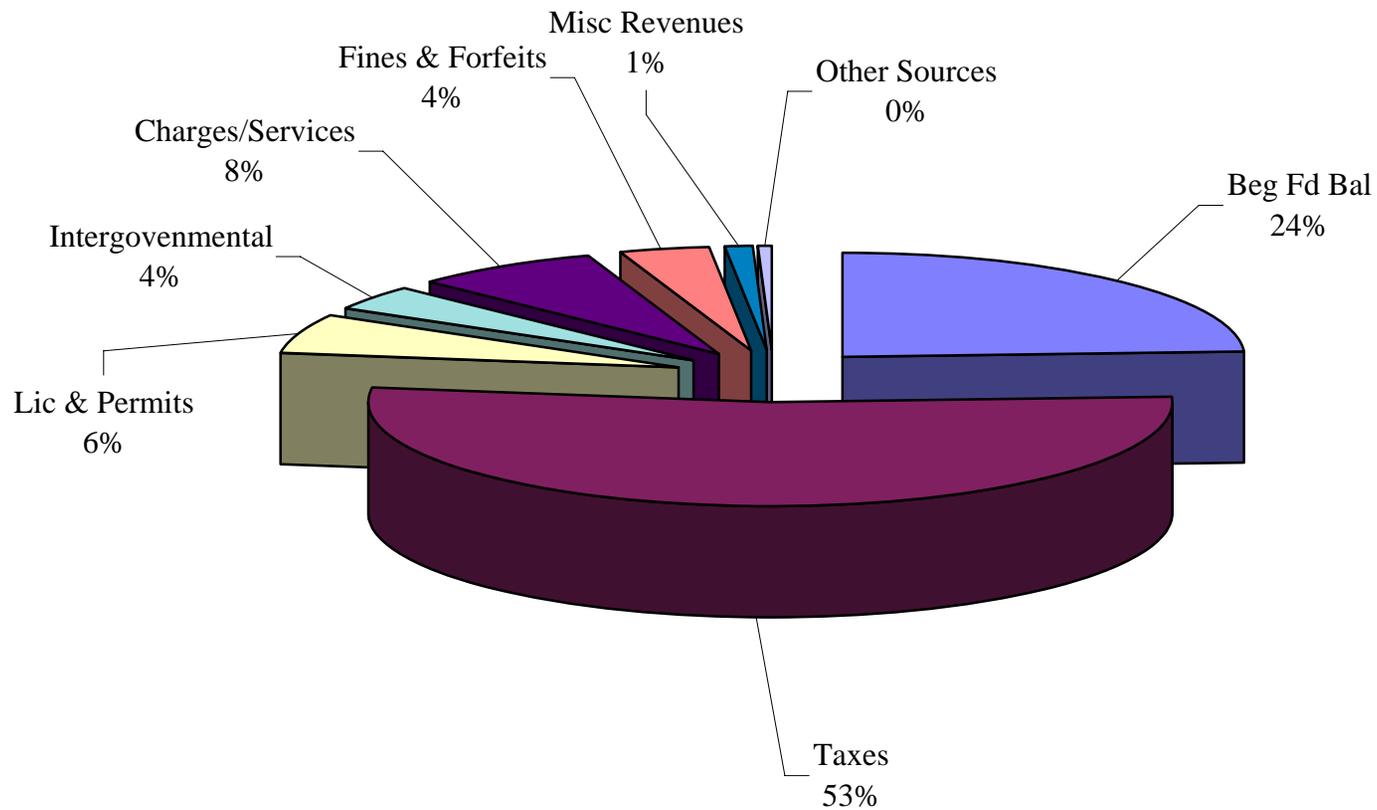
Other financing source is an increase in current financial resources that is reported separately from revenues to avoid distorting revenue trends. Interfund transfers are a type of Interfund transaction.

- Transfers In is often the interfund equivalent of operating subsidies. As such, their purpose is to support the normal level of operations in the recipient funds. Transfers are accounted for as “other financing sources or uses”.
- Fund Balance is the difference between assets and liabilities reported in a governmental fund.

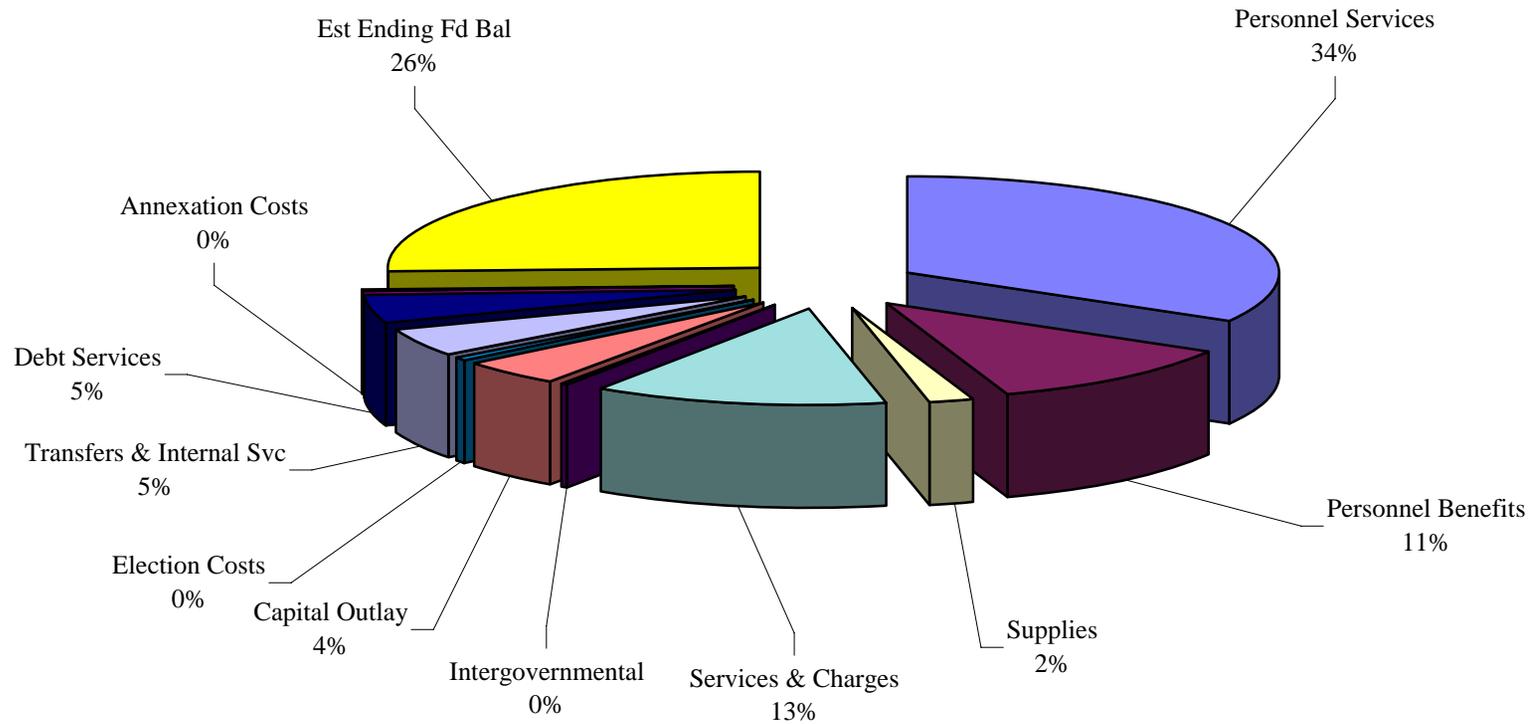
Interfund transfers account for .48% or \$55,000 of the General Fund revenues. Fund balance is the residual equity of a fund. Fund balance accounts for 24.10% or \$2,762,053 of the General Fund revenues.

**Total General Fund Revenues** **\$11,462,474**

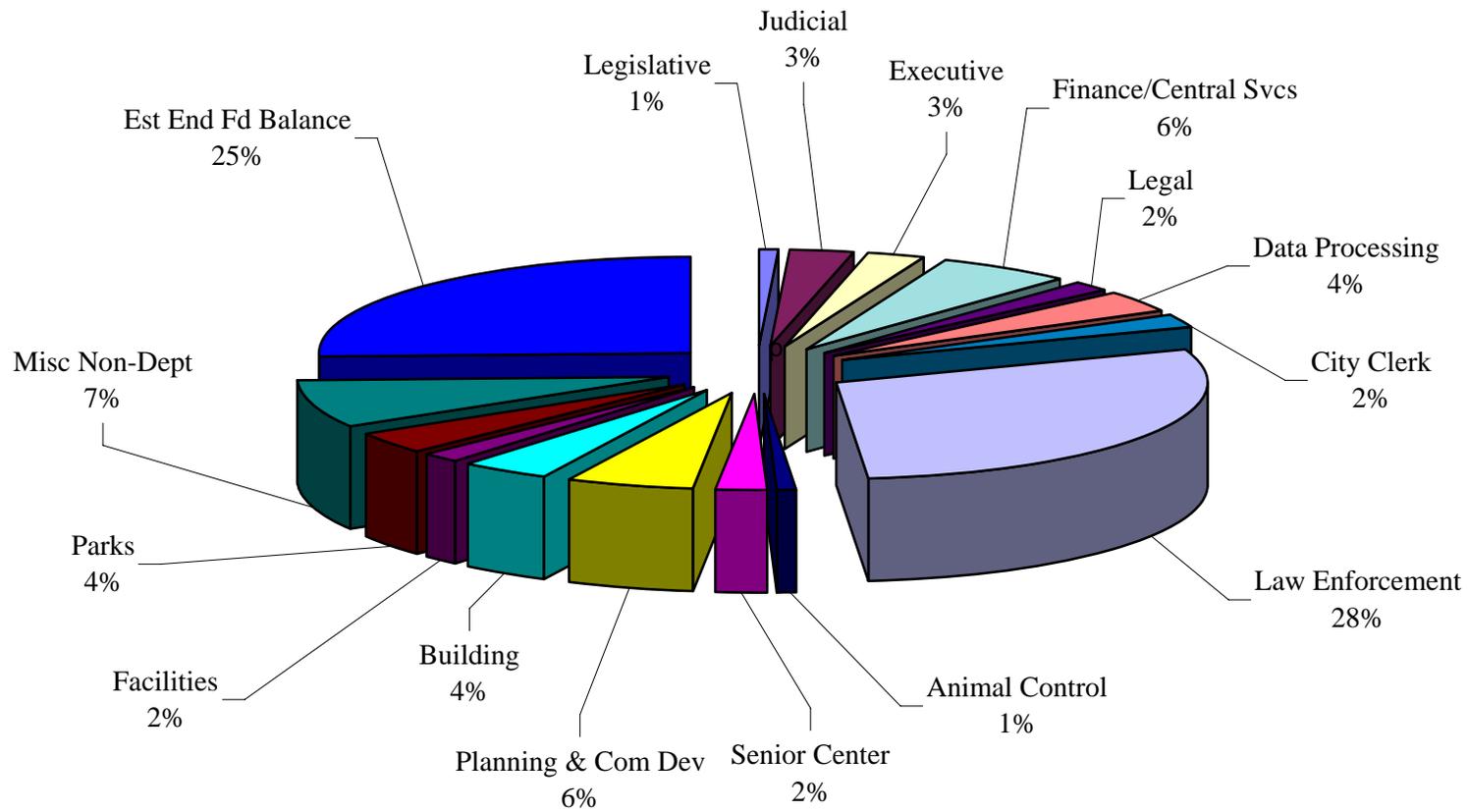
### Revenues by Category



### 2005 Expenditures by Category



### 2005 General Fund Expenditures by Department



### 2005 EXPENDITURE BUDGET REQUEST OPERATIONS BY CATEGORY (Comparison with 2004)

Fund Classification Fund Name	Personnel Services	Personnel Benefits	Supplies	Services/ Charges	Intergovt Charges	Capital Outlay	Debt Services	Transfers & Interfund Services	Est. Ending Fund Bal	Total	2004 Amended Budget	Change in Operations
GENERAL FUND:												
Legislative	33,600	2,632	750	60,500						97,482	100,250	(2,768)
Judicial	222,151	74,426	6,600	8,600						311,777	350,980	(39,203)
Executive	147,092	43,108	4,000	98,500		7,500	2,500			302,700	151,940	150,760
Finance/Central Svcs	417,725	144,067	29,500	57,490	100	3,500				652,382	650,230	2,152
Legal				200,000						200,000	270,000	(70,000)
Information Systems	71,739	19,097	47,500	150,000		120,000				408,336	405,270	3,066
City Clerk	159,087	61,092	3,500	44,700						268,379	318,160	(49,781)
Law Enforcement	1,796,837	643,848	79,500	451,960		53,350		291,220		3,316,715	3,262,432	54,283
Animal Control				104,350						104,350	33,375	70,975
Senior Center	122,880	58,983	10,000	15,600		32,500		6,762		246,725	233,378	13,347
Planning & Comm Dev.	373,295	101,937	4,000	160,400				6,593		646,225	563,123	83,102
Building	310,791	101,392	2,300	18,800				5,978		439,261	455,756	(16,495)
Facilities	78,630	21,291	18,000	43,500		25,000		3,942		190,363	171,343	19,020
Parks	85,055	31,406	36,000	11,500	27,500	226,000		8,645		426,106	666,553	(240,447)
Misc Non-Dept				30,300	24,000	40,000	550,600			644,900	246,972	397,928
Transfers Out-Streets								105,777		105,777	100,000	5,777
Transfers Out - Fire										0	48,000	(48,000)
Transfers Out-Mun Cap										0	1,000,000	(1,000,000)
Transfers Out-Insurance								159,000		159,000		159,000
Est Ending Fund Balance									2,941,996	2,941,996	471,810	2,470,186
<b>Total General Fund</b>	<b>3,818,882</b>	<b>1,303,279</b>	<b>241,650</b>	<b>1,456,200</b>	<b>51,600</b>	<b>507,850</b>	<b>553,100</b>	<b>587,917</b>	<b>2,941,996</b>	<b>11,462,474</b>	<b>9,499,572</b>	<b>1,962,902</b>

# LEGISLATIVE

## PURPOSE AND DESCRIPTION

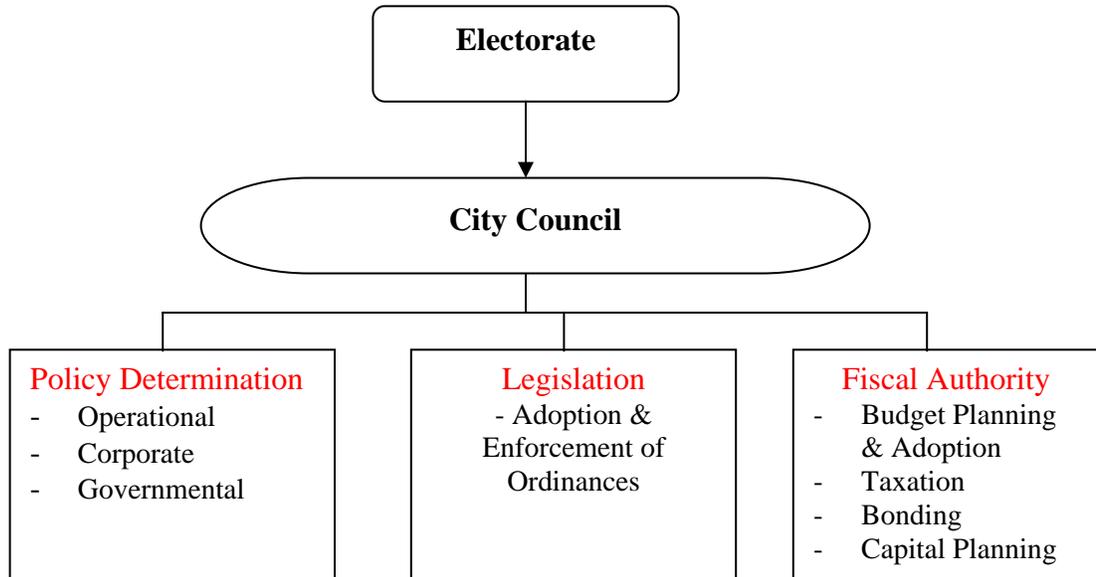
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The City Council assures citizen representation in local government. Responsibilities also include policy direction and adoption of local codes and legislation.

## MISSION STATEMENT

---

The City of Bonney Lake’s mission is to protect the community’s unique identity and scenic beauty through responsible growth planning and by providing accountable, accessible, and efficient local government services.



**2004 Highlights**

- Held successful Council Retreat
- Funded new sewer plant
- Sponsored Bonney Lake Days collaboratively with the Mayor
- Funded new swimming dock
- Continued new and improved policy development
- Funded new police cars and two new officer positions
- Supported department assessments
- Stressed cleanliness of streets and garbage pick-up
- Added two new parks

**2005 Goals**

- Develop a sidewalk and trails plan
- UGA Analysis: Fiscal and Service
- Continue economic development
- Continue City beautification efforts
- Continue to enhance parks
- Street striping program
- Review and update development standards

- Community Center development plan
- Continue to enhance water rights, sources and supplies
- Eastown concept development
- Develop City Gateway concept
- Update Surface Water Plan
- Develop street lighting policy
- Proceed with condemnation of Schuur Brothers' property adjacent to Allan Yorke Park
- Negotiate with Tacoma for water
- Review water service area
- Review SR 410 Boulevard concept
- Install City banners in Transportation Corridor
- Increase right-of-way maintenance/cleanliness
- Publish bi-monthly newsletter
- Ongoing Town Hall/Neighborhood meetings
- Increase participation in community-based groups
- Sponsor community events



Councilmember James Rackley being sworn in to his second term

**Fund:** GENERAL  
**Department:** Legislative 011

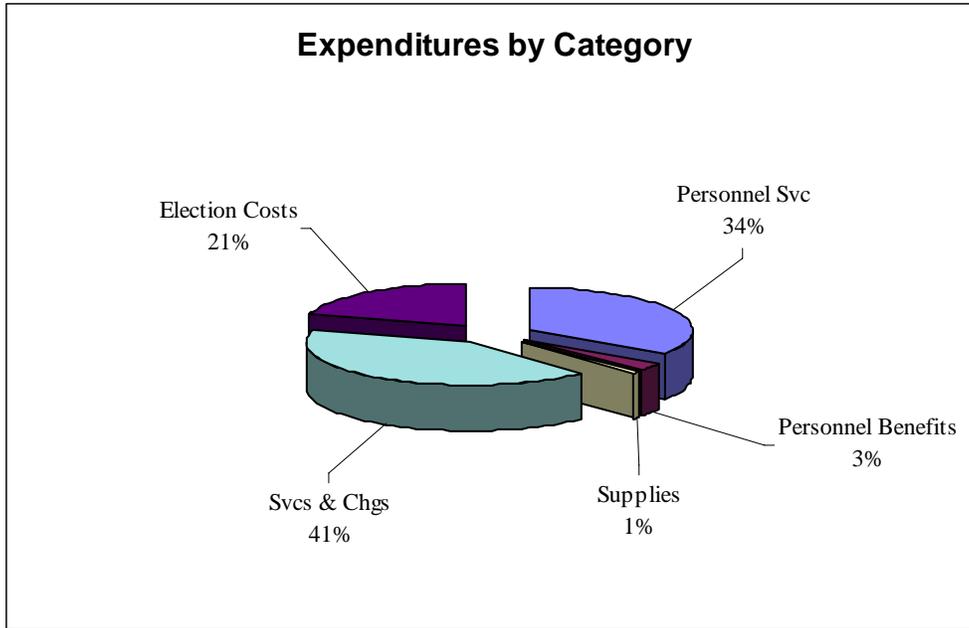
	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S): (*)</b>	7.00	7.00	7.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 31,600	\$ 33,600	\$ 33,600
20 Personnel Benefits	2,466	2,650	2,632
30 Supplies	732	1,300	750
40 Services & Charges	17,797	59,200	40,500
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	3,581	3,500	
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services			
Election Costs	19,589		20,000
<b>Total Expenditures/Uses</b>	<u><u>75,765</u></u>	<u><u>100,250</u></u>	<u><u>97,482</u></u>

(\*) Council members are part-time elected officials

**NOTES:**

- 10 Per Svc: All council members paid \$400 per month
- 40 Svcs & Chgs: Lake Tapps \$10,000; discretionary spending \$1,000 per council member, newsletter \$10,000, travel, training & retreat \$12,000; advertising \$1,500;
- 40 Election Costs: \$20,000

\*as amended



# JUDICIAL

## PURPOSE AND DESCRIPTION

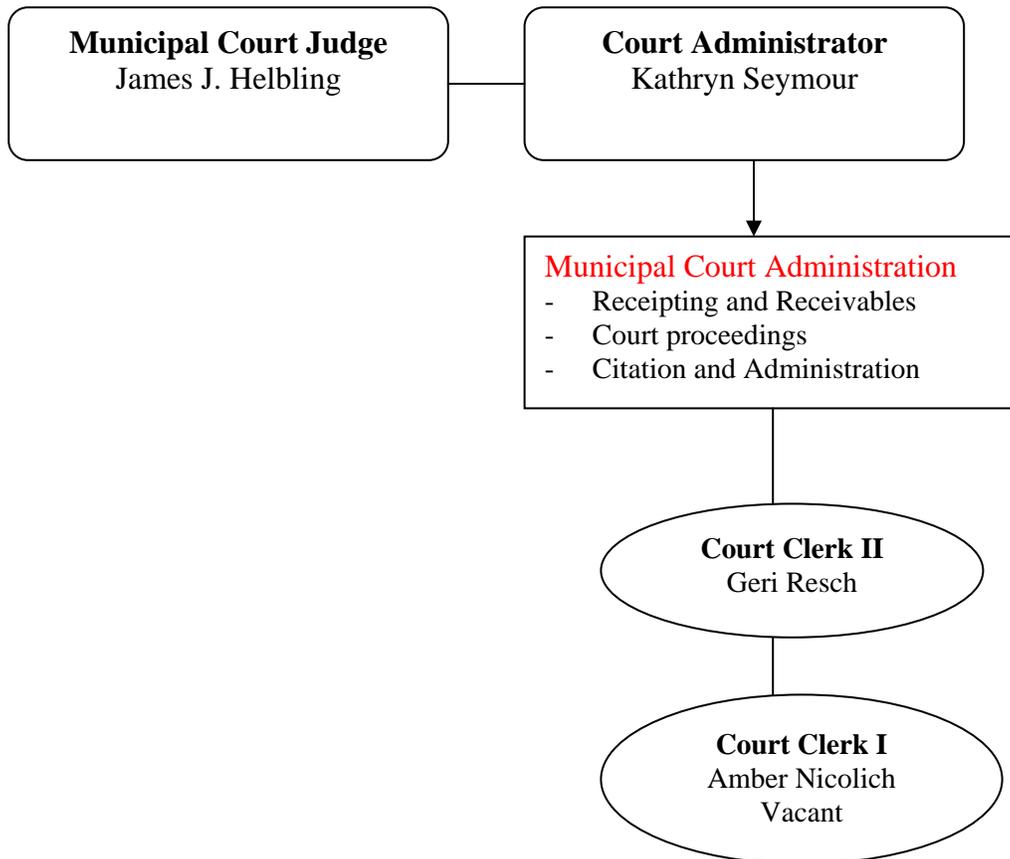
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The Municipal Court is the judicial arm of the City, providing a forum for the hearing and adjudication of City infractions, misdemeanors and gross misdemeanors.

## MISSION STATEMENT

---

To provide professional and prompt services dedicated to ensuring equal justice in the resolution of infraction matters and criminal prosecutions; and to provide the best possible service at minimum expense.



**2004 Highlights**

- Judge Helbling received an award from Alliance Against Domestic Violence for his outstanding leadership in addressing community domestic violence issues
- Court Administrator selected by the Washington State District and Municipal Court Management Association to represent Washington State at the National Association of Court Management Conference
- Held Warrant Amnesty Court session in June with 42 defendants scheduled to appear, with 31 appearing to clear warrants, resulting in processing of 43 of 54 cases
- Provided passport services and processed 666 applications which generated \$19,980 in revenues
- Increased revenues 20.8% over 2003 due to weekly review of cases and tracking delinquent fines as well as the addition of a dedicated traffic officer
- Received compliments from Washington State Auditor's Office for having good internal controls
- Updated web site by adding links to pay fines via third party vendor
- Added links in web site to obtain birth certificates and download application forms to apply for passports
- Continued to monitor defendant's jail status for

- compliance with Washington State Court rules and statutes
- Continued to promote trust and confidence in the judicial system by providing a courteous and impartial atmosphere for all participants and spectators
  - Set up Work Crew in lieu of jail through Pierce County Probations (defendant pays costs)
  - Increased Traffic Court from once a month to twice a month
  - Full time staffing for court room and City Hall security during all court sessions
  - Development of Court policy and procedures

**2005 Goals**

- Process case files within mandated state statute
- Set Court hearings within mandated State statute
- Add Court forms to website for court dates, state agencies and reports
- Continue education and keep current with RCW's
- Provide information & resources to customers
- Participate in Court Amnesty program
- Continue efficient and effective court operations
- Courteous and impartial atmosphere
- Promote trust and confidence in the Judicial system
- Promote employee excellence
- Meet/surpass all trial court performance standards

**Fund** GENERAL  
**Department:** Judicial 012

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S): (*)</b>	3.50	5.00	5.00

**Expenditure Budget By Category:**

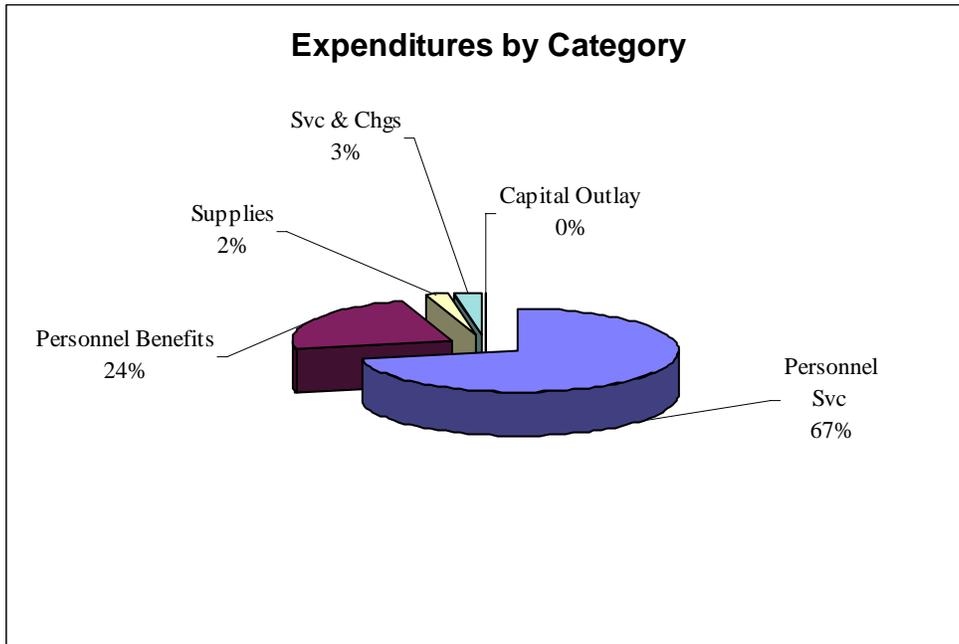
10 Personnel Services	\$ 180,805	\$ 214,250	\$ 222,151
20 Personnel Benefits	50,693	76,450	74,426
30 Supplies	7,150	8,750	6,600
40 Services & Charges	27,902	21,530	8,600
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	1,064	30,000	
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services			
<b>Total Expenditures/Uses</b>	<b>\$ 267,614</b>	<b>\$ 350,980</b>	<b>\$ 311,777</b>

\*as amended

**NOTES:**

- 10 Per Svc: 2% COLA;
- 20 Per Ben: Increases of 6% medical; 3.7% L&I (includes L&I for community svc workers);  
5% retirement
- 40 Prof Svc No special professional services needed this year

\*as amended



**JUDICIAL SYSTEM FILINGS**

	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Traffic	1406	1520	1470	1475	1277	1529	1393	2726	2317	3393
Non-Traffic	31	50	76	19	6	4	6	24	19	34
Parking	32	15	16	25	6	22	19	34	43	57
DUI	84	107	71	95	38	103	112	164	104	113
Criminal/Traffic	324	283	274	334	80	373	399	758	632	589
Cr/Non-Traffic	<u>269</u>	<u>265</u>	<u>351</u>	<u>337</u>	<u>351</u>	<u>391</u>	<u>305</u>	<u>637</u>	<u>490</u>	<u>664</u>
Totals	2146	2240	2258	2285	1758	2422	2234	4343	3605	4850



Court Administrator Kathy Seymour confers with Municipal Court Judge James Helbling in the Council/Court Room.

# EXECUTIVE

## PURPOSE AND DESCRIPTION

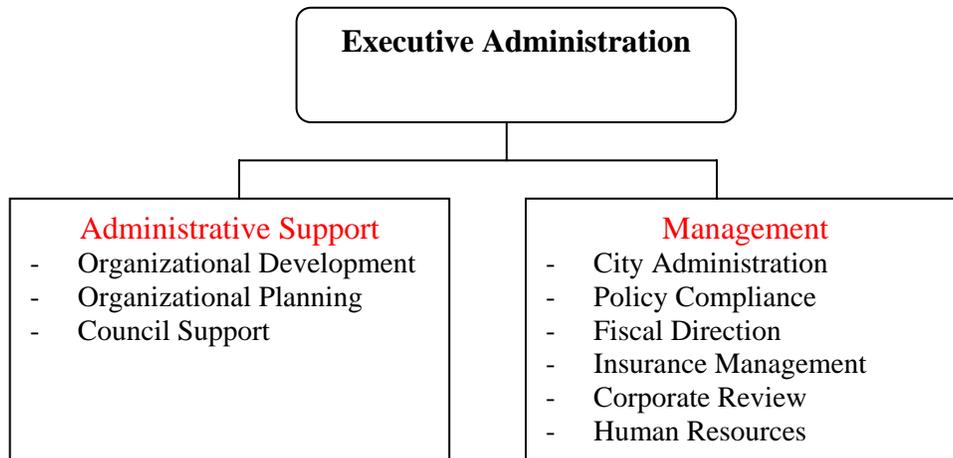
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The Executive Department consists of the Mayor, Administrative Services Coordinator, and a Senior Human Resources Analyst. The Mayor, as the City of Bonney Lake’s Chief Executive Officer, is charged with the responsibility of administering the City, carrying out the policies, and facilitating the achievement of Council goals.

## MISSION STATEMENT

---

The mission of the Executive Department is to uphold the constitutional government and the laws of the community, to provide sound administration of all city programs and basic governmental services, to encourage appropriate and economically sound development and assure the infrastructure necessary for its support, to improve the quality of life of Bonney Lake citizens, and to assure public safety for the citizens of Bonney Lake.



**2004 Highlights**

- Added management capacity and professional expertise to City staff team
- Continued emphasis on ensuring employees and managers are accountable
- Initiated economic development strategic planning process
- Expanded Bonney Lake Days
- Negotiated a revised solid waste agreement that resulted in significant savings to the City of Bonney Lake
- Negotiated and implemented three year labor contract with AFSCME
- Instrumental in securing the “Street of Dreams” in Bonney Lake
- Citizen access with “Coffee with the Mayor”
- Hosted “open door” seminars with Planning Department and local builders
- Weekly staff meetings and weekly reporting implemented for departments
- Answered 300 to 400 citizen e-mails
- Populated Human Resources Information System (HRIS)
- Sponsored HealthCheck

**2005 Goals**

- Develop exceptional staff team
- Continue building a strong management team

- Employee enhancement & enrichment
- Web site update and enhancement
- Continue Community-building by investing in and improving parks; sponsoring Bonney Lake Days; community friendly policing; and City beautification efforts
- Continued financial controls and accountability
- Implement City-wide wireless network
- Continue sewer project with Sumner
- Emphasize clean and pleasing water
- Move forward with At-Grade water storage facility & Ball Park Well Facility
- Economic Development Strategic Planning process
- Build a new City Hall
- Further evaluate City web site
- Continue long-term planning: UGA (U-8); water; sewer; transportation; Fennel Creek restoration
- Enhance senior programs and trips
- Accurate and timely maintenance of HRIS
- Develop consistent format for job descriptions
- Provide advice and guidance to employees throughout the City on human resource related matters

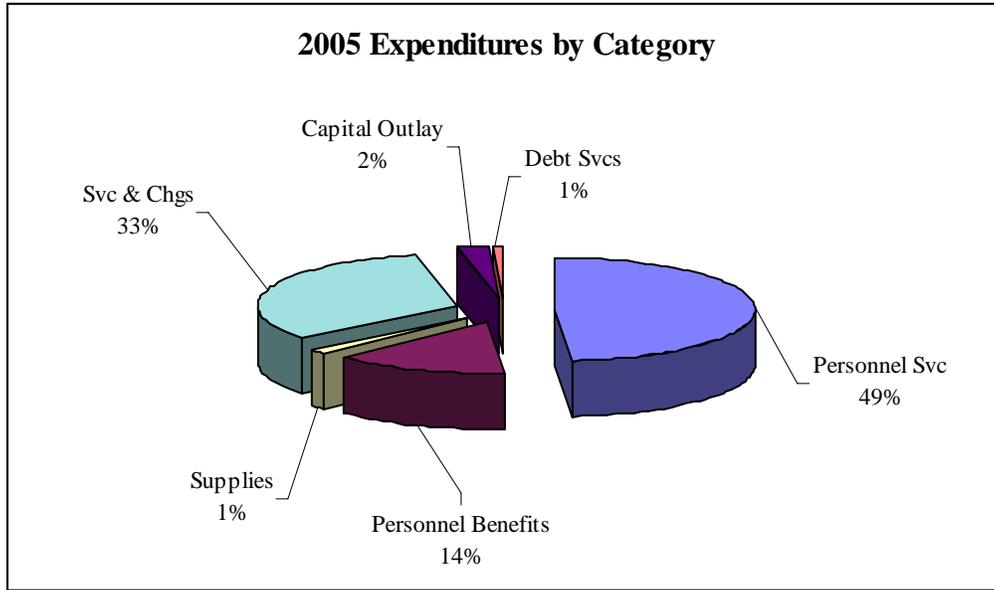
**Fund:** GENERAL  
**Department:** Executive 013

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S): (*)</b>	1.00	3.00	3.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 58,672	\$ 78,400	\$ 147,092
20 Personnel Benefits	11,597	17,840	43,108
30 Supplies	1,856	3,500	4,000
40 Services & Charges	20,136	52,200	98,500
50 Intergovmtl/Interfd Svc			
60 Capital Outlay			7,500
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			2,500
90 Internal Services			
<b>Total Expenditures/Uses</b>	<b>\$ 92,261</b>	<b>\$ 151,940</b>	<b>302,700</b>

**NOTES:**

- 10 Per Svc: 2% COLA; increase salary for Administrative Services Coordinator (ASC) ; & temporary Assistant for ASC
- 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement
- 30 Supplies No increase of note
- 40 Svc & Chgs \$30,000 for dept. assessments ; \$50,000 for economic dev; travel & education for Mayor, ASC and Sr. HR Analyst; Nat'l League of Cities conf. \$2,500; UW School of Public Affairs Courses in Public Mgmt \$3,000; AWC Conf & other \$3,000
- 60 Capital Outlay: Used car for City Hall use
- 80 Misc: Civil service costs (\$2,500 in HR Budget)

\*as amended



In 2004 Mayor Robert Young issued a proclamation to recognize the yellow flag with three red stripes as the official flag of the Vietnamese American Community.

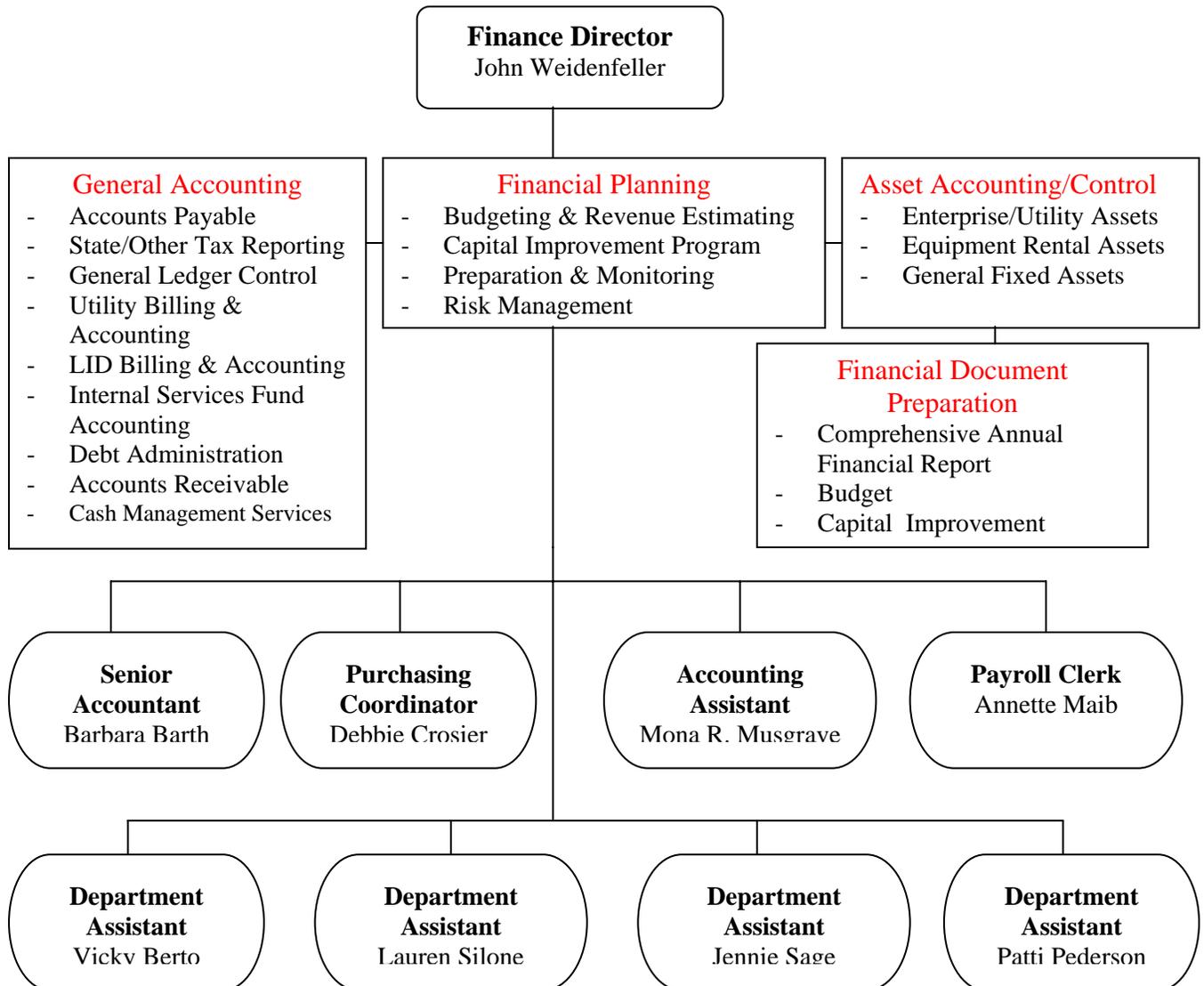
# FINANCE

## PURPOSE AND DESCRIPTION ---

The Finance Department provides risk management, central services, accounting, purchasing, financial management and planning, utility billing, and internal support to other operations.

## MISSION STATEMENT ---

To safeguard the assets of the City while maximizing the use of limited resources in order to create the most effective and efficient operating environment that best serves the City and the Community.



**2004 Highlights**

- Published excellent 2004 budget, which received a 2004 WFOA Budget Award for Excellence
- Commended by State Auditor for no findings during three years of audits
- Excellent oversight of City's Finance, Personnel and Risk Management programs
- Completed implementation of Eden Systems Upgrade
- Full-sized utility bills & mailings
- Worked with Council Finance Committee to address many Council concerns
- Provided staff oversight for fiscal restraint and accountability as directed by elected officials
- Audited, refunded and processed for collection utility accounts
- Significantly improved the City's finance and accounting operations and cash management practices
- Improved recordkeeping and stewardship over City's fixed assets

**2005 Goals**

- Work with Public Works to develop City Capital Improvement (CIP) Plan
- Publish an Excellent Budget document
- Work with Finance Committee to develop comprehensive financial management policies
- Perform internal audits
- Cross-train staff for back-up in all areas
- Improve City's Risk Management Position
- Support the Mayor and Council as needed
- Prepare a Formal Comprehensive Annual Finance Report (CAFR) for submission for an award of excellence
- Refine cash management and forecasting procedures by enhancing cash flow
- Receive a 2005 Budget Award
- Develop comprehensive debt policy; submit for certification



**Fund:** GENERAL  
**Department:** Finance 014

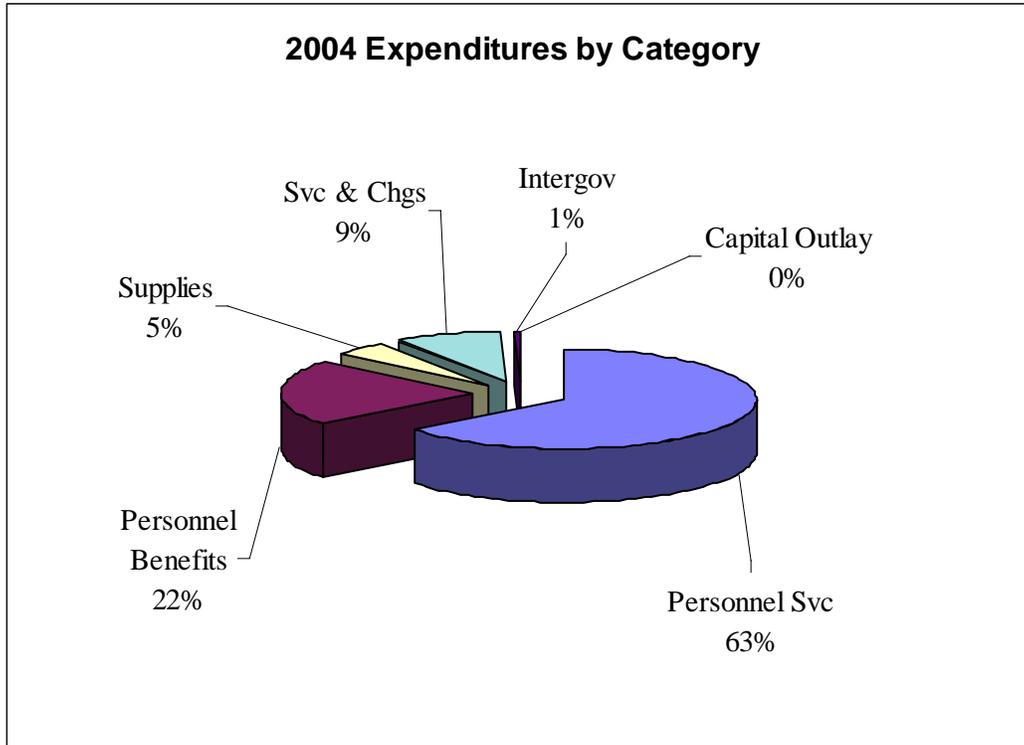
	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S):</b>	9.00	9.00	9.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 403,354	\$ 408,020	\$ 417,725
20 Personnel Benefits	126,480	150,400	144,067
30 Supplies	24,412	32,000	29,500
40 Services & Charges	55,575	54,800	57,490
50 Intergovmtl/Interfd Svc	89	10	100
60 Capital Outlay	408	5,000	3,500
90 Internal Services			
<b>Total Expenditures/Uses</b>	<b><u>\$ 610,318</u></b>	<b><u>\$ 650,230</u></b>	<b><u>652,382</u></b>

\* Includes Central Services

**NOTES:**

- 10 Per Svc: 2% COLA; \$6,430 in overtime
- 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement; includes L&I for Community service workers
- 30 Supplies: Reduced supplies
- 40 Svcs & Chgs: Reduced professional services
- 60 Capital Outlay: Reduced

\*as amended



	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Payroll Checks/Direct Deposit*	2,159	1,705	1,787	1,576	1,479	***3,007
Accts Payable Cks written	2,976	2,564	2,494	2,884	3,060	2,743
Water Utility Accounts	7,541	7,899	8,554	9,143	9,671	10,307
Sewer Utility Accounts	2,602	2,671	2,836	3,581	3,909	4,128
Storm Water Utility Accounts	3,355	3,467	3,774	4,520	4,143	5,000
Solid Waste Utility Accounts**	3,264	3,334	3,569	3,887	4,840	4,270
Accts Receivable Invoices	394	345	991	1,081	1,041	1,133

\*Payroll check number decreased due to increased use of direct deposit option

\*\*As of 9/1/2004, the City no long billed customers for solid waste services. That function was turned over to the solid waste provider.

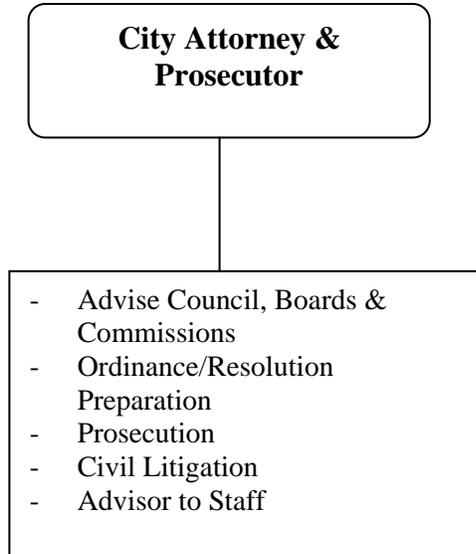
\*\*\* Number of checks written and number of direct deposits combined for year

# LEGAL

## PURPOSE AND DESCRIPTION

---

The Legal Department provides judicial services, prosecution and corporate legal services to the City. These are contracted services provided by a private attorney.



**Fund:** GENERAL  
**Department:** Legal 015

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S):</b>			
*	0.00	0.00	0.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$	\$	\$
20 Personnel Benefits			
30 Supplies			
40 Services & Charges	156,086	270,000	200,000
50 Intergovmtl/Interfd Svc			
60 Capital Outlay			
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services			
<b>Total Expenditures/Uses</b>	<u><u>\$ 156,086</u></u>	<u><u>\$ 270,000</u></u>	<u><u>\$ 200,000</u></u>

**NOTES:**

\* Municipal Court costs are for Prosecuting Attorney and Public Defender costs

In 2005 legal costs to utilities will continue to be charged out to enterprise and capital budgets to provide a more accurate concept of what it costs to run operations and utilities

\*as amended

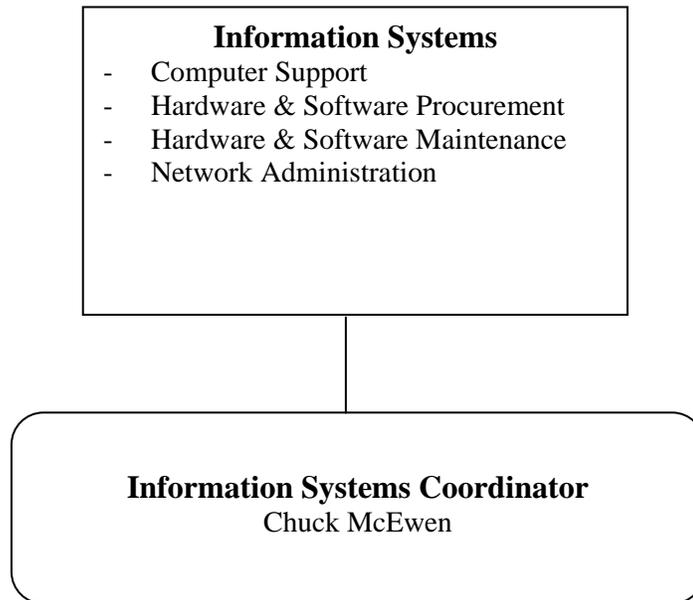


# INFORMATION SYSTEMS

## PURPOSE AND DESCRIPTION

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The Information Systems Department serves the City for all data processing and computer needs. In 2002 a consultant provided these services. In 2003 a full-time Information Systems employee was hired.



**2004 Highlights**

- Replaced old Cobalt web/email server with new Exchange 2003 (email) & Linux secure Web server
- Completed phone system transition to a T-1 line tripling City Hall and Annex's capacity while reducing monthly cost
- Upgrade Council Chamber's audio system to include wireless microphones and Public Address speaker system
- Upgraded Police's 19 Desk Jet printers to 5 networked LaserJet printers
- Blocked 100% virus during worst computer virus outbreak year in history
- Installed Symantec Gateway Security device as firewall; E-mail virus and spam filter; VPN, & IDS server
- Purchased Xerox Engineering copier for Public Works and Planning Departments which allows scanning of historic wide-format maps for electronic storage
- Retired City Hall Novell server
- Purchased GPS for Public Works
- Installed electronic keypad for City Hall security system
- Began creation of Website extension for utilities and permits

- Upgraded cashiering stations to Eden Systems Cashiering which allows more up to the minute posting
- Migrated Police air cards from CDPD to EDGE (data rates from 19Kbps to 200 Kbps)

**2005 Goals**

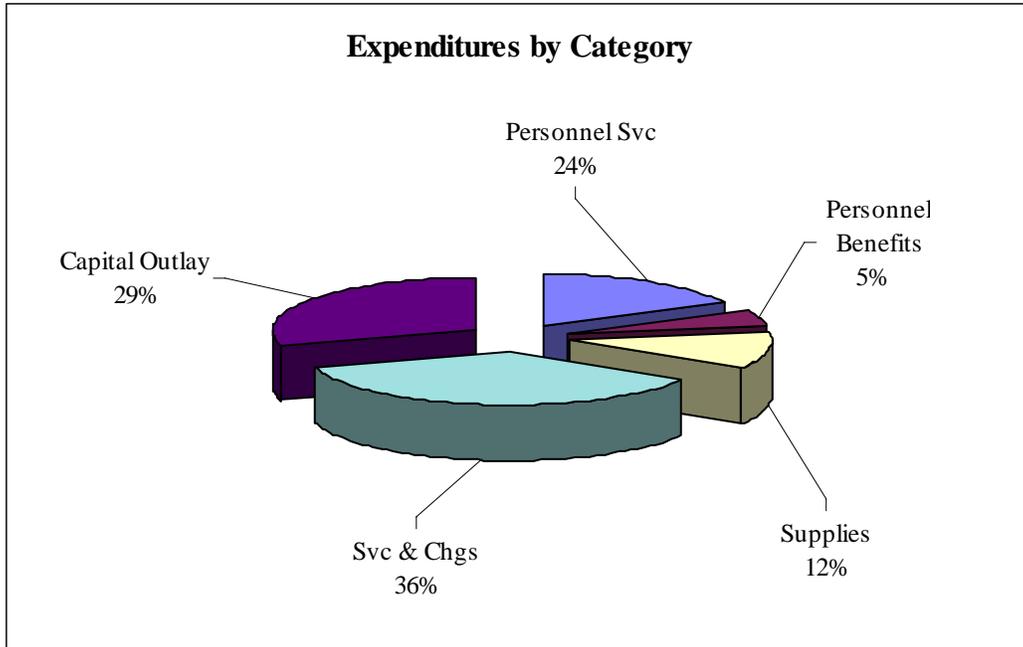
- Create a City-wide internal service provider wireless network
- Keep software within 100% licensing compliance
- Pro-active approach to virus outbreaks
- Continue laptop and desktop computer lifecycle replacement process
- Attend ACCIS conference in Walla Walla, Washington
- Build an electronic kiosk for public access to city records
- Evaluate and implement an evidence management system for the Police Department
- Implement City-wide wireless system

**Fund:** GENERAL  
**Department:** Information Systems 016

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S): *</b>	1.00	1.00	1.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 40,762	\$ 55,100	\$ 71,739
20 Personnel Benefits	12,354	17,670	19,097
30 Supplies	45,220	17,500	47,500
40 Services & Charges	72,798	245,000	150,000
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	35,705	70,000	120,000
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services			
<b>Total Expenditures/Uses</b>	<b>\$ 206,839</b>	<b>\$ 405,270</b>	<b>\$ 408,336</b>

\*as amended

- NOTES:**
- 10 Per Svc: 2% COLA; includes 20% of GIS position
  - 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement; includes 20% of GIS position
  - 30 Supplies: \$40,000 software & upgrades; \$7,500 small tools & equipment
  - 40 Svcs & Chgs \$70,000 support fees, \$70,000 communications, travel & education, \$5,000 maintenance and enhancements, pilot program project for City-wide wireless
  - 60 Capital \$40,000 wireless infrastructure; \$47,000 computer lifecycle replacement, \$20,000 new hire equipment needs; \$1,200 digital camera lifecycle replacement

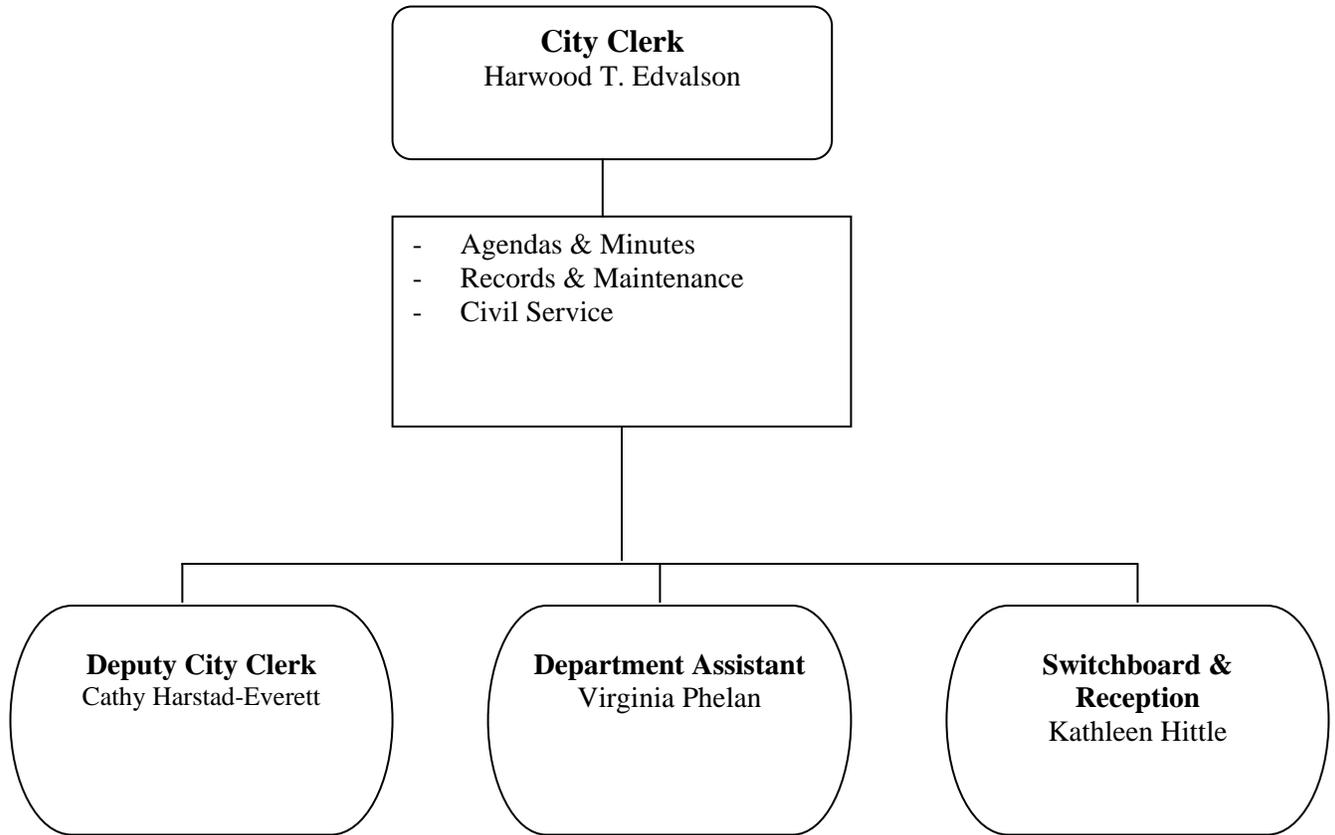


# CITY CLERK

## PURPOSE AND DESCRIPTION

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The City Clerk’s Office is responsible for City Clerk activities, community relations, and records management. The City Clerk serves as the Clerk of the Council and prepares the Council’s agendas, minutes and other official proceedings of the City Council. The Clerk’s Office supports the community relations function by coordinating: publication of the City’s newsletter and Council brochures; codification and publishing of the City’s Municipal Code; press releases; legal notices; updating the city web site, and providing switchboard and reception support. The Clerk’s Office coordinates responses to public disclosure requests and inquiries.



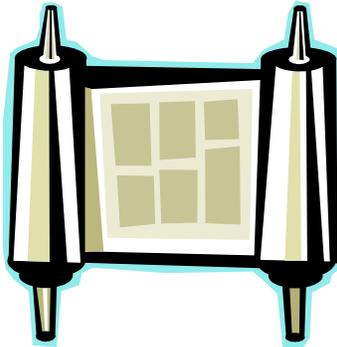
**2004 Highlights**

- Prepared meeting agendas, packets and minutes for over 50 Council meetings, workshops and special meetings
- Processed nearly 100 ordinances and resolutions
- Coordinated publication of more than 150 legal notices, advertisements and press releases
- Coordinated publication of semi-monthly Bonney Lake Reporter and monthly Council Corner newsletters
- Processed nearly 100 requests for disclosure of public records
- Conducted a partial inventory of the records maintained in the City’s records vault
- Reduced storage space requirements through the lawful destruction of out-dated records
- Coordinated quarterly codifications of City ordinances

- Transferred the Parade/Special Events permit process to the Permit Center

**2005 Goals**

- Records kiosk for public access to records: study and implement
- Continuous update of web-based Municipal Code and quarterly update of printed code
- Review and enhance records classification, retention and storage procedures for department files
- Microfilm ordinances and resolutions adopted through 2004
- Pursue standardized records management for all departments



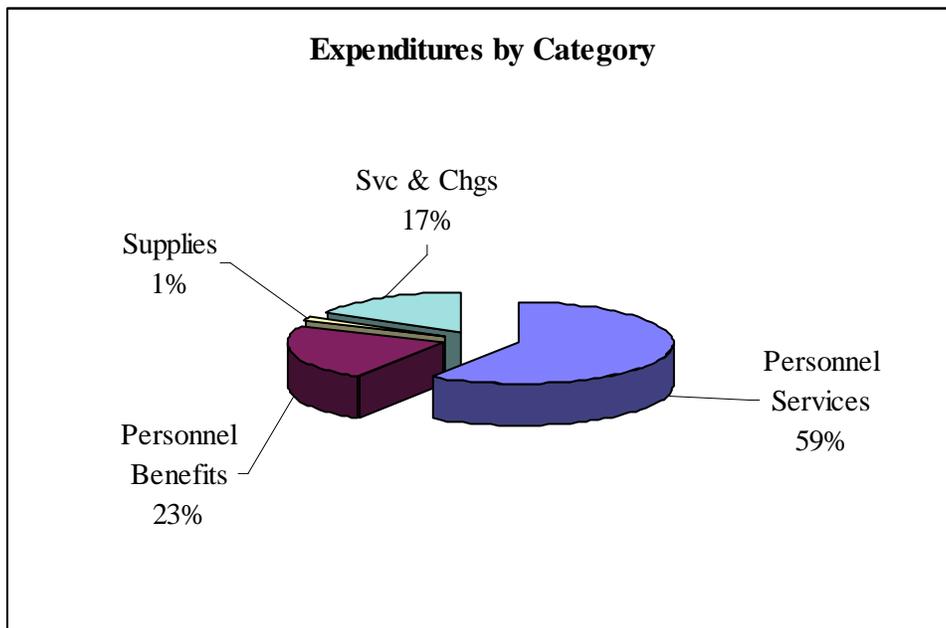
**Fund:** GENERAL  
**Dept:** City Clerk 018

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S)</b>	4.00	4.00	4.00
<b>Expenditure Budget By Category:</b>			
10 Personnel			
20 Services	\$ 145,654	\$ 161,690	\$ 159,087
30 Personnel Benefits	17,742	73,270	61,092
40 Supplies	4,541	15,500	3,500
50 Services & Charges	63,777	62,700	44,700
60 Intergovmtl/Interfd Svc			
60 Capital Outlay	754	5,000	
<b>Total Expenditures/Uses</b>	<b>\$ 232,468</b>	<b>\$ 318,160</b>	<b>\$ 268,379</b>

**NOTES:**

- 10 Pers Svcs: 2% COLA
- 20 Pers Ben: Increases of 6% medical; 3.7% L&I; 5% retirement
- 30 Supplies: No major changes
- 40 Svc & Chgs: Microfilming, newsletter, code publishing; records destruction; municipal code updates; \$3,000 travel and education; normal rents & leases

\*as amended



# LAW ENFORCEMENT

## PURPOSE AND DESCRIPTION

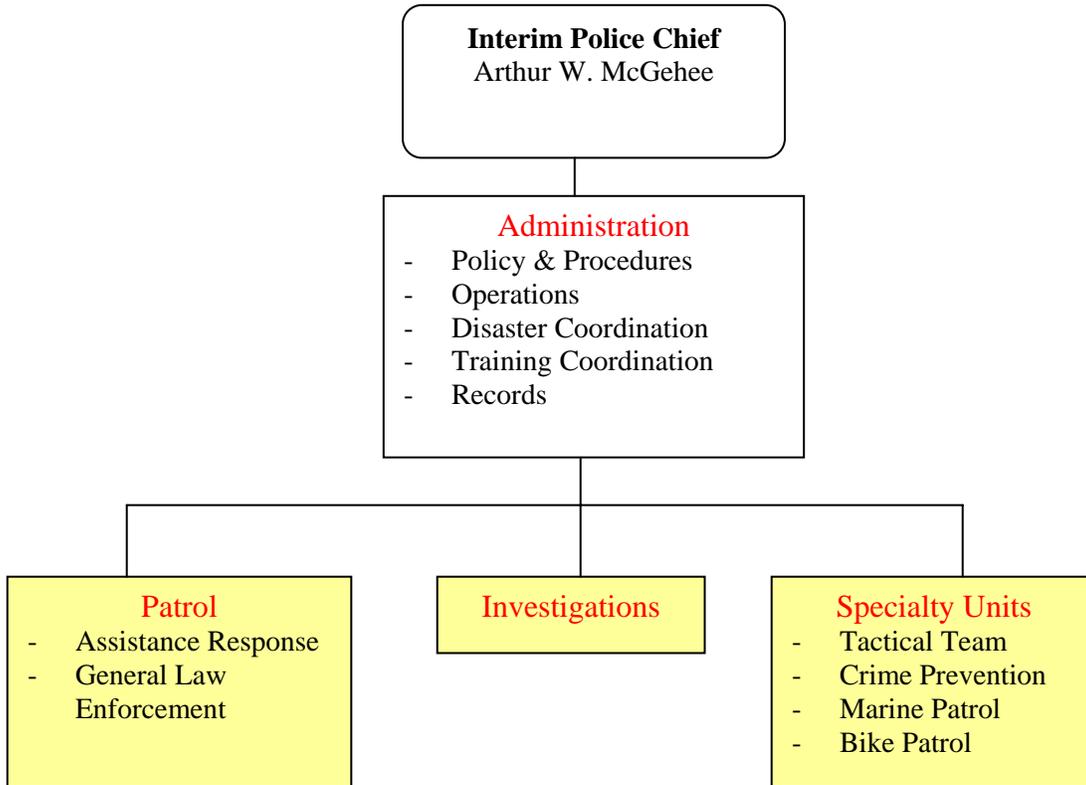
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The City’s Police Department provides law enforcement services, which include vehicle patrols, investigations, and marine services. Animal control is excluded from the Law Enforcement budget. (See Animal Control budget)

## MISSION STATEMENT

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To provide quality law enforcement and preserve the peace within the framework of the constitution and enforcement of federal, state and municipal law, we embrace the highest principles of public service adhering to legislative standards of fairness, impartiality and equality.



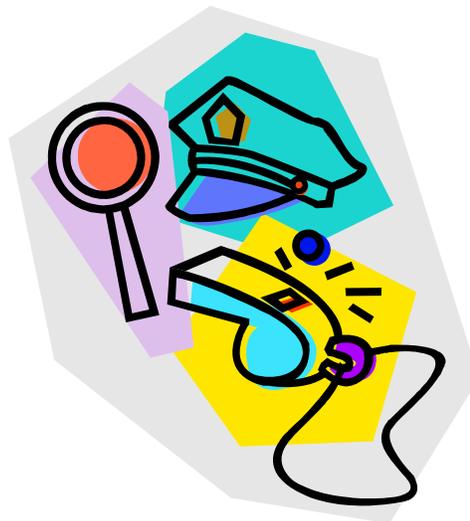
**2004 Highlights**

- Implemented School Resource Officer with a Federal COPS grant
- Hired two new police officers and one reserve officer
- Worked on patrol vehicle replacement scheduling
- Successfully implemented a “Street of the Week” program to address traffic issues
- Revived the Bicycle Unit to assist with proactive policing
- Hosted and completed tenth Citizen’s Academy
- Brought on additional volunteers and expanded volunteer program
- Hosted fifth annual National Night Out Against Crime
- Completed Terrorism Recognition training at no cost to City of Bonney Lake
- Educated over 1,500 elementary school students on water safety
- Actively participated in the County-wide DUI Task Force Emphasis Patrols throughout the year
- Aggressively sought grant funding to assist the City with law enforcement funding
- Represented Bonney Lake on the Pierce County Law and Justice Commission

- Continued to address problems in the City in new and innovative ways
- Sought proactive methods to address crime trends in our jurisdiction
- Continued to be a leader in cooperative police services
- Increased Marine presence on the lake due to increased activity and the lake level being higher throughout the year

**2005 Goals**

- Seek grants and other funding sources
- Work with City departments, citizens, Mayor, and Council to address public safety issues
- Specialized services cooperating with other law enforcement agencies to increase quality of services and keep costs in check
- Increase staffing for investigative section based on higher demand for these services
- Expand Marine Services program
- Pro-active policing to attack the root cause of crime
- Utilize records system to its capacity for crime analysis reports



**BONNEY LAKE POLICE DEPARTMENT  
UNIFORM CRIME REPORTING STATISTICS**

Offenses	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Assault	70	72	92	75	108	119	128	119	121	102	150	154	133
Arson	0	0	3	3	4	3	3	0	0	0	2	6	2
Auto Theft	22	13	17	20	21	23	35	32	41	54	75	72	54
Burglary	69	86	75	61	68	83	116	82	73	91	124	111	96
Homicide	0	0	1	0	0	0	0	0	1	0	0	0	0
Rape	4	5	3	3	3	2	2	3	3	1	4	3	5
Robbery	4	1	2	5	3	10	15	5	3	8	9	11	7
Theft/larceny	<u>349</u>	<u>331</u>	<u>269</u>	<u>376</u>	<u>312</u>	<u>289</u>	<u>329</u>	<u>348</u>	<u>373</u>	<u>463</u>	<u>555</u>	<u>472</u>	<u>351</u>
Totals:	<b>518</b>	<b>508</b>	<b>462</b>	<b>543</b>	<b>519</b>	<b>529</b>	<b>628</b>	<b>589</b>	<b>615</b>	<b>719</b>	<b>919</b>	<b>829</b>	<b>648</b>

**Fund:** GENERAL  
**Dept:** Law Enforcement 021

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S):</b>	24.00	29.00	30.00

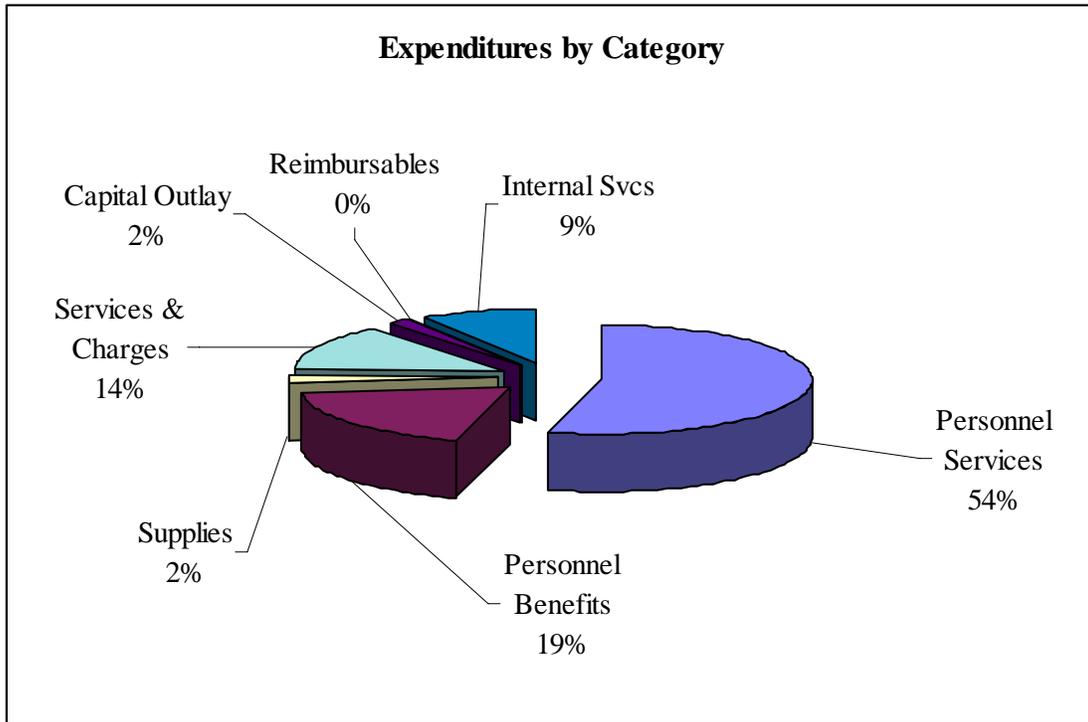
**Expenditure Budget By Category:**

10 Personnel Services	\$ 1,312,395	\$ 1,634,940	\$ 1,796,837
20 Personnel Benefits	415,022	630,750	638,348
30 Supplies	40,318	50,400	79,500
40 Services & Charges	320,938	501,300	451,960
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	26,678	255,700	53,350
70 Debt Svc-Principal			
80 Reimbursable (Uniform)	10,680		5,500
90 Internal Services	132,606	189,342	291,220
<b>Total Expenditures/Uses</b>	<b>\$ 2,258,637</b>	<b>\$ 3,262,432</b>	<b>\$ 3,316,715</b>

**NOTES:**

- 10 Per Svc: 2.5% COLA; elimination of Investigations Sergeant's position; and upgrade to lieutenant's position; add new officer to Investigations; \$20,000 increase in overtime; \$18,500 extra-hire for Evidence Custodian and Court support; funding for third Records Clerk
- 20 Per Ben: Increases of 5% medical; 4.32% retirement; 3.7% L&I
- 30 Supplies: Increased supplies
- 40 Svc & Chgs: Less special projects funds needed
- 60 Capital: Funding for new vehicle, boat radio, and motorcycle

\* as amended



On November 9, 2004 Judge James Helbling swore in three new police officers.

# ANIMAL CONTROL

## **PURPOSE AND DESCRIPTION**

---

The Animal Control Department provides enforcement of animal laws, impounding of stray animals, pet adoption services and animal licensing. These are contracted services provided by the Tacoma/Pierce County Humane Society.

### **Tacoma/Pierce County Humane Society**

- Animal law enforcement
- Public Education
- Animal impounding
- Animal adoption
- City patrol

## **2004 HIGHLIGHTS**

- Maintained our current contract/partnership for services with the Pierce County Humane Society.
- Reviewed City Ordinances to ensure those dealing with animal control were current, enforceable and effective. This was completed through the Public Safety Committee.
- Collaborated with the Humane Society to ensure that our citizens' needs were being met and to address any concerns our citizens may have.

## **2005 GOALS**

- Collaborate with the citizens, Humane Society, Mayor and Council to address the animal control needs that come with a growing city.
- Continue to address animal control issues that are pertinent to our community.
- Develop a contract/partnership for services with other jurisdictions for animal licensing and control,

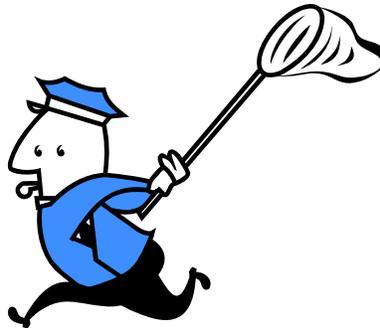
**Fund:** GENERAL  
**Dept:** Animal Control 039

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S):</b>	0.00	0.00	0.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$		\$
20 Personnel Benefits			
30 Supplies			
40 Services & Charges	28,750	33,375	104,350
50 Intergovmtl/Interfd Svc			
60 Capital Outlay			
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services			
<b>Total Expenditures/Uses</b>	<b>\$ 28,750</b>	<b>\$ 33,375</b>	<b>\$ 104,350</b>

**NOTES:**

40 Svc & Chgs: \$34,350 passed upon 2.50 per capita population of 13,740 citizens; \$70,000 to provide interim "startup costs" for new animal control program in 2005, since the Humane Society will no longer provide these services

\*as amended



# SENIOR CENTER

## PURPOSE AND DESCRIPTION

---

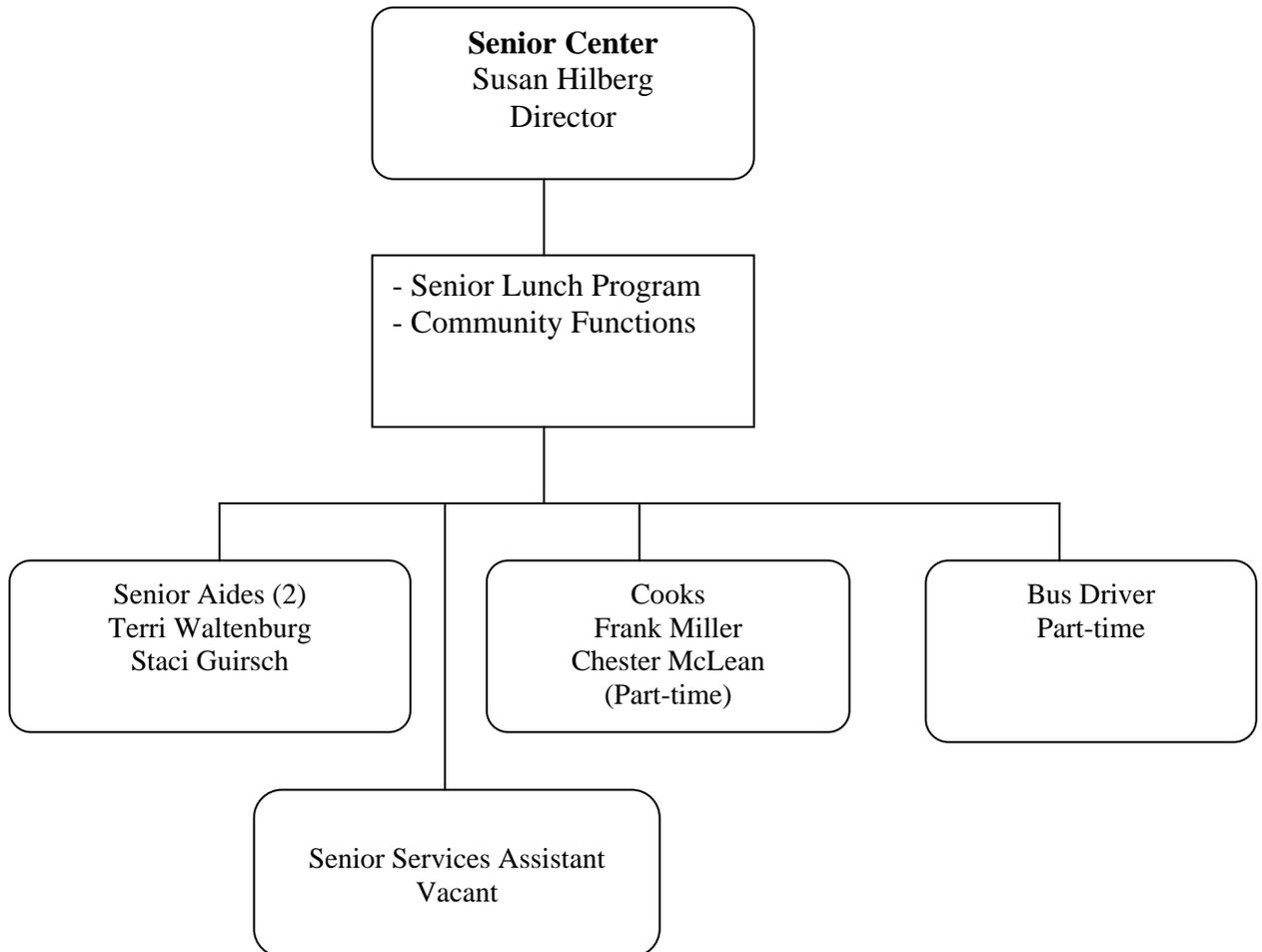
The Bonney Lake Senior Center Department provides a safe and friendly facility for the seniors of the Bonney Lake area. The Center creates an environment that supports Quality of Life to the Fullest through Nutrition, Social, Recreational, Educational and Wellness Programs.

The Center also serves as a resource for the entire community with information on aging; support for family caregivers; training professionals, lay leaders and students; for developing innovative approaches to critical issues on Aging.

## MISSION STATEMENT

---

To affirm the dignity and self worth of older adults by providing services and activities in an atmosphere that encourages and supports Senior Life to the fullest.



**2004 Highlights**

- Added foot care program on self-pay basis
- Received Pierce County Community Block Grant of \$89,000 for addition to Senior Center
- Staff completed CPR/First Aid
- Recruited new director
- Expanded transportation program for Seniors to four days per week
- Became more proficient in using Eden Systems

- Undertook review of Senior Center operations

**2005 Goals**

- Construct addition to Senior Center
- Expand Senior services and programs
- Increase Activity options for Seniors
- Expand van trips



The Bonney Lake Area Seniors ran the Bingo Booth at Bonney Lake Days in August 2004. A fun time was had by all.

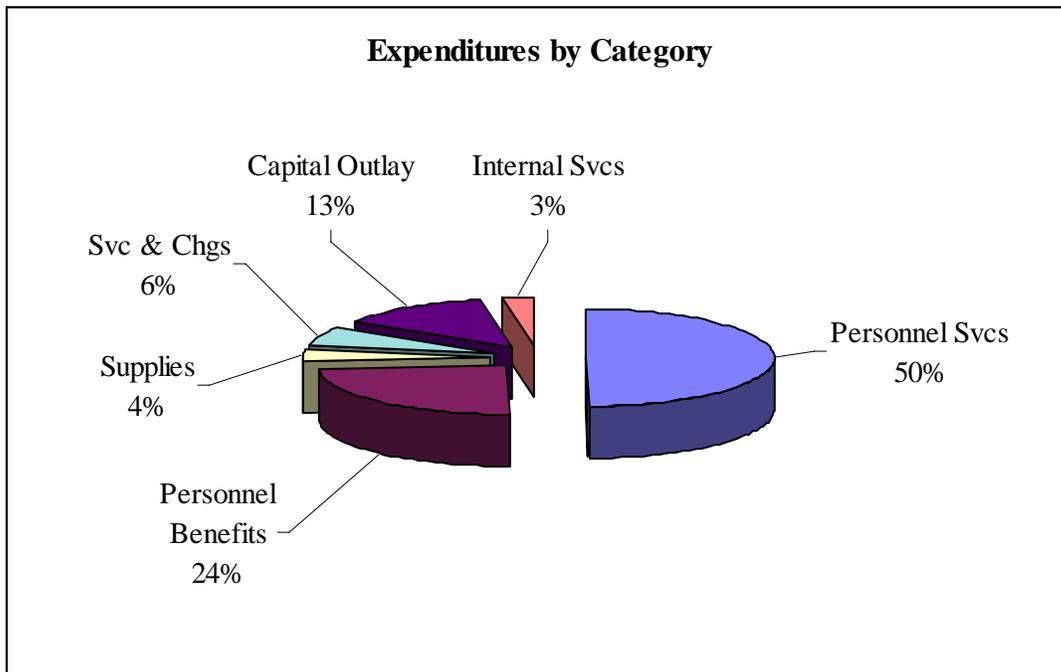
**Fund:** GENERAL  
**Dept:** Senior Center 050

	<u>2003 Actual</u>	<u>2004 Budget</u>	<u>2005 Budget</u>
<b>STAFFING (FTE'S): (**)</b>	4.00	4.00	4.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 97,689	\$ 142,440	\$ 122,880
20 Personnel Benefits	18,038	26,580	58,983
30 Supplies	11,645	12,300	10,000
40 Services & Charges	14,607	16,300	15,600
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	2,546	30,000	32,500
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services	5,709	5,758	6,762
<b>Total Expenditures/Uses</b>	<b>\$ 150,234</b>	<b>\$ 233,378</b>	<b>\$ 246,725</b>

\*as amended

**NOTES:**

- 10 Per Svc: 2% COLA; part-time help funded at \$20,363; includes funding for one higher level employee upgrade
- 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement
- 30 Supplies Fuel costs, groceries and other supplies for lunch program
- 40 Svcs & Chgs: Prof svc, travel & training; fuel costs; higher level of repairs & maint.
- 60 Capital Outlay \$30,000 match and \$10,000 from Snr Advisory Board for Senior Center addition funded by \$90,000 CDBG grant



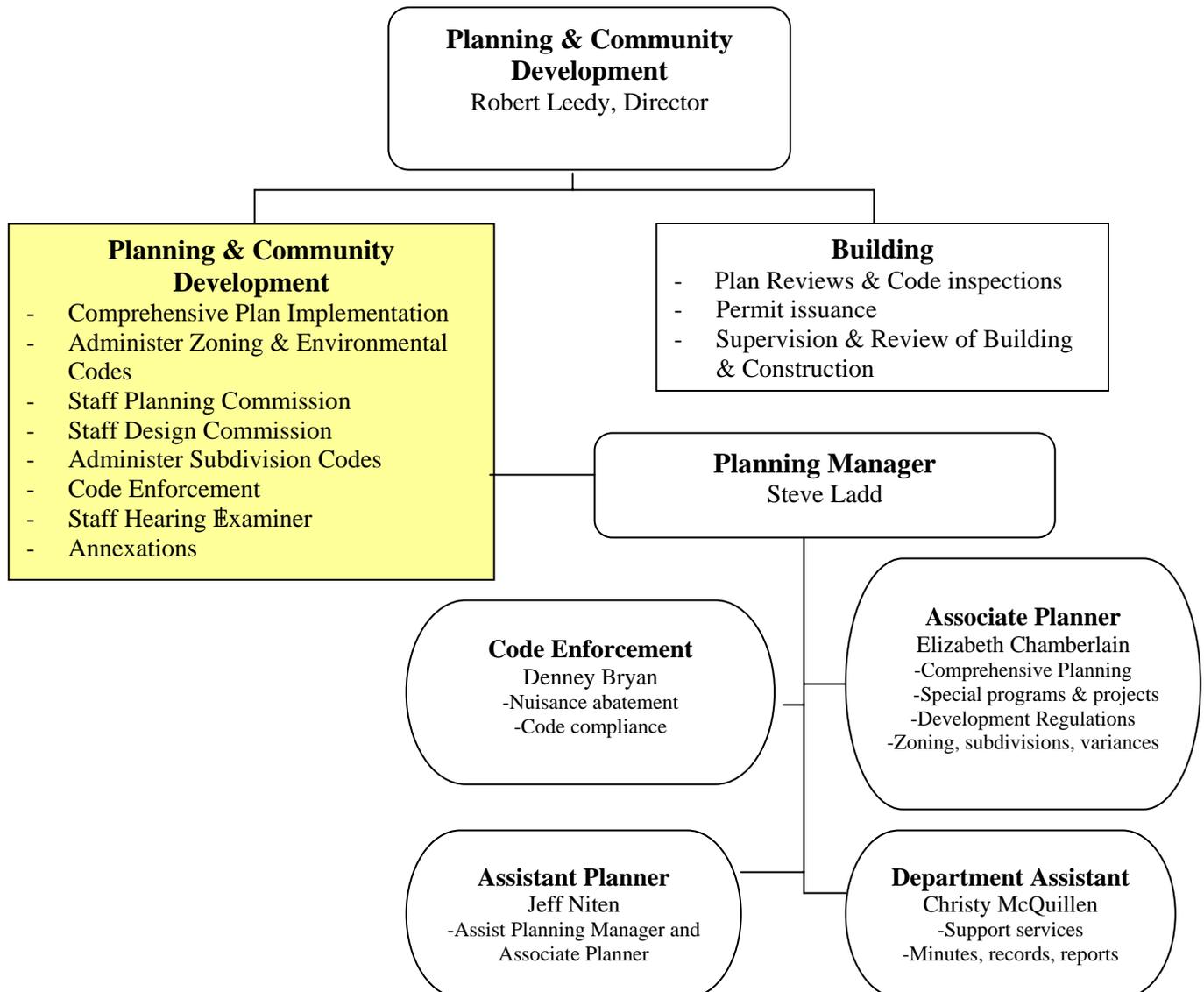
# PLANNING AND COMMUNITY DEVELOPMENT

## PURPOSE AND DESCRIPTION

The Planning and Community Development Department provides long-range planning services, environmental and land use regulation administration and enforcement. The Department also coordinates with other jurisdictions in the region to ensure compliance with federal, state and other local regulations.

## MISSION STATEMENT

To provide effective customer service by responding to customer needs in a timely, efficient, and cost effective manner. In addition, provide effective leadership to plan for managed growth and provide innovative solutions that stem from rapid growth.



**2004 Highlights**

**Administration**

- Coordinated purchase of property
- Oversight of real estate appraisals
- Coordinated new City Hall/Community Center planning exercise
- Continued refinement of permitting activities
- Assistance with Economic Development Planning activities
- Slight modification of Planning Division to create a Planning Manager position

**Current Planning**

- Transition from consultant review to in-house reviews
- Conducted 32 pre-application meetings
- Processed 134 Land Use Applications
- Posted Planning forms and handouts on City website
- In-house promotion of Assistant Planner to Associate Planner

**Comprehensive Planning**

- Updated Community Charter, Natural Environment, Land Use, Housing, Transportation, and Parks elements of Comprehensive Plan as required by GMA
- Implemented Parks Impact Fee
- Represented Bonney Lake in Pierce County deliberations on UGA amendments, buildable land, population allocation, etc.
- Created design review process
- Processed annexations
- Drafted new Critical Areas Ordinance as required by GMA
- Began Economic Development Plan process

**Code Enforcement (through August)**

- Issued 17 sign permits
- Responded to 259 complaints
- Worked with Prosecutor on nine stop-work or other filings

**2005 Goals**

**Administration**

- Transition to in-house review and processing of work items
- Update fee schedules
- Refinement and implementation of Downtown plan
- Completion and implementation of Eastown plan

**Current Planning**

- Amending Municipal Code to implement Comprehensive Plan update
- Update/revise Notice of Land Use action signs

**Comprehensive Planning**

- Amend zoning as necessary to implement 2004 Comprehensive Plan; include high-density Downtown housing; zoning map in line with Comprehensive Planning map
- Adopt School Impact fees
- Enact tree retention/urban forestry
- Adopt reasonable measures to achieve urban densities
- Update utilities element of Comprehensive Plan
- Complete Economic Development Plan process
- Continue pursuing UGA amendments
- Pursue annexations
- Adopt Inter-local agreement with Pierce County
- Better coordinate annexation/utility agreements
- 2005 citizen-initiated Comp Plan amendment cycle
- Comply with new GMA related laws

**Code Enforcement**

- Strengthen education tools as method of abatement
- Develop administrative procedures, establish judicial protocol
- Reserve funds to be used for abatement

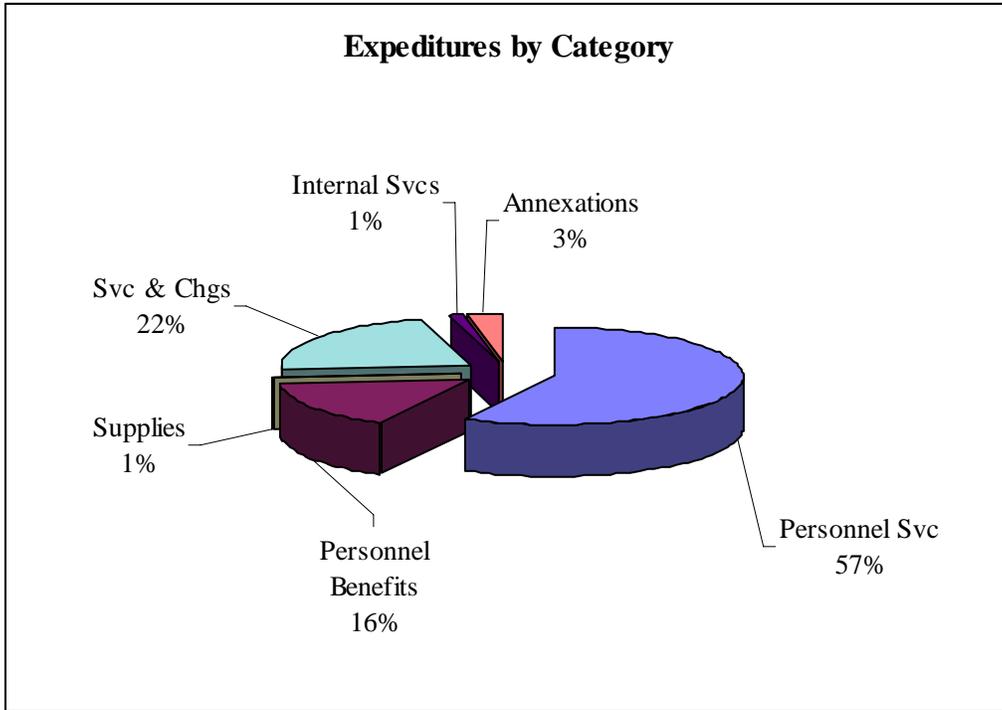
**Fund:** GENERAL  
**Dept:** Planning & Community Development 058

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>STAFFING (FTE'S):</b>	6.00	6.00	6.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 329,771	\$ 336,150	\$ 373,295
20 Personnel Benefits	76,348	110,550	101,937
30 Supplies	5,479	4,000	4,000
40 Services & Charges	92,211	79,500	140,400
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	15,904	10,000	
70 Debt Svc			
90 Internal Services		2,923	6,593
Annexation		20,000	20,000
<b>Total Expenditures/Uses</b>	<b><u>\$ 519,713</u></b>	<b><u>\$ 563,123</u></b>	<b><u>\$ 646,225</u></b>

**NOTES:**

- 10 Per Svc 2% COLA; Assoc. Planner position changed to Planning Mgr; \$26,000 for extra-hire for special projects & annexations
- 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement. Benefits were decreased in 2005 budget to more accurately reflect the amount the City pays.
- 30 Supplies No significant change
- 40 Svcs & Chgs: \$80,000 for Easttown planning; \$30,000 urban forestry, Arbor Day, Tree City designation
- 90 Annexations: Anticipated cost of processing petition annexations

\* Planning Commissioners (7) are not included in F.T.E.



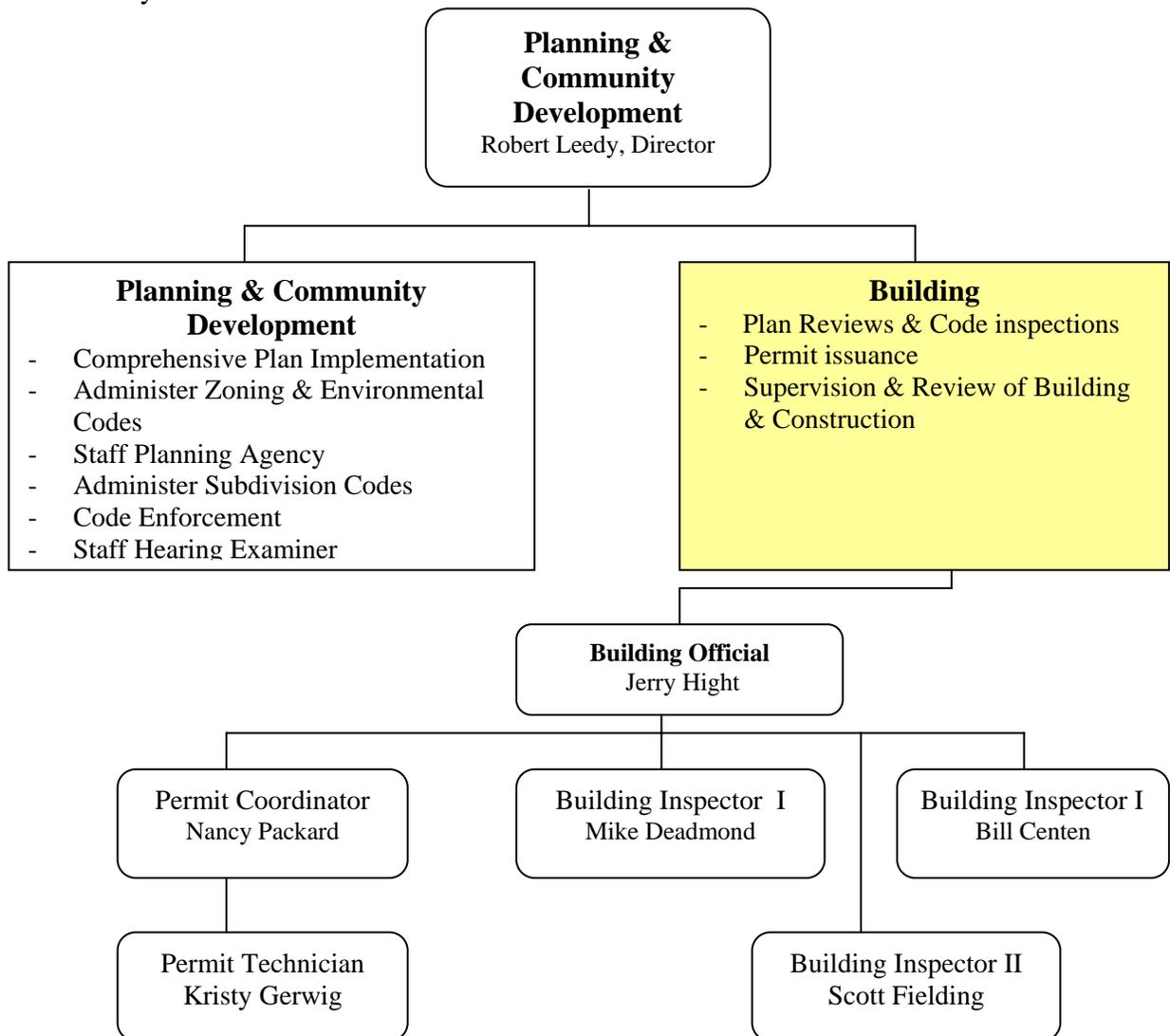
# BUILDING

## PURPOSE AND DESCRIPTION

The Building Division provides building services, construction inspections, and building permit issuance. In 2002 the Building Division was placed under the direction of the Planning & Community Development Department.

## MISSION STATEMENT

To provide accurate information and professional building plan review and inspection services for the protection of the community and to ensure that building construction complies with life, safety, and health issues of adopted uniform codes. To place the public's welfare above all other objectives while striving to serve the interests of the community.



**2004 Highlights**

- Implemented new International Building Codes
- Streamlined the file/document retention and retrieval process
- Continued customizing Eden Systems program
- Trained staff on new International Building Codes
- Began acceptance of credit card payments for permit fees
- Updated and standardized forms and review procedures
- Implemented over-the-counter permit and plan review process
- Continued to improve permit turnaround time
- Established a 24 hour automated inspection request line
- Maintained 24 hour turnaround time for inspection requests
- Initiated a file retention program providing archiving of finalized commercial plans and permits by scanning permit documents into

“.TIF” files and saving them on CD-ROM

**2005 Goals**

- Enhance/improve processes for permit application, plan review and inspections
- Be friendly, efficient, accurate and timely
- Encourage/facilitate staff to continue education
- Expand web page to include inspection scheduling, permit processing and access to forms, procedures and technical information
- Complete residential plan reviews within three (3) weeks
- Improve service delivery to citizens



**Fund:** GENERAL  
**Dept:** Building 059

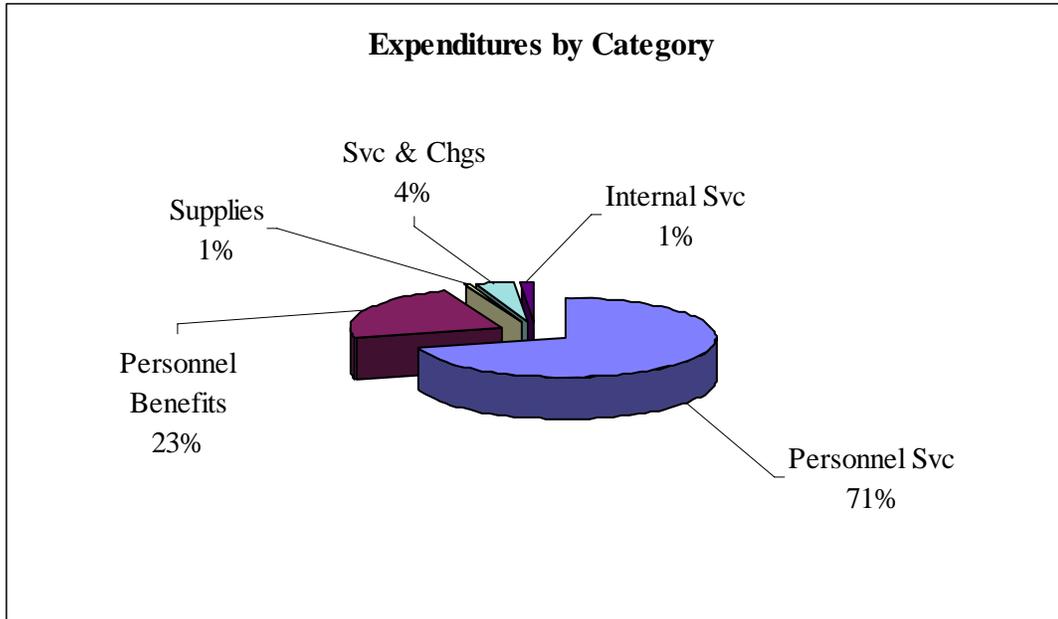
	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Budget*</u>	<u>2005</u> <u>Budget*</u>
<b>STAFFING (FTE'S):</b>	6.00	6.00	6.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 259,545	\$ 326,790	\$ 310,791
20 Personnel Benefits	73,834	103,470	101,392
30 Supplies	8,095	3,800	2,300
40 Services & Charges	9,946	11,150	18,800
50 Intergovmtl/Interfd Svc			
60 Capital Outlay	15,512		
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services	6,191	10,546	5,978
<b>Total Expenditures/Uses</b>	<u>\$ 373,123</u>	<u>\$ 455,756</u>	<u>\$ 439,261</u>

\*as amended

**NOTES:**

- 10 Per Svc: 2% COLA; reduced overtime and extra hire budgets
- 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement
- 30 Supplies: No significant changes
- 40 Svc & Chgs: Increased specialized building inspections

\*as amended



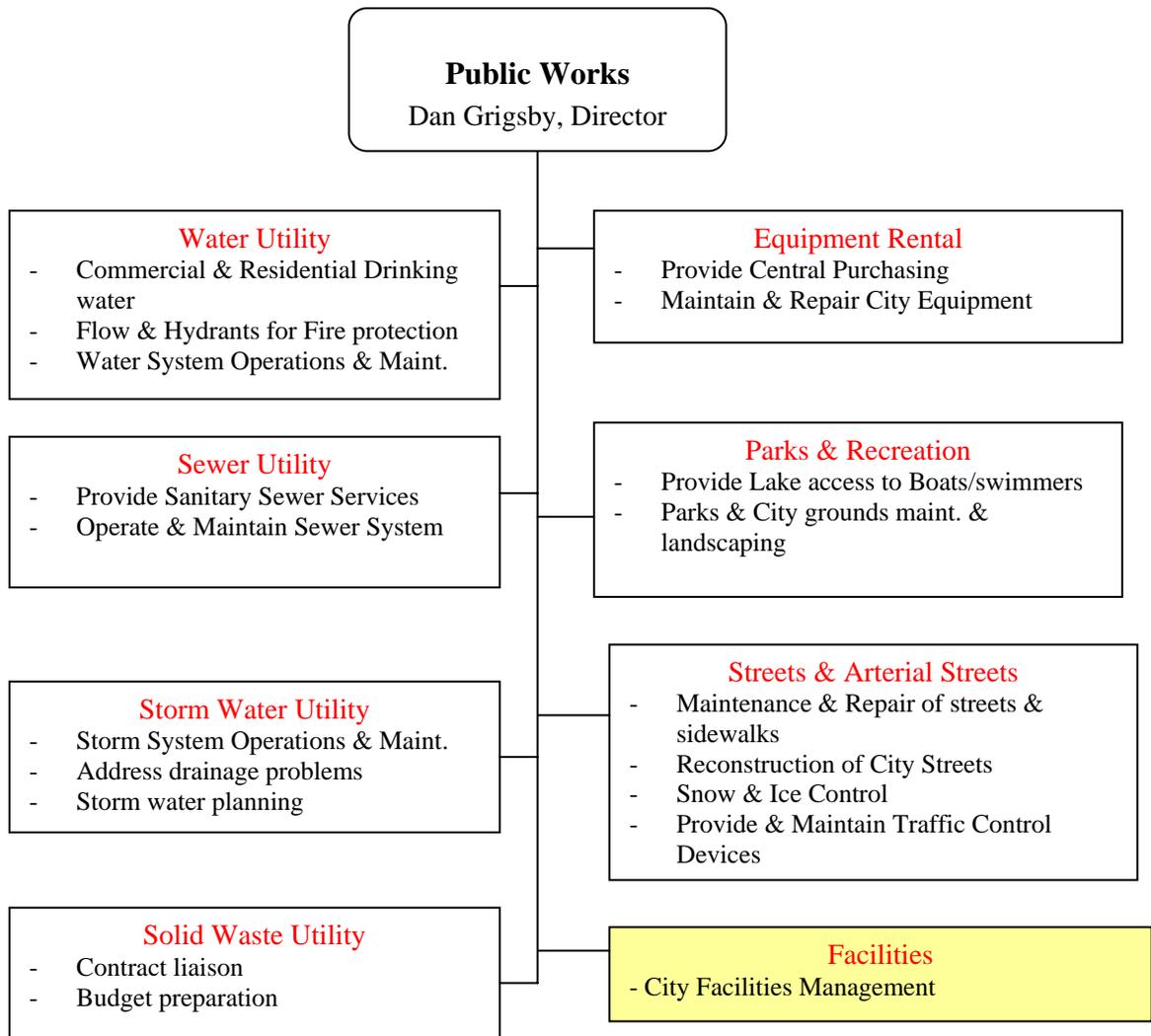
Number of Permits Issued

Year	# Permits
1990	795
1991	562
1992	661
1993	660
1994	625
1995	405
1996	503
1997	585
1998	717
1999	765
2000	973
2001	1774
2002	1925
2003	1880
2004	1895

# FACILITIES

## PURPOSE AND DESCRIPTION

The Facilities Division is under the management supervision of the Public Works Director and is overseen by the Assistant Public Works Director. It manages and coordinates facility related costs throughout the City. Maintenance, janitorial services, and related costs are included in this Division. Originally an Internal Service Fund, it was moved into the General Fund in 2001.



**2004 Highlights**

- Installed security systems at City facilities with a single vendor
- Repaired and painted the exterior of the Public Safety Building
- Upgraded Snack Shack building
- Constructed shelter for holding signs at boat launch
- Added awnings to City facilities
- Updated fire extinguishers at all City buildings
- Created new office space at Public Safety Building
- Started regular pest control maintenance cycles at City facilities
- Repaired UPS at Public Safety Building and started regular preventative maintenance service

- Performed upgrades to Senior Center (flooring, kitchen, doors)
- Renegotiated cell tower lease at Public Safety Building
- Negotiated cell tower co-location lease at Allan Yorke Park

**2005 Goals**

- Maintain City buildings
- Maintain pleasant and professional work environment
- Oversee Senior Center addition construction
- Rehabilitate City Hall roof
- Review and determine best Public Works work management software application to purchase

**Fund:** GENERAL - 001  
**Dept:** Facilities 060

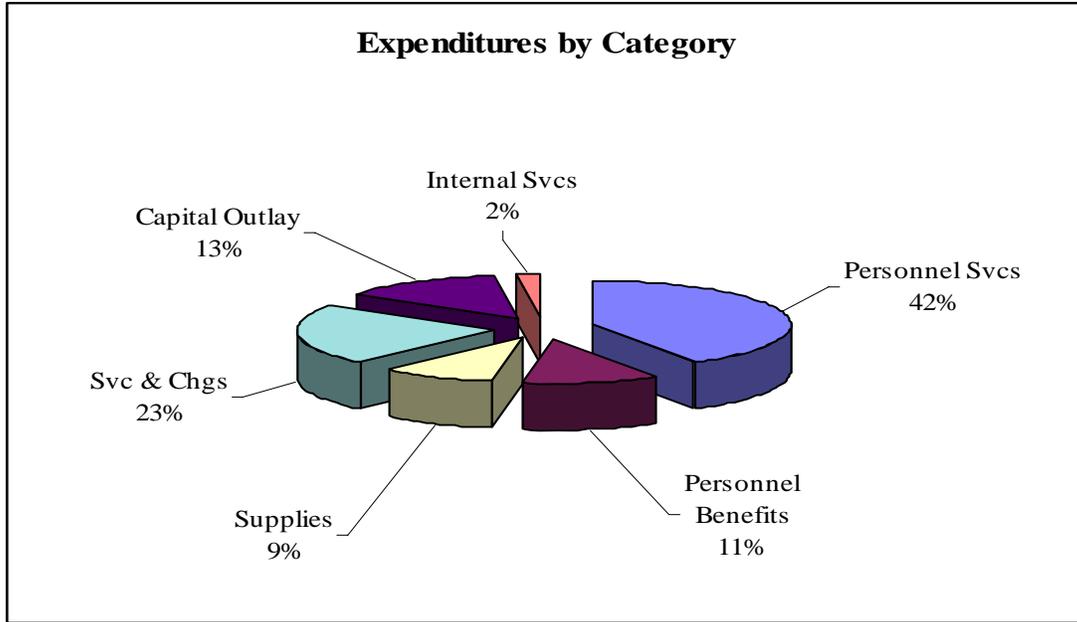
	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Budget*</u>	<u>2005</u> <u>Budget*</u>
<b>STAFFING (FTE'S):</b>	2.09	1.80	1.80
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 64,558	\$ 79,790	\$ 78,630
20 Personnel Benefits	16,423	28,130	21,291
30 Supplies	16,696	20,000	18,000
40 Services & Charges	-6,220	14,500	43,500
50 Intergovmtl/Interfd Svc			
Capital			
60 Outlay	4,533	25,000	25,000
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services	5,228	3,923	3,942
<b>Total Expenditures/Uses</b>	<b>\$ 101,218</b>	<b>\$ 171,343</b>	<b>190,363</b>

\*as amended

**NOTES:**

- 10 Per Svc: 2% COLA
- 20 Per Ben: Increases of 6% medical; 3.7% L&I; 5% retirement
- 30 Supplies: No significant change
- 40 Svc & Chgs:
- Capital
- 60 Outlay: Replace roof on City Hall

\*as amended

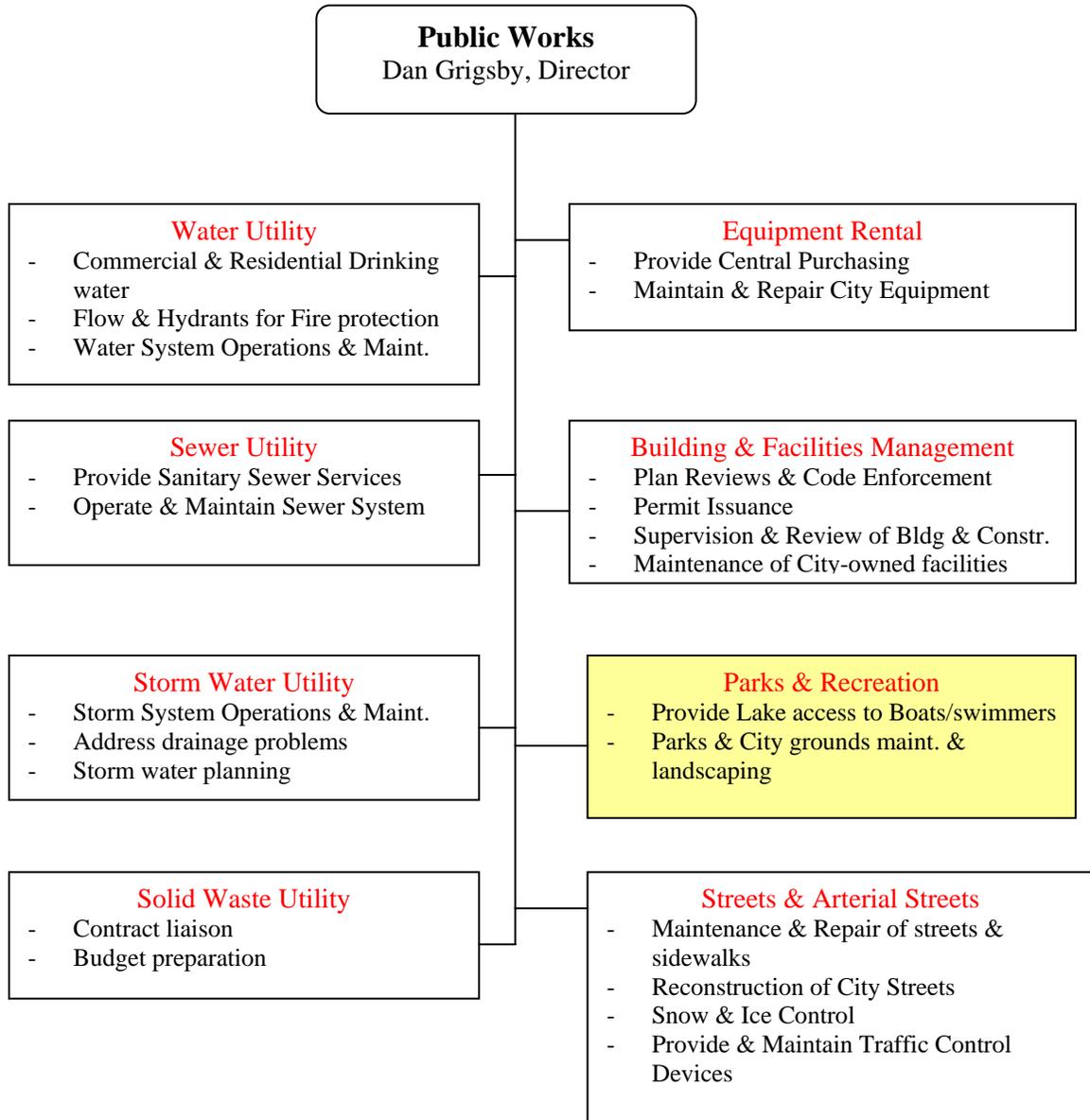


Bonney Lake City Hall located at 19306 Bonney Lake Boulevard

# PARKS & RECREATION

## PURPOSE AND DESCRIPTION

The Parks Division is responsible for the maintenance and operation of the City- owned parks and for the grounds maintenance of the City Hall, City Annex, City Shops, and Senior Center.



**2004 Highlights**

- Replaced swim docks
- Substantially upgraded Snack Shack building and chose new vendor
- Developed and implemented options for improvements to Ascent Park
- Studied and determined plan to expand boat launch trailer parking area on Bonney Lake Blvd
- Installed handicap-accessible drinking fountain at Allan Yorke Park
- Rehabilitated ball fields at Allan Yorke Park
- Made new signs warning of carbon monoxide poisoning
- Consolidated signs at boat launch
- Finalized Park element of Comprehensive Plan
- Implemented \$1,500 Park Impact Fee per dwelling unit
- Acquired Cedarview Park and developed landscape options

- Coordinated construction efforts with DNR for Elhi Creek salmon restoration project

**2005 Goals**

- Enhance and improve Cedarview Park
- Support Bonney Lake Days event
- Participate in County-wide Parks Appreciation Day
- Finish border around skate park
- Continue joint recreation program with Sumner School District and the City of Sumner
- Design and build expanded boat trailer parking area on Bonney Lake Blvd
- Review and determine best Public Works Work Management software
- Integrate new park lands into Park system



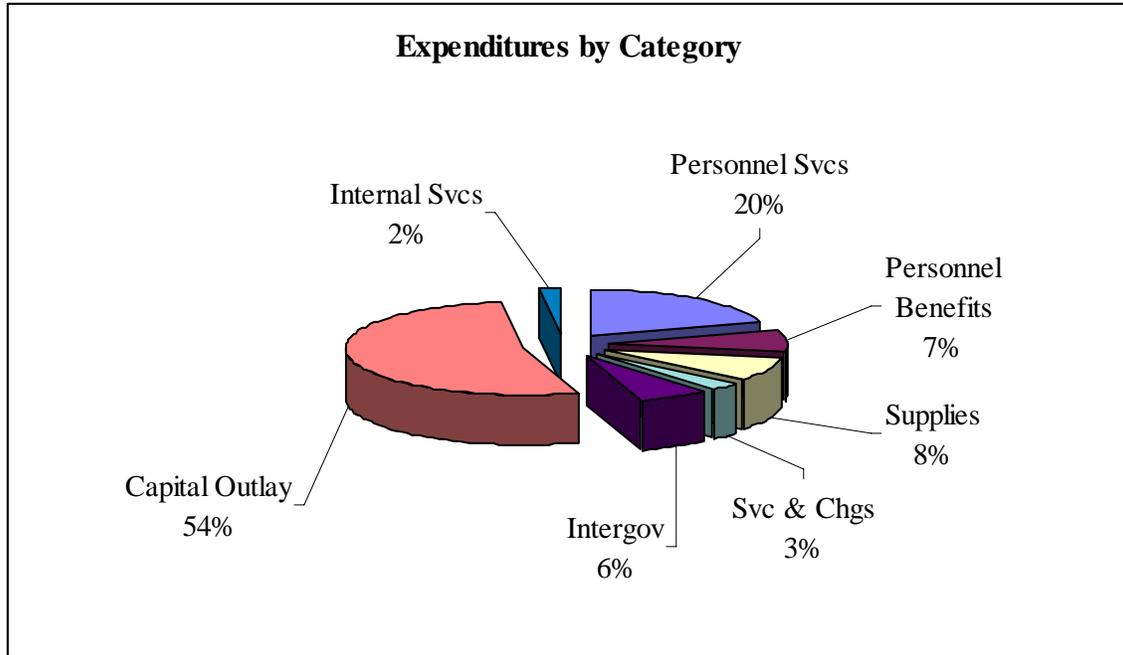
**Fund:** GENERAL - 001  
**Dept:** Parks 076

	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Budget*</u>	<u>2005</u> <u>Budget*</u>
<b>STAFFING (FTE'S):</b>	2.46	2.57	2.84
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 74,799	\$ 87,400	85,055
20 Personnel Benefits	21,929	29,090	31,406
30 Supplies	35,757	29,000	36,000
40 Services & Charges	14,788	11,600	11,500
50 Intergovmtl/Interfd Svc	25,000	27,500	27,500
60 Capital Outlay	408,700	475,000	226,000
70 Debt Svc-Principal			
80 Debt Svc-Interest & Misc			
90 Internal Services	8,856	6,963	8,645
<b>Total Expenditures/Uses</b>	<b>\$ 589,829</b>	<b>\$ 666,553</b>	<b>426,106</b>

**NOTES:**

- 10 Per Svc 2% COLA; increased regular & seasonal labor
- 20 Per Ben: Increases of 6% medical; 3.7%L&I; 5% retirement.  
Increased regular and seasonal labor
- 30 Supplies: \$25,000 funding for Bonney Lake Days
- Svcs &
- 40 Chgs: No significant changes
- 50 Intergov: Continued funding for Sumner-Bonney Lake Recreational Programs
- 60 Capital: \$25,000 for continued support of lakes, streams and wetlands  
\$170,000 for other parks projects (to be determined)

\*as amended



Bonney Lake Citizens and Parks personnel worked together to install new playground equipment at Cedarview Park. The park was donated to the City by the residents of Cedarview subdivision.

## MISCELLANEOUS NON-DEPARTMENTAL (INTERNAL SERVICES)

### PURPOSE AND DESCRIPTION ---

The Miscellaneous Non-Departmental budget manages the fund reserves, non-departmental general government charges and expenditures and the operating transfers to support other general governmental associated services. Interfund Services includes transfers to the Insurance and Equipment Rental & Replacement Funds.

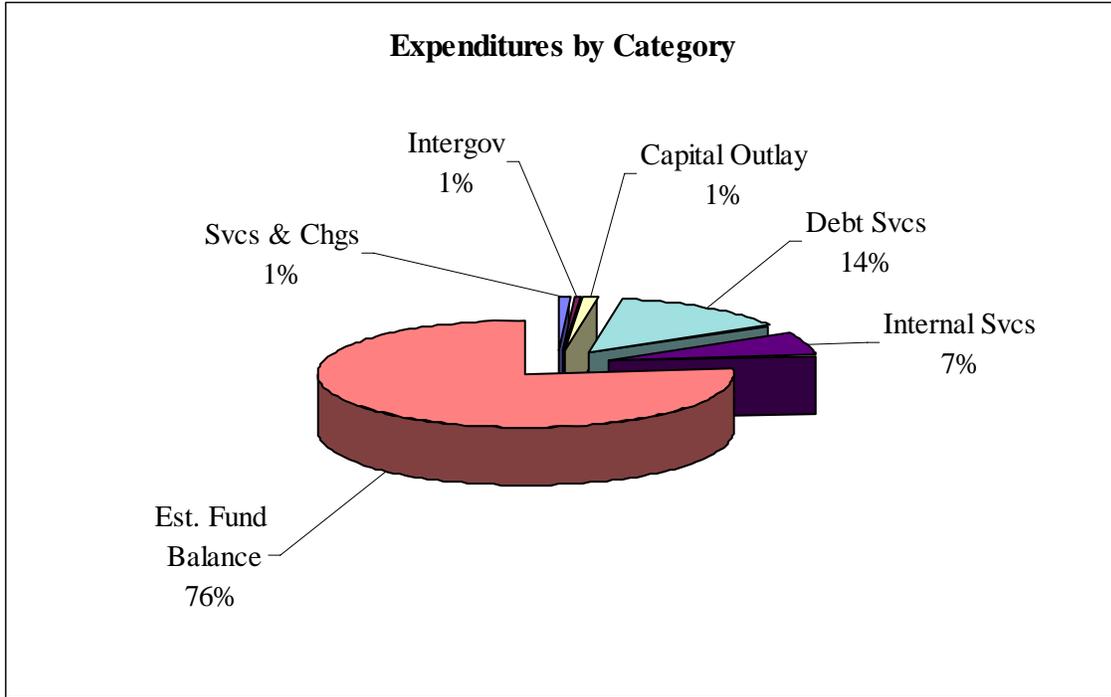
**Fund:** GENERAL - 001  
**Dept:** Internal Services (Non-Dept) - 090

	2003 Actual	2004 Budget*	2005 Budget*
<b>STAFFING (FTES):</b>	0.00	0.00	0.00
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$	\$	\$
20 Personnel Benefits	7,794	15,600	
30 Supplies			
40 Services & Charges	31,155	20,000	30,300
50 Intergovmtl/Interfd Svc	19,450	15,577	24,000
60 Capital Outlay		40,000	40,000
70 Debt Svc-Principal			550,600
90 Trfrs Out/Intnl Svc	1,342,722	1,303,795	264,777
Est. Ending Fd Balance		471,810	2,941,996
<b>Total Expenditures/Uses</b>	<b>\$ 1,401,121</b>	<b>\$ 1,866,782</b>	<b>\$ 3,851,673</b>

**NOTES:**

- 20 Benefits: Retired LEOFF I benefits
- 50 Intergov: Emergency management; pollution control, AWC dues

\*as amended



## Section IV:

# Special Revenue Funds

# SPECIAL REVENUE FUNDS

The Special Revenue Funds are used to account for the proceeds of revenue sources (other than special assessment, expendable trust or major capital projects) that are legally restricted to expenditures for specified purposes.



Locust Avenue

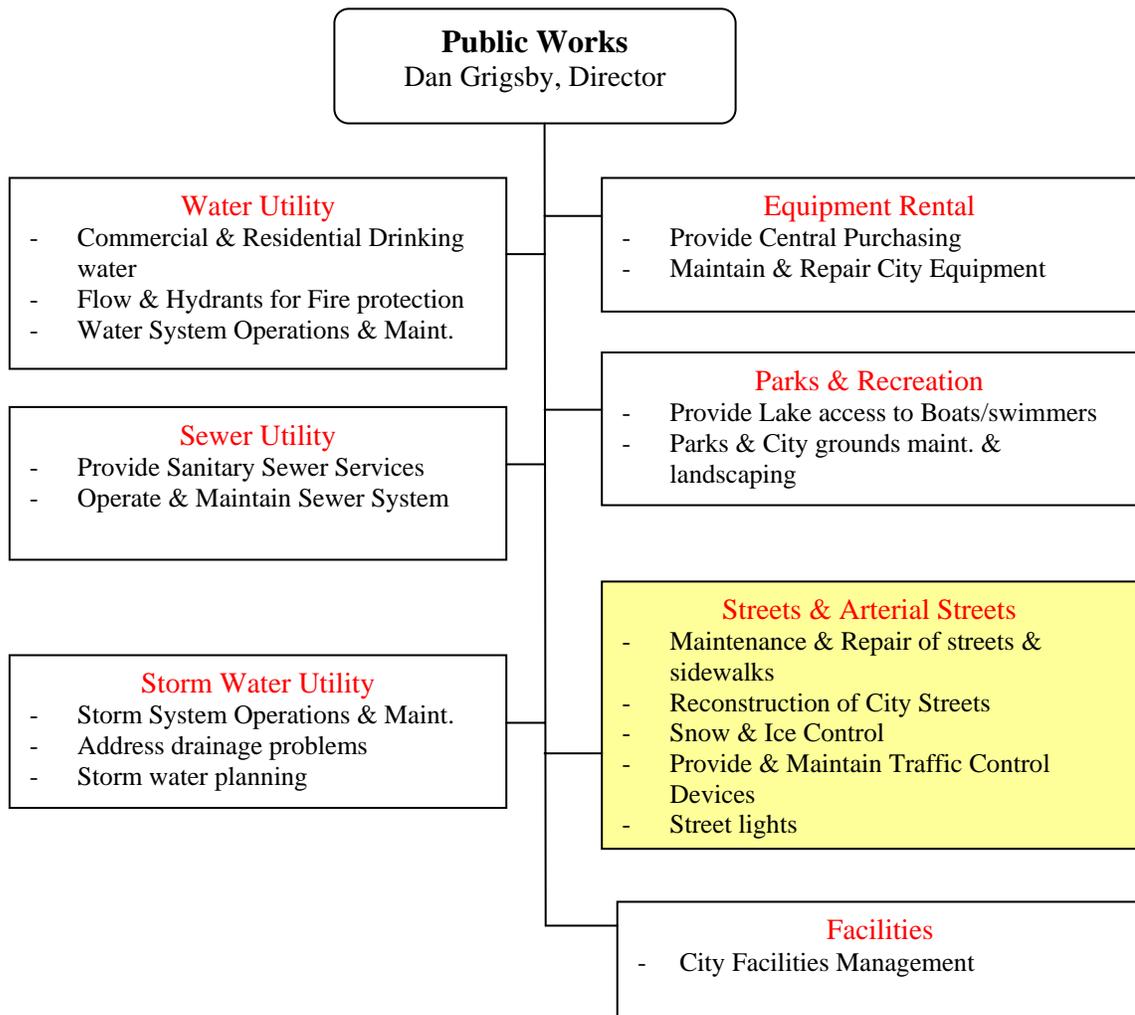
# STREET UTILITY

## PURPOSE AND DESCRIPTION

The Street Fund accounts for the receipt and disbursement of State-levied “unrestricted” motor vehicle fuel taxes which must be accounted for in a separate fund and expended for street-oriented planning, engineering, construction and maintenance purposes. This Fund will also administer the costs related to arterial streets as allowed for those cities below 15,000 populations.

## MISSION STATEMENT

To perform various maintenance services in order to provide reasonably safe roadways, travel comfort, and maintain a passable roadway as can be reasonably expected during snow and wind storm events.



**2004 Highlights**

- Chip seal 3.1 miles of roads within the City of Bonney Lake
- Swept the curb and gutter streets and SR 410 monthly and the back streets with ditches on an as-needed basis
- Street Light Policy
- Replaced 72 signs and installed 25 new regulatory signs for a total of 997 as of July 31<sup>st</sup>
- Striped arterial streets
- Brushed six miles of shoulders
- Replaced bulbs at all traffic signals as per State code
- Issued and monitored 37 right of way permits
- Purchased snow plow
- Replaced/repared thermo plastic crosswalks and stop bars
- Opened new 192<sup>nd</sup> Avenue adjacent to new Target store with two new intersections at Highway 410 and Sumner-Buckley Highway

**2005 Goals**

- Complete the South Prairie Road project with Pierce County
- Plow and sand streets for snow and ice control as needed
- Continue to sweep streets, including monthly sweeps on SR 410 and curbed streets, with as-needed on ditched streets
- Repair potholes promptly
- Brush five to six miles of roadside
- Develop a sidewalk plan
- Maintain City regulatory signs
- Stripe city streets
- Reinstate city staff spraying roadside vegetation
- Continue to search for grant funding
- Increase chip seal program to 7 miles of streets
- Develop plan to modernize and replace street name signs
- Complete intersection improvements at 200 Ave E and South Prairie Road
- Review and determine best pavement management system software application to purchase
- Review and determine best Public Works Work Management software application to purchase

**Fund Type:** SPECIAL REVENUE  
**Fund:** Streets - 101

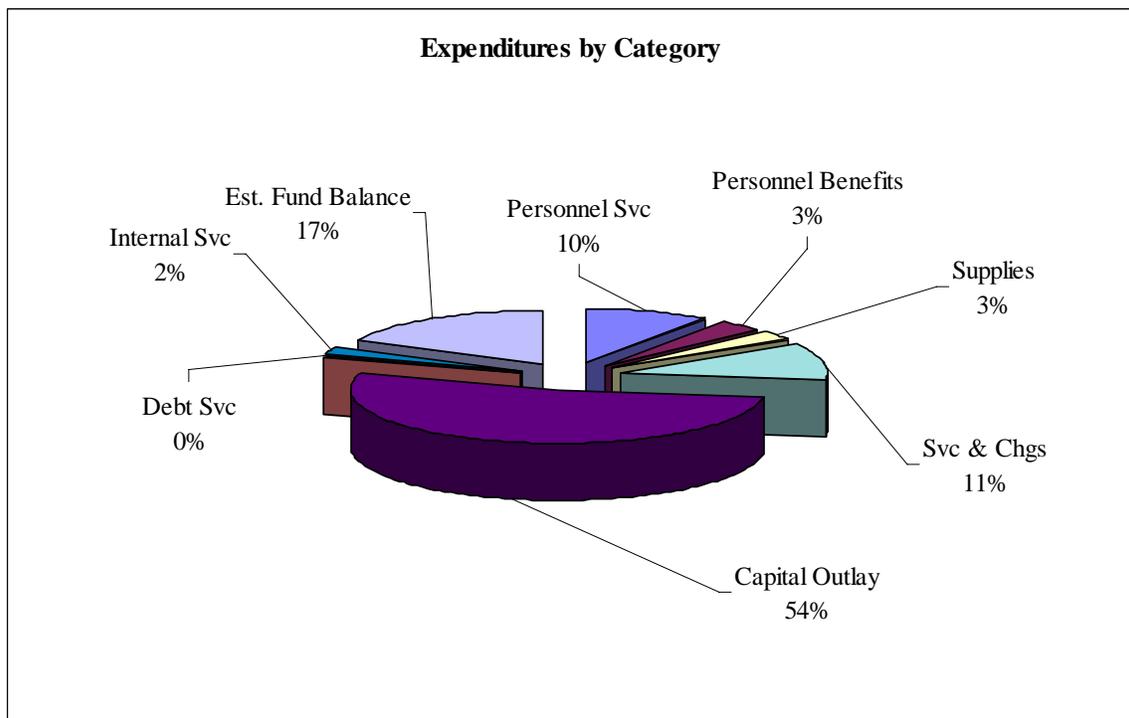
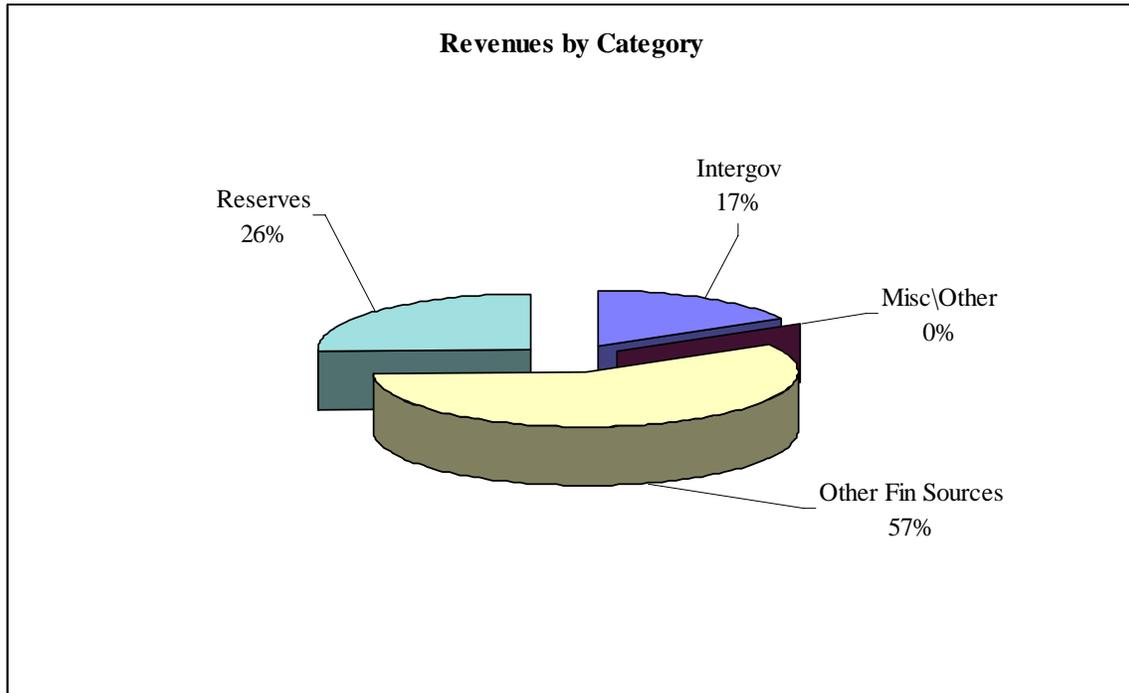
	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>Revenues/Sources By Category:</b>			
Grants	\$	\$	\$
Intergovernmental	429,499	268,580	284,967
Charges for Services	10,758		
Miscellaneous Revenue	1,306	200	1,000
Interfund Transfers	934,000	590,000	
Other Financing Sources			980,777
Estimated Beginning Fund Balance		50,000	441,100
<b>Total Revenues/Other Sources</b>	<b>\$ 1,375,563</b>	<b>\$ 908,780</b>	<b>\$ 1,707,844</b>
<b>STAFFING (FTE'S):</b>			
	5.33	3.97	3.37
<b>Expenditure Budget By Category:</b>			
10 Personnel Services	\$ 175,540	\$ 194,250	164,875
20 Personnel Benefits	55,106	70,330	56,100
30 Supplies	18,467	49,000	53,000
40 Services/Charges	92,650	106,500	189,500
50 Intergovt Svc's/Taxes			
60 Capital Outlay	1,270,798	400,000	126,600
60 Capital Projects			775,000
70 Debt Svc	5,400	6,000	5,400
90 Interfund Services	46,018	36,516	40,812
Estimated Ending Fund Balance		46,184	296,557
<b>Total Expenditures/Uses</b>	<b>\$ 1,663,979</b>	<b>\$ 908,780</b>	<b>\$ 1,707,844</b>

**NOTES:**

**Expenditures**

10 <u>Per Svc</u> :	2% COLA; new lead worker; partial FTE of 26%	
20 <u>Per Ben</u> :	Increases of 6% medical; 3.7% L&I; 5% retirement	
30 <u>Supplies</u> :	Chip seal program	
40 <u>Svc &amp; Chgs</u> :	Includes \$75,000 for chip sealing additional miles; \$40,000 sidewalk program; street lights	
60 <u>Capital</u> :	Partial funding for message sign board and other equipment;	
	Completion of So. Prairie Rd Project funded with impact fees	600,000
	Chip seal maintenance	100,000
	Sidewalk program	75,000

\*as amended



### Street Department Statistics

Street Centerline Miles .....	62.46 miles
Signs .....	1,145
Gravel/Unimproved streets .....	1.1 miles
Sidewalks (Raised curb) .....	13.1 miles



The Street department maintains streets, culverts and signs throughout the City.

# DRUG INVESTIGATION

## PURPOSE AND DESCRIPTION

---

The Drug Investigation Fund accounts for monies received by court ordered restitution and seized items relating to drug cases. Proceeds are used for law enforcement purposes.

### 2004 Highlights

- Maintained partnership with the Drug Enforcement Agency and local law enforcement agencies through participation in the multi-agency Narcotics Task Force
- Added over \$23,000 to the Drug Investigative Fund through narcotics seizures
- Received over \$70,000 in grant and in-kind funding for position through various state and federal efforts

- Severed distribution points for several local sources of narcotics

### 2005 Goals

- Support Metro S.W.A.T. Team
- Support Anti-drug Enforcement
- Possible vehicle purchase



**Fund Type:** SPECIAL REVENUE  
**Fund:** Drug Investigation Fund - 120

	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 91,087	\$ 80,267	\$ 103,476
Fines & Forfeits	4,874		5,000
Miscellaneous Revenue	1,044	90	1,000
<b>Total Revenues/Other Sources</b>	<b><u>\$ 97,005</u></b>	<b><u>\$ 80,357</u></b>	<b><u>\$ 109,476</u></b>

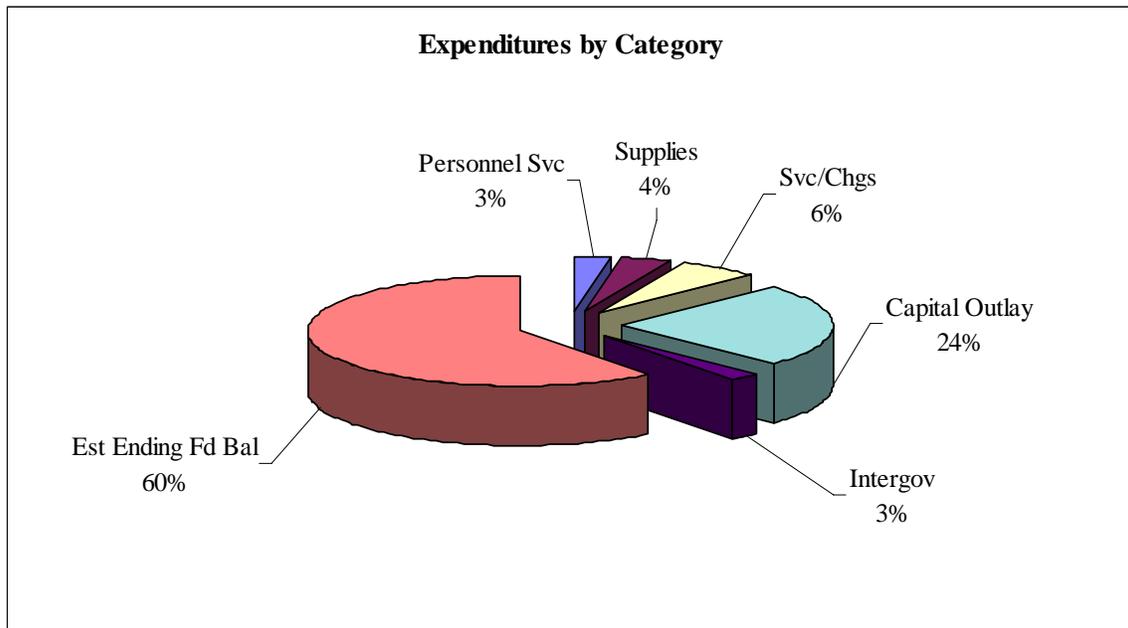
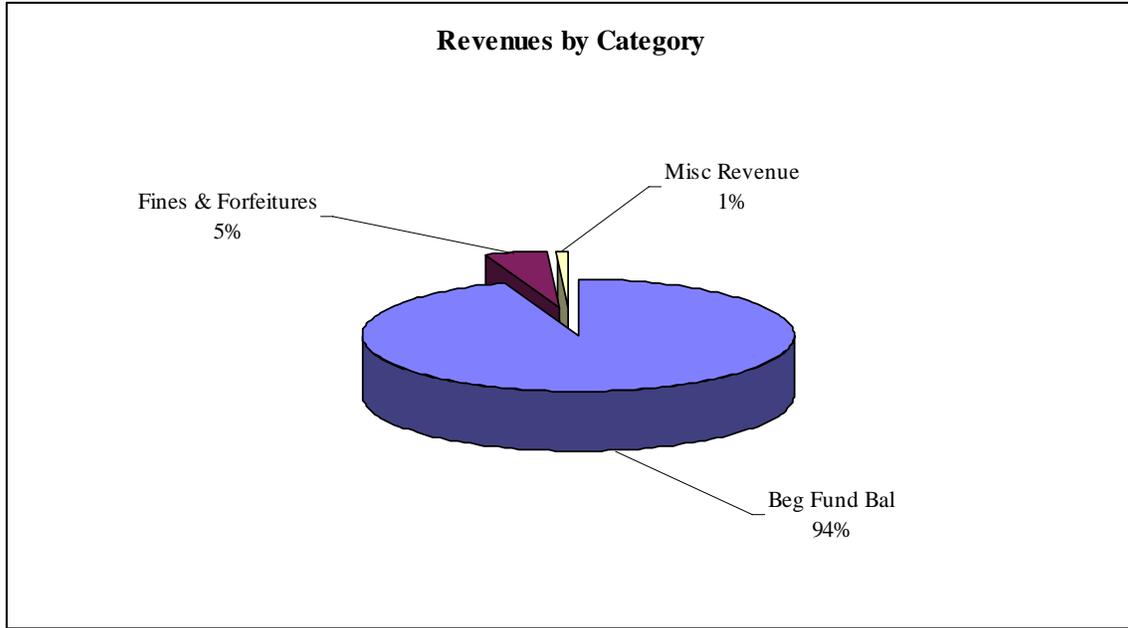
<b>Expenditure Budget By Category:</b>			
Personnel Benefits	\$ 558	\$ 15,000	\$ 3,000
Supplies	4,146	7,850	4,200
Services/Charges	2,022	2,000	6,700
Capital Outlay		30,000	26,700
Intergov			3,000
Estimated Ending Fund Balance	152	25,507	65,876
<b>Total Expenditures/Uses</b>	<b><u>\$ 6,878</u></b>	<b><u>\$ 80,357</u></b>	<b><u>109,476</u></b>

**NOTES:**

**Expenditures**

- 10 Per Svc: Possibly charge some salaries to this fund
- 20 Per Ben: Possibly charge some benefits to this fund
- 60 Capital: \$6,500 Investigation software; \$20,000 possible vehicle purchase

\*as amended



## CUMULATIVE RESERVE

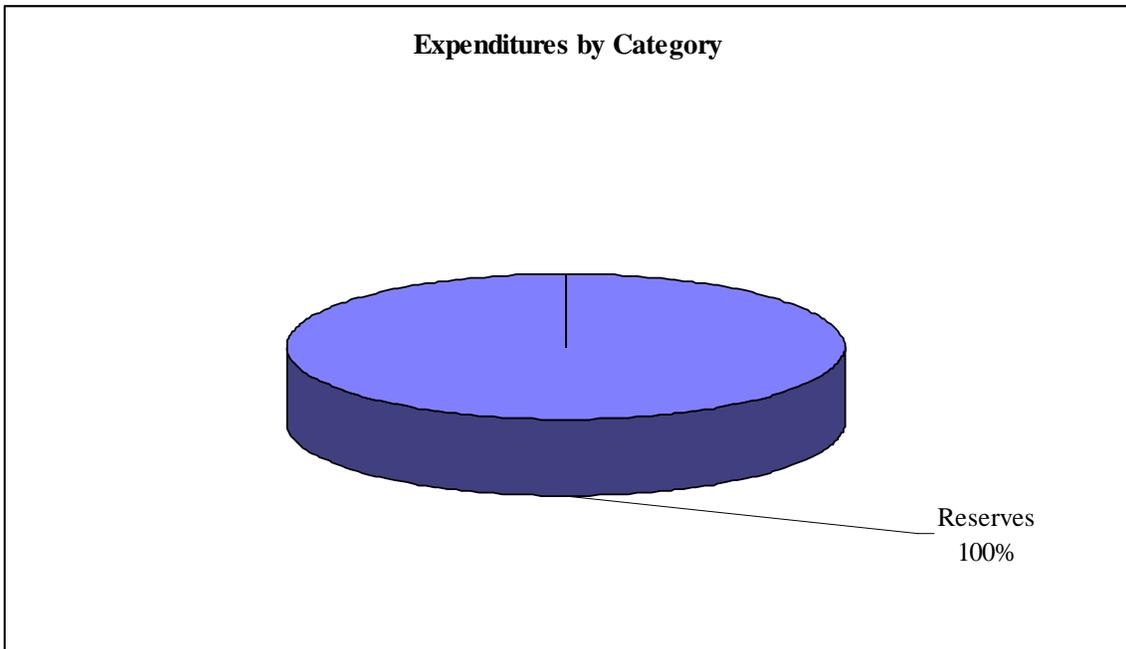
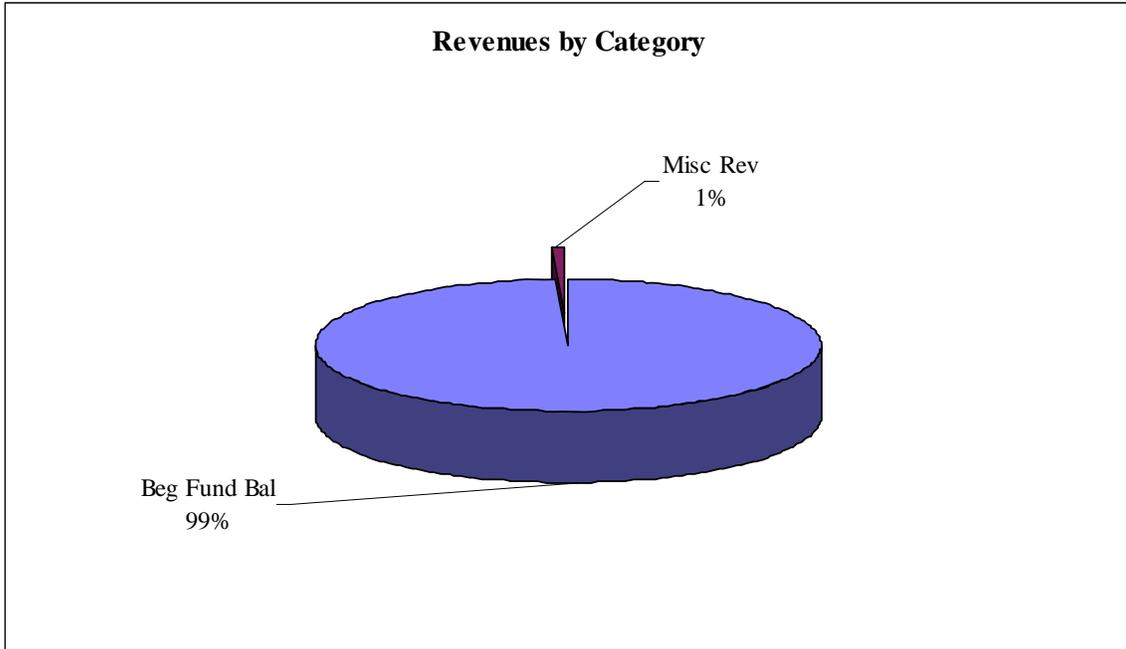
### PURPOSE AND DESCRIPTION ---

The Cumulative Reserve Fund accounts for the General Fund revenues placed in reserve to provide for future economic downturn or any other unforeseen expenditure needs for general City programs.

**Fund Type:** SPECIAL REVENUE  
**Fund:** Cumulative Reserve - 125

	2003 Actual	2004 Budget	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 660,202	\$ 507,112	516,337
Miscellaneous Revenue	7,023		5,000
<b>Total Revenues/Other Sources</b>	<b>\$ 667,225</b>	<b>\$ 507,112</b>	<b>\$ 521,337</b>
 <b>Expenditure Budget By Category:</b>			
Personnel Benefits	\$	\$	\$
Capital Outlay	155,888		
Operating Transfers Out			
Estimated Ending Fund Balance		507,112	521,337
<b>Total Expenditures/Uses</b>	<b>\$ 155,888</b>	<b>\$ 507,112</b>	<b>\$ 521,337</b>

\*as amended



## CONTINGENCY FUND

### PURPOSE AND DESCRIPTION ---

The Contingency Fund sets aside money for unanticipated expenditures or unanticipated short fall of revenue.

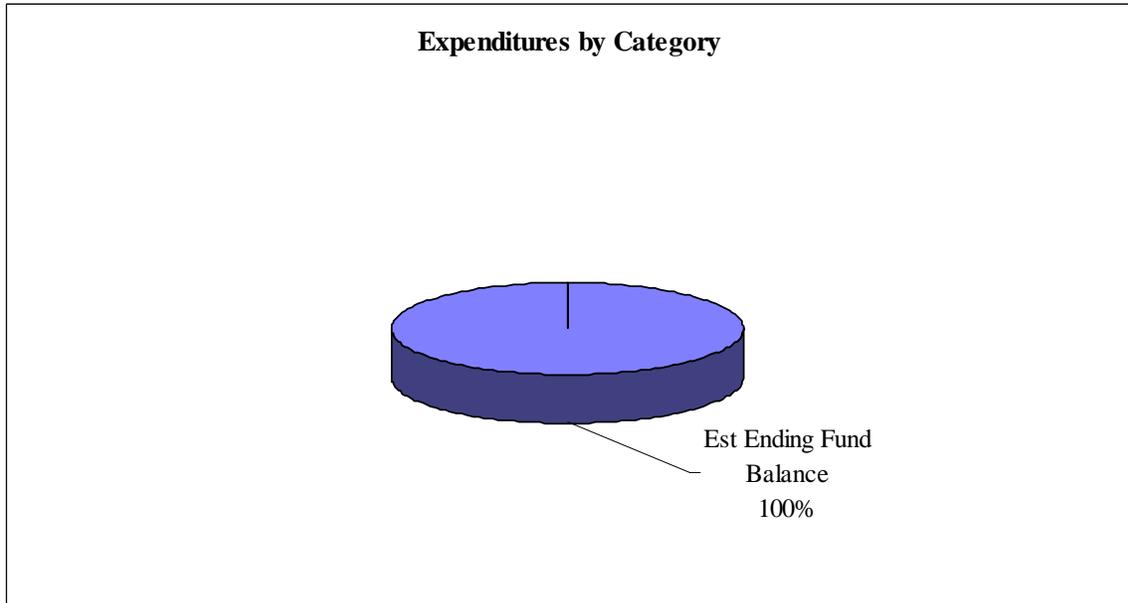
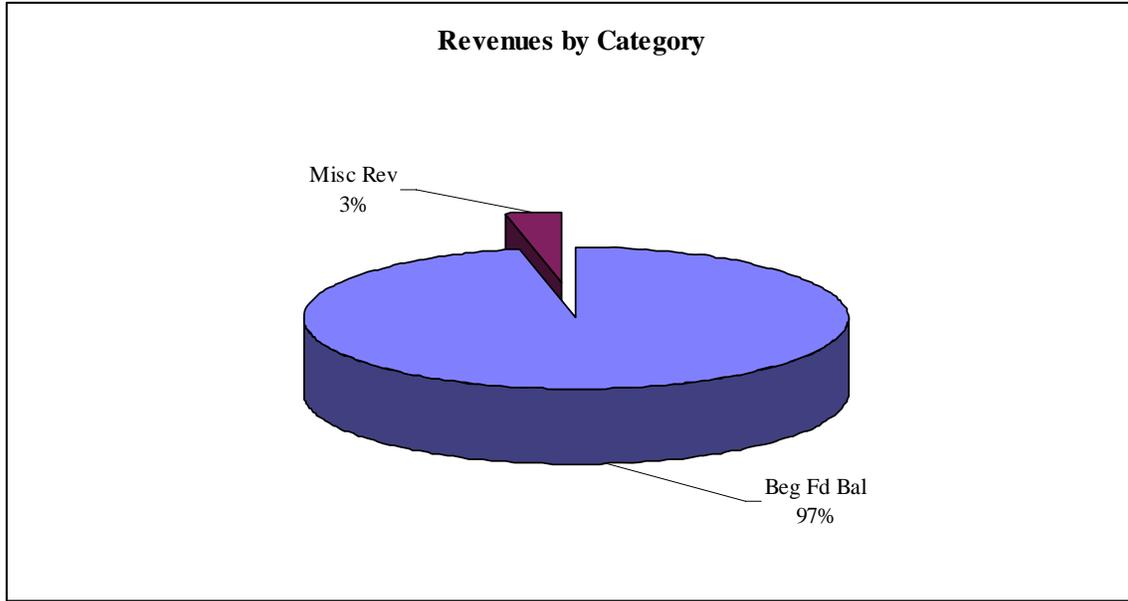
**Fund Type:** SPECIAL REVENUE  
**Fund:** Contingency - 126

	2003 Actual	2004 Budget	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 148,910	\$ 148,915	\$ 46,822
Miscellaneous Revenue	1,712		1,600
<b>Total Revenues/Other Sources</b>	<b>\$ 150,622</b>	<b>\$ 148,915</b>	<b>\$ 48,422</b>

<b>Expenditure Budget By Category:</b>			
Capital Outlay	\$	\$	\$
Operating Transfers Out		148,415	
Estimated Ending Fund Balance			48,422
<b>Total Expenditures/Uses</b>	<b>\$ 0</b>	<b>\$ 148,415</b>	<b>\$ 48,422</b>

**Comments:**  
 Fund created per Council direction in 2002

\*As amended



## EDEN SYSTEMS UPGRADE

### PURPOSE AND DESCRIPTION ---

The Eden Systems Upgrade Fund was initiated in 2002 for the Eden Systems Upgrade. The Eden Integrated Municipal Finance Software System will include parcel management, building permits, geographical information systems (GIS), general ledger, accounts payable, purchasing, requisitioning, accounts receivable, project accounting, budget preparation, job costing, cash receipting interface, fixed assets, payroll, position budgeting, human resources, inventory, utility management, and business licensing capabilities. Implementation of Eden will be a multi-year project.

**Fund Type:** SPECIAL REVENUE  
**Fund:** Eden Systems Upgrade - 130

	2003 Actual	2004 Budget	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$	\$ 150,000	\$ 74,841
Miscellaneous Revenue	2,598		1,000
<b>Total Revenues/Other Sources</b>	<b>\$ 2,598</b>	<b>\$ 150,000</b>	<b>\$ 75,841</b>

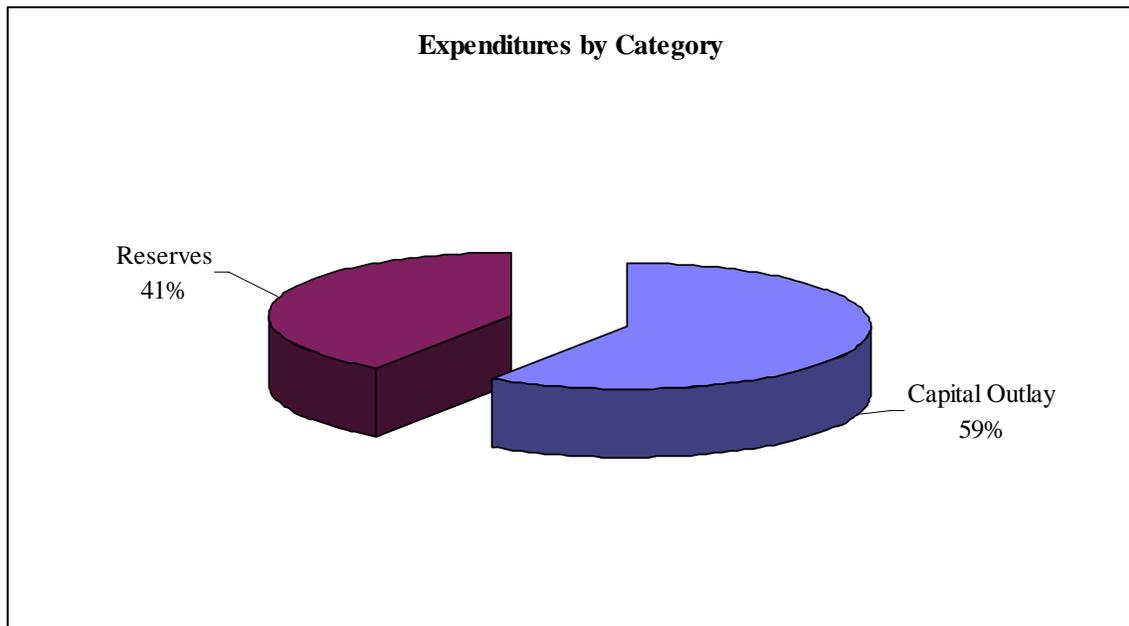
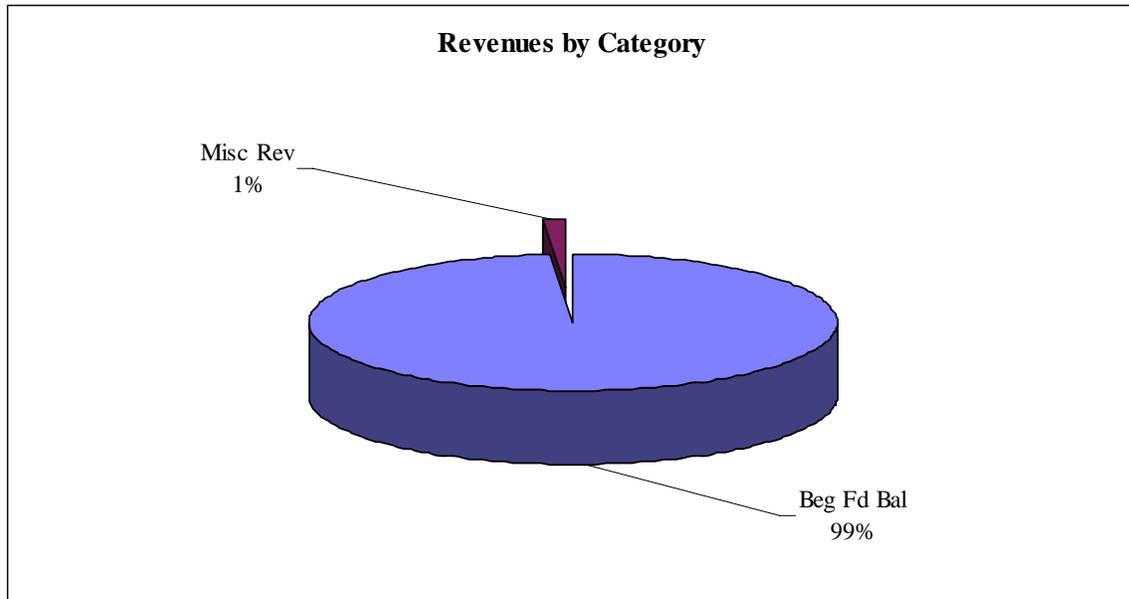
**STAFFING (FTE'S):**

<b>Expenditure Budget By Category:</b>			
Supplies	\$	\$ 69,603	\$
Services/Charges			
Interfund Transfers			
Capital Outlay	187,435	80,397	45,000
Interfund Services			
Est. Ending Fd Bal			30,841
<b>Total Expenditures/Uses</b>	<b>\$ 187,435</b>	<b>\$ 150,000</b>	<b>\$ 75,841</b>

**NOTES:**

Web-based applications

\*As amended



# PARKS IMPACT

## PURPOSE AND DESCRIPTION ---

The Parks Impact Fund collects park impact fees. To meet the demands of urban development, the fund provides urban services and infrastructure.

**Fund Type:** SPECIAL REVENUE  
**Fund:** Parks Impact - 132

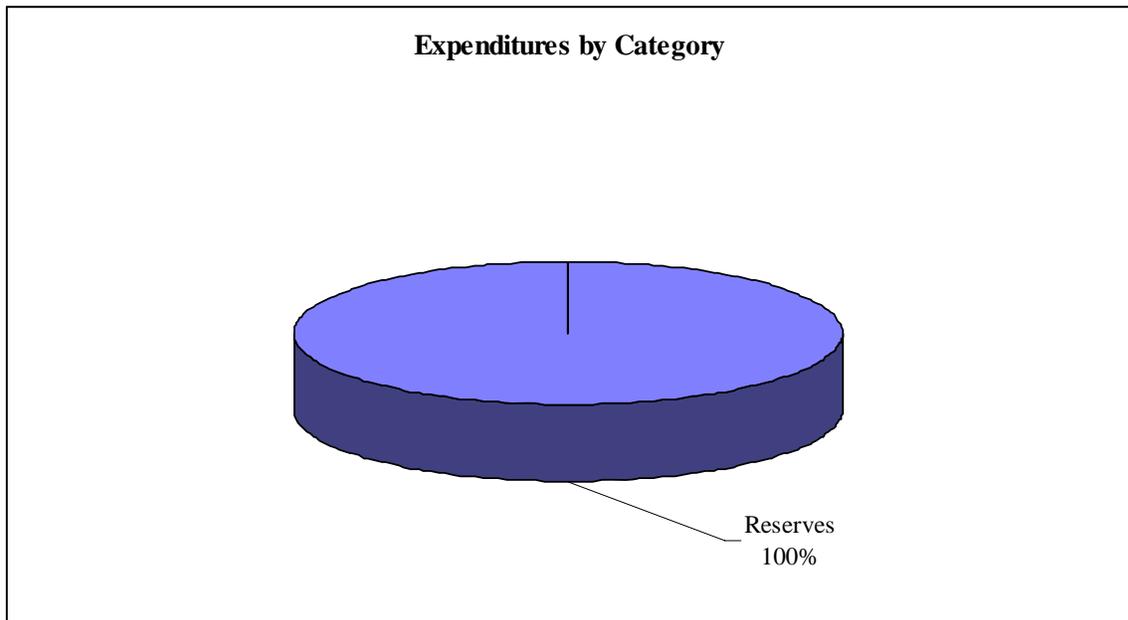
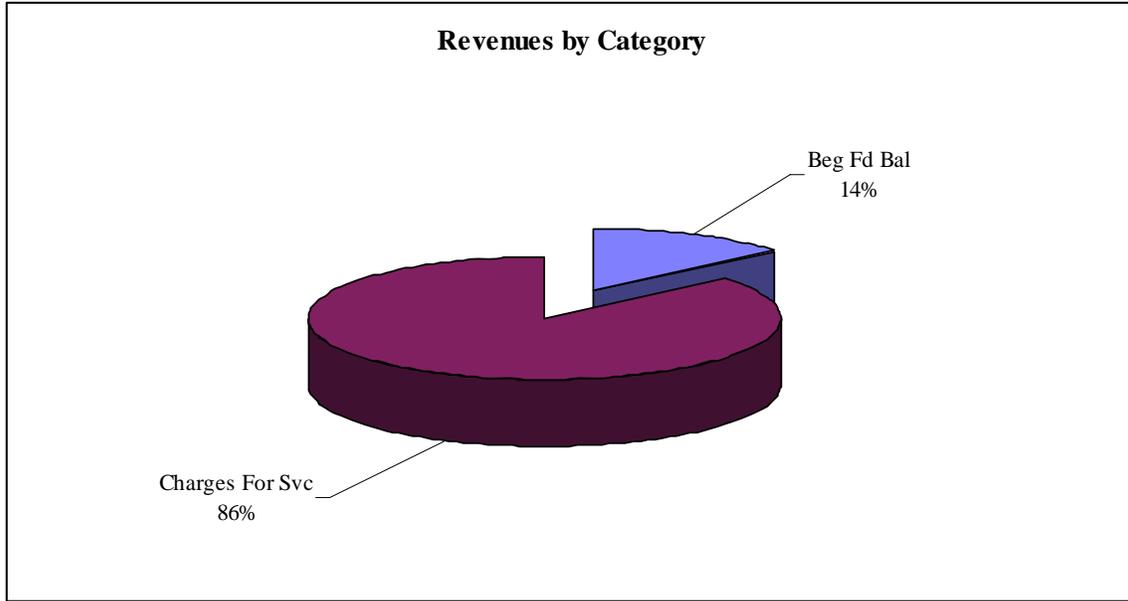
	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$	\$	\$ 75,000
Charges for Goods and Services		225,000	465,000
<b>Total Revenues/Other Sources</b>	<b>\$ 0</b>	<b>\$ 225,000</b>	<b>\$ 540,000</b>

**STAFFING (FTE'S):**

<b>Expenditure Budget By Category:</b>			
Services/Charges	\$	\$	\$
Interfund Transfers			
Capital Outlay			
Transfers Out-CIP		225,000	
Est Fd Bal			540,000
<b>Total Expenditures/Uses</b>	<b>\$ 0</b>	<b>\$ 225,000</b>	<b>\$ 540,000</b>

**NOTES:**  
 Fund created in 2004 (Ord#1018)

\*as amended



# TRAFFIC MITIGATION

## PURPOSE AND DESCRIPTION ---

The Traffic Mitigation fund was created in 2002 to track the funds set aside for traffic improvements, it is primarily funded by fees paid by contractors for new developments.

**Fund Type:** SPECIAL REVENUE  
**Fund:** Traffic Mitigation - 135

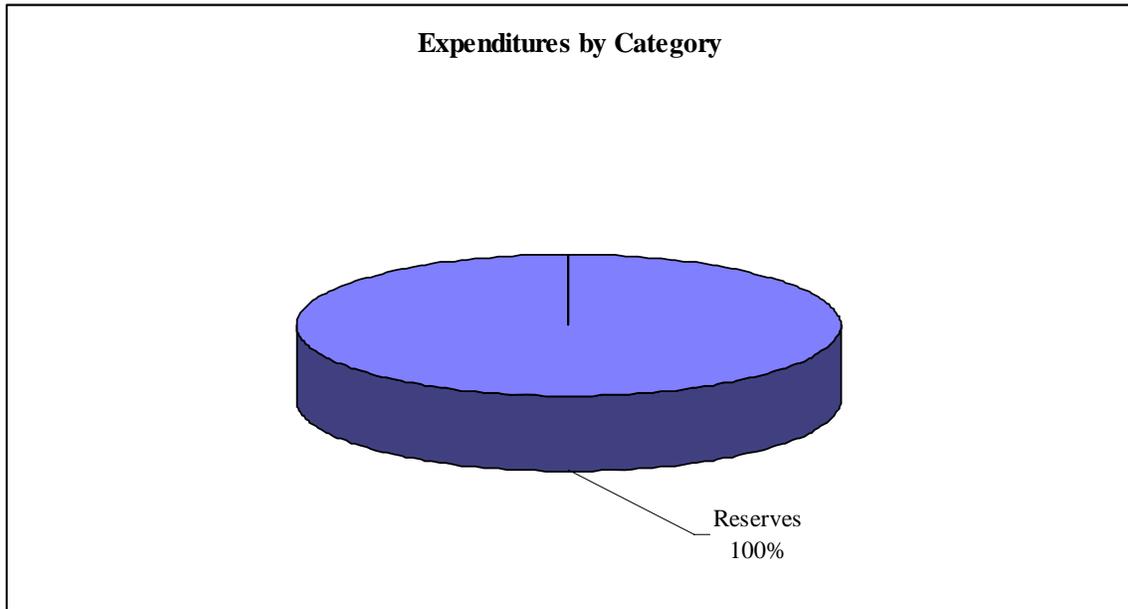
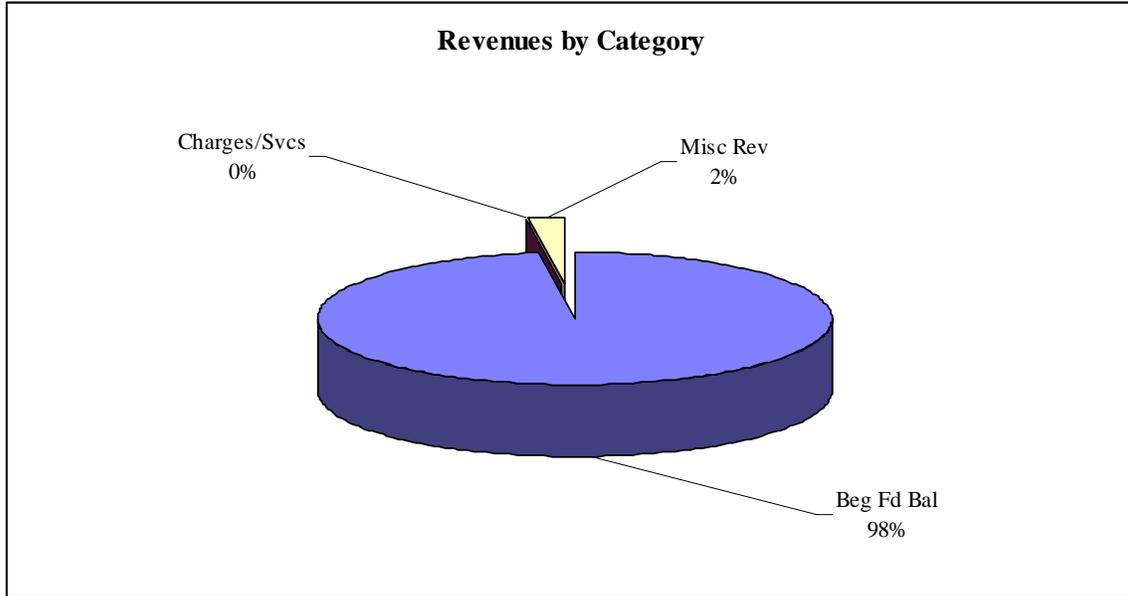
	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 494,834	\$ 386,349	\$ 278,437
Charges for Goods and Services	7,588	317,000	
Miscellaneous Revenues	217,515		6,500
<b>Total Revenues/Other Sources</b>	<b>\$ 719,937</b>	<b>\$ 703,349</b>	<b>\$ 284,937</b>

**STAFFING (FTE'S):**

<b>Expenditure Budget By Category:</b>			
Services/Charges	\$	\$	\$
Interfund Transfers			
Capital Outlay			
Interfund Services	326,000	340,000	
Est Ending Fund Bal		363,349	284,937
<b>Total Expenditures/Uses</b>	<b>\$ 326,000</b>	<b>\$ 703,349</b>	<b>\$ 284,937</b>

**NOTES:**  
 Fund created in 2002

\*as amended



# TRANSPORTATION IMPACT

## PURPOSE AND DESCRIPTION ---

The Transportation Impact fund was created in 2003 to track the funds set aside for traffic improvements which are collected on each building permit for new construction. The fees are to be used for construction of specific projects that have been delineated in the Capital Facility Plan and the current Six (6) Year Transportation Improvement Program (TIP).

**Fund Type:** SPECIAL REVENUE  
**Fund:** Traffic Impact - 136

	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$	\$	764,190
Charges for Goods and Services	304,190	1,020,000	500,000
Miscellaneous Revenue			
<b>Total Revenues/Other Sources</b>	<b>\$ 304,190</b>	<b>\$ 1,020,000</b>	<b>\$ 1,264,190</b>

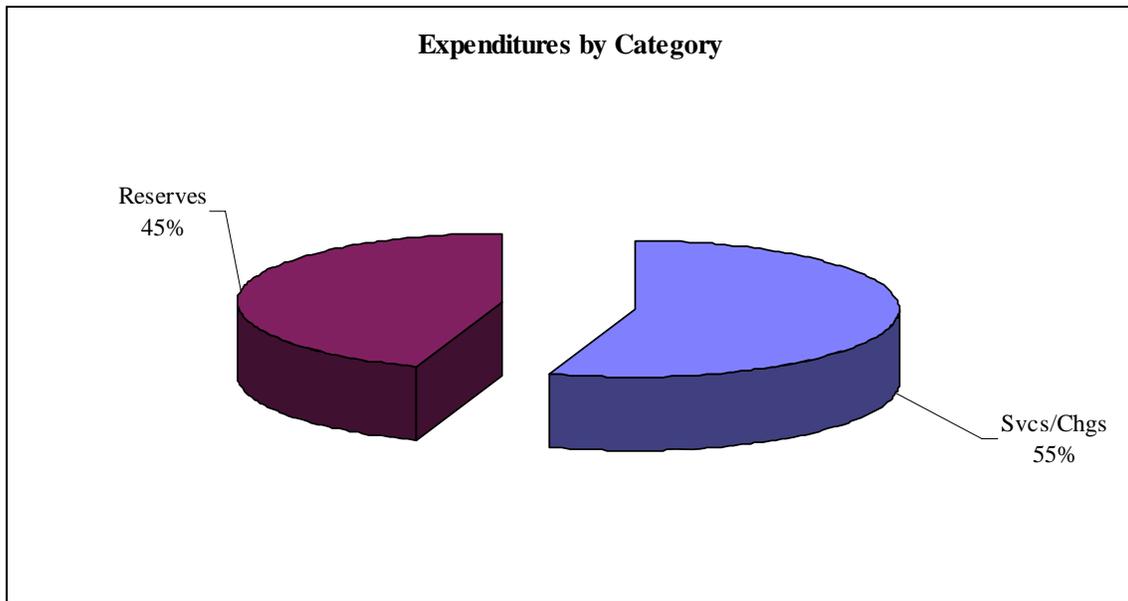
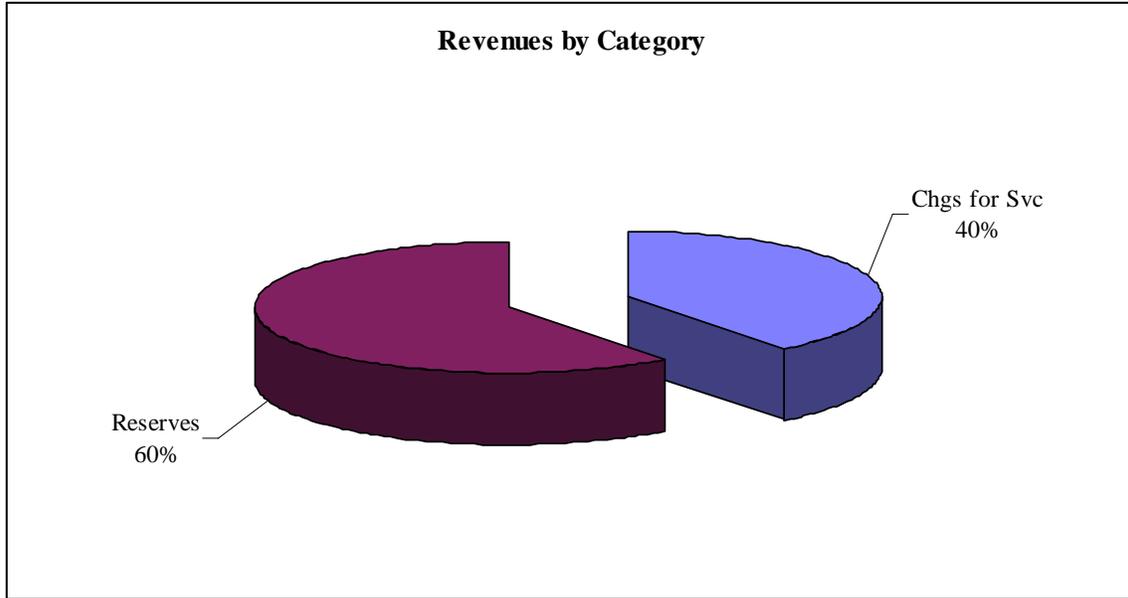
**STAFFING (FTE'S):**

<b>Expenditure Budget By Category:</b>			
Supplies	\$	\$	\$
Services/Charges			700,000
Interfund Transfers			
Capital Outlay			
Interfund Services			
Est. Ending Fd Balance		1,020,000	564,190
<b>Total Expenditures/Uses</b>	<b>\$ 0</b>	<b>\$ 1,020,000</b>	<b>\$ 1,264,190</b>

40 **Svcs & Chgs:** Street project match \$600,000 South Prairie Road

**NOTES:**  
Fund created in 2003

\* as amended



# Section V:

## Debt Service Funds

# DEBT SERVICE FUNDS

The Debt Service Funds account for the accumulation of resources for, and the payment of, general obligation and special assessment bond principal, interest and related costs.



The Public Safety Building

# Debt Classifications

## Revenue

Bond issues or loans whose principal and interest are payable exclusively from revenue of a utility fund (i.e. water, sewer, storm, solid waste). There is no cap on the amount of Revenue debt a city may issue. However, the utilities must demonstrate capacity to fund 1.25 times the amount of the debt payments required.

Revenue Bond Rating (Standard & Poor's): A-

## General Obligation

Bond issues or loans that rely on the full faith and credit of the City of Bonney Lake for repayment, typically through property taxes and all other taxes. For General Obligation debt, the City is restricted to a debt capacity of 2 ½% of the current assessed valuation. Of the 2 ½%, 1 ½% may be Councilmanic Bonds (vote of the Council Members) and the additional 1% has to be approved by the general public.

Assessed Value (AV) for 2005- Excess Levy: \$1,160,614,692

Assessed Value for 2005 – Regular Levy: \$1,164,760,003

General Obligation Bond Rating (Moody's): BAA1

## Special Assessment: Limited Improvement District (LID)

Bonds payable from the proceeds of Special Assessments.

*Special Assessments:* a compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed primarily of benefit to those properties.

The City of Bonney Lake collects payments for two (2) LID's. LID #11 was created to extend the sewer main along subject properties on SR 410. LID #12 was formed for street improvements to 62 Street East, a private street that was subsequently deeded to the City for continued maintenance.

## Public Works Trust Fund Loans

The Public Works Trust Fund Loans are issued through the Public Works Trust Fund Agency for the State of Washington. The loans are "low-interest" and range from 0% to 5% with most at 3%, as compared to revenue bonds, which cost taxpayers approximately 6% in interest.

**HISTORICAL SUMMARY OF DEBT**

Outstanding Debt (Thousands of \$):	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
General Obligation Bonds	3,745,000	4,164,296	3,604,503	3,446,330	3,261,755
Contracts	200,698	192,869	230,936	252,390	233,435
PW Trust Fund Loan	261,657	331,433	226,769	209,325	479,870
LID Bonds	1,036,102	825,663	654,000	555,000	365,000
Revenue Bonds	1,336,346	1,340,500	1,320,408	1,313,522	1,303,533
Outstanding Debt (Thousands of \$):	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>
General Obligation Bonds	3,475,754	3,328,283	3,227,655	3,026,088	2,816,088
Contracts	229,526	207,641	35,633	23,155	18,109
PW Trust Fund Loan	2,046,614	2,607,512	2,657,417	3,489,500	3,182,859
LID Bonds	295,000	275,000	210,000	180,000	180,000
Revenue Bonds	1,297,375	1,310,000	7,300,000	7,070,000	6,825,000
Outstanding Debt (Thousands of \$):	<u>2002</u>	<u>2003</u>	<u>2004</u>		
General Obligation Bonds	2,586,173	2,310,000	2,065,000		
Contracts	12,947	6,139	2,108		
PW Trust Fund Loan	4,742,494	10,956,520	12,320,230		
LID Bonds	110,000	55,000	0		
Revenue Bonds	6,575,000	6,310,000	6,035,000		

## PUBLIC WORKS TRUST FUND LOANS PROJECT SUMMARIES

### Loan #PW-01-691-PWP-201

### Update Comprehensive Transportation Plan

This loan was acquired in order to update the existing Transportation plan by undertaking an inventory of existing systems through review of the existing Transportation Improvement Plan (TIP) and development of a base map by gathering data, including traffic counts. This includes updating the functional classification system; measuring existing traffic counts and forecast traffic generations; examine the impact of Pierce Transit's park-and-ride lot on local traffic patterns; review Pierce County's transportation and non-motorized plans and ensure consistency between the City and County programs; develop integrated transportation project priorities and budgets, based upon a review of existing level of service standards and a forecast of future traffic.

Issue Date: 09/10/2001

Payoff Date: 07/01/2007

Approved Amount: \$30,000.00

Interest Rate: 1%

Draws Taken: \$27,000.00

Principal Paid to Date: \$10,800

Project Status: Completed

Principal Balance: \$16,200

### Loan #PW-5-87-962-030

### Angeline Road & West Tapps Highway Main

These two projects involved replacing existing water mains. The 8" and 4" water mains along Angeline Road will be replaced with a new 12" main being approximately 11,800 feet in length. The line will be installed commencing at the Victor Falls pump station on Bisson-Scannel Road; thence westerly in and along Bisson-Scannel Road to a distance of approximately 800 feet, to the intersection of Angeline Road and Bisson-Scannel Road; thence northerly in and along Angeline Road a distance of approximately 11,000 feet to the intersection of Sumner-Tapps Highway and Angeline Road. The second project involves replacing the existing 4" steel main along West Tapps Highway with new 8" and 10" mains, approx. 4,000 feet in length. The line was installed commencing at the intersection of West Tapps Highway and West Tapps Place; thence southerly in and along West Tapps Drive a distance of 3,300 feet; commencing at the intersection of Jenks Point Way and West Tapps Drive and Church Lake Drive to the intersection of View Drive and Church Lake Drive.

Issue Date: 08/01/1987

Payoff Date: 07/08/2007

Approved Amount: \$344,400.00

Interest: 1%

Draws Taken: \$331,433.00

Principal Paid to Date: \$279,101.60

Project Status: Completed

Principal Balance: \$52,331.46

Loan #PW-5-96-791-004Church Lake/Inlet Island Water Main Replacement

Replacement of approximately 17,000 feet of 12” water mains from West Tapps Highway to the north end of Inlet Island along Church Lake Drive, Church Lake Road, 71 Street East, Old Vandermark Road East, 207 Avenue East, 60 Street East, Aqua Drive and North Island Drive. Replacement of existing water services and installation of new fire hydrants, with a new full asphalt overlay of the above streets.

Issue Date: 12/10/1996

Payoff Date: 06/01/2016

Approved Amount: \$1,298,700.00

Interest: 3%

Draws Taken: \$1,246,003.45

Principal Paid to Date: \$453,319.59

Project Status: Completed

Principal Balance: \$792,683.86

Loan #PW97-791-017Ponderosa Construction

The Ponderosa Reservoir No. 2 project includes the construction of an approx. 2.5 to 3.0 million gallon water tank at the City’s existing Ponderosa Reservoir No. 1 site. This project includes: the installation of the water main, appurtenances, and equipment necessary to connect the new reservoir to the existing water system; installation of telemetry and control systems compatible with the City’s existing system; improvements to the site such as grading, fencing, and landscaping. The design of these improvements was financed by a PWTF pre-construction loan.

Issue Date: 07/31/1997

Payoff Date: 07/01/2016

Approved Amount: \$953,595.00

Interest: 1%

Draws Taken: \$953,595.00

Principal Paid to Date: \$297,510.49

Project Status: Completed

Principal Balance: \$656,084.51

Loan #PW-98-791-006

Ponderosa Reservoir No. 2 800 Zone Overflow

The Ponderosa Reservoir No. 2 – 800 Zone Overflow project includes the construction of an approximately 2.8 million gallon water tank at the existing Ponderosa Reservoir No. 1 site. This project also includes the installation of a water main, appurtenances, and equipment necessary to connect the new reservoir to the existing water system and to expand the 800 pressure zone; the installation of telemetry and control systems compatible with the City’s existing system; and improvements to the site such as grading, fencing, and erosion control. If funding is available additional water main and a pressure reducing station will be constructed to complete the looping of this tank to the 800-pressure zone.

Issue Date: 07/22/1998	Payoff Date: 07/01/2018
Approved Amount: \$281,597.00	Interest: 1%
Draws Taken: \$281,597.00	Principal Paid to Date: \$71,663.35
Project Status: Completed	Principal Balance: \$209,933.65

Loan #PW-98-78898-07

Tacoma Point Corrosion Control Facility

The Corrosion Control Facility Project will construct a corrosion control facility to treat groundwater from the City of Bonney Lake’s Tacoma Point Wellfield. The City is under a Bilateral Compliance Agreement (BCA) with the Department of Health to reduce the City’s customer’s exposure to lead and copper in their drinking water. This project will bring the City into compliance and ensure a safe and healthy drinking water source for its customers. The treatment consists of pH adjustments in order to reduce corrosivity of the City’s water supply. The construction phase of this project will consist of building the corrosion control facility as designed. Included in this phase will be all necessary site work, installation of storage tanks and metering pumps, installation of electrical and control systems, construction of a building, and installation of safety related items such as safety showers, eyewashes, and spill containment.

Issue Date: 10/01/1999	Payoff Date: 10/01/2019
Approved Amount: \$284,512.00	Interest: 4.35%
Draws Taken: \$284,512.00	Principal Paid to Date: \$59,897.25
Project Status: Completed 2001	Principal Balance: \$224,614.76

Loan #PW-98-78898-008Lakeridge Booster Pump Station

Replace an existing booster pump station and replace and extend water main as necessary to increase pressure in the Bonney Lake Water Service Area. Both pre-design and final designs have already been completed. No property acquisition will be necessary, as the City already owns the property on which the existing booster pump station is located. In addition to the booster pump station, the existing 8" water main will be replaced with approximately 1,200 feet of 16" water main to supply the new booster pump station. The new transmission main will improve the existing suction and discharge main. An on-site generator will be installed to provide emergency backup power in the case of power failure. As funds are available, this project will also include the installation of approximately 3,000 LF of ductile iron water main in South Tapps Drive to loop the booster pump station improvements to the southern portion of the 800-pressure zone.

Issue Date: 10/01/1999

Payoff Date: 10/01/2019

Approved Amount: \$715,488.00

Interest: 4.35%

Draws Taken: \$694,649.00

Principal Paid to Date: \$150,629.04

Project Status: Completed 2002

Principal Balance: \$564,858.96

Loan #PW-00-691-008McGhee Drive Water Main

This project is part of the Lakeridge 800 Pressure Zone Reconfiguration Project. This construction consists of replacement of the existing 4" steel and 6" asbestos cement water main with approximately 11,000 lineal feet of 12" ductile iron water main. Replacement of fire hydrants and service lines up to the meters and full roadway overlay along the alignment are included. It also includes: construction of three (3) pressure reducing valves in underground vaults; construction of approximately five (5) zone valves and approximately 35 individual service pressure reducing valves.

Issue Date: 07/01/2000

Payoff Date: 07/01/2020

Approved Amount: \$723,800.00

Interest: 1%

Draws Taken: \$723,800.00

Principal Paid to Date: \$110,898.00

Project Status: Completed 2002

Principal Balance: \$612,902.00

Loan #L9900035

Wellhead Education & Nitrate Investigations

This project is a result of a public health issue for the approximately 20,000 people connected to the City’s water system concerning nitrate pollution. Under this loan, the City will monitor nitrate concentrations in each of its four spring sources to identify which springs are the most contaminated, identify seasonal variations in contamination, and assist in defining the sources of contamination. The City will work with the Tacoma-Pierce County Health Department to coordinate, integrate and analyze the wellhead protection contaminant inventory and other database information to facilitate emergency response. The anticipated result is to reduce or eliminate nitrate contamination in the City’s primary water supply sources.

Issue Date: 12/22/2000

Payoff Date: 12/01/2006

Approved Amount: \$99,000.00

Interest: 0%

Draws Taken: \$42,464.80

Principal Paid to Date: \$28,309.86

Project Status: Completed 2002

Principal Balance: \$14,154.94

Loan #PW-02-691-006

Sumner Treatment Plant Improvement

The Sumner Wastewater Treatment Plant (WWTP) upgrade and expansion will implement BOD and ammonia removal using an expanded activated sludge system incorporating nitrification and denitrification. The WWTP upgrade will implement ammonia removal and increased treatment capacity. The project will include new primary clarifiers, a new aeration basin, new blowers, a new UV disinfection system, a new influent pump station, new headworks, additional secondary clarifiers, a new anaerobic digester, a new centrifuge for sludge de-watering, lab/administration space, and improved flood control. The WWTP capacity will increase from 2.62 MGD to 4.59 MGD.

Issue Date: 1/14/2002

Payoff Date: 07/01/2022

Approved Amount: \$7,386,500.00

Interest: .05%

Draws Taken: \$7,017,175.00

Principal Paid to Date: \$369,325.00

Project Status: On going

Principal Balance: \$6,647,850.00

Loan #PW-03-691-006

Spring Sources Water Quality Facilities

This project includes the construction of a treatment facility that will increase disinfection and raise pH of the Grainger Springs source water. Increased disinfection will be obtained by building a facility that will provide on-site generation of chlorine and install approximately 175 linear feet of 48 inch diameter water main at the Victor Falls source and approximately 310 linear feet of 42 inch diameter water main at the Grainger Springs source or as necessary to obtain adequate residence times. In addition, a caustic soda injection system will be installed at the Grainger Springs Source to raise the pH of this source of water. The construction phase of this project will consist of building the corrosion control and disinfection facilities as designed. Included in this phase will be all necessary site work, installation of storage tanks and chemical metering pumps, on-site chlorination generation equipment, installation of electrical and control systems, construction of buildings, and installation of safety related items such as a safety shower, eye washes, and spill containment. The objective of this task is to construct the corrosion control facility and disinfection facilities as mandated by DOH.

Issue Date: 08/13/2003  
 Approved Amount: \$1,174,700  
 Draws Taken: \$528,615.00  
 Project Status: Complete in 2005

Payoff Date: 08/14/2023  
 Interest Rate: .05%  
 Principal Paid to Date: \$0  
 Principal Balance: \$528,615.00

Loan #PW04-691-007

Sumner Treatment Plant Upgrade

The Sumner Wastewater Treatment Plant (WWTP) upgrade and expansion will implement BOD and ammonia removal using an expanded activated sludge system incorporating nitrification and de-nitrification. The WWTP upgrade will implement ammonia removal and increased treatment capacity. The project will include new primary clarifiers, a new aeration basin, new blowers, a new UV disinfection system, a new influent pump station, new head works, additional secondary clarifiers, a new anaerobic digester, a new centrifuge for sludge de-watering, a new sludge dryer for Class A bio-solids, a lab/administration space, and improved flood control. The WWTP capacity will increase from a de-rated nitrification capacity of 2.0 MGD to 4.59 MGD.

Issue Date: 05/25/2004  
 Approved Amount: \$2,109,000.00  
 Draws Taken: \$421,800.00  
 Project Status: Ongoing

Payoff Date: 07/01/2024  
 Interest Rate: .05%  
 Principal Paid to Date: \$0  
 Principal Balance to Date: \$421,800.00

Loan #PW04-691-008Ballpark Well Water Quality Treatment Facility

This project will develop a new well at the Ball Park source. In 2003 the City drilled a new well for this source and will develop and equip the well in 2004. This project includes construction of a well pump and treatment facility that will remove iron and manganese from source water from both Ball Park Wells.

Issue Date: 05/25/2004

Payoff Date: 07/01/2024

Approved Amount: \$3,375,000

Interest Rate: .05%

Draws Taken: \$675,000.00

Principal Paid to Date: \$0

Project Status: Design phase

Principal Balance to Date: \$675,000.00

Loan #PW04-691-009Leak Reduction Program

The main goal of this project is to increase supply capacity by decreasing leaking or unaccounted for water. It is the City's goal to reduce unaccounted for water from 25% to 15% with implementation of this project. This project will replace approximately 71,000 lineal feet of substandard material water main that has been identified to have a high potential of leakage. It is the City's goal to replace 40% of all the water mains in its' system that were constructed with substandard materials (i.e. asbestos cement and steel) within the next five years. These substandard material water mains will be replaced with 8-inch and 12-inch diameter ductile iron pipe.

Issue Date: 05/25/2004

Payoff Date: 07/01/2024

Approved Amount: \$4,516,000.00

Interest Rate: .05%

Draws Taken: \$903,200.00

Principal Paid to Date: \$0

Project Status: Ongoing

Principal Balance to Date: \$903,200.00

Description	Issue Date	Maturity Date	Interest Rates	Authorized	Outstanding				
					1/1/2004	Issued	Redeemed	12/31/2004	
<b>GENERAL OBLIGATION BONDS:</b>									
1997 Public Safety Facility Refunding	3/1/97	12/1/11	4.1-5.25%	2,865,000	2,310,000	-	245,000	2,065,000	
<b>Total General Obligation Bonds</b>				<b>\$ 2,865,000</b>	<b>\$ 2,310,000</b>	<b>\$ -</b>	<b>\$ 245,000</b>	<b>\$ 2,065,000</b>	
<b>INSTALLMENT CONTRACTS:</b>									
Rental House	12/1/84	12/1/04	11.00%	\$ 60,000	\$ 6,139		\$ 4,031	\$ 2,108	
PWTF Loan (PW-01-691-PWP-201)	9/10/01	7/1/07	0.00%	30,000	21,600		5,400	16,200	
<b>Total Installment Contracts</b>				<b>\$ 90,000</b>	<b>\$ 27,739</b>	<b>\$ -</b>	<b>\$ 9,431</b>	<b>\$ 18,308</b>	
<b>ENTERPRISE DEBT:</b>									
PWTF Loan (PW5-87-962-030)	8/1/87	7/8/07	1.00%	\$ 331,433	\$ 69,774		\$ 17,444	\$ 52,330	
PWTF Loan (PW-5-96-791-004)	12/10/96	6/1/16	3.00%	1,298,700	858,741		66,057	792,684	
PWTF Loan (PW-97-791-017)	7/31/97	7/1/16	1.00%	953,595	706,553		50,468	656,085	
PWTF Loan (PW-98-791-006)	7/22/98	7/1/18	1.00%	281,597	224,928		14,995	209,933	
PWTF Loan (PW-98-78898-07)	10/1/99	10/1/19	4.35%	284,512	239,590		14,974	224,616	
PWTF Loan (PW-98-78898-08)	10/1/99	10/1/19	4.35%	715,488	602,517		37,657	564,860	
PWTF Loan (PW-00-691-008)	7/1/00	7/1/20	1.00%	723,800	651,209		38,306	612,903	
DOE Loan (#L9900035)	12/22/00	12/22/05	0.00%	99,000	23,592		9,437	14,155	
PWTF Loan (#PW02-691-006)	3/29/02	3/29/22	0.05%	7,017,175	7,017,175		369,325	6,647,850	
PWTF Loan (#PW03-691-006)	8/14/03	8/14/23	0.05%	1,174,700	528,615			528,615	
PWTF Loan #04-691-007	5/25/04	7/1/24	0.05%	2,109,000	-	421,800		421,800	
PWTF Loan #04-691-008	5/25/04	7/1/24	0.05%	3,375,000	-	675,000		675,000	
PWTF Loan #04-691-009	5/25/04	7/1/24	0.05%	4,516,000	-	903,200		903,200	
1998 Water/Sewer Refunding Bond	2/27/98	9/1/12	4.1-5.2%	1,335,000	1,065,000		55,000	1,010,000	
1999 Water/Sewer Revenue Bond	12/1/99	9/1/19	4.0-5.75%	6,035,000	\$ 5,245,000		220,000	5,025,000	
<b>Total Enterprise Debt</b>				<b>\$ 30,250,000</b>	<b>\$ 17,232,694</b>	<b>\$ 2,000,000</b>	<b>\$ 893,664</b>	<b>\$ 18,339,030</b>	
<b>LID BONDS/NOTES:</b>									
LID 11 - Sewer	4/1/90	4/7/07	6.3-7.6%	\$ 802,102	\$ 55,000		\$ 55,000	\$ -	
<b>Total LID Bonds/Notes</b>				<b>\$ 802,102</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	
<b>DEBT SERVICE SUMMARY</b>				<b>\$ 34,007,102</b>	<b>\$ 19,625,433</b>	<b>\$ 2,000,000</b>	<b>\$ 1,203,095</b>	<b>\$ 20,422,338</b>	

**2005 Proposed Debt Schedule**  
Assuming no new debt

Description	Issue Date	Maturity Date	Interest Rates	Authorized	Outstanding				
					1/1/2005	Issued	Redeemed	12/31/2005	
<b>GENERAL OBLIGATION BONDS:</b>									
1997 Public Safety Facility Refunding	3/1/97	12/1/11	4.1-5.25%	\$ 2,865,000	\$ 2,065,000	\$ -	\$ 250,000	\$ 1,815,000	
<b>Total General Obligation Bonds</b>					<b>\$ 2,865,000</b>	<b>\$ 2,065,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 1,815,000</b>
<b>INSTALLMENT CONTRACTS:</b>									
Rental House	12/1/84	12/1/04	11.00%	\$ 60,000	\$ 2,108		\$ 2,108	\$ -	
PWTF Loan (PW-01-691-PWP-201)	9/10/01	7/1/07	0.00%	30,000	16,200		\$ 5,400	10,800	
<b>Total Installment Contracts</b>					<b>\$ 90,000</b>	<b>\$ 18,308</b>	<b>\$ -</b>	<b>\$ 7,508</b>	<b>\$ 10,800</b>
<b>ENTERPRISE DEBT:</b>									
PWTF Loan (PW5-87-962-030)	8/1/87	7/8/07	1.00%	\$ 331,433	\$ 52,330		\$ 17,444	\$ 34,886	
PWTF Loan (PW-5-96-791-004)	12/10/96	6/1/16	3.00%	1,298,700	792,684		66,057	726,627	
PWTF Loan (PW-97-791-017)	7/31/97	7/1/16	1.00%	953,595	656,085		50,468	605,617	
PWTF Loan (PW-98-791-006)	7/22/98	7/1/18	1.00%	281,597	209,933		14,995	194,938	
PWTF Loan (PW-98-78898-07)	10/1/99	10/1/19	4.35%	284,512	224,616		14,974	209,642	
PWTF Loan (PW-98-78898-08)	10/1/99	10/1/19	4.35%	715,488	564,860		37,657	527,203	
PWTF Loan (PW-00-691-008)	7/1/00	7/1/20	1.00%	723,800	612,903		38,306	574,597	
DOE Loan (#L9900035)	12/22/00	12/22/05	0.00%	99,000	14,155		9,437	4,718	
PWTF Loan (#PW02-691-006)	3/29/02	3/29/22	0.05%	7,017,175	6,647,850		369,325	6,278,525	
PWTF Loan (#PW03-691-006)	8/14/03	8/14/23	0.05%	1,174,700	528,615		27,822	500,793	
PWTF Loan #04-691-007	5/25/05	7/1/24	0.05%	2,109,000	421,800	1,687,200		2,109,000	
PWTF Loan #04-691-008	5/25/05	7/1/24	0.05%	3,375,000	675,000	1,700,000		2,375,000	
PWTF Loan #04-691-009	5/25/05	7/1/24	0.05%	4,516,000	903,200	2,125,000		3,028,200	
1998 Water/Sewer Refunding Bond	2/27/98	9/1/12	4.1-5.2%	1,335,000	1,010,000		55,000	955,000	
1999 Water/Sewer Revenue Bond	12/1/99	9/1/19	4.0-5.75%	6,035,000	\$ 5,025,000		220,000	4,805,000	
<b>Total Enterprise Debt</b>					<b>\$ 30,250,000</b>	<b>\$ 18,339,031</b>	<b>\$ 5,512,200</b>	<b>\$ 921,486</b>	<b>\$ 22,929,745</b>
<b>DEBT SERVICE SUMMARY</b>					<b>\$ 33,205,000</b>	<b>\$ 20,422,339</b>	<b>\$ 5,512,200</b>	<b>\$ 1,178,994</b>	<b>\$ 24,755,545</b>

	Total Assessed Valuation (AV)	\$939,383,664	
I.	General Purpose Indebtedness (2.5% of Assessed Valuation)		\$ 23,484,592
	A. Non-Voted General Purpose Indebtedness (1.5% of AV)	\$ 14,090,755	
	Indebtedness (Liabilities)		
	G.O. Bonds	\$ -	
	Others		
	Less Assets Available	0	
	Indebtedness Incurred - Section A	\$ -	
	Indebtedness Margin - Section A	<u>\$ 14,090,755</u>	
	B. Non-Voted Capital Leases (1.5% of AV)	\$ 14,090,755	
	Capital Leases Payable	\$ -	
	Less Assets Available		
	Indebtedness Incurred - Section B	\$ -	
	Indebtedness Margin Section B	<u>\$ 14,090,755</u>	
	C. Voted General Purpose Indebtedness (2.5% of AV)	\$ 23,484,592	
	Indebtedness (Liabilities):		
	GO Bonds	\$ 2,065,000	
	Less Assets Available	98,787	
	Indebtedness Incurred - Section C	\$ 1,966,213	
	Indebtedness Margin - Section C	<u>\$ 21,518,379</u>	
	Less: Indebtedness incurred - General Purposes (Sections A+B+C)		<u>\$ 1,966,213</u>
	Margin of Indebtedness Available for General Purposes		<u>\$ 21,518,379</u>
II.	Indebtedness For Utility Purposes With 3/5 Vote ( Legal Limit 2.5%)	\$ 23,484,592	
	Indebtedness (Liabilities)	\$	
	Less Assets Available		
	Indebtedness Incurred - Utility	\$	
	Indebtedness Margin - Utility Purposes	<u>\$ 23,484,592</u>	
III.	Indebtedness For Open Space And Parks Facilities With 3/5 Vote (Legal Limit 2.5%)	\$ 23,484,592	
	Indebtedness (Liabilities)	\$	
	Less Assets Available		
	Indebtedness Incurred - Open Space and Parks	\$	
	Indebtedness Margin - Open Space And Parks Facilities	<u>\$ 23,484,592</u>	
	Total Indebtedness Allowable (Legal Limit 7.5%)		\$ 70,453,775
	Less: Indebtedness Incurred - General Purposes		(1,966,213)
	Less: Indebtedness Incurred - Utility Purposes		
	Less: Indebtedness Incurred - Open Spaces and Parks Facilities		
	MARGIN OF INDEBTEDNESS AVAILABLE		<u>\$ 68,487,562</u>

# 1997 G. O . REFUNDED BOND – EXCESS LEVY

## PURPOSE AND DESCRIPTION ---

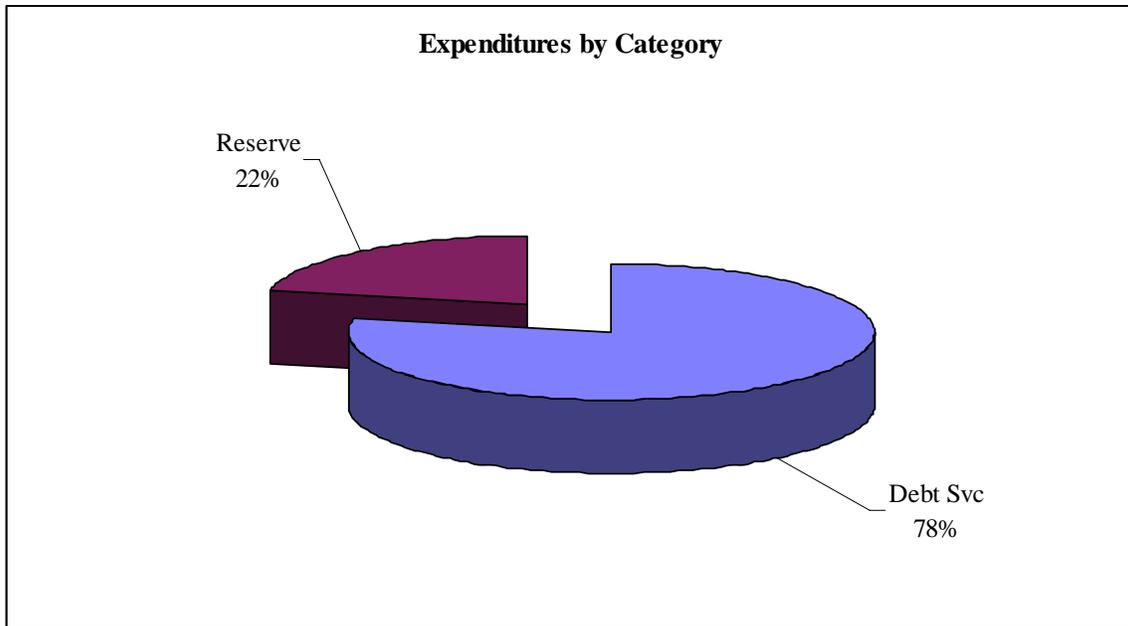
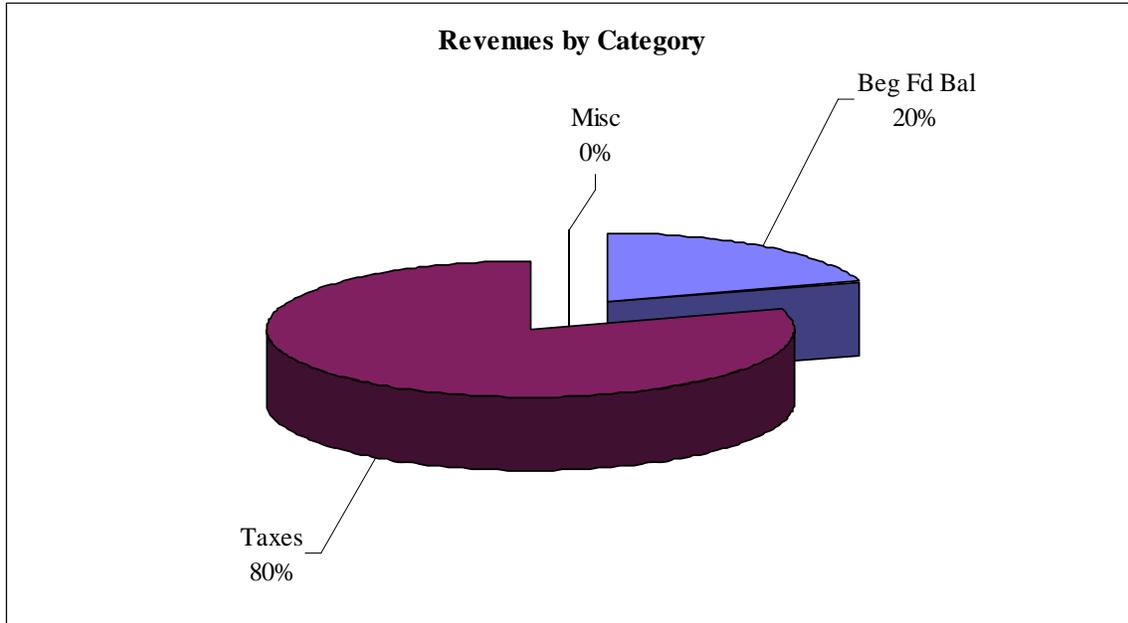
The 1997 General Obligation Bond Fund accounts for the principal, interest, and debt service costs on the refinanced portions of the 1991 Public Safety G.O. Bonds. This bond was issued in order to save the taxpayers interest on the refundable and outstanding principal from the 1991 G.O. Bond.

**Fund Type:** DEBT SERVICE  
**Fund:** UNLTD '97 G0 - 208

	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 97,067	\$ 73,677	\$ 91,712
Taxes	359,628	361,325	360,000
Miscellaneous Revenue	1,546	400	1,700
Non-Revenue	33,002		
<b>Total Revenues/Other Sources</b>	<b>\$ 491,243</b>	<b>\$ 435,402</b>	<b>\$ 453,412</b>
 <b>STAFFING (FTE'S):</b>	 0.00	 0.00	 0.00
<b>Expenditure Budget By Category:</b>			
Debt Service	\$ 367,789	\$ 361,625	\$ 355,187
Est. Ending Fund Balance		73,777	98,225
<b>Total Expenditures/Uses</b>	<b>\$ 367,789</b>	<b>\$ 435,402</b>	<b>\$ 453,412</b>

**NOTES:**  
 Public Safety Facility Refunding Bond

\* As amended



# L. I. D. #11

## PURPOSE AND DESCRIPTION ---

The Local Improvement District #11 was formed in 1987 to finance the extension of the sewer main along State Route 410 for commercial development. The Local Improvement District was formed by a majority vote of the property owners. Bonds were issued to finance the project and each parcel which benefited from the extension was assessed a portion of the total cost of the project, usually based upon frontage calculations, to be repaid via annual installments extending over a fifteen (15) year period.

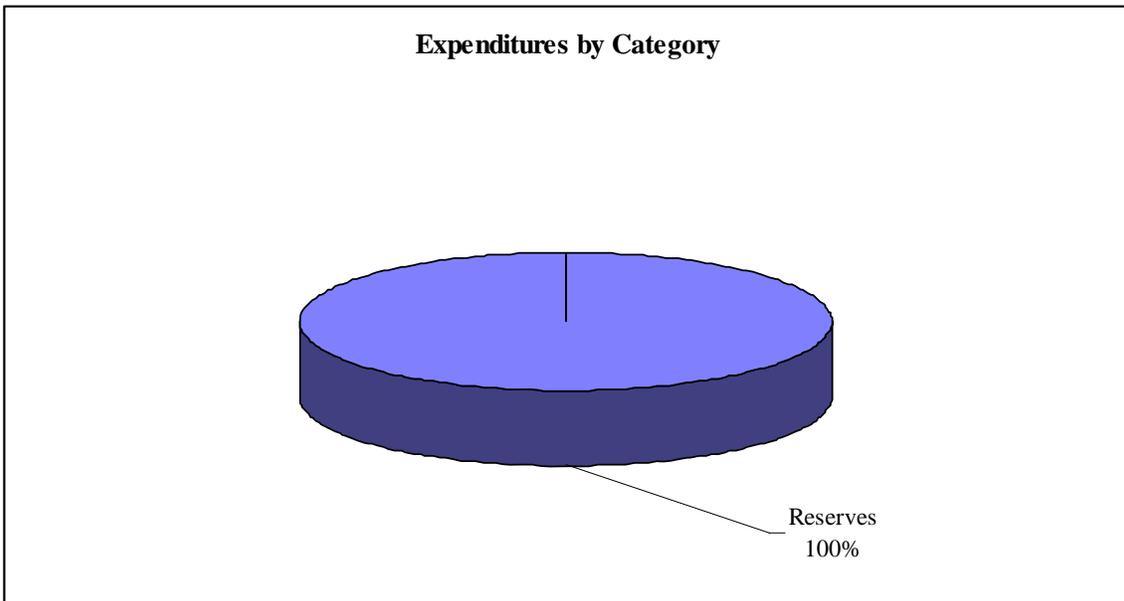
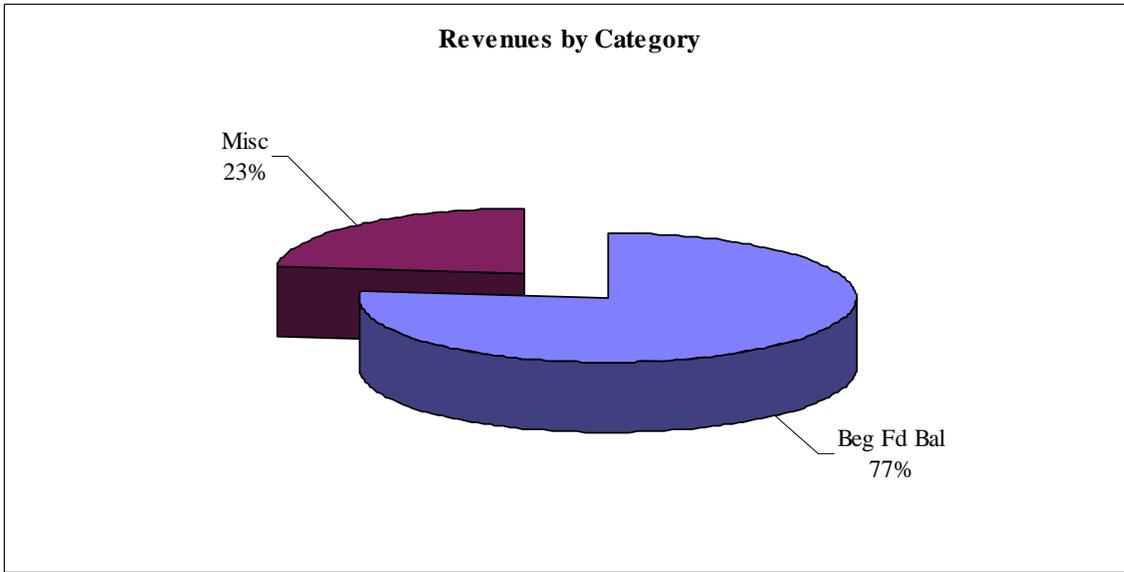
**Fund Type:** DEBT SERVICE  
**Fund:** LID #11 - 231

	2003 Actual	2004 Budget*	2004 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 107,940	\$ 70,493	\$ 70,399
Miscellaneous	22,631	63,660	21,288
<b>Total Revenues/Other Sources</b>	<b>\$ 130,571</b>	<b>\$ 134,153</b>	<b>\$ 91,687</b>
 <b>STAFFING (FTE'S):</b>	 0.00	 0.00	 0.00
 <b>Expenditure Budget By Category:</b>			
Debt Services	\$ 63,552	\$ 63,360	\$
Est. Ending Fund Balance		70,793	91,657
<b>Total Expenditures/Uses</b>	<b>\$ 63,552</b>	<b>\$ 134,153</b>	<b>\$ 91,657</b>

**NOTES:**

Sewer Main extension  
 All bonds redeemed as of 2004  
 Revenues received via yearly assessment against designated property owners

\* As amended



## L. I. D. #12

### PURPOSE AND DESCRIPTION ---

Local Improvement District #12 was formed in 1994 to fund improvements to 62 Street East to service a new development. Bonds were issued to finance the construction costs and a Local Improvement District was formed by a majority vote of affected property owners and each parcel was assessed a portion of the total costs, usually based upon frontage calculations. Property owners are assessed annually for principal and interest, with retirement of the bonds set for the length of the LID, which is fifteen (15) years.

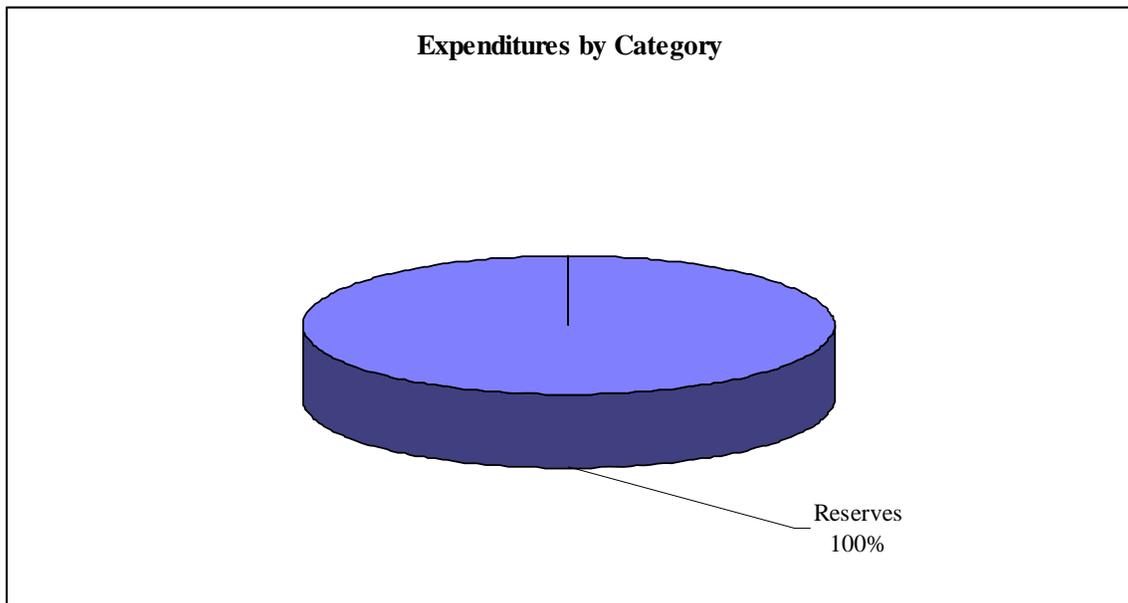
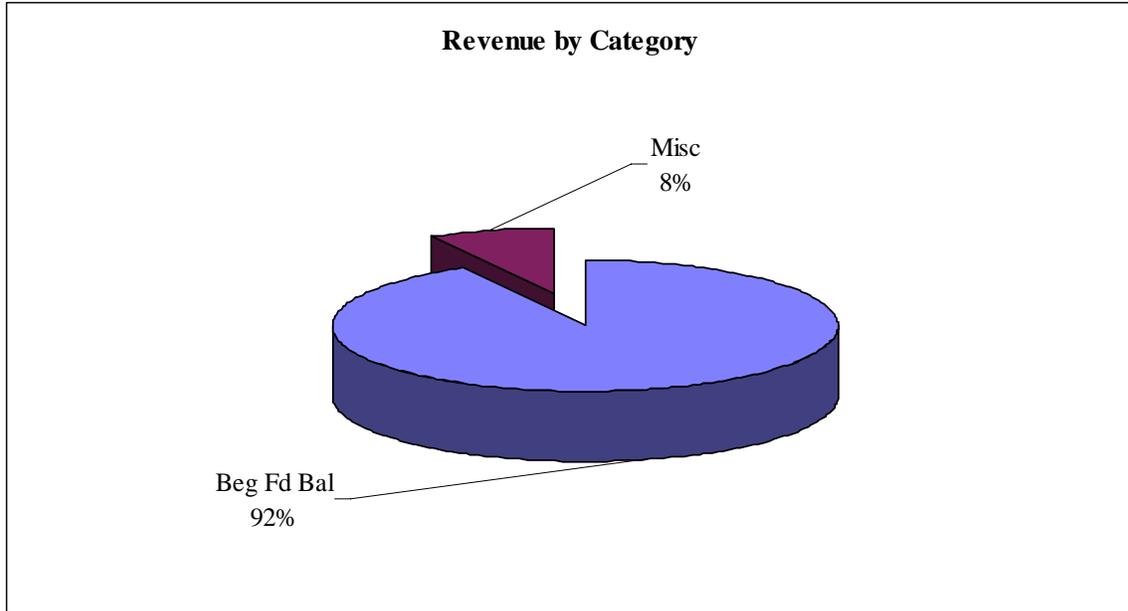
**Fund Type:** DEBT SERVICE  
**Fund:** L.I.D. #12 - 232

	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 39,974	\$ 45,472	\$ 58,198
Miscellaneous	12,033	5,412	5,009
<b>Total Revenues/Other Sources</b>	<b>\$ 52,007</b>	<b>\$ 50,884</b>	<b>\$ 63,207</b>
 <b>STAFFING (FTE'S):</b>	 0.00	 0.00	 0.00
 <b>Expenditure Budget By Category:</b>			
Other Debt Svc Costs	\$	\$	\$
Est. Ending Fund Balances		50,884	63,207
<b>Total Expenditures/Uses</b>	<b>\$ 0</b>	<b>\$ 50,884</b>	<b>\$ 63,207</b>

**NOTES:**

Street Improvements  
 All bonds redeemed  
 Revenues received via yearly assessments against designated property owners

\* As amended



## L. I. D. GUARANTY

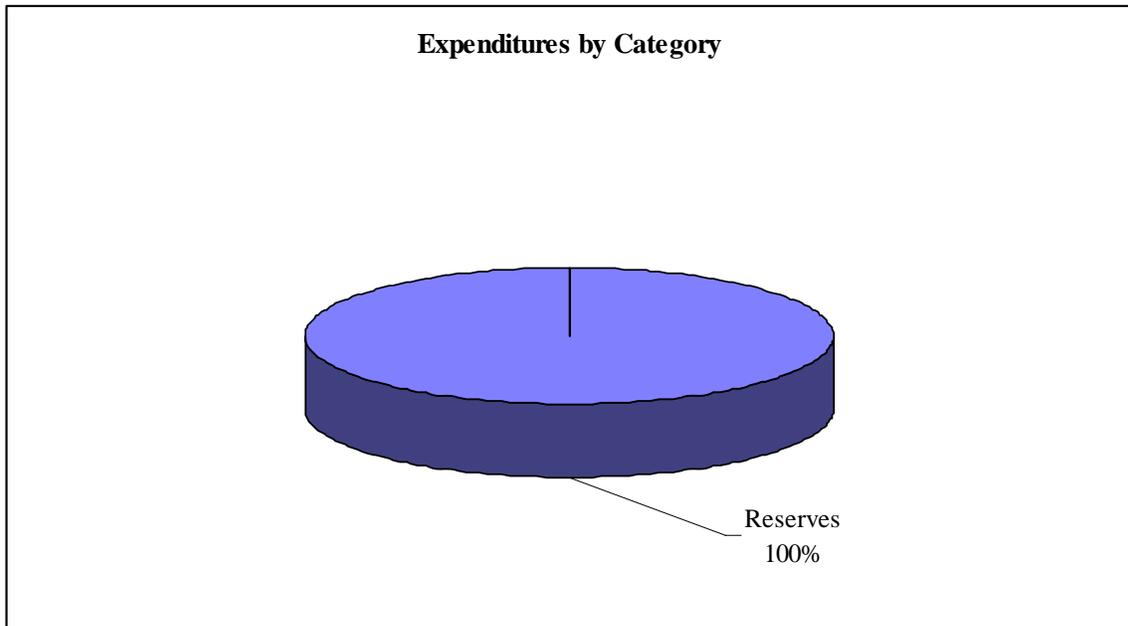
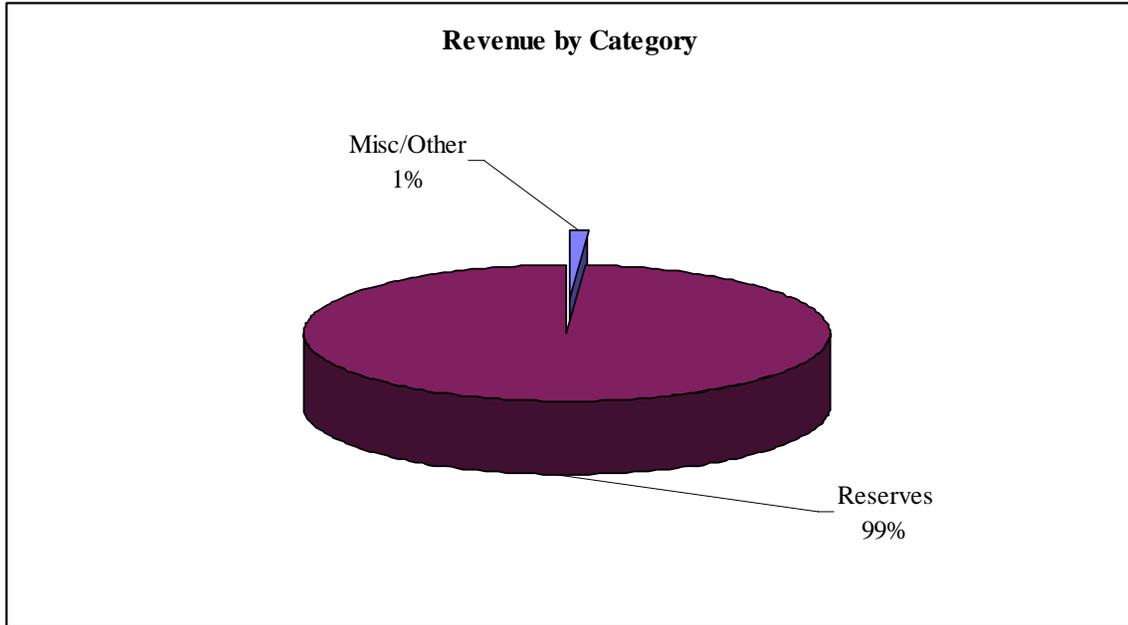
### PURPOSE AND DESCRIPTION ---

The Local Improvement Guaranty Fund was created as a requirement of RCW 35.54.010 to act as a guaranty against local improvement district (L.I.D.) bond defaults.

**Fund Type:** DEBT SERVICE  
**Fund:** LID Guaranty -240

	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 106,771	\$ 107,131	\$ 108,848
Miscellaneous	1,227	200	1,300
<b>Total Revenues/Other Sources</b>	<b>\$ 107,998</b>	<b>\$ 107,331</b>	<b>\$ 110,148</b>
 <b>STAFFING (FTE'S):</b>	 0.00	 0.00	 0.00
 <b>Expenditure Budget By Category:</b>			
Est. Ending Fund Balance	\$	\$ 107,331	\$ 110,148
<b>Total Expenditures/Uses</b>	<b>\$ 0</b>	<b>\$ 107,331</b>	<b>\$ 110,148</b>

\* As amended



**Section VI:**

**Capital Project Funds**

# CAPITAL PROJECT FUNDS

The Capital Projects Fund accounts for the acquisition or construction of major capital facilities with the exception of those facilities financed by proprietary and trust funds. The major source of revenue is real estate excise tax.



Placement of modular unit at Bonney Lake Annex

# MUNICIPAL CAPITAL IMPROVEMENT

## PURPOSE AND DESCRIPTION

The Municipal Capital Improvement Fund (CIP) is used for management accounting of general CIP projects. It is also used to account for the receipts and expenditures of two-¼% real estate excise taxes authorized by the State RCW 82.46. The first REET revenues are dedicated for capital purposes as defined in RCW 35.43.040, including public buildings, facilities and parks. The second REET revenue is authorized by RCW 82.46.035 and is restricted to finance capital projects specified in a capital facility plan element of a comprehensive plan.

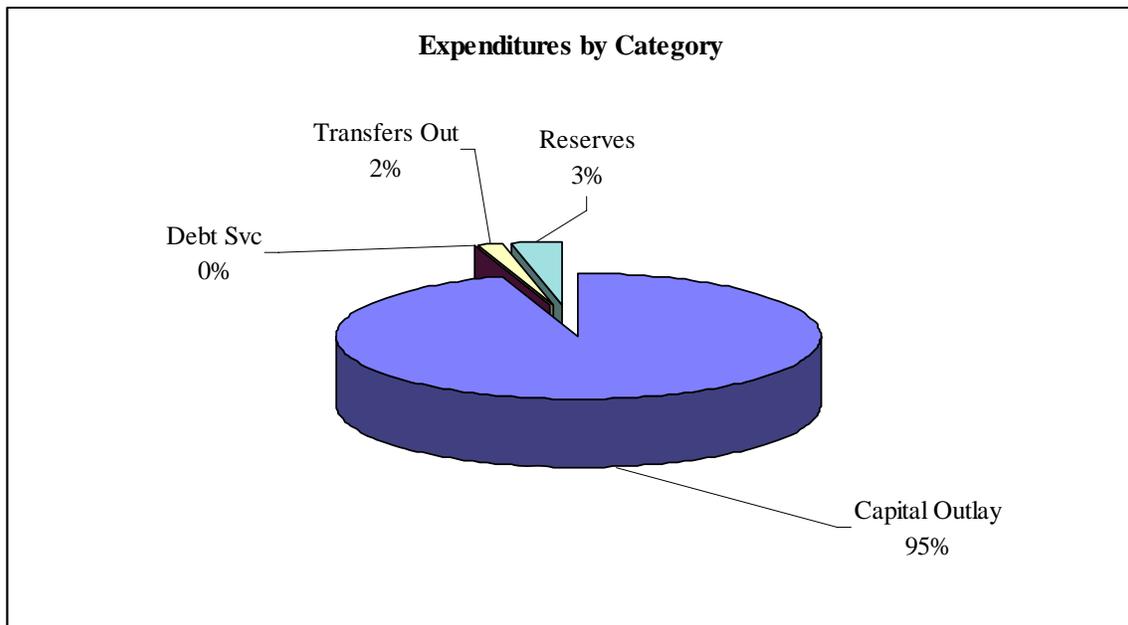
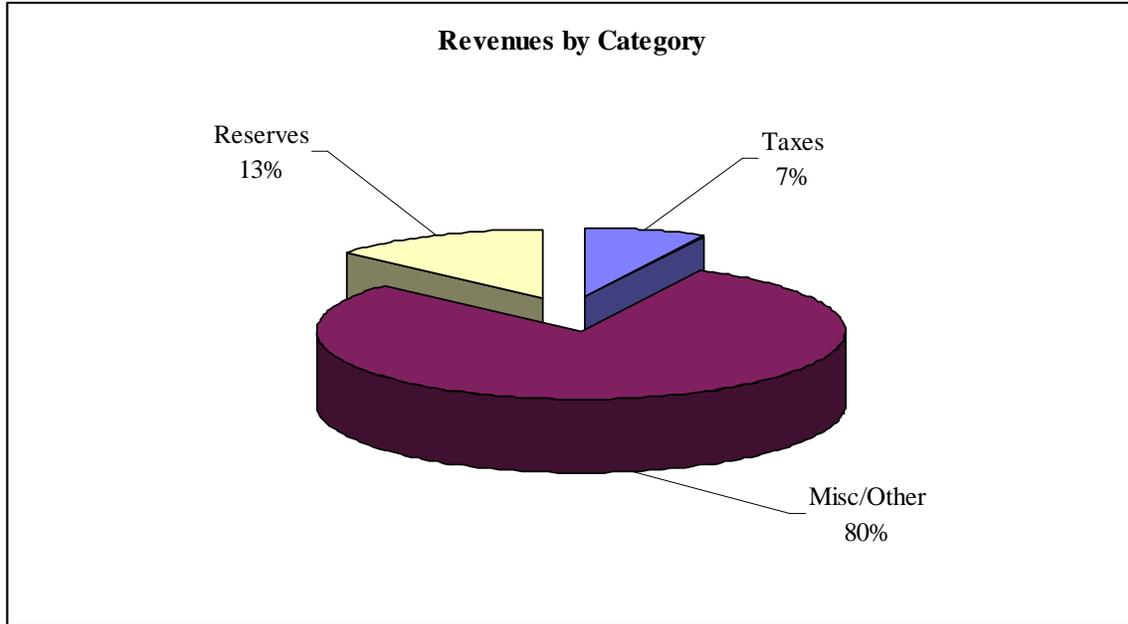
**Fund Type:** CAPITAL PROJECTS  
**Fund:** Municipal Capital Improvement - 304

	<u>2003</u> Actual	<u>2004</u> Budget*	<u>2005</u> Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 1,963,987	\$ 3,077,705	\$ 1,696,479
Taxes	710,027	680,000	940,000
Miscellaneous Revenue	27,653	10,000	35,000
Other Financing Sources	900,000	1,000,000	10,000,000
<b>Total Revenues/Other Sources</b>	<b>\$ 3,601,667</b>	<b>\$ 4,767,705</b>	<b>\$ 12,671,479</b>
<b>STAFFING (FTE'S):</b>	0.00	0.00	0.00
<b>Expenditure Budget By Category:</b>			
Services/Charges	\$ 75,000	\$	\$
Intergov Svc & Taxes	165,000		
Capital Outlay	82,578		12,025,000
Debt Service	8,051		2,208
Transfers Out	318,400	543,000	205,000
Interfund Services			
Est. Ending Fund Balance		4,224,705	439,271
<b>Total Expenditures/Uses</b>	<b>\$ 649,029</b>	<b>\$ 4,767,705</b>	<b>\$ 12,671,479</b>

**NOTES:**

Funds will be allocated to support Streets \$175,000; \$30,000 for the Senior Center addition; additional funds will be allocated to pay for City Hall construction and for appropriate Parks land and improvements

\* as amended



# PUBLIC SAFETY CONSTRUCTION

## PURPOSE AND DESCRIPTION ---

The Public Safety Construction Fund accounts for the annual cell tower lease revenue intended for Public Safety Building repairs or improvements.

**Fund Type:** CAPITAL PROJECTS  
**Fund:** Public Safety Construction - 305

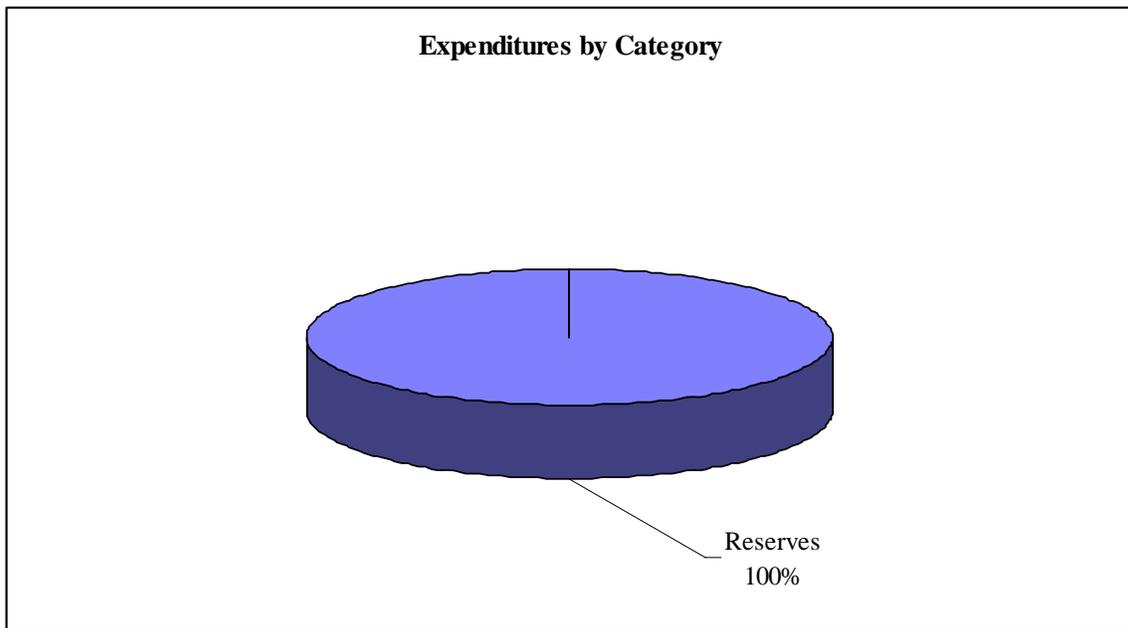
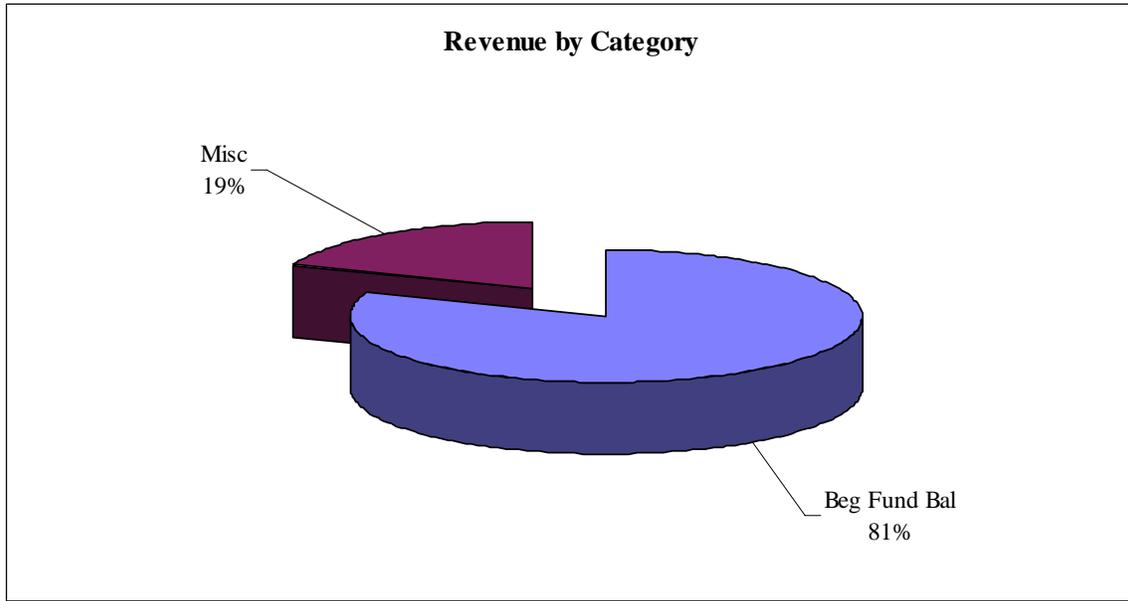
	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 30,999	\$ 32,272	\$ 42,725
Miscellaneous Revenue*	248	10,680	10,200
<b>Total Revenues/Other Sources</b>	<b>\$ 31,247</b>	<b>\$ 42,952</b>	<b>\$ 52,925</b>
<b>STAFFING (FTE'S):</b>	0.00	0.00	0.00
<b>Expenditure Budget By Category:</b>			
Services & Charges	\$	\$	\$
Capital Outlay			
Est. Ending Fund Balance		42,952	52,925
<b>Total Expenditures/Uses</b>	<b>\$ 0</b>	<b>\$ 42,952</b>	<b>\$ 52,925</b>

**NOTES:**

\* Revenue from Tower Lease can only be used for bldg improvements.  
 Amount increased due to lease renegotiation.

60 Capital Outlay:

\* as amended



# PUBLIC SAFETY MAINTENANCE & CAPITAL IMPROVEMENT

## PURPOSE AND DESCRIPTION ---

This is a new fund established by Council Agenda Bill #846, Section XI as part of the interlocal agreement with the East Pierce Fire and Rescue (EPF&R). The City created this fund to set aside a contribution, with a matching contribution from EPF&R for building maintenance costs. These funds are not to be used for any other costs. As of January 1, 2001 the property tax revenues of \$1.50 per thousand in assessed valuation previously received by the City has gone directly to EPF&R.

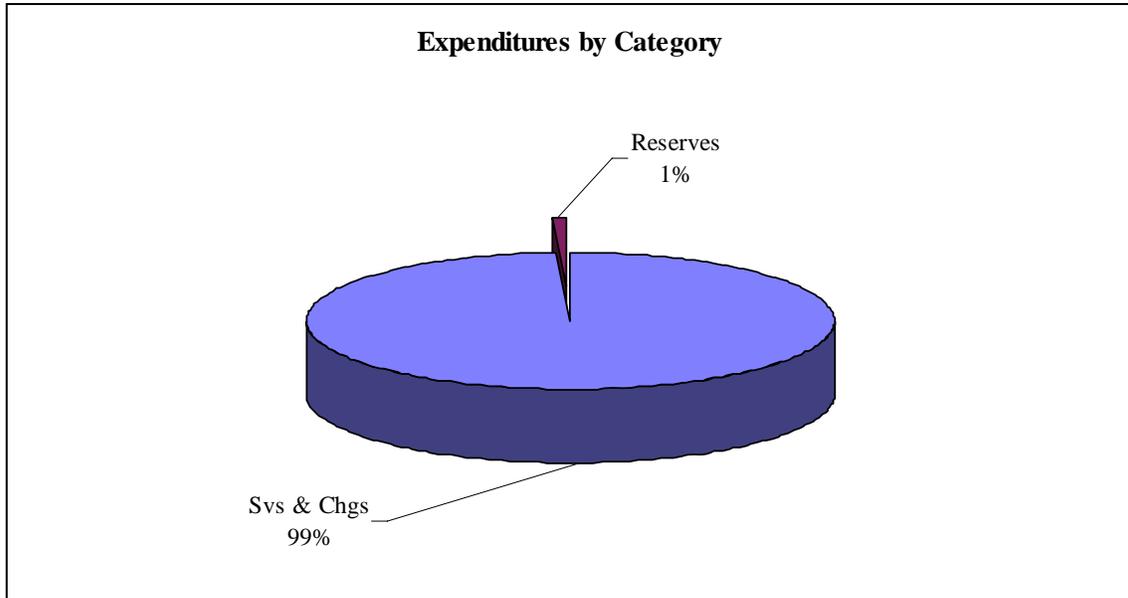
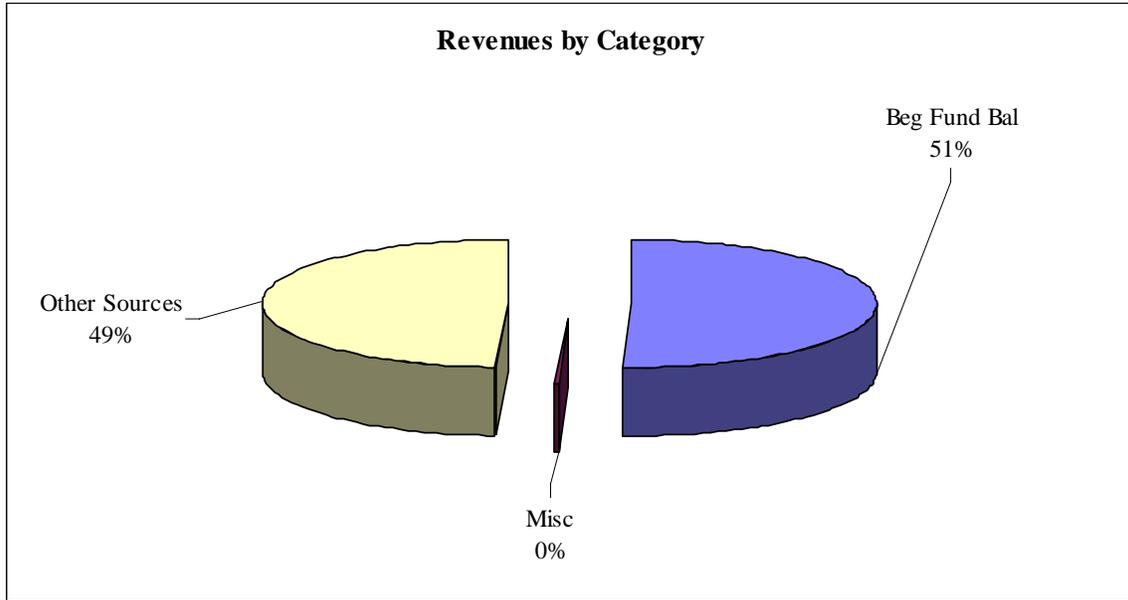
**Fund Type:** CAPITAL PROJECTS  
**Fund:** Public Safety Maint & CIP\* (Fire)- 306

	2003 Actual	2004 Budget	2005 Budget
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 64,117	\$	\$ 51,538
Intergovernmental (FD #24)	32,000	48,000	
Miscellaneous Revenue	1,059	150	200
Other Financing Sources	32,000	48,000	50,000
<b>Total Revenues/Other Sources</b>	<b>\$ 129,176</b>	<b>\$ 96,150</b>	<b>101,738</b>
 <b>STAFFING (FTE'S):</b>	 0.00	 0.00	 0.00
<b>Expenditure Budget By Category:</b>			
Supplies	\$ 7,589	\$	\$
Services & Charges	42,551		100,996
Capital Outlay	1,240	96,000	
Est. Ending Fund Balance		150	742
<b>Total Expenditures/Uses</b>	<b>\$ 51,380</b>	<b>\$ 96,150</b>	<b>101,738</b>

**NOTES:**

The lease agreement for 2005 needs to be re-negotiated. No maintenance costs are being contributed by the Fire District in 2005.

\* Established by Council  
per C.A.B.#846, Section XI



Section VII:  
Enterprise Funds

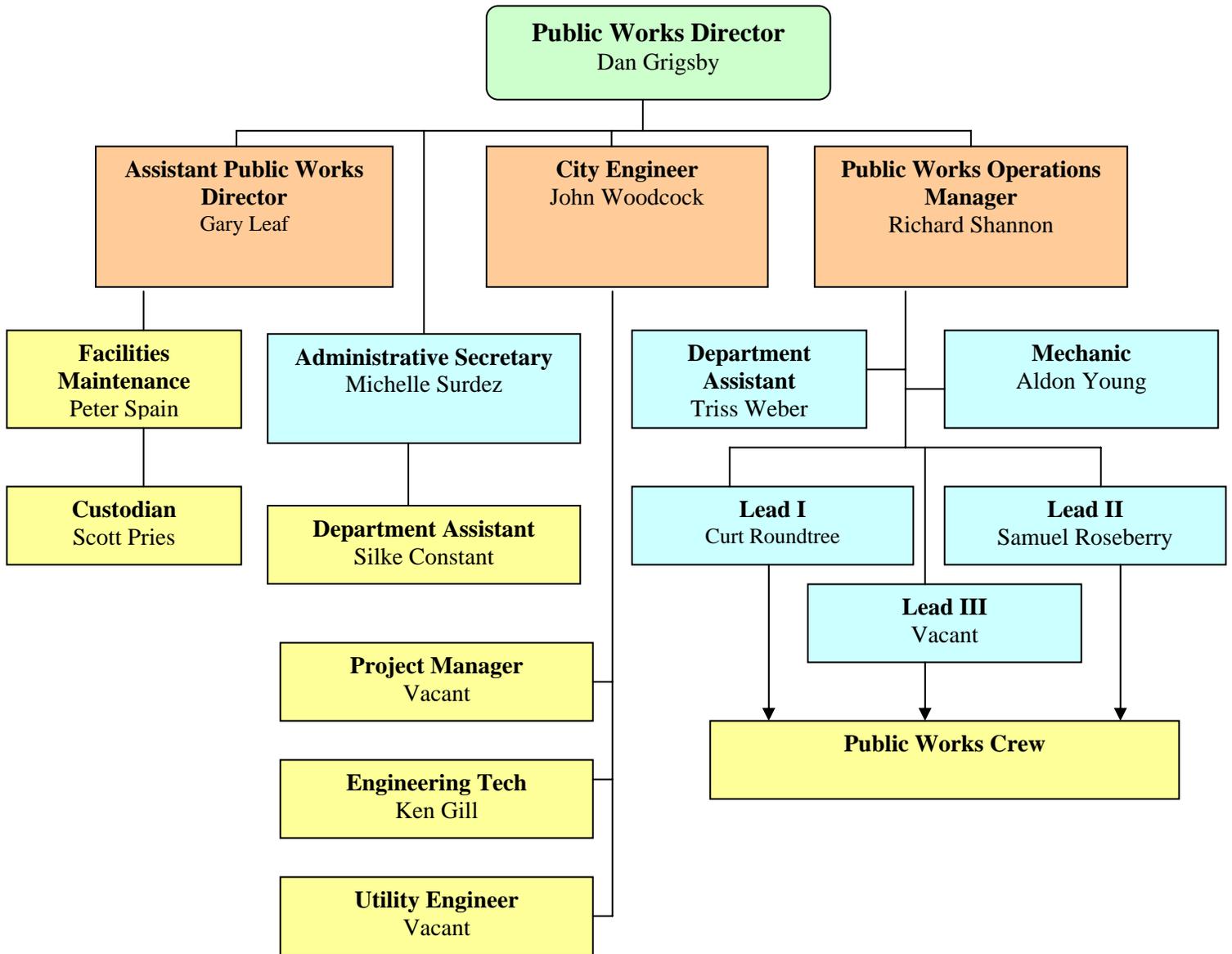
# ENTERPRISE FUNDS

The Enterprise Funds are used to account for City operations, which are financed and operated in a manner similar to private business. The costs of providing related services are primarily supported through user charges.



Tacoma Point Water Storage Tank

### -Public Works Organization Chart



**Fund:** ENTERPRISE  
**Department:** Water & Sewer - 401& 402

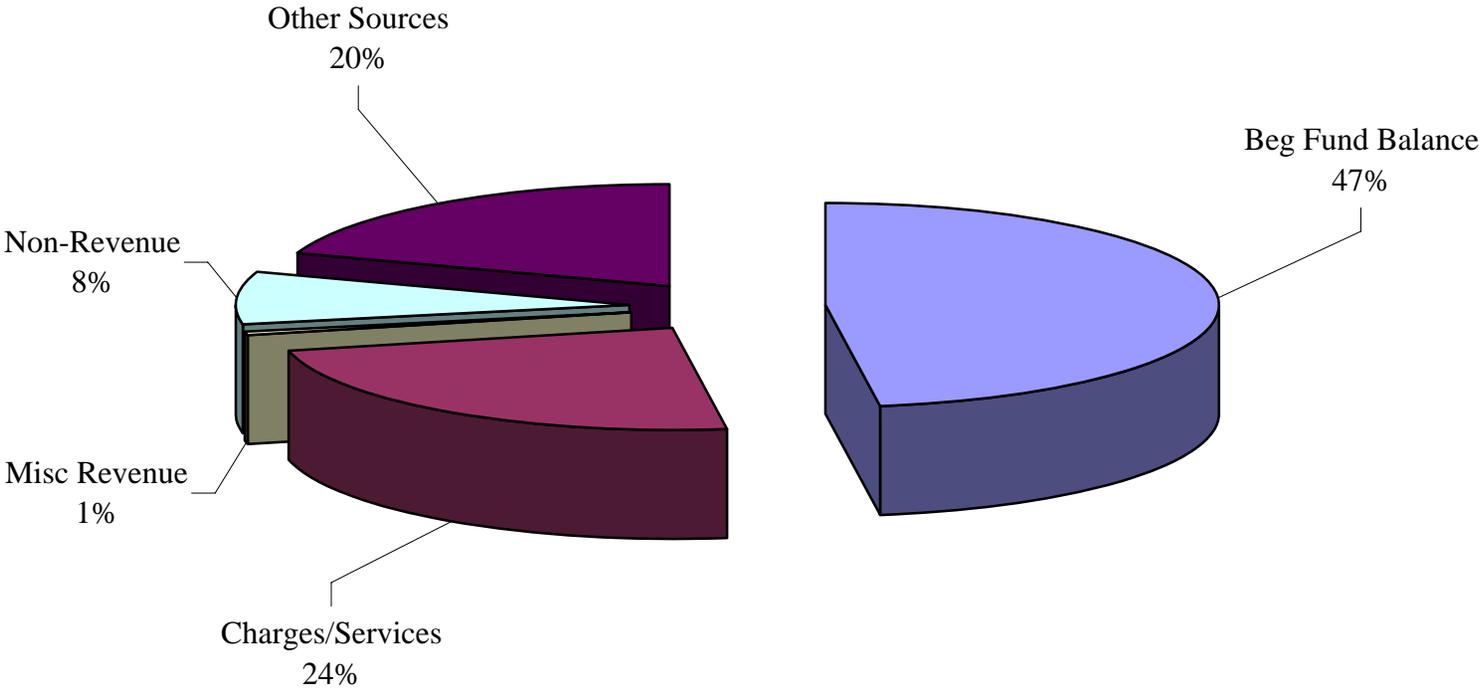
	<u>2003 Actual</u>	<u>2004 Budget*</u>	<u>2005 Budget*</u>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 36,511,988	\$ 14,810,000	\$ 18,121,889
Charges for Goods & Svcs	10,084,556	7,591,776	8,982,015
Miscellaneous Revenue	165,514	114,762	220,000
Non-Revenue	1,128,568	0	3,187,000
Other Financing Sources	7,814	4,017,085	7,508,000
<b>Total Revenues/Other Sources</b>	<b>\$ 47,898,440</b>	<b>\$ 26,533,623</b>	<b>\$ 38,018,904</b>
<b>STAFFING (FTE'S): (**)</b>	21.17	23.82	28.98
<b>Expenditure Budget By Category:</b>			
Personnel Services	\$ 948,539	\$ 1,121,440	\$ 1,403,089
Personnel Benefits	269,931	409,910	458,551
Supplies	205,243	239,000	204,000
Services/Charges	1,109,278	7,940,230	576,600
Intergovt Svc's/Taxes	682,826	1,184,313	1,329,501
Capital Outlay	4,096,067	11,236,800	16,669,539
Debt Service	917,502	1,341,560	1,479,775
Interfund Services	688,244	744,666	999,326
Transfers Out	30,000	0	3,187,000
Est. Ending Fund Bal.	0	2,315,704	11,711,523
<b>Total Expenditures/Uses</b>	<b>\$ 8,947,630</b>	<b>\$ 26,533,623</b>	<b>\$ 38,018,904</b>

(\*) As amended

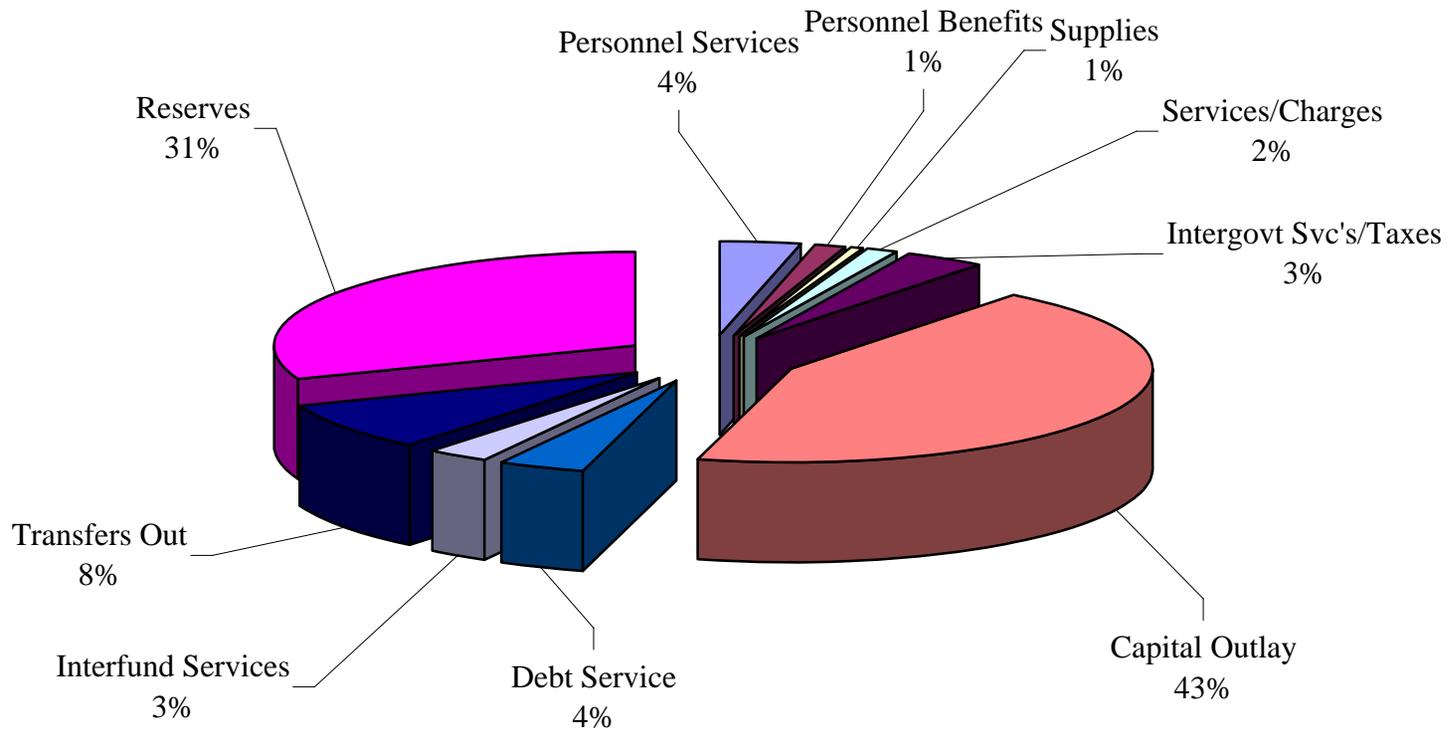
(\*\*) Excludes temporary/part-time/seasonal

Explanations are included in the individual fund sheets.

### Water & Sewer Revenues by Category



### Water & Sewer Expenditures by Category



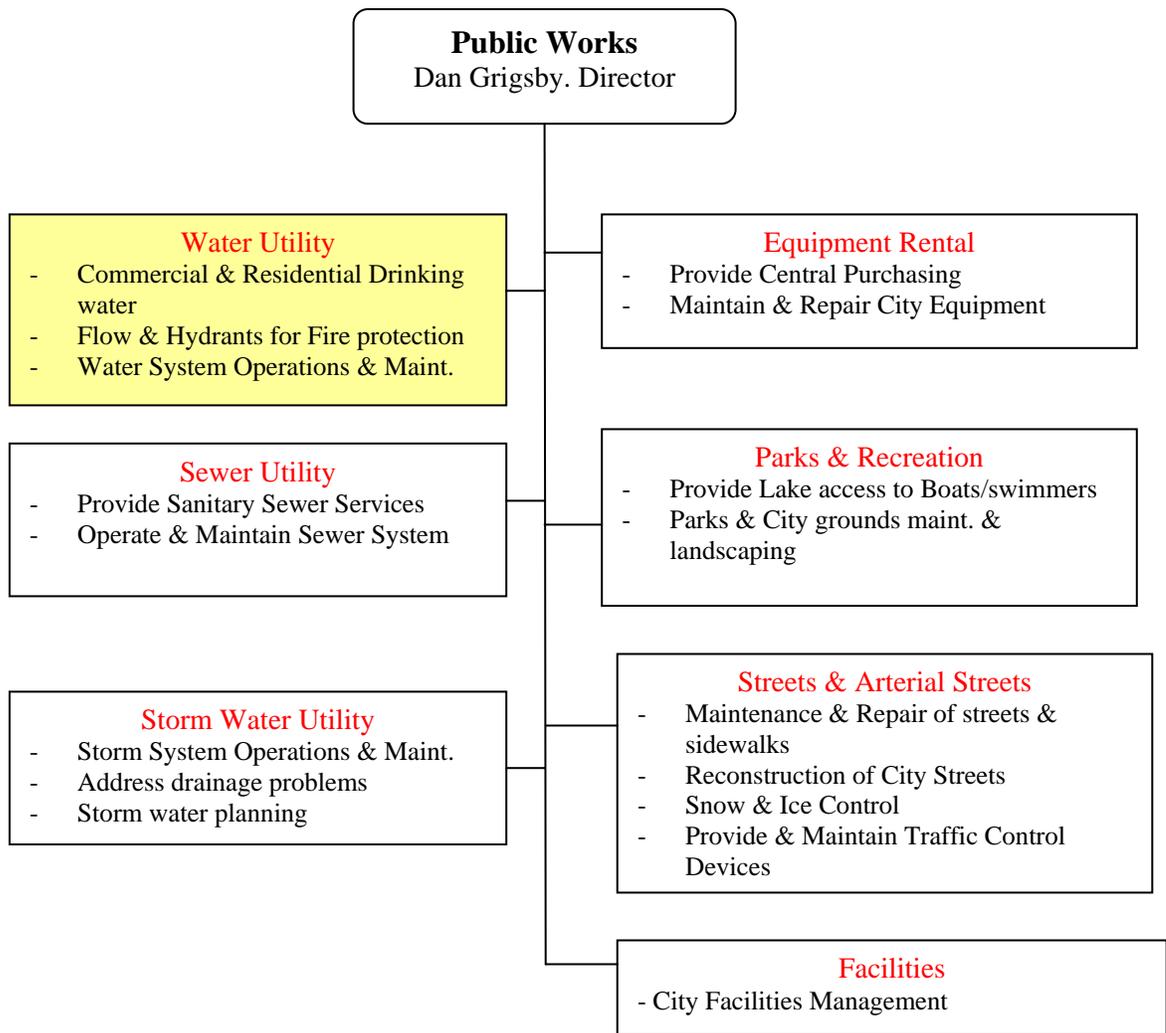
# WATER UTILITY

## PURPOSE AND DESCRIPTION

The Water Utility Fund accounts for the revenues, expenses and reserves associated with the operations of the City’s water utility.

## MISSION STATEMENT

To provide reliable water service and meet the needs of a growing City in the most economical manner consistent with the City of Bonney Lake Comprehensive Plan along with the goal of protecting water sources.



**2004 Highlights**

- Completed water rate study
- Provided 936 utility locations and markings through June with an average of 156 per month
- Provided inspections for all new water main construction on system
- Installed 320 new services through July
- Installed 36 one inch and two inch irrigation meters
- An additional 5.1 miles of water main were added from new development for a total of 174 miles of water main
- Purchased spare well pump motor on Well #4 at Tacoma Point
- Provided water and fire flow to approximately 9,872 customers
- Purchased emergency water from City of Tacoma
- Installed 58 new cross-connection devices
- Tracked 873 backflow devices for effectiveness and compliance
- Work crews found and repaired 40 water main leaks and 90 service line leaks
- Pumped a total of 676,403,000 gallons of water through July with a year high of 165,593,000 gallons in June
- Completed leak detection survey and repaired 34 leaks with an estimated water loss of 89,089,200 gallons per year
- Flushed dead end water mains through a quarter of the system
- Replaced 103 meters through July due to upgrades to touch-read and malfunctions
- Drilled a new well near the Ball Park Well and began construction on Ball Park Treatment Facility
- Received bids for earthwork for 15 million gallon storage tank

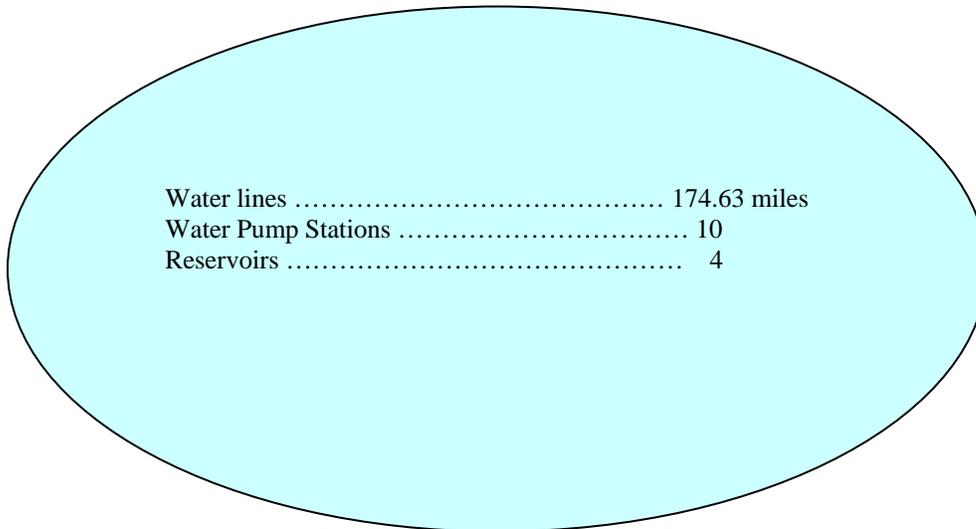
- Victor Falls Springs Protection project completed
- Grainger Springs/Victor Falls CT Piping project completed
- Started construction on Grainger Springs Treatment Facility
- Issued 76 water availability letters and fire flow certificates
- Processed 19 Class “B” and 10 Class “C” Pierce County and City ROW permits
- Completed vulnerability plan
- Emergency Response Plan completed
- Completed process of updating Water Comprehensive Plan
- Signed Emergency Intertie Agreement with the City of Tacoma
- Salmon Enhancement project on Elhi Rim Road
- Continued process of updating Development Policies and Public Works Design Standards
- Mailed out annual Consumer Confidence Report
- Met or exceeded all water quality testing and standards required by county, state and federal regulatory agencies

**2005 Goals**

- Implement priorities for the protection of spring sources
- Upgrade and maintain telemetry system
- Replace pressure relief valves
- Implement wholesale agreement with Tacoma Water
- Continue Leak Detection program
- Replace aging meters
- Expand Public Works yard
- Water main improvement; South Prairie Road Project
- Clean the interior and exterior of Ponderosa smaller above ground tank

- Remove exterior lead based paint, repaint and clean, Lakeridge above ground tank
- Hire water treatment plant operator
- Begin 'leaky water main' replacement
- Replace water main on 9<sup>th</sup> St E at 182<sup>nd</sup> Ave East

- Begin construction on 96<sup>th</sup> St. East 15 mgd peak storage tank
- Complete Ball Park Well treatment plant
- Review and determine best Public Works Work Management software application to purchase



Water lines .....	174.63 miles
Water Pump Stations .....	10
Reservoirs .....	4

**Fund Type:** ENTERPRISE  
**Fund:** Water - 401

	<b>2003</b>	<b>2004</b>	<b>2005</b>
	<b>Actual</b>	<b>Budget*</b>	<b>Budget</b>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 16,779,157	\$ 14,100,000	\$ 6,948,446
Charges for Goods & Services	6,046,024	4,411,535	6,166,914
Miscellaneous Revenue	80,289	85,500	110,000
Non-Revenue			3,187,000
Other Financing Sources	7,814	4,017,085	4,958,000
<b>Total Revenues/Other Sources</b>	<b>\$ 6,134,127</b>	<b>\$ 22,614,120</b>	<b>\$ 21,370,360</b>
<b>STAFFING (FTE'S): (**)</b>	13.70	14.75	17.97

<b>Expenditure Budget By Category:</b>			
Personnel Services	\$ 690,635	\$ 689,280	\$ 871,731
Personnel Benefits	195,501	246,400	271,401
Supplies	175,499	200,000	162,000
Services/Charges	429,967	7,809,250	467,100
Intergovt Svc's/Taxes	434,517	368,895	459,325
Capital Outlay	3,342,682	11,231,800	16,288,000
Debt Service	835,614	829,670	966,853
Interfund Services	402,375	395,679	507,688
Transfers to Utility CIP			
Est. Ending Fund Balance		843,146	1,376,262
<b>Total Expenditures/Uses</b>	<b>\$ 6,506,790</b>	<b>\$ 22,614,120</b>	<b>\$ 21,370,360</b>

(\*) As amended

(\*\*) Excludes temporary/part-time/seasonal

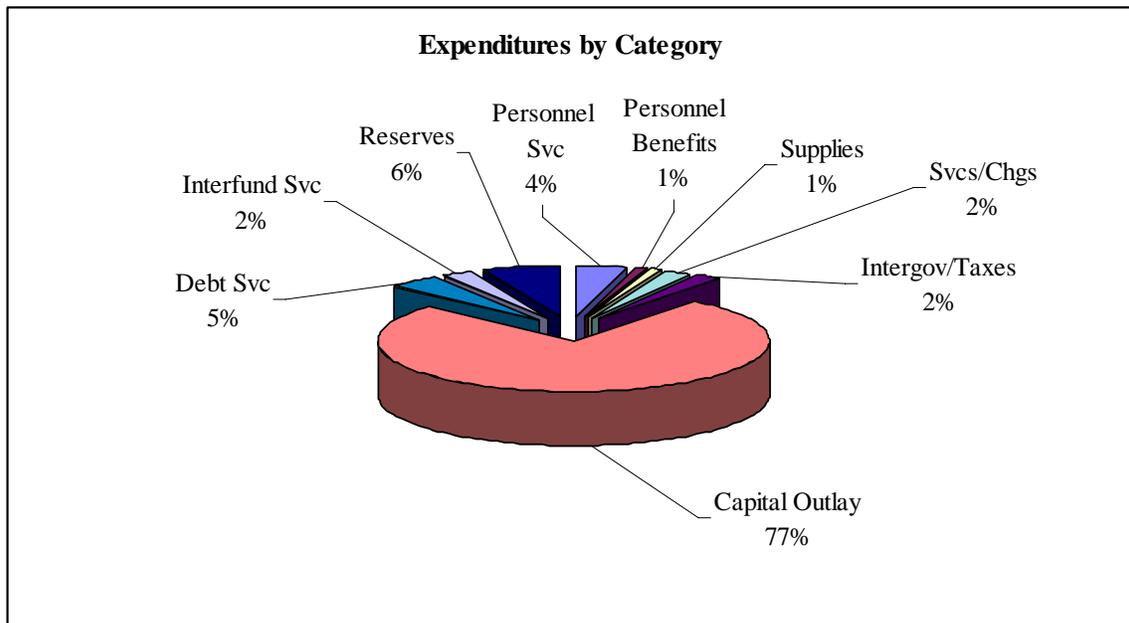
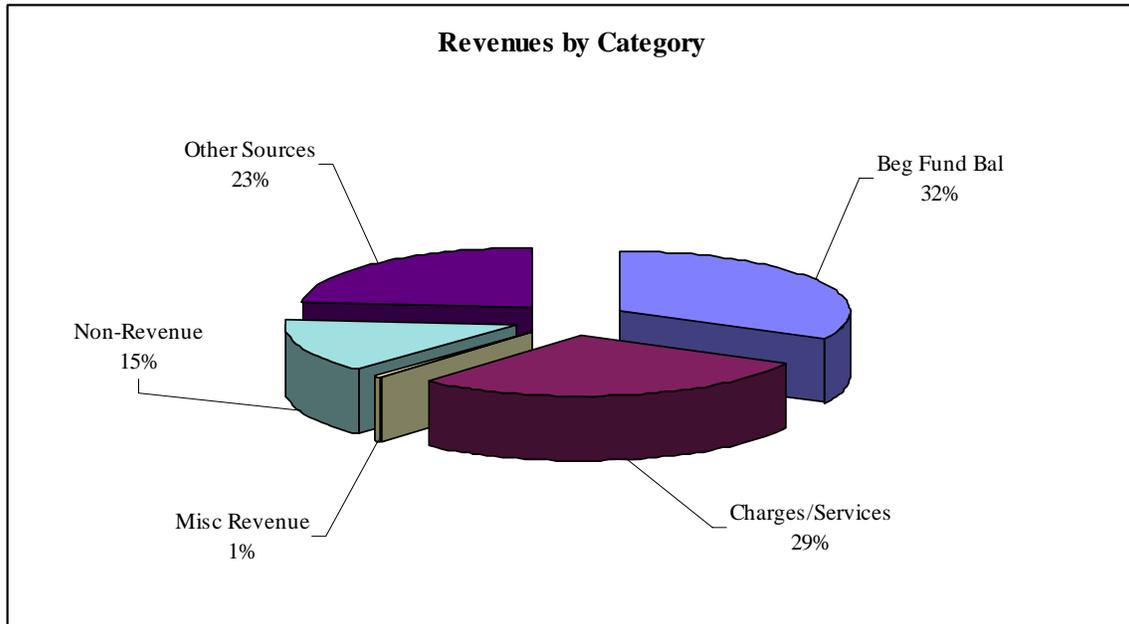
**NOTES:**

**Revenue**

Chgs Svc: revenues up due to rate increase May 2003

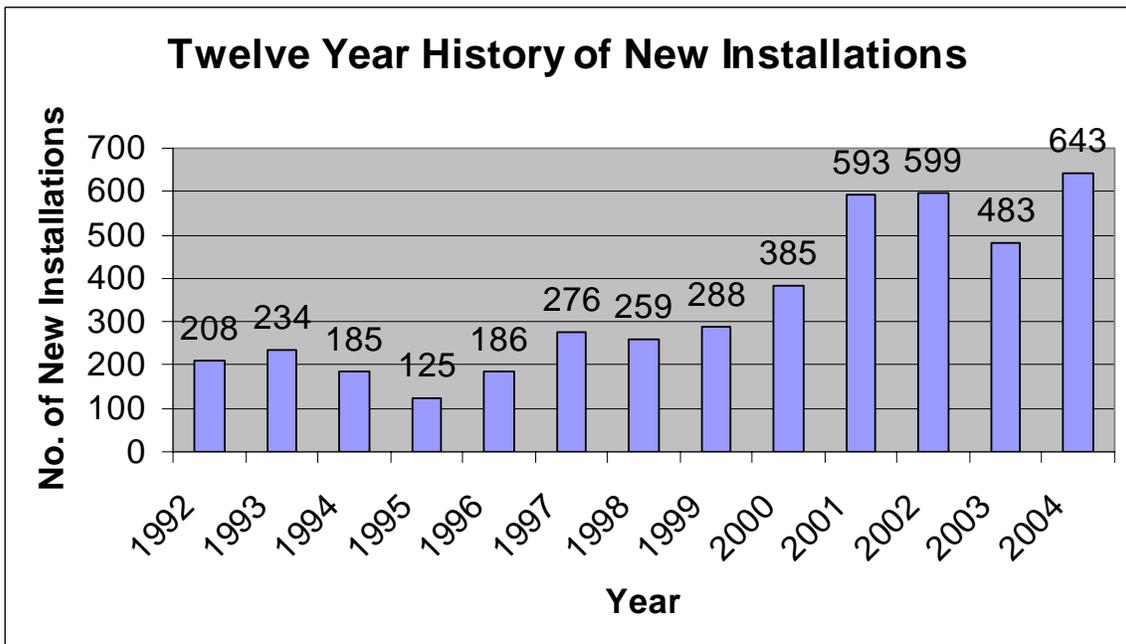
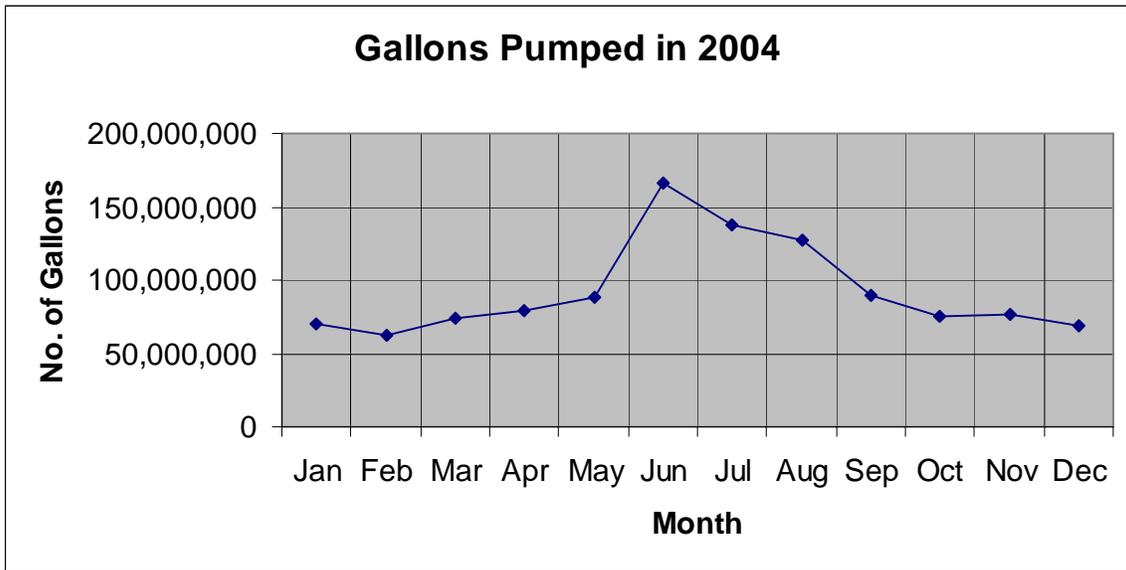
**Expenditures**

- 10 Per Svc: New Utility Engineer; Development engineer (Project Manager), GIS Technician, Meter Reader, Maintenance Worker; includes 2% COLA
- 20 Benefits: Increases of 6% medical; 3.7% L&I; 5% retirement
- 30 Supplies: budgeting closer to actual expenditures
- 40 Svc & Chgs: \$15K rate consultant; \$10K attorney, \$5K grant assistance
- 50 Intergov: Tax estimates assumes current rates
- 60 Capital: Purchase of message sign board, truck, and backhoe
- 70 Debt: Loan & bond repayment higher due to new loans
- 90 Interfund: Slight increase from ER&R from higher replacement costs of newly purchased equipment





The Public Works department makes repairs to water infrastructure, such as this water line break.



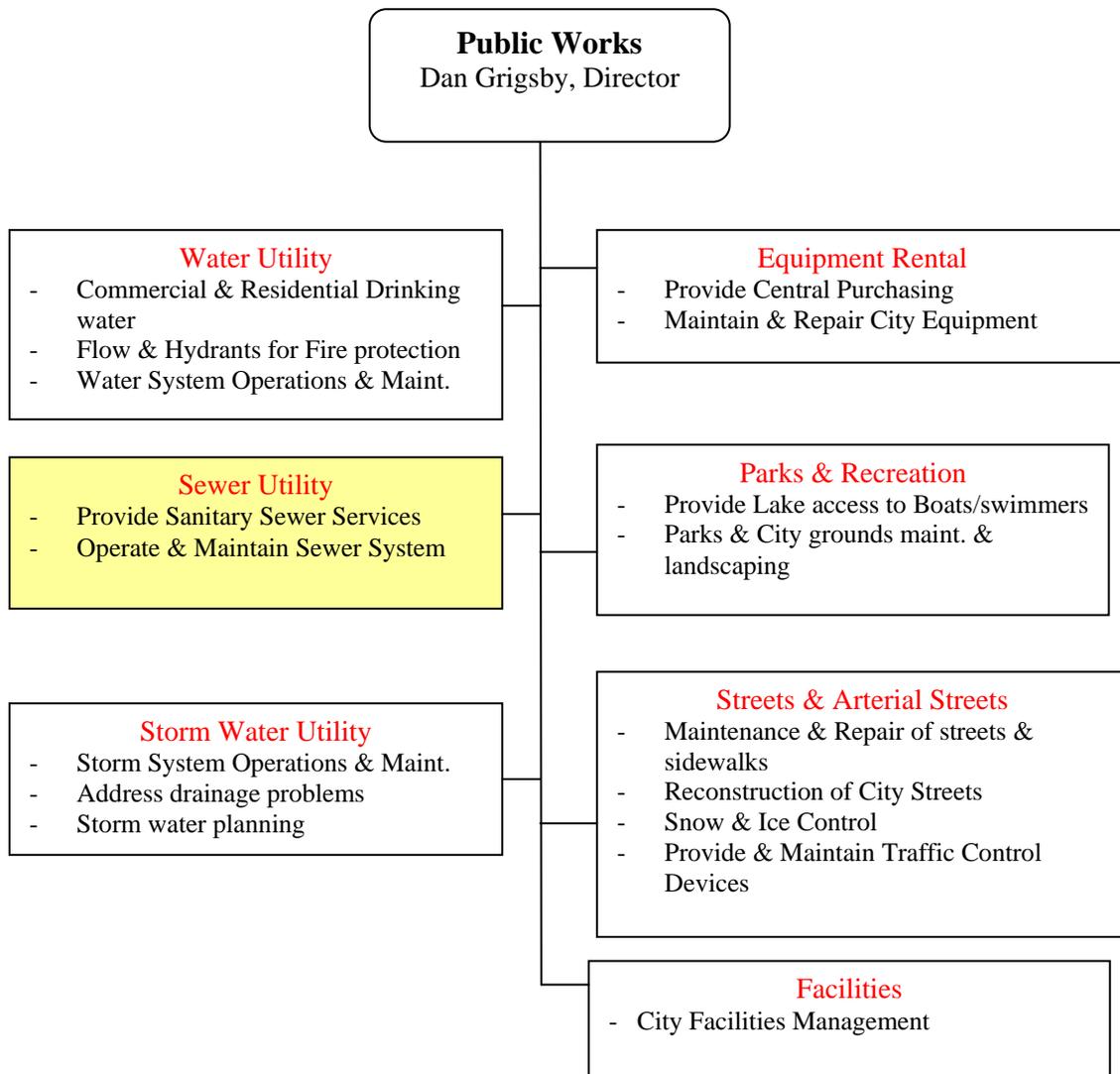
# SEWER UTILITY

## PURPOSE AND DESCRIPTION

The Sewer Utility Division accounts for the revenues, expenses and reserves associated with the operations of the City’s sewer utility.

## MISSION STATEMENT

To provide reliable sewer service and meet the needs of a growing city in the most economical manner consistent with the City of Bonney Lake Comprehensive Plan, along with the goal of protecting the local environment and the Puyallup River System.



**2004 Highlights**

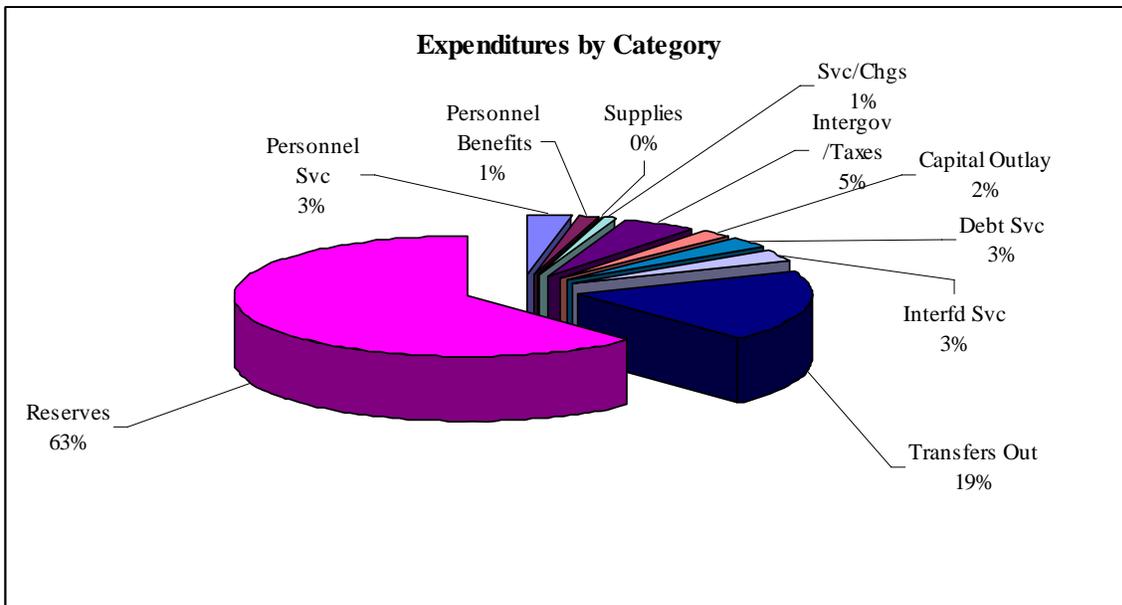
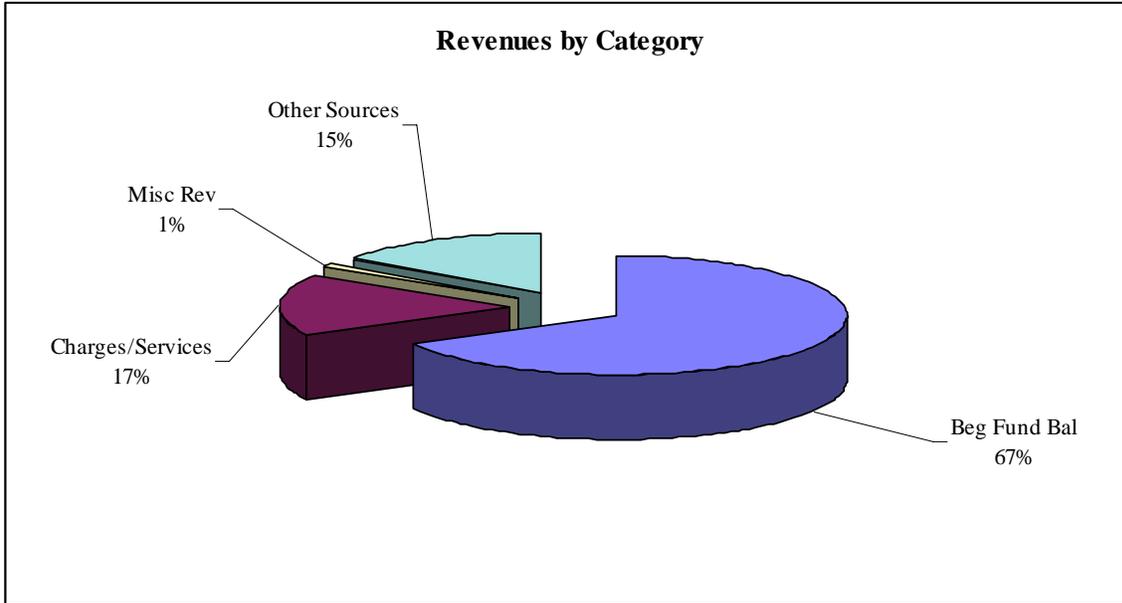
- Completed sewer rate study
- Added 3.5 miles of sanitary sewer lines for a total of 61.4 miles
- Added 41 manholes for a total of 1,018 sanitary sewer manholes
- Cleaned four miles of City sewer mains
- Cleaned 15 sewer lift stations
- Repaired six side sewers
- Rebuilt seven grinder pumps at various locations
- Cleaned 87 residential grinder pump tanks and purchased portable Vac system to clean grinders
- Inspected and cleaned sewer force main screen on the transmission line to Sumner on weekly basis
- Purchased land and installed twenty HP emergency generators at Lift Stations #12, #14, and #8
- Battery charger replacement at Lift Station #18
- Replaced impeller at Lift Station #19
- Added three Lift Stations: #21 at Mountain Creek Estates; #2 at White River Estates; and #3 at Sky Island Phases V & VI
- Continued to monitor commercial business grease traps as part of the grease trap maintenance program and purchased a new tracking program

- New 4.6 mgd Bonney Lake-Sumner Waste Treatment Plant became operational
- Replaced pumps at LS #5 & #7
- Added 2.3 miles of force main
- Inspected lift station #17 for proper operation with a minimum weekly inspection
- Installed odor control at Lift Station #17
- Completed update of Sewer Comprehensive Plan

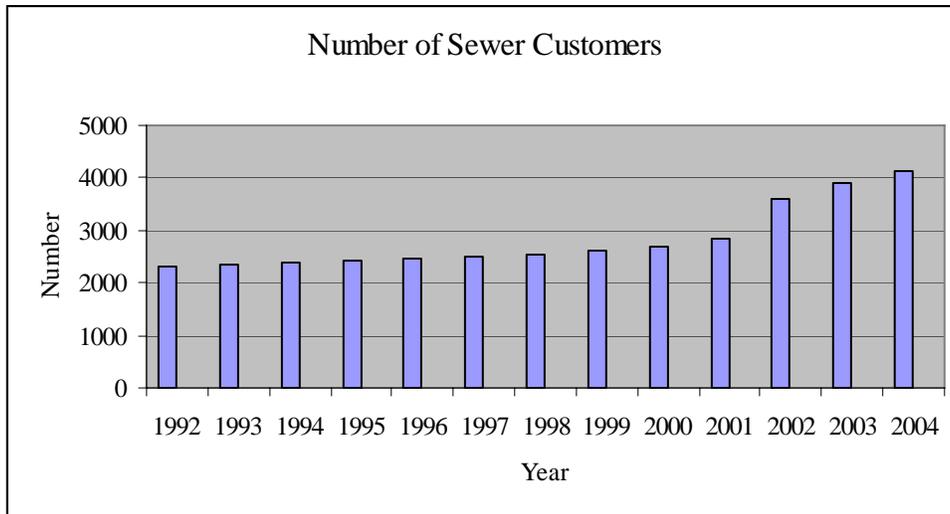
**2005 Goals**

- Monitor construction upgrading of Sumner Sewer Treatment Plant
- Increased cleaning and inspection of gravity sewer lines
- Replace motor pumps at Lift Station #17 with submersible pump and motor
- Install odor control system on Lift Station #12 & #13
- Install generators at Lift Station #5 & #16
- Begin manhole rehabilitation program
- Install Quiet Stage Noise Control on the generator at Lift Station #13
- Plan for sewer outside corporate City limits
- Review and determine best Public Works Work Management software application for purchase





Sewer mains .....	61.4 miles
Sewer pump stations .....	22
Sewer grinder pumps .....	90



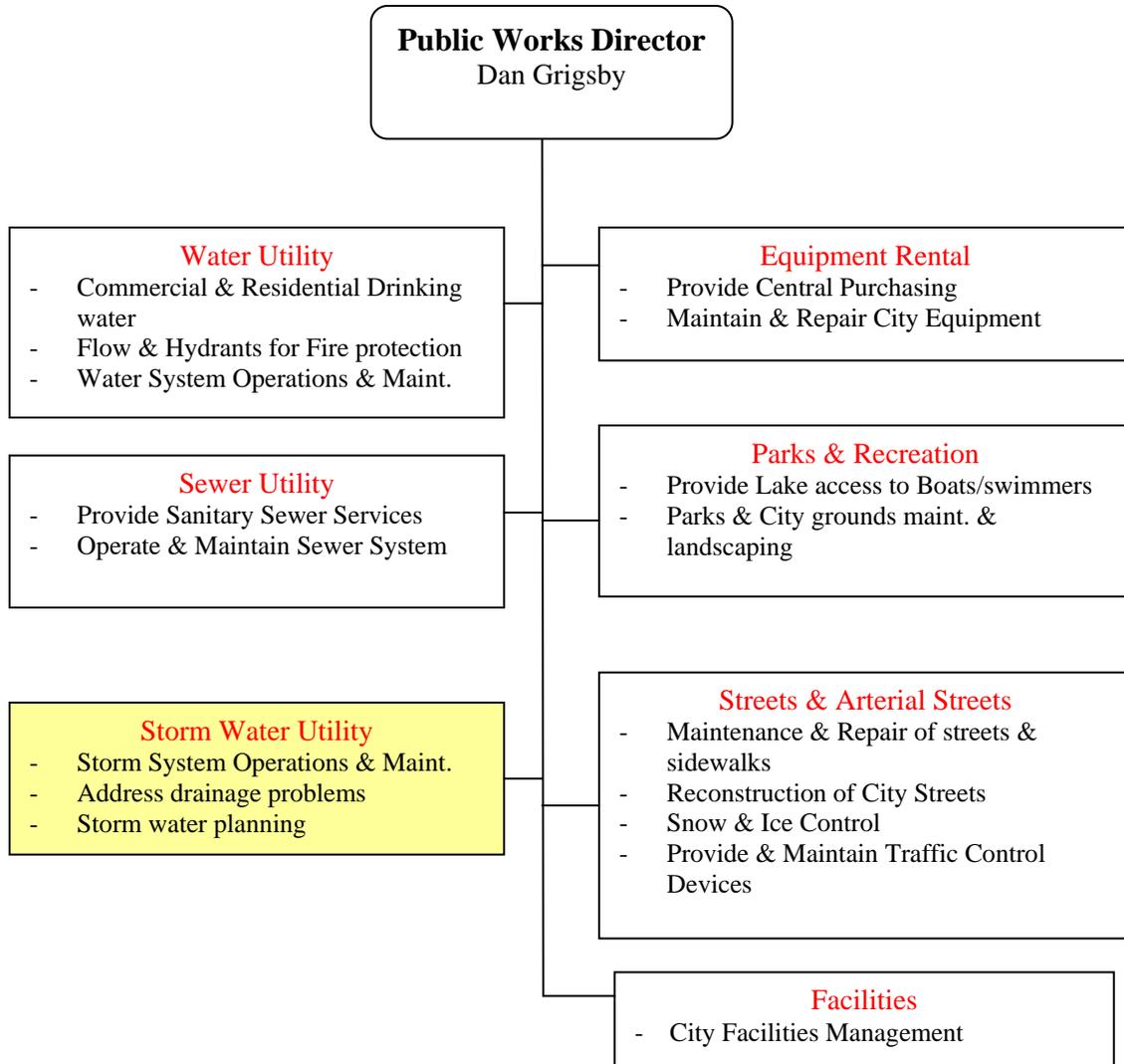
# STORM WATER UTILITY

## PURPOSE AND DESCRIPTION

The Storm Water Utility Division accounts for the revenues, expenses and reserves associated with the operations of the City’s storm water utility.

## MISSION STATEMENT

To maintain the existing drainage system, ensure that the new development minimizes the impact of storm water runoff quantity and quality and the City will provide educational, monitoring, regulation and inspections services to reduce pollution and flooding.



**2004 Highlights**

- Installed catch basin filters; Phase 1 equals 100 filters
- Cleaned one-third of the catch basins
- Cleaned approximately three miles of ditches
- Total of 25 retention/detention ponds and three bio-filtration ponds
- Detailed cleaning and brush removal for all 25 retention/detention ponds
- Worked with Stream Team (Lake Bonney and Debra Jane Lake) for water quality
- Purchased a trailer mounted vacuum cleaning system to assist with upgrading catch basin cleaning program
- Completed storm drainage rate study

**2005 Goals**

- Clean and maintain retainage ponds
- Continue catch basin cleaning program
- Evaluate rate-level with attention to the Department of Ecology’s response to the City’s NPDES permit application
- Purchase weed/brush mower to clean storm ponds
- Install catch basin filters. Phase II= 100 filters
- Purchase first street sweeper
- Study and develop plan to reestablish drainage ditches
- Review and determine best Public Works Work Management software application to purchase



A storm water retention pond.

**Fund Type:** ENTERPRISE  
**Fund:** Storm Water - 415

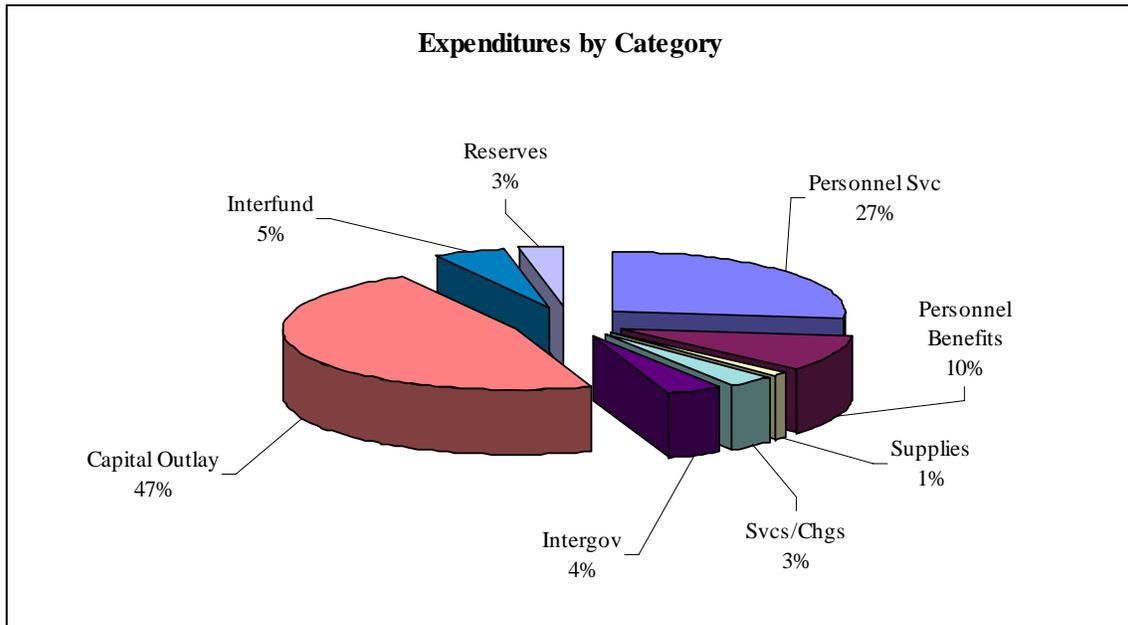
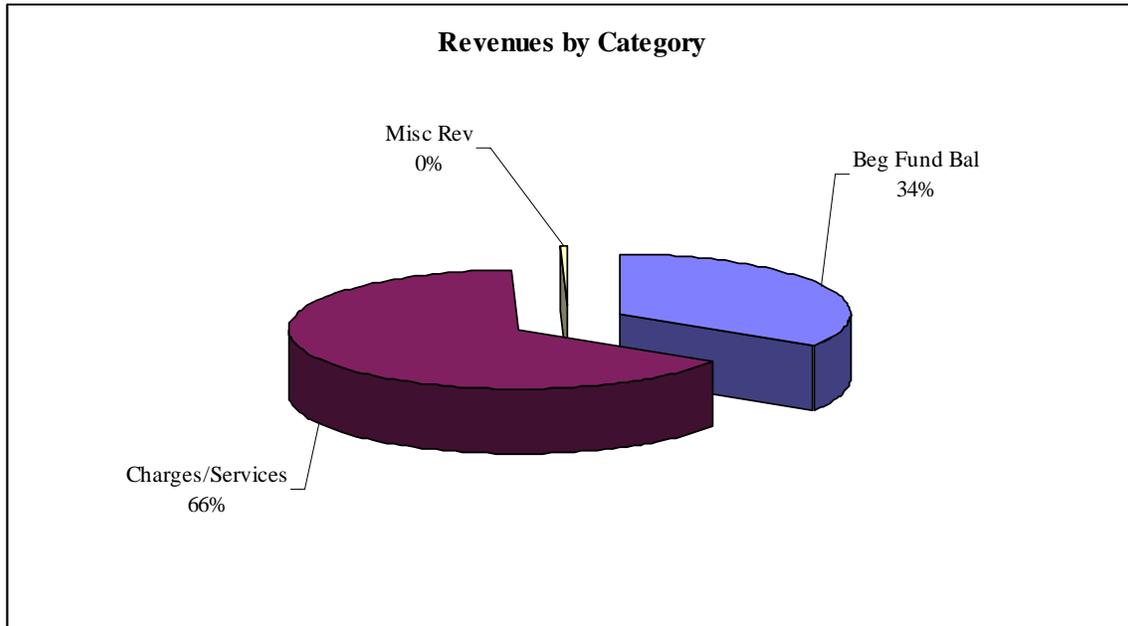
	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Budget*</u>	<u>2005</u> <u>Budget*</u>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 1,300,777	\$ 282,367	\$ 268,583
Charges for Goods & Services	264,121	273,681	515,000
Miscellaneous Revenues	3,410	2,000	3,500
<b>Total Revenues/Other Sources</b>	<b>\$ 1,568,308</b>	<b>\$ 558,048</b>	<b>787,083</b>
<b>STAFFING (FTE'S):</b>	2.28	3.25	4.65
<b>Expenditure Budget By Category:</b>			
Personnel Services	\$ 92,717	\$ 134,420	\$ 209,491
Personnel Benefits	29,073	52,020	78,003
Supplies	1,935	8,350	8,500
Services/Charges	5,224	60,580	26,100
Intergovt Svc's/Taxes	23,091	26,796	29,000
Capital Outlay	28,271	70,000	373,000
Debt Service			
Interfund Svcs/Transfers Out	68,692	35,728	38,983
Capital Projects			
Est. Ending Fund Balance		170,154	24,006
<b>Total Expenditures/Uses</b>	<b>\$ 249,003</b>	<b>\$ 558,048</b>	<b>\$ 787,083</b>

**NOTES:**

**Expenditures:**

- 10 Pers Svc: 2% COLA; GIS Technician; Lead Worker; Maintenance Worker
- 20 Benefits: 6% medical; 3.7% L&I; 5% retirement
- 50 Intergov: Tax estimates assume current rates
- 60 Capital Outlay: Purchase of message sign board; truck; backhoe; street sweeper

as  
 \* amended



Storm pipe .....	19.3 miles
Storm water infiltration dry wells .....	55
Storm drain man holes .....	180
Storm drain catch basins .....	1,010
Storm drain curb inlets .....	43
Storm water ponds .....	29



Storm drain maintenance is a part of the drainage system the City maintains.

# Section VIII:

## Internal Service Funds

# INTERNAL SERVICE FUNDS

The Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

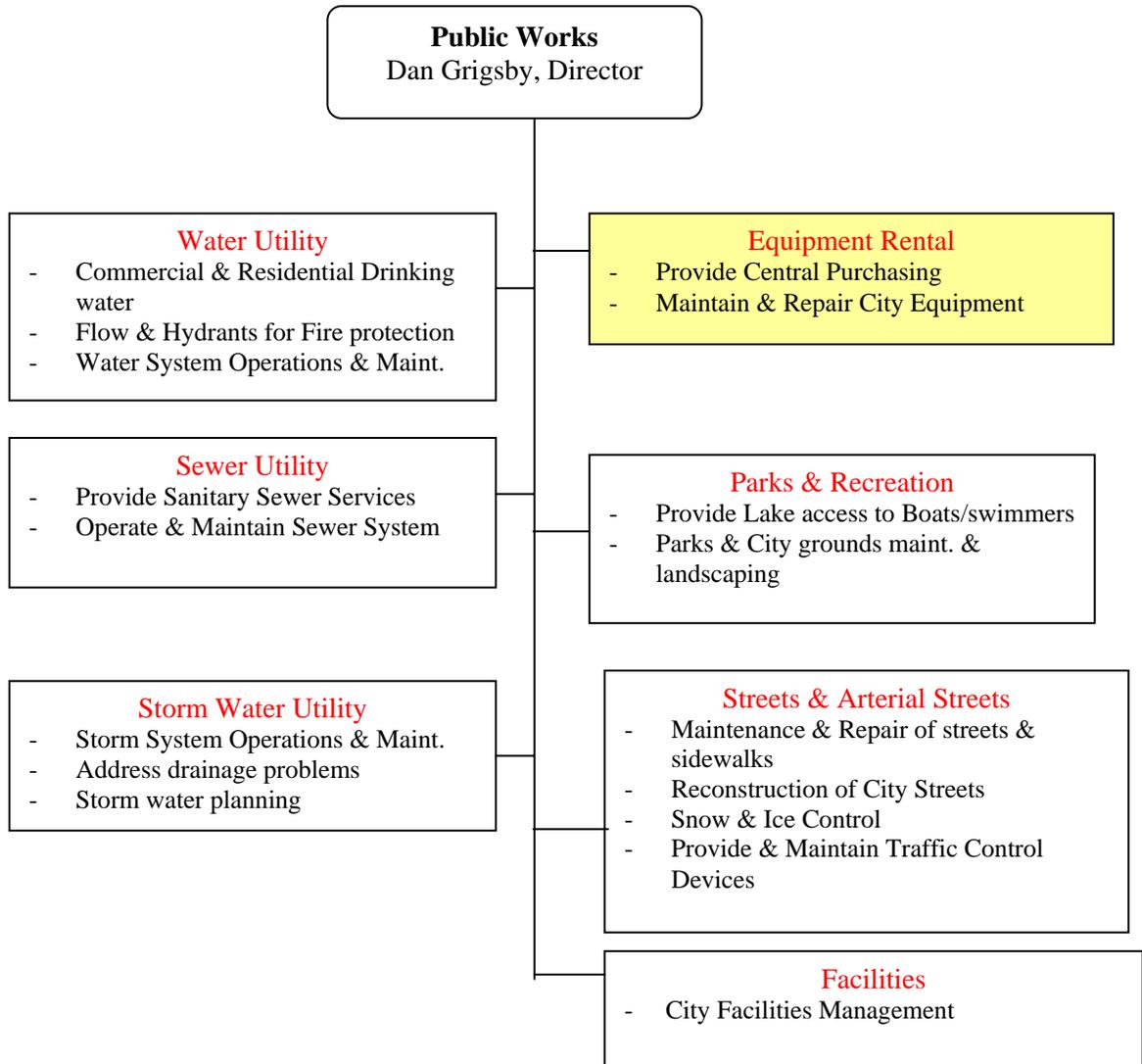


Bonney Lake Equipment Yard

# EQUIPMENT RENTAL & REPLACEMENT

## PURPOSE AND DESCRIPTION

The Equipment Rental and Replacement Fund was established to maintain and repair equipment administered by the Fund and to provide equipment replacement through the establishment of equipment replacement services. Expenses of this fund are largely financed through rental rate charges to user funds. The ER&R fund is currently building cash so that in the future it can fund one half (1/2) the cost of replacement vehicles. New vehicles and replacements are currently funded by each Fund's cash and this will continue while sufficient cash is built up in the ER&R fund.



**2004 Highlights**

- Purchased three newer federal surplus vehicles and one drug seizure vehicle at below market value
- Twelve new patrol cars
- New flatbed truck on the state bid system
- Increased use of automated cost tracking system
- Prepared vehicle use, equipment replacement, and rental rate policies
- Reorganized the parts storage and work space

- Maintained 99 fleet equipment items

**2005 Goals**

- Further utilize data collection systems
- Replace fleet according to depreciation schedule
- Review and develop a comprehensive preventative maintenance system

**Fund Type: INTERNAL SERVICES**  
**Fund: Equipment Rental**

	<u>2003</u> <u>Actual</u>	<u>2004</u> <u>Budget</u>	<u>2005</u> <u>Budget</u>
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 461,003	\$ 1,055,076	\$ 612,451
Charges for Goods & Services	385,661	414,595	546,231
Miscellaneous Revenue	7,162	4,500	6,300
Other Financing Sources	4,315		
<b>Total Revenues/Other Sources</b>	<b>\$ 858,141</b>	<b>\$ 1,474,171</b>	<b>\$ 1,164,982</b>
<b>STAFFING (FTE'S): (**)</b>	1.32	1.95	2.00
<b>Expenditure Budget By Category:</b>			
Personnel Services	\$ 70,196	\$ 83,350	\$ 91,043
Personnel Benefits	23,112	33,110	32,750
Supplies	94,791	105,000	115,000
Services/Charges	62,763	54,700	62,500
Intergovt Svc's/Taxes			
Capital Outlay	592	75,000	2,000
Interfund Services	11,808	33,054	32,083
Est. Ending Fund Balance		1,089,957	829,606
<b>Total Expenditures/Uses</b>	<b>\$ 263,262</b>	<b>\$ 1,474,171</b>	<b>\$ 1,164,982</b>

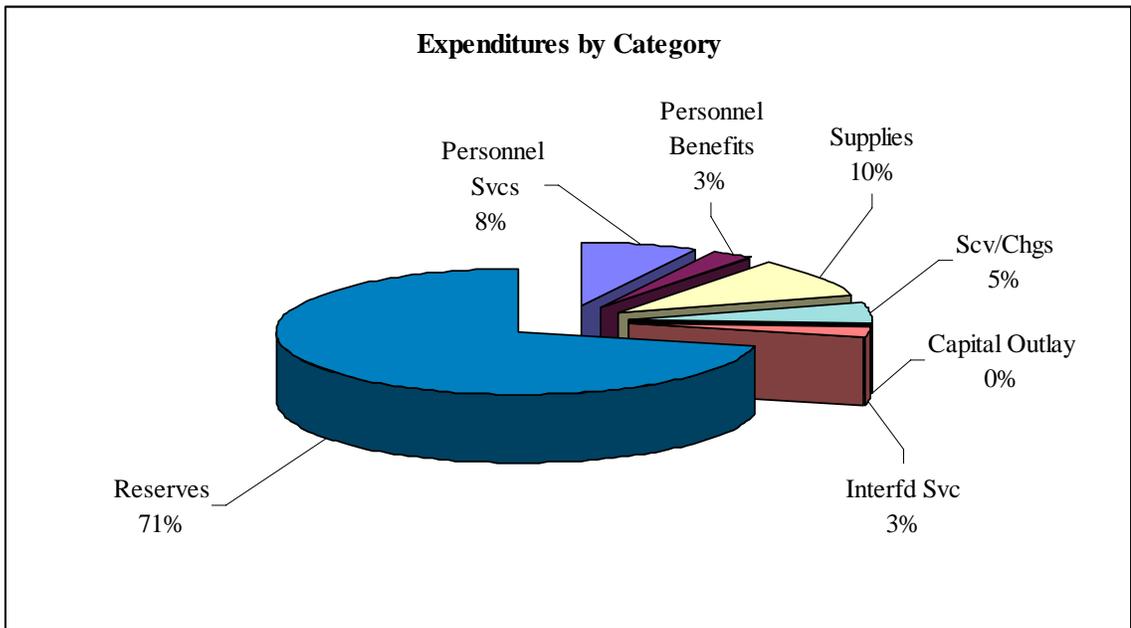
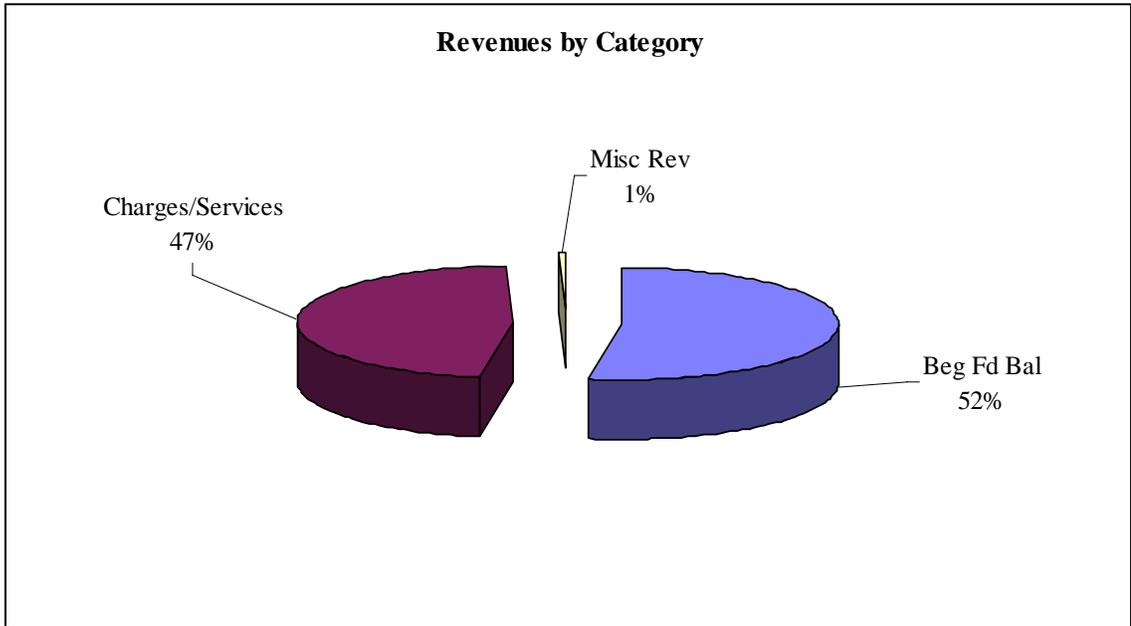
(\*) Excludes temporary/part-time/seasonal

**NOTES:**

**Expenditures:**

- 10 Pers Svc: added .25 staffing for summer
- 20 Benefits: 2% COLA; 6% medical; 3.7% L&I; 5% retirement

\* as amended





Equipment Rental & Replacement maintains the City Fleet of vehicles along with other equipment.

# INSURANCE

## PURPOSE AND DESCRIPTION ---

The Insurance Fund was established to provide insurance funds for all departments. Expenses of this Fund are largely financed through user fees charged to Funds or Departments based on persons, property and equipment insured.

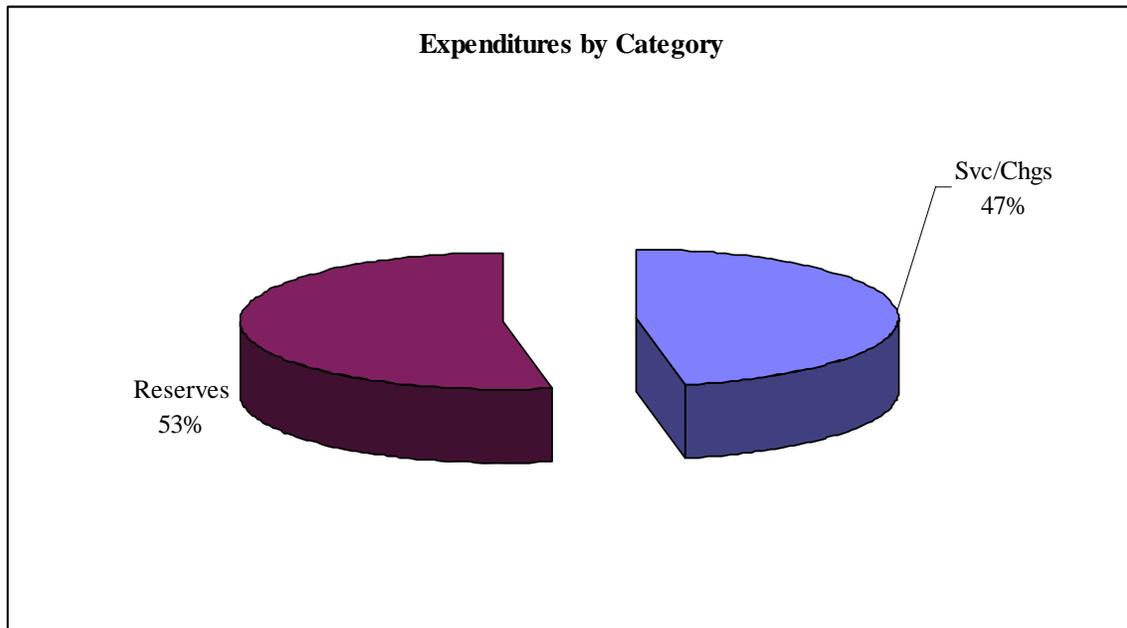
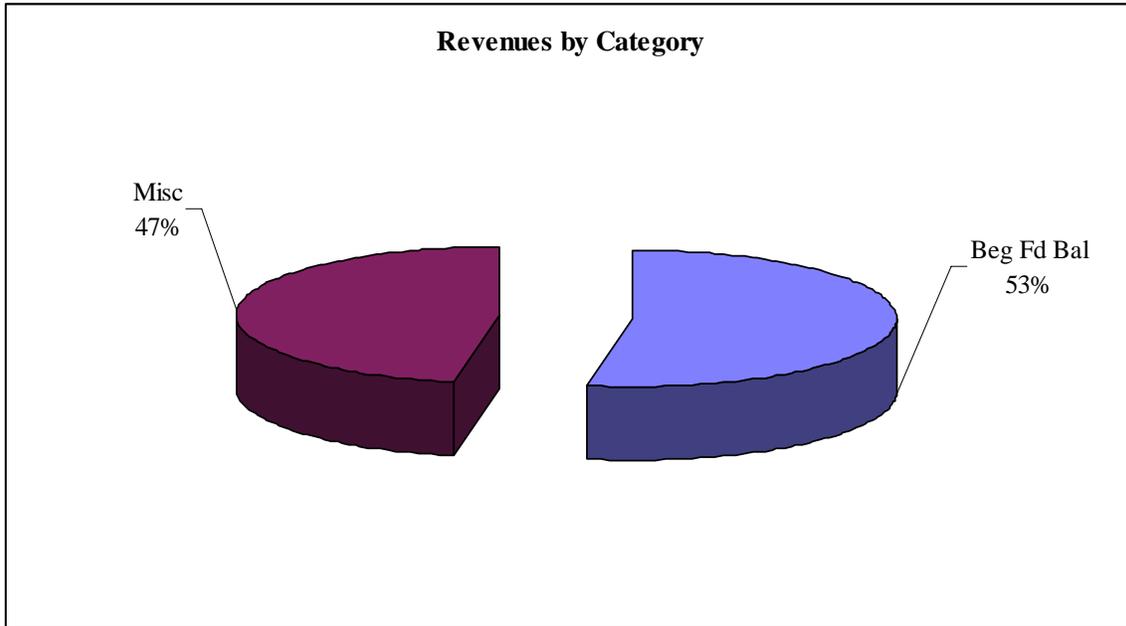
**Fund Type:** INTERNAL SERVICE  
**Fund:** Insurance - 502

	2003 Actual	2004 Budget*	2005 Budget*
<b>Revenues/Sources By Category:</b>			
Beginning Fund Balance	\$ 291,689	\$ 276,899	\$ 277,096
Charges for Goods & Services			
Miscellaneous Revenues	166,184	208,385	247,121
<b>Total Revenues/Other Sources</b>	<b>\$ 457,873</b>	<b>\$ 485,284</b>	<b>\$ 524,217</b>
 <b>STAFFING (FTE'S):</b>	 0.00	 0.00	 0.00
<b>Expenditure Budget By Category:</b>			
Personnel Services	\$	\$	\$
Personnel Benefits			
Supplies			
Services/Charges	181,850	208,385	246,621
Intergovt Svc's/Taxes			
Capital Outlay			
Est. Ending Fund Balance		276,899	277,596
<b>Total Expenditures/Uses</b>	<b>\$ 181,850</b>	<b>\$ 485,284</b>	<b>\$ 524,217</b>

**NOTES:**

Insurance is provided by the Liability Washington Cities Insurance Authority (WCIA) Liability and property insurance program; 25% increase in auto physical damage; 14% increase in liability; 25% increase in property coverage. Coverage includes \$1000 deductible on property; \$500 deductible on auto physical damage. In 2004 the City added Crime Commercial Coverage, previously privately insured with WCIA.

\* as amended



# Section IX:

## Supplemental Information

**2004-05  
Capital Projects  
Working Sheet**

	2004-05 Capital Projects	2004 Capital Budget	Spend by December 2004	2005 Capital Budget	Water		Sewer	(Park, Cell Tower, PSB Rent) Special Funds	REET	LTGO Bonds	PWTF	Grants Secure	Developer Mitigation/ Other	Traffic Impact Fees	2003 Total
					Cash	Bond									
<b>Water Projects</b>															
1	Springs CT/Disinfection/Corrosion Control	\$ 1,101,000	\$ 1,101,000								\$ -				\$ -
2	Ballpark Well Treatment Facility/Mains	\$ 3,550,000	\$ 1,550,000	\$ 2,000,000	\$ 300,000						\$ 1,700,000				\$ 2,000,000
3	Additional Protection for Spring Sources	\$ 132,000	\$ 132,000												\$ -
4	Telemetry/SCADA Continued Upgrade	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000										\$ 100,000
5	Pressure Relief Lakeridge 800 Zone	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000										\$ 40,000
6	Lakeridge 800 Zone Tank	\$ 20,000													\$ -
7	At-Grade Storage Tank	\$ 5,000,000	\$ 2,000,000	\$ 5,000,000	\$ 2,500,000	\$ 2,500,000									\$ 5,000,000
8	Replacement of oldest and key water mains	\$ 1,068,000		\$ 2,500,000	\$ 375,000						\$ 2,125,000				\$ 2,500,000
9	Water Plan Update	\$ 110,000	\$ 110,000												\$ -
10	New Water Source (Tacoma)	\$ 1,000,000		\$ 12,000,000	\$ 12,000,000										\$ 12,000,000
11	Leak Detection Program	\$ 45,000		\$ 45,000	\$ 45,000										\$ 45,000
12	TP Aquifer Recharge Improvements	\$ 50,000	\$ 50,000		\$ -										\$ -
13	Meter Replacement Program	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000										\$ 40,000
14	PW Yard Expansion/Security Improvements	\$ 100,000		\$ 100,000	\$ 100,000										\$ 100,000
15	S Prairie Rd Water Main Construction	\$ 50,000		\$ 50,000	\$ 50,000										\$ 50,000
16	Emergency Plan/Vulnerability Assessment	\$ 50,000	\$ 50,000		\$ -										\$ -
	<b>Total Water Projects</b>	<b>\$ 12,456,000</b>	<b>\$ 5,173,000</b>	<b>\$ 21,875,000</b>	<b>\$ 15,550,000</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,825,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,875,000</b>
<b>Sewer Projects</b>															
17	Sewer Plan Update	\$80,000	\$80,000												\$ -
18	Upgrade Sumner WWTP	\$6,000,000	\$3,000,000	\$3,000,000	\$ 450,000						\$2,550,000				\$ 3,000,000
19	Odor Control Improvements Lift Station 17	\$70,000	\$70,000												\$ -
	<b>Total Sewer Projects</b>	<b>\$ 6,150,000</b>	<b>\$ 3,150,000</b>	<b>\$ 3,000,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>
<b>Street/Stormwater Projects</b>															
20	Causeway & 197th Avenue East			\$ -	\$ -									\$ -	\$ -
21	South Tapps Drive			\$ -	\$ -									\$ -	\$ -
22	Chip Seal			\$ 100,000	\$ 100,000			\$ 100,000						\$ 100,000	\$ 100,000
23	SR410/South Prairie Road (match)	\$ 50,000	\$ 50,000	\$ 600,000	\$ 600,000							\$ 310,000	\$ 290,000	\$ 600,000	\$ 600,000
	<b>Total Storm Water Projects</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310,000</b>	<b>\$ 290,000</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>
<b>General Fund Capital Projects</b>															
24	Sidewalks	\$ 100,000	\$ 100,000	\$ 75,000				\$ 75,000							\$ 75,000
25	New Office Space for the City	\$ 3,100,000		\$ 8,000,000					\$ 8,000,000						\$ 8,000,000
26	Park Improvements	\$ 375,000	\$ 425,000	\$ 30,000				\$ 30,000							\$ 30,000
	<b>Total General Fund Projects</b>	<b>\$ 3,575,000</b>	<b>\$ 525,000</b>	<b>\$ 8,105,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,105,000</b>
	<b>TOTAL ALL PROJECTS</b>	<b>\$ 22,231,000</b>	<b>\$ 8,898,000</b>	<b>\$ 33,680,000</b>	<b>\$ 16,000,000</b>	<b>\$ 2,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ 8,000,000</b>	<b>\$ 6,375,000</b>	<b>\$ -</b>	<b>\$ 310,000</b>	<b>\$ 290,000</b>	<b>\$ 33,680,000</b>

\*Some projects are multiple year and may encompass multiple budget years

## **2005 Capital Improvement Project Narratives (see chart on page 143)**

### **2. Ball Park Well Treatment Facility**

**2005 Budget: \$2,000,000**

**Total Project Cost: \$3,971,000**

**Funding Source(s): PWTF Loan, Revenue Bonds**

Water pumped from the Ball Park source has not complied with the Safe Drinking Water Act Maximum Contaminant Levels for secondary contaminants. Iron and manganese concentrations have been greater than levels established by the state Department of Health. This limited to the City using the Ball Park well as a peaking source only, thereby risking existing water rights for this source due to the beneficial use clause. This project, funded primarily by a Public Works Trust Fund loan, will construct a filtration facility at the site to reduce iron and manganese concentrations to acceptable levels so the Ball Park source can be used in a way that maximizes the City's existing water rights.

### **4. Telemetry/SCADA Improvement**

**2005 Budget: \$100,000**

**Total Project Cost: \$300,000**

**Funding Source(s): Revenue Bonds**

Telemetry for the sewer system has already been converted from phone line to radio transmission. The next phase is to convert the water system to radio. First a survey will need to be completed to be certain radio will perform as expected. Using radio will save the monthly phone charge for private line use and will decrease the number of communication failures. There will also be new alarms and data monitoring additions.

### **5. Pressure Relief Valves**

**2005 Budget: \$40,000**

**Total Project Cost: Annual Ongoing Expenditure**

**Funding Source(s): Water Rates**

The primary need for this project is to avoid liability in areas of our system where there is risk of a pressure reducing valve failing which would then over pressurize the water system in a localized area causing leaks and bursting pipes in homes. The pressure relief valves need to be carefully sited in a location where the release of water does not cause property damage. Check valves strategically placed will assist our crews in operating our water system particularly if there is an emergency. This is the third year of what we are expecting to be a 6 year program.

### **7. At Grade Storage Tank**

**2005 Budget: \$5,000,000**

**Total Project Cost: \$7,500,000**

**Funding Source(s): SDCs**

This 15 million gallon water tank will extend the City's existing water supplies to serve more customers and provide needed storage for fire flow and daily peak needs. It is funded entirely from system development charges. A booster pump station will be sited next to the tank to deliver water to either the 800 pressure zone or the 748 pressure zone.

**8. Leaky Water Main Replacements*****2005 Budget: \$2,500,000******Total Project Cost: \$5,313,000******Funding Source(s): PWTF Loan, SDCs***

The Bonney Lake water system was established over 50 years ago in an effort to create a unified water system around Lake Tapps. Transmission mains connected older distribution networks which are now failing structurally. This project, funded by a PWTF loan, will replace approximately half of the old mains built with substandard materials (asbestos concrete and steel). The result will be an estimated 40% reduction in our water losses, fewer expensive repairs and property damage, improved system efficiency, and enhanced distribution capacity.

**10. New Water Source*****2005 Budget: \$12,000,000******Total Project Cost: \$12,000,000******Funding Source(s): SDCs***

This money is set aside to purchase a new water source for future customer growth. This dollar amount is an estimate provided by the City of Tacoma to provide sufficient water for build-out capacity.

**11. Leak Detection Program*****2005 Budget: \$45,000******Total Project Cost: Annual Ongoing Expenditure******Funding Source(s): Water Rates***

The City has had excellent results from this program and it has helped us maintain the efficiency of our water supply at this critical time. In addition, leakage data has provided a basis for identifying distribution mains in need of replacement.

**13. Meter Replacement Program*****2005 Budget: \$40,000******Total Project Cost: Annual Ongoing Expenditure******Funding Source(s): Water Rates***

This project replaces old manual-read meters that are running slow, wearing out, and costing us revenue, with touch-read meters that are much easier to read.

**14. PW Yard Expansion/Security Improvements*****2005 Budget: \$100,000******Total Project Cost: \$100,000******Funding Source(s): Water & Sewer Rates***

More room is needed to park equipment and to access the equipment efficiently. Better fencing and security is needed for the public works yard.

**15. South Prairie Road Water Main Construction*****2005 Budget: \$50,000******Total Project Cost: \$50,000******Funding Source(s): Water Rates***

We are expecting that some relocation or water main work may be required as a result of the South Prairie Road project. These funds can be directed to the South Prairie Road Project to help provide the local match required for the TIB grant.

**18. Participate in the upgrade of the Sumner Treatment Plant*****2005 Budget: \$3,000,000******Total Project Cost: \$10,910,000******Funding Source(s): PWTF Loans, Revenue Bonds***

This project, a partnership with the City of Sumner, will double the City's wastewater treatment capacity and meet the City's expected future needs through 2022. It will also provide a greater level of treatment required for environmental compliance. The new plant will produce Class A sludge which will be much easier to dispose than the Class B sludge currently produced by the plant. Redundancy and reliability of the plant will be greatly improved.

**22. Chip Seal Maintenance*****2005 Budget: \$100,000******Total Project Cost: Annual Ongoing Expenditure******Funding Source(s): General Fund/REET***

\$100,000 is budgeted for next year to reflect the City Council's request to achieve a faster rate of maintenance. This amount will chip seal approximately seven miles of streets. Chip seal maintenance should be done every seven years to prevent premature overlay requirements.

**23. South Prairie Road Project*****2005 Budget: \$600,000******Funding Source(s): SEPA Mitigation Fees, Traffic Impact Fees***

This project is financed primarily by a TIB grant, and the project is administered by Pierce County. An updated cost estimate from Pierce County is reflected in the project budget. This project is approximately a \$2.3 million project. The City's match is expected to come from Traffic Impact Fees.

**24. Sidewalk Program*****2005 Budget: \$75,000******Total Project Cost: Annual Ongoing Expenditure******Funding Source(s): General Fund/REET***

\$75,000 is budgeted for next year to reflect the City Council's desire to install more sidewalks along arterials. This amount will fund a sidewalk plan and \$45,000 worth of new sidewalks. The sidewalk additions will likely continue into the future pending funds available.

**25. New City Hall*****2005 Budget: \$8,000,000******Total Project Cost: \$8,000,000******Funding Source(s): LTGO Bonds***

This is an estimated construction cost for a new City Hall behind the Target store. The City's utilities are expected to pay for 40% of the debt service of the LTGO.

**26. Parks Improvements*****2005 Budget: \$8,030,000******Total Project Cost: \$8,000,000******Funding Source(s): LTGO Voter Approved Bonds***

\$30,000 is funded to continue the Ascent Park monument and landscape redesign. \$8 million is anticipated in voter approved bonds for parks, trails and community center improvements.

\*Some projects are multi-year and may encompass multiple budget years

**2005 Cost Allocation of Administrative Costs to Utilities**

Scope 2005 Budget

Conclusion: Administrative, Data Processing and Facilities costs have been allocated in the budget as summarized below.

Funds	Percentage	Admin Costs	Data Processing	Facilities	Total
Total		624,832	130,148	25,921	780,900
Water	44%	274,926	57,265	11,405	343,596
Sewer	53%	331,161	68,978	13,738	413,877
Storm	2%	12,497	2,603	518	15,618
ER&R	1%	6,248	1,301	259	7,809
	<b>100%</b>	<b>624,832</b>	<b>130,148</b>	<b>25,921</b>	<b>780,900</b>

### 2005 Cost Allocation of Administrative Costs to Utilities

**Purpose:** To determine the total allocated to Utilities for Salaries, Benefits, and Other Items.

**Procedures:** To recap the allocation of salaries and benefits. To determine the ratio of the allocated salaries to total salaries & benefits. To allocate the remaining budget items, such as supplies, professional services, and other items in the same ratio as salaries and benefits were allocated.

**Scope:** 2005

**Source:** 2005 Preliminary Budget, spreadsheets allocating salaries and benefits.

**Conclusion:** Total Administrative and Data Processing Allocation has been determined.

**1) To determine ratio of allocated Salary and Benefits to Utilities:**

	Total Salaries & benefits	Allocated to Utilities Salaries & benefits	Ratio
011 Legislative	36,231	15,592	43.03%
013 Executive's Office	190,200	74,938	39.40%
014 Finance	561,792	286,972	51.08%
016 Data Processing	90,836	31,338	34.50%
018 City Clerk's Office	220,179	52,361	23.78%
059 Building	412,183	74,123	17.98%
060 Facilities	99,921	13,606	13.62%
<b>Total</b>		<b>\$548,928</b>	

**2) To determine the allocation of Other, such as supplies, professional services, capital outlay, etc.**

	Department Budget	Less Salaries and Benefits	Other Ratio	Other Allocated to Utilities	Lessor of Allocation or Separately Identified
011 Legislative	97,482	36,231	61,251 43.03%	26,359	26,359
013 Executive's Office	315,200	190,200	125,000 39.40%	49,249	49,249
014 Finance	618,382	561,792	56,590 51.08%	28,907	28,907
016 Data Processing	652,382	90,836	561,546 34.50%	193,728	98,810
018 City Clerk's Office	268,379	220,179	48,200 23.78%	11,463	11,463
059 Building	439,261	412,183	27,078 17.98%	4,869	4,869
060 Facilities	190,363	99,921	90,442 13.62%	12,315	12,315
<b>Total</b>					<b>\$231,972</b>

**3) To determine the allocations for Administration, Data Processing, and Facilities**

	Allocated to Utilities Salaries & benefits	Lessor of Allocation or Separately Identified	Total	Admin	Data Processing	Facilities
011 Legislative	15,592	26,359	41,951	41,951		
013 Executive's Office	74,938	49,249	124,187	124,187		
014 Finance	286,972	28,907	315,878	315,878		
016 Data Processing	31,338	98,810	130,148		130,148	
018 City Clerk's Office	52,361	11,463	63,824	63,824		
059 Building	74,123	4,869	78,992	78,992		
060 Facilities	13,606	12,315	25,921			25,921
<b>Total</b>	<b>\$548,928</b>	<b>\$231,972</b>	<b>\$780,900</b>	<b>\$624,832</b>	<b>\$130,148</b>	<b>\$25,921</b>

**Utility Administrative Salaries & Benefits Distribution - 2005 Wages as a Percentage**

Department/Position		Total salary	Total benefits	Total Benefits	Allocated to Utilities	Salary	Benefits	Totals
<b>011</b>	<b>Legislative Budget</b>	<b>33,600</b>	<b>2,631</b>	<b>36,231</b>				
	Mayor	9,600	760	10,360	43%	4,128	327	4,455
	Councilmember	4,800	380	5,180	43%	2,064	163	2,227
	Councilmember	4,800	380	5,180	43%	2,064	163	2,227
	Councilmember	4,800	380	5,180	43%	2,064	163	2,227
	Councilmember	4,800	380	5,180	43%	2,064	163	2,227
	Councilmember	4,800	380	5,180	43%	2,064	163	2,227
	Sub-total	33,600	2,660	36,260		14,448	1,144	15,592
<b>013</b>	<b>Executive's Office Budget</b>	<b>147,092</b>	<b>43,108</b>	<b>190,200</b>				
	Administrative Svcs Coord.	79,465	25,255	104,720	40%	31,786	10,102	41,888
	Senior HR Analyst	60,292	18,398	78,690	42%	25,323	7,727	33,050
	Sub-total	139,757	43,653	183,410		57,109	17,829	74,938
<b>014</b>	<b>Finance Budget</b>	<b>417,725</b>	<b>144,067</b>	<b>561,792</b>				
	Finance Director	86,483	24,078	110,561	40%	34,593	9,631	44,224
	Senior Accountant	57,019	18,233	75,252	40%	22,808	7,293	30,101
	Payroll Clerk	44,125	19,702	63,827	30%	13,238	5,911	19,149
	Department Assistant Cashier	34,137	13,632	47,769	95%	32,430	12,950	45,380
	Department Assistant	34,663	13,686	48,349	95%	32,930	13,002	45,932
	Accounting Assistant	50,916	11,210	62,126	70%	35,641	7,847	43,488
	Purchasing Coordinator	50,058	20,315	70,373	40%	20,023	8,126	28,149
	Department Assistant	33,876	13,050	46,926	25%	8,469	3,263	11,732
	Department Assistant	33,471	13,572	47,043	40%	13,388	5,429	18,817
	Sub-total	424,748	147,478	572,226	475%	213,520	73,452	286,972
<b>016</b>	<b>Data Processing Budget</b>	<b>71,739</b>	<b>19,097</b>	<b>90,836</b>				
	IT Coordinator	60,342	18,002	78,344	40%	24,137	7,201	31,338
	Sub-total	60,342	18,002	78,344		24,137	7,201	31,338
<b>018</b>	<b>City Clerk's Office Budget</b>	<b>159,087</b>	<b>61,092</b>	<b>220,179</b>				
	City Clerk	55,311	22,187	77,498	30%	16,593	6,656	23,249
	Dep. City Clerk	47,326	16,657	63,983	20%	9,465	3,331	12,796
	Department Assistant	31,754	9,163	40,917	10%	3,175	916	4,091
	Receptionist	27,451	13,294	40,745	30%	8,235	3,988	12,223
	Sub-total	161,842	61,301	223,143		37,468	14,891	52,359
<b>59</b>	<b>Building Budget</b>	<b>310,791</b>	<b>101,392</b>	<b>412,183</b>				
	Building Official	63,543	21,204	84,747	5%	3,177	1,060	4,237
	Permit Coordinator	44,008	13,998	58,006	10%	6,002	2,032	8,034
	Permit Technician	37,194	9,687	46,881	10%	5,307	1,123	6,430
	Building Inspector II	55,737	19,920	75,657	5%	6,452	2,728	9,180
	Building Inspector I	51,787	17,706	69,493	5%	6,452	2,728	9,180
	Building Inspector I	49,728	18,737	68,465	5%	27,390	9,671	37,061
	Sub-total	301,997	101,252	403,249		54,780	19,342	74,123
<b>060</b>	<b>Facilities Budget</b>	<b>78,630</b>	<b>21,291</b>	<b>99,921</b>				
	Custodian	34,627	10,725	45,352	30%	10,388	3,218	13,606
	Sub-total	34,627	10,725	45,352		10,388	3,218	13,606

**Cost Allocation  
Administration Costs to Utilities  
For 2005**

Department/Position	Salary Total	Benefits Total	% S/B Charged to Utilities	Generl fund		Summary		Detail by Fund									
				Charges for		Salary	Benefits	Water Salary	Water Benefits	Sewer Salary	Sewer Benefits	Storm Salary	Storm Benefits	ER&R Salaries	ER&R Benefits		
				Salary	Benefits	44%	44%	53%	53%	2%	2%	1%	1%				
<b>011 Legislative</b>																	
Compared to latest prem budget	33,600	2,631															
Mayor	9,600	760	43%	5,472	433	4,128	327	1,816	144	2,900	230	83	7	41	3		
Councilmember	4,800	380	43%	2,736	217	2,064	163	908	72	1,450	115	41	3	21	2		
Councilmember	4,800	380	43%	2,736	217	2,064	163	908	72	1,450	115	41	3	21	2		
Councilmember	4,800	380	43%	2,736	217	2,064	163	908	72	1,450	115	41	3	21	2		
Councilmember	4,800	380	43%	2,736	217	2,064	163	908	72	1,450	115	41	3	21	2		
Councilmember	4,800	380	43%	2,736	217	2,064	163	908	72	1,450	115	41	3	21	2		
Sub-total	33,600	2,660		19,152	1,516	14,448	1,144	6,357	503	10,151	804	289	23	144	11		
<b>013 Executive's Office</b>																	
Compared to latest prem budget	147,092	43,108															
Administrative Svcs Coord.	79,465	25,255	40%	47,679	15,153	31,786	10,102	13,986	4,445	25,270	8,031	636	202	318	101		
Senior HR Analyst	60,292	18,398	42%	34,969	10,671	25,323	7,727	11,142	3,400	18,534	5,656	506	155	253	77		
Sub-total	139,757	43,653		82,648	25,824	57,109	17,829	25,128	7,845	43,804	13,687	1,142	357	571	178		
<b>014 Finance</b>																	
Compared to latest prem budget	417,725	144,067															
Finance Director	86,483	24,078	40%	51,890	14,447	34,593	9,631	15,221	4,238	27,502	7,657	692	193	346	96		
Senior Accountant	57,019	18,233	40%	34,211	10,940	22,808	7,293	10,035	3,209	18,132	5,798	456	146	228	73		
Payroll Clerk	44,125	19,702	30%	30,888	13,791	13,238	5,911	5,825	2,601	16,370	7,309	265	118	132	59		
Department Assistant Cashier	34,137	13,632	95%	1,707	682	32,430	12,950	14,269	5,698	905	361	649	259	324	130		
Department Assistant	34,663	13,686	95%	1,733	684	32,930	13,002	14,489	5,721	919	363	659	260	329	130		
Accounting Assistant	50,916	11,210	70%	15,275	3,363	35,641	7,847	15,682	3,453	8,096	1,782	713	157	356	78		
Purchasing Coordinator	50,058	20,315	40%	30,035	12,189	20,023	8,126	8,810	3,575	15,918	6,460	400	163	200	81		
Department Assistant	33,876	13,050	25%	25,407	9,788	8,469	3,263	3,726	1,436	13,466	5,187	169	65	85	33		
Department Assistant	33,471	13,572	40%	20,083	8,143	13,388	5,429	5,891	2,389	10,644	4,316	268	109	134	54		
Sub-total	424,748	147,478	475%	211,228	74,027	213,520	73,451	93,949	32,319	111,951	39,234	4,270	1,469	2,135	735		

Department/Position	Salary Total	Benefits Total	% S/B Charged to Utilities	Generl fund		Summary		Detail by Fund									
				Charges for		Salary	Benefits	Water Salary	Water Benefits	Sewer Salary	Sewer Benefits	Storm Salary	Storm Benefits	ER&R Salaries	ER&R Benefits		
				Salary	Benefits	44%	44%	53%	53%	2%	2%	1%	1%				
<b>016 Data Processing</b>																	
Compared to latest prem budget	71,739	19,097															
IT Coordinator	60,342	18,002	40%	36,205	10,801	24,137	7,201	10,620	3,168	19,189	5,725	483	144	241	72		
Sub-total	60,342	18,002				24,137	7,201	10,620	3,168	19,189	5,725	483	144	241	72		
<b>018 City Clerk's Office</b>																	
Compared to latest prem budget	159,087	61,092															
City Clerk	55,311	22,187	30%	38,718	15,531	16,593	6,656	7,301	2,929	20,520	8,231	332	133	166	67		
Dep. City Clerk	47,326	16,657	20%	37,861	13,326	9,465	3,331	4,165	1,466	20,066	7,063	189	67	95	33		
Department Assistant	31,754	9,163	10%	28,579	8,247	3,175	916	1,397	403	15,147	4,371	64	18	32	9		
Receptionist	27,451	13,294	30%	19,216	9,306	8,235	3,988	3,624	1,755	10,184	4,932	165	80	82	40		
Sub-total	161,842	61,301		124,373	46,409	37,469	14,892	16,486	6,562	65,918	24,597	749	298	375	149		
<b>059 Building</b>																	
Compared to latest prem budget	310,791	101,392															
Building Official	63,543	21,204	5%	60,366	20,144	3,177	1,060	1,398	466	31,994	10,676	64	21	32	11		
Permit Coordinator	44,008	13,998	10%	39,607	12,598	4,401	1,400	1,936	616	20,992	6,677	88	28	44	14		
Permit Technician	37,194	9,687	10%	33,475	8,718	3,719	969	1,637	426	17,742	4,621	74	19	37	10		
Building Inspector II	55,737	19,920	5%	52,950	18,924	2,787	996	1,226	438	28,064	10,030	56	20	28	10		
Building Inspector I	51,787	17,706	5%	49,198	16,821	2,589	885	1,139	390	26,075	8,915	52	18	26	9		
Building Inspector I	49,728	18,737	5%	47,242	17,800	2,486	937	1,094	412	25,038	9,434	50	19	25	9		
Sub-total	301,997	101,252		282,837	95,005	19,160	6,247	8,430	2,749	149,904	50,353	383	125	192	62		
<b>060 Facilities</b>																	
Compared to latest prem budget	78,630	21,291															
Custodian	34,627	10,725	30%	24,239	7,508	10,388	3,218	4,571	1,416	12,847	3,979	208	64	104	32		
Sub-total	34,627	10,725		24,239	7,508	10,388	3,218	4,571	1,416	12,847	3,979	208	64	104	32		

2005 Cost Allocation  
Administrative Costs to Utilities

		2005		Utilities
		Total	Specially identified	portion
518.80.031	Supplies			
	General Supplies		\$4,000.00	\$1,480.00
	anti-virus software subscription	104 \$14.00	\$1,456.00	\$538.72
	firewall software subscription	10 \$18.00	\$180.00	\$66.60
	Exchange Anti-Virus / Spam	104 \$17.00	\$1,768.00	\$654.16
	New server OS	2 \$500.00	\$1,000.00	\$370.00
	Patch control	125 \$18.00	\$2,250.00	\$832.50
	Windows XP License	40 \$125.00	\$5,000.00	\$1,850.00
	Office XP License	25 \$305.00	\$7,625.00	\$2,821.25
	Exchange CAL	80 \$44.95	\$3,596.00	\$1,330.52
	other software (& new employee)		\$5,000.00	\$1,850.00
	Sub-Total		\$31,875.00	\$11,793.75
	requested		\$40,000.00	\$14,800.00
518.80.035	Small Tools & Equipment		2005	
	Equipment		\$7,500.00	\$2,775.00
	Sub-Total		\$7,500.00	\$2,775.00
	requested		\$7,500.00	\$2,775.00
518.80.041	Professional Services		2005	
	Consulting services		\$5,000.00	\$1,850.00
	InForm Gold 2004 Support Fees		\$60,000.00	\$22,200.00
	Website Maintenance & Enhancements		\$5,000.00	\$1,850.00
	Sub-Total		\$70,000.00	\$25,900.00
	requested		\$70,000.00	\$25,900.00
518.80.042	Communications			
	T-1 CH-PD			
	T-1 CH-A			
	T-1 CH-PC			
	T-1 Phone System			
	T-1 & ISP			
	IT Nextel Phone Service	12 \$110.00	\$1,320.00	
	CountyView	10 \$2,000.00	\$24,000.00	\$7,920.00
	CountyView Contract Fee	1 \$20,000.00	\$20,000.00	\$6,600.00
	CountyView Maintenance Agreement	1 \$500.00	\$500.00	\$165.00
	GPRS Polic \$50/mo.	20 \$1,000.00	\$20,000.00	\$14,685.00
	T-Mobile internet	12 \$30.00	\$360.00	
	Sub-Total		\$66,180.00	\$14,685.00
	requested		\$70,000.00	
518.80.043	Training & Travel			
	Continuing Education		\$5,000.00	
	requested		\$5,000.00	
518.30.048	Repairs & Maintenance			
	Sub-Total		\$3,000.00	\$1,110.00
	requested		\$3,000.00	\$1,110.00
518.80.049	Miscellaneous			
	ACCIS Membership & Confernces		\$1,500.00	
	Sub-Total		\$1,500.00	
	requested		\$2,000.00	
518.30.063	Other Improvements			
518.30.064	Machinery & Equipment			
	EDGE Wireless cards	5 \$300.00	\$1,500.00	
	City Wide Wireless Infrastructure		\$260,000.00	\$25,000.00
	Clerk: Kiosk		\$5,000.00	
	Police: Evidence Software & Computer		\$8,000.00	
	laptop lifecycle replacement	5 \$5,000.00	\$25,000.00	
	Printer lifecycle replacement & new emp	5 \$400.00	\$2,000.00	\$740.00
	computer lifecycle replacement	10 \$2,000.00	\$20,000.00	\$7,400.00
	new employee computer systems	10 \$2,000.00	\$20,000.00	\$7,400.00
	Overhead Projector		\$4,000.00	
	Digital Camera lifecycle replace	3 \$400.00	\$1,200.00	\$40,540.00
	Sub-Total		\$342,700.00	\$40,540.00
	requested		\$340,000.00	\$40,540.00
	Total		\$537,500.00	( Utilities Direct Charge ) \$99,810.00
	plus salary & benefits		\$78,711.00	
			\$616,211.00	

**POSITION CONTROL AND SALARY RANGES**

POSITION	2004 STAFF BUDGET	2005 STAFF BUDGET	FTE CHANGES	MONTHLY SALARY RANGE	
				MINIMUM	MAXIMUM
General Fund					
LEGISLATIVE					
City Council (part-time)	7.00	7.00		400	400
Legislative Total:	7.00	7.00			
JUDICIAL					
Court Clerk I*	2.00	2.00		2,850	3,111
Court Clerk II*	1.00	1.00		3,138	3,426
Court Administrator	1.00	1.00		4,208	5,047
Judge (part-time)	1.00	1.00		3,427	4,110
Judicial Total:	5.00	5.00	0.00		
EXECUTIVE					
Mayor	1.00	1.00		800	800
Administrative Service Coordinator	1.00	1.00		6242	7487
Sr. Human Resources Analyst	1.00	1.00		4067	4878
Executive Total:	3.00	3.00	0.00		
FINANCE					
Finance Director	1.00	1.00		6,198	7,434
Senior Accountant	1.00	1.00		4,052	4,860
Accountant	0.00	0.00		3,802	4,560
Purchasing Coordinator	1.00	1.00		3,735	4,480
Payroll Officer	1.00	1.00		2,976	3,570
Accounting Assistant*	1.00	1.00		3,625	3,958
Department Assistant*	4.00	4.00		2,588	2,824
Finance Total:	9.00	9.00	0.00		
INFORMATION SYSTEMS					
IT Coordinator	1.00	1.00		4,882	5,856
GIS Technician	0.00	1.00	1.00	2,600	5,000
Information Systems Total:	1.00	2.00	1.00		
CITY CLERK					
City Clerk	1.00	1.00		4,212	5,052
Deputy City Clerk	1.00	1.00		3,678	4,411
Department Assistant*	1.00	1.00		2,588	2,824
Receptionist/Switchboard*	1.00	1.00		2,241	2,446
City Clerk Total:	4.00	4.00	0.00		
LAW ENFORCEMENT					
Police Chief	1.00	1.00		6,670	8,000
Police Lieutenant	1.00	2.00	1.00	5,340	6,405
Department Assistant	1.00	1.00		2,588	2,824
Records Clerk	3.00	3.00		2,639	3,142
Police Sergeant	4.00	3.00	-1.00	5,011	5,533
Community Service Officer	1.00	1.00		3,284	3,824
Patrol Officers	17.00	18.00	1.00	3,863	4,773
School Resource Officer	1.00	1.00		3,863	4,773
Law Enforcement Total:	29.00	30.00	1.00		
SENIOR CENTER					
Senior Center Director	1.00	1.00		3,489	4,085
Senior Center Aide	2.00	1.00	-1.00	1,899	2,076
Cook	1.00	1.00		1,899	2,076
Senior Services Assistant	0.00	1.00	1.00	2,310	2,921
Senior Center Total:	4.00	4.00	0.00		

**POSITION CONTROL AND SALARY RANGES**

POSITION	2004 STAFF BUDGET	2005 STAFF BUDGET	FTE CHANGES	MONTHLY SALARY RANGE	
				MINIMUM	MAXIMUM
<b>PLANNING, COMMUNITY DEVELOPMENT &amp; BUILDING</b>					
<b>PLANNING, COMMUNITY DEVELOPMENT</b>					
Planning & Community Director	1.00	1.00		5,957	7,145
Planning Manager	0.00	1.00	1.00	5,002	6,000
Associate Planner*	2.00	1.00	-1.00	4,357	4,760
Code Enforcement Officer*	1.00	1.00		4,149	4,533
Assistant Planner*	1.00	1.00		3,763	4,112
Department Assistant*	1.00	1.00		2,588	2,824
Planning Total:	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>		
<b>BUILDING</b>					
Building Official	1.00	1.00		4,752	5,687
Permit Coordinator*	1.00	1.00		3,454	3,771
Permit Technician*	1.00	1.00		2,989	3,262
Building Inspector II*	1.00	1.00		4,357	4,760
Building Inspector I*	2.00	2.00		3,951	4,316
Building Total:	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>		
<b>PUBLIC WORKS (Water, Sewer, Streets, Parks, Storm Wtr, ER&amp;R, Bldg, Facilities)</b>					
Public Works Director	1.00	1.00		6,410	7,688
Administrative Secretary*	1.00	1.00		3,251	3,552
Assistant Public Works Director	1.00	1.00		5,204	6,242
City Engineer	1.00	1.00		5,780	6,932
Custodian*	1.00	1.00		2,674	2,921
Department Assistant*	2.00	2.00		2,588	2,824
Engineering Technician*	1.00	1.00		3,763	4,112
Laborer*	4.00	4.00		1,899	2,076
Maint. & Operations Supervisor	1.00	1.00		4,616	5,883
Maintenance Electrician*	1.00	1.00		4,149	4,533
Maintenance Worker II*	15.00	18.00	3.00	3,584	3,916
Mechanic II*	1.00	1.00		3,584	3,916
Meter Reader*	1.00	2.00	1.00	2,947	3,221
Project Manager	1.00	1.00		4,270	5,121
Maintenance Workers Lead*	3.00	3.00		3,763	4,112
Utility Engineer	0.00	1.00	1.00	4,270	5,121
Sub-Total (Full time)	<u>35.00</u>	<u>40.00</u>	<u>5.00</u>		
<b>TOTAL REGULAR EMPLOYEES*</b>	<u>109.00</u>	<u>116.00</u>	<u>7.00</u>		

\* Includes Elected Officials

**ORDINANCE NO. 1103****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, ADMENDING THE ANNUAL BUDGET FOR THE CALENDAR YEAR 2005.**

WHEREAS, State law, Chapter 35A.33 RCW requires the City to adopt an annual budget and provides procedures for the amending the budget which has been adopted; and

WHEREAS, the final budget for the fiscal year 2005 has been adopted, and subsequently the City Council has made adjustments and changes deemed necessary and proper;

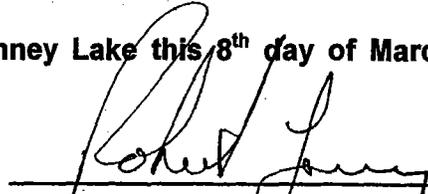
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

The 2005 budget for the City of Bonney Lake for the period January 1, 2005 through December 31, 2005 as determined in the 2005 Final Budget for total revenues/sources (including beginning fund balances) and expenditures/uses (including ending fund balances) and as revised by the City Council, in this ordinance is by fund hereby adopted.

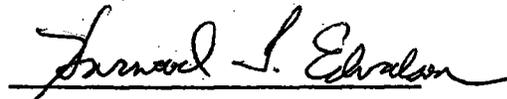
<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
General fund	\$11,462,474	\$11,462,474
Streets	\$1,707,844	\$1,707,844
Drug Investigation	\$109,476	\$109,476
Cumulative Reserve	\$521,337	\$521,337
Contingency	\$48,422	\$48,422
Eden Upgrade	\$75,841	\$75,841
Traffic Mitigation	\$284,937	\$284,937
Parks Impact Fees	\$540,000	\$540,000
Transportation Impact Fees	\$1,264,190	\$1,264,190
1997 G.O. Refunded Bond	\$453,412	\$453,412
LID # 11	\$91,657	\$91,657
LID # 12	\$63,207	\$63,207
LID Guaranty	\$110,148	\$110,148
Municipal CIP	\$12,671,479	\$12,671,479
Public Safety Construction	\$52,925	\$52,925
PS Maintenance and CIP	\$101,738	\$101,738
Water Utility	\$21,370,360	\$21,370,360
Sewer Utility	\$16,648,544	\$16,648,544
Storm Water Utility	\$787,083	\$787,083
Equipment Rental & Replacement	\$1,164,982	1,164,982
Insurance	\$524,217	\$524,217
<b>TOTAL ALL FUNDS</b>	<b>\$70,054,273</b>	<b>\$70,054,273</b>

~~Section 2. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities as required by RCW 35A.33.075.~~

**PASSED** by the City Council of the City of Bonney Lake this 8<sup>th</sup> day of March, 2005.

  
Robert L. Young, Mayor

Attested:

  
Harwood T. Edvalson, City Clerk

Approved as to Form:

  
James Dionne, City Attorney

Passed: March 8, 2005  
Valid: March 8, 2005  
Published: March 10, 2005  
Effective: March 15, 2005

## MISCELLANEOUS STATISTICAL INFORMATION

### JANUARY 1, 2005

#### TYPE OF GOVERNMENT

Mayor - Council	1949-1965
Council - Manager	1966-1972
Mayor - Council	1973-present

#### ORGANIZATION STRUCTURE

<u>Legislative</u>	<u>Executive</u>
7 Council Members	1 Mayor

#### CORPORATE INFORMATION

The City of Bonney Lake is a non charter Optional Code City. It was incorporated in 1949 with a population of 327.

#### LOCATION AND AREA

Bonney Lake is located in the SE portion of Pierce County in the shadow of Mt. Rainier with major access from State Route 410. Three lakes are located within the City and are used for recreational purposes: Lake Bonney, Debra Jane Lake, and Church Lake. The latter is the lower (southern) portion of greater Lake Tapps. The City encompasses an area of approximately 6.91 square miles. The City is located outside of a major urban growth area and has a mainly rural atmosphere, but is close enough to enjoy urban amenities and a rural lifestyle despite recent commercial development. The City lies along State Route 410, nestled between Sumner and Buckley. The local lakes are popular recreational centers during the summer and the state highway allows quick access to a wide variety of recreational opportunities and pursuits year round.

#### POPULATION, REGISTERED VOTERS WITHIN CITY LIMITS

The population of Bonney Lake is 13,740 of which 7,901 are registered voters. The City is the fifth largest in Pierce County.

#### NUMBER OF CITY EMPLOYEES

57	Full and part time employees - full time employees represented by the Washington State Council of County and City Employees - Local 120
28	Law Enforcement officers - represented by Bonney Lake Police Guild
23	Exempt employees

All full time employees participate in either the Public Employees Retirement Systems (PERS) or the Law Enforcement Officer's and Firefighters Retirement System (LEOFF). Both programs are statewide local government retirement systems and are administrated by the Washington State Department of Retirement Systems. Fire protection services provided by Fire District #22.

#### PUBLIC EDUCATION

- 2 Elementary schools with enrollment of 921
- 1 Middle school with enrollment of 722
- 1 Transportation/Maintenance Facilities Building and Yard
- 100 Full-time and part-time certified teachers and administrators

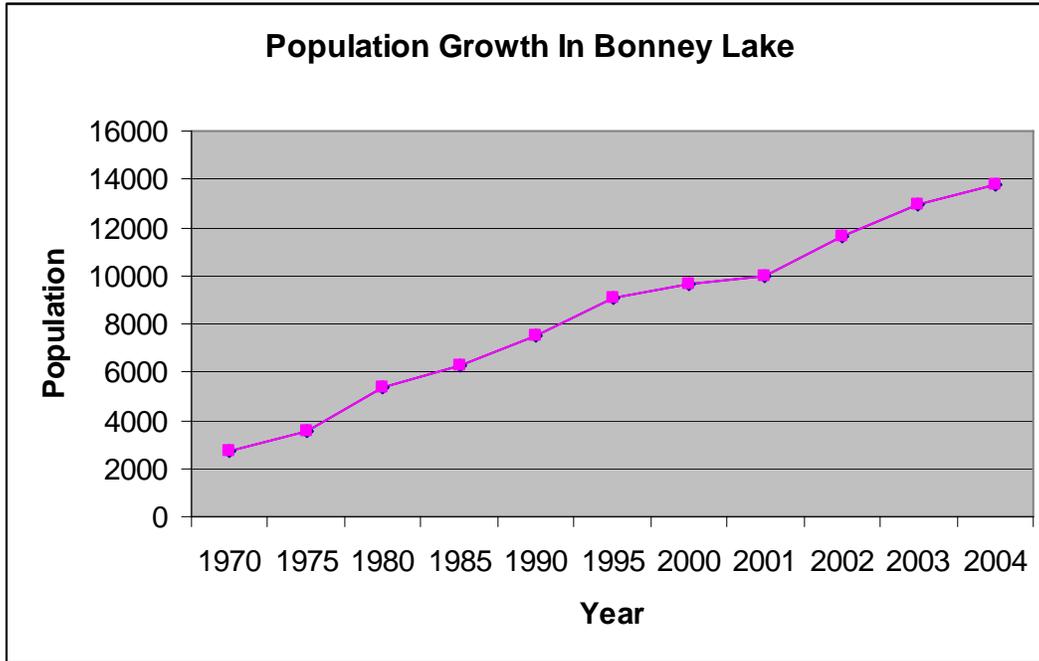
**TAXES ON BUSINESS**

Local Sales Tax .....	6.5% (collected by state)
Utility Taxes:	
Electric, Telephone, & Natural Gas .....	6.0%
Water ,Sewer & Solid Waste .....	8.0%
Cable TV .....	6.5%
Gambling:	
Bingo & Raffles.....	5%
Pulltabs & Punchboards.....	5.0%
Leasehold Excise .....	12.84%
Real Estate Excise Tax.....	1.78%

**ASSESSED VALUATION**

Total 2004 Assessed Valuation (AV) - Excess Levy	\$1,160,614,692
Total 2004 AV - Regular Levy for 2004 Taxes	\$1,164,760,003

**POPULATION GROWTH IN THE CITY OF BONNEY LAKE  
1970-2004**



**POPULATION GROWTH  
1949-2004**

<u>YEAR</u>	<u>COUNT</u>	<u>YEAR</u>	<u>COUNT</u>	<u>YEAR</u>	<u>COUNT</u>
1949	327	1981	5,720	1994	8,805
1967	2,061	1982	6,020	1995	9,085
1970	2,700	1983	5,975	1996	9,350
1971	2,838	1984	6,260	1997	9,590
1972	2,900	1985	6,280	1998	9,815
1973	2,824	1986	6,310	1999	10,076
1974	3,100	1987	6,360	2000	9,687
1975	3,516	1988	6,660	2001	9,980
1976	4,187	1989	6,810	2002	11,594
1977	4,380	1990	7,494	2003	12,950
1978	4,565	1991	7,860	2004	13,740
1979	4,900	1992	8,110		
1980	5,328	1993	8,500		

Section X:

Glossary

## GLOSSARY OF BUDGET TERMS

*The following are definitions for common terms found in budget summary statements, as well as an explanation of financial terms found in this budget document.*

### **Accrual Basis**

The accrual basis of accounting is used in proprietary (enterprise and internal service) and non-expendable trust funds. Under it, transactions are recognized when incurred. “When” cash is received or disbursed is not a determining factor.

### **Annual Operating Budgeted Funds**

Funds, which have their budgeted appropriations, lapse at the end of the fiscal year.

### **Appropriation**

An authorization made by the City Council, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period, though multi-year appropriations can be established for capital project and other special purpose funds. Multi-year appropriation authority remains in effect until the amount appropriated has been totally expended or until the fund, program, or project is closed because its assigned purpose has been changed or accomplished.

### **Assessed Valuation**

The estimated value placed upon real and personal property by the Pierce County Assessor as the basis for levying property taxes.

### **B.A.R.S.**

The State of Washington prescribed **B**udgeting, **A**ccounting, **R**eporting **S**ystem Manual for which compliance is required for all governmental entities in the State of Washington.

### **Benefits (Personnel)**

Employer contributions paid by the City as part of the conditions of employment. Examples include health/dental insurance, state public employees’ retirement system, city retirement system, and employment security.

### **Bond**

A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

### **Budget**

A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

**Budget Amendment**

A change to a budget adopted in accordance with State law. A budget may be amended to increase expenditures/expenses at the fund level by ordinance without public notice or public hearing requirements, when unanticipated revenues occur or emergencies exist (RCW 35A.33.080 and 35A.33.120). The Mayor is authorized to make budget amendments between organizations of the same fund, as long as there is no change in the total budget for that fund. (1997 - last statement is no longer valid for departments within the General Fund.)

**Budget Calendar**

The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

**Capital**

Expenditures made to acquire, reconstruct, or construct major fixed or capital assets. A fixed asset is a tangible object of a long-term character, which will continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. A capital asset must exceed \$1,000 in cost and have an expected useful life expectancy of 12 months. For purposes of this definition, a "fixed asset" includes a group of items purchased together that will be used "for a single purpose" and which could not be used effectively by themselves.

**Capital Improvement Program**

A plan for capital expenditures to be incurred each year over a period of five or more future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of facing those expenditures.

**Councilmanic Bonds**

Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds, which must be approved by the vote of the public. Councilmanic bonds must not exceed .75% of the assessed valuation.

**Debt Service**

Payment of interest and repayment of principal to holders of the City's debt instruments.

**Department**

An organizational unit usually within a fund, though in a broader sense, a department can encompass more than one fund. Departments can be further segregated into Divisions

**Depreciation**

(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset, which are charges as an expense during a particular period.

**Expenditures/Expenses**

Where accounts are kept on the modified accrual bases (expenditures) or accrual basis (expenses) of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

**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, which are segregated for the purpose of carrying on specific activities or attaining certain objectives. See the fund divider pages for specific fund category definitions.

**Fund Balance**

The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit. An undesignated fund balance reflects historical receipts less historical expenditures in non-proprietary funds. Since all designated and reserved resources have been removed or deducted in arriving at the year end undesignated fund balance, this value is available for budgetary appropriation.

**General Obligation Bonds**

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

**Interfund Services**

Payments for services rendered made by one City department or fund to another. Internal Service Fund billings are included in this category.

**Interfund Transfers**

Contributions from one city fund to another in support of activities of the receiving fund. Equity transfers to internal service funds in support of "first time" asset acquisitions are included.

**Intergovernmental Services**

Services purchased from other governmental agencies, and normally include types of services that only government agencies provide.

**Modified Accrual Basis**

The modified accrual basis of accounting is used in governmental funds (general, special revenue, debt service, and capital project funds), and in expendable trust and agency funds. Under it, revenues and other financial resources increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability). The city budgets all funds on the modified accrual basis.

**Multi-Year Budgeted Fund**

A fund that is not part of an annual operating budget since it is budgeted on a multi-year or project oriented basis. The appropriation authority for these funds remains in effect until totally expended or the project has been changed or completed.

**Object**

As used in expenditure classification, this term applies to the type of item purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples include personal services, contractual services, and material and supplies.

**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, fund transfers, and beginning fund balances.

**Retained Earnings**

An equity account reflecting the accumulated earnings or a proprietary (internal service or enterprise) fund. In this budget document, the balance derived excludes asset depreciation expenditures. When depreciation is charged to user organizations, as in internal service funds, the cash balance remaining (ending retained earnings) therefore includes the asset replacement reserve being accumulated.

**Revenue**

Income received by the City in support of a program of services to the community. It includes such items as property taxes, fees, user charges, grants, fines and forfeitures, interest income, and miscellaneous revenue.

**Revenue Estimate**

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

**Salaries and Wages (Personnel Services)**

Amounts paid for personal services rendered by employees in accordance with rates, hours, terms, and connotations authorized by law or stated in employment contracts. This category also includes overtime, temporary help, and car allowances.

**Services and Charges**

Services acquired from and fees/payments made to vendors. These include printing, publications, auditing, police protection, street maintenance, public health programs, office rent, telecommunications, and social welfare programs.

**Supplies**

Items used to deliver services, such as office supplies, short-lived minor equipment with no material value, periodicals and books and generic computer software.

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