

City Of  
**BONNEY**  
*Lake*

2007 ~ 2008

**B** **I** **E** **N** **N** **I** **A** **L**  
**B** **U** **D** **G** **E** **T**







## Elected Officials



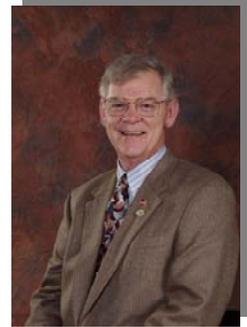
Phil DeLeo  
Ward 5  
Term Expires 12/31/07



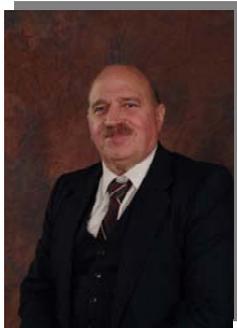
Dave King  
Ward 1  
Term Expires 12/31/09



Cheryle Noble  
Ward 3  
Term Expires 12/31/07



James Rackley  
Ward 2  
Term Expires 12/31/07



David Bowen  
Ward 4  
Term Expires 12/31/09



Mark Hamilton  
At Large 2  
Term Expires 12/31/07



Dan Swatman  
At Large 1  
Term Expires 12/31/09



Neil Johnson  
Mayor  
Term Expires 12/31/09



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## CHAPTER 1: OVERVIEW – THE BUDGET IN BRIEF

### BUDGET MESSAGE

Dear Council Members, Citizens, and Staff:

I am pleased to present the City's first biennial budget for the 2007-2008 fiscal biennium. The Council, Administration and staff continue to work diligently to provide effective and efficient service to the citizens of Bonney Lake. This budget reflects the Council's goals along with the ongoing services our citizens have come to expect. We revamped the format and layout of the budget to not only make the budget more straightforward, more readable, and easier to understand, but also to help citizens better understand how the City works.

In 2006 we reorganized a number of offices and streamlined the fund structure to make it easier for council and citizens to understand the City's finances. The Council passed ordinances creating new funds that account for all sources and uses of funds for capital improvements in the three major areas of non-utility capital expenditure; Streets, Parks and General Government. In addition, fund balances in certain funds that are no longer needed were transferred to the General Fund or other funds.

I would like to especially thank members of my executive staff for their work in developing this first biennial budget. Special thanks go to CFO Beth Anne Wroe, Senior Accountant Barbara Barth, Executive Assistant Joel Thompson, and City Administrator Don Morrison for their dedication and long hours in putting together this budget document. It was no easy task.

#### Explanation of the Budget Document

The budget document incorporates the City Council's priorities from the City Council Retreat and various Council workshops and adopted plans. The Executive Department revamped the layout of the budget to make it more readable and provide more information. It is my belief that the average citizen should be able to read the budget and know what services and projects are provided in the budget. This budget attempts to do just that. I hope you find it more enlightening than past budget presentations.

While this budget is technically a combined 2007-2008 biennial budget, we have broken out 2007 and 2008 into separate columns, with distinct goals and initiatives. The funds identified for each individual year will serve as an administrative allocation for each of the two years of the biennium.

#### Financial Policy Decisions

The Preliminary budget continues the process of direct charging of service costs (cost allocation) to the appropriate fund so that we can better track expenses by fund. The appropriate share of selected General Fund allocation costs to utilities is transferred quarterly.

This Preliminary Budget discontinues the past practice of carrying forward a huge General Fund balance as an undesignated ending fund balance (built-in General Fund Reserve). In the 2007-

2008 Biennial Budget, we have retained just over one million dollars (\$1,000,000) as a fund balance to provide needed cash flow and as a hedge against unforeseen expenditure needs or revenue shortfalls. \$650,000 is transferred to the Contingency Fund to bring the amount of the “rainy day fund” to a million dollars (\$1,000,000). Two million nine hundred twenty-five thousand dollars (\$2,925,000) is transferred to the General Government CIP. \$2.5 million for the downtown civic center property acquisition, and \$425,000 for other capital needs. Six hundred thousand dollars (\$600,000) is transferred to the Parks CIP for future use.

We have retained the same allocation and distribution of Real Estate Excise Tax (REET) funds as we did in 2006: 50% to Streets CIP; 35% to Parks CIP; 15% to General Government CIP.

### Council Priorities

This budget document incorporates key Council priorities from the Council Retreat and subsequent programs and plans adopted by the City Council. A few examples of key priorities include, but are not limited to:

- Initial implementation of the non-motorized transportation plan.
- Implementation of the Street Lighting plan
- Initial implementation of the fennel creek trail plan (assuming grant funding is received).
- Funding for land acquisition towards implementing a downtown civic center
- Planning and engineering for a new public works maintenance facility
- Moving forward on implementation of the Easttown plan
- Redeveloping Lake Bonney Park
- Increasing park and recreation programs and services

### Revenue Forecast

Over the past four years, General Fund revenues have increased by an average of around \$1.0 million per year, reflecting the rapid pace of growth in the City and the strength of the local economy. We had expected a construction downturn in 2006. It never materialized. However, there has been a downturn in housing sales. So, while we exceeded our financial forecast for building permit revenue, we did not meet target on anticipated Real Estate Excise Tax (REET) revenues.

While we anticipate Bonney Lake’s economy to continue to flourish, we are expecting to see a slight decrease in the rate (but not dollar amount) of growth in General Fund revenue.

In the General Fund, the “Big Five” revenue sources are, in order of dollar amount:

1. Sales taxes
2. Property taxes
3. Building Permits
4. Utility taxes
5. Fines and Forfeitures

The City is estimated to end the year with \$3,232,203 in sales tax collections. For 2007 the estimate is \$3,602,100, and \$4,015,585 for 2008. In terms of percentage growth, the projection for 2007 is 11% above 2006; and the 2008 projection is likewise 11%. Over the past four years, the average growth rate in sales tax has been 26%.

Given anticipated and known commercial retail projects in Midtown and Eastown, we thus anticipate modest growth in sales tax collections, assuming the Puget Sound region maintains a relatively stable economic climate.

By state initiative, property tax is currently capped at 1% increase plus the value of any annexations and new construction. It will be up to the WA Supreme Court to determine if the 1% limit imposed by initiative is constitutional, or will revert to the previous 6% increase limit. For several years now, the City's net effective tax rate has decreased because the higher assessed valuation from growth and property appreciation spreads the tax over a broader base, resulting in a lower rate. The City rate is now 1.3533 mills (\$1.35 in property tax for every thousand dollars of assessed valuation). The City is authorized up to \$1.60 per thousand, but could not exceed 1.3533 mills without a vote of the people to "lift the lid" on the levy.

2005 and 2006 both set new records for building permit revenue. 2005 topped the \$1 million mark for the first time in the City's history. 2006 is estimated to end the year at \$1,467,638. Given the desirability of the Bonney Lake area, we anticipate continued in-fill and annexation. We also believe Eastown development will become a reality. We also expect a slow but steady transition and renovation of the downtown area. We expect construction to stay relatively strong for several more years. Nonetheless, building permit revenues have estimated realistically but on the conservative side, as we anticipate a slight downturn in building permits and permit valuation. We are projecting revenue from licenses and permits to be \$1,390,544 in 2007, a reduction of about 5.5% from the \$1.47 million we will collect in 2006. We have estimated 2008 revenues to be slightly less than the 2007 estimate.

Utility taxes generally increase as the City grows and adds new utility customers. While conservation can reduce the amount of a utility bill, and thus the City's utility tax collections, utility tax receipts have been fairly stable on the growth curve, and are expected to remain so. We are projecting a 2006 year end total of \$1,269,000 in utility tax collections (This excludes taxes on the City's own utilities but includes electric, gas, refuse, cable, and telephone). We anticipate \$1,274,940 in utility tax receipts in 2007, and \$1,343,192 in 2008.

Total new revenues to the General Fund (including transfers-in and administrative charges but excluding fund balances) are projected to be \$11,845,769 in 2007, and \$12,571,180 in 2008. We anticipate \$11,038,076 to be collected in 2006. The projected increase of 2007 over 2006 is thus estimated at 7.3%.

We have updated the long range financial planning model that is tied to the capital improvement plans of the City. During the biennium, we will need to continually refine and update the model to give City officials the tools we need to make sound financial decisions regarding operations and maintenance as well as capital investment.

The financial resources of the City are discussed more fully in Chapter two.

## City Staffing

As we all know, the City has rapidly grown over the past few years. This growth has impacted all departments of the City. While most City staff growth has lagged behind general population growth by about 10%, growth in the public works staff has exceeded general City growth. Part of the reason is the extensive growth of the City's water service area, and the backlog of infrastructure needs facing the City. The 2007-2008 budget again places staffing emphasis on public works and police, with some additional assistance provided to administrative services and community services.

Given past building trends and planned annexations, we estimate the City to grow by as many as 3,000 more residents during the 2007-2008 biennium. Average per capita staffing to keep up with the increased demands would dictate the need for approximately 19 new positions to keep up with the increased growth. However, City revenues lag behind population growth. The Preliminary Budget proposes to add 12. There are six (6) new positions in the first year (2007) of the biennium budget, plus six (6) additional positions in the second year (2008). The new positions include:

### 2007

- Community Service Officer (Police)
- Court Clerk I (pending workloads generated by Nestor Contract and 2<sup>nd</sup> traffic officer)
- Utility Supervisor (Public Works)
- Maintenance Worker I
- Special Events Coordinator (Community Services Specialist) in the Community Services Department
- PC/Network Technician

### 2008

- Utility Billing Supervisor
- Police Officer
- Maintenance Worker I
- Maintenance Worker I
- Street and Stormwater Supervisor
- Assistant Planner

Based on the latest reporting from the State Auditor's office (which lags a couple of years behind), comparable Puget Sound cities spent an average of \$524.89 per capita in 2004 for city staffing, while Bonney Lake averaged only \$347.60 per capita (this includes other cities without fire departments). So while the City attempts to keep pace with increasing growth and service demands, the City still lags other comparable cities in the staffing required to meet service demands. This statistic also speaks highly to the overall productivity of Bonney Lake City employees.

Represented employees are proposed to receive a Cost-of-Living-Adjustment (COLA) in accordance with the terms of their respective collective bargaining agreements. I am

recommending that nonrepresented employees also be granted an adjustment for 2007, which will be addressed when the Council considers the annual salary ordinance update. The 2008 COLA will be considered during next year's mid-biennium budget review.

### **Budget Highlights:**

Each department budget outlines the budget highlights and new initiatives for the new biennium. Some of the key programs or projects funded in the 2007-2008 biennium include:

- Position additions as described above
- Council Agenda/Minute Automation system with voice streaming
- Expansion of special events, arts, and city beautification
- Increasing the senior center lunch program from 4 to 5 days per week
- Continuation of the Nestor Photo Enforcement Program
- Addition/expansion of police cadet, reserve, and crime prevention programs
- Programming hours/air time through the Rainier Cable Commission
- Continuation of the stream team program
- A variety of equipment and fleet replacements and acquisitions as described in the Equipment Rental and Replacement Fund budget
- Continuation of the sidewalk, street lighting, and chip seal programs
- Initiation of a household hazardous waste collection day (perhaps in connection with another event such as BBL)
- Installation of flashing signals and pole mounted radar signs at selected school zone cross walks if funds from photo enforcement are sufficient to offset the costs of the equipment.

Principal capital projects scheduled for construction during the biennium include:

- South Prairie Road Intersection
- Sumner Old Buckley Highway and SR 410 Intersection Improvements
- Peaking Water Storage Tank
- Eastown water main extension
- "Leaky Water Main" Replacement Continued
- Tacoma Intertie
- Sewer Trunk Line Improvements
- Public Works Maintenance Facility design, site improvements, and shell
- 192<sup>nd</sup> Street ROW acquisition
- Fennel Creek Trail Link (dependent on grant funding)
- Lake Bonney Park Renovation
- Complete Cedarview Park Improvements
- Lake Bonney and Lake Debra Jane Drainage Improvements

### **What is Not Funded**

As a precautionary note, it is important to also briefly discuss what is not included in this biennial budget. By moving previously undesignated funds to the Contingency Fund and the various capital

improvement funds according to the six year plan, there is no longer a large pot of untapped money available for appropriation. Should the Council want to fund some additional projects, it will need to find an additional revenue source or substitute a budgeted project.

There is not enough money to do everything. Some of the potential programs or projects that are *not specifically funded* in this biennial budget include:

- Additional park land acquisition. There are not sufficient available funds to pay off the Moriarty property, so any significant park land acquisition would likely need to be made through a substitution of CIP projects, a land swap, or through a bond.
- Development of the Moriarty addition to Allan Yorke Park.
- Improvements to Allan Yorke Park (or lake frontage area assuming PSE granted the City the permission) except for the Boat Launch bollard project.
- Additional downtown land acquisition except the \$2.5M budgeted for the Simmons property.
- Purchase of an additional water supply from Lakewood or Tacoma
- Additional improvements to the Ball Park Well
- Construction of 192<sup>nd</sup> Street (Some funding for ROW acquisition)

## Summary

I am pleased with the positive working relationship we have established between mayor, council, and staff, and I believe we made considerable community progress during 2006.

Despite a healthy tax base, our capital needs are great and our resources somewhat limited. We will need to be very judicious in how we allocate scarce resources for a variety of capital needs that run into the hundreds of millions of dollars. There is nowhere near enough funding to address all of the projects identified in our various comprehensive plans. We will need to be creative and pursue the full range of available funding sources. The development of our financial planning model tied to our capital plans has helped us realistically plan a viable capital program. It will continue to prove very helpful in identifying our challenges and options, and in achieving our goals.

In closing, the real thanks for the City's success comes from the work performed by city staff, the hours spent by the City Council in formulating policy and conducting the business of the city, and the many volunteer hours spent by citizens on City Boards and committees. I would also like to thank the citizens, service organizations, and community volunteers that make our city what it is. I feel we have made a lot of progress this year, and I am confident that we will see considerable more progress during the next biennium.

Sincerely,

Neil Johnson Jr., Mayor

## READER'S GUIDE TO THE BUDGET

The City of Bonney Lake Operating Budget document can be difficult to understand to those not familiar with city budget language and the budget creation process. Therefore, the Reader's Guide to the Budget was developed to assist readers at all levels of budget familiarity to make the document more meaningful and informative. The following is a brief description of the contents of each chapter of the budget.

### Chapter 1: Introduction – The Budget in Brief:

This section contains an overview of the budget. It includes:

- The mayor's message which highlights key elements of the budget
- The budget creation process which explains the steps involved in the preparation and administration of the budget
- The City's organization Chart which displays how the city government is organized
- The City Council's Vision, Mission, and Goals table explains how the proposed budget responds to the vision, mission and goals of the City Council
- Overall revenue, expenditure, and major project summaries. These are spreadsheets or tables which summarize the resources and expenses associated with each fund, and the key funded projects to be undertaken.

### Chapter 2: Financial Resources

The Financial Resources Chapter contains a look at the City of Bonney Lake's financial picture, including the estimated revenues and financial forecast for the 2007-2008 biennium. There is also a section which provides detailed information about the City's debt policies, debt capacity, and statements of indebtedness.

Also included in this section are charts of revenues by fund and by type, a chart detailing the City's financial summary, followed by the City's long-range financial planning model and Capital Improvement Plan (CIP).

### Chapter 3: Department Budgets

The Department Budget chapter contains each department's mission statement, purpose & description, key accomplishments of 2006, level of service, goals and new initiatives, the actual budget with a narrative, a brief discussion of future trends and issues, as well as performance measures, followed by the department's organizational chart.

### Chapter 4: Capital Improvements & Internal Service Funds

This chapter lists the capital improvement projects of the various utility and capital improvement funds, including general government, parks, streets, stormwater, water, and sewer. This is followed by a description of any new or replacement vehicles and equipment to be acquired.

All of the City's rolling stock is part of an Equipment Rental and Replacement Fund. Each department contributes operating funds (gas, oil, repairs, etc.) and depreciation funds (future replacement funds) for the equipment in the fund.

Finally, Chapter 4 explains the Internal Service funds of the City, including the City's insurance fund which is used primarily to pay for the City's premiums (assessments) to the Washington Cities Insurance Authority.

### **Chapter 5: Special Revenue & Debt Service Funds**

This chapter contains information on the City's Drug Investigation Fund, Local Improvement Districts #11, #12, #13, the Contingency Fund, the General Obligation Bond fund created to pay the debt service on the Public Safety Building, and the Local Improvement District Guaranty fund.

### **Chapter 6: About the City of Bonney Lake**

This chapter explains how the City of Bonney Lake is organized and operates. It contains a list of City's Officials, Boards and Commissions, the form of government, etc. This is followed by a section explaining who does what when it comes to providing local services. Lastly, there is a section containing various economic and demographic data about the City.

### **Chapter 7: Supplemental Information**

This chapter presents the City's Position Authorization (the sheet that shows how many and what kinds of City employees are authorized to be employed, a copy of the tax and budget ordinance, and the Cost Allocation of Administrative Charges. This is all followed by a glossary of budget terms and acronyms so that those people less familiar with various government budgeting or financial terms can better understand what is being referred to.

### **Budgeting, Accounting, and Reporting System (BARS)**

The City of Bonney Lake uses the revenue and expenditure classifications contained in the Budgeting, Accounting and Reporting System (BARS) manual. The manual is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. The accounts of the city are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The city's resources are allocated to and accounted for in individual funds depending on their intended purpose. The City of Bonney Lake's funds are separated into three main fund type classifications:

*Governmental.* Funds that account for the activities of the City that are of a governmental nature.

*Proprietary.* Funds that account for the activities of the City that are proprietary or "business" in nature.

*Fiduciary.* Funds held by the City as a trustee, e.g., deposits. The three primary Fund Types are further divided and identified by Fund Codes:

General Funds (000-099). Accounts for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds (100-199). Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Debt Service Funds (200-299). Accounts for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Projects Funds (300-399). Accounts for the financial resources to be used for the acquisition or construction of major capital facilities.

Enterprise Funds (400-499). Used to report any activity for which a fee is charged to external users for goods or services.

Internal Service Funds (500-599). Accounts for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

Fiduciary Trust Funds (600-699). Accounts for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Permanent Funds (700-799). Accounts for the resources that are legally restricted so only earnings, not a principal, may be used to support the reporting government programs for the benefit of the government or its citizens (public-purpose).

The City of Bonney Lake's budget consists of sixteen funds:

BARS FUND #	FUND NAME
001	General Fund
120	Drug Investigation
126	Contingency Fund
208	G.O. Bond - Public Safety Building
232	LID #12 Debt Redemption Fund
233	LID #13 Debt Redemption Fund
240	LID Guarantee Fund
301	Streets Capital Improvement fund
302	Parks Capital Improvement fund
320	General Government Capital Improvement fund
401	Water Utility Fund
402	Sewer Utility Fund

415	Stormwater Utility Fund
501	Equipment Replacement Fund
502	Insurance Fund

The revenue accounts of the City are also prescribed by the BARS manual. Revenue accounts are also called Resource Accounts, and always start with a "3" in the Basic Account. The remaining numbers indicate the funding source for that revenue.

#### BARS BASIC REVENUE ACCOUNTS:

- 310 Tax Revenues
- 320 Licenses & Permits
- 330 Intergovernmental Services & Payments
- 340 Charges for Goods & Services
- 350 Fines & Forfeits
- 360 Miscellaneous Revenues
- 380 Non-Revenues
- 390 Other Financing Sources

There is also a specific chart of accounts for various types of City expenditures. The expenditure account may contain as many as 15 numbers. Each account consists of a 3 digit fund number (e.g. 001 = General Fund), an optional 3 digit local code number, a 3 digit basic account number (describing the function being performed), a 2 digit element number further refining the type of function being performed, a 2 digit "grand object" number explaining the type of expenditure (e.g. 30 = supplies), and an optional 2 or 3 digit sub-object account number further refining the type of expenditure (e.g. 31 = office and operating supplies; 34 = small tools and equipment, etc).

The funds allocated in each departmental operating budget listed in Chapter 3 are categorized according to the following "Grand Object" expenditure classifications:

**10 *Salaries & Wages.*** Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms and conditions authorized by state law or employment contracts. Includes overtime, on-call, sick, vacation, holiday paid leave.

**20 *Payroll Taxes & Benefits.*** Amounts paid by the employer as part of the conditions of employment. Includes employer paid portions of Social Security, Medicare, Industrial Insurance, Unemployment Insurance, Retirement, and Health Insurance Benefits.

**30 *Supplies.*** Amounts paid for articles and commodities purchased for consumption or resale. Includes office & operating supplies, small tools & equipment, etc.

**40 *Other Services & Charges.*** Amounts paid for services other than personal which are needed by the City. Services may be provided by a public agency or private business. Includes such services as professional Services (consultants), communications, travel, insurance, utility services, repairs & maintenance, memberships, dues, subscriptions, etc.

**50 *Intergovernmental Services.*** Amounts paid for intergovernmental purchases for specialized services typically performed by local governments.

*60 Capital Outlays.* Expenditures which result in the acquisition of, rights to, or additions to capital assets, including incidental costs such as legal, appraisal and brokerage fees, land preparation and demolishing buildings, fixtures and delivery costs. Includes all major purchases of capital assets and infrastructure. In Bonney Lake most capital outlays are budgeted in the various capital improvement funds of the City and not in the respective operating department's capital outlay account.

*70/80 Debt Service:* Principal/Interest.

*90 Interfund Payments for Services.* Expenditures made to other funds for services rendered. For example, part of the work of the finance office is for utility billing. So a representative portion of the costs of the finance office is charged to the utilities for their fair share of the help received. It wouldn't make sense for the water or sewer utility to employ their own finance staff and pay them directly. In Chapter 7 there is a sheet that lists the cost allocation of administrative charges city-wide.

## **Basis of Accounting**

The *Basis of Accounting* is a term that refers to the revenues, expenditures and transfers – and the related assets and liabilities that are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or accrual method.

The City uses a modified accrual basis of accounting for its governmental funds, and a full accrual basis for its enterprise (utility) funds. This is fairly typical for a City the size of Bonney Lake. Some general government accounts such as fines are accounted for on a cash basis - revenues and other financial resource increments are recognized when they are received – that is, when they become both “measurable” and “available” to finance expenditures for the current period. Expenditures are recognized when the fund liability is paid.

The Washington State Auditor's Office divides cities and counties into two categories as follows:

Category 1. Cities with populations of 25,000 or more. Local governments in this category must use a unique chart of accounts for budgeting and reporting in conformity with generally accepted accounting principles (GAAP).

Category 2. Cities and towns with populations under 25,000. Local governments in this category may follow single-entry accounting and cash-basis reporting procedures that are not intended to reflect financial condition and result in conformance with GAAP. Category 2 municipalities may use the system prescribed for category 1 municipalities.

Because of the size of the City of Bonney Lake's utility operation (more than \$5 million in revenues), the City is required to report the utility as a Category 1. So, the City has chosen to report all general government and utility activity as a category 1 City. The City has been doing so for the past several years.

## THE BUDGET PROCESS

In Washington, city government fiscal years are the same as the calendar year, running January 1<sup>st</sup> through December 31<sup>st</sup>. Municipal government fiscal years do not coincide with the fiscal years of the state government (July 1 – June 30) or the federal government (October 1 – September 30).

This first biennial operating and capital budget is prepared for the 2007-2008 biennium. The biennial budget is broken down into separate budget allocations for 2007 and 2008 for administrative purposes. Legally, however, the budget is a biennial budget, meaning that the combined allocations for 2007 and 2008 constitute the official adopted budget for the biennium. Technically, funds anticipated to be spent in 2007 could be deferred to 2008. Likewise, funds anticipated for 2008 could be spent in 2007. It will be the policy of the Administration to expend the budget according to plan. After the budget is adopted the Executive Department will issue guidelines to the departments regarding implementation of the biennial budget, including schedules and timelines for certain planned expenditures.

State law provides for a mid-biennial review. Thus, in November or December of 2007 the budget will be amended and updated. It is anticipated that the number of amendments will be nominal and primarily address unforeseen or changed circumstances, or major changes in Council policies or priorities.

There are five distinct phases in the City's budget cycle:

1. The **development and preparation** stage. Staff begins to develop and submit their initial budget requests to the Executive Department. Upfront Input is often received from citizen surveys, boards, commissions, hearings, and other sources that the Mayor, Council, or staff consider when preparing the preliminary requests and recommendations. The Executive Department then weighs and balances projected revenue against requested expenditures and develops a balanced preliminary budget (January – July);
2. The **review and adoption** stage. The City Council reviews the proposed budget, holds public hearings, and then adopts the annual budget for the next biennium (November – December);
3. The **implementation** stage. When services, programs and projects financed by the approved budget are carried out (ongoing January – December);
4. The **monitoring** stage, when revenues and expenditures are monitored by the Office of Financial Services and department managers throughout the year to ensure that funds are available and used in an approved manner. Periodic reports are made to the City Council on the status of the budget and the progress being made on various projects. Monitoring also includes keeping an eye on trends, changes in laws, etc. to be able to evaluate the impact of external changes on the City's sources of revenue and expenditure limitations or mandates (ongoing January – December);

5. The **evaluation** stage, when audits are conducted, annual financial reports are produced, and the Mayor and Council review the previous year's accomplishments at their annual retreat (dates vary);

Each phase involves a coordinated effort between the Mayor, City Council, the City Administrator, the Office of Financial Services and other City departments. The entire process covers a period of approximately six to seven months.

The financial planning model and Capital Improvement Plan is the estimated amount planned to be expended for capital items in the next six years, and the revenues available or planned to finance the improvements. Capital items are fixed assets such as facilities and equipment. The financial planning model and capital improvement plan is a blueprint for preparation of both the operation and capital budgets and is integrated with the budget preparation process.

Budget considerations for the next fiscal period begin soon after the Council has adopted the biennial budget in December. During January or February, the City Council holds a two-day retreat to review and refine the vision, goals, and priorities of the Council. The staff then takes the updated goals and priorities of the Council and begins to work on those goals. Any new initiatives desired by the City Council that would require a budget appropriation are analyzed in terms of cost and financing options. Those new initiatives are then programmed into the next budget cycle.

#### Biennial Budget Preparation Timeline (Odd Years Only)

Date	Budget Work Element
Early May	Capital Project sheets revised to show actual and budget amounts through the planning period. Narratives are expanded to provide more information.
Late May	Council Workshop or Mini-Retreat on Budget Priorities
Mid-June	Mayor's memo to departments regarding new initiatives, budget targets and other budget directives
Late June	Department Review of proposed new initiatives with City Administrator and Mayor. Only items approved at this time to be included in the department submittal in August.
Late June	Any recommended labor distribution changes submitted to Finance (Payroll).

Early July	Finance prepares labor and other fixed costs items such as Equipment Rental, Administrative Interfund charges, and insurance on the budget preparation sheets and sends them to the departments for review and completion.
Late July	Capital Projects sheets are sent to Finance for all three General Government Capital Funds and the three Utility Capital Elements. Included are projected actual amounts for biennium and any carryover amounts to next biennium. In addition, another year is added to the planning model along with any other dollar changes.
Early August	Departmental budget requests submitted to Finance. Review of each submittal scheduled with department head, City Administrator and CFO. NOTE: Documentation required for expenditure requests exceeding targets.
Late August	Draft revenue and expenditure budget submitted to Executive Department for review along with updated Financial Planning Model.
Late August	Draft revenue and expenditure budget submitted to Executive Department for review along with updated Financial Planning Model.
Mid-September	Departmental meetings set with City Administrator/Mayor and any changes determined.
Late September	All final changes and revenue estimate revisions are made and a final draft prepared.
Early October	Proposed budget document draft is prepared including goals along with any other schedules or attachments.
Mid-October	Preliminary Biennial Budget submitted to the City Council along with the respective Financial Planning Model for General Government, Water, Sewer and storm Water elements.
Late October – late November	Budget reviews by City Council including Public Hearings.

Early December	City Council completes review and make directs any changes to be made.
Mid-December	Budget and Planning Model adopted.
January or February	Council holds retreat to review prior year; revisit current goals/priorities, and discuss future priorities. Adopted budget monitored throughout the year; budget and financial reports prepared as needed.
May	Budget cycle repeats for budget amendment. Steps modified/streamlined as needed for off-year budget amendment.

**BUDGET RESPONSE TO COUNCIL’S VISION & GOALS**

For the past few years the Mayor and City Council have had a joint retreat during the first part of the year to develop an overall vision for the City, as well as distinct visions for various aspects of City government, such as growth, transportation, parks and recreation, etc.

In addition to refining, refocusing, and updating their vision each year, the Council adopts goals and priorities for each vision area. Staff then works with the mayor and council to develop programs and projects to achieve the desired vision for the City.

The actions described below include those budgeted activities included in the 2007-2008 biennial budget that address the various goals of the City.

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
<p><b>OVERALL VISION:</b> The City of Bonney Lake is a balanced community with a residential character that conserves natural amenities while supporting a diverse mix of economic activities. The community provides places for children and residents to meet and socialize, and is a center for diverse cultural and social opportunities such as theater, art, social organization meetings and celebrations. The City promotes a safe, attractive and healthful living environment for residents' various physical, educational, economic and social activities while maintaining an adequate tax base to provide a high level of accountable, accessible, and efficient local government services. The City is an active participant in interlocal and regional services and planning organizations.</p>	
<p><b>GROWTH VISION:</b> The City of Bonney Lake grows within its UGA, careful not to jeopardize scarce resources, such as water, through unwarranted growth. Needed facilities and services are built concurrent with growth. The City infrastructure features streetlights, sidewalks, and other suburban amenities. Attractive transportation corridors provide easy access to local destinations. The City protects the community's livable identity and scenic beauty through responsible growth planning and active participation in regional planning and service provision.</p>	
<p>Implement the non-motorized transportation plan, including sidewalks, trails and bike lanes, with funding alternatives.</p>	<ul style="list-style-type: none"> <li>• \$174,000 is allocated for sidewalk construction over the biennium.</li> <li>• Budget includes staff time to continue to apply for grants for sidewalks and trails. Staff will continue to explore funding alternatives.</li> <li>• Sidewalks are included in future street improvement projects.</li> </ul>
<p>Increase active participation in regional planning for Growth Management Act Planning (including PSRC, AWC, lobbying).</p>	<ul style="list-style-type: none"> <li>• Time has been allocated for greater participation in regional affairs.</li> <li>• Elected official and staff have increased attendance at a number of regional meetings.</li> <li>• Funds budgeted for memberships in Puget Sound Regional Council (PSRC), National League of Cities (NLC), and Association of Washington Cities (AWC).</li> <li>• \$25,000 budgeted each year for contract lobbying as needed.</li> </ul>

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Make agreements with Sumner, Orting and Auburn about development and growth targets and the path for growth to send a more unified message in regional venues.	<ul style="list-style-type: none"> <li>Staff will continue to work with council. City has applied for WA Department of Community, Trade, and Economic Development (CTED) grant to fund regional agreement formulation (Bonney Lake (BL), Sumner &amp; Auburn re North Lake service area issues).</li> </ul>
Study the implications of Community Urban Growth Area (CUGA) annexation through cost/benefit and fiscal study.	<ul style="list-style-type: none"> <li>Staff time and some misc. Planning &amp; Community Development (P&amp;CD) professional service funding can be applied to CUGA fiscal study.</li> </ul>
Link growth decisions with water-sewer decisions by studying whether the City should: <ul style="list-style-type: none"> <li>Annex the Lake Tapps area</li> <li>Sell the water system or create a separate governance district</li> <li>Determining the City's role with the Cascade Water Alliance</li> </ul>	<ul style="list-style-type: none"> <li>City completing engineering study regarding water purchase from Lakewood;</li> <li>Staff time allocated to monitoring Cascade Water Alliance;</li> <li>Staff and consultant time (\$20K Mayfield-Porter Contract) allocated to work on annexation issues.</li> </ul>
Grow within and "square up" the City's borders within the next 10 years.	<ul style="list-style-type: none"> <li>Staff time allocated to work with Pierce County on Urban Growth Area (UGA) and annexation.</li> </ul>
Focus first on infrastructure: streets, sidewalks, civic center, and financial sustainability.	<ul style="list-style-type: none"> <li>The Capital Improvement Projects (CIP) and Financial Plan focuses on streets, sidewalks, civic center and financial sustainability.</li> </ul>
Complete East Town Plan to include utilities, roadways, lighting, sidewalks, and streetscapes	<ul style="list-style-type: none"> <li>Staff time allocated to facilitating Easttown development; most infrastructure developer/property owner funded.</li> </ul>
Implement surface-water management plan including storm water System Development Charges (SDC) and begin planning for Storm Water CIP projects.	<ul style="list-style-type: none"> <li>Proposed stormwater budget assumes rate increase proposal will be adopted to provide adequate funds for stormwater Operations and Maintenance (O&amp;M) and CIP projects.</li> </ul>
Preserve open spaces within city limits while providing urban services city-wide.	<ul style="list-style-type: none"> <li>Staff time allocated to open space preservation and acquisition</li> </ul>
Presentation of actions and costs to transfer private street lights and phasing for installation of street lights.	<ul style="list-style-type: none"> <li>Funds allocated to cover additional costs of adding new street lights per the street lighting plan</li> </ul>
Ensure that development codes and land use regulations facilitate the desired Downtown vision.	<ul style="list-style-type: none"> <li>Staff time allocated to review new downtown economic study and downtown design study and recommend needed land use code amendments.</li> </ul>
<b>ECONOMIC DEVELOPMENT VISION:</b> The City of Bonney Lake works to balance retail, office, high technology, and light manufacturing with the residential character of the community. The City attracts sustainable businesses and family wage jobs, particularly to the view corridor. Light industry should be located in East Town.	
Complete Buxton study of Downtown/Midtown/East Towne, act on study, create a committee to sell results to prospective companies.	<ul style="list-style-type: none"> <li>CTED funded economic study completed; \$25,000 budgeted in 2007 for retail attraction study if needed (pursue lower cost alternatives to Buxton)</li> </ul>

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Pursue YMCA opportunity.	<ul style="list-style-type: none"> <li>• Staff time allocated to look at all types of alternatives and possibilities for a recreation center and/or community center</li> </ul>
Develop a closer relationship with the Chamber, including involvement in Bonney Lake Days, beautification projects, and farmer's market.	<ul style="list-style-type: none"> <li>• \$25,000 allocated for a contract with the Chamber to assist City with economic development program;</li> <li>• \$25,000 allocated (both years) for beautification projects;</li> <li>• \$39,000 allocated (each year) for BL days and other special events and programs</li> <li>• New Special Events Coordinator (CS Specialist) position funded to coordinate special events, fund-raise, monitor service contracts, develop local arts and culture, etc.</li> </ul>
Pursue lobbying efforts to implement economic development goals on all governmental levels, hiring lobbyist if appropriate.	<ul style="list-style-type: none"> <li>• Staff time allocated to work on economic development plan;</li> <li>• \$25,000 allocated for a contract with the Chamber to assist City with economic development program;</li> <li>• \$25,000 budgeted each year for contract lobbying as needed</li> </ul>
Implement adopted strategic plan for local economic development	<ul style="list-style-type: none"> <li>• In addition to chamber contract, \$25,000 budgeted each year to help implement various economic development strategies</li> </ul>
<p><b>PARKS, RECREATION AND GREEN SPACE VISION:</b> The City of Bonney Lake has its own Parks and Recreation Department, which provides services that are adequate and self-financing. It values creating partnerships with appropriate agencies, such as the school system, to make best use of available facilities and resources. Allan Yorke Park is the anchor for the City's park system, which incorporates neighborhood and regional parks connected by dual-use trails to each other and community facilities. Lands are identified and acquired for parks and/or preservation.</p>	
<p>Update the Parks and Open Space Plan to meet the needs of the City, Growth Management Act (GMA), and Inter-Agency Committee (IAC), including a CIP for parks, including:</p> <ul style="list-style-type: none"> <li>• Moriarty Annex Property: Develop a Master Plan for park development (3 votes)</li> <li>• Development of trails and trail markers.</li> <li>• Improve the condition of current ball fields.</li> </ul>	<ul style="list-style-type: none"> <li>• \$20,000 allocated both 2007 and 2008 for miscellaneous professional services in Community Services Department for park plan update, technical design assistance, and related</li> <li>• Staff time allocated for another try at IAC parks and trails grants</li> <li>• Parks maintenance budget increase to improve condition of ball fields</li> <li>• Matching money set aside in Parks CIP for Fennel Creek Trail grant possibilities</li> </ul>
Develop the community center element of a Civic Center facility plan which should include location of the historical museum.	<ul style="list-style-type: none"> <li>• \$2,500,000 allocated for downtown land acquisition purchase and sale agreement;</li> <li>• Civic center programmed into long range general government CIP</li> </ul>

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Create a regional governance and operations organizational plan for recreation, and refine long-range parks vision.	<ul style="list-style-type: none"> <li>• Update of parks plan budgeted in 2007</li> <li>• Staff time allocated to review recreation options and governance options</li> </ul>
Pursue creation of the City’s own parks department by: <ol style="list-style-type: none"> <li>1. Dedicating staffing to this function.</li> <li>2. Identifying parks programming priorities.</li> <li>3. Pursuing civic center space planning</li> <li>4. Developing a CIP that utilizes impact fee revenues.</li> </ol>	<ul style="list-style-type: none"> <li>• 2006 City reorganization included a parks division within the new Community Services Department, including a dedicated lead worker and maintenance worker.</li> <li>• 2007 budget includes new position of Special Events Coordinator (CS Specialist) to coordinate special events, fund-raise, monitor service contracts, develop local arts and culture, coordinate with joint recreation program; etc.</li> <li>• Parks CIP developed</li> </ul>
Build a small piece of the Fennel Creek Trail and increase recreational programming in the south of City (Victor Falls?).	<ul style="list-style-type: none"> <li>• Matching money set aside in Parks CIP for Fennel Creek Trail grant possibilities</li> </ul>
<b>WATER RESOURCES VISION:</b> The City ensures an adequate supply of water for City residents. Water resources are provided outside the City limits only when water supplies are adequate to meet the City's short term and long term needs. The City has become a purveyor of City of Tacoma water and is pursuing rights and options with other purveyors.	
Conduct a study of the financial viability and cost estimate of providing water services inside and outside the City. Include a cost-benefit analysis of whether it would make sense to keep, or sell, service area outside the system to another purveyor.	<ul style="list-style-type: none"> <li>• No consultant dollars proposed to evaluate this.</li> <li>• Staff time allocated to do preliminary cost-benefit analysis</li> </ul>
Pursue the option to purchase Lakewood water, determining from the City of Lakewood what would the cost be, including transmission and going through Tacoma.	<ul style="list-style-type: none"> <li>• Consultant study under-way to conduct feasibility of acquiring wholesale water from Lakewood Water District</li> </ul>
Continue to pursue the option of a latecomers agreement with the Cascade Water Alliance, which is dependent on their pursuit of a water right. Continue planning and discussion with CWA.	<ul style="list-style-type: none"> <li>• Staff time allocated to monitor CWA water rights application for Lake Tapps</li> </ul>
Continue to replace and upgrade existing City facilities to maximize use of City-owned water (thereby decreasing Tacoma reliance wherever possible.	<ul style="list-style-type: none"> <li>• Funds budgeted to continue O&amp;M and leaky main replacement (\$4M+)</li> <li>• Peaking Storage tank under construction</li> </ul>

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Determine how the CUGA will be served. Include this decision in a cost-benefit analysis/economic impacts of whether the City can financially benefit from providing water outside its own boundaries.	<ul style="list-style-type: none"> <li>Staff time allocated to review fiscal impact of providing water service out of the City's UGA</li> </ul>
<b>SEWER SERVICE VISION:</b> The City of Bonney Lake offers sewer services in its service area in order to maintain public health and safety of local water supplies. Growth of the sewer system pays for itself.	
Conduct a study of the financial viability and comparative maintenance and operation costs of providing sewer services inside and outside the city and the current sewer service area.	<ul style="list-style-type: none"> <li>Staff time allocated to review the financial viability and comparative maintenance and operation costs of providing sewer services inside and outside the city and the current sewer service area.</li> </ul>
Explore extending sewer services south to Sumner (joint plant) and north to Metro via Auburn.	<ul style="list-style-type: none"> <li>Staff time allocated to explore membrane package plant to serve south sewer service area.</li> </ul>
Create a plan to sewer neighborhoods around Lake Tapps as appropriate.	<ul style="list-style-type: none"> <li>No specific budget allocation except limited staff time as needed</li> </ul>
Pursue development of a new biofilter system in lieu of increasing Sumner capacity.	<ul style="list-style-type: none"> <li>Staff time allocated to explore membrane package plant to serve south sewer service area.</li> </ul>
Recognize that sewer service vision is linked to annexation and growth management and CUGA planning and include discussions of sewer services.	<ul style="list-style-type: none"> <li>Planned and budgeted actions recognize link between GMA, UGA, CUGA and sewer service</li> </ul>
<b>TOWN CENTER/CIVIC CENTER VISION:</b> The vision of Bonney Lake's Town Center is evolving. The Town Center is envisioned as a place with a retail core for the City, and may include senior residences, shopping, and a new Civic Center that serves as a cultural center. It has been created through a public-private partnership in cooperation with the City's economic development goals. The City's civic services are provided Downtown in integrated community and city facilities that are adequate to meet the needs of its citizens, located centrally to its users, and efficient at providing services. The City has acquired parcels of land over time to provide such facilities, including land for parks and/or preservation, using a financial plan to help it plan for and fund capital investment, including land acquisition. The City actively seeks grant funding for projects, when applicable. <u>Town Center goals are the City Council's highest priorities.</u>	
Begin immediate land acquisition behind the Public Safety building and other sites that would support civic center.	<ul style="list-style-type: none"> <li>\$2,500,000 allocated for downtown land acquisition purchase and sale agreement;</li> <li>Discussions and draft agreements being considered for additional land acquisition and/or trade.</li> </ul>
Seek first right of refusal and reverse mortgage options where appropriate for current "City Hall" site.	<ul style="list-style-type: none"> <li>Staff time allocated to work on this possibility</li> </ul>
Zone for mixed use in the town center to encourage density and use of transit.	<ul style="list-style-type: none"> <li>Downtown design study currently being updated; updated zoning to follow from study.</li> </ul>

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Start creating identity in Downtown, including 1x/month meetings in public safety building, use of banners, meetings with interested developers.	<ul style="list-style-type: none"> <li>• Staff time allocated to continue work with downtown developers group</li> <li>• \$25,000 budgeted both 2007 &amp; 2008 for image/beautification (city-wide)</li> </ul>
Create a phased Town Center and Civic Center Plan, to include retail, office, housing, civic center, and linkages to trails and other facilities.	<ul style="list-style-type: none"> <li>• \$2,500,000 allocated for downtown land acquisition purchase and sale agreement;</li> <li>• Discussions and draft agreements being considered for additional land acquisition and/or trade.</li> <li>• WSU Demo Forest property to be evaluated for additional public facilities (civic possibilities)</li> </ul>
Prioritize new street signs for the Downtown area.	<ul style="list-style-type: none"> <li>• Downtown included in new street sign replacement program</li> </ul>
Explore/facilitate Farmer's Market for local farmers/gardeners and as an outlet for shoppers	<ul style="list-style-type: none"> <li>• New Special Events Coordinator (CS Specialist) position funded, in part, to explore Farmer's Market possibilities.</li> </ul>
<p><b>TRANSPORTATION VISION:</b> The City of Bonney Lake is an active participant in regional transportation decision making in order to maintain and improve the City's transportation system, and to exert influence on decisions that affect the City. As a result of this and of local decisions, the City's transportation system is pedestrian-friendly, interconnected, and meets the needs of its citizens. SR 410 through Bonney Lake is not a barrier to the movement of citizens using any mode of transportation, and 184<sup>th</sup>/192<sup>nd</sup> serves as a Main Street for the City. The City annually updates the Transportation Improvement Plan using a 10-15 year time horizon.</p>	
Implement the non-motorized transportation plan, including sidewalks, trails and bike lanes, with funding alternatives.	<ul style="list-style-type: none"> <li>• \$174,000 is allocated for sidewalk construction over the biennium;</li> <li>• Budget includes staff time to continue to apply for grants for sidewalks and trails; staff will continue to explore funding alternatives;</li> <li>• Sidewalks are included in future street improvement projects.</li> </ul>
Square up city limits along north and south sides of 410, east of 214 <sup>th</sup> .	<ul style="list-style-type: none"> <li>• Staff time allocated to prepare application to Pierce County for UGA amendments</li> </ul>
Explore options for safe crossings for 410 (underpasses, overpasses, and others).	<ul style="list-style-type: none"> <li>• Staff time allocated to continue to work with WSDOT on this issue</li> </ul>
Provide safe passage from park & rides to Downtown area.	<ul style="list-style-type: none"> <li>• Congressional budget request prepared to fund sky bridge over SR410 between park &amp; ride and downtown</li> </ul>
Continue street resurfacing at 7 miles per year.	<ul style="list-style-type: none"> <li>• \$389,000 budgeted over biennium for chip seal program, and \$347,000 for overlay program</li> </ul>
Coordinate with Chamber and local businesses to improve streetscapes including trees, banners, flower baskets and other attractions	<ul style="list-style-type: none"> <li>• \$25,000 budgeted both 2007 &amp; 2008 for image/beautification (city-wide)</li> </ul>
<p><b>PUBLIC SAFETY VISION: (Formal vision to be drafted at next Council Retreat)</b></p>	

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Implement adopted plan for managing animal control with Sumner.	<ul style="list-style-type: none"> <li>• Funds allocated to continue Interlocal Agreement with Sumner for animal control services at existing service levels</li> </ul>
Begin discussions immediately with Fire District about space changes.	<ul style="list-style-type: none"> <li>• Staff time allocated to continue work this issue</li> </ul>
Resolve civil service status of police chief.	<ul style="list-style-type: none"> <li>• Completed during 2006</li> </ul>
Host an emergency management regional workshop for East Pierce County.	<ul style="list-style-type: none"> <li>• \$20,000 budgeted each year of biennium for emergency management related needs</li> <li>• Staff time allocated to continue current work on updating emergency management plan</li> </ul>
Expand the Domestic Violence (DV) program beyond one day per week.	<ul style="list-style-type: none"> <li>• Resources for DV program doubled (basic allocation in police budget; supplemental allocation in executive budget)</li> </ul>
<p><b>COMMUNITY OUTREACH VISION:</b> The City of Bonney Lake has an informed and involved citizenry, where citizens participate in their city government. Citizens feel included in civic affairs, and enjoy a considerable sense of community. The City effectively uses available technology to enhance public services and to make information about City governance and services readily accessible. Citizens can contact the City with the assurance that their needs and concerns will be addressed forthrightly by the appropriate City employee.</p>	
<p>Market an optimistic vision of the City by continuing to:</p> <ul style="list-style-type: none"> <li>• Host/sponsor more town hall/neighborhood meetings</li> <li>• Create Bonney Lake Days Standing Committee and presence at the event</li> <li>• Host pancake feeds and other community events</li> </ul>	<ul style="list-style-type: none"> <li>• Funds budgeted to continue BL Reporter</li> <li>• Special events coordinate position funded</li> <li>• Funds provided in executive budget to continue town hall meetings and open houses</li> </ul>
Participate in National Night Out	<ul style="list-style-type: none"> <li>• Staff time and funding provided to continue National Night Out</li> </ul>
Increase Bonney Lake public access television time through the Rainier Cable Commission through 30 minute summaries of City activity	<ul style="list-style-type: none"> <li>• \$12,000 in Executive budget (each year) to purchase 25 units (1 unit = 8 hours) programming time through public access channel via Rainier Cable Commission (RCC)(could be used for council meetings, special programs, televised interviews, etc.)</li> </ul>
Develop handbook for elected officials with basic city information including sections for current city department activities (monthly, bi-monthly and quarterly reports)	<ul style="list-style-type: none"> <li>• Citizen Service Guide completed</li> <li>• Councilmember handbook in draft form</li> <li>• Staff time allocated to continue quarterly reports</li> </ul>
Develop proposal/demonstration of city WIFI system	<ul style="list-style-type: none"> <li>• Funds budgeted to continue current WIFI system. No funds budgeted to expand. City monitoring RCC proposal for county-wide WIFI system.</li> </ul>

VISION/GOALS/ACTION PLAN	BUDGETED ACTIONS
Explore cost and possibilities for televised City Council meetings	<ul style="list-style-type: none"> <li>• \$12,000 in Executive budget (each year) to purchase 25 units (1 unit = 8 hours) programming time through public access channel via Rainier Cable Commission (could be used for council meetings, special programs, televised interviews, etc.)</li> <li>• No action planned to televise council meetings until new civic center developed that includes needed space and infrastructure</li> </ul>
Cultivate relationships with community based groups	<ul style="list-style-type: none"> <li>• Staff time allocated for a City representative to regularly attend meetings of major community-based groups</li> </ul>

## MAJOR PROJECTS SUMMARY

The following is a summary of the major capital improvement projects included in the 2007-2008 biennial budget. This list was extracted from the six-year (2007-2012) capital improvement plan (CIP) detailed in Chapter 4 of the budget (See Chapter 4, pages 9-14). Not all of the project listings involve construction. Some are design or engineering only. Some projects (indicated by an asterisk) are dependent on pending or anticipated grant or other external funding, and would not be undertaken if those external funding sources are not obtained. The Street CIP also includes a number of recurring CIP expenditures for general overlay, chip seal, street lighting, and sidewalk programs that are not listed below.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>
<i>General Govt. CIP</i>	Downtown Land Acquisition	\$2,500,000	0	\$2,500,000
	Phone System Replacement	0	\$168,000	\$168,000
	*School Zone Improvement	\$60,000	\$60,000	\$120,000
<i>Parks CIP</i>	Boat Launch Gate	\$80,000	0	\$80,000
	Lake Bonney Park Improvements	\$78,000	0	\$80,000
	Cedarview Park Improvements	\$100,000	0	\$100,000
	Ball Field #4 Parking Improvements	0	\$100,000	\$100,000
	*Fennel Creek Trail Matching Funds	\$944,000	\$845,000	\$1,789,000
<i>Street CIP</i>	South Prairie Road	\$1,800,000	0	\$1,800,000
	*OSBH and SR410 Intersection	\$1,690,000	\$1,300,000	\$2,990,000
	214 <sup>th</sup> from 96 <sup>th</sup> St. to SR410	0	\$1,250,000	\$1,250,000
	75 <sup>th</sup> Street Overlay	\$35,000	\$315,000	\$350,000
	Meyers Road Connection	0	\$250,000	\$250,000
<i>Sewer CIP</i>	192 <sup>nd</sup> Corridor Project	\$35,000	\$350,000	\$400,000
	Sewer Trunk Line Section Replacements	\$600,000	\$980,000	\$1,181,000
<i>Stormwater CIP</i>	Lake Jane & Lake Bonney Drainage System Improvements	\$115,000	\$120,000	\$305,000
	183 <sup>rd</sup> to 64 <sup>th</sup> Drainage Improvements	0	\$42,000	\$42,000
	192 <sup>nd</sup> North of 90 <sup>th</sup> Drainage Imps.	0	\$52,000	\$52,000
<i>Water CIP</i>	Eastown Water Mains	\$850,000		\$850,000
	Peaking Storage Tank	\$2,247,000		\$2,247,000
	Tacoma Water Department Inter-tie, Booster Pump Station, & Water Main	\$1,500,000	\$1,000,000	\$2,500,000
	Tacoma Point Water Tank Replacement		\$380,000	\$380,000
<i>Shared/Other</i>	Public Works Maintenance Facility	\$918,000	\$1,570,000	\$2,778,000

## REVENUE AND EXPENDITURE SUMMARIES

The following tables summarize the historical and anticipated revenues for the 2007-2008 biennium, as well as a summary of the expenditures for each operating department and the respective capital improvement plans.

### 2007 PROJECTED REVENUES BY CATEGORY (All Funds)

Fund Classification Fund Name	Taxes	Licenses/ Permits	Intergovt Service	Service Charges	Fines/ 'Forfeits	Misc./ Other Fin	Transfers In	Estimated Beginning Fund Bal	Total Revenues
<b>GENERAL FUND:</b>	\$ 7,793,920	\$ 1,523,624	\$ 177,537	\$ 135,030	\$ 932,512	\$ 301,405	\$ 984,740	\$ 5,057,677	\$ 16,906,445
<b>Total General Fund</b>	<b>\$ 7,793,920</b>	<b>\$ 1,523,624</b>	<b>\$ 177,537</b>	<b>\$ 135,030</b>	<b>\$ 932,512</b>	<b>\$ 301,405</b>	<b>\$ 984,740</b>	<b>\$ 5,057,677</b>	<b>\$ 16,906,445</b>
<b>SPECIAL REVENUE:</b>									
Drug Investigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,050	\$ -	\$ 661,140	\$ 694,190
Contingency	-	-	-	-	-	17,400	650,000	349,461	1,016,861
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,450</b>	<b>\$ 650,000</b>	<b>\$ 1,010,601</b>	<b>\$ 1,711,051</b>
<b>DEBT SERVICE:</b>									
1997 GO Refunding Bonds	\$ 364,198	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 115,584	\$ 488,782
L.I.D. #12 - Streets	-	-	-	-	-	3,508	-	68,865	72,373
LID #13 - Streets	-	-	-	-	-	7,640	-	5,600	13,240
LID Guarantee	-	-	-	-	-	6,000	-	74,400	80,400
<b>Total Debt Service</b>	<b>\$ 364,198</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,148</b>	<b>\$ -</b>	<b>\$ 264,449</b>	<b>\$ 654,795</b>
<b>CAPITAL PROJECTS:</b>									
Streets CIP	\$ 715,000	\$ -	\$ 367,516	\$ 3,448,100	\$ -	\$ 897,000	\$ -	\$ 4,913,410	\$ 10,341,026
Parks CIP	500,500	-	118,000	494,400	-	35,200	600,000	1,032,595	2,780,695
General Government CIP	214,500	-	-	-	-	26,500	2,925,000	627,123	3,793,123
<b>Total Capital Pjts</b>	<b>\$ 1,430,000</b>	<b>\$ -</b>	<b>\$ 485,516</b>	<b>\$ 3,942,500</b>	<b>\$ -</b>	<b>\$ 958,700</b>	<b>\$ 3,525,000</b>	<b>\$ 6,573,128</b>	<b>\$ 16,914,844</b>
<b>ENTERPRISE:</b>									
Water Utility	\$ -	\$ -	\$ -	\$ 8,831,650	\$ -	\$ 1,875,000	\$ -	\$ 11,923,959	\$ 22,630,609
Sewer Utility	-	-	-	5,101,000	-	475,000	-	6,261,932	11,837,932
Storm Water Utility	-	-	-	778,906	-	8,000	-	160,628	947,534
<b>Total Enterprise</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,711,556</b>	<b>\$ -</b>	<b>\$ 2,358,000</b>	<b>\$ -</b>	<b>\$ 18,346,519</b>	<b>\$ 35,416,075</b>
<b>INTERNAL SERVICE:</b>									
Equipment Rental & Repl.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 1,464,538	\$ 1,367,811	\$ 2,892,349
Insurance	-	-	-	-	-	10,000	245,133	306,093	561,226
<b>Total Internal Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 1,709,671</b>	<b>\$ 1,673,904</b>	<b>\$ 3,453,575</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 9,588,118</b>	<b>\$ 1,523,624</b>	<b>\$ 663,053</b>	<b>\$ 18,789,086</b>	<b>\$ 932,512</b>	<b>\$ 3,764,703</b>	<b>\$ 6,869,411</b>	<b>\$ 32,926,278</b>	<b>\$ 75,056,785</b>
% of Total Revenues	12.77%	2.03%	0.88%	25.03%	1.24%	5.02%	9.15%	43.87%	100%

## 2008 PROJECTED REVENUES BY CATEGORY (All Funds)

Fund Classification Fund Name	Taxes	Licenses/ Permits	Intergovt Service	Service Charges	Fines/ Forfeits	Misc./ Other Fin	Transfers In	Estimated Beginning Fund Bal	Total Revenues
<b>GENERAL FUND:</b>	\$ 8,481,320	\$ 1,506,459	\$ 143,102	\$ 141,677	\$ 951,317	\$ 313,327	\$ 1,033,977	\$ 1,065,887	\$ 13,637,066
<b>Total General Fund</b>	<b>\$ 8,481,320</b>	<b>\$ 1,506,459</b>	<b>\$ 143,102</b>	<b>\$ 141,677</b>	<b>\$ 951,317</b>	<b>\$ 313,327</b>	<b>\$ 1,033,977</b>	<b>\$ 1,065,887</b>	<b>\$ 13,637,066</b>
<b>SPECIAL REVENUE:</b>									
Drug Investigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,703	\$ -	\$ 647,690	\$ 682,393
Contingency	-	-	-	-	-	18,270	-	1,016,861	1,035,131
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,973</b>	<b>\$ -</b>	<b>\$ 1,664,551</b>	<b>\$ 1,717,524</b>
<b>DEBT SERVICE:</b>									
1997 GO Refunding Bonds	\$ 354,805	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 124,584	\$ 488,389
L.I.D. #12 - Streets	-	-	-	-	-	3,293	-	72,373	75,666
LID #13 - Streets	-	-	-	-	-	7,540	-	13,240	20,780
LID Guarantee	-	-	-	-	-	6,000	75,666	80,400	162,066
<b>Total Debt Service</b>	<b>\$ 354,805</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,833</b>	<b>\$ 75,666</b>	<b>\$ 290,597</b>	<b>\$ 746,901</b>
<b>CAPITAL PROJECTS:</b>									
Streets CIP	\$ 786,500	\$ -	\$ 397,000	\$ 2,193,400	\$ -	\$ 645,000	\$ -	\$ 5,185,876	\$ 9,207,776
Parks CIP	589,875	-	373,000	559,000	-	28,840	-	1,133,018	2,683,733
General Gov't CIP	196,625	-	-	-	-	27,295	-	1,233,123	1,457,043
<b>Total Capital Pjts</b>	<b>\$ 1,573,000</b>	<b>\$ -</b>	<b>\$ 770,000</b>	<b>\$ 2,752,400</b>	<b>\$ -</b>	<b>\$ 701,135</b>	<b>\$ -</b>	<b>\$ 7,552,017</b>	<b>\$ 13,348,552</b>
<b>ENTERPRISE:</b>									
Water Utility	\$ -	\$ -	\$ -	\$ 9,100,769	\$ -	\$ 2,171,000	\$ -	\$ 9,652,017	\$ 20,923,786
Sewer Utility	-	-	-	5,202,000	-	407,500	-	5,075,208	10,684,708
Storm Water Utility	-	-	-	1,000,008	-	8,000	-	118,816	1,126,824
<b>Total Enterprise</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,302,777</b>	<b>\$ -</b>	<b>\$ 2,586,500</b>	<b>\$ -</b>	<b>\$ 14,846,041</b>	<b>\$ 32,735,318</b>
<b>INTERNAL SERVICE:</b>									
Equipment Rental & Repl.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 1,263,970	\$ 1,358,349	\$ 2,682,319
Insurance	-	-	-	-	-	10,500	239,770	316,093	566,363
<b>Total Internal Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,500</b>	<b>\$ 1,503,740</b>	<b>\$ 1,674,442</b>	<b>\$ 3,248,682</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 10,409,125</b>	<b>\$ 1,506,459</b>	<b>\$ 913,102</b>	<b>\$ 18,196,854</b>	<b>\$ 951,317</b>	<b>\$ 3,750,268</b>	<b>\$ 2,613,383</b>	<b>\$ 27,093,535</b>	<b>\$ 65,434,042</b>
% of Total	15.91%	2.30%	1.40%	27.81%	1.45%	5.73%	3.99%	41.41%	100%

## 2007 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 Working Capital	Total Exp'tures
<b>GENERAL FUND:</b>										
Legislative	\$ 36,214	\$ 800	\$ 35,000	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ 101,014
Judicial	387,897	21,200	32,195	-	11,000	-	-	-	-	452,292
Executive	216,259	4,000	256,500	-	2,500	-	-	-	-	479,259
Finance	588,995	8,000	103,150	-	18,000	-	-	-	-	718,145
Legal		-	325,000	-	-	-	-	-	-	325,000
Info Systems	179,976	50,000	166,750	-	140,000	-	-	-	-	536,726
Admin Services/ City Clerk Office	285,443	5,000	83,000	-	55,000	-	-	-	-	428,443
HR	77,468	8,500	8,000	-	-	-	-	-	-	93,968
Law Enforc't	3,073,667	57,700	532,350	467,289	26,500	-	-	307,737	-	4,465,243
Engineering & Public Works Admin	-	7,000	38,500	-	5,650	-	-	31,875	-	83,025
Road & Street Maint.	427,943	115,000	151,500	-	1,200	-	-	297,149	-	992,792
Senior Center	214,365	25,700	18,500	-	10,000	-	-	9,783	-	278,348
Comm. Service	114,120	4,000	137,000	33,500	-	-	-	-	-	288,620
Planning & Comm. Dev.	580,755	4,105	115,650	-	4,000	-	-	20,195	-	724,705
Building	520,006	5,000	29,300	-	-	-	-	34,642	-	588,948
Facilities	244,640	31,000	85,640	-	-	-	-	20,316	-	381,596
Parks	302,095	33,000	68,000	-	-	-	-	30,879	-	433,974
Internal Svc/ Non-Dept Est. Fund Balance	138,000	16,000	60,000	26,000	-	-	-	4,347,083	947,264	4,587,083
										947,264
<b>Total General Fund</b>	<b>\$ 7,387,843</b>	<b>\$ 396,005</b>	<b>\$ 2,246,035</b>	<b>\$ 526,789</b>	<b>\$ 273,850</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 5,099,659</b>	<b>\$ 947,264</b>	<b>\$ 16,906,445</b>
<b>SPECIAL REVENUE:</b>										
Drug Investigation		\$ 5,000	\$ 1,500	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 647,690	\$ 694,190
Contingency	-	-	-	-	-	-	-	-	1,016,861	1,016,861
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,664,551</b>	<b>\$ 1,711,051</b>
<b>DEBT SERVICE:</b>										
1997 GO Ref. Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,198	\$ -	\$ -	\$ 124,584	\$ 488,782
L.I.D. #12 - Street	-	-	-	-	-	-	-	-	72,373	72,373
LID #13 - Street	-	-	-	-	-	-	-	-	13,240	13,240
LID Guarantee	-	-	-	-	-	-	-	-	80,400	80,400
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 364,198</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,597</b>	<b>\$ 654,795</b>
<b>CAPT PJTS</b>										
Street CIP	\$ -	\$ -	\$ -	\$ -	\$ 4,996,000	\$ 159,150	\$ -	\$ -	\$ 5,185,876	\$ 10,341,026
Parks CIP	-	-	-	-	1,182,000	465,677	-	-	1,133,018	2,780,695
Gen Gov't CIP	-	-	-	-	2,560,000	-	-	-	1,233,123	3,793,123
<b>Total Capital Pjts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,738,000</b>	<b>\$ 624,827</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,552,017</b>	<b>\$ 16,914,844</b>
<b>ENTERPRISE:</b>										
Water Utility	\$ 1,481,173	\$ 144,345	\$ 687,500	\$ 784,307	\$ 7,207,300	\$ 1,705,243	\$ -	\$ 968,704	\$ 9,652,037	\$ 22,630,609
Sewer Utility	882,495	105,000	297,000	981,900	3,103,548	832,893	-	559,888	5,075,208	11,837,932
Storm Water Utly.	297,696	10,763	45,225	67,600	145,000	-	-	262,434	118,816	947,534
<b>Total Enterprise</b>	<b>\$ 2,661,364</b>	<b>\$ 260,108</b>	<b>\$ 1,029,725</b>	<b>\$ 1,833,807</b>	<b>\$ 10,455,848</b>	<b>\$ 2,538,136</b>	<b>\$ -</b>	<b>\$ 1,791,026</b>	<b>\$ 14,846,061</b>	<b>\$ 35,416,075</b>
<b>INTER'L SERV:</b>										
Equip Rental & Repl.	\$ 142,655	\$ 263,110	\$ 118,535	\$ -	\$ 954,000	\$ -	\$ -	\$ 75,700	\$ 1,338,349	\$ 2,892,349
Insurance	-	-	245,133	-	-	-	-	-	316,093	561,226
<b>Total Intern'l Services</b>	<b>\$ 142,655</b>	<b>\$ 263,110</b>	<b>\$ 363,668</b>	<b>\$ -</b>	<b>\$ 954,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,700</b>	<b>\$ 1,654,442</b>	<b>\$ 3,453,575</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 10,191,862</b>	<b>\$ 924,223</b>	<b>\$ 3,640,928</b>	<b>\$ 2,360,596</b>	<b>\$ 20,461,698</b>	<b>\$ 3,527,161</b>	<b>\$ 29,000</b>	<b>\$ 6,966,385</b>	<b>\$ 26,954,932</b>	<b>\$ 75,056,785</b>

## 2008 EXPENDITURE BUDGET REQUEST BY CATEGORY

Fund Classification Fund Name	Personnel Services	Supplies	Services/ Charges	Intergovt Charges	Capital Outlay	Debt Service	Election	Interfund Services/ Transfers	Est Ending Fund Bal Working Capital	Total Expenditures
<b>GENERAL FUND:</b>										
Legislative	\$ 36,214	\$ 800	\$ 40,000	\$ -	\$ -	\$ -	\$ 29,000	\$ -		\$ 106,014
Judicial	423,418	18,450	39,107	-	-	-	-	-		480,975
Executive	236,382	4,000	193,500	-	2,500	-	-	-		436,382
Finance	717,781	9,000	105,775	-	1,500	-	-	-		834,056
Legal			341,250							341,250
Information Systems	197,857	50,000	166,750	-	100,000	-	-	-		514,607
Administrative Svcs/	313,126	5,000	83,000	-	-	-	-	-		401,126
Human Resources	83,878	8,850	8,400	-	-	-	-	-		101,128
Law Enforcement	3,473,222	57,700	531,700	476,380	-	-	-	343,737		4,820,813
Engineering & Public Works	-	7,500	42,000	-	10,000	-	-	31,875		91,375
Road & Street										
Maintenance	541,771	116,420	167,450	-	-	-	-	122,681		948,322
Senior Center	234,717	25,700	19,240	-	10,400	-	-	9,783		299,840
Community Service	126,392	4,000	141,000	33,500	-	-	-	-		304,892
Planning & Community	708,422	4,150	95,650	-	4,000	-	-	20,995		833,217
Building	569,967	5,000	29,300	-	-	-	-	19,440		623,707
Facilities	266,255	24,080	87,058	-	-	-	-	35,612		413,005
Parks	324,928	24,000	59,000	-	-	-	-	96,902		504,830
Internal Svc/Non-De	144,900	17,500	61,500	26,000	-	-	-	153,292		403,192
Estimated Fund Balance									1,178,335	1,178,335
<b>Total General Fund</b>	<b>\$ 8,399,230</b>	<b>\$ 382,150</b>	<b>\$ 2,211,680</b>	<b>\$ 535,880</b>	<b>\$ 128,400</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 834,317</b>	<b>\$ 1,178,335</b>	<b>\$ 13,637,066</b>
<b>SPECIAL REVENUE:</b>										
Drug Investigation	\$ -	\$ 5,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 663,893	\$ 682,393
Contingency	-	-	-	-	-	-	-	-	1,035,131	1,035,131
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 1,699,024</b>	<b>\$ 1,717,524</b>
<b>DEBT SERVICE:</b>										
1997 GO Refunded Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 354,805	\$ -	\$ -	\$ 133,584	\$ 488,389
L.I.D. #12 - Street	-	-	-	-	-	-	-	75,666	-	75,666
LID #13 - Street	-	-	-	-	-	-	-	-	20,780	20,780
LID Guarantee	-	-	-	-	-	-	-	-	162,066	162,066
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354,805</b>	<b>\$ -</b>	<b>\$ 75,666</b>	<b>\$ 316,430</b>	<b>\$ 746,901</b>
<b>CAPITAL PROJECTS:</b>										
Street CIP	\$ -	\$ -	\$ -	\$ -	\$ 4,949,000	\$ 216,750	\$ -	\$ -	\$ 4,042,026	\$ 9,207,776
Parks CIP	-	-	-	-	956,000	465,677	-	-	1,262,056	2,683,733
General Gov CIP	-	-	-	-	530,000	-	-	-	927,043	1,457,043
<b>Total Capital Pjts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,435,000</b>	<b>\$ 682,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,231,125</b>	<b>\$ 13,348,552</b>
<b>ENTERPRISE:</b>										
Water Utility	\$ 1,612,209	\$ 151,092	\$ 717,500	\$ 827,211	\$ 5,842,000	\$ 1,659,673	\$ -	\$ 938,699	\$ 9,175,402	\$ 20,923,786
Sewer Utility	1,034,723	110,250	309,400	1,027,715	2,056,000	826,407	-	477,280	4,842,933	10,684,708
Storm Water Utility	403,911	11,301	47,486	89,000	284,000	-	-	279,861	11,264	1,126,824
<b>Total Enterprise</b>	<b>\$ 3,050,843</b>	<b>\$ 272,643</b>	<b>\$ 1,074,386</b>	<b>\$ 1,943,926</b>	<b>\$ 8,182,000</b>	<b>\$ 2,486,080</b>	<b>\$ -</b>	<b>\$ 1,695,840</b>	<b>\$ 14,029,599</b>	<b>\$ 32,735,318</b>
<b>INTERNAL SERVICE:</b>										
Equip Rental & Rep	\$ 156,753	\$ 273,800	\$ 120,179	\$ -	\$ 459,000	\$ -	\$ -	\$ 79,268	\$ 1,593,319	\$ 2,682,319
Insurance	-	-	252,487	-	-	-	-	-	313,876	566,363
<b>Total Internal Service</b>	<b>\$ 156,753</b>	<b>\$ 273,800</b>	<b>\$ 372,666</b>	<b>\$ -</b>	<b>\$ 459,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,268</b>	<b>\$ 1,907,195</b>	<b>\$ 3,248,682</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 11,606,826</b>	<b>\$ 933,593</b>	<b>\$ 3,660,232</b>	<b>\$ 2,479,806</b>	<b>\$ 15,204,400</b>	<b>\$ 3,523,312</b>	<b>\$ 29,000</b>	<b>\$ 2,697,091</b>	<b>\$ 25,361,708</b>	<b>\$ 65,434,042</b>

## CHAPTER 2: FINANCIAL RESOURCES

### HISTORICAL CONTEXT

It was not that many years ago that Bonney Lake was largely a rural-suburban residential community with little commercial area. The City depended largely on property and utility taxes to fund the majority of its General Fund operations. Over the past 10 years, however, the City evolved from a rural-suburban residential community into a mixed-use suburban community with a solid retail core. Bonney Lake has been among the fastest growing cities in the State of Washington in terms of percentage growth. Much of the growth has been as a result of the annexation of new subdivisions built in Pierce County and subsequently annexed into the City.

The growing retail core helped diversify the economic base of the City. The City has enjoyed steadily increasing sales tax collections each of the past several years. Bonney Lake has become the retail center of the East county plateau region.

Faced with mounting needs to replace or expand the city's infrastructure, a variety of impact fees and system development charges were put into place to help fund a large list of needed water, sewer, street, park and stormwater system needs. These included a traffic impact fee (TIF), park impact fee, and increased utility connection (system development) fees.

Over time the City expanded its water service to surround Lake Tapps and other unincorporated areas southward. The City imposed a 40% surcharge on out-of-city utility accounts which helped offset the additional costs of maintenance and operations of a far flung system. In addition, the City imposed what is now an 8% utility tax on its own water, sewer, and stormwater utilities. These monies are receipted into the General Fund and helps offset the cost of services provided to out-of-town residents, including parks, senior center, transportation, and law enforcement.

The City incurred relatively little bonded indebtedness over the years. The only remaining general obligation bond issue is for the Public Safety Building. Those bonds will be paid off in 2011. But while the City has little general bonded indebtedness, it likewise has little by way of desirable general government facilities – except for the Public Safety Building. City Hall is old and undersized. The Public Works shops consist largely of a few old sheds, and a modular building is used as a City hall annex. It is anticipated that bonds will need to be issued in the future to catch up its public facilities, including parks, a civic center, and perhaps a portion of a new public works maintenance building.

While the City has relatively little general obligation bonded indebtedness (\$1,545,000), it has incurred considerable debt (\$23,067,214) through the Washington Public Works Trust Fund program as described in the section on debt administration.

The City has historically spent less on staffing (employee costs) than comparative Washington cities. The only services that are close to what comparable cities spend are general government and police. Overall, the City spent a total of \$347.60 per capita in 2004, while comparable Washington cities spent a total of \$524.89 per capita. While the City no longer has a fire department, neither do many of the comparable cities. Contract cities were not included in the comparables except for general government and community development, services all cities provide. According to the Washington State Auditor's

office, in 2004 (latest available data) comparable cities in the south-central Puget Sound region spent \$29.99 per capita on City street employees compared to only \$11.31 in Bonney Lake. However, since 2004 the City has dramatically increased the amount of resources devoted to street maintenance. Comparable cities spent \$25.50 for per capita for planning and community development staffing compared to \$20.68 in Bonney Lake. They spent \$124.19 per capita for police salaries, compared to \$120.89 in Bonney Lake. They spent \$55.62 per capita on general government compared to \$53.61 in Bonney Lake. But they spent \$46.65 per capita on parks and recreation staffing, compared to only \$5.55 in Bonney Lake, although it should be noted that Bonney Lake, Sumner, and the Sumner School District operate a joint recreation program by contract that does not include Bonney Lake City staffing.

The City continues to face the challenge of accommodating rapid growth while ensuring that the City develops as a place in which people want to live, work, shop and play. Increases in population, tax base, development fees, traffic impact fees, annexations, and commercial and retail activity continue to provide additional revenue to offset the costs related to both continuing and expanding services and facilities.

Because of ever changing economic conditions at both the national level and state level, the City recognizes the need to maintain reasonable reserves to guard against potential revenue shortfalls in the future. The Contingency Fund has been increased to \$1,000,000.

## YOUR 2006 PROPERTY TAXES WHERE DID 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	2.6388	20.10%
Pierce County	1.3834	10.54%
Port of Tacoma	0.1857	1.41%
<b>City of Bonney Lake</b>	<b>1.3533</b>	<b>10.31%</b>
Sumner School Dist #320	5.1678	39.36%
Pierce County Library District	0.4008	3.058%
EMS Levy – Fire District #22	0.5000	3.81%
Fire District #22 (East Pierce Fire & Rescue)	1.5000	11.42%
<b>TOTAL</b>	<b>13.1298</b>	<b>100.00%</b>

## REVENUES SOURCES

There are a number of principal revenue sources of City general government revenue. These include taxes, license and permit fees, inter-governmental (state shared) revenue, fines and forfeitures, and charges for services,

### Taxes

Taxes account for 65.72% or \$7,794,000 of 2007 estimated General Fund revenues. The budget breaks down the tax revenue according to four categories:

- **Property Taxes**  
The City of Bonney Lake receives taxes derived from property taxes. It should be noted that only 10.31% of the property tax a resident pays goes to the City of Bonney Lake.
- **Sales Taxes**  
Sales taxes are estimated to provide \$3,289,000 in 2007 or 27.8% of all General Fund revenues.
- **Utility Taxes**  
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. Utility taxes are estimated at \$1,857,000 for 2007, or 15.7% of all General Fund revenues
- **Other Misc. Taxes**  
The City also imposes taxes on concessions, gambling, and other miscellaneous business activity. These miscellaneous taxes account for 4% of total tax collections.

### 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 with 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 12.9% of General fund revenues or \$1,524,000. If there is a significant downturn in building activity, revenues from building permits will drop correspondingly. We have not estimated revenues from building permits to sustain 2005 and 2006 levels.

### 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 2.6% of General fund revenues, or \$313,000.

## Fines & Forfeitures

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 considerable share of the fines. Fines and Forfeitures account for 7.9% of General Fund revenues or \$933,000 in 2007.

## Charges for Services

Charges for services include charges for services the General Fund performs for the Enterprise Funds. They also include fees collected at the City boat launch each year as well as False Alarm charges, etc..

## SALES AND PROPERTY TAX DETAIL

Sales and property taxes are the two biggest revenue sources of the general government, in that order. Because of their importance to the City, they are explained in greater detail.

### SALES TAXES:

The sales tax is collected by local businesses and transmitted to the State of Washington for distribution. The state retains 1% of the tax collected for administration costs. The total overlapping sales tax within 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 grants 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. 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 cities and Metro Parks Tacoma based on population. This local tax was approved by Pierce County voters and collection began in 2001.

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. It is anticipated that growth in sales tax collections will continue at a moderate rate.

Year	Regular Sales Tax Collections	% Change from Previous Year	Criminal Justice Sales Tax
2008 Estimate	3,684,125	12%	196,630
2007 Estimate	3,289,400	12%	185,500
2006 Est. Actual	2,937,203	17.5%	175,000
2005	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:

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.

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 has annexed into the fire district (#22 East Pierce Fire and Rescue) and the Pierce County 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 library district = \$1.60).

Year	Valuation	Regular Levy Rate	Regular Levy Due in year	Bond/special Levy Due in year	Total Taxes Due in the year
2007 Est.	1,937,408,018	1.3533	2,166,679	364,198	2,530,878
2006	1,435,415,951	1.5359	1,942,503	362,563	2,305,066
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

Property taxes are used to support the General Fund and the Public Safety Building Bond Fund.

## FINANCIAL FORECAST

Over the past four years, General Fund revenues have increased by an average of around \$1.0 million per year, reflecting the rapid pace of growth in the City and the strength of the local economy. We had expected a construction downturn in 2006. It never materialized. However, there has been a downturn in housing sales. So, while we exceeded our financial forecast for building permit revenue, we did not meet target on anticipated Real Estate Excise Tax (REET) revenues.

While we anticipate Bonney Lake's economy to continue to flourish, we are expecting to see a slight decrease in the rate (but not dollar amount) of growth in General Fund revenue.

In the General Fund, the "Big Five" revenue sources are, in order of dollar amount:

6. Sales taxes
7. Property taxes
8. Building Permits
9. Utility taxes
10. Fines and Forfeitures

The City is estimated to end the year with \$3,232,203 in sales tax collections. For 2007 the estimate is \$3,602,100, and \$4,015,585 for 2008. In terms of percentage growth, the projection for 2007 is 11% above 2006; and the 2008 projection is likewise 11%. Over the past four years, the average growth rate in sales tax has been 26%.

Given anticipated and known commercial retail projects in Midtown and Eastown, a modest growth in sales tax collections is anticipated, assuming the Puget Sound region maintains a relatively stable economic climate.

By state initiative, property tax is currently capped at a 1% increase plus the value of any annexations and new construction. It will be up to the WA Supreme Court to determine if the 1% limit imposed by initiative is constitutional, or will revert to the previous 6% increase limit. For several years now, the City's net effective tax rate has decreased because the higher assessed valuation from growth and

property appreciation spreads the tax over a broader base, resulting in a lower rate. The City rate is now 1.3533 mills (\$1.35 in property tax for every thousand dollars of assessed valuation). The City is authorized up to \$1.60 per thousand, but could not exceed 1.3533 mills without a vote of the people to "lift the lid" on the levy.

2005 and 2006 both set new records for building permit revenue. 2005 topped the \$1 million mark for the first time in the City's history. 2006 is estimated to end the year at \$1,467,638. Given the desirability of the Bonney Lake area, continued in-fill and annexation is anticipated. It appears that Eastown development will become a reality. A steady transition and renovation of the downtown area is also anticipated. We expect construction to stay relatively strong for several more years. Nonetheless, building permit revenues have estimated realistically but on the conservative side, as we anticipate a slight downturn in building permits and permit valuation. We are projecting revenue from licenses and permits to be \$1,390,544 in 2007, a reduction of about 5.5% from the \$1.47 million we will collect in 2006. We have estimated 2008 revenues to be slightly less than the 2007 estimate.

Utility taxes generally increase as the City grows and adds new utility customers. While conservation can reduce the amount of a utility bill, and thus the City's utility tax collections, utility tax receipts have been fairly stable on the growth curve, and are expected to remain so. We are projecting a 2006 year end total of \$1,269,000 in utility tax collections (This excludes taxes on the City's own utilities but includes electric, gas, refuse, cable, and telephone). We anticipate \$1,274,940 in utility tax receipts in 2007, and \$1,343,192 in 2008.

Total revenues to the General Fund (including transfers-in and administrative charges but excluding fund balances) are projected to be \$11,845,769 in 2007, and \$12,570,879 in 2008. We anticipate \$11,038,076 to be collected in 2006. The projected increase of 2007 over 2006 is thus estimated at 7.3%.

We have updated the long range financial planning model that is tied to the capital improvement plans of the City. During the biennium, we will need to continually refine and update the model to give City officials the tools we need to make sound financial decisions regarding operations and maintenance as well as capital investment.

The City has an aggressive capital improvement program totaling \$48 million over the next six years. Unfortunately, this addresses only a fraction of the capital needs of the City. The various comprehensive plans of the City (Transportation, Non-Motorized Transportation, Water, Sewer, etc.) identify millions of dollars of needed projects, many of which have not yet been included in the 6 year capital improvement plan. The City will continue to plan and prioritize projects according to available revenues, and explore all funding options.

## FINANCIAL POLICIES

The following administrative policies have been followed in preparation of the 2007-2008 biennial budget. The administration uses these policies to manage and monitor the execution of the budget. A separate set of financial policies on debt is contained in the debt administration section of this chapter.

It is the intent of the City Administration to work with the Council Finance Committee during the biennium to review and refine the financial as well as the debt policies of the City.

### **Budget Policies**

1. The City will maintain a budgetary control system to ensure compliance with the budget. The Administration will monitor revenues and expenditures on a monthly basis, and provide status reports to the City Council on a quarterly basis.
2. 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.
3. The City will pay for all current expenditures with current revenues. The various operating funds of the City will not be balanced through the use of transfers from other funds or from fund balances.
4. 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 shall be based on a reasonable estimate of general fund costs incurred on behalf of the utility.

#### ***A. Revenue Policies***

5. Budgeted revenues will be estimated realistically, but based on a conservative forecast.
6. Before accepting any state or federal grant, the City will assess the fiscal impacts of the grant in view of any matching requirements, future operations and maintenance costs, and other commitments or obligations. No state or federal grant in excess of \$25,000 may be applied for without express approval from the City Council, regardless of whether the project is included in the adopted budget or Capital Improvement Plan.
7. Utility rates shall be set sufficient to cover the cost of service.
8. The Administration will periodically review all fees for licenses, permits, fines, and other miscellaneous charges and recommend changes based on inflation, processing time, expenses to the City, benchmark rates, and any other factors pertinent to the specific item.

### **Financial Planning Model and Capital Investment Policies**

9. Capital projects which anticipate funding, in whole or in part, from grants, mitigation fees, impact fees, or other funds that involve a competitive application shall be re-evaluated on the basis of its value and priority level if the anticipated grant, fee, or loan does not materialize or the chances of award appear remote.

10. As a general rule the City will not fund capital improvements that primarily benefit development except as part of the City's adopted economic development plan and strategy.
11. The City will maintain and periodically update a maintenance and replacement schedule for the Equipment Rental and Replacement (ERR) Fund. Any equipment replacements and additions will be included and itemized in the budget, and no equipment shall be substituted from the established schedule without the express consent of the City Council.

### **Investment Policies**

12. The City shall manage and invest its cash within the guidelines established by Washington State statutes with three objectives. These are, listing in order or priority: 1) Safety; 2) Liquidity; and 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.
13. City investments shall be placed primarily with the Local Government Investment Pool (LGIP) administered by the Washington State Treasurer's Office. All investments will be made in accordance with the Washington Municipal Treasurer's Association guidelines.

### **Reserve and Fund Balance Policies**

14. The City shall strive to maintain a Contingency Fund (rainy day fund ) of not less than one million dollars (\$1,000,000).

The City will maintain specific reserves as required by law, ordinance or bond covenant. As a general rule, the City shall maintain a fund balance of not less than 8% of operating expenditures to provide for needed cash flow and as a reserve against unforeseen expenditure needs or revenue shortfalls. This rule shall apply to the General, Water, Sewer, and Stormwater Funds.

**REVENUE SUMMARY**

**2007 PROJECTED REVENUES BY CATEGORY (All Funds)**

Fund Classification Fund Name	Taxes	Licenses/ Permits	Intergovt Service	Service Charges	Fines/ Forfeits	Misc./ Other Fin	Transfers In	Estimated Beginning Fund Bal	Total Revenues
<b>GENERAL FUND:</b>	\$ 7,793,920	\$ 1,523,624	\$ 177,537	\$ 135,030	\$ 932,512	\$ 301,405	\$ 984,740	\$ 5,057,677	\$ 16,906,445
<b>Total General Fund</b>	<b>\$ 7,793,920</b>	<b>\$ 1,523,624</b>	<b>\$ 177,537</b>	<b>\$ 135,030</b>	<b>\$ 932,512</b>	<b>\$ 301,405</b>	<b>\$ 984,740</b>	<b>\$ 5,057,677</b>	<b>\$ 16,906,445</b>
<b>SPECIAL REVENUE:</b>									
Drug Investigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,050	\$ -	\$ 661,140	\$ 694,190
Contingency	-	-	-	-	-	17,400	650,000	349,461	1,016,861
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,450</b>	<b>\$ 650,000</b>	<b>\$ 1,010,601</b>	<b>\$ 1,711,051</b>
<b>DEBT SERVICE:</b>									
1997 GO Refund Bonds	\$ 364,198	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 115,584	\$ 488,782
L.I.D. #12 - Streets	-	-	-	-	-	3,508	-	68,865	72,373
LID #13 - Streets	-	-	-	-	-	7,640	-	5,600	13,240
LID Guarantee	-	-	-	-	-	6,000	-	74,400	80,400
<b>Total Debt Service</b>	<b>\$ 364,198</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,148</b>	<b>\$ -</b>	<b>\$ 264,449</b>	<b>\$ 654,795</b>
<b>CAPITAL PROJECTS</b>									
Streets CIP	\$ 715,000	\$ -	\$ 367,516	\$ 3,448,100	\$ -	\$ 897,000	\$ -	\$ 4,913,410	\$ 10,341,026
Parks CIP	500,500	-	118,000	494,400	-	35,200	600,000	1,032,595	2,780,695
General Government CI	214,500	-	-	-	-	26,500	2,925,000	627,123	3,793,123
<b>Total Capital Pjts</b>	<b>\$ 1,430,000</b>	<b>\$ -</b>	<b>\$ 485,516</b>	<b>\$ 3,942,500</b>	<b>\$ -</b>	<b>\$ 958,700</b>	<b>\$ 3,525,000</b>	<b>\$ 6,573,128</b>	<b>\$ 16,914,844</b>
<b>ENTERPRISE:</b>									
Water Utility	\$ -	\$ -	\$ -	\$ 8,831,650	\$ -	\$ 1,875,000	\$ -	\$ 11,923,959	\$ 22,630,609
Sewer Utility	-	-	-	5,101,000	-	475,000	-	6,261,932	11,837,932
Storm Water Utility	-	-	-	778,906	-	8,000	-	160,628	947,534
<b>Total Enterprise</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,711,556</b>	<b>\$ -</b>	<b>\$ 2,358,000</b>	<b>\$ -</b>	<b>\$ 18,346,519</b>	<b>\$ 35,416,075</b>
<b>INTERNAL SERVICE:</b>									
Equipment Rental & Re	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 1,464,538	\$ 1,367,811	\$ 2,892,349
Insurance	-	-	-	-	-	10,000	245,133	306,093	561,226
<b>Total Internal Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 1,709,671</b>	<b>\$ 1,673,904</b>	<b>\$ 3,453,575</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 9,588,118</b>	<b>\$ 1,523,624</b>	<b>\$ 663,053</b>	<b>\$ 18,789,086</b>	<b>\$ 932,512</b>	<b>\$ 3,764,703</b>	<b>\$ 6,869,411</b>	<b>\$ 32,926,278</b>	<b>\$ 75,056,785</b>
% of Total Revenues	12.77%	2.03%	0.88%	25.03%	1.24%	5.02%	9.15%	43.87%	

## 2008 PROJECTED REVENUES BY CATEGORY (All Funds)

Fund Classification Fund Name	Taxes	Licenses/ Permits	Intergovt Service	Service Charges	Fines/ Forfeits	Misc./ Other Fin	Transfers In	Estimated Beginning Fund Bal	Total Revenues
<b>GENERAL FUND:</b>	\$ 8,481,320	\$ 1,506,459	\$ 143,102	\$ 141,677	\$ 951,317	\$ 313,327	\$ 1,033,977	\$ 1,065,887	\$ 13,637,066
<b>Total General Fund</b>	<b>\$ 8,481,320</b>	<b>\$ 1,506,459</b>	<b>\$ 143,102</b>	<b>\$ 141,677</b>	<b>\$ 951,317</b>	<b>\$ 313,327</b>	<b>\$ 1,033,977</b>	<b>\$ 1,065,887</b>	<b>\$ 13,637,066</b>
<b>SPECIAL REVENUE:</b>									
Drug Investigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,703	\$ -	\$ 647,690	\$ 682,393
Contingency	-	-	-	-	-	18,270	-	1,016,861	1,035,131
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,973</b>	<b>\$ -</b>	<b>\$ 1,664,551</b>	<b>\$ 1,717,524</b>
<b>DEBT SERVICE:</b>									
1997 GO Refundg Bond	\$ 354,805	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 124,584	\$ 488,389
L.I.D. #12 - Streets	-	-	-	-	-	3,293	-	72,373	75,666
LID #13 - Streets	-	-	-	-	-	7,540	-	13,240	20,780
LID Guarantee	-	-	-	-	-	6,000	75,666	80,400	162,066
<b>Total Debt Service</b>	<b>\$ 354,805</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,833</b>	<b>\$ 75,666</b>	<b>\$ 290,597</b>	<b>\$ 746,901</b>
<b>CAPITAL PROJECTS:</b>									
Streets CIP	\$ 786,500	\$ -	\$ 397,000	\$ 2,193,400	\$ -	\$ 645,000	\$ -	\$ 5,185,876	\$ 9,207,776
Parks CIP	589,875	-	373,000	559,000	-	28,840	-	1,133,018	2,683,733
General Gov't CIP	196,625	-	-	-	-	27,295	-	1,233,123	1,457,043
<b>Total Capital Pjts</b>	<b>\$ 1,573,000</b>	<b>\$ -</b>	<b>\$ 770,000</b>	<b>\$ 2,752,400</b>	<b>\$ -</b>	<b>\$ 701,135</b>	<b>\$ -</b>	<b>\$ 7,552,017</b>	<b>\$ 13,348,552</b>
<b>ENTERPRISE:</b>									
Water Utility	\$ -	\$ -	\$ -	\$ 9,100,769	\$ -	\$ 2,171,000	\$ -	\$ 9,652,017	\$ 20,923,786
Sewer Utility	-	-	-	5,202,000	-	407,500	-	5,075,208	10,684,708
Storm Water Utility	-	-	-	1,000,008	-	8,000	-	118,816	1,126,824
<b>Total Enterprise</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,302,777</b>	<b>\$ -</b>	<b>\$ 2,586,500</b>	<b>\$ -</b>	<b>\$ 14,846,041</b>	<b>\$ 32,735,318</b>
<b>INTERNAL SERVICE:</b>									
Equip't Rental & Repl.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 1,263,970	\$ 1,358,349	\$ 2,682,319
Insurance	-	-	-	-	-	10,500	239,770	316,093	566,363
<b>Total Internal Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,500</b>	<b>\$ 1,503,740</b>	<b>\$ 1,674,442</b>	<b>\$ 3,248,682</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 10,409,125</b>	<b>\$ 1,506,459</b>	<b>\$ 913,102</b>	<b>\$ 18,196,854</b>	<b>\$ 951,317</b>	<b>\$ 3,750,268</b>	<b>\$ 2,613,383</b>	<b>\$ 27,093,535</b>	<b>\$ 65,434,042</b>
% of Total	15.91%	2.30%	1.40%	27.81%	1.45%	5.73%	3.99%	41.41%	

## DEBT ADMINISTRATION

Unlike the operations and maintenance, which is funded by current revenues such as property or sales taxes, a considerable amount of the money for the capital improvement program of the City comes from debt, usually through Washington Public Works Trust Fund loan program or the sale of revenue or general obligation bonds. This is typical of all cities across the country.

A complete debt limit calculation sheet for the City is included in the supplemental information provided in Section 7 of the budget. For general government purposes, the Revised Code of Washington (RCW 39.36) establishes the legal debt limits for cities. Specifically, this RCW provides that debt cannot be incurred in excess of the following percentages of the value of the taxable property of the City. The City's current assessed value has been set by the County Assessor at \$1,937,522,060 (nearly \$2 billion dollars). The legal debt limits are:

- The total indebtedness for general purposes with or without a vote cannot exceed 2.5% of the value of the taxable property.
- The 1.5% is the maximum limit for general purposes without a vote (councilmanic debt). The council may choose to but has not done so at this time to a councilmanic vote. 1.5% without a vote of the people represents a debt capacity of \$29,062,813 for Bonney Lake.
- The limit can be up to 2.5% if a city council chooses to allocate any portion of the councilmanic debt category to the "voted" category. Then there is only 1% of assessed valuation for general purpose capacity. The city has used less than \$1,545,000 of the \$19,375,221 for the general purpose debt with a vote.
- Indebtedness for utility or open space, park, and capital facilities associated with economic development purposes with a vote may exceed 2.5 percent of the value of the taxable property (up to 5%). The city has not used any of the \$96,876,103 debt capacity for open space, park, utility and capital facilities.

In terms of its voted and non-voted debt capacity, the City is well below its limits. However, there are a number of needed capital improvements that should be undertaken in the near future that will utilize a portion of this debt capacity. Projects that will likely require the use of general obligation bonds include:

Projects that may need to be funded by the vote of the people and supplemented by grants:

- Development of Allan Yorke Park Extension (Moriarty)
- Fennel Creek Trail
- Substantial sidewalk plan implementation
- Certain transportation improvements

Projects the city anticipates will be funded by councilmanic bonds:

- New civic center (city hall)
- New community/recreation center

Local government debt is repaid over a number of years - sometimes decades. The rationale for using debt financing to pay for capital projects is that future generations will use and benefit from them.

Therefore future generations should pay part of the bill. Otherwise current taxpayers who may not be around to benefit from the facilities over the life of the project may be unfairly burdened.

## Debt Policies

As a general rule, the City tries to manage its long-term debt in a manner designed to utilize its credit to optimize City services while balancing overall debt levels and annual debt service obligations. The City recognizes that prudent use of its credit can both facilitate construction of essential capital improvements and serve as a method for sharing the costs of those improvements between current and future beneficiaries.

The following administrative policies have been followed in preparation of the 2007-2008 biennial budget. It is the intent of the city administration to work with the Council Finance Committee during the biennium to review and refine the financial as well as the debt policies of the City.

### General Debt Policies:

1. *Debt Will Not Be Used to Cover Operating Expenses.* When considered necessary, long-term debt may be used to provide for capital acquisitions and construction. Long-term debt will not be used to fund operating expenses except in extraordinary emergency circumstances as authorized by the City Council.
2. *Term of Debt.* Long-term debt will be structured in a manner so the debt payments do not exceed the expected useful life of the project being financed. Whenever possible, the City will fund its capital needs on a pay-as-you-go, especially smaller capital projects.
3. *Refunding Bonds.* As a general rule, existing bonds will not be refunded through the issuance of refunding bonds unless the refunding plan will achieve a net present value savings of at least 5%. As an exception to this general rule, bonds may be refunded to obtain more favorable bond covenants when it is clearly in the City's interests to do so.
4. *Legal Limitation of Indebtedness.* The City will utilize its general obligation (GO or voted) and limited tax general obligation (LTGO or non-voted) debt authority prudently. The City's outstanding debt will never exceed those constitutional limits.
5. *Reserve of Debt Authority.* At a minimum, the City will maintain at least 10% of its legal limit of non-voted general purpose indebtedness (LTGO) as a reserve for emergencies.
6. *Preservation of Credit Rating.* The City will carefully consider the future fiscal impacts of incurring additional long-term debt and will recognize the implicit, additional future costs of any debt issuance that adversely impacts the City's credit rating.
7. *Use of Revenue Debt Whenever Possible.* The City recognizes that its ability to pledge its taxing authority as security for debt is a limited resource which should be preserved whenever possible. Therefore, whenever the improvement being financed with debt is expected to produce off-setting revenues that can be used to secure all or part of the debt in lieu of a

pledge of the City's taxing authority that revenue should be used to secure the debt to the maximum practical extent to minimize usage of the City's limited voted and non-voted debt capacity.

8. *Internally Financed Debt.* The City may make interfund loans when it is prudent to do so as permitted by State law.
9. *Utility Fund Debt.* Each rate-based utility will utilize a six-year capital and financial plan which allocates capital financing needs between debt and pay-as-you-go use of current revenues. When it is determined that issuance of debt is needed for capital construction, debt will be secured solely by a pledge of rate revenues and will not utilize any general pledge of the City's taxing authority except in extraordinary circumstances approved by the City Council.
10. *Conduit Debt/LIDs.* The City may allow itself to be used as a conduit for debt secured by others where such an arrangement is allowed by law or regulations and where the City is not, in any way, contingently liable for the repayment of the debt. The chief example of conduit debt would be a Local Improvement District (LID) or Utility Local Improvement District (ULID) debt where the City sells bonds on behalf of property owners benefited by the LID.

#### Specific Debt Policies:

1. *Debt Issuance Review.* Prior to issuing any long-term debt, the Administration shall review the fiscal impact of the debt over the life of the new bonds. In addition, long-term debt shall not be issued prior to reviewing the impact on the Financial Planning Model and Capital Improvement Plan. The impact of other potential bond issues shall also be considered. No long-term debt shall be incurred except as approved by the City Council.
2. *Practical or Fiscal Limitations.* The City will not only consider the amount of money that can legally be borrowed (debt limit), but the practical effects of having to repay the borrowed funds and the impact the debt will have on future operations and the ability to finance other needed projects.
3. *Fiscal Review for Large Developments.* Any new developments that call for significant City funded obligations or contributions to the improvements will be reviewed for long-term impacts.

Most of the City's current debt has been for water, sewer, and street improvements. There is also an outstanding general obligation bond which paid for construction of the public safety building. For general government operations, the City is relatively debt free. The City has yet to incur any councilmanic (non-voted) bond debt, and the relatively small general obligation bond for the Public Safety Building will be paid off in 2011.

The following is a list and summary of the outstanding debt obligations of the City:

#### Public Works Trust Fund Loans Project Summaries

Loan #PW-01-691-PWP-201Update 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: 10/2001

Payoff Date: 07/01/2007

Approved Amount: \$30,000.00

Interest Rate: 0%

Draws Taken: \$27,000.00

Principal Paid to Date: \$21,600.00

Project Status: Completed

Principal Balance: \$5,400.00

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

First Draw: 6/9/1987

Issue Date: 08/01/1987

Payoff Date: 07/08/2007

Approved Amount: \$344,400.00

Interest: 1%

Draws Taken: \$331,433.06

Principal Paid to Date: \$313,989.30

Project Status: Completed

Principal Balance: \$17,443.85

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: \$585,433.53

Project Status: Completed

Principal Balance: \$660,569.92

Loan #PW-97-791-017Ponderosa 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: 07/01/2017

Approved Amount: \$953,595.00

Interest: 1%

Draws Taken: \$953,595.00

Principal Paid to Date: \$398,446.57

Project Status: Completed

Principal Balance: \$555,148.43

Loan #PW-98-791-006Ponderosa 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: \$101,653.85

Project Status: Completed

Principal Balance: \$179,943.18

Loan #PW-98-78898-07Tacoma 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 Well field. 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: \$89,845.89

Project Status: Completed 2001

Principal Balance: \$194,666.11

Loan #PW-98-78898-08Lakeridge 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: 10/01/1998

Payoff Date: 10/01/2019

Approved Amount: \$715,488.00

Interest: 4.35%

Draws Taken: \$715,488.00

Principal Paid to Date: \$225,943.56

Project Status: Completed 2002

Principal Balance: \$489,544.44

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: \$187,510.74

Project Status: Completed 2003

Principal Balance: \$536,289.26

Loan #PW-02-691-006Sumner 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: \$1,107,975.00

Project Status: Completed 2006

Principal Balance: \$5,909,200.00

Loan #PW-03-691-003Spring 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

Payoff Date: 08/14/2023

Approved Amount: \$1,174,700.00

Interest Rate: .05%

Draws Taken: \$1,174,700.00

Principal Paid to Date: \$91,537.30

Project Status: Ongoing

2006 Principal Balance: \$1,083,162.70

Loan #PW-04-691-007Sumner 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 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 head works, additional secondary clarifiers, a new anaerobic digester, a new centrifuge for sludge de-watering, a new sludge dryer for Class A biosolids, 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

Payoff Date: 07/01/2024

Approved Amount: \$2,109,000.00

Interest Rate: .05%

Draws Taken: \$2,003,550.00

Principal Paid to Date: \$105,450.00

Project Status: Ongoing

Principal Balance to Date: \$1,898,100.00

Loan #PW-04-691-008Ballpark 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: \$3,264,750.00

Principal Paid to Date: \$168,749.99

Project Status: Design phase

Principal Balance to Date: \$3,154,500.01

Loan #PW-04-691-009Leak 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: \$4,290,200.00

Principal Paid to Date: \$106,957.89

Project Status: Ongoing

Principal Balance to Date: \$4,183,242.11

Loan #PW-06-962-PRE-101

Design for 192<sup>nd</sup> Street Corridor

This loan provides funds for preparing a corridor plan which will identify the arterial roadway improvements for the 192<sup>nd</sup> Street corridor and connector roadways, between the commercial areas of SR 410 and Rhodes Lake Road. It is the final link on 192<sup>nd</sup> that will complete this minor arterial between Sumner-Buckley Highway and Rhodes Lake Road. Construction will include improvements to 103<sup>rd</sup> Street which will connect 192<sup>nd</sup> Avenue and provide a third exit for the Brookside development. In addition to roadway improvements, the project will extend utilities along 192<sup>nd</sup> Avenue and 103<sup>rd</sup> Streets and will add sidewalks, street lights, bicycle lanes, curbs, and gutters.

Issue Date: 2006

Payoff Date: 2011

Approved Amount: \$1,000,000.00

Interest Rate: .05%

Draws Taken: \$750,000.00

Principal Paid to Date: 0

Project Status: Design Phase

Principal Balance to Date: \$750,000.00

Loan #PW-06-962-ELP-302

Emergency Sewer Main Replacement

This project replaced segments of the City's SR 410 interceptor sewer system that experienced failure caused by significant damage from H<sub>2</sub>S and microbiologically induced corrosion. The replacement pipe follows the existing pipe alignment and will be located in existing easement areas and within City and County roadway rights-of-way.

Issue Date: 8/14/2006

Payoff Date: 9/1/2026

Approved Amount: \$500,000.00

Interest Rate: 3%

Draws Taken: \$450,000.00

Principal Paid to Date: 0

Project Status: Design Phase

Principal Balance to Date: \$450,000.00

Contract with City of Tacoma

Emergency Intertie #3

In 2005 the City entered into an agreement to purchase 2 MGD of additional water supply from the City of Tacoma, enough to supply the water utility's next ten years of growth. In addition to making payments on the loan for ten years, Bonney Lake will construct an intertie and pay monthly usage charges for water consumption.

Issue Date: 1/27/05

Payoff Date: 1/1/2015

Approved Amount: \$5,776,598.00

Interest Rate: Prime minus 2%

Draws Taken: \$4,621,278.00

Principal Paid to Date: \$462,128.00

Project Status: N/A

Principal Balance to Date: \$4,159,150.00

BONWAT981998 Water/Sewer Refunding Bonds

These revenue bonds provided matching funds for three water and one sewer capital projects which were funded primarily by Public Works Trust Fund loans and Drinking Water State Revolving Fund loans. The water projects were: (1) a corrosion control facility (mandated by the state Department of Health), (2) a booster pump station in the Lakeridge pressure zone, (3) a new reservoir behind Bonney Lake High School, and (4) a new sewer mains on Inlet Island.

Issue Date: 2/27/1998

Payoff Date: 9/1/2012

Approved Amount: \$1,335,000.00

Interest: 4.1-5.2%

Draws Taken: \$950,000.00

Principal Paid to Date: \$60,000.00

Project Status:

Principal Balance to Date: \$890,000.00

BONWAT991999 Water/Sewer Revenue Bond

These revenue bonds provided matching funds for numerous water projects and the Sumner Wastewater Treatment Plant that were funded primarily by Public Works Trust Fund loans. The water projects included numerous water main replacements, new pressure reducing valves in the Lakeridge pressure zone, and water quality improvements at Victor Falls and Grainger Springs.

Issue Date: 12/1/1999

Payoff Date: 9/1/2019

Approved Amount: \$6,035,000.00

Interest: 4.0-5.75%

Draws Taken: \$4,795,000.00

Principal Paid to Date: \$240,000.00

Project Status:

Principal Balance to Date: \$4,555,000.00

### Public Safety Building General Obligation Bond

The General Obligation Bond was issued to construct the Public Safety Building. 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. The bond will be paid off in 2011.

2007 budgeted revenues include:

- Excess Property Tax Levy of \$364,198
- Investment Earnings of \$9,000

2007 budgeted expenditures include:

- G.O. Bond Principal payment of \$285,000
- G.O. Bond Interest payment of \$79,198

2008 budgeted revenues include:

- Excess Property Tax Levy of \$354,805
- Investment Earnings of \$9,000

2008 budgeted expenditures include:

- G.O. Bond Principal payment of \$290,000
- G.O. Bond Interest payment of \$64,805

The following is an historical summary of the debt incurred by the City of Bonney Lake over the past fourteen years, dating back to 1992. It should be noted that during the past few years the City has incurred considerable debt in the form of Public Works Trust Fund loans, primarily to begin to address long-neglected water and sewer system improvement needs as described above in the summaries of Public Works Trust Fund loan projects.

### Historical Summary of Debt

Out-standing Debt (\$ Dollars):															
	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	Projected 2006
General Obligation															
Bonds	3,745,000	4,164,296	3,604,503	3,446,330	3,261,755	3,475,754	3,328,283	3,227,655	3,026,088	2,816,088	2,586,173	2,310,000	2,065,000	1,815,000	1,545,000
Contracts	200,698	192,869	230,936	252,390	233,435	229,526	207,641	35,633	23,155	18,109	12,947	6,139	2,108	4,621,278	4,159,950
PW Trust Fund Loan	261,657	331,433	226,769	209,325	479,870	2,046,614	2,607,512	2,657,417	3,489,500	3,182,859	4,742,494	10,956,520	12,320,230	17,614,930	20,067,214
LID Bonds	1,036,102	825,663	654,000	555,000	365,000	295,000	275,000	210,000	180,000	180,000	110,000	55,000	0	0	0
Revenue Bonds	1,336,346	1,340,500	1,320,408	1,313,522	1,303,533	1,297,375	1,310,000	7,300,000	7,070,000	6,825,000	6,575,000	6,310,000	6,035,000	5,745,000	5,445,000

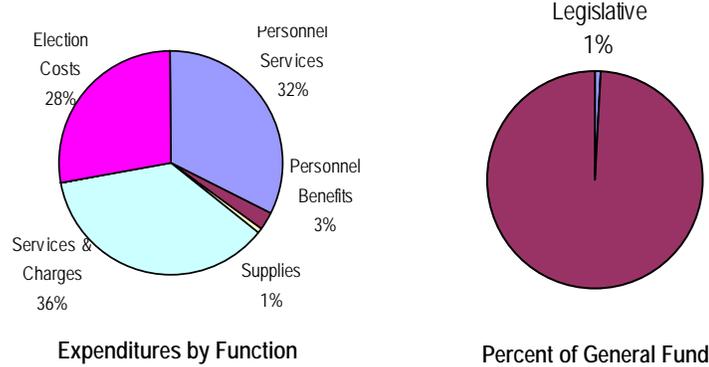


## CHAPTER 3: DEPARTMENT OPERATING BUDGETS

### CITY COUNCIL

#### I. Budget Overview

2007 Budget:	\$ 101,014
Change from 2006:	-3.9%
2008 Budget:	\$ 106,014
Change from 2007:	4.9%
2005 Council Members:	7.0
2006 Council Members:	7.0
2007 Council Members:	7.0
2008 Council Members:	7.0



#### II. 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.

#### III. Purpose & Description

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

#### IV. 2006 Key Accomplishments

- Conducted a Council Retreat
- Adopted City Ordinance 1181 for the reorganization of City departments
- Adopted City Ordinance 1179 updating City park impact fees
- Adopted City Ordinance 1189 defining steep slope building & zoning standards
- Adopted City Ordinance 1193 defining parking zones & restrictions
- Adopted City Ordinance 1194 restricting the possession of drug paraphernalia
- Adopted City Ordinance 1196 authorizing the use of automated traffic safety cameras near Bonney Lake public schools.
- Funded and reviewed draft City Transportation Plan & Non-motorized Plan.

#### V. Level of Service

The City Council meets on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month for regular City Council meetings; they meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month for Council workshops. Council members also serve on a variety of committees, boards, and commissions both locally and regionally. In addition Council members respond to constituent questions and concerns on a regular basis.

**VI. Goals & New Initiatives**

- Adopt a biennial budget
- Hold a City Council retreat
- Enact legislation deemed necessary to improve the City
- Adopt the Transportation, Non-motorized Transportation, and other Comprehensive Plan Updates
- Provide policy direction to the City administration
- Continue working towards achieving the Council's vision and goals identified in the annual retreat

**VII. Department Operating Budget**

Fund: GENERAL  
 Department: Legislative 011

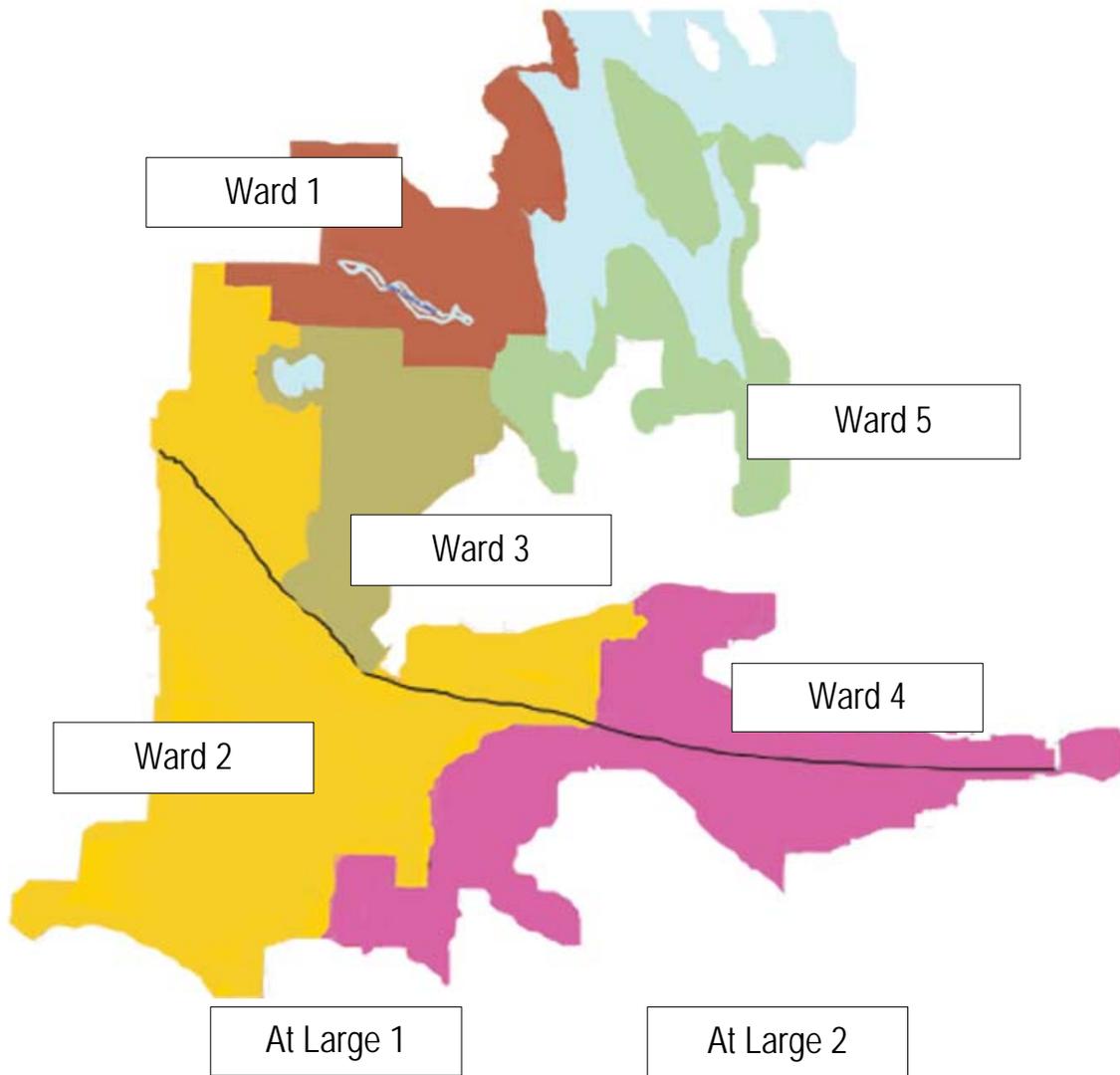
2006	2006	2007	2008	2007/2008
Final	Year	Proposed	Proposed	Proposed
Budget	End	Budget	Budget	Budget
	Estimate			

**Expenditure Budget by Category:**

10	Personnel Services	33,600	33,600	33,600	33,600	67,200
20	Personnel Benefits	2,614	2,614	2,614	2,614	5,228
30	Supplies	750	750	800	800	1,600
40	Services & Charges	43,170	43,170	35,000	40,000	75,000
50	Intergovmtl/Interfund Svc					
60	Capital Outlay					
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					
	Election Costs	25,000	25,000	29,000	29,000	58,000
<b>Total Expenditures/Uses</b>		<b>105,134</b>	<b>105,134</b>	<b>101,014</b>	<b>106,014</b>	<b>207,028</b>

Budget Notes: Services and charges include \$7,000 in discretionary funds (\$1,000 per councilor), Council retreat (\$10,000), elections (\$33,000), travel (\$10,000), \$3,000 to host a volunteer board/commission and employee appreciation holiday banquet, public notices, and misc.

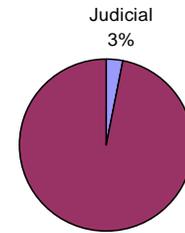
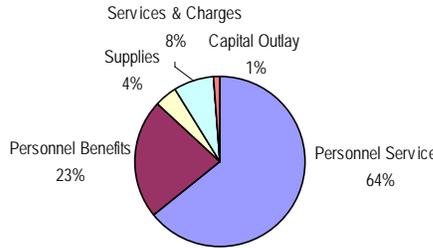
XI. Council Wards and Boundaries



## MUNICIPAL COURT

### I. Budget Overview

2007 Budget:	\$ 452,292
Change from 2006:	26.0%
2008 Budget:	\$ 480,975
Change from 2007:	6.3%
2005 FTEs:	4.50
2006 FTEs:	4.50
2007 FTEs:	5.50
2008 FTEs:	5.50



Expenditures by Function

Percent of General Fund

### II. 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.

### III. Purpose & Description

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.

### IV. 2006 Key Accomplishments

Throughout the year, the Municipal Court has processed a variety of cases. Court staff continues to keep current with RCW's and other legal requirements, and provide information & resources to those who utilize the judicial system. Overall court activity is up over this same time last year. Key accomplishments include:

- Implementation of the judicial processes for the automated traffic enforcement system
- Agreed to provide municipal court services to the Town of South Prairie
- Installed a Domestic Violence Kiosk in cooperation with Pierce County Superior Court Domestic Violence Unit.
- Processed a record volume of cases and accompanying volume of revenues received

### V. Level of Service

The Municipal court is now held three (3) days a week plus Fridays are reserved for "in-custodies" as needed.

This budget provides a level of service that allows the court to process citations, infractions and photo infractions filed by the police department and Nestor Traffic. It also provides for the increased demand in hearings for criminal and traffic matters due to increased filings and population growth within the city.

**VI. Goals & New Initiatives**

- Improve LESA records access
- Evaluate the need for lock box services for Nestor an/or other court payments
- Initiate video arraignments
- Provide municipal court services for the Town of South Prairie
- Evaluate options for additional court space

**VII. Department Operating Budget**

Fund: GENERAL  
 Department: Judicial 012

2006	2006	2007	2008	2007/2008
Final	Year End	Proposed	Proposed	Proposed
Budget	Estimate	Budget	Budget	Budget

**Expenditure Budget by Category:**

10	Personnel Services	239,149	226,754	292,106	306,711	598,817
20	Personnel Benefits	81,106	74,124	95,791	116,707	212,498
30	Supplies	11,550	11,550	21,200	18,450	39,650
40	Services & Charges	26,406	16,871	32,195	39,107	71,302
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	800	800	11,000		11,000
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					
<b>Total Expenditures/Uses</b>		<b>359,011</b>	<b>330,099</b>	<b>452,292</b>	<b>480,975</b>	<b>933,267</b>

Budget Notes: Personnel services include one (1) additional full-time court clerk to process the additional infractions generated by the Nestor traffic enforcement system. Services and charges include LESA records access (\$5,000), Video arraignments (\$6,000), lock box services (\$5,000). Other charges include interpreters, judge pro tems, jury trial expenses, and expert witness fees. Capital outlay is for replacement tables and chairs for the court/council chambers.

**IX. Trends & Future Issues**

As the City and police department continues to grow, so must the court. With the addition of the automated traffic enforcement system, additional court days have been added. This trend requires

increased staffing and accompanying court space for staff and files, etc. Current city hall space allocated to the court is already inadequate to accommodate the needs of the court.

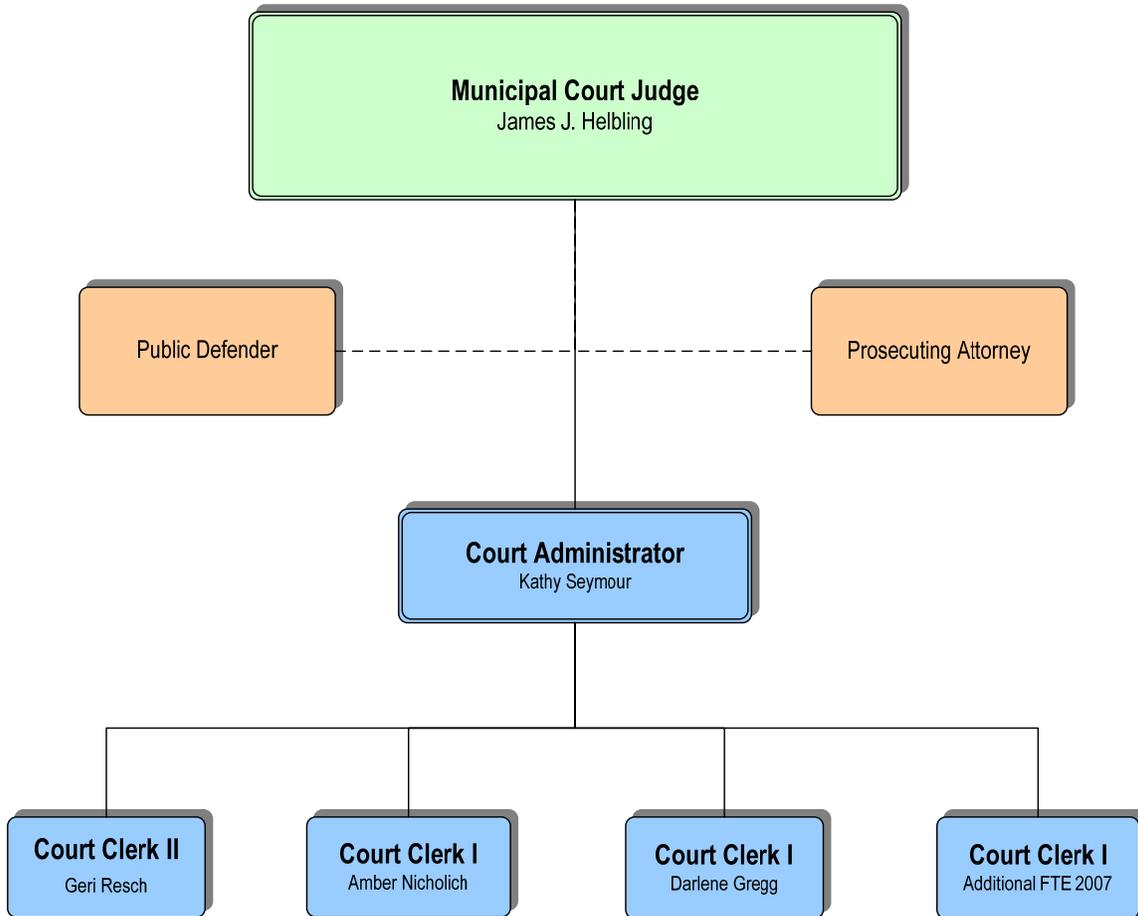
The trend in the court is that filings will increase because of the addition of staff at the police department and population growth. With these increases, the demand for court services will escalate rapidly. Staff increases will be necessary for 2007 and possibly 2008 (depending on automated traffic enforcement trends) to meet these demands and additional work space will be required. There is not enough working space for staff and no space to put added filing systems, etc. Additional space is needed for a court room and lobby. Currently clients appearing for court are backing up into the lobby by the utility and court counters awaiting their turn to enter the court room. There is not enough space or seating available for persons appearing for court.

## X. Performance Measures

### JUDICIAL SYSTEM FILINGS

	<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	1,520	1,470	1,475	1,277	1,529	1,393	2,726	2,317	3393
Non-Traffic	50	76	19	6	4	6	24	19	34
Parking	15	16	25	6	22	19	34	43	57
DUI	107	71	95	38	103	112	164	104	113
Criminal/Traffic	283	274	334	80	373	399	758	632	589
Criminal/Non-Traffic	265	351	337	351	391	305	637	490	664
Totals:	2,240	2258	2,285	1,758	2,422	2,234	4,343	3,605	4850

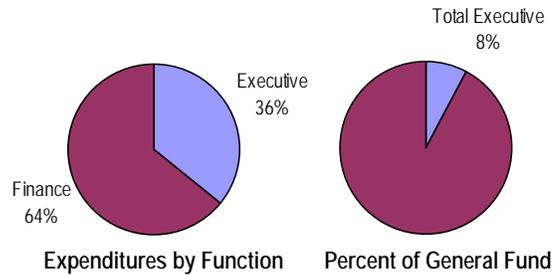
XI. Organization Chart



## EXECUTIVE

### I. Budget Overview

2007 Budget:	\$ 1,197,404
Change from 2006:	7.5%
2008 Budget:	\$ 1,270,438
Change from 2007:	10.9%
2005 FTEs:	11.0
2006 FTEs:	12.0
2007 FTEs:	12.0
2008 FTEs:	13.0



### II. 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. The Office of Financial Services (OFS) safeguards 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.

### III. Purpose & Description

The Executive Department consists of the Mayor, City Administrator, an Executive Assistant, Chief Financial Officer, and the Office of Financial Services. The Executive Department oversees the administration of City government, provides professional advice to the council and operating departments, and facilitates the achievement of Council goals.

The Office of Financial Services provides central services, accounting, financial management and planning, budgeting assistance, utility billing, and internal support to other departments.

### IV. 2006 Key Accomplishments

- Spearheaded a number of town meetings to get citizen input into the City's long range vision and goals
- Coordinated a Council Retreat to review the City's vision, goals, and priorities
- Developed 2006 budget revisions and long range financial plan
- Completed reorganization of Administrative branch of City government
- Received a \$10,000 community forestry grant from DNR
- Prepared the 2007-2008 Biennial Budget

**V. Level of Service**

This budget provides adequate resources to manage the City and respond to a variety of issues as they arise. It allows for timely processing of utility bills, payroll, and accounts payable. It provides staff hours to develop grant and other funding applications, and resources to lobby in behalf of the City's interests, increase communication with the citizenry, and promote the economy of the City.

Funding is adequate to allow the OFS to continue to provide the following financial services in a reasonable manner: accounts payable/receivable, state/other tax reporting, general ledger control, utility billing & accounting, lid billing & accounting, internal services fund accounting, debt administration, accounts receivable, cash management services, budgeting & revenue estimating, capital improvement program coordination, budget preparation & monitoring, enterprise/utility asset accounting, equipment rental fund accounting and administration, general fixed assets, comprehensive annual financial report, payroll processing, and business license administration.

**VI. Goals & New Initiatives**

- Organize and carry-out the work plan of the city in cooperation with the City Council
- Pursue YMCA or recreation center opportunities
- Continue work towards a civic center in the downtown
- Facilitate downtown development
- Develop a closer relationship with the Chamber of Commerce
- Update the Emergency Management Plan
- Increase Bonney Lake public access television time through the Rainier Cable Commission
- Revise the council member handbook
- Promote Bonney Lake as an ideal place to work, live, shop, and play
- Evaluate the policies and administration of the Traffic Impact Fee system of the City
- Continue to refine the long-range financial planning model and six year capital improvement plan
- Begin development of an administrative code (administrative policy and procedure manual)
- Develop a comprehensive procurement policy for the City

**VII. Department Operating Budget**

Fund: GENERAL  
 Department: Executive 013

2006	2006	2007	2008	2007/2008
Final	Year	Proposed	Proposed	Proposed
Budget	End	Budget	Budget	Budget
	Estimate			

Expenditure Budget by Category:

10	Personnel Services	158,768	130,000	158,667	166,120	324,787
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20	Personnel Benefits	35,198	43,401	57,592	70,262	127,854
30	Supplies	4,000	4,000	4,000	4,000	8,000
40	Services & Charges	174,000	157,600	256,500	193,500	450,000
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	5,000	5,000	2,500	2,500	5,000
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					
<b>Total Expenditures/Uses</b>		<u>376,966</u>	<u>340,001</u>	<u>479,259</u>	<u>436,382</u>	<u>915,641</u>

Budget Notes: Services include (each year) \$50,000 for the City's economic development initiatives (including proposed contract with the Chamber of Commerce), \$20,000 for a variety of human service contracts such as domestic violence determined in cooperation with the City, \$77,000 for lobbyist services as needed, \$25,000 for emergency services planning and programs, \$12,000 for Rainier Cable Commission programming services, \$25,000 for communications and the Bonney Lake Reporter, a one-time \$25,000 for retail attraction activities, and minor miscellaneous services as needed for special projects as they occur.

**Operating Budget – Office of Financial Services**

**Fund:** GENERAL  
**Department:** Office of Financial Services 014

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services	432,465	414,965	437,518	506,398	943,916
20	Personnel Benefits	114,632	127,631	151,477	211,383	362,860
30	Supplies	34,700	28,700	8,000	9,000	17,000
40	Services & Charges	100,000	95,300	103,150	105,775	208,925
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	6,500	6,000	18,000	1,500	19,500
70	Debt Svc-Principal					

- 80 Debt Svc-Interest & Misc
- 90 Internal Services

<b>Total Expenditures/Uses</b>	<u>688,297</u>	<u>672,596</u>	<u>718,145</u>	<u>834,056</u>	<u>1,552,201</u>
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Budget Notes: It is proposed to add a Utility Billing Supervisor position in 2008. The supply budget has been reduced as the central supply charges have been moved to the Non-Departmental budget. 2007 services include the Microflex Tax Auditing Program \$5,000; \$39,375 State Auditors' Office annual audit costs; \$30,000 Lock box services for utility payments; \$13,000 Consultant Services. Similar amounts are budgeted for 2008.

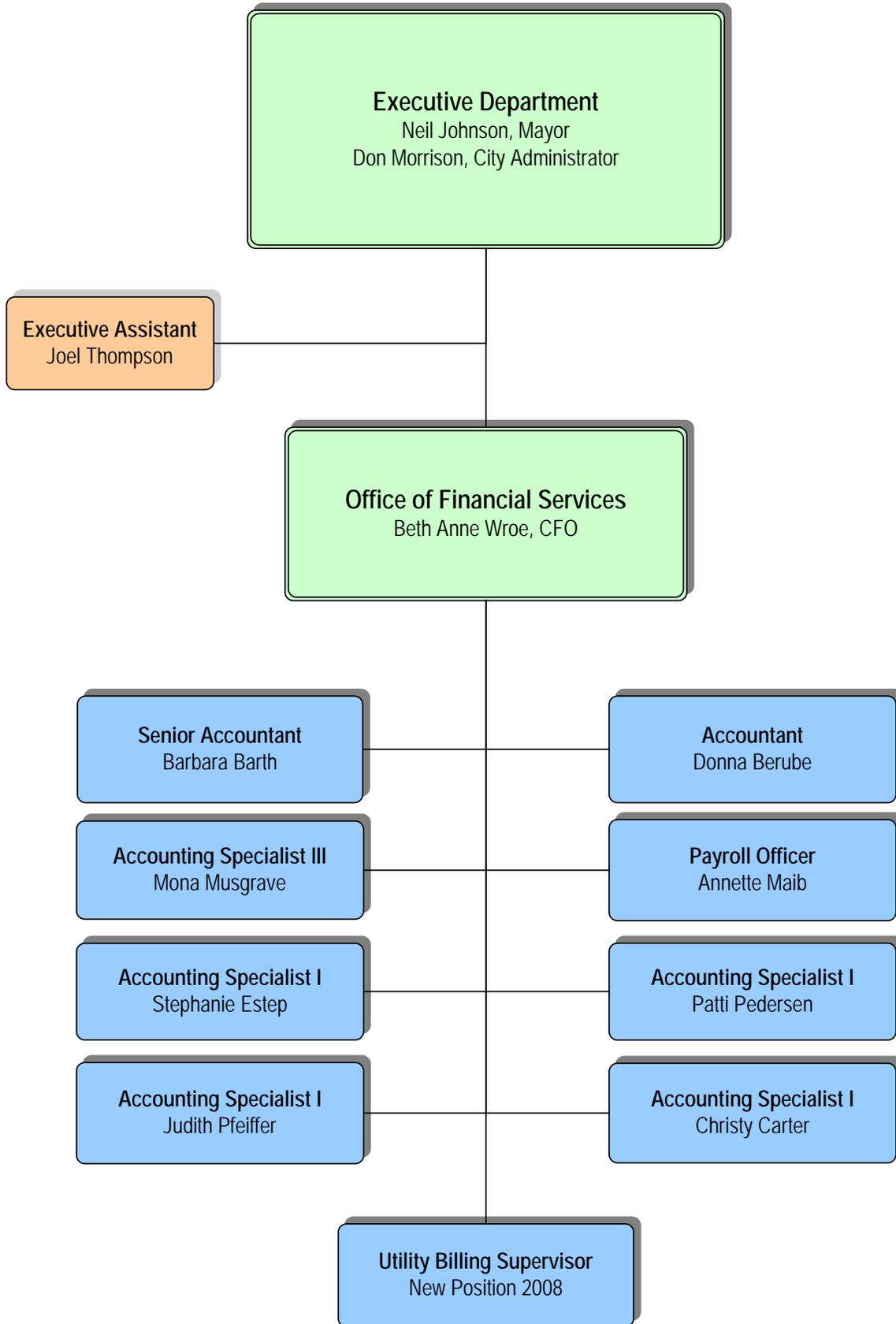
**IX. Trends & Future Issues**

As the City continues to grow, and as the water service area continues to grow, greater service demands will be placed on the Office of Financial Services (OFS). Increased vouchers, utility accounts, and building activity all affect the workload of OFS. There has been little additional staffing provided in recent years. Innovations such as the contract billing services, online payments, and lock box services has helped OFS keep from falling behind. The City is at the point where the utility account volume is such that a dedicated utility billing supervisor is needed. Such a position has been included in 2008.

**X. Performance Measures**

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u> <u>Est.</u>
Accts Payable Check written	2,494	2,884	3,060	2,743	2,900	3,200
Water Utility Accounts	8,554	9,143	9,671	10,307	10,835	11,400
Sewer Utility Accounts	2,836	3,581	3,909	4,128	4,512	4,950
Storm Water Utility Accounts	3,774	4,520	4,143	5,000	2,295	5,525
Accts Receivable Invoices	991	1,081	1,041	1,133	1,175	1,190

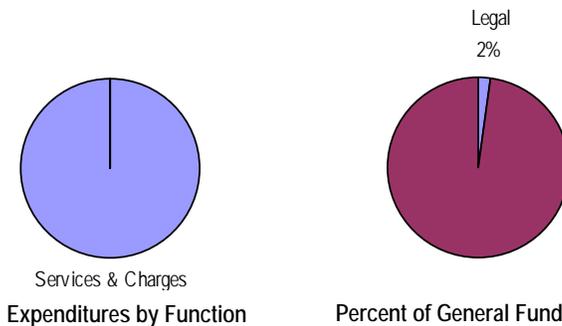
**XI. Organization Chart**



# LEGAL DEPARTMENT

## I. Budget Overview

2007 Budget:	\$ 325,000
Change from 2006:	1.6%
2008 Budget:	\$ 341,250
Change from 2007:	5.0%
2005 FTEs:	0
2006 FTEs:	0
2007 FTEs:	0
2008 FTEs:	0



## II. Mission Statement

The mission of the City Attorney's Office is to deliver outstanding legal services to the City by providing sound legal advice and superior legal representation to City officials to help them achieve their goals, representing the City in litigation matters, and protecting public health, safety, and welfare by effectively and creatively prosecuting misdemeanor level crimes.

## III. Purpose & Description

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

## IV. 2006 Key Accomplishments

- Successfully prosecuted city court cases
- Represented the City in a number of civil cases
- Reviewed all resolutions, ordinances, and agreements in a timely manner

## V. Level of Service

Budgeted resources are adequate to maintain the current level of legal assistance. Funds are not adequate to engage in lengthy legal proceedings unless covered by WCIA.

## VI. Goals & New Initiatives

- Provide timely and professional review of City ordinances, resolutions, and agreements
- Successfully defend the City's interests in court

**VII. Department Operating Budget**

Fund: GENERAL  
 Department: Legal 015

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services				
20	Personnel Benefits				
30	Supplies				
40	Services & Charges	320,000	320,000	325,000	341,250
50	Intergovmtl/Interfund Svc				
60	Capital Outlay				
70	Debt Svc-Principal				
80	Debt Svc-Interest & Misc				
90	Internal Services				

<b>Total Expenditures/Uses</b>	<b>320,000</b>	<b>320,000</b>	<b>325,000</b>	<b>341,250</b>	<b>666,250</b>
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In 2007, \$145,000 Municipal Court prosecution and \$180,000 general city legal fees. Legal fees are also budgeted in various utility funds to pay for City Attorney work that is specific and unique to the utility. Similar amounts are budgeted for 2008.

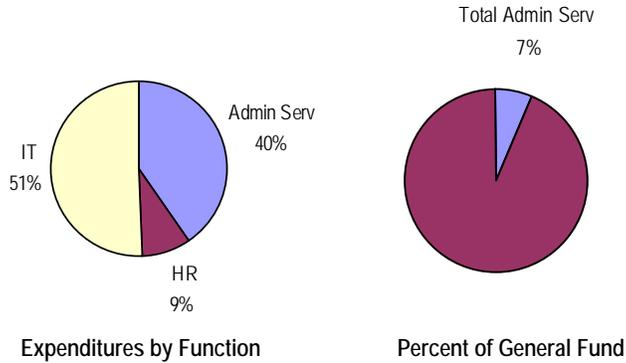
**IX. Trends & Future Issues**

As the city continues to grow and develop at a rapid pace, legal issues, especially those related to development, will continue to grow.

## ADMINISTRATIVE SERVICES DEPARTMENT

### I. Budget Overview

2007 Budget:	\$ 1,059,137
Change from 2006:	16.9%
2008 Budget:	\$ 1,016,861
Change from 2007:	-4.0%
2005 FTEs:	5.0
2006 FTEs:	6.0
2007 FTEs:	7.0
2008 FTEs:	7.0



### II. Mission Statement

It is the mission of the Administrative Services Department to protect vital information, recruit and retain qualified employees, and provide information and resources to the public and government in a prompt and effective manner, using information technology to improve efficiencies and increase general availability of information and services.

### III. Purpose & Description

The Administrative Services Department consists of the Office of the City Clerk, Office of Information Services, and the Office of Human Resources. The Director of Administrative Services doubles as the City Clerk.

The Clerk's Office is responsible for 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.

The Information Services Office (ISO) serves the City for all data processing and computer needs. ISO also coordinates all land and cellular phone systems. Staffing consists of one Information Systems Coordinator and funds to procure temporary or contracted support as needed for special projects, backup, and peak support.

The Human Resources Office coordinates and administers the human resources (HR) systems of the City, including classification, compensation, recruitment, selection, labor relations, and training.

## IV. 2006 Key Accomplishments

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### Information Services

- Coordinated additional Eden training for Parcels & Permits, General Ledger & Requisitioning, as well as the initial consult for the new Customer Requests Module.
- Joined with Pierce County GIS, PC Sheriffs, Tacoma PD, and Puyallup PD to share our police records for the neighborhood crime mapping website, <http://www.piercecountycrimedata.org/BonneyLake.htm>.
- Teamed up with the Police Department to research, purchase, install and configure two new databases for tracking Police Training and Police Equipment.
- Implemented a lockbox solution for the Utility Group and built a payroll request tracking database.
- Contracted with Copiers Northwest for a replacement multifunction copier for the Annex
- Under the direction of Councilmember Noble, installed a Domestic Violence Kiosk at City Hall.
- Coordinated with the Executive & Community Service Departments to implement the 311 dialing service.
- Modified City Nextel phone accounts from individual shared minute plans to a single bucket plan saving the city roughly \$800/month on cellular service.
- The Utilities Web Extensions was deployed April 2006, allowing for online access to utility account information and online payment of utility bills.
- An internal Payroll & Human Resources Web Extension was created and configured, which allow employees to logon to see their current and historic payroll and HR information including on-line time sheets.
- A website focus group was formed in May consisting of employees from each department to help improve the City website's usability, flow, and function.

### Human Resources

- Recruited for, and filled, 27 regular benefited positions, six of which were promotional opportunities for internal candidates.
- Contracted with Pinnacle Investigations to perform pre-employment background checks.
- Under the direction of Mayor Johnson, established an Employee of the Month program.
- Coordinated quarterly employee staff meetings and recognition events.
- Coordinated a Wellness and Health Screening event sponsored by the Association of Washington Cities, of which half of the eligible employees attended. Participation from previous years increased by 10%.

### City Clerk's Office

- In conformance with state law, the City Council designated the City Clerk as the Public Records Officer for the City.
- The Clerk's Office Processed 4555 pages of documents for public records disclosures.
- The City Receptionist handled on average 136 calls per day and processed 138 pieces of mail per day.
- Prepared agendas and minutes and processed documents for 56 regular and special Council meetings and workshops.

- Processed 19 claims against the City of Bonney Lake.

**V. Level of Service**

The service demands on the Information Services Office have been addressed by the proposed addition of a full-time regular position. The Department's other divisions are currently able to meet service level demands with existing personnel. The proposed budget provides adequate funds to meet the department's goals.

**VI. Goals & New Initiatives**

The City Clerk's Office will be acquiring and implementing new software/hardware to automate agenda preparation and allow for live voice-streaming of Council meetings.

Information Services continues its programs for computer equipment replacement, improving network connection speed between buildings, and increasing database and application performance. The City has outgrown its out-dated phone system and will be replacing the 12-year old system in 2008.

The HR Office, in conjunction with the Executive Department, will perform a review of benefits currently being offered to staff to ensure that our city remains competitive to recruit and retain qualified staff. The HR Office will, also, work with departments to survey current employees regarding their training needs, design and implement a training program to address the overall training needs of the City. HR will review and update the City's Personnel Policies and Procedures. And finally, HR will head a committee to promote a wellness program to encourage a healthy workforce.

**VII. Department Operating Budget**

**Fund:** GENERAL  
**Department:** Administrative Services 018

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services	190,895	162,895	202,684	212,818	415,502
20	Personnel Benefits	70,252	62,550	82,759	100,308	183,067
30	Supplies	13,200	11,000	5,000	5,000	10,000
40	Services & Charges	87,110	87,110	83,000	83,000	166,000
50	Intergovmtl/Interfund Svc					

60	Capital Outlay			55,000		55,000
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					

<b>Total Expenditures/Uses</b>		<u>361,457</u>	<u>323,555</u>	<u>428,443</u>	<u>401,126</u>	<u>829,569</u>
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Budget Notes: Services and charges include municipal code updates (\$31,000), travel, training, advertising and public notices, postage, copy and postage machine leases, repairs and maintenance, and utility services. Capital outlay includes hardware/software for agenda/minute automation with voice streaming, and a new copy machine to replace the aging one in city hall.

**Fund:** GENERAL  
**Department:** Human Resources 018

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services	57,252	57,252	62,545	65,672	128,217
20	Personnel Benefits	12,893	12,893	14,923	18,206	33,129
30	Supplies	1,500	1,500	8,500	8,850	17,350
40	Services & Charges	2,300	2,300	8,000	8,400	16,400
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	2,500	2,500			
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					

<b>Total Expenditures/Uses</b>		<u>76,445</u>	<u>76,445</u>	<u>93,968</u>	<u>101,128</u>	<u>195,096</u>
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Budget Notes: Supplies are increased to provide for a number forms to be revised and/or developed, and for small tools and equipment. Services and charges include civil service commission testing costs (previously budgeted elsewhere), background checking assistance, travel and training, and miscellaneous professional HR services as needed.

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

		2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
<b>Expenditure Budget by Category:</b>						
10	Personnel Services	102,892	82,476	127,731	134,117	261,848
20	Personnel Benefits	30,256	30,256	52,245	63,740	115,985
30	Supplies	40,000	40,000	50,000	50,000	100,000
40	Services & Charges	141,250	141,250	166,750	166,750	333,500
50	Intergovmtl/Interfund Svc	-	-	-	-	-
60	Capital Outlay	154,000	154,000	140,000	100,000	240,000
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					
<b>Total Expenditures/Uses</b>		<b>468,398</b>	<b>447,982</b>	<b>536,726</b>	<b>514,607</b>	<b>1,051,333</b>
<b>Grand Total Administrative Services</b>		<b>906,300</b>	<b>847,982</b>	<b>1,059,137</b>	<b>1,016,861</b>	<b>2,075,998</b>

Budget Notes: A computer support specialist has been added to the staff in 2007. Supplies and professional service charges include software licensing fees (\$38,000); website maintenance and development costs (\$10,000); \$75,000 for Eden software support and \$25,000 for other software support; \$7,500 for repairs and maintenance; travel and training, and miscellaneous IT support as needed including limited professional assistance to develop a strategic 6-year computer plan for the City. Capital outlay is less than previous years and includes a file and database server replacement, laptop, desktop, printer and monitor replacement as needed; and replacement of a number of switches.

**IX. Trends & Future Issues**

In human resources, the labor market is changing with the improved economy and aging workforce. There is more demand than availability of job applicants, especially in professional and management level positions. Filling positions and retaining quality staff will continue to be a challenge.

In information technology, as the City and society continues the trend towards increased automation and online services, additional demands will be placed on IT. Given the size of the City, the time has come to add a second full-time IT specialist.

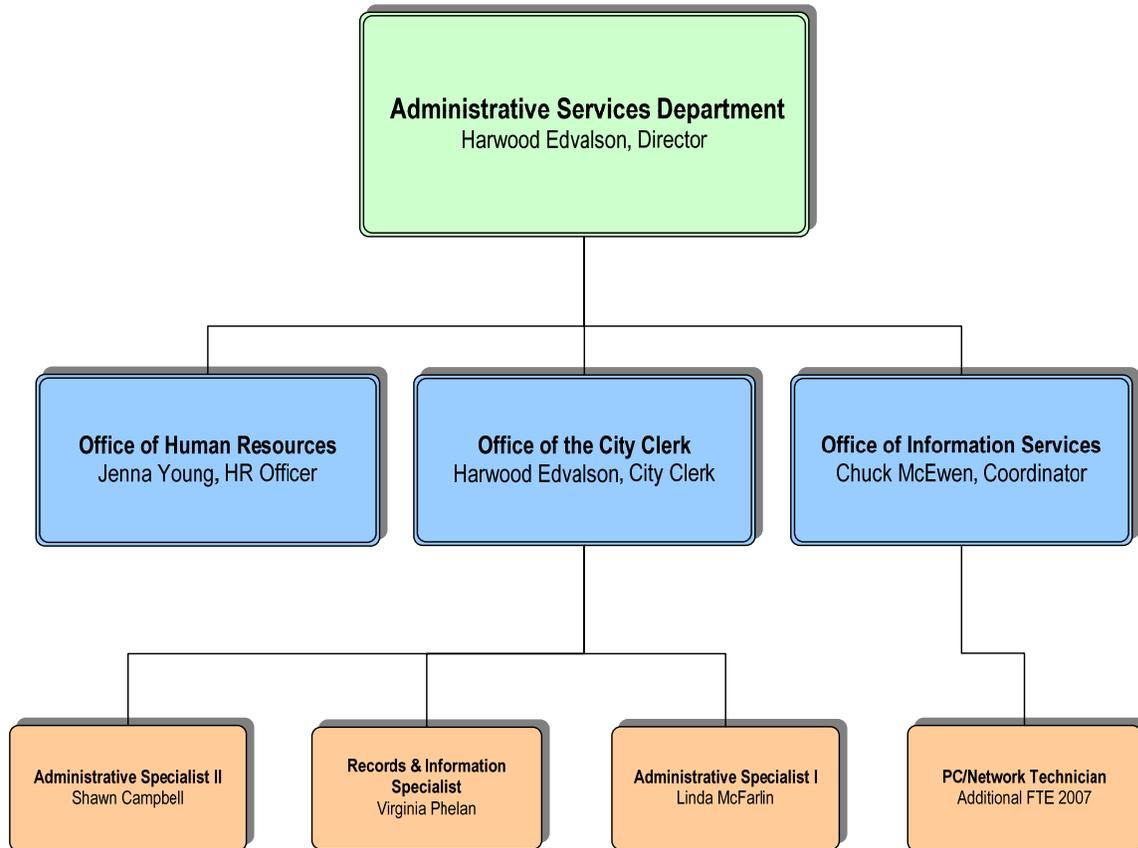
Another issue is the City phone system. The current city hall system has no additional capacity to add phone lines or extensions. Funds are budgeted in the CIP to acquire a new phone system; hopefully one that can be portable should the City be able to develop a new civic center in the near future.

#### X. Performance Measures

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Measure	2006 Est.	2007 Est.	2008 Est.
Number of staff positions filled	27	15	15
Number pages public records provided	4,555	4,100	4,200
Ave number of phone calls processed per day	138	149	161
Ave number of mail pieces processed per day	136	146	152

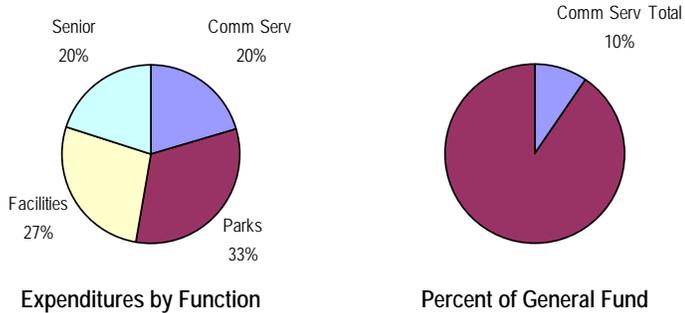
XI. Organization Chart



## COMMUNITY SERVICES DEPARTMENT

### I. Budget Overview

2007 Budget:	\$ 1,382,538
Change from 2006:	26.8%
2008 Budget:	\$ 1,522,567
Change from 2007:	10.4%
*2005 FTEs:	*5.0
2006 FTEs:	9.3
2007 FTEs:	10.6
2008 FTEs:	10.6



\* Department was not created until 2006. It was formed in part from Administrative Services (Senior Center) and Public Works (Parks, Facilities).

### II. Mission Statement

The mission of the Community Services Department is to provide parks/trails, recreation, and senior services/activities to the citizens of Bonney Lake in an efficient and effective manner, and to enhance customer service to the general citizenry, and to plan and maintain City facilities.

### III. Purpose & Description

The City department reorganization created a new Department of Community Services. The Department of Community Services will give greater emphasis to parks, trails, open spaces, community forestry, and general community service. We have acquired significant new park lands in the past two years and parks and trails are a stated priority of the Council. The department was created by taking the Senior Center from administrative services, and parks and facilities from public works, as well as adding a new customer service component to deal with general citizen service requests. The facilities section manages and coordinates facility planning, operations and maintenance throughout the City, and also provides janitorial services to City facilities. 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.

### IV. 2006 Key Accomplishments

**Senior Center Remodel.** The Senior Center Addition was completed in September. This added kitchen storage and meeting room space, as well as a wash room.

**Allan Yorke Park Boat Trailer Park.** City crews constructed an additional parking lot for boat trailers adjacent to Ballfield #4. The improvements nearly doubled the amount of parking available for boaters.

**Allan Yorke Park Master Plan.** A draft site plan for Allan Yorke Park has been prepared and is under review at the staff level. The new draft allows for additional sports fields. It will then be reviewed by the Parks Board before being presented to the City Council.

**Ascent Gateway Improvement.** The Gateway Sign Improvement project was completed in September, which enlarged the signage for improved visibility.

**Easter Egg Hunt.** The City's first annual Easter Egg Hunt at Cedarview Park was a big success, drawing over 200 children.

**Parks Appreciation Day.** 40 community volunteers turned out for Parks Appreciation Day.

**Arbor Day.** The City received its first Tree City USA Award, and conducted an Arbor Day celebration and tree planting at Cedar View Park. A Cub Scout pack planted 20 more trees at the Park as an extension of the Arbor Day celebration (lower right).

**Bonney Lake Days.** Expanded Bonney Lake Days into the best ever Bonney Lake Days event

**Madrona Park.** Developed Madrona Park largely through the use of volunteers and grants.

## V. Level of Service

---

Resources are sufficient to staff a customer service component of the 311 Service line and citizen service request system. Parks maintenance funds allows for a standard level of park and field maintenance. The Senior Center program is expanding to a 5-day lunch with busing available. Funds are available for a limited number of senior programs and field trips. The facilities budget allows for basic repair and maintenance of City buildings, but no major remodeling. As in past years, the custodial budget provides one custodian to service all City buildings, so no single building can receive more than a couple hours of attention.

## VI. Goals & New Initiatives

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- Update the Parks and Open Space Plan to meet the needs of the City, GMA, and IAC, including a CIP for parks, including:
  - Moriarty Annex Property: Develop a Master Plan for park development (3 votes)
  - Development of trails and trail markers.
  - Improve the condition of current ball fields.
- Build a small piece of the Fennel Creek Trail and increase recreational programming in the south of City (Victor Falls).
- Expand community and special events through the addition of a community services specialist who will act as a special events coordinator, human service coordinator, recreation contract coordinator, community liaison, and fundraiser.
- Further develop and institutionalize the 311 customer service request system

**VII. Department Operating Budget**

**Fund:** GENERAL  
**Department:** Community Service 057

2006	2006	2007	2008	2007/2008
Final	Year End	Proposed	Proposed	Proposed
Budget	Estimate	Budget	Budget	Budget

**Expenditure Budget by Category:**

10	Personnel Services	116,956	116,956	75,491	79,265	154,756
20	Personnel Benefits	41,020	41,020	38,629	47,127	85,756
30	Supplies	4,000	4,000	4,000	4,000	8,000
40	Services & Charges	18,000	18,000	137,000	141,000	278,000
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	-	-	33,500	33,500	67,000
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services					
<b>Total Expenditures/Uses</b>		<b>179,976</b>	<b>179,976</b>	<b>288,620</b>	<b>304,892</b>	<b>593,512</b>

Budget Notes: Significant services and charges include \$15,000 for City beautification program activities; \$35,000 for TreeCityUSA and community forestry program; \$15,000 for arts and music festivals; \$25,000 for Bonney Lake Days.

**Fund:** GENERAL  
**Department:** Senior Center 050

2006	2006	2007	2008	2007/2008
Final	Year	Proposed	Proposed	Proposed
Budget	End	Budget	Budget	Budget
	Estimate			

**Expenditure Budget by Category:**

10	Personnel Services	144,754	144,754	156,960	164,808	321,768
20	Personnel Benefits	38,368	38,368	57,405	69,909	127,314
30	Supplies	20,800	20,800	25,700	25,700	51,400

40	Services & Charges	16,700	16,700	18,500	19,240	37,740
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	31,500	31,500	10,000	10,400	20,400
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	8,533	8,533	9,783	9,783	19,566
<b>Total Expenditures/Uses</b>		<b>260,655</b>	<b>260,655</b>	<b>278,348</b>	<b>299,840</b>	<b>578,188</b>

Budget Notes: Most of the supply budget is for the senior meal program; other supply items include office and operating supplies and small tools and equipment. Services and charges include travel, training, senior center utility costs, phone, repair and maintenance of equipment, program services, etc. Capital outlay is for kitchen and related senior center equipment replacement as needed.

**Fund:** GENERAL

**Department:** Parks 076

2006	2006	2007	2008	2007/2008
Final	Year	Proposed	Proposed	Proposed
Budget	End	Budget	Budget	Budget
	Estimate			

**Expenditure Budget by Category:**

10	Personnel Services	150,388	150,388	234,156	245,863	480,019
20	Personnel Benefits	46,987	46,987	67,939	79,065	147,004
30	Supplies	48,000	48,000	33,000	24,000	57,000
40	Services & Charges	80,500	80,500	68,000	59,000	127,000
50	Intergovmtl/Interfund Svc	30,000	30,000			
60	Capital Outlay					-
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	62,519	62,519	30,879	96,902	127,781
<b>Total Expenditures/Uses</b>		<b>418,394</b>	<b>418,394</b>	<b>433,974</b>	<b>504,830</b>	<b>933,804</b>

Budget Notes: A community services specialist (special events coordinator) is added in 2007. The casual labor budget provides funding for the traditional summer parks hires. 2007 supplies include park and turf maintenance supplies, office and operating supplies, small tools and equipment such as shovels, weed eaters, etc. Services and charges include \$15,000 for utility costs, \$30,000 for the joint BL/Sumner recreations program; \$20,000 for misc. services such as park planning and design, technical grant preparation assistance. Services also include maintenance of equipment, travel and training, communications, printing, etc. \$9,000 is budgeted in 2007 to enhance summer park security if needed. Except for park security, similar amounts are budgeted for 2008.

**Fund:** GENERAL  
**Department:** Facilities 060

2006	2006	2007	2008	2007/2008
Final	Year	Proposed	Proposed	Proposed
Budget	End	Budget	Budget	Budget
	Estimate			

**Expenditure Budget by Category:**

10	Personnel Services	103,841	79,841	184,862	194,105	378,967
20	Personnel Benefits	31,324	31,324	59,778	72,150	131,928
30	Supplies	19,000	19,000	31,000	240,080	55,080
40	Services & Charges	49,700	74,700	85,640	87,058	172,698
50	Intergovmtl/Interfund Svc					
60	Capital Outlay					
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	15,316	15,316	20,316	35,612	55,928
<b>Total Expenditures/Uses</b>		<b>229,181</b>	<b>220,181</b>	<b>381,596</b>	<b>413,005</b>	<b>794,601</b>

**IX. Trends & Future Issues**

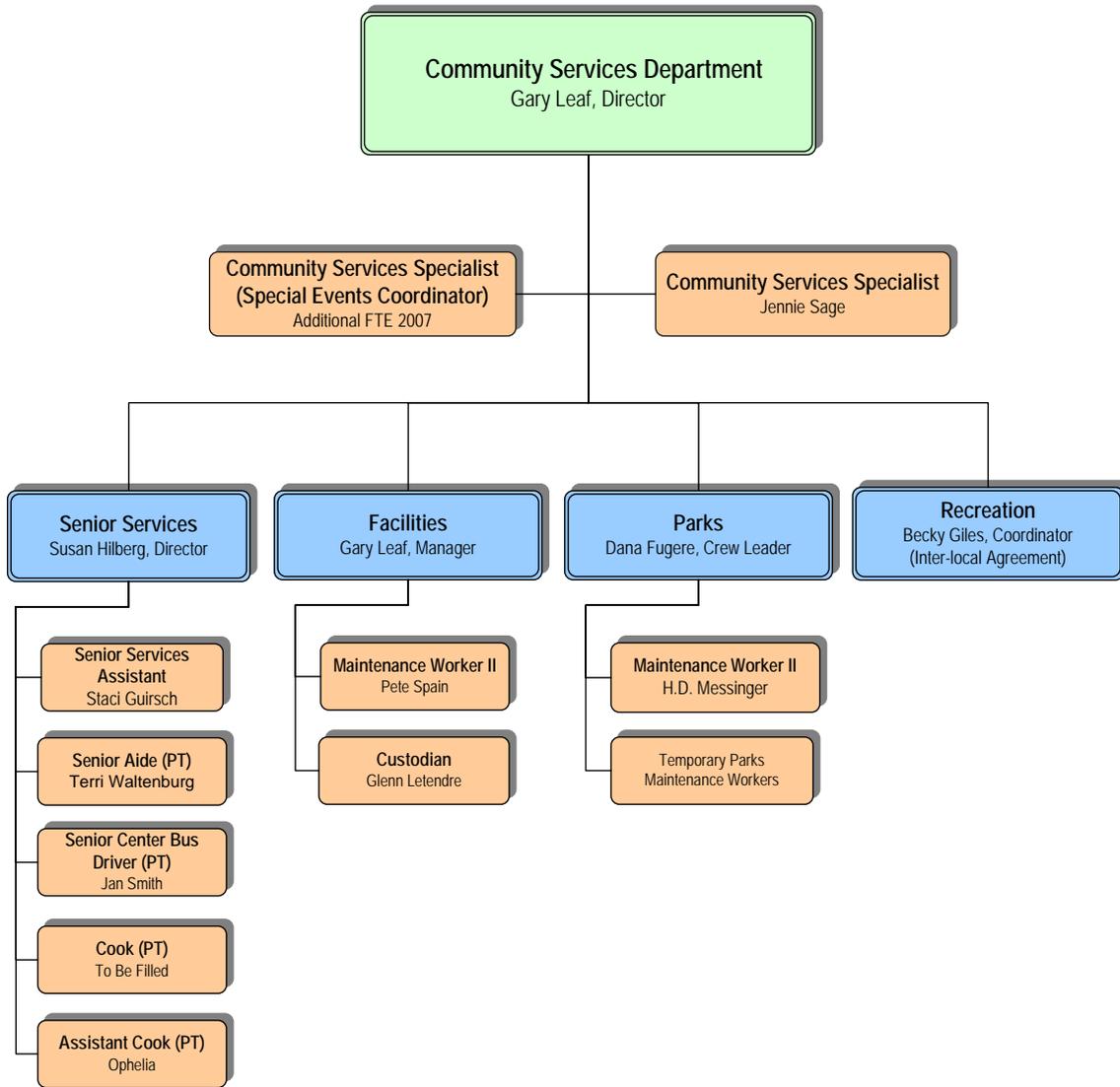
As the senior population continues to grow, it will place more demands on the senior center and its services. The popular senior lunch program is starting to reach the capacity of the senior center to accommodate it. When it exceeds the number of persons that can be fed at one time in the Center, policy decisions will need to be made about how to accommodate the interest.

Grant funding for parks and trails is very competitive. Fortunately the City has had some recent success in this area. Washington Department of Transportation's Safe Routes to School (SR2S) grant program and its advisory board prioritized the City's project (which includes \$1,098,000 worth of sidewalks near Victor Falls Elementary and Mountain View Middle School and a the development of a significant portion of the Fennel Creek Trail) 5<sup>th</sup> out of 101 projects. Also,

another City project scored fairly well with Washington Department of Transportation's Pedestrian and Bicycle Safety grant program, ranking 24<sup>th</sup> out of 88 projects on a prioritized list. This project requires \$384,000 in grant funding for sidewalks near Bonney Lake High School. The Washington State Legislature and the Governor still have to approve the list and the funding amounts before the grant recipients are official, but the City is optimistic that at least one project, if not both will receive funding. As for other grants, to date the City has not had much success with its IAC grant applications, but plans to continue applying. It appears that development of the Moriarty addition to Allan Yorke Park and other sections of the Fennel Creek Trail will need to be put to the voters to see if they will support a bond issue to improve the park and build the trail. The same goes for a new community center.

In seeking to support and contribute to the arts in the Bonney Lake community, the City applied for and was awarded a Pierce County Arts Education grant for \$3000 to have the Missoula Children's Festival come and include Bonney Lake youth in a theater performance. This event will take place during July 16-21, 2007.

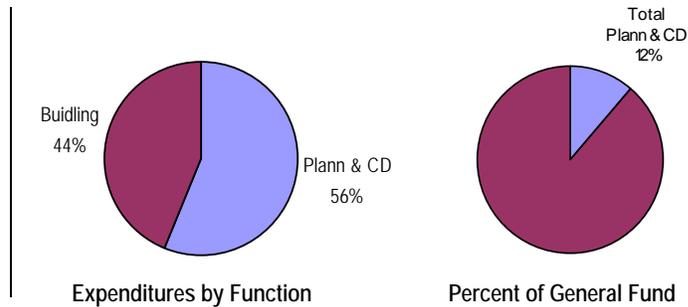
XI. Organization Chart



## PLANNING & COMMUNITY DEVELOPMENT

### I. Budget Overview

2007 Budget:	\$ 1,313,653
Change from 2006:	0.8%
2008 Budget:	\$ 1,456,924
Change for 2007:	10.9%
2005 FTEs:	13.0
2006 FTEs:	14.0
2007 FTEs:	14.0
2008 FTEs:	15.0



### II. Mission Statement

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

### III. Purpose & 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. The Building Division provides building services, construction inspections, and building permit issuance.

### IV. 2006 Key Accomplishments

The department completed a number of projects, including:

- Completed updates of miscellaneous comprehensive plan elements (Trans. NMTP, Water, Sewer)
- Downtown Plan Refinement and economic study
- Prepared Annexation Handbook
- Processed record numbers of permit valuations

#### LONG RANGE PLANNING

**Fennel Creek Trail Plan.** A consultant prepared an environmental impact statement to satisfy SEPA, preparatory to adoption.

**WSU Demonstration Forest Comprehensive Plan amendment.** The Environmental Impact Statement (EIS) has been put on hold at Quadrant's request.

**Other Comprehensive Plan amendments.** Processed City-initiated Comprehensive Plan amendments regarding Utilities and Transportation.

**Downtown Plan.** Hired consultants to reassess the economic and design aspects of the Downtown Plan.

**Annexations.** In Annexation Area 1-A, an island method annexation is underway. In Annexation Area 1-B a petition method annexation is underway.

**Critical Area Code.** Revising the code regarding steep slopes.

**Zoning Code.** Proposing a code revision regarding the R2 zone.

**CURRENT PLANNING**

*Pre-Application Appointments*

- Short Plats (9 or less lots)
- Plats (10 or more lots)
- Multi Family Projects

*-Formal Short Plat Submittals*

*-Formal Preliminary Plat Submittals*

Berkshire Estates	13 homes	3.75 acres
Haymond Plat	17 homes	4.60 acres
Orchard Grove II Plat	20 homes	5.65 acres

*-Formal Multi Family Developments*

Renwood Multi Family	1	
	54 units in 18 buildings on 6.34 acre	Downtown District

*-Formal Tree Removal Permits* 8

- 2 violations (replanting plans are in)
- 6 related to new construction

**V. Level of Service**

Funding is sufficient to process all land use applications and building permits in a professional and timely manner. However, turn around times may slip if record levels of permit applications continue. The goal is to issue a single family residential permit within 3 weeks once a complete application is received.

**VI. Goals & New Initiatives**

- Study the implications of CUGA annexation through cost/benefit and fiscal study and determine how the CUGA will be served.

- Undertake one or more studies depending upon priority. Examples include downtown design guidelines, annexation, offsite wetland mitigation, downtown EIS, or shoreline master program.

**VII. Department Operating Budget**

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

2006	2006	2007	2008	2007/2008
Final	Year End	Proposed	Proposed	Proposed
Budget	Estimate	Budget	Budget	Budget

**Expenditure Budget by Category:**

10	Personnel Services	453,911	423,911	443,861	516,407	960,268
20	Personnel Benefits	101,421	101,421	136,894	192,015	328,909
30	Supplies	4,000	4,000	4,105	4,150	8,255
40	Services & Charges	226,100	202,100	115,650	95,650	211,300
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	4,000	4,000	4,000	4,000	8,000
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	14,795	14,795	20,195	20,995	41,190

<b>Total Expenditures/Uses</b>		<u>804,227</u>	<u>750,227</u>	<u>724,705</u>	<u>833,217</u>	<u>1,557,922</u>
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**Fund:** GENERAL  
**Department:** Building (Permit Center) 059

2006	2006	2007	2008	2007/2008
Final	Year End	Proposed	Proposed	Proposed
Budget	Estimate	Budget	Budget	Budget

**Expenditure Budget by Category:**

10	Personnel Services	359,469	319,469	376,803	395,644	772,447
20	Personnel Benefits					

		100,427	100,427	143,203	174,323	317,526
30	Supplies	3,500	3,500	5,000	5,000	10,000
40	Services & Charges	19,800	19,800	29,300	29,300	58,600
50	Intergovmtl/Interfund Svc					
60	Capital Outlay					
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	15,241	15,241	34,642	19,440	54,082
<b>Total Expenditures/Uses</b>		<b>498,437</b>	<b>458,437</b>	<b>588,948</b>	<b>623,707</b>	<b>1,212,655</b>

Budget Notes: Planning and Community Development Staffing has been relatively flat for several years despite record number of land use applications. Given the continued growth and development of the City, an additional Assistant Planner (current planning) is proposed in 2008 should permit activity remain strong. Services and charges include \$80,000 in 2007 and \$60,000 in 2008 to undertake studies or procure professional assistance as needed for one or more programs or projects, such as: annexation census, CUGA annexation feasibility, wetland consulting, downtown design guidelines, annexation, offsite wetland mitigation, downtown EIS, or shoreline master program, etc.

## IX. Trends & Future Issues

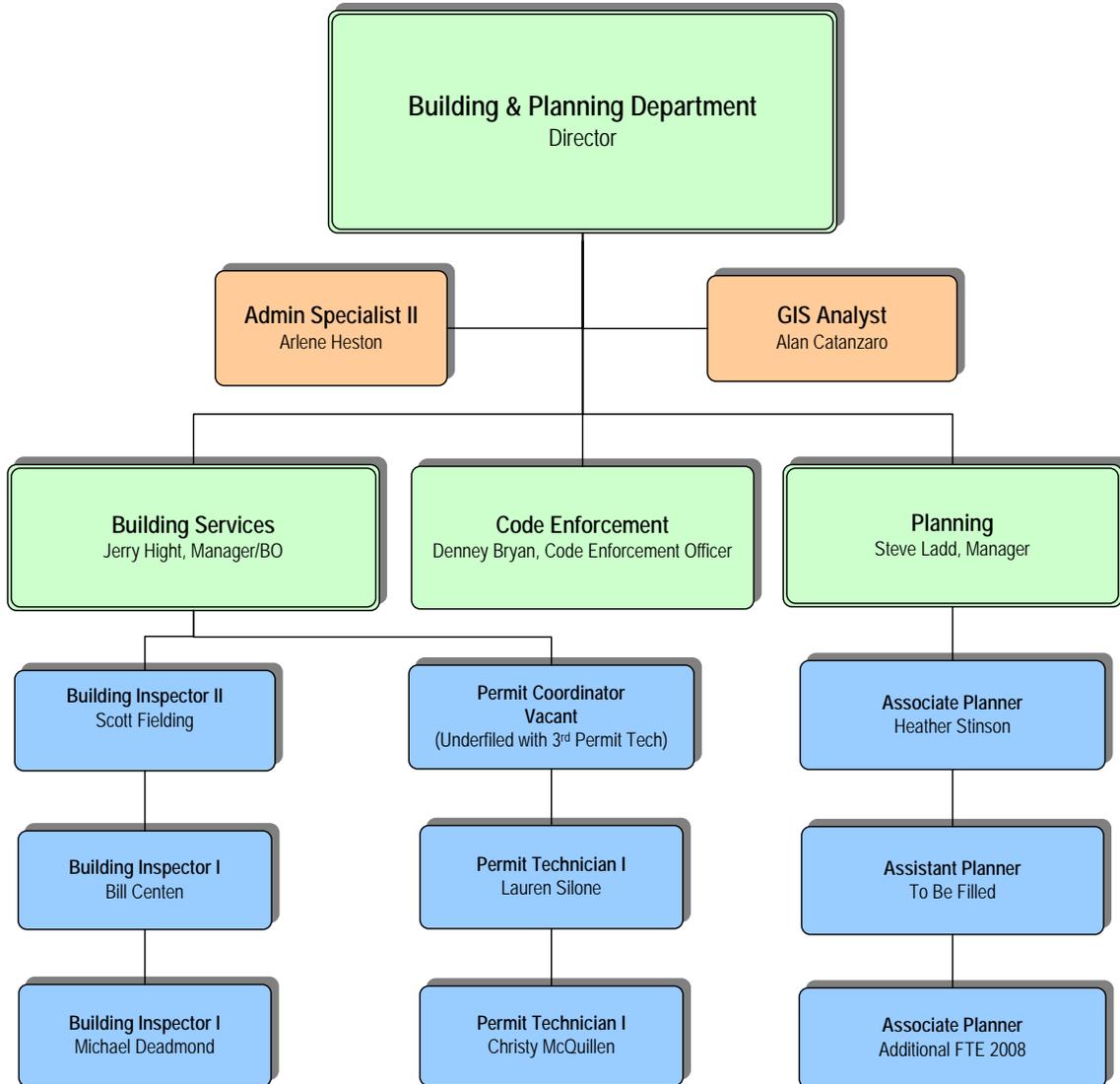
2005 and 2006 both set new records for building permit revenue. 2005 topped the \$1 million mark for the first time in the City's history. 2006 is estimated to end the year at \$1,467,638. Given the desirability of the Bonney Lake area, we anticipate continued in-fill and annexation. We also believe Eastown development will become a reality. We also expect a slow but steady transition and renovation of the downtown area. We expect construction to stay relatively strong for several more years. Given the recent slowdown in housing starts nationally and in the Puget Sound, we anticipate a slight downturn in building permits and permit valuation.

## X. Performance Measures

Performance Measures	2004	2005	2006 Est	2007 est.*	2008 est.
Residential Lots Created	386	358	266	432	360
Annexations – Acres	0	76	0	344	Unk
Code Violations investigated	n/a	213	170	180	180

\* includes lots created in annexation areas

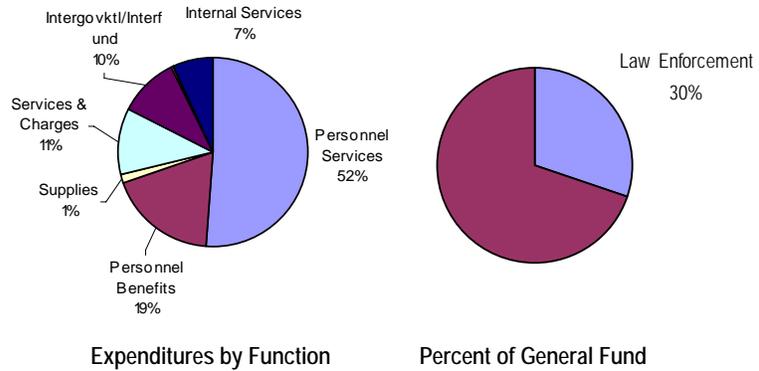
XI. Organization Chart



# POLICE DEPARTMENT

## I. Budget Overview

2007 Budget:	\$ 4,463,843
Change from 2006:	20.9%
2008 Budget:	\$ 4,820,813
Change for 2007:	8.0%
2005 FTEs:	32.2
2006 FTEs:	34.0
2007 FTEs:	35.0
2008 FTEs:	36.0



## II. Mission Statement

Provide quality police service with trust, integrity and respect, while enforcing state and municipal law to provide a safe environment while encouraging active community participation.

## III. Purpose & Description

The City's Police Department provides law enforcement services, which include vehicle patrols, investigations, and marine services. Animal control (through a contract with Sumner) was added to the Police Department in the 2006 budget.

## IV. 2006 Key Accomplishments

- Held 12<sup>th</sup> Annual Citizens Academy
- Fleet and equipment upgrades
- Quarterly department training program
- Incident self-reporting form on city web-site
- Reviewed photo red light enforcement program
- National Night out August 1, 2006 Allan Yorke Park
- Produced 2005 Annual Report
- Traffic Safety Grant \$2,397 (2) radar units

## V. Level of Service

Resources provide for 1.91 commissioned personnel per 1,000 population, which is higher than most comparable Central Puget Sound cities and much higher than the Pierce County Sheriff's Office. The budget is adequate to fund a 2 person traffic unit, a school resource officer, a 4-person detective unit, 24/7 patrol, limited Lake Tapps summer marine services, and participate in a regional drug enforcement unit.

**VI. Goals & New Initiatives**

- Participate in National Night Out
- Increase Allan Yorke Park and Lake Tapps enforcement
- Create a vacation house watch program
- Create a multi-agency pro active unit
- Re-institute the reserve officer program
- Explore creation of a cadet program

**VII. Department Operating Budget**

Fund: GENERAL  
 Department: Law Enforcement

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services	2,038,786	2,038,786	2,290,253	2,447,341	4,737,594
20	Personnel Benefits	651,190	651,190	783,414	963,955	1,747,369
30	Supplies	42,400	42,400	57,700	57,700	115,400
40	Services & Charges	198,132	198,132	532,350	531,700	1,064,050
50	Intergovktl/Interfund Svc	461,930	461,930	467,289	476,380	943,669
60	Capital Outlay	26,500	26,500	26,500	-	26,500
70	Debt Svc-Principal					
80	Debt Svc-Interest					
90	Internal Services	272,566	272,566	307,737	343,737	651,474
<b>Total Expenditures/Uses</b>		<b>3,691,504</b>	<b>3,691,504</b>	<b>4,465,243</b>	<b>4,820,813</b>	<b>9,286,056</b>

Budget Notes: An additional Community Services Officer is added in 2007 to increase crime prevention programming and provide additional evidence and property room support. An additional police officer is added in 2008. The large jump in professional services is the placement of the Nestor automated enforcement program cost in the police budget.

2007 professional services include: \$60,000 LESA records system; \$7,000 Washington State Patrol Access; \$8,000 Sumner Family Center; \$41,450 Animal Control (contract with City of Sumner); \$306,000 Nestor photo enforcement contract; \$2,500 Crime prevention – National Night

Out; \$13,500 Reserves Officer Program ; \$6,750 Police Explorer Post; \$4,000 Investigations miscellaneous professional services; \$190,000 Jail costs; \$277,289 Dispatch contract with the City of Sumner

2008 professional services include: \$60,000 LESA records system; \$7,000 Washington State Patrol Access; \$8,000 Sumner Family Center; \$41,500 Animal Control (contract with City of Sumner); 18,700 Marine Services; \$306,000 Nestor photo enforcement contract; \$2,500 Crime prevention – National Night Out; \$13,500 Reserves Officer Program; \$6,750 Police Explorer Post; \$4,000 Investigations miscellaneous professional services; \$190,000 Jail costs; \$286,380 Dispatch contract with the City of Sumner

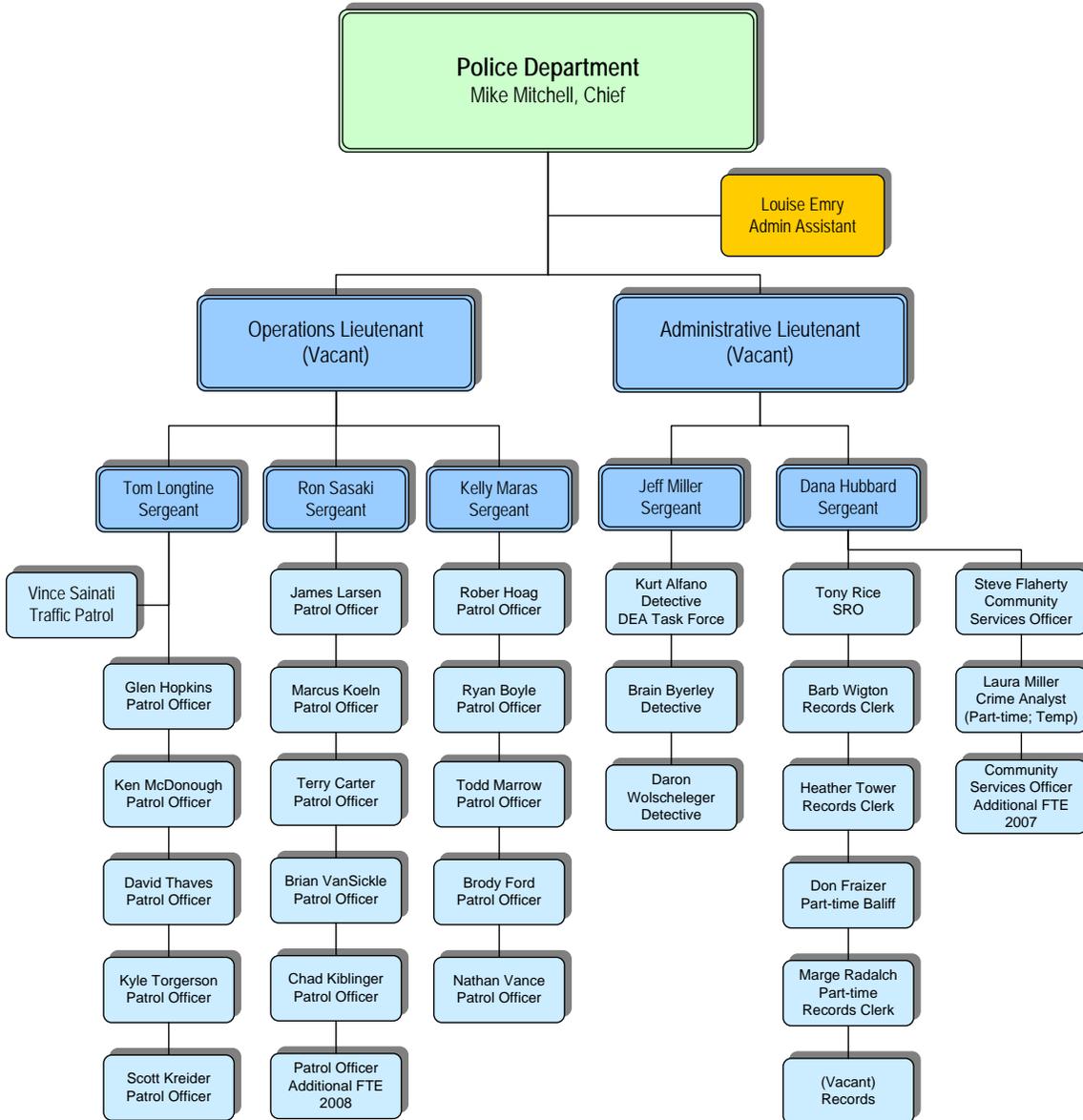
## IX. Trends & Future Issues

One major issue facing the City and other local police agencies is police communications. The trend in the region is towards an 800 megahertz system. Tacoma and Puyallup have made the switch, as has King County. It is anticipated that this may be an expensive conversion unless state or federal funding is provided. The Administration is keeping the Drug Fund balance in reserve for this eventuality. Another related issue is dispatch services. Dispatch may best be accomplished on a cooperative basis with other neighboring jurisdictions. Bonney Lake, Sumner, and Puyallup should explore joint dispatching possibilities. Another potential issue is the provision of animal control services. Currently, the City contracts with Metro animal control (Sumner/Puyallup).

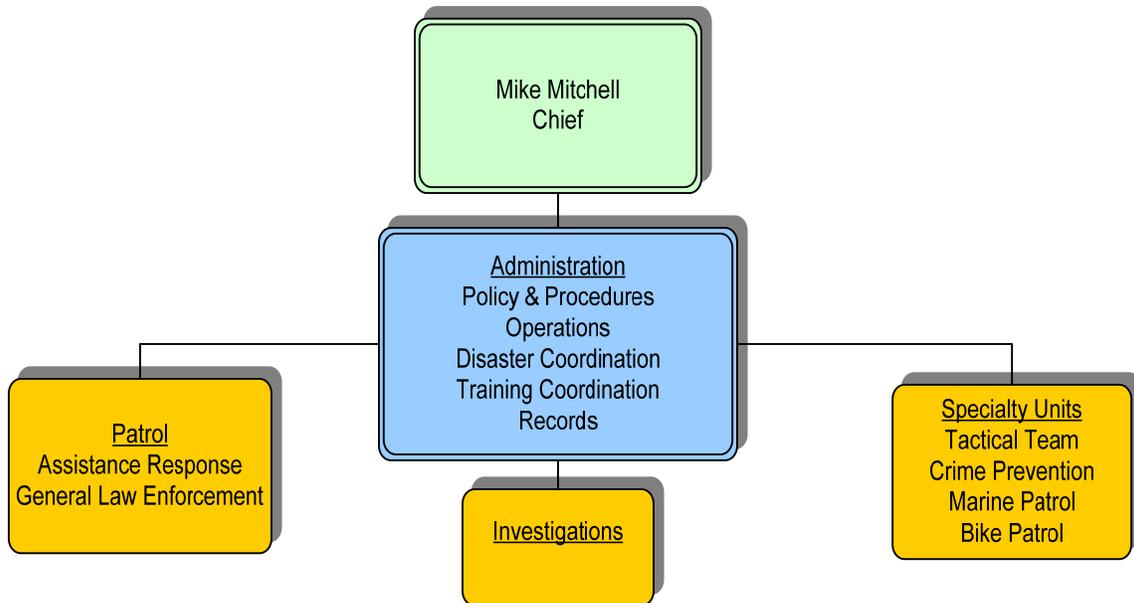
## X. Performance Measures

<b>Performance Measures</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Est.</b>	<b>2007 Est.</b>	<b>2008 Est.</b>
Calls for Service	16,310	16,837	19,525	20,100	21,309
Police Reports	3,131	3,198	3,463	3,551	3,638
Citations/Infractions	4,095	4,386	5,204	5,700	5,836
DUI's	113	105	135	142	154
UCR Crimes	718	787	783	807	816

XI. Organization Chart



XII. Functional Chart



# PUBLIC WORKS DEPARTMENT

## I. Budget Overview

### Eng & PW Admin

2007 Budget: \$ 83,025  
 Change from 2006: 41.7%  
 2008 Budget: \$ 91,375  
 Change for 2007: 10.1%

### Water

2007 Budget: \$12,978,572  
 Change from 2006: -22.7%  
 2008 Budget: \$11,748,384  
 Change for 2007: -9.5%

### Sewer

2007 Budget: \$ 6,762,724  
 Change from 2006: -6.2%  
 2008 Budget: \$ 5,841,775  
 Change for 2007: -13.6%

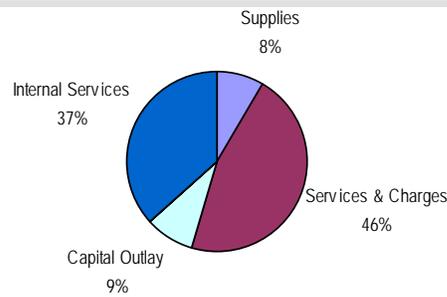
### Storm Water

2007 Budget: \$ 828,718  
 Change from 2006: 10.4%  
 2008 Budget: \$ 1,115,560  
 Change for 2007: 34.6%

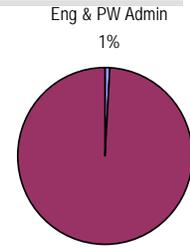
### Streets

2007 Budget: \$ 992,792  
 Change from 2006: -4.0%  
 2008 Budget: \$ 948,322  
 Change for 2007: -4.3%

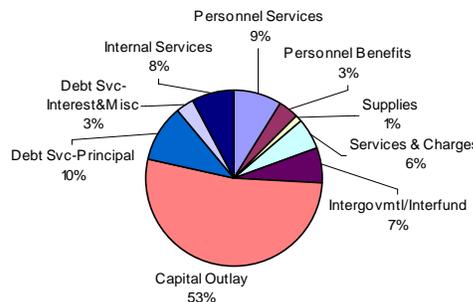
2005 FTEs (Combined): 41.0  
 \*2006 FTEs (Combined): 39.0  
 2007 FTEs (Combined): 41.0  
 2008 FTEs (Combined): 44.0



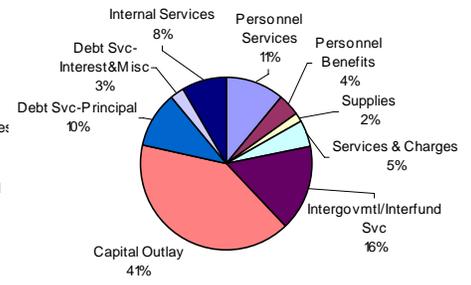
Eng & PW Expenditures by Function



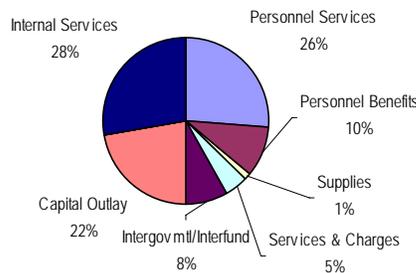
Eng & PW Percentage of General Fund



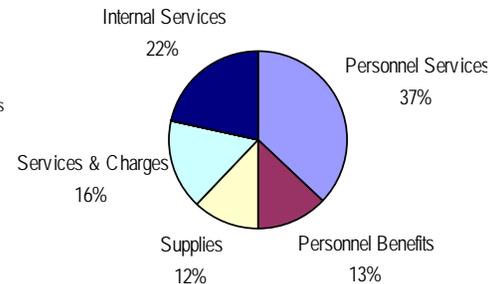
Water Expenditures by Function



Sewer Expenditures by Function



Stormwater Expenditures by Function



Street Expenditures by Function

\*City reorganization moved 4.0 FTE to Community Services in 2006

## II. Mission Statement

The Public Works Department (PWD) mission is to plan for, construct, operate, maintain and repair municipal infrastructure for roadways (pavement, signage, sidewalks, & street lighting) and utilities (water, sewer, & storm water) in a manner that is safe, cost effective, and reliable. The Department actively seeks information from the general public and elected officials, and accomplishes the work of the department in a courteous and professional manner.

## A. Division Mission Statements

*Engineering Division.* The mission of the engineering division is to plan, design, engineer and construct the transportation and utility infrastructure of the City to meet the needs of the rapidly growing population and commercial businesses in a way that is safe, cost effective, timely, and consistent with the Comprehensive Plan and current design standards.

*Maintenance and Operations Division.* The mission of the maintenance and operations division is to maintain and operate the various infrastructure systems of the department in such a manner as to improve the quality of the water, sewer, stormwater, and street systems of the City.

## III. Purpose & Description

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The essential purpose of the Public Works Department is to plan, construct, operate, and maintain the City's municipal infrastructure including utilities and roadways. To accomplish this, comprehensive plans have been prepared and a six year financial planning model developed that estimates revenues and allocates expenditures in order to address the operating and capital needs of the City. The public works description is organized into two main divisions: Administration and Engineering, and Operations and Maintenance. Within the Operations and Maintenance Division are three (3) main sections: Water, Sewer, and Streets/Stormwater/Fleet.

*Water Section.* To provide safe, reliable water service that meets the needs of a rapidly growing City in the most economical manner consistent with the City of Bonney Lake Comprehensive Plan and current design standards while acquiring and protecting water supply sources.

*Sewer Section.* To provide reliable sewer service that meets the needs of a rapidly growing city in the most economical manner consistent with the City of Bonney Lake Comprehensive Plan and current design standards while protecting the local environment and the Puyallup River System.

*Street/Stormwater/Fleet Section.*

- Street Unit. To provide safe streets, bicycle routes, and pedestrian walkways consistent with the Bonney Lake motorized and non-motorized Comprehensive Plan elements and current design standards.
- Stormwater Unit. To maintain the existing drainage system and expand it into older parts of the City. To ensure that new development complies with current design standards to minimize the impact of storm water runoff quantity and quality during and after construction occurs. To implement the Federal NPDES mandate to improve storm water quality discharged into streams, rivers, and lakes. To minimize areas where standing water occurs in City owned storm water ponds.
- Fleet Unit. To maintain and repair equipment assigned to the Equipment Rental and Replacement Fund.

## IV. 2006 Key Accomplishments

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### Administration and Engineering

- Utilized in house staff to perform all maintenance of roads and utilities with assistance from DOT to chip seal roads.
- Initial planning for a new Public Works center.
- Developed draft training plan and career ladder plan for all maintenance workers.
- Prepared for and participated in the Bonney Lake Day festivities.
- Managed expenditure of \$21.34 million in various roadway and utility projects.
- Managed and inspected 508 utility, street, commercial development, and residential design and construction projects.
- Worked closely with developers and builders to ensure city design standards and municipal codes were complied with.
- Updated city design standards and details.

### Water Utility

- Developed & updated Water Comprehensive Plan element.
- Utilized Tacoma Water supply during peak periods.
- Operated the new Ball Park Well water treatment facility in a safe and effective manner.
- Began construction for the 15 million gallon peaking storage tank and booster pump station.
- Completed leaky water main replacement projects on Lake Tapps parkway, 9<sup>th</sup> Street, Driftwood Drive, 190<sup>th</sup> Avenue and the Ball Park Well sites.
- Grainger and Victor Falls Springs Treatment Facility upgrades were completed.
- Tracking approximately 1,200 backflow prevention devices for proper operation.
- Provided water and fire flow to approximately 11,793 customers.

### Sewer Utility

- Developed new Sewer Comprehensive Plan element.
- Finished video inspection of 144,900 feet of city sewer main
- Replaced all four pumps and motors at lift station 17, which sends all Bonney Lake sewage to the Sumner Waste Water Treatment Facility (WWTF).
- Cleaned and inspected 21 Lift Stations.
- Begin operation and maintenance of Falling Water gravity sewer system.

### Storm Water Utility

- Completed the drainage basin study for Bonney Lake and Lake Debra Jane.
- The Lake Bonney Aquatic Vegetation study was completed.
- Storm water quality and capacity projects were studied to determine where the new funding provided by increased monthly use and System Development Charges (SDC) could best be applied.
- Design standards were modified to implement new NPDES Federal mandates and to improve the appearance of the city.
- Mowed 35 storm water ponds using temporary laborers and the Deweze Mower.

- Cleaned 6 centerline miles of roadside ditches in preparation for the street chip seal program.

### Streets

- Chip Sealing. Pruned trees on all chip sealed streets. Graded six centerline miles of shoulders. Removed and replaced 2,127 square yards of deteriorated asphalt prior to chip sealing. Completed 5.7 miles (70,729 square yards) of chip seal with the Washington Department of Transportation. Swept all newly chip-sealed streets three times.
- Completed contracts to update the 20-year Transportation and Non-Motorized Transportation plans.
- Adopted the new Transportation Comprehensive Plan element.
- Awarded contract to improve the intersection of South Prairie Road at SR410 and 200<sup>th</sup> Street Court East.
- The 192<sup>nd</sup> Ave Corridor study and 30% design were completed and approved by Council.
- The SR410 and Sumner Buckley Highway Intersection improvement 30% design was completed and approved by Council.
- Completed replacement of 50% of the new street identification signs.
- 60 traffic signs were repaired or replaced.
- Changed three school zones to accommodate new "Photo Enforced" program. A total of 30 signs were changed out.

## V. Level of Service

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The Public Works Department provides detailed information used by elected officials to make informed decisions.

The water utility meets all requirements for potable water and exceeds water quality standards set by the state and federal governments. Water quantity is sufficient to meet all peak demand periods. Water mains are repaired when leaks are detected.

The Sewer utility provides sanitary sewer collection and treatment (through Sumner) services for all City effluent to be treated and discharged in accordance with state and federal regulations. Lines are repaired when leaks are detected.

Except for some trouble spots addressed in the six year capital improvement plan, the Stormwater Utility provides adequate stormwater runoff services to prevent flooding for the average storm event. Facilities are not sufficient to meet the requirements for a 100 year storm event.

Street funding is allocated on a priority basis to maintain existing streets and minimize reduction in Remaining Service Life (RSL) of this infrastructure. The funded level of service allows the department to periodically sweep each street once, fill pot holes on a regular basis, and replace fallen street signs in a timely manner.

## VI. Goals & New Initiatives

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### Public Works Department

- Improve Disaster Preparedness plans and train personnel in their use.
- Continue emphasis on safety in the workplace.
- Continue seeking opportunities to partner with other public and private organizations to improve the roadways and utilities in the City.
- Implement a Career Ladder program for Maintenance workers, and consider similar programs for administrative and engineering staff positions. Plan and provide training accordingly.
- Develop final requirements for the new Public Works (PW) Center on 96<sup>th</sup> St. and begin design.

### Water

- Pursue the option to purchase an additional 2 Million Gallons per Day (MGD) of water to support future growth in demand within the water service area. Determine the most cost-beneficial source from the Lakewood Water District, Tacoma Water Utility, or Cascade Water Alliance.
- Complete extension of the East side water line to 117<sup>th</sup> Street on 214<sup>th</sup> Ave and connect to the Tacoma Water Utility gravity line.
- Purchase property and build new booster pump station to use the Tacoma Water.
- Complete construction of the 15 million gallon (MG) peaking storage

### Sewer

- Staff time allocated to explore membrane package plant to serve south sewer service area.
- Complete Capacity, Management, Operations, and Maintenance study and implement new and revised maintenance Standard Operating Procedure.
- Seek Public Works Trust Fund loans to continue the leaky water main replacement program.
- Work with developer to build the Easttown lift station and pressure line.

### Stormwater

- Design and build improvements to the Lake Bonney Lake and Debra Jane drainage basins.
- Update the Storm Water Comprehensive plan.

### Streets

- Begin implementing the Non-Motorized Transportation Plan, including sidewalks, trails and bike lanes, with funding alternatives.
- Continue street resurfacing at 7 miles per year by budgeting \$389,000 over biennium for chip seal program and \$347,000 for overlay program.
- Continue to improve street lighting in accordance with the plan approved by City Council.
- Seek funding to reconstruct failing road sections.

**ER&R**

- Utilize new work management software purchased in 2006 to better manage utilization, maintenance, operation and repairs of street and construction equipment.
- Replace older equipment beyond its useful life for which repair parts are too expensive or not available.
- Improve level of maintenance service work performed on all vehicles to fully comply with manufacturer's guidelines and to improve maintenance and operation costs.
- Provide training in use of refueling key card system and verify that all city employees are properly following these procedures. Improve data collection and reporting on preventive maintenance and repairs.
- Award contract for outside preventive maintenance and repair of City street and construction equipment.
- Improve revenue and cost allocation tracking of this internal service fund.

**VII. Division Operating Budgets**

**Fund:** GENERAL  
 Engineering & PW Administration  
**Department:** 032

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services					
20	Personnel Benefits					
30	Supplies	5,000	5,000	7,000	7,500	14,500
40	Services & Charges	19,000	9,500	38,500	42,000	80,500
50	Intergovmtl/Interfund Svc					
60	Capital Outlay	9,000	925	5,650	10,000	15,650
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	25,575	25,575	31,875	31,875	63,750
<b>Total Expenditures/Uses</b>		<b>58,575</b>	<b>41,000</b>	<b>83,025</b>	<b>91,375</b>	<b>174,400</b>

Budget Notes: 2007 Services and charges include travel and training, professional licenses, communications, \$20,000 for special legal services, etc. \$35,000 is budgeted for miscellaneous professional services as needed. A similar amount is budgeted for 2008.

**Fund:** ENTERPRISE  
**Department:** Water - 401

2006	2006	2007	2008	2007/2008
Final	Year End	Proposed	Proposed	Proposed
Budget	Estimate	Budget	Budget	Budget

**Expenditure Budget by Category:**

10	Personnel Services	870,570	879,624	1,091,027	1,140,829	2,231,856
20	Personnel Benefits	311,872	318,827	390,146	471,380	861,526
30	Supplies	79,000	157,285	144,345	151,092	295,437
40	Services & Charges	496,500	756,590	687,500	717,500	1,405,000
50	Intergovmtl/Interfund Svc	575,732	511,051	784,307	827,211	1,611,518
60	Capital Outlay	11,427,500	11,418,500	7,207,300	5,842,000	13,049,300
70	Debt Svc-Principal	1,203,709	1,203,709	1,265,246	1,254,802	2,520,048
80	Debt Svc-Interest & Misc	466,400	466,400	439,997	404,871	844,868
90	Internal Services	1,355,063	1,355,063	968,704	938,699	1,907,403
<b>Total Expenditures/Uses</b>		<b>16,786,346</b>	<b>17,067,049</b>	<b>12,978,572</b>	<b>11,748,384</b>	<b>24,726,956</b>

Budget Notes: A utility supervisor will be added in 2007 (cost shared with sewer) to oversee water and sewer operations. The intent is to better handle all the administrative detail associated with these utilities and improve the planning and management of these functions, and to free up the lead workers and crews to concentrate their efforts on repair and maintenance work. Hopefully, this person (or the transportation supervisor) could be retained and groomed to replace Rick Shannon when he retires in a few years (as planned). One additional maintenance worker is added in 2008.

Supplies include office and operating supplies, small tools and equipment, repair and maintenance supplies, water meters, sand, gravel, asphalt, pipe, couplings, fittings, safety equipment, hydrant parts, chemicals, etc. The large supply items include \$41,000 for water treatment chemicals; \$6,000 for misc. chemicals and lubricants; \$24,000 for sand and gravel; \$29,000 for asphalt; \$35,000 for meters.

2007 Services and charges include \$8,000 WA Audiology; \$1,500 QCL; \$30,000 water management; \$10,000 telemetry on-call; \$1,000 surveying; \$2,500 utilities underground; \$1,000 Sensus; \$1,000 linen services; \$35,000 attorney fees; \$25,000 engineering services on-call; \$5,000 Fransiscan. Other misc. services include advertising, communications, leases, equipment rentals, utility costs, fence repair, pump rebuilding, electrical repairs, etc.

2008 Services and charges include \$8,000 WA Audiology; \$1,500 QCL; \$30,000 water management; \$10,000 telemetry on-call; \$1,000 surveying; \$2,500 utilities underground; \$1,000 Sensus; \$1,000 linen services; \$35,000 attorney fees; \$25,000 engineering service on-call; \$5,000 Fransiscan; \$6,000 water samples.

For capital outlays, see the capital improvement plans outlined in Chapter 4.

**Fund:** ENTERPRISE  
**Department:** Sewer - 402

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services	534,303	681,500	658,970	734,417	1,393,387
20	Personnel Benefits	186,497	224,192	223,525	300,306	523,831
30	Supplies	67,000	98,850	105,000	110,250	215,250
40	Services & Charges	242,000	647,850	297,000	309,400	606,400
50	Intergovmtl/Interfund Svc	848,531	961,000	981,900	1,027,715	2,009,615
60	Capital Outlay	4,010,500	3,843,822	3,103,548	2,056,000	5,159,548
70	Debt Svc-Principal	613,975	613,975	649,775	652,775	1,302,550
80	Debt Svc-Interest & Misc	176,538	176,538	183,118	173,632	356,750
90	Internal Services	531,423	531,423	559,888	477,280	1,037,168
<b>Total Expenditures/Uses</b>		<b>7,210,767</b>	<b>7,779,150</b>	<b>6,762,724</b>	<b>5,841,775</b>	<b>12,604,499</b>

Budget Notes: One additional maintenance worker is added in 2008. Supplies include office and operating supplies, hand tools and small equipment, maintenance and repair supplies such as pipe, couplings, grates, sand, gravel asphalt, chemicals, etc.

2007 services and charges are for Department of Ecology, utilities underground, attorney fees, electrical, linen service, QCL, telemetry, inspections, Accu-Comm, and other misc. professional sewer design or engineering services. A similar amount is budgeted for 2008.

For capital outlays, see the capital improvement plans outlined in Chapter 4.

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

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services	225,253	154,368	223,201	286,336	509,537
20	Personnel Benefits	83,451	54,807	74,495	117,575	192,070
30	Supplies	10,250	7,075	10,763	11,301	22,064
40	Services & Charges	14,500	12,988	45,225	47,486	92,711
50	Intergovmtl/Interfund Svc	40,500	34,830	67,600	89,000	156,600
60	Capital Outlay	160,000	146,551	145,000	284,000	429,000
70	Debt Svc-Principal	-	-	-	-	-
80	Debt Svc-Interest & Misc	-	-	-	-	-
90	Internal Services	216,697	216,697	262,434	279,861	542,295
<b>Total Expenditures/Uses</b>		<b>750,651</b>	<b>627,316</b>	<b>828,718</b>	<b>1,115,560</b>	<b>1,944,278</b>

Budget Notes: One-half additional maintenance worker is added in 2007 (other half in streets). Supplies include office and operating supplies, small tools and equipment, repair and maintenance supplies; sand, gravel, asphalt, rock, pipe, grates, etc. 2007 services and charges include attorney fees, surveying, miscellaneous professional engineering or design services, \$20,000 Stream Team contract – water lake samples, lake monitoring, work with Pierce Conservation District. A similar amount is budgeted in 2008.

For capital outlays, see the capital improvement plans outlined in Chapter 4.

**Fund:** GENERAL  
**Department:** Road & Street Maintenance 042

		2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
<b>Expenditure Budget by Category:</b>						
10	Personnel Services	299,317	299,317	325,022	390,498	715,520
20	Personnel Benefits	86,886	86,886	102,920	151,273	254,193
30	Supplies	100,000	100,000	115,000	116,420	231,420
40	Services & Charges	141,500	141,500	151,500	167,450	318,950
50	Intergovmtl/Interfund Svc			1,200		1,200
60	Capital Outlay					
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	403,952	403,952	297,149	122,681	419,830
<b>Total Expenditures/Uses</b>		<b>1,031,655</b>	<b>1,031,655</b>	<b>992,792</b>	<b>948,322</b>	<b>1,941,114</b>

Budget Notes: One-half additional maintenance worker is added in 2007 (other half in storm water). Also proposed is a transportation supervisor to oversee streets, stormwater, and fleet. The intent is to better handle all the administrative detail associated with these programs and improve the planning and management of these functions, and to free up the lead worker and crews to concentrate their efforts on repair and maintenance work.

Supplies include Asphalt, gravel, patching material, safety equipment, barricades, cones, signs, rule, traffic control devices, small tools and equipment,

2007 services and charges include: \$65,000 for street lighting cots, \$35,000 for striping, crosswalks, stop bars, etc.; \$5,000 attorney fees; \$10,000 other engineering fees for items which cannot be charged to a specific project; \$2,500 surveying services; \$3,500 maintenance agreement for Target property/192<sup>nd</sup>. Other services include radios, phones, travel, training, equipment rentals, repairs and maintenance,

2008 services and charges include \$38,000 for striping, crosswalks, stop bars, etc.; \$8,300 attorney fees; \$10,000 other engineering fees for items which cannot be charged to a specific project; \$2,500 surveying services

## IX. Trends & Future Issues

Hiring and retaining qualified technical and professional engineering staff has been a challenge. The candidate pools for vacant positions are fairly shallow. Given decreased local enrollments in

technical and engineering schools, the City may need to implement incentives for certain technical or professional positions.

The City has an adequate water supply to last another ten (10) years. The City may need an additional 2 MGD peak hour use capacity from another water supplier. The water system still has considerable deferred maintenance that will require considerable repair and replacement in the coming years. This includes water tanks and deteriorated ductile iron water mains. While it appeared that the water fund was financially sound, given the extensive capital needs of the system, another rate increase will need to be implemented during the biennium.

The Sewer utility is not currently generating sufficient revenue to meet operating costs, and a rate increase will need to be implemented during the biennium. The City will need to continue exploring the feasibility of using a Membrane BioReactor (MBR) system for providing service to the Southern sewer service area. In addition, the City should continue exploring the feasibility of modifying the northern sewer service area boundaries with Auburn and Sumner.

The City has never developed Storm Water Comprehensive Plan. This needs to be done in order to better evaluate and plan for the future stormwater needs of the City. Identify necessary storm water projects and the number of new Equivalent Service Units (ESUs) associated with growth of the city's storm water system. Develop updated monthly use charges and SDCs based on this plan. Modify the Comprehensive Plan storm water element. Evaluate and implement the new Washington State rule implementing the Federal NPDES phase II program. Restore storm water ditches throughout the City. Add storm water ponds to prevent direct entry of storm water into streams, rivers, and lakes without adequate treatment.

Funding for street improvements continues to be challenging. There is more competition for fewer grant dollars. The costs to implement the Transportation Plan and the Non-Motorized are far beyond the City's existing and expected resources. While the proposed Regional Transportation Investment District (RTID) improvement package, if funded by voters, will provide needed funds to improve regional transportation facilities, it will provide little or no funding for local street's needs. If the legislature fails to provide cities with adequate funding mechanisms for needed transportation improvements, the City will continue to see a decreased level of service.

**X. Performance Measures**

<b>WATER DIVISION</b>		<b>2003 Actual</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 YTD</b>	<b>2006 Est.</b>	<b>2007 Est.</b>	<b>2008 Est.</b>
Waterlines	Miles	165	172	185	192	192	200	210
Water Connections	Each	9,671	10,307	10,852	11,312	11,810	12,310	12,810
PRV Stations	Each	7	13	18	28	28	30	32
Booster Pump Stations	Each	2	2	3	4	4	4	4
Chlorine Stations	Each	4	4	4	4	4	4	4
Emergency Generators	Each	5	7	7	7	8	8	8
Emergency Interties	Each	3	3	5	5	5	6	6

Routine Bacteria Samples	Year	300	300	360	360	360	360	360
New Construction samples	Year	75	65	152	87	104	110	125
Billion Gallons Pumped per Year	BG	1.13	1.15	1.16	0.93	1.15	1.40	1.45

<b>SEWER DIVISION</b>		2003 Actual	2004 Actual	2005 Actual	2006 YTD	2006 Est.	2007 Est.	2008 Est.
Lift Stations	Each	17	18	20	21	21	22	22
Sewer Connections	Each	3,909	4,128	4,428	4,727	4,787	4,847	4,907
Sewer Lines	Miles				72			

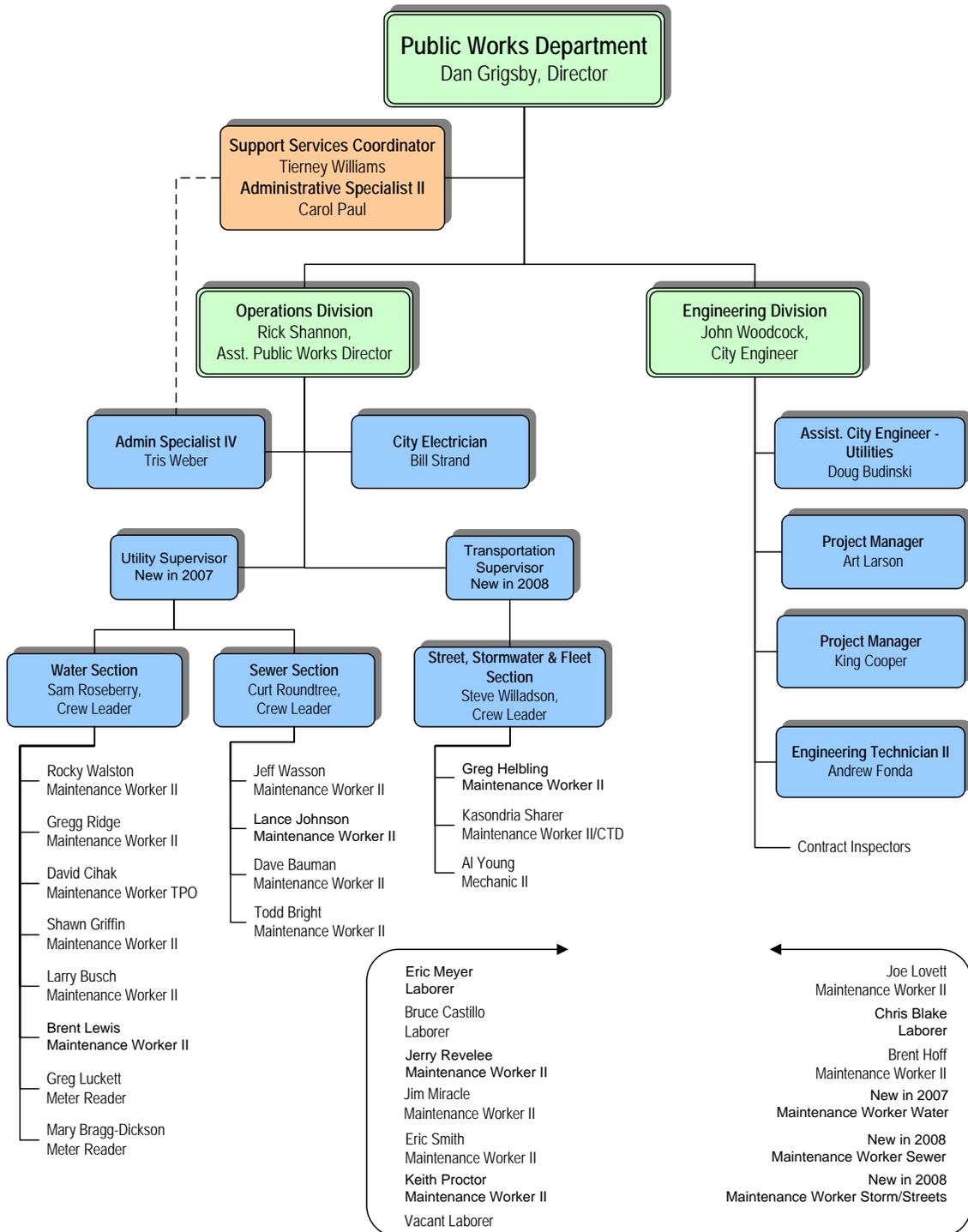
<b>STORM WATER DIVISION</b>		2003 Actual	2004 Actual	2005 Actual	2006 YTD	2006 Est.	2007 Est.	2008 Est.
Storm Water Lines	Miles	17	17	19	23	23	25	27
Detention/Infiltration Ponds	Each	25	25	31	35	35	36	37
Catch Basins/Inlets	Each	928	929	1,053	1,265	1,307	1,349	1,394
Ditches	Miles	75	75	77	79	79	79	79

<b>STREETS DIVISION</b>		2003 Actual	2004 Actual	2005 Actual	2006 YTD	2006 Est.	2007 Est.	2008 Est.
Paved Centerline Miles	Miles	59.98	59.98	62.46	66.7	66.7	70.0	72.0
Paved Lane Miles	Miles	119.96	119.9	124.92	133.4	133.4	135.0	137.0
Unpaved Centerline Miles	Miles	1.4	1.4	1.4	1.2	1.2	1.2	1.2
Street Identification Signs	Each	291	291	307	407	415.0	450.0	495.0
Traffic Control Signs	Each	691	691	814	894	910.0	970.0	1,020.0
Traffic Signals	Each	1	2	3	3	3.0	3.0	3.0
Stripped Centerline Miles	Miles	52.56	52.56	77	79	79.0	81.0	83.0
Street Lights	Each	549	549	549	590	590.0	650.0	700.0
ROW Mowed	Acres	63.47	63.47	63.47	66.39	67.0	70.0	73.0

<b>ER&amp;R</b>		2003 Actual	2004 Actual	2005 Actual	2006 YTD	2006 Est.	2007 Est.	2008 Est.
TOTAL ER&R Equipment	Pieces	100	113	139	160	160	166	170

<b>ENGINEERING DIVISION</b>		2003 Actual	2004 Actual	2005 Actual	2006 YTD	2006 Est.	2007 Est.	2008 Est.
TOTAL Projects Managed	Each	462	414	414	478	508	213	230
TOTAL CIP Budget Managed	\$M	12.43	11.06	8.69	21.12	21.34	18.26	14.85

XI. Organization Chart



The employees assigned to each section are those who work 50% or more in that area. The balance of the maintenance workers form a pool and are assigned to a section as needed on a project basis. The labor cost of all employees is cost-allocated according to a labor distribution formula.

**NON-DEPARTMENTAL**

**III. Purpose & Description**

The Miscellaneous Non-Departmental budget manages non-departmental general government charges and expenditures, as well as, expenditures for Department of Retirement excess compensation and employee leave expense on an accrual basis. Interfund Services includes transfers to the Insurance and Equipment Rental & Replacement Funds. In the past, this department managed the fund reserve for the General Fund with this Preliminary Budget this practice has been discontinued. Transfers out to other funds in 2007 are: \$650,000 to the Contingency Fund to bring the amount of the “rainy day fund” to a million dollars (\$1,000,000); \$2,925,000 to the General Government CIP for future use for additional downtown property acquisition or other capital needs; and \$600,000 to the Parks CIP for future use.

**VII. Department Operating Budget**

**Fund:** GENERAL  
**Department:** Non-Departmental 090

2006 Final Budget	2006 Year End Estimate	2007 Proposed Budget	2008 Proposed Budget	2007/2008 Proposed Budget
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**Expenditure Budget by Category:**

10	Personnel Services					
20	Personnel Benefits	163,524	163,524	138,000	144,900	282,900
30	Supplies	-	-	16,000	17,500	33,500
40	Services & Charges	30,000	30,000	60,000	61,500	121,500
50	Intergovmtl/Interfund Svc	25,000	25,000	26,000	26,000	52,000
60	Capital Outlay					
70	Debt Svc-Principal					
80	Debt Svc-Interest & Misc					
90	Internal Services	350,821	350,821	172,083	153,292	325,375
	Transfers Out			4,175,000	-	4,175,000
<b>Total Expenditures/Uses</b>		<b>569,345</b>	<b>569,345</b>	<b>4,587,083</b>	<b>403,192</b>	<b>4,990,275</b>

### 2007 Expenditure Budget Request by Category

Fund Classification Fund Name	Personnel Services	Supplies	Services/	Intergovt	Capital	Debt	Election	Interfund/ Services	Estimated Ending Working Capital	Total Expenditures
<b>GENERAL FUND:</b>										
Legislative	\$ 36,214	\$ 800	\$ 35,000	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ 101,014
Judicial	387,897	21,200	32,195	-	11,000	-	-	-	-	452,292
Executive	216,259	4,000	256,500	-	2,500	-	-	-	-	479,259
Finance	588,995	8,000	103,150	-	18,000	-	-	-	-	718,145
Legal		-	325,000	-	-	-	-	-	-	325,000
Information Systems	179,976	50,000	166,750	-	140,000	-	-	-	-	536,726
Administrative										
Svcs/City Clerk Office	285,443	5,000	83,000	-	55,000	-	-	-	-	428,443
Human Resources	77,468	8,500	8,000	-	-	-	-	-	-	93,968
Law Enforcement	3,073,667	57,700	532,350	467,289	26,500	-	-	307,737	-	4,465,243
Engineering & Public										
Works Administration	-	7,000	38,500	-	5,650	-	-	31,875	-	83,025
Road & Street										
Maintenance	427,943	115,000	151,500	-	1,200	-	-	297,149	-	992,792
Senior Center	214,365	25,700	18,500	-	10,000	-	-	9,783	-	278,348
Community Service	114,120	4,000	137,000	33,500	-	-	-	-	-	288,620
Planning & Community										
Development.	580,755	4,105	115,650	-	4,000	-	-	20,195	-	724,705
Building	520,006	5,000	29,300	-	-	-	-	34,642	-	588,948
Facilities	244,640	31,000	85,640	-	-	-	-	20,316	-	381,596
Parks	302,095	33,000	68,000	-	-	-	-	30,879	-	433,974
Internal Svc/Non-Dept	138,000	16,000	60,000	26,000	-	-	-	4,347,083	-	4,587,083
Estimated Fund Balance									947,264	947,264
<b>Total General Fund</b>	<b>\$ 7,387,843</b>	<b>\$ 396,005</b>	<b>\$ 2,246,035</b>	<b>\$ 526,789</b>	<b>\$ 273,850</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 5,099,659</b>	<b>\$ 947,264</b>	<b>\$ 16,906,445</b>
<b>SPECIAL REVENUE:</b>										
Drug Investigation	-	\$ 5,000	\$ 1,500	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 647,690	\$ 694,190
Contingency	-	-	-	-	-	-	-	-	1,016,861	1,016,861
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,664,551</b>	<b>\$ 1,711,051</b>
<b>DEBT SERVICE:</b>										
1997 GO Refunded										
Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,198	\$ -	\$ -	\$ 124,584	\$ 488,782
L.I.D. #12 - Street	-	-	-	-	-	-	-	-	72,373	72,373
LID #13 - Street	-	-	-	-	-	-	-	-	13,240	13,240
LID Guarantee	-	-	-	-	-	-	-	-	80,400	80,400
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 364,198</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,597</b>	<b>\$ 654,795</b>
<b>CAPITAL PROJECTS</b>										
Street CIP	\$ -	\$ -	\$ -	\$ -	\$ 4,996,000	\$ 159,150	\$ -	\$ -	\$ 5,185,876	\$ 10,341,026
Parks CIP	-	-	-	-	1,182,000	465,677	-	-	1,133,018	2,780,695
General Gov CIP	-	-	-	-	2,560,000	-	-	-	1,233,123	3,793,123
<b>Total Capital Pjts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,738,000</b>	<b>\$ 624,827</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,552,017</b>	<b>\$ 16,914,844</b>
<b>ENTERPRISE:</b>										
Water Utility	\$ 1,481,173	\$ 144,345	\$ 687,500	\$ 784,307	\$ 7,207,300	\$ 1,705,243	\$ -	\$ 968,704	\$ 9,652,037	\$ 22,630,609
Sewer Utility	882,495	105,000	297,000	981,900	3,103,548	832,893	-	559,888	5,075,208	11,837,932
Storm Water Utility	297,696	10,763	45,225	67,600	145,000	-	-	262,434	118,816	947,534
<b>Total Enterprise</b>	<b>\$ 2,661,364</b>	<b>\$ 260,108</b>	<b>\$ 1,029,725</b>	<b>\$ 1,833,807</b>	<b>\$ 10,455,848</b>	<b>\$ 2,538,136</b>	<b>\$ -</b>	<b>\$ 1,791,026</b>	<b>\$ 14,846,061</b>	<b>\$ 35,416,075</b>
<b>INTERNAL SERVICE:</b>										
Equipment Rental & Repl.										
Repl.	\$ 142,655	\$ 263,110	\$ 118,535	\$ -	\$ 954,000	\$ -	\$ -	\$ 75,700	\$ 1,338,349	\$ 2,892,349
Insurance	-	-	245,133	-	-	-	-	-	316,093	561,226
<b>Total Internal Service</b>	<b>\$ 142,655</b>	<b>\$ 263,110</b>	<b>\$ 363,668</b>	<b>\$ -</b>	<b>\$ 954,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,700</b>	<b>\$ 1,654,442</b>	<b>\$ 3,453,575</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 10,191,862</b>	<b>\$ 924,223</b>	<b>\$ 3,640,928</b>	<b>\$ 2,360,596</b>	<b>\$ 20,461,698</b>	<b>\$ 3,527,161</b>	<b>\$ 29,000</b>	<b>\$ 6,966,385</b>	<b>\$ 26,954,932</b>	<b>\$ 75,056,785</b>

## 2008 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 Working Capital	Total Expenditures
<b>GENERAL FUND:</b>										
Legislative	\$ 36,214	\$ 800	\$ 40,000	\$ -	\$ -	\$ -	\$ 29,000	\$ -		\$ 106,014
Judicial	423,418	18,450	39,107	-	-	-	-	-		480,975
Executive	236,382	4,000	193,500	-	2,500	-	-	-		436,382
Finance	717,781	9,000	105,775	-	1,500	-	-	-		834,056
Legal			341,250	-	-	-	-	-		341,250
Information Systems	197,857	50,000	166,750	-	100,000	-	-	-		514,607
Administrative Svcs/ City Clerk Office	313,126	5,000	83,000	-	-	-	-	-		401,126
Human Resources	83,878	8,850	8,400	-	-	-	-	-		101,128
Law Enforcement	3,473,222	57,700	531,700	476,380	-	-	-	343,737		4,820,813
Engineering & Public Works Administration	-	7,500	42,000	-	10,000	-	-	31,875		91,375
Road & Street Maintenance	541,771	116,420	167,450	-	-	-	-	122,681		948,322
Senior Center	234,717	25,700	19,240	-	10,400	-	-	9,783		299,840
Community Service Planning & Community Development	126,392	4,000	141,000	33,500	-	-	-	-		304,892
Building	708,422	4,150	95,650	-	4,000	-	-	20,995		833,217
Facilities	569,967	5,000	29,300	-	-	-	-	19,440		623,707
Parks	266,255	24,080	87,058	-	-	-	-	35,612		413,005
Internal Svc/Non-Dept	324,928	24,000	59,000	-	-	-	-	96,902		504,830
Estimated Fund Balance	144,900	17,500	61,500	26,000	-	-	-	153,292		403,192
<b>Total General Fund</b>	<b>\$ 8,399,230</b>	<b>\$ 382,150</b>	<b>\$ 2,211,680</b>	<b>\$ 535,880</b>	<b>\$ 128,400</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 834,317</b>	<b>\$ 1,178,335</b>	<b>\$ 13,637,066</b>
<b>SPECIAL REVENUE:</b>										
Drug Investigation	\$ -	\$ 5,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 663,893	\$ 682,393
Contingency	-	-	-	-	-	-	-	-	1,035,131	1,035,131
<b>Total Special Revenue</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 1,699,024</b>	<b>\$ 1,717,524</b>
<b>DEBT SERVICE:</b>										
1997 GO Refunded Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 354,805	\$ -	\$ -	\$ 133,584	\$ 488,389
L.I.D. #12 - Street	-	-	-	-	-	-	-	75,666	-	75,666
LID #13 - Street	-	-	-	-	-	-	-	-	20,780	20,780
LID Guarantee	-	-	-	-	-	-	-	-	162,066	162,066
<b>Total Debt Service</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 354,805</b>	<b>\$ -</b>	<b>\$ 75,666</b>	<b>\$ 316,430</b>	<b>\$ 746,901</b>
<b>CAPITAL PROJECTS</b>										
Street CIP	\$ -	\$ -	\$ -	\$ -	\$ 4,949,000	\$ 216,750	\$ -	\$ -	\$ 4,042,026	\$ 9,207,776
Parks CIP	-	-	-	-	956,000	465,677	-	-	1,262,056	2,683,733
General Gov CIP	-	-	-	-	530,000	-	-	-	927,043	1,457,043
<b>Total Capital Pjts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,435,000</b>	<b>\$ 682,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,231,125</b>	<b>\$ 13,348,552</b>
<b>ENTERPRISE:</b>										
Water Utility	\$ 1,612,209	\$ 151,092	\$ 717,500	\$ 827,211	\$ 5,842,000	\$ 1,659,673	\$ -	\$ 938,699	\$ 9,175,402	\$ 20,923,786
Sewer Utility	1,034,723	110,250	309,400	1,027,715	2,056,000	826,407	-	477,280	4,842,933	10,684,708
Storm Water Utility	403,911	11,301	47,486	89,000	284,000	-	-	279,861	11,264	1,126,824
<b>Total Enterprise</b>	<b>\$ 3,050,843</b>	<b>\$ 272,643</b>	<b>\$ 1,074,386</b>	<b>\$ 1,943,926</b>	<b>\$ 8,182,000</b>	<b>\$ 2,486,080</b>	<b>\$ -</b>	<b>\$ 1,695,840</b>	<b>\$ 14,029,599</b>	<b>\$ 32,735,318</b>
<b>INTERNAL SERVICE:</b>										
Equipment Rental & Rep	\$ 156,753	\$ 273,800	\$ 120,179	\$ -	\$ 459,000	\$ -	\$ -	\$ 79,268	\$ 1,593,319	\$ 2,682,319
Insurance	-	-	252,487	-	-	-	-	-	313,876	566,363
<b>Total Internal Service</b>	<b>\$ 156,753</b>	<b>\$ 273,800</b>	<b>\$ 372,666</b>	<b>\$ -</b>	<b>\$ 459,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,268</b>	<b>\$ 1,907,195</b>	<b>\$ 3,248,682</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 11,606,826</b>	<b>\$ 933,593</b>	<b>\$ 3,660,232</b>	<b>\$ 2,479,806</b>	<b>\$ 15,204,400</b>	<b>\$ 3,523,312</b>	<b>\$ 29,000</b>	<b>\$ 2,697,091</b>	<b>\$ 25,361,708</b>	<b>\$ 65,434,042</b>



## CHAPTER 4: CAPITAL IMPROVEMENT & INTERNAL SERVICE FUNDS

All of the capital improvement projects (CIP) of the City are budgeted into one of a number of capital improvement funds according to the type of improvement to be made and the principal source of funding. The CIP fund is generally for capital improvements such as roads, water lines, buildings, etc. but could include expensive pieces of equipment such as a street sweeper, or to fund a recurring program that is capital in nature, such as the annual street chip sealing program.

Funds for the various capital improvements may come from a variety of sources, such as grants, bond proceeds, loans, system development charges, impact fees, transfers from operating funds, or other revenues that have been dedicated by law or policy to capital improvements.

Not all of the project listings involve construction funds during the biennium. Large projects may take several years to plan, design, and construct. Thus, some CIP funds in a given year may be for design or engineering only, etc. Some projects (indicated by an asterisk) are dependent on pending or anticipated grant or other external funding, and would not be undertaken if those external funding sources are not obtained.

Internal service funds are funds that have been set up to provide an internal means of funding certain activities or program that are city-wide and affect all departments. The City currently has two internal service funds, the Insurance Fund and the Equipment Rental and Replacement Fund.

The following sections outline the basic revenue sources and principal projects for the biennium in each CIP Fund. The attachments at the end of the Chapter include the summary of revenues and expenditures for the entire City, plus the entire capital improvement plan for the next six years. Each year the plan is updated.

### GENERAL GOVERNMENT CIP

The General CIP is for capital improvements that are funded primarily out of the general fund for general government improvements that don't fit any of the other CIP categories. The types of projects that would be included in the General Government CIP include the public safety building, the senior center, city hall, city hall annex, etc.

Funds for the civic center land acquisition and the phone system come from general government revenues and a 15% share of the Real Estate Transfer Tax (REET) receipts. Funds for the school zone improvements are targeted to come from the automated traffic enforcement fines. If the fines are not sufficient to fund the improvements, they will not be undertaken.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>
<i>General Govt. CIP</i>	Downtown Civic Center Land Acquisition	\$2,500,000	0	\$2,500,000
	Phone System Replacement	0	\$168,000	\$168,000
	*School Zone Improvements	\$60,000	\$60,000	\$120,000

## PARKS CIP

The Parks CIP is for capital improvements that are parks related. Park CIP revenues include general funds, park impact fees, park mitigation funds, and a 35% share of the Real Estate Transfer Tax (REET) receipts.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>
<i>Parks CIP</i>	Lake Bonney Park Improvements	\$78,000	0	\$78,000
	Cedarview Park Improvements	\$100,000	0	\$100,000
	Ball Field #4 Parking Improvements	0	\$100,000	\$100,000
	*Fennel Creek Trail Matching Funds	\$944,000	\$845,000	\$1,789,000

## STREETS CIP

The Streets CIP is for capital improvements that are street related, and includes sidewalks, curb and gutter, and street lights. Street CIP revenues come from a variety of sources, including grants, transportation impact fees, transportation mitigation fees, public works trust fund loans, general funds, and a 50% share of the Real Estate Transfer Tax (REET) receipts.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>
<i>Street CIP</i>	*OSBH and SR410 Intersection	\$1,690,000	\$1,300,000	\$2,990,000
	214 <sup>th</sup> from 96 <sup>th</sup> St. to SR410	0	\$1,250,000	\$1,250,000
	75 <sup>th</sup> Street Overlay	\$35,000	\$315,000	\$350,000
	Meyers Road Connection	0	\$250,000	\$250,000

The Street CIP also includes a number of recurring CIP expenditures for general overlay, chip seal, street lighting, and sidewalk programs that are not listed below.

## STORMWATER CIP

The Stormwater CIP is for capital improvements that are related to the various stormwater and drainage systems and facilities of the City. Stormwater revenues come primarily from system development charges and from rates. In the future, funding may also come from grants, loans, or bonds.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>
<i>Stormwater CIP</i>	Lake Jane & Lake Bonney Drainage System Improvements	\$115,000	\$120,000	\$235,000
	183 <sup>rd</sup> to 64 <sup>th</sup> Drainage Improvements	0	\$42,000	\$42,000
	192 <sup>nd</sup> North of 90 <sup>th</sup> Drainage Imps.	0	\$52,000	\$52,000

## WATER CIP

The Water CIP is for capital improvements that are related to the municipal water system. Water revenues come a variety of sources, including system development charges (connection fees), rates, public works trust fund loans, and bonds.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>	
<i>Water CIP</i>	Ballpark Well Water Quality Study	150,000	0	150,000	
	Lakeridge 748 Zone Tank Cleaning & Recoating	260,000	0	260,000	
	192 <sup>nd</sup> Corridor Waterline	45,000	450,000	495,000	
	Eastown water mains	850,000	0	850,000	
	Leaky Mains Repair/Replacement PWTF#1	1,183,000	0	1,183,000	
	Peaking Storage Tank	2,247,000	0	2,247,000	
	TWD Intertie, BPS, and Water Main	1,500,000	1,000,000	2,500,000	
	Leaky Mains Repair/Replacement PWTF#2		1,875,000	1,875,000	
	Tacoma Point Water Tank Replacement		380,000	380,000	
	<b>Shared/Other</b>	Public Works Maintenance Facility	\$538,000	\$1,500,000	\$2,038,000

## SEWER CIP

The Sewer CIP is for capital improvements that are related to the municipal sewer system. Sewer revenues come a variety of sources, including system development charges (connection fees), rates, public works trust fund loans, and bonds.

<i>FUND</i>	<i>PROJECT</i>	<i>2007</i>	<i>2008</i>	<i>TOTAL BIENNIUM</i>
<i>Sewer CIP</i>	192 <sup>nd</sup> Corridor Project	\$35,000	\$350,000	\$400,000
	Sewer Trunk Line Section Replacements	\$600,000	\$980,000	\$1,580,000

## EQUIPMENT RENTAL AND REPLACEMENT FUND

The equipment rental and replacement (ER&R) fund is used as a revolving fund to pay for the salaries, benefits, and operations required for the repair, replacement, purchase and operation of motor vehicles and contractor's equipment, and for the purchase of all gas, oil, parts, and other supplies necessary for the operation and maintenance of the city's equipment fleet.

The Office of Financial Services is assigned responsibility for the administration of the Fund, including the books, accounts and records relating to each individual piece of equipment. The public works department is responsible for the maintenance and repair of the equipment in the fund, including maintenance records.

The Office of Financial Services is responsible for acquiring new or replacement equipment and to surplus and dispose of old equipment in cooperation with the public works department.

All motor vehicles, equipment, parts, accessories and supplies acquired by the Fund are deemed to be owned by, and are maintained by, the equipment rental fund. In other words, no single department "owns" a certain vehicle or piece of equipment. However, the fund from which the purchase was financed has an interest in the equipment.

Expenses of this fund are largely financed through transfers from the various departments/funds to pay for their share of equipment, operating and maintenance costs. The concept is that each year money is contributed to pay the Operations & Maintenance (O&M) costs plus a share of depreciation (replacement) costs on each piece of equipment. Thus, when it comes time to replace a vehicle, the funds are available.

There are a few issues with the fund that will be addressed during the biennium. The first is the depreciation of equipment. Currently, contributions to replace a vehicle are based on the original purchase price. What frequently happens is that because of inflation and equipment cost increases, the replacement vehicle costs much more than the original. For example a dump truck purchased 10 years ago for \$25,000 might cost \$50,000 for a similar truck. In future biennial budgets, there needs to be a supplemental transfer to fund the estimated replacement cost of the vehicle. What currently happens is that almost all acquisitions require a supplemental transfer from the operating fund because there wasn't enough money set aside each year to cover the cost of replacement. The second issue is that the replacement schedule for many of the pieces of equipment is not based on a realistic estimated life. For example, inspection vehicles are depreciated on the basis of 15 years use, when in reality the vehicle may last no longer than 10 years before it is more economical to replace it and incur significant repair costs.

The pieces of equipment budgeted to be replaced during the 2007-2008 biennium include:

Department / Fund	Item to be purchased	Total	Estimated Cost 2007	Estimated Cost 2008
Police	4 PD Cruisers	144,000		144,000
Building	Compact Pickup Truck	20,000	20,000	
City Facilities	Compact Pickup Truck	18,000	18,000	
Parks	1 1/2 DropSide Dump Bed	65,000		65,000
	Total General Fund	247,000	38,000	209,000
Water	5 Yard Dump Truck	115,000	115,000	
Water	Boom Truck (Funds collected in 2006)	200,000	200,000	
Water	1 Ton Service Body (4X4)	55,000	55,000	
Water	Meter Reading Van 1	50,000		50,000

Water	1 1/2 ton Drop Side Dump Bed	65,000		65,000
	Total Water	485,000	370,000	115,000
Wastewater	1 Generator	50,000	50,000	
Wastewater	2 Generators	96,000	96,000	
Wastewater	1 Ton Service Body (4X4)	55,000	55,000	
Wastewater	1 1/2 ton Drop Side Dump Bed	60,000	60,000	
	Total Wastewater	261,000	261,000	
Street/Stormwater	Dump Truck	115,000	115,000	
Street/Stormwater	Brush Chipper	25,000	25,000	
Street/Stormwater	Flat Bed Truck	50,000	50,000	
Street/Stormwater	Slide-in Snow and Ice Sander	25,000	25,000	
Street	New 1 1/2 Drop Side Dump Bed	65,000	65,000	
Street/Stormwater	Side Cast Boom	45,000		45,000
Street/Stormwater	Backhoe	80,000		80,000
Street/Stormwater	HTC Conveyor	10,000		10,000
	Total	415,000	280,000	135,000
ER&R	Hand held engine diagnostic analyzer	5,000	5,000	
	Grand Total	1,413,000	954,000	459,000

The operating and capital budget for the Equipment Rental and Replacement Fund is:

**Fund:** INTERNAL SERVICES  
**Department:** Equipment Rental - 501

2006	2006	2007	2008	2007/2008
Final	Year End	Proposed	Proposed	Proposed
Budget	Estimate	Budget	Budget	Budget

**Expenditure Budget by Category:**

10	Personnel Services	149,187	140,911	107,828	113,219	221,047
20	Personnel Benefits	60,459	34,508	34,827	43,534	78,361
30	Supplies	125,000	205,126	263,110	273,800	536,910
40	Services & Charges Intergovmtl/Interfund	78,165	61,266	118,535	120,179	238,714
50	Svc	-	-	-	-	-
60	Capital Outlay	1,361,000	1,302,612	954,000	459,000	1,413,000
70	Debt Svc-Principal	-	-	-	-	-
	Debt Svc-Interest &					
80	Misc	-	-	-	-	-
90	Internal Services	62,972	70,747	75,700	79,268	154,968
<b>Total Expenditures/Uses</b>		<b>\$ 1,836,783</b>	<b>\$ 1,815,170</b>	<b>\$ 1,554,000</b>	<b>\$ 1,089,000</b>	<b>\$ 2,643,000</b>

## INSURANCE FUND

Since 2002, the City has been a member of the Washington Cities Insurance Authority (WCIA). WCIA is a pool of cities that jointly insure and manage their risks. The City uses WCIA for the full range of insurance coverage, including liability, errors and omissions, auto, property and casualty, inland marine, boiler and machinery, and fidelity. The Insurance Fund was established to pay insurance premiums and membership costs for participation in the WCIA. Expenses of this Fund are largely financed through user fees charged to various Funds or Departments based on the employees, property and equipment assigned to each fund.

Limits of insurance for liability include \$15,000,000 per occurrence subject to annual aggregates, with no deductible. Auto coverage is actual cash value with a \$500 deductible (excludes glass repair, fire and lightning). Property damage coverage has a \$300 million per occurrence limit, with a \$5000 deductible. Boiler and machinery coverage has a \$50 million limit with variable deductibles. Fidelity coverage is limited to \$2,500,000 with a \$10,000 deductible.

The budget for the Insurance Fund is as follows:

	<b>2006 Adopted Budget</b>	<b>2006 Est. Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>	<b>Total 2007-2008 Biennium</b>
<b>REVENUES</b>					
Beginning Fund Balance	297,911	297,343	306,093	316,093	622,186
Interest Earnings	1,300	8,750	10,000	10,500	20,500
Transfers-In					
General Fund	165,133	165,133	165,133	146,069	311,202
Water Fund	34,139	34,139	25,500	30,189	55,689
Stormwater Fund	10,165	10,165	7,500	7,875	15,375
Sewer Fund	31,449	31,449	47,000	55,637	102,637
<b>Total Revenues</b>	<b>540,097</b>	<b>546,979</b>	<b>561,226</b>	<b>566,363</b>	<b>1,127,589</b>
<b>EXPENDITURES</b>					
Services and Charges	240,886	240,886	245,133	252,487	497,620
Ending Fund Balance	299,211	306,093	316,093	313,876	629,969
<b>Total Expenditures</b>	<b>540,097</b>	<b>546,979</b>	<b>561,226</b>	<b>566,363</b>	<b>1,127,589</b>

## FINANCIAL PLANNING MODEL AND CIP

OPERATIONS & MAINT (O&M)	2007	2008	2009	2010	2011	2012	Totals
General Revenues							
Property Taxes	2,167	2,319	2,481	2,655	2,840 *4	2,983	15,444
Sales Tax	3,289	3,684	4,126	4,621	5,175 *3	5,434	26,329
Utility Tax	*1 1,857	1,970	2,088	2,213	2,346	2,487	12,962
Other taxes	480	509	539	572	606	642	3,348
Licenses & Permits	1,524 *5	1,506	1,506	1,566	1,629	1,694	9,425
Intergovernmental	312	285	285	299	314	330	1,825
Fines & Forfeits	*2 933	952	999	1,049	1,102	1,157	6,191
Interest Income	151	158	163	171	180	189	1,012
Other Revenues	150	158	165	174	182	191	1,020
Administrative Transfers In	985	1,034	1,086	1,140	1,197	1,257	6,700
Total Revenues	11,848	12,573	13,438	14,460	15,571	16,364	84,257
O & M - See Attachment B	-11,784	-12,457	-13,044	-14,001	-15,025	-16,124	-82,436
Dedicated Revenues - Property Taxes for 1997 Bond	364	355	355	359	359 *6		1,792
Debt Service 1997 Bonds	-364	-355	-355	-359	-359 *6		-1,792
Annual Net Available	64	116	394	460	550	240	1,824
<b>Accumulative Net Available (O&amp;M)</b>	<b>64</b>	<b>180</b>	<b>574</b>	<b>1,034</b>	<b>1,584</b>	<b>1,824</b>	<b>1,824</b>
<b>CAPITAL TOTAL</b>							
Dedicated Revenues (Capital)							
Real Estate Excise Taxes (REET)	1,430	1,573	1,604	1,637	1,669	1,703	9,616
Motor Vehicle Taxes	367	396	428	462	499	539	2,692
Park Impact Fees	494	509	524	540	556	573	3,195
Park Mitigation Expected	0	50	0	0	0	0	50
Traffic Mitigation Fees Actual	2,800	1,000	0	0	0	0	3,800
Traffic Mitigation Fees Expected	0	500	685	1,345	500	1,000	4,030
Transportation Impact Fees	648	693	721	750	780	811	4,402
Proposed Grants - Street CIP	0	0	0	0	0	0	0
Proposed Grant - Park CIP	118	373	373	373	373	373	1,983
PW Trust Fund Loan proceeds	A 736	477	102	1,193	0	0	2,508
Proposed Loan - Street CIP	B						0
Other borrowing - Civic Center	C				10,000		10,000
Investment Interest	223	224	233	242	252	262	1,436
Total Revenues	6,816	5,795	4,670	6,542	14,629	5,260	43,712
Capital - Attachment C							
Street CIP	-4,996	-4,948	-3,538	-5,433	-3,733	-4,965	-27,613
Parks CIP	-1,262	-956	-545	-545	-545	-545	-4,398
General Government CIP	-2,560	-530	-515	-570	-4,550	-5,350	-14,075
Repayment of PW Trust Fund Loan	A -159	-217	-204	-400	-400	-400	-1,780
Repayment of Interfund Loan to Sewer	B -255	-255	-255	-255	-255	-255	-1,530
Repayment of other borrowing - Civic Center	C			0	0	-790	-790
Total Capital Outlay	-9,232	-6,906	-5,057	-7,203	-9,483	-12,305	-50,186
Carryover from prior period - 2006	5,058						5,058
Fund transfers in/out (net)							
Annual Net Available - Capital	2,643	-1,111	-387	-661	5,146	-7,045	-1,416
<b>Accum Net Available - Capital &amp; O&amp;M</b>	<b>2,707</b>	<b>1,711</b>	<b>1,719</b>	<b>1,517</b>	<b>7,213</b>	<b>408</b>	<b>408</b>

\*1 Increased from \$70,000

\*3 Decreased rate from 12% to 5%

\*2 Increased from \$25,000

\*4 Decreased rate from 7% to 5%

\*5 Rate decrease from 6% to 4%

\*6 GO Bonds paid in full in 2011

## ATTACHMENT B

### CITY OF BONNEY LAKE General Fund Operations & Maintenance Expenditures GENERAL GOVERNMENT 2007 - 2012 ANALYSIS IN 000's

<b>EXPENDITURES</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Totals</b>
* Legislative	101	106	112	119	126	134	698
* Judicial	452	481	510	540	573	607	3,163
* Executive	479	436	462	490	519	550	2,936
* Finance	718	834	884	937	993	1,053	5,419
* Legal	325	341	361	383	406	431	2,247
* Information Systems	537	515	546	579	613	650	3,440
* City Clerk	522	502	532	564	598	634	3,352
** Law Enforcement	4,465	4,820	5,206	5,622	6,072	6,558	32,743
* Engineering & PW Administration	83	91	96	102	108	115	595
** Streets Maintenance	993	948	1,024	1,106	1,194	1,290	6,555
* Senior Center	278	300	318	337	357	379	1,969
* Community Service	289	305	323	343	363	385	2,008
** Planning & Community Development	725	833	900	972	1,049	1,133	5,612
* Building	589	624	661	701	743	788	4,106
* Facilities	382	413	438	464	492	521	2,710
** Parks and Recreation	434	505	545	589	636	687	3,396
* Miscellaneous Non- Departmental	412	403	427	453	480	509	2,684
Less Expenditure Savings	0	0	-300	-300	-300	-300	-1,200
<b>TOTAL EXPENDITURES</b>	<b>11,784</b>	<b>12,457</b>	<b>13,045</b>	<b>14,001</b>	<b>15,022</b>	<b>16,124</b>	<b>82,433</b>

**Notes:**

- 1 \* These departments are increased by 6% for the 2007-2012 period. This allows for COLA's and other cost increases and a few new positions.  
 \*\* These departments are increased by 8% over the five year period and allow several new positions during this period.
- 2 The estimated ending fund balances are not shown here as budgeted amounts because they are considered reserves.

**SUMMARY OF FUND # 320**  
**General Government CIP PROJECTS**  
**(\$000's)**

PROJ.#	PROJECT TITLE	Funding	2007	2008	2009	2010	2011	2012	TOTAL
	Payment for land purchased for Civic								
GG 01	Center	COR	2,500	0	25	100	4,550	5,350	12,525
GG 02	Phone System CIP	COR	0	168	0	0	0	0	168
	Repairs and Replacements of City								
GG 03	Buildings	COR	0	302	490	470	0	0	1,262
GG 04	School Zone Improvements	COR	60	60	0	0	0	0	120
<b>TOTAL USES</b>			<b>2,560</b>	<b>530</b>	<b>515</b>	<b>570</b>	<b>4,550</b>	<b>5,350</b>	<b>14,075</b>

**PARKS CIP PROJECTS**  
**Fund # 302 Parks CIP in (\$000's)**

PROJECT TITLE	Funding	2007	2008	2009	2010	2011	2012	2013	2014	TOTAL
CON - Expansion of Allan Yorke park	PG,PIF,COR	40	0	0	0	0	0	0	0	40
Carryforward from 2006 - Boat Launch Gate	COR	80	0	0	0	0	0			80
CON - Lake Bonney Park Improvements	COR	78	0	0	0	0	0	0	0	78
CON - Cedarview Park Improvements	PIF	100	0	0	0	0	0	0	0	100
CON - Bonney Lake Elementary Property	COR	20	0	0	0	0	0	0	0	20
CON - Gateway Improvements	PG,PIF,COR	0	11	0	0	0	0	0	0	11
CON - Ball Field #4 Parking	PIF	0	100	0	0	0	0	0	0	100
CON - Fennel Creek Trail	PG,PIF,COR	944	845	545	545	545	545	545	545	3,969
<b>TOTAL USES</b>		<b>1,262</b>	<b>956</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>545</b>	<b>4,398</b>

## RESIDENTIAL STREETS CIP PROGRAM

### Street Fund (\$000's)

PROJECT TITLE	Funding	2007	2008	2009	2010	2011	2012	TOTAL
184th to 182nd	AG,MA,TIF	1,300	500	0	0	0	0	1,800
RPL - Old Buckley Highway & SR 410 w/ Signal	AG,PG,PL,MA,ME,COR	1,690	1,300	0	0	0	0	2,990
CON - 192nd Ave. E. Connection Phase 1-A (2008)	PL,ME,TIF	1,200	500	0	0	0	0	1,700
RPR - 75th Street E Overlay	COR	35	315	0	0	0	0	350
CON - Myers Road Connection	PG,PL,COR	0	250	120	1,404	0	0	1,774
CON - 214th from 96th Street E to SR-410	ME,COR,TIF	0	1,250	2,000	0	0	0	3,250
RPL - 84th Street E Improvements	COR	0	0	130	1,200	0	0	1,330
CON - 198th Ave. East and Signal	ME,COR	0	0	370	1,690	0	0	2,060
CON - Signal @ 199th Ave and 109th St (BLHS & BLJHS)	TIF	0	0	15	160	0	0	175
RPR - Church Lake Drive Overlay from 71 St W to 71 St E	COR	0	0	0	0	350	0	350
RPL - Bonney Lake Blvd Improvements with Overlay	COR	0	0	0	0	90	1,300	1,390
CON - 214th from SR-410 South to City Limits	ME,COR,TIF	0	0	0	0	2,250	2,300	4,550
RPR - West Tapps Hwy 77th to BL Blvd Overlay	COR	0	0	0	0	0	350	350
RPR - Chip Seal Program	COR	185	204	224	246	271	298	1,427
RPR - Maintenance Overlay Program	COR	165	182	200	220	242	266	1,273
RPL - Street Reconstruction Program	COR	198	218	240	264	290	319	1,528
CON - Sidewalk Reconstruction Program	COR	83	90	100	110	121	133	636
CON - Street Light Project		60	60	60	60	40	0	280
CON - SR410 Street Light Project		80	80	80	80	80	0	400
<b>TOTAL EXPENSES</b>		<b>4,996</b>	<b>4,948</b>	<b>3,538</b>	<b>5,433</b>	<b>3,733</b>	<b>4,965</b>	<b>27,613</b>

Awarded Grant		0	0	0	0	0	0	0
Proposed Grant		0	0	0	0	0	0	0
Awarded Loan		736	264	0	0	0	0	1,000
Proposed Loan		0	213	102	1,193	0	0	1,508
Mitigation Actual		2,800	1,000	0	0	0	0	3,800
Mitigation Expected		0	500	685	1,345	500	1,000	4,030
Traffic Impact Fees		642	687	515	160	1,000	500	3,504
City Oper. Revenue		818	2,284	2,236	2,735	2,233	3,465	13,771
<b>TOTAL SOURCES</b>		<b>4,996</b>	<b>4,948</b>	<b>3,538</b>	<b>5,433</b>	<b>3,733</b>	<b>4,965</b>	<b>27,613</b>

**ATTACHMENT D**  
**CITY OF BONNEY LAKE**  
**WATER ENTERPRISE FUND 401**  
**PROPRIETARY**  
2007 - 2012 ANALYSIS IN 000's

<b>WATER OPERATIONS:</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Totals</b>
Operating Revenues							
Monthly Water Charges	5,619	5,956	6,314	6,692	7,094	7,519	39,194
Other Fees & Charges	115	115	190	195	200	205	1,020
Total Operating Revenues	5,734	6,071	6,504	6,887	7,294	7,724	40,214
Operation and Maintenance Expenses							
Administration & Maintenance	3,387	3,509	3,684	3,869	4,062	4,265	22,776
Taxes	784	827	860	894	930	967	5,263
Debt Service - Operations portion only	950	1,000	1,000	1,000	1,000	1,000	5,950
Total Operation and Maintenance Exp	5,121	5,336	5,545	5,763	5,992	6,233	33,990
Annual Net Available	613	735	959	1,124	1,301	1,492	6,225
<b>CAPITAL</b>							
Dedicated Revenues (Capital)							
Water Connection Fees (aka SDCs)	3,098	3,030	3,000	3,000	3,000	3,000	18,128
Public Work Trust Fund	1,355	0	0	0	0	0	1,355
Proposed Loan	0	1,781	1,781	2,257	0	0	5,819
Investment Interest	520	390	280	370	396	347	2,303
Total Revenues	4,973	5,201	5,061	5,627	3,396	3,347	27,605
Capital Expenditures							
Total Capital projects - Attachment D-2	7,102	5,752	3,330	3,226	4,857	4,128	28,395
Debt Service funded with SDCs	755	660	1,090	1,316	1,316	1,316	6,453
Total Other Uses	7,857	6,412	4,420	4,542	6,173	5,444	34,848
Change to Annual Net Available	-2,884	-1,211	641	1,085	-2,777	-2,097	-7,243
Carryover - Prior Period	11,924						11,924
Fund Transfers Out							
<b>TOTAL ANNUAL WORKING CAPITAL</b>	<b>9,653</b>	<b>9,177</b>	<b>10,777</b>	<b>12,986</b>	<b>11,511</b>	<b>10,906</b>	<b>10,906</b>

## WATER CIP PROGRAM Water Fund (\$000's)

PROJECT TITLE	Funding	2007	2008	2009	2010	2011	2012	TOTAL
RPR - Telemetry Upgrades	SDC	10	10	0	0	0	0	20
CON - North West Plateau Reconfiguration	SDC	40	0	0	0	0	0	40
CON - Pressure Relief Stations Construction	SDC	52	0	0	0	0	0	52
CON - Ball Park Water Treatment Facility & Quality Study	SDC	150	0	0	0	0	0	150
RPR - Lakeridge 748 Zone Tank Cleaning & Recoating	SDC	260	0	0	0	0	0	260
CON - Victor Falls Watershed Fencing	SDC	0	0	0	0	0	550	550
Con - Easttown Waterline	SDC	850	0	0	0	0	0	850
RPL - Leaky Mains PWTF 1	SDC	1,183	0	0	0	0	0	1,183
CON - Peaking Storage Reservoir Construction	SDC	2,247	0	0	0	0	0	2,247
RPL - 192 Corridor Waterline	SDC	45	450	0	0	0	0	495
CON - Public Works Facility	SDC	538	1,500	0	0	0	0	2,038
CON - TWD Intertie, BPS, and Water Main	SDC	1,500	1,000	0	0	0	0	2,500
RPL - Lakeridge 810 Zone Water Tank	SDC	0	0	0	400	4,000	0	4,400
RPL - Leaky Mains PWTF 2	Loan, SDC	0	1,875	1,925	1,975	0	0	5,775
RPL - Tacoma Point Water Tank Replacement	SDC	0	0	0	0	0	380	380
RPL - Water Main Replacement Program	SDC	0	0	560	0	0	0	560
CON - Water Main Replacement at 182th Ave E. and 84th St E.	SDC	0	0	0	0	0	300	300
PLN - Comprehensive Water System Plan Update	SDC	0	0	0	0	0	130	130
CON - Security System Update	SDC	0	0	0	0	0	635	635
CON - Lakeridge 810 Zone BPS	SDC	0	0	0	0	0	1,270	1,270
RPL - Transfer to ER&R for Underfunded Equipment Costs	COR (Interest)	44	78	0	0	0	0	122
RPR - Leak Detection Program	SDC	46	48	49	51	52	54	300
RPR - Meter Replacement Program	SDC	41	42	44	45	47	48	267
RPR - Tank Video and Cleaning	SDC	31	32	33	34	35	36	201
PMT - Additional Water Purchase	SDC	0	650	650	650	650	650	3,250
RPL - Replacements and Unscheduled Projects	SDC	65	67	69	71	73	75	420
<b>TOTAL EXPENSES</b>		<b>7,102</b>	<b>5,752</b>	<b>3,330</b>	<b>3,226</b>	<b>4,857</b>	<b>4,128</b>	<b>28,395</b>

	2007	2008	2009	2010	2011	2012	TOTAL
Awarded Grant	0	0	0	0	0	0	0
Proposed Grant	0	0	0	0	0	0	0
Awarded Loan	1,355	0	0	0	0	0	1,355
Proposed Loan	0	1,781	1,781	1,781	0	0	5,343
Mitigation Actual	0	0	0	0	0	0	0
Mitigation Expected	0	0	0	0	0	0	0
City Operating Revenue	1,016	164	81	85	90	1,409	2,845
System Dev Charges	4,731	3,807	1,468	1,360	4,767	2,719	18,852
<b>TOTAL SOURCES</b>	<b>7,102</b>	<b>5,752</b>	<b>3,330</b>	<b>3,226</b>	<b>4,857</b>	<b>4,128</b>	<b>28,395</b>

## ATTACHMENT E

### CITY OF BONNEY LAKE SEWER ENTERPRISE FUND 402 PROPRIETARY 2007 - 2012 ANALYSIS IN 000's

SEWER OPERATIONS	2007	2008	2009	2010	2011	2012	Totals
<b>Operating Revenues</b>							
Monthly Sewer Charges	2,915	3,061 *	3,275	3,505	3,750	4,012	20,518
Other Fees & Charges	5	5	13	13	13	13	62
Total Operating Revenues	2,920	3,066	3,288	3,518	3,763	4,025	20,580
<b>Operation and Maintenance Expenses</b>							
Administration & Maintenance	2,585	2,713	2,862	3,020	3,186	3,361	17,726
Taxes	333	347	361	375	390	406	2,212
Debt Service	367	367	367	367	367	367	2,202
Total Operation and Maintenance Expenses	3,285	3,427	3,590	3,762	3,943	4,134	22,141
Annual Net Available for Capital	-365	-361	-302	-244	-180	-109	-1,561
<b>Dedicated Revenues (Capital)</b>							
Sewer Connection Fees (aka SDCs)	2,181	2,136	2,000	2,000	2,000	2,000	12,317
Public Work Trust Fund - Proposed	0	0	2,080	1,500	0	0	3,580
Investment Interest	335	268	234	213	215	242	1,507
Total Revenues	2,516	2,404	4,314	3,713	2,215	2,242	17,404
<b>Capital Expenditures</b>							
Capital projects - Attachment E-2	3,012	1,956	3,929	3,572	495	798	13,762
Debt Service funded with SDCs	466	459	533	588	748	748	3,542
Total Other Uses	3,478	2,415	4,462	4,160	1,243	1,546	17,304
Carryover - Prior Period	6,261						6,261
<b>ACCUMULATED ENDING WORKING CAPITAL</b>	<b>4,934</b>	<b>4,562</b>	<b>4,112</b>	<b>3,421</b>	<b>4,213</b>	<b>4,800</b>	<b>4,800</b>

Assume a 8% increase in rate effective 1/1/2008

**SEWER CIP PROGRAM  
Sewer Fund (\$ 000's)**

#	CIP#	PROJECT TITLE	Funding	2007	2008	2009	2010	2011	2012	TOTAL
8	S-03	CON - Public Works Facility	SDC	350	0	0	0	0	0	350
		CON - Sumner WWTP Upgrade Construction	SDC	1,500	0	0	0	0	0	1,500
7	LS-07	RPR - Telemetry Upgrades	SDC	20	10	0	0	0	0	30
11	N/A	CON - 192nd Corridor Project	SDC	35	350	0	0	15	150	550
9	N/A	EMR RPL - Sewer Trunk Line	SDC	600	980	2,080	1,800	0	0	5,460
10	LS-08	CON - LS 17 Improvements	SDC	0	40	65	0	0	0	105
		CON - CHURCH Lake Drive Sewer	SDC	0	120	1,200	0	0	0	1,320
		CON - SR 410 Sewer Main Improvements	SDC	0	0	120	1,300	0	0	1,420
14	S-11	PLN - Sewer Comprehensive Plan Update	SDC	0	0	0	0	0	160	160
15	LS-01	RPR - Lift Station Improvements	SDC	16	16	16	16	16	16	96
16	M-01	RPL - Replacements and Unscheduled Projects	SDC	65	67	69	71	73	75	420
17	M-02	EQP - Equipment Upgrades	SDC	20	22	23	24	25	26	140
18	S-06	RPR - Video Sewer Lines	SDC	80	21	22	23	24	25	195
19	N/A	RPR - Sewer Line Repair	SDC	100	103	106	109	112	115	645
20	S-04	RPR - Manhole Repair	SDC	26	27	28	29	30	31	171
5	P-01	PMT - Sumner WWTP "True-up" Payments	SDC	200	200	200	200	200	200	1,200
		<b>TOTAL EXPENSES</b>		<b>3,012</b>	<b>1,956</b>	<b>3,929</b>	<b>3,572</b>	<b>495</b>	<b>798</b>	<b>13,762</b>
		Proposed Loan		0	0	2,080	1,500	0	0	3,580
		System Dev Charges		3,012	1,956	1,849	2,072	495	798	10,182
		<b>TOTAL SOURCES</b>		<b>3,012</b>	<b>1,956</b>	<b>3,929</b>	<b>3,572</b>	<b>495</b>	<b>798</b>	<b>13,762</b>

**ATTACHMENT F  
STORM WATER ENTERPRISE FUND 415  
PROPRIETARY 2007 - 2012 ANALYSIS IN 000's**

<b>STORM WATER OPERATIONS:</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Totals</b>
<b>Operating Revenues</b>							
Monthly Storm Water Charges	678	904	1,130	1,357	1,438	1,525	7,032
Other Fees & Charges	30	29	31	33	35	38	196
<b>Total Operating Revenues</b>	<b>708</b>	<b>933</b>	<b>1,161</b>	<b>1,390</b>	<b>1,474</b>	<b>1,562</b>	<b>7,228</b>
<b>Operation &amp; Maintenance Expenses</b>							
Administration & Maintenance	616	743	784	827	872	920	4,763
Taxes	68	89	95	102	109	117	580
<b>Total Operation &amp; Maintenance Expenses</b>	<b>684</b>	<b>832</b>	<b>879</b>	<b>929</b>	<b>981</b>	<b>1,037</b>	<b>5,343</b>
<b>Dedicated Revenue (Capital)</b>							
Storm Water Connection Fees (aka SDCs)	80	75	79	83	87	91	494
Capital Expenditures							
Total Capital Projects - Attachment F-2	145	284	300	547	640	594	2,510
Carryover - Prior Period	160						160

**STORM WATER CIP PROGRAM**  
**Storm Water Fund (\$ 000's)**

#	CIP#	PROJECT TITLE	Funding	2007	2008	2009	2010	2011	2012	TOTAL
		Lake Bonney & Jane Channel Improvements	COR	16	0	0	0	0	0	16
		Lake Bonney & Jane Drainage BL Blvd at Senior Center	COR	56	0	0	0	0	0	56
		Lake Bonney & Jane Drainage 181st and 79th (study only)	COR	18	0	0	0	300	0	318
23	NA	CON - Public Works Facility	SDC,COR	30	70	0	0	0	0	100
		Lake Bonney & Jane Drainage 188th Street Crossing	COR	11	70	0	0	0	0	81
		Lake Bonney & Jane Drainage Church Lake Road	COR	14	50	67	0	0	0	131
8	STW-8	CON - Improve Local Drainage (183rd to 64th)	COR	0	42	0	0	0	0	42
10	STW-10	CON - Improve Local Drainage from 182nd north of 90th	COR	0	52	72	0	0	0	124
7	STW-7	CON - Improve Local Drainage (183rd to 74th)	COR	0	0	51	0	0	0	51
26	NA	PMT - Storm Comprehensive Plan	SDC,COR	0	0	40	40	0	0	80
5	STW-5	CON - 192nd Avenue Improvements	SDC	0	0	0	124	0	0	124
11	STW-10	CON - Improve Local Drainage - 197th & Interlake	COR	0	0	0	38	0	0	38
12	STW-12	CON - Improve Local Drainage on Angeline Road from 95th to 103rd	SDC	0	0	0	75	0	0	75
9	STW-9	CON - Improve Local Drainage on 185th from 84th to 74th	SDC	0	0	0	0	95	98	193
4	STW-4	Storm Water Related Contractor's Equipment	SDC,COR	0	0	0	25	0	250	275
17	STW-17	CON - NPDES Compliance	SDC,COR	0	0	35	35	35	35	140
18	STW-18	CON - ADA Improvements to Sidewalks	SDC,COR	0	0	35	35	35	36	141
24	NA	CON - New Storm Pond	SDC,COR	0	0	0	100	100	100	300
25	NA	RPR - Reconstruct Storm Ponds	SDC,COR	0	0	0	75	75	75	225
<b>TOTAL EXPENSES</b>				<b>145</b>	<b>284</b>	<b>300</b>	<b>547</b>	<b>640</b>	<b>594</b>	<b>2,510</b>

## CHAPTER 5: SPECIAL REVENUE AND DEBT SERVICE FUNDS

### DRUG INVESTIGATION FUND

The Drug Investigation Fund accounts for monies received by court ordered restitution and seized items relating to drug cases. Proceeds must be used for law enforcement purposes. As a general policy, drug investigation funds are used for one-time equipment or capital purchases, and are not used to fund recurring operating and maintenance expenses. Exceptions may be made where the expenditure is not likely to result in a dependency on recurring appropriations from the General Fund should the Drug Fund dry up. Interest earnings are credited to the fund.

In 2006, appropriated Drug Funds were used to replace service revolvers, acquire the forensic video analysis system, and partially fund laptop and vehicle replacements.

Budgeted revenues and expenditures include:

	<u>2007</u>	<u>2008</u>
<b>Revenues/Sources by Category:</b>		
Beginning Fund Balance	\$ 661,140	\$ 647,690
Investment Interest	<u>33,050</u>	<u>34,703</u>
<b>Total Revenue/Sources by Category</b>	<u>\$ 694,190</u>	<u>\$ 682,393</u>
<b>Expenditure Budget by Category:</b>		
Supplies	\$ 5,000	\$ 5,000
Services & Charges	1,500	1,500
Machinery & Equipment (Base Station Antenna Replacement)	40,000	
ER&R Purchase in Excess of Replacement		<u>12,000</u>
Estimated Ending Fund Balance	<u>\$ 647,690</u>	<u>\$ 663,893</u>
<b>Total Budget:</b>	<u>\$ 694,190</u>	<u>\$ 682,393</u>

### CONTINGENCY FUND

The Contingency Fund is the City's emergency or "rainy day" fund. There are no expenditures proposed to be made from this fund during the biennium. The projected balance in the fund at the end of 2006 was only \$349,461, which was not much in case of an emergency. In 2007, a budgeted transfer of \$650,000 from the General Fund's undesignated ending balance to the Contingency Fund to increase the amount of the fund to \$1,000,000. A future goal of the Administration is to maintain a Contingency Fund that is not less than 10% of the General Fund. The Contingency Fund requires an ordinance approved by the City Council before expenditures can be made from the fund. Interest earnings are credited to the fund.

A Contingency Fund functions essentially as a Cumulative Reserve Fund. Up until this year, the City maintained both a Contingency and a Cumulative Reserve Fund. There was no need to maintain two funds

for essentially the same purpose, so with the adoption of the 2006 revised budget, the Council eliminated the Cumulative Reserve Fund and transferred its fund balance of \$231,609 to the Contingency Fund.

## 1997 GENERAL OBLIGATION BOND FUND

The General Obligation Bond was issued to construct the Public Safety Building. 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. The bond will be paid off in 2011.

2007 budgeted revenues include:

- Excess Property Tax Levy of \$364,198
- Investment Earnings of \$9,000

2007 budgeted expenditures include:

- G.O. Bond Principal payment of \$285,000
- G.O. Bond Interest payment of \$79,198

2008 budgeted revenues include:

- Excess Property Tax Levy of \$354,805
- Investment Earnings of \$9,000

2008 budgeted expenditures include:

- G.O. Bond Principal payment of \$290,000
- G.O. Bond Interest payment of \$64,805

## LID FUNDS

Local Improvement Districts (LIDs) are special assessment districts. These districts are formed as a means of assisting benefiting properties in the financing of and payment for needed capital improvements. These special assessment districts are formed to permit the improvements to be financed and paid for over a period of time through assessments on the benefiting properties. Streets, sidewalks, sewer and water lines are the most common types of improvements funded by an LID or a ULID (utility LID). Under an LID, property owners are assessed costs only in proportion to the benefit of the improvements received.

One LID was retired this year – LID #11. Local Improvement District #11 was formed in 1987 to finance the extension of the sewer main along State Route 410 for commercial development. The bonds were paid off in 2005, and the LID retired in 2006.

### LID #12 – 62<sup>nd</sup> Street East

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.

**There is one year remaining on LID #12.**

2007 revenues, including fund balances and interest earnings amount to \$72,373

2007 expenditures include an estimated ending fund balance of \$72,373

2008 revenues, including fund balances and interest earnings amount to \$75,666

2008 expenditures include a \$75,666 transfer to LID Guaranty Fund to close LID #12

**LID #13 – 95<sup>th</sup> Street**

Local Improvement District #13 was formed in 2005 to self-fund the 95th Street LID project. This project provided an asphalt overlay to a previously graveled short section of 95<sup>th</sup> street ending in a cul-d-sac. LID #13 was self-funded with General Fund monies. Property owners will either pay their assessment in full or pay back the City over time according to the payment schedule.

2007 revenues, including fund balances and interest earnings amount to \$13,240

2007 expenditures include an estimated ending fund balance of \$13,240

2008 revenues, including fund balances and interest earnings amount to \$20,780

2008 expenditures include an estimated ending fund balance of \$20,780

**LID GUARANTY FUND**

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. The current amount of the fund is \$70,586. There would no expenditures made out of the fund except in case of a default of one of the LIDS. To date, there have been no defaults in any of the City's LIDs.

2007 revenues, including fund balances and interest earnings amount to \$80,400

2007 expenditures include an estimated ending fund balance of \$80,400

2008 revenues, including fund balances and interest earnings amount to \$162,066

2008 expenditures include an estimated ending fund balance of \$162,066



# CHAPTER 6: ABOUT THE CITY OF BONNEY LAKE

## CITY OFFICIALS



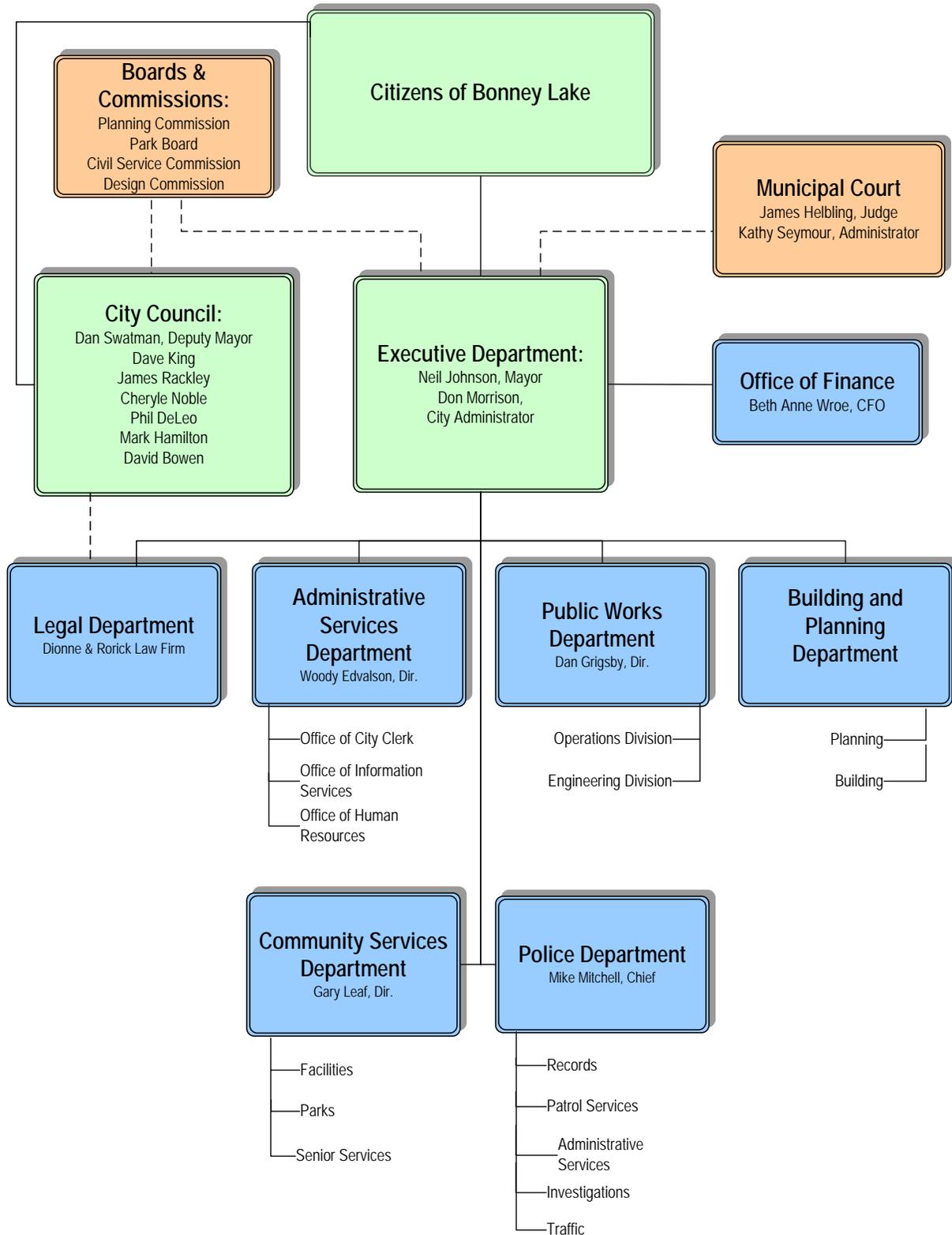
(Top Row) David Bowen Ward 4    Mark Hamilton At Large 2    James Rackley Ward 2    Dan Swatman At Large 1

(Bottom Row) Dave King Ward 1    Cheryle Noble Ward 3    Neil Johnson Mayor    Phil DeLeo Ward 5

### City Administration

- |                   |   |
|-------------------|---|
| Neil Johnson, Jr. | Mayor                                       |
| Don Morrison      | City Administrator                          |
| Beth Anne Wroe    | Chief Financial Officer                     |
| Marvin Vialle     | Interim Planning & Community Dev Director   |
| Harwood Edvalson  | Administrative Services Director/City Clerk |
| Mike Mitchell     | Police Chief                                |
| Dan Grigsby       | Public Works Director                       |
| Gary Leaf         | Community Services Director                 |
| James Helbling    | Municipal Court Judge                       |
| Kathy Seymour     | Municipal Court Administrator               |

## General City Organization Chart



## Appointed Officials

Mayor Johnson's management team consists of:

### Executive Department

Don Morrison, City Administrator  
Beth Anne Wroe, Chief Financial Officer  
Joel Thompson, Executive Assistant

### Administrative Services Department

Harwood Edvalson, Director of Administrative Services  
Chuck McEwen, Information Services Coordinator  
Jenna Young, Human Resources Officer

### Public Works Department

Dan Grigsby, P.E., Public Works Director  
John Woodcock, P.E., City Engineer  
Rick Shannon, Assistant Public Works Director

### Planning and Community Development Department

Marvin Vialle, Interim Planning and Community Development Director  
Steve Ladd, Planning Manager  
Jerry Hight, Building Official

### Community Services Department

Gary Leaf, Community Services Director  
Sue Hilberg, Senior Services Manager

### Police Department

Mike Mitchell, Chief of Police  
Dana Hubbard, Acting Lieutenant

### Municipal Court

James Helbling, Judge  
Kathy Seymour, Court Administrator

## FORM OF GOVERNMENT

Bonney Lake is currently organized as a non-charter code city, under the mayor-council form of government. The optional municipal code, Title 35A RCW, was devised as an alternative to the existing statutory system of municipal government in Washington. The basic objective of the code was to increase the abilities of cities to cope with complex urban problems by providing broad statutory home rule authority in matters of local concern to all municipalities, regardless of population. Cities operating under the optional municipal code are commonly referred to as code cities. Under the optional municipal code, cities may take any action on matters of local concern so long as that action is neither prohibited by the State Constitution

nor in conflict with the general law of the state. The powers granted to code cities include all the powers granted to any other class of city in any existing or future legislative enactment, unless the legislature specifically makes a statute inapplicable to code cities.

The City of Bonney Lake is lead by a publicly-elected Mayor and a seven-member City Council, two of whom are elected at-large, and 5 of whom are elected by ward (district). The City Council elects a president, known as the Deputy Mayor. The Bonney Lake Municipal Code (BLMC) Chapter 2.04 contains the City Council's Rules of Procedure.

Every even numbered year (bi-annually) in January, the City Council elects one of its members to serve as the Deputy Mayor (Council President). BLMC 04.510 outlines the duties of the deputy mayor: "The deputy mayor presides at meetings of the council, administers oaths and signs instruments in the absence of the mayor. When the deputy mayor presides over a council meeting he/she shall retain his or her councilmanic vote. In addition to serving in the absence of the mayor, the deputy mayor shall serve as finance committee chair for the term of office as established for the deputy mayor, shall serve as voucher review committee chair, shall be responsible for overseeing council agendas with the city clerk and the mayor and shall perform any other duties prescribed by the council." (Ord. 1061 § 1, 2004).

The city attorney or assistant city attorney acts as the council's parliamentarian (BLMC 2.04.210).

Most WA cities have adopted council rules of procedure. Most cities adopt them by resolution. However, in Bonney Lake, the council rules have been adopted by ordinance and are codified as BLMC Chapter 2.04. These rules (included as an attachment to this handbook) govern the way the city council conducts its business, and covers such topics as council meetings, voting, citizen participation, meeting decorum, etc.

*Workshops:* The Council meets in Workshop (as a Committee of the Whole) on the first and third Tuesdays of the Month, beginning at 5:30p

*Regular Meetings:* The Council meets in regular session on the second and fourth Tuesdays of the Month, beginning at 7:00pm.

The Council does not normally meet on any 5<sup>th</sup> Tuesdays of the month, but may on occasion schedule those few fifth Tuesdays of a month to meet in a joint session with one of the City's advisory boards.

*Council Committees.* There are four (4) standing committees of the City Council: Finance, Voucher Review, Public Safety, and Community Development. Each council standing committee meets at least monthly and is supposed to hold meetings a minimum of 12 times per year. Council committee members are to notify the committee chair of planned absences at least 24 hours in advance of the meeting and the chair of the committee may contact the deputy mayor or any other councilmember to serve in their absence.

Committee membership is determined by the council biennially on even numbered years at the first meeting in January (same as deputy mayor) or more often as the council determines is necessary. Each committee consists of three councilmembers, and each councilmember generally serves on at least one committee. The public safety and community development committees each choose their own chairperson.

1. *Finance Committee.* The deputy mayor is the chair of the finance committee. The chairs of the community development committee and the public safety committee shall also serve on this committee with the deputy mayor. The finance committee was created for the purpose of advising the city council on matters concerning the general fiscal and financial operations of the city, budget and financial reports, 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, finance director, senior human resources analyst and administrative services coordinator. The Finance Committee meets the second and fourth Tuesdays at 4:30pm for Voucher Review, and at 5:30pm for committee meeting.
2. *Voucher Review Committee.* The membership of the voucher review committee is the same as the Finance Committee. 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 Committee meets the second and fourth Tuesdays at 4:30pm.
3. *Public Safety Committee.* The Public Safety Committee consists of three (3) council members appointed by the Deputy Mayor. The public safety committee was created for the purpose of advising the city council on matters concerning the overall safety of the citizens who live within our community that pertain to police and fire protection, the municipal court, emergency services and animal control in coordination with the police department, fire department (District #22) and civil service commission. The Committee meets the first and third Mondays of the month at 5:00pm.
4. *Community Development Committee.* The Community Development Committee (CDC) consists of three (3) council members appointed by the Deputy Mayor. The community development committee was created for the purpose of advising the city council on matters related to the planning of the physical, economic, aesthetic, cultural and social development of the city zoning codes, building codes, sign codes, annexation policies, parks and recreation and all city utilities in coordination with the planning department, planning commission, building department, parks department and the public works department. The CDC considers policy and legislative matters relating to public works and planning/development issues that are not considered by the planning commission, design commission, or hearing examiner. The CDC meets the first and third Mondays of the month at 5:00pm.

## CITY ADMINISTRATION AND DEPARTMENT ORGANIZATION

The executive branch of City government is headed by the Mayor who is assisted by a City Administrator. The City administration currently consists of six (6) official departments and the municipal court.

1. Executive
2. Administrative Services
3. Community Services
4. Planning and Community Development
5. Public Works
6. Police

## 7. Municipal Court

*Executive Department.* The Executive Department consists of the Mayor, City Administrator, and Office of Financial Services. The Executive Department oversees and coordinates the activities of all departments of the City, and provides financial support services to them.

*Administrative Services.* The Administrative Services Department includes the offices of City Clerk, Human Resources, and Information Technology (IT). The department provides services such as public information, City Council agenda preparation, human resources administration, records maintenance, and computer support. The IT office coordinates and maintains all of the computer, phone and related systems of the City. The Administrative Services Department also coordinates the administrative services for the municipal court.

*Community Services.* The Community Services Department includes parks, recreation, senior services, and facilities. The parks division plans and maintains the parks system of the City. Recreation services are provided primarily through an inter-local agreement between the City of Bonney Lake, City of Sumner, and the Sumner School District. The School District administers the joint recreation program. The Senior Services Division operates the Bonney Lake Senior Center and administers the City's senior citizen programs and services. The Facilities Division provides custodial services and maintains all of the City's primary buildings and grounds, including the City Hall, Senior Center, Public Safety Building, and City Hall Annex.

*Planning and Community Development.* The Planning and Community Development Department plans and coordinates all aspects of the City's physical development. Planners do this through preparation of the City's Comprehensive Plan, development regulations, adopted building codes, and other long-range plans. They also evaluate and revise the zoning and subdivision ordinances as needed. In addition, Planners work with our local boards and commissions concerned with the appearance and use of land in Bonney Lake. The department is housed in the Annex.

*Police.* The Police Department is located in the City's public safety building, which it currently shares with Fire District #22. The City of Bonney Lake has annexed into Fire District #22, which is a separate municipal corporation. Services offered by the police department include security surveys, investigation, crime prevention, coordination of some special events, community oriented policing, traffic control and crisis-intervention assistance.

*Public Works.* The Public Works Department includes the construction, operation and maintenance of all public streets, sidewalks, alleys, bridges, viaducts, highways and rights-of-way, including the placement and operation of signs, signals and lighting fixtures; the construction, operation and maintenance of all public water supply, storage and distribution facilities, including water mains, pumping stations, reservoirs, and wells; the construction, operation and maintenance of all sanitary sewers, sewer facilities and appurtenances, including sanitary sewers, and pumping stations; the construction and maintenance of all storm sewer facilities and appurtenances, including storm sewers, drains, ditches, culverts and streams and watercourses under jurisdiction of the city; the construction, maintenance and operation of all public parking lots; the cleaning of all streets and alleys including snow removal operations; the control, management and supervision of the equipment rental fund, including all associated city shops and garages; the making of all necessary surveys, maps, drawings and documents and the preparation of contract drawings, specifications, cost estimates, supervision of construction and inspection for all public works

construction; the development and maintenance of city parks and open spaces; and the cleaning and maintenance of certain public buildings.

The Engineering Division of public works oversees the environmental, transportation, utility, and other Public Works related engineering projects and programs of the City to ensure technical competence and compliance with standards and codes.

The Operations and Maintenance Division of public works operates and maintains the water, sanitary sewer collection, street, and storm water systems of the City. The Operations and Maintenance Division also maintains the City's fleet.

Public works administration and engineering is located in the Annex. Operations and Maintenance is located in the shops behind city hall.

*Municipal Court.* The municipal the court is a legally independent branch of city government, but is subject to the ordinances, resolutions, policies, and procedures of the City. The Bonney Lake Municipal Court is a court of limited jurisdiction. The court adjudicates violations of city ordinances, including the traffic code, infractions, and other misdemeanors. Municipal court judges may impose fines up to \$5,000, a year in jail, or both, although many ordinances will specify the maximum penalty in the ordinance. The Municipal Judge and Court Administrator administer the activities of the municipal court. Prosecution is provided the contracted City Attorney's Office. The judge is appointed by the mayor for a four (4) year term.

## BOARDS AND COMMISSIONS

The City has four (4) standing boards and commissions:

1. Planning Commission
2. Design Commission
3. Civil Service Commission
4. Park Board (Also serves as Tree Board)

### Planning Commission

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Meets 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 5:30p.m.

The Planning Commission is comprised of seven citizens appointed by the Mayor to six-year terms. A special meeting may be called at any time, with notices posted not less than 24 hours in advance. The Planning Commission agenda is available one week prior to the meeting date. These meetings may be cancelled or changed, so please call (253) 862-8602 prior to attending. Meetings are conducted according to by-laws adopted by the Agency.

**Responsibilities:** The Planning Agency acts as the land use advisory body for the City Council and reviews and makes recommendations to the City Council on the City's Comprehensive Plan, Shoreline

Plan and amendments to the SEPA and environmentally sensitive area codes, subdivision, zoning and sign codes. They are also responsible for making recommendations to the city council for Type 3 permits.

**Members:**

Randy McKibbin (Chair)  
Grant Sulham

Donn Lewis  
Katrina Minton-Davis

Dennis Poulsen  
Winona Jacobson

**Design Commission**

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Meets 4<sup>th</sup> Monday 6:00 pm (and possibly 2<sup>nd</sup> Monday with 24 hours notice)

The Design Commission is comprised of seven persons appointed by the Mayor. Five of the members shall be practicing professionals within the fields of architecture, planning, civil engineering, landscape architecture, and development

**Responsibilities:** The Design Commission provides advice to the Planning Department and Planning Commission on issues related to design and they advocate quality design through education, promotion, and other means, as may be appropriate.

**Members:**

Debbie Strous-Boyd (chair)  
Tyler Gazecki

Judi Felton (vice chair)  
Paul Webber

Jamie Bendon  
Thomas Kennedy

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### Civil Service Commission

Meets 4<sup>th</sup> Monday 5:30 pm

The Civil service Commission is comprised of three persons appointed by the mayor to six-year terms.

**Responsibilities:** The Civil Service Commission shall perform all the duties and obligations required and provided by the laws of the State of Washington per RCW 41.12.040 as the same is or may now hereafter be amended.

**Members:**

Robert Dalton (chair)

Tim Jacobson

Roy Nishiyori

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### Parks Board

Meets 2<sup>nd</sup> Tuesday of month at 5:30 p.m. at the City Hall Annex conference room

The Park Board is comprised of seven members appointed by the mayor with the consent of the city council.

**Responsibilities:**

The Park Board is responsible for reviewing park and recreation matters in the City. They also review and recommend the draft park element of the comprehensive plan prior to review by the planning commission and city council. The Park Board also sits as the City's "Tree Board", and as such reviews the community forestry plan and acts as the body that considers designation of heritage trees.

**Members:**

Carol Ujick – Chairperson

Margaret Farrell

Leota Musgrave

Darren Proctor

Dan Totten

Brian Cebe

Laurie Carter

## City Services – Who Does What?

**Police.** Police services are provided by the City of Bonney Lake Police Department. The Police Department consists of 23 commissioned officers and 4 civilian support positions. The Bonney Lake Police Department provides the citizens of Bonney Lake with a broad range of law enforcement services. The department is composed of three core areas providing traditional law enforcement services. The department also has a handful of small units staffed by officers throughout the department on an additional duty basis, to provide specialty services when needed. As stated in the city's 2004 operating budget, the mission of the police department is: *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.*

In fulfillment of that mission, the department provides the following services:

- Patrol services, including initial response to calls for police service and coordination of relations with external agencies;
- Criminal investigations, including investigation of criminal offenses and provision of liaison with other law enforcement agencies, and dissemination of crime information to the public and other agencies;
- Community services, including management of and response to domestic violence and youth-related complaints, provision of education-related services such as the school resource officer program and crime prevention services;
- Tactical and marine specialty services;
- Administrative services including planning and fiscal management, crime analysis, police records, and automated recordkeeping in support of the city, state and federal criminal justice systems; and
- Personnel management services, including internal affairs (complaint investigations), training, and personnel services.

To support the department's mission, the overall organization of the department is structured around three functional areas: patrol, investigations and administration.

**Animal Control.** Up until 2006, the City provided for animal control services through a service agreement with the Pierce County Humane Society. In early 2005, the Society notified all Pierce County cities that it would no longer provide animal control services (they have since decided that they would continue to offer sheltering services). Upon receipt of the notice, the City began looking at alternative means of providing animal control services. Effective 1/1/06, the City began contracting with the City of Sumner for animal control services. Sumner operates a joint animal shelter with the City of Puyallup on South Hill. The shelter is located at 1200 39th Ave. SE, Puyallup, WA 98374, phone: (253) 841-5595.

**Fire.** In 1994, the City of Bonney Lake completed a new Public Safety Building to house the City's Police and Fire Departments. In fall of 1999, the citizens of Bonney Lake voted affirmatively to annex into Pierce County Fire Protection District No. 22, commonly known as East Pierce Fire and Rescue, effectively completing a merger of the City's municipal fire department with that of District 22. The Fire District serves most of the plateau area, and also provides administrative services for the Sumner Fire Department. Since the effective date of the annexation all fire protection and emergency medical services throughout the City of Bonney Lake have been provided by the Fire Protection District. In December of 2000, the City entered into an agreement with the Fire District to lease a portion (16,000sf) of the City's public safety building, together with a portion of the parking lot associated with the premises, to the District for the purpose of operating a fire station serving the citizens and residents of the City of Bonney Lake and surrounding areas, as well as for administrative offices for the District. That lease expired December 31, 2005. The lease provides that if terms of a new successor lease are not successfully negotiated prior to the end of the

12/31/05 lease period, the District may remain in the building for up to two more years and the rent payment will be determined by arbitration.

The Fire District provides a variety of fire and life safety services, including:

- **Fire Prevention.** East Pierce Fire & Rescue participates in a number of fire prevention programs, as well as Fire Stoppers of Pierce County. If you need more information or have questions, call East Pierce Fire & Rescue at 253-863-1800.
- **Fire Suppression.** The District operates 8 fire suppression trucks.
- **Wild Fires.** East Pierce Fire & Rescue has, over the years, developed a small group of firefighters to combat the dangers of "Brush Fires". The District has 2 brush fire trucks.
- **Emergency Medical.** The district operates 5 medic/aid units.
- **Water Rescue.** The East Pierce Fire & Rescue dive team consists of nine divers, both career and volunteer firefighters. All divers hold a minimum of Open Water, Dive Rescue, and EMT certifications. The district has a rescue water boat, and two (2) Sea Doos.

**Emergency Medical Services.** Emergency medical services are provided by East Pierce Fire and Rescue (Pierce County Rural Fire Protection District #22). The district operates 5 medic/aid units. One Medic Unit is housed in the Bonney Lake station. The district offers both Basic Life Support (BLS), which are basic services such as transport, first aid, CPR and other noninvasive assistance, and Advanced Life Support (ALS), which are paramedic provided services such as EKG monitoring, chest decompression, medication administration, or IV therapy. Paramedics accompany both engines and aid units responding to emergencies. The District also provides transport services (from home to hospital, or rest home to hospital, etc.) at no direct charge to the patient if they live in District 22. However, the District will bill the patient's insurance for the service.

**Ambulance Service.** In addition to the transport and ALS services described above, there is also private ambulance service available should the District be otherwise occupied on other calls. Private ambulance is available out of Buckley or Sumner, primarily provided by American Medical Response. The can be reached at (253) 272-5899.

**Water.** The City of Bonney Lake owns and operates a public water system within its corporate boundaries, within portions of unincorporated Pierce County, and within portions of the corporate boundaries of the City of Auburn. The WA Department of Health classifies the system as a Type Group A - Community - Public Water System.

The City provides service to approximately 11,312 water customers within the City's water service area (WSA), which extends beyond the city limits. 5,300 of those are inside residential accounts. The City limits comprise an area of approximately 6.7 square miles and the water service area is approximately 25 square miles. It is estimated that at the end of 2006 the City served a population of 15,900 within the City Limits and a population of 31,000 system wide.

The City's water supply consists of two well fields and two spring sources. Both springs are classified as not under the influence of surface water; however, they were found to be in direct hydraulic continuity with surface waters. System storage capacity is provided by four water tanks that have a total capacity of 5.7 million gallons (MG). In addition, the Bonney Lake water system

has four major pressure zones with 12 pressure reducing stations, 3 booster pump stations, and more than 172 miles of water main. The City also has a long term water supply contract with the City of Tacoma for up to 2 million gallons per day to supplement the City's existing water supply sources.

**Sewer.** The City operates a municipal sewerage utility (402 fund). The City's owns and maintains the sewage collection system, however sewage treatment is provided by the City of Sumner through an Interlocal agreement. The sewer division of the Public Works department is headed by a leadworker (Curt Roundtree) who reports to the Operations Manager (Rick Shannon).

**Stormwater.** The City operates a storm water utility as an enterprise fund, with established rates and charges for service. BLMC 15.13 requirements and standards for storm water facilities, while BLMC 15.14 Each single family residence in the City is assessed a flat rate (see BLMC 15.14.030) for storm water service. Multi-family developments are charged a fixed monthly rate for each meter for those units having a separate meter for each unit. All other multi-family and commercial units are charged based on the number of equivalent system units (ESUs). Credit against the charges can be received, up to 50% of the charge, for those pacers with a qualifying Stormwater detention or retention system serving the site.

Generally, the City does not have a fully-developed storm sewer system. In most of the older areas of the City, storm water is handled by a variety of ditches. In newer developments, storm water is channeled to detention ponds. Storm water facility maintenance is provided by the City's public works department, under the Operations Division.

**Street Maintenance.** Street maintenance is provided by the City's public works department, under the Operations Division. In late 2005, the City of Bonney Lake acquired it's first street sweeper, and no longer out-sources the sweeping of city streets. Major city streets are swept regularly, at least one time per month.

**Refuse, Yard Waste and Recycling.** Solid waste collection services in Bonney Lake, including curb side yard waste collection and one-source curbside recycling, are provided by DM Disposal through a contract with the City. The current contract runs through 2/31/2009. Refuse collection is provided on a weekly basis. Yard waste and recycling are collected on a bi-weekly basis. The refuse and recycling service is mandatory, while yard waste collection is optional.

The single-cart curbside recycling program allows customers to put all recyclable into a single cart. All recyclables must be in the cart to be collected. The automated trucks have a mechanical arm that picks up the cart, so items left outside the cart will not be collected. Extra recyclables can be taken to the So. Prairie Road Recycling Station. Customers can also recycle glass at the BL Supermarket or the Prairie Ridge Transfer Station at the corner of Prairie Ridge and So. Prairie Road. Items that can be recycled include paper, card board, tag board, aluminum, plastic bottles (but not the bottle caps) and paper milk-style cartons.

Under the City's contract with DM, the company is allowed to pass-through any cost increases in tipping fees (the rates charged for disposing solid waste into the landfill). Also, effective March 1<sup>st</sup> of each year, DM receives an annual adjustment equivalent to 80% of the CPI.

**Electricity/Natural Gas.** Electrical and natural gas service in Bonney Lake is provided by Puget Sound Energy.

**Parks.** The City of Bonney Lake operates a modest park system. The principal park is Allan Yorke Park which features ball fields, a skateboard park, a beach, and a boat launch onto Lake Tapps. The city parks operation is now a part of the community services department.

**Recreation.** The City has an inter-local agreement with the City of Sumner and the Sumner School District to fund a joint recreation program. The School District is the lead agency in the agreement, and provides the staff for the program. All three (3) agencies contribute funds and use of their fields toward a comprehensive recreation program.

**Senior Services.** The City operates a senior center as part of the Administrative Services Department. The City provides a lunch program, plus a variety of social and cultural activities for the seniors of the area. The Center is assisted by the Bonney Lake Area Senior Citizens, a 501(C)3 nonprofit corporation, which provides operational support through volunteers, a bingo program, and other fund raising programs to benefit the senior citizens. The center is open Monday-Friday. The senior center is available for group rental when not in use by the seniors.

**Library.** Several years ago, the City annexed into the Pierce County Library District. Property owners are assessed .5 mil (one mil = \$1 for each \$1,000 of assessed value) for library services. The Bonney Lake branch of the Pierce County Library System is located at 18501-90 St. East. The Bonney Lake Branch of the Pierce County Library provides a broad range of print, electronic, and audiovisual material offered by

**Public Health.** By state law, the City has to provide basic public health services, either on its own or as a part of a regional system (e.g. Tacoma Pierce County Health Department - TPCHD). The cost of developing and operating a local BL health department and providing the minimal levels of service would be cost-prohibitive, so the City has opted to be a part of the TPCHD. The City used to pay an annual assessment for the City's share of health department services. The State now pays all of the costs, a concession made to cities for reducing other state shared revenues.

**Air Pollution Control.** The Puget Sound Clean Air Agency – or PSCAA (formerly known as the Puget Sound Air Pollution Control Agency - PSAPCA) is a separate governmental body chartered by state law in 1967 ([RCW Chapter 70.94](#)). Their job is to ensure that people in King, Kitsap, Pierce and Snohomish counties have clean air to breathe. They protect your health and improve air quality by adopting and enforcing air quality regulations, sponsoring voluntary initiatives to improve air quality, and educating people and businesses about clean-air choices.

Their funding comes from a variety of sources: Registration fees and operating permits from businesses; Federal, state and local grants; Fees paid by cities and counties; Fees for Notice of Construction (pre-construction permits) and asbestos removal permits. Contributions from cities and counties amount to about 43 cents per person per year. Annual fees for cities and counties are calculated proportionally based on the population count of the prior year and the assessed valuation provided by the county.

## COMMUNITY AND ECONOMIC PROFILE

### Community Profile

In 1850, the first settlers arrived in the Bonney Lake area. They traveled across the Naches Trail, following paths made by Native American tribes on their east-west crossing, a route that closely parallels today's Old Sumner-Buckley Highway.

It wasn't until 1946 that Bonney Lake was established as a town, on a 1,000 acre parcel. Until 1946, there was no electricity or water available. The Simmons family was the driving force for development and incorporation, with Kenneth Simmons serving three terms as Bonney Lake's first mayor.

Incorporation was finally accomplished in 1949, when the city population reached 327. By 1950, the new town had streets, a water system, electricity, telephone lines, refuse disposal, and a blood bank. By 1957, there were 12 businesses in Bonney Lake, with several new shopping developments underway.

The official 2006 population of Bonney Lake is 15,230, with a total estimated population of 28,560 living inside the water service area provided by the City's water utility.

The City of Bonney Lake is a residential suburban community located near and along the shores of Lake Tapps. Also included within the City are Bonney Lake and Lake Debra Jane. There are approximately 4,772 single-family residences inside the City limits, along with 83 multi-family units.

### Quality of Life in Bonney Lake

There are many factors which contribute to Bonney Lake's exceptional quality of life. These include availability of goods and services locally, excellent schools, a local library, desirable residential neighborhoods, exceptional local government services, and excellent recreational opportunities.

**Parks and Recreation.** Bonney Lake's principal park, Allan Yorke Park, features Lake Tapps beach front, a boat launch, a first-class skate board park, picnicking, trails, basketball court, and ball fields.

The City of Bonney Lake provides a variety of recreational opportunities through a joint arrangement with the City of Sumner and the Sumner School District. There are a variety of classes and competitive sports in which both youth and adults can participate.

Lake Tapps is a 4.5 square mile lake that contains 45 miles of shoreline. It is a popular place to boat, ski or fish. The shoreline of Lake Tapps is home to some 5,400 residents. The south end of the Lake is within the incorporated limits of the City of Bonney Lake. The City operates one of two public boat launches on the lake.

Bonney Lake's close proximity to Mount Rainier National Park—a favorite of both tourists and locals—gives hikers, bikers, climbers, campers and nature lovers a direct route to choice Washington terrain.

### City of Bonney Lake 2000 Census Data

General Characteristics	Number	Percent	U.S.
Total population	9,687	100.0	100%
Male	4,997	51.6	49.1%
Female	4,690	48.4	50.9%
<u>Median age</u> (years)	33.2	(X)	35.3
Under 5 years	664	6.9	6.8%
18 years and over	6,589	68.0	74.3%
65 years and over	448	4.6	12.4%
<u>One race</u>	9,461	97.7	97.6%
White	9,114	94.1	75.1%
Black or African American	58	0.6	12.3%
American Indian and Alaska Native	99	1.0	0.9%
Asian	123	1.3	3.6%
Native Hawaiian and Other Pacific Islander	7	0.1	0.1%
Some other race	60	0.6	5.5%
Two or more races	226	2.3	2.4%
Hispanic or Latino (of any race)	298	3.1	12.5%
Average <u>household</u> size	2.96	(X)	2.59
Average family size	3.26	(X)	3.14
Total housing units	3,404	100.0	100.0%
Occupied housing units	3,266	95.9	91.0%
Owner-occupied housing units	2,794	85.5	66.2%
Renter-occupied housing units	472	14.5	33.8%
Vacant housing units	138	4.1	9.0%
<b>Social Characteristics</b>	<b>Number</b>	<b>Percent</b>	<b>U.S.</b>
Population 25 years and over	5,594	100.0	
High school graduate or higher	4,977	89.0	80.4%
Bachelor's degree or higher	939	16.8	24.4%
<u>Civilian veterans</u> (civilian population 18 years and over)	833	13.3	12.7%
Disability status (population 21 to 64 years)	746	13.6	19.2%
Foreign born	217	2.3	11.1%
Now married (population 15 years and over)	4,120	60.2	54.4%
Speak a language other than English at home (5 years and over)	400	4.6	17.9%
<b>Economic Characteristics</b>	<b>Number</b>	<b>Percent</b>	<b>U.S.</b>
In labor force (population 16 years and over)	5,015	75.4	63.9%
Mean travel time to work in minutes (population 16 years and over)	33.9	(X)	25.5
Median household <u>income</u> (dollars)	60,282	(X)	41,994
Median family income (dollars)	62,644	(X)	50,046
Per capita income (dollars)	21,371	(X)	21,587
Families below poverty level	73	3.0	9.2%
Individuals below poverty level	370	4.0	12.4%

Housing Characteristics	Number	Percent	U.S.
Single-family owner-occupied homes	2,307	100.0	
Median value (dollars)	159,400	(X)	119,600
Median of selected monthly owner costs	(X)	(X)	
With a <u>mortgage</u>	1,346	(X)	1,088
Not mortgaged	428	(X)	295

(X) Not applicable.

Source: U.S. Census Bureau, Summary File 1 (SF 1) and Summary File 3 (SF 3)

## Community Profile Summary Data

Educational Attainment (For population 25 years and over):

- High school or higher: 89.0%
- Bachelor's degree or higher: 16.8%
- Graduate or professional degree: 3.4%

Mean travel time to work: 33.9 minutes

Marital Status: (For population 15 years and over)

- Never married: 23.9%
- Now married: 60.2%
- Separated: 1.4%
- Widowed: 3.0%
- Divorced: 11.5%

Nearest cities:

- Sumner, WA – Pop. 8,940 (4.7 miles)
- South Prairie, WA – Pop. 440 (6.0 miles)
- Orting, WA – Pop. 4,295 (6.7 miles)
- Pacific, WA – Pop. 5,665 (7.5 miles)
- Puyallup, WA – Pop. 35,830 (8.4 miles)
- Edgewood, WA – Pop. 9,460 (8.5 miles)
- Auburn, WA – Pop. 47,470 (8.5 miles)
- Buckley, WA – Pop. 4,510 (4.2 miles)

Single-family new house construction building permits:

- 1996: 63 buildings, average cost: \$127,000
- 1997: 91 buildings, average cost: \$133,200
- 1998: 86 buildings, average cost: \$142,600
- 1999: 80 buildings, average cost: \$149,200
- 2000: 83 buildings, average cost: \$132,000
- 2001: 295 buildings, average cost: \$122,500
- 2002: 331 buildings, average cost: \$168,400
- 2003: 291 buildings, average cost: \$171,700

## Hospitals/medical centers near Bonney Lake:

- Good Samaritan Hospital (About 5 miles away; Puyallup, WA)
- Mary Bridge Children's Hospital (About 10 Miles; Tacoma, Wa)
- Puget Sound Behavioral Health (About 10 Miles; Tacoma, Wa)
- Tacoma General Allenmore Hospital (About 10 Miles; Tacoma, Wa)

## Airports Certified For Carrier Operations Nearest To Bonney Lake:

- Seattle-Tacoma Intl (About 20 Miles; Seattle, Wa; Id: Sea)
- McChord AFB (About 21 Miles; Tacoma, Wa; Id: Tcm)
- Boeing Field/King County Intl (About 25 Miles; Seattle, Wa; Id: Bfi)

## Other Public-Use Airports Nearest To Bonney Lake:

- Auburn Muni (About 10 Miles; Auburn, Wa; Id: S50)
- Pierce County - Thun Field (About 10 Miles; Puyallup, Wa; Id: 1s0)
- Crest Airpark (About 12 Miles; Kent, Wa; Id: S36)

## Economic Profile

Extensive economic data at the community level for small cities in Pierce County is not readily available. Most economic data is at the state and county level. Much of the economic data the City has to work with is dated. This is complicated by the fact that Bonney Lake is one of the fastest growing cities in the state, especially in terms of commercial retail growth.

The PSRC reported that in 1995 the employment base in Bonney Lake (using Year 2000 boundaries) by industry sector was as follows:

- Construction: 104
- Finance, Insurance, Real Estate: 200
- Manufacturing: 0
- Retail: 902
- Transportation, Communications, and Private Utilities: 0
- Education: 126
- Government: 82

According to City business license data and a recent phone survey, the largest employers in Bonney Lake included:

### Major Bonney Lake Employers

Employer	Type	FTE Employees
Wal-Mart	Retail	369
Fred Meyer	Retail	209
Target	Retail	200
Albertson's	Retail Grocery	110
City of Bonney Lake	City Government	120

Safeway	Retail Grocery	105
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With the recent growth of the Bonney Lake commercial centers (Downtown, Midtown, and Eastown), the retail employment base has expanded considerably. Also, with the opening of the Bonney Lake High School, Bonney Lake employment in the education sector increased significantly.

Bonney Lake has issued business licenses to more than 450 businesses (not counting home occupation licenses). The Bonney Lake commercial sector consists largely of small businesses. Of the estimated 450 businesses operating in the City, 138 are operated by a single person. Another 145 businesses employ 2-4 employees. Thus, the majority of Bonney Lake businesses employ less than five (5) employees. This amounts to 67% of all businesses. While there are several large businesses such as Walmart, Target, Office Depot, Home Depot, and Fred Meyer, Bonney Lake is the home of the small business. There are 87 businesses (20%) employing 11-15 persons, and 32 businesses (7.6% employing 12-25 employees. Only sixteen (16) businesses employ more than 25 employees, and many of those are part-time employees. The largest non-retail businesses in the City are the John L. Scott and Windemere real estate companies.

The most common type of business in Bonney Lake includes:

- Construction and related – 40 businesses
- Eating and/or drinking establishments – 40 businesses
- Health and medical care related – 32 businesses
- Beauty salon and related – 32 businesses
- Miscellaneous retail – 16 businesses
- Day/Child care – 12 businesses
- Real estate related – 7 businesses

Most of the economic activity in Bonney Lake is located along the State Route 410 corridor. For discussion and planning purposes, the City has divided the commercial sector of the City into three (3) major activity areas: Downtown, Midtown, and Eastown. Downtown is occasionally referred to as Old Town, as it was the initial commercial center developed in the City.

### **Downtown**

Downtown is generally described as that area along SR 410 from Meyers Road to East 184<sup>th</sup>. Downtown is the original commercial center of the City and serves as the western gateway of the present day City limits.

A downtown redevelopment concept plan was prepared for the area in 2001, entitled the "Strategic Commercial District Plan". That plan is currently being updated, in part through a CTED grant from the State. The Downtown area serves as a civic center of the city, with the existing park and ride lot, post office, public safety building, city hall annex and library as anchors. It was envisioned that a new city hall and/or community center could also be built in Downtown to further solidify it as the civic center of the City. The principal business anchor on the north side of SR410 in the Downtown area is the Grocery Outlet. The south side is anchored by the Rainier Office Building.

The north side of Downtown (north side of SR410) is fairly new in its development, including the Park and Ride Lot, and the Rainier Plaza Office Building

### Midtown

Midtown is generally described as the area along SR 410 from East 192<sup>nd</sup> to East 202<sup>nd</sup>. Midtown is developed on both the north and south sides of SR 410.

Midtown is currently anchored on the south by Wal-Mart, and Office Depot. Albertson's grocery is the largest business on the Southeastern boarder of Midtown. The north side of Midtown is anchored by Target.

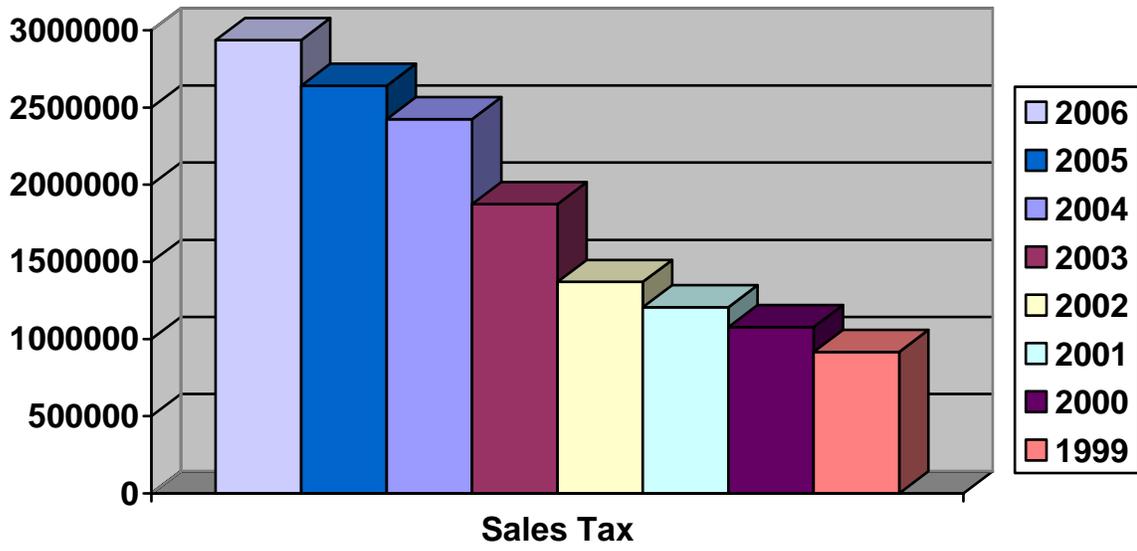
### Eastown

Eastown is generally described as that area along SR 410 from East 208<sup>th</sup> to East 234<sup>th</sup>. Eastown is generally developed from 208<sup>th</sup> to 214<sup>th</sup>. The major commercial activity in this section of Eastown currently includes Fred Meyers, Safeway, and Regal Theatres.

The City's most significant commercial development opportunity lies in the portion of Eastown running along SR 410 from East 214<sup>th</sup> to East 234<sup>th</sup>. However, sewer service has not yet been extended to this section of Eastown. The City has completed an Eastown study and plan to determine how to best complete the Eastown infrastructure, including sewer and road circulation. Developers are moving ahead with plans to extend the sewer, while the City has budgeted funds to assist with water main extension.

**Sales Tax Collections.** A key indicator of a city's economic health and vitality is the local sales tax collections. The Graph below shows the City of Bonney Lake's share of state sales tax collections for the past several years. This figure excludes the amount of the sales tax that is dedicated for park and criminal justice purposes. As the graph indicates, the City has enjoyed steadily increasing sales tax collections each of the past several years as the City has become the retail center of the East county plateau region. It is anticipated that with the planned growth of the region and the future development of the Eastown area, this trend will continue.

### Bonney Lake Sales Tax Collections in Dollars Per Year



## CHAPTER 7: SUPPLEMENTAL INFORMATION

### EMPLOYMENT

The following table lists the numbers of City positions that are funded in the Biennial Budget and are authorized by the City Council to be filled during the Biennium.

		2006	2007	2008
POSITION		BUDGET	BUDGET	BUDGET
General Fund				
LEGISLATIVE				
	City Council (part-time)	7.00	7.00	7.00
	Legislative Total:	7.00	7.00	7.00
JUDICIAL				
	Court Clerk I	2.00	3.00	3.00
	Court Clerk II	1.00	1.00	1.00
	Court Administrator	1.00	1.00	1.00
	Judge (part-time)	0.50	0.50	0.50
	Judicial Total:	4.50	5.50	5.50
EXECUTIVE				
	Mayor	1.00	1.00	1.00
	City Administrator	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00
	Executive Total:	3.00	3.00	3.00
Office of Financial Services				
	Chief Financial Officer	1.00	1.00	1.00
	Senior Accountant	1.00	1.00	1.00
	Accountant	1.00	1.00	1.00
	Utility Billing Supervisor	0.00	0.00	1.00
	Payroll Officer	1.00	1.00	1.00
				New Position 2008

		2006	2007	2008
Accounting Assistant		1.00	1.00	1.00
Department Assistant		4.00	4.00	4.00
	Finance Total:	9.00	9.00	10.00
<b>ADMINISTRATIVE SERVICES</b>				
Administrative Services				
Director/City Clerk		1.00	1.00	1.00
Information Services				
Coordinator		1.00	1.00	1.00
PC/Network Technician	New Position	0.00	1.00	1.00
Human Resources Officer		1.00	1.00	1.00
Records & Information				
Specialist		1.00	1.00	1.00
Department Assistant		1.00	1.00	1.00
Receptionist/Switchboard				
Operator		1.00	1.00	1.00
	Admin. Services			
	Total	6.00	7.00	7.00
<b>LAW ENFORCEMENT</b>				
Police Chief		1.00	1.00	1.00
Police Lieutenant		2.00	2.00	2.00
Department Assistant		1.00	1.00	1.00
Records Clerk		3.00	3.00	3.00
Police Sergeant		5.00	5.00	5.00
Community Service Officer	Additional FTE	1.00	2.00	2.00
Patrol Officers	Additional FTE	20.00	20.00	21.00
School Resource Officer		1.00	1.00	1.00
	Law Enforcement			
	Total:	34.00	35.00	36.00
Part Time CSO ( Frazier)		0.60	0.60	0.60
Part Time CSO ( Miller)		0.60	0.60	0.60

		2006	2007	2008
<b>COMMUNITY SERVICES</b>				
Community Services Director		1.00	1.00	1.00
Community Services Specialist	New Position	0.00	1.00	1.00
Customer Services Specialist		1.00	1.00	1.00
Facilities Maintenance Worker II		1.00	1.00	1.00
Custodian		1.00	1.00	1.00
Parks Lead Worker		1.00	1.00	1.00
Maintenance Worker (Parks/Facilities)		1.00	1.00	1.00
Senior Center Director		1.00	1.00	1.00
Senior Services Assistant		1.00	1.00	1.00
Senior Center Aide		0.80	0.80	0.80
Cook		0.50	0.80	0.80
Kitchen Aide		0.30	0.30	0.30
Van Driver		0.75	1.00	1.00
	Comm. Services Total	10.35	11.90	11.90
<b>PLANNING, COMMUNITY DEVELOPMENT &amp; BUILDING</b>				
Planning & Community Director		1.00	1.00	1.00
GIS Analyst		1.00	1.00	1.00
Planning Manager		1.00	1.00	1.00
Associate Planner		1.00	1.00	1.00
Assistant Planner	1 Additional FTE	1.00	1.00	2.00
Code Enforcement Officer		1.00	1.00	1.00
Department Assistant		1.00	1.00	1.00
Building Official		1.00	1.00	1.00
Permit Coordinator		1.00	1.00	1.00
Permit Technician		2.00	2.00	2.00
Building Inspector II		1.00	1.00	1.00
Building Inspector I		2.00	2.00	2.00

		2006	2007	2008
	Planning & Building Total:	14.00	14.00	15.00
PUBLIC WORKS (Water, Sewer, Streets, Storm Wtr, ER&R)				
	Public Works Director	1.00	1.00	1.00
	Assistant PW Director	1.00	1.00	1.00
	PW Support Services Coordinator	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00
	City Engineer	1.00	1.00	1.00
	Department Assistant	1.00	1.00	1.00
	Engineering Technician	1.00	1.00	1.00
	Laborer/Maintenance Worker I      New FTEs	4.00	5.00	7.00
	Maintenance Electrician	1.00	1.00	1.00
	Maintenance Worker II	18.00	18.00	18.00
	Mechanic II	1.00	1.00	1.00
	Meter Reader	2.00	2.00	2.00
	Project Manager	2.00	2.00	2.00
	Lead Maintenance Workers	3.00	3.00	3.00
	Utility Supervisor                      New Position	0.00	1.00	1.00
	Street & Stormwater Supervisor      New Position	0.00	0.00	1.00
	Asst. City Engineer - Utilities	1.00	1.00	1.00
	Public Works - Total	39.00	41.00	44.00
	TOTAL REGULAR FTE EMPLOYEES	120.05	126.60	132.60
	Mayor & Council Members	8.00	8.00	8.00
	Planning Commissioners	7.00	7.00	7.00
		15.00	15.00	15.00

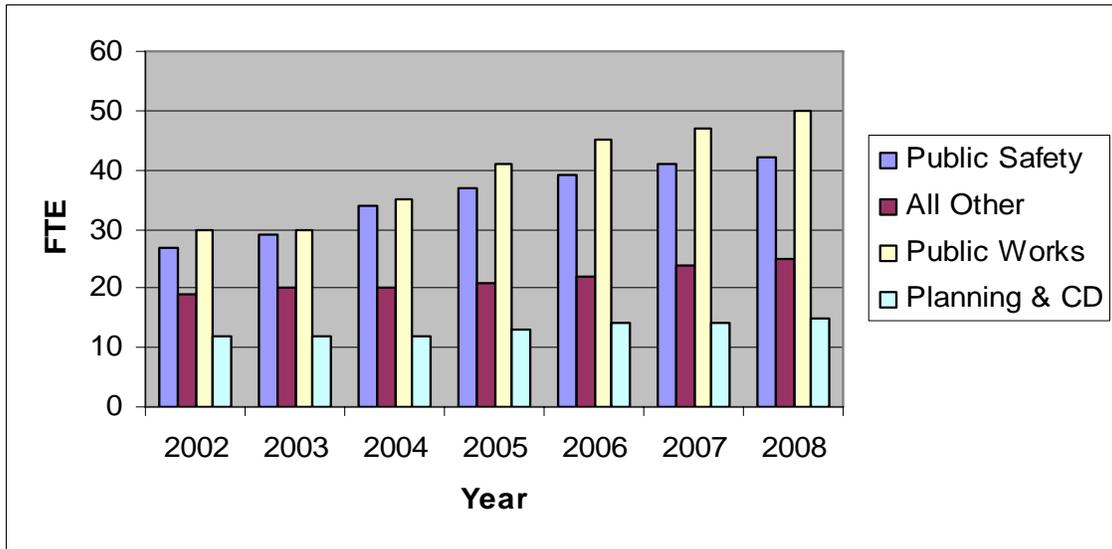
Relationship Between  
Population and City Employment Growth  
2002-2008

FY Year	*Population / %Growth	Public Safety	Public Works	Planning	All Other	Total Employees
2001	(9,980)					
2002	(12,360) 23.8%	(27) 0%	(30) 25.0%	(12) 29%	(19) 18.7%	88
2003	(12,950) 4.8%	(29) 7.4%	(30) 0%	(12) 0%	(20) 5.3%	91
2004	(13,470) 4.0%	(34) **13.8%	(35) 16.6%	(12) 0%	(20) 0%	101
2005	(14,370) 6.7%	(37) **5.8%	(41) 14.3%	(13) 3%	(21) 5.0%	113
2006	(15,230) 6.0%	(39) **5.5%	(45) 10.0%	(14) 7.8%	(22) 4.7%	120
2007	(16,761 Est.) 10.0%	(41) 5.1%	(47) 4.4%	(14) 0%	(24) 9%	126
2008	(17,650 Est.) 5.3%	(42) 2.4%	(50) 6.4%	(15) 7.1%	(25) 4.2%	132

**Notes:**

- The number in parenthesis is population or number of regular FTE employees
- \*Population and employment growth over previous calendar year
- \*\*Does not factor outsourcing of the dispatch function
- Public Safety includes police and court
- Public Works includes parks, facilities, water, sewer, street, stormwater (with the 2006 reorganization, parks and facilities are now in community services, but retained here for historical comparison)
- 2006 planning staff growth is the transfer of the GIS Analyst from IT to P&CD

*Employment Growth by Function*



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**BUDGET ORDINANCE**

**ORDINANCE NO. 1211**  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF**  
**BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING**  
**THE BIENNIAL BUDGET FOR CALENDAR YEARS 2007 AND**  
**2008**

**WHEREAS**, the City Council adopted Ordinance No. 1187 and BLMC Chapter 3.96, providing for a biennial budget; and

**WHEREAS**, Ch. 35A.34 RCW provides procedures for adopting, managing, and amending a biennial budget; and

**WHEREAS**, a preliminary biennial budget for fiscal years 2007 and 2008 has been prepared and filed as required by law; and

**WHEREAS**, on November 14, 2006, the City Council held a public hearing upon notice as prescribed by law, and met for the purpose of fixing the final budget of the City for the 2007-2008 fiscal biennium; and

**WHEREAS**, the City Council has made adjustments and changes deemed necessary and proper and desires to adopt the 2007-2008 Budget and the 2007-2012 Financial Plan and Capital Improvement Program;

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

**Section 1.** The biennial budget for the City of Bonney Lake for the period January 1, 2007 through December 31, 2008 as contained in the 2007-2008 Biennial Preliminary Budget for total revenues/sources (including beginning fund balances) and expenditures/uses (including ending fund balances) and as revised by the City Council, is hereby adopted by Total Biennial Revenues and Total Biennial Expenditures for each fund as shown on the attached Exhibit "A" (City of Bonney Lake Adopted 2007-2008 Biennial Budget).

**Section 2.** That the budget document entitled "City of Bonney Lake 2007 2008 Biennial Budget" attached hereto as Exhibit "B" is hereby adopted at fund level as set forth, three copies of which shall be on file with the City Clerk.

**Section 3.** The City Clerk is directed to transmit a certified copy of the City

of Bonney Lake adopted 2007-2008 Biennial Budget to the Office of State Auditor and to the Association of Washington Cities.

**Section 4.** This ordinance concerning matters set out in RCW 35A.11.090, it is not subject to referendum, and shall take effect January 1, 2007 after its passage, approval and publication as required by law.

**PASSED by the City Council of the City of Bonney Lake this 12<sup>TH</sup> day of December, 2006.**

Page 2

## Exhibit "A" to Ordinance No. D06-360 – City of Bonney Lake 2007-2008 Adopted Biennial Budget

Fund Number	Fund Name	2007 Revenues	2008 Revenues	2007 Expenditures	2008 Expenditures	Total Biennial Revenues	Total Biennial Expenditures
001	General Fund	16,903,445	13,637,066	16,903,445	13,637,066	30,540,511	30,540,511
120	Drug Investigation	694,190	682,393	694,190	682,393	1,376,583	1,376,583
126	Contingency Fund	1,016,861	1,035,131	1,016,861	1,035,131	2,051,992	2,051,992
208	1997 G.O. Public Safety Building	488,782	488,389	488,782	488,389	977,171	977,171
232	LID #12 Debt Redemption	72,373	75,666	72,373	75,666	148,039	148,039
233	LID #13 Debt Redemption	13,240	20,780	13,240	20,780	34,020	34,020
240	LID Guarantee Streets Capital Improvement Program	80,400	162,066	80,400	162,066	242,466	242,466
301	Parks Capital Improvement Program	10,341,026	9,207,776	10,341,026	9,207,776	19,548,802	19,548,802
302	General Government Capital Improvement Program	2,780,695	2,683,733	2,780,695	2,683,733	5,464,428	5,464,428
320	Water Utility	3,793,123	1,457,043	3,793,123	1,457,043	5,250,166	5,250,166
401	Sewer Utility	22,630,609	20,923,786	22,630,609	20,923,766	43,554,395	43,554,395
402	Storm Water Utility	11,837,932	10,684,708	11,837,932	10,684,708	22,522,640	22,522,640
415	Equipment	947,534	1,126,824	947,534	1,126,824	2,074,358	2,074,358
501	Rental & Replacement	2,892,349	2,682,319	2,892,349	2,682,319	5,574,668	5,574,668
502	Insurance	561,226	566,363	561,226	566,363	1,127,589	1,127,589
	<b>EXHIBIT B</b>	3,000		3,000		3,000	3,000
	<b>TOTAL ALL FUNDS</b>	75,056,785	65,434,043	75,056,785	65,434,042	140,490,828	140,490,828

## ADMINISTRATIVE CHARGES COST ALLOCATION PLAN

Each budget year, the administrative cost allocation plan is updated and the resulting amounts are distributed in the budget. The budgeted amount for positions which provides services to the general fund, utilities and equipment rental is updated, along with the appropriate benefits. The supplies and professional services used by various departments are distributed using the same ratio as the salaries and benefits for that department. At year end, another calculation is done converting the budgeted amount to actual amounts paid for the year.

The methodology for calculating the administrative cost allocation plan formula has not been reviewed for a number of years. It is a goal of the Office of Financial Services to review the methodology and basis for the administrative charges during the 2007-2008 biennium and revise, as needed, the basis and formula for the 2009-2010 biennial budget.

	Amount 2006	Amount 2007	Amount 2008
<b>Fiscal Year</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
<b>Administrative Costs</b>			
Fund 401	350,730	378,788	397,728
Fund 402	220,066	237,670	249,554
Fund 415	107,648	116,260	122,073
Fund 501	41,262	44,560	46,788
<b>Fund 001</b>	<b>719,706</b>	<b>777,278</b>	<b>816,143</b>
<b>Data Processing</b>			
Fund 401	95,472	103,110	108,266
Fund 402	59,904	64,700	67,935
Fund 415	20,592	22,240	23,352
Fund 501	12,572	13,580	14,259
<b>Fund 001</b>	<b>188,540</b>	<b>203,630</b>	<b>213,812</b>
<b>Facilities</b>			
Fund 401	32,096	34,660	36,393
Fund 402	20,139	21,750	22,838
Fund 415	6,923	7,475	7,849
Fund 501	10,211	11,025	11,576
<b>Fund 001</b>	<b>69,369</b>	<b>74,910</b>	<b>78,656</b>

## GLOSSARY OF BUDGET TERMS

*The following are definitions and explanations for common terms found in budget summary statements.*

### **Accounting System**

The methods and records established to identify, assemble, analyze, classify, record, and report a government's transactions and to maintain accountability for the related assets and liabilities.

### **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.

### **Advanced Refunding Bonds**

Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited with a trustee, invested in U.S. Treasury Bonds or other authorized securities, and use to redeem the underlying bonds at maturity or call date and to pay interest on the bonds being refunded or the advance refunding bonds.

### **Ad Valorem Tax**

A tax based on value (e.g. a property tax).

### **Annual Budget**

A budget applicable to a single fiscal year.

### **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.

### **Basis of Accounting**

At term used in reference to when revenues, expenditures, expenses, transfers, and related assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

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

The State of Washington prescribed **B**udgeting, **A**ccounting, and **R**eporting System 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.

### **Biennial Budget**

A budget prepared and adopted to cover a two-year period to time. IN Bonney Lake, the biennial budget includes an odd followed by an even year (e.g. 2007 and 2008).

### **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.

### **Bonded Debt.**

That portion of indebtedness represented by outstanding bonds.

### **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 Document**

The instrument used to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures necessary to put the budget into effect.

### **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.

### **Budget Message**

A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's actual financial experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

### **Budgetary Control**

The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

### **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.

### **Capital Outlay**

Expenditures which result in the acquisition of, rights to, or additions to the fixed assets, including incidental costs such as legal, appraisal and brokerage fees, land preparation and demolishing buildings, fixtures and delivery costs.

### **Capital Project Fund**

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

### **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**

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**Debt Service**

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

**Debt Service Fund**

A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Delinquent Taxes**

Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

**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.

**Enterprise Fund**

(1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the government body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

**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.

**Fines & Forfeits**

A fine is a pecuniary penalty, commonly imposed as a result of conviction for crimes or infractions. A forfeiture is a penalty by which one loses his rights and interest in property, whether because of commission of an offense or because of nonperformance of some obligation or duty; forfeitures include amounts confiscated from deposits held as guarantees and collections on officials' bonds.

**Fiscal Year**

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

**Fixed Assets**

Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

**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.

**Generally Accepted Accounting Principles (GAAP)**

Standards for accounting and reporting used for both private industry and government.

**General Fund**

The fund used to account for all financial resources, except those required to be accounted for in another fund.

**General Obligation Bonds**

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

**Interfund Payments for Services**

Expenditures made to other funds (or other departments of the same fund) for services rendered.

**Interfund Services**

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

**Intergovernmental Revenue**

Grants, entitlements, shared revenues and payments for goods and services by one government to another.

**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.

**Licenses & Permits**

Charges for the issuance of licenses and permits. Licenses are required by municipalities for selected trades, occupations and other activities for regulatory purposes. Permits are issued to aid regulation of new business activities.

**Legal Level of Budgetary Control**

The level at which spending in excess of budgeted amounts would be a violation of law.

**Level of Budgetary Control**

One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized non-appropriated budget process or (c) non-budgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized non-appropriated budget review and approval process, but still are relevant for sound financial management and oversight.

**Levy**

(1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**Local Improvement District (LID)**

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

**Miscellaneous Revenues**

All revenues not otherwise provided for; i.e., interest earnings, rents, insurance recoveries, etc.

**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.

### **National Pollution Discharge Elimination System (NPDES) Permit**

A permit which is required under the 1972 Clean Water Drinking Act and is administered in Washington State by the Department of Ecology.

### **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.

### **Operating Budget**

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

### **Operating Transfers**

All inter-fund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

### **Other Services & Charges**

This is basic classification for services other than personal services which are needed by the governmental unit. Such services may be provided by a governmental agency or by private business organizations.

### **Preliminary Budget**

The recommended and unapproved city budget submitted to the city council and public in November of each year.

### **Program Budget**

A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class.

### **Proprietary Fund Types**

Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

**Proprietary/Trust Gains (losses) & Other Income (Expenses)**

These accounts are provided for the segregation of special transactions that affect the net income of enterprise (proprietary), internal service, and non-expendable trust funds.

**Reserve**

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

**Residual Equity Transfers**

Non-recurring or non-routine transfers of equity between funds (e.g., contribution of enterprise fund or internal service fund capital by the general fund, subsequent return of all or part of such contribution to the general fund and transfers of residual balances of discontinued funds to the general fund or a debt service fund).

**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.

**Revised Code of Washington (RCW)**

State law as adopted by the legislature and codified.

**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.

**Special Revenue Fund**

A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

**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.

**Taxes**

Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g., sewer service charges).

**Tax Levy Ordinance**

An ordinance through which taxes are levied.

**Tax Rate**

The amount of tax stated in terms of a unit of the tax base (e.g., specified amount per \$1,000 of assessed valuation of taxable property).

**Tax Rate Limit**

The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose or to taxes imposed for all purposes, and may apply to a single government or to a class of governments operating in a particular area. Overall tax-rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

## GLOSSARY OF ACRONYMS

*ACC* – Airport Communities Coalition  
*AFIS* – Automated Fingerprint Identification System  
*ATZ* - Approach Transition Zone  
*AWC* - Association of Washington Cities  
*BIA* - Business Improvement Association.  
*BEDP* – Business & Economic Development Partnership  
*B&O Tax* – Business and Occupation Tax  
*CCS* – Catholic Community Services  
*CDBG* - Community Development Block Grant.  
*CIP* – Capital Improvement Program  
*COLA* – Cost of Living Adjustment  
*CPTED* – Crime Prevention Through Environmental Design  
*DBA* – Discover Burien Association  
*DOE* - State of Washington's Dept of Ecology.  
*DUI/DWI* – Driving Under the Influence /Driving While Intoxicated  
*DWLS* – Driving While License Suspended  
*EDC* – Economic Development Council of Seattle and King County  
*EHM* - Electric Home Monitoring program.  
*EIS* – Environmental Impact Statement  
*EMS* --Emergency Medical Service.  
*EOC* -- Emergency Operation's Center  
*EPA* -- Environmental Protection Agency  
*FEMA*-- Federal Emergency Mgt Agency  
*FEMA CERT* – Federal Emergency Mgmt Agency, Community Emergency Response Team  
*FTE* – Full Time Equivalent  
*GAAP*-- Generally Accepted Accounting Principles  
*GASB* - Government Accounting Standards Board established in 1985 to regulate the rules and standards for all governmental units.  
*GIS* – Geographic Information System  
*GMA* - Growth Management Act  
*HCC* – Highline Community College  
*HUD* – U.S. Dept of Housing and Urban Development  
*HVAC* - Heating, Ventilating & Air Conditioning system.  
*IUGA* - Interim Urban Growth Area.  
*KCHA* – King County Housing Authority  
*LEOFF* - Law Enforcement Officers & Fire Fighters retirement system.  
*LID* - Local Improvement District  
*MIS Plan* – Mgt Information System Plan  
*MVET* – Motor Vehicle Excise Tax  
*NESPA* – Northeast Special Planning Area  
*NEST* - New Economic Strategy Triangle  
*NLC* – National League of Cities  
*NPDES Permit* - National Pollution Discharge Elimination System permit  
*OEDP* - Overall Environmental Development Plan.  
*PERS* - Public Employees Retirement System.  
*PSRC* – Puget Sound Regional Council  
*PWSF* - Personal Wireless Service Facility

*PWTF* - Public Works Trust Fund. Established by the state as a trust fund for public utility purposes. Funds are loaned at minimal rate of interest for qualifying projects.

*RCAA* – Regional Commission on Airport Affairs

*RCW* - Revised Code of Washington

*REET* – Real Estate Excise Tax

*ROW* – Right Of Way

*SCA* – Suburban Cities Association

*SCADA* - Supervisory Control & Automatic Data Acquisition, a computer automated control system used at the wastewater treatment plant.

*SEPA* - State Environmental Policy Act.

*SR 518* – State Route 518

*SWKCC* – Southwest King County Chamber of Commerce

*SWM* – Surface Water Management

*TOD* – Transit Oriented Development

*TMDL Study* - A study of the Total Maximum Daily Load for a particular body of water that has been identified as having certain environmental problems. This is a federal requirement and administered by the Department of Ecology.

*WASPC* – Washington Association of Sheriffs and Police Chiefs

*WCIA* – Washington Cities Insurance Authority

*WD 20* – Water District #20

*WRIA* – Water Resource Inventory Area (Watershed Management Project)

*WSDOT* – Washington State Department of Transportation

*YMCA* – Young Men's Christian Association