

City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Finance / Cherie Reierson	Meeting/Workshop Date: 10/06/2020	Agenda Bill Number: AB20-110
Agenda Item Type: Public Hearing/Ordinance	Ordinance/Resolution Number: D20-110	Councilmember Sponsor:

Agenda Subject: 2021 – 2022 Biennial Budget Public Hearing

Full Title/Motion: Public Hearing on the 2021-2022 Biennial Budget.

Administrative Recommendation:

Background Summary: Revised Code of Washington (RCW) 35A.34 provides procedures for adopting, managing and amending a biennial budget. Pursuant to this guidance and Bonney Lake Municipal Code 3.96, a proposed biennial budget for fiscal year 2021 and 2022 has been prepared, and filed. This budget includes a transfer out from the General Fund ending balance of \$3M to the Cumulative Reserve Fund as well as \$2.8M to the Park CIP Fund. There is also a transfer from the General Fund ending balance of \$290,464 which was previously reserved for future police radio replacements as well as the Eden software. This will now be set aside in the Cumulative Reserve Fund.

Attachments: Ordinance, Exhibit A, Exhibit B, Exhibit C, FTE chart, budgeted transfers

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: The Biennial Budget, at the fund level, is detailed within attached Exhibit “A.”			

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	<i>Approvals:</i>		Yes No
	Chair/Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
Forward to:	Consent		
	Agenda:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commission/Board Review:			
Hearing Examiner Review:			

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s): 10/06
Meeting Date(s):	Tabled to Date:

APPROVALS		
Director: <i>Cherie Reierson, CPA</i>	Mayor:	Date Reviewed by City Attorney: (if applicable):

2021-2022 BIENNIAL BUDGET

Exhibit "A"

	'001	'120	'121	'125	'126	'130	'202	'301	'302	'320	'303	'401	'402	'415	'501
	General Fund	Drug Investigation Fund	Federal Drug Investigation Fund	Cumulative Reserve Fund	Contingency Fund	Affordable Housing Tax Fund	Debt Service Fund	Street CIP Fund	Park CIP Fund	General Govt CIP Fund	PWC Const Fund	Water Funds	Sewer Funds	Stormwater Funds	Equip Replacement Funds

PROJECTED BEGINNING BALANCE	\$ 14,339,809	\$ 70,728	\$ 58,635	\$ -	\$ 1,212,039	\$ 5,000	\$ 83,615	\$ 7,211,957	\$ 3,799,007	\$ 617,522	\$ 13,990,000	\$ 13,833,105	\$ 8,763,448	\$ 3,338,505	\$ 2,966,903
Operating Revenues & Other Sources	39,528,218	800	600	3,709,262	15,500	104,276	1,985,000	2,190,000	7,388,418	681,000	50,000	21,463,286	20,952,096	3,976,092	4,753,812
Expenditures & Uses	39,092,443	19,000	-	-	-	-	1,984,492	2,388,000	11,175,222	405,400	14,040,000	28,064,235	18,042,246	4,675,526	3,644,187
Total Change in Fund Balance for the Biennium	435,775	(18,200)	600	3,709,262	15,500	104,276	10,508	(188,000)	(3,786,804)	275,600	(13,990,000)	(6,600,949)	2,909,850	(699,434)	1,109,625
ENDING BALANCE	14,775,584	52,528	59,235	3,709,262	1,227,539	109,276	94,123	7,013,957	12,203	893,122	-	7,232,156	11,693,298	2,639,071	4,076,528
Transfer Out	(6,090,464)														
	8,685,120														
Total Biennial Budget	53,868,027	71,528	59,235	3,709,262	1,227,539	109,276	2,078,615	9,401,957	11,187,425	1,298,522	14,040,000	35,296,391	29,735,544	7,314,597	7,720,715

2021 BUDGET FOR MGMT
Exhibit B

	'001	'120	'121	'125	'126	'130	'202	'301	'302	'320	'303	'401	'402	'415	'501
	General Fund	Drug Investigation Fund	Federal Drug Investigation Fund	Cumulative Reserve Fund	Contingency Fund	Affordable Housing Tax Fund	Debt Service Fund	Street CIP Fund	Park CIP Fund	General Govt CIP Fund	PWIC Const Fund	Water Funds	Sewer Funds	Stormwater Funds	Equip Replacement Funds
Revenues															
Taxes	14,433,656					49,388		575,000	360,000	192,000					
Licenses and Permits	914,112														
Intergovernmental	1,289,703							450,000	2,418,593					25,000	
Charges for Goods and Services	2,394,506											10,516,962	10,424,048	1,939,046	2,259,450
Fines and Forfeitures	251,050	100							175,000						
Miscellaneous	477,250	300		10,000	7,500	2,500	3,000	45,000	10,000	147,000	50,000	117,000	52,000	19,000	20,000
Proprietary Fund Revenues	-														
Non Revenues	1,000			3,500,696			995,000		2,600,000						5,000
Other Financing Sources	19,761,277	400	300	3,510,696	7,500	51,888	998,000	1,070,000	5,763,593	339,000	50,000	10,633,962	10,476,048	1,983,046	2,284,450
SDCCapital Restricted												1,000,000	1,000,000	100,000	
Unrestricted Revenue (Proprietary)												9,633,962	9,476,048	1,883,046	
Total Revenues															
USES															
General Fund															
Legislative	133,075														
Municipal Court & Probation	1,035,000														
Executive	742,144														
Finance	1,579,093														
Legal	691,378														
Information Services	536,107														
Administrative Services	503,310														
Human Resources	319,627														
Police	7,925,002														
Public Works/Engineering Administration	1,489,047														
Senior Center	502,566														
Community Services	13,200														
Beautification	28,500														
Community Forest	43,276														
Community Events	82,250														
Community Development	1,365,918														
Facilities	575,715														
Recreation Program	1,432,406														
Park Facilities	524,413														
Non Departmental	1,797,932														
Drug Investigation Fund		9,500													
Contingency Fund															
Debt Service Fund							993,758								
Revenue Bond Fund								689,000							
Street CIP Fund									9,291,262						
Parks CIP Fund										365,400					
General Government CIP Fund											14,040,000				
POW Construction Fund												9,488,290			
Water Fund												7,931,600			
Water CIP													8,428,271		
Sewer Fund													1,875,449		
Sewer CIP														1,989,224	
Storm Water Fund														500,000	
Storm Water CIP															1,706,122
Equipment Replacement Fund															1,706,122
Total Expenses	21,319,959	9,500					993,758	689,000	9,291,262	365,400	14,040,000	17,419,880	10,303,720	2,489,224	1,706,122
Indirect Cost	(2,000,000)														
TOTAL	\$ 441,318	\$ (9,100)	\$ 300	\$ 3,510,696	\$ 7,500	\$ 51,888	\$ 4,242	\$ 381,000	\$ (3,527,669)	\$ (26,400)	\$ (13,990,000)	\$ (6,785,928)	\$ 172,328	\$ (506,178)	\$ 578,328

2022 BUDGET FOR MGMT
Exhibit B

	'001	'120	'121	'125	'126	'130	'202	'301	'302	'320	'303	'401	'402	'415	'501
	General Fund	Drug Investigation Fund	Federal Drug Investigation Fund	Cumulative Reserve Fund	Contingency Fund	Affordable Housing Tax Fund	Debt Service Fund	Street CIP Fund	Park CIP Fund	General Govt CIP Fund	PWC Const Fund	Water Funds	Sewer Funds	Stormwater Funds	Equip Replacement Funds
RESOURCES															
Revenues															
Taxes	14,645,553					49,388		575,000	360,000	195,000					
Licenses and Permits	914,112														
Intergovernmental	1,231,620								1,079,825					25,000	
Charges for Goods and Services	2,437,506							500,000				10,711,324	10,424,048	1,949,046	2,444,362
Fines and Forfeitures	281,050	100							175,000						
Miscellaneous	256,100	300		10,000	8,000	3,000	3,000	45,000	10,000	147,000		118,000	52,000	19,000	20,000
Proprietary Fund Revenues															
Non Revenues	1,000			188,566			994,000								5,000
Other Financing Sources	19,766,941	400	300	198,566	8,000	52,388	997,000	1,120,000	1,624,825	342,000		10,829,324	10,476,048	1,993,046	2,469,362
Capital Restricted												750,000	1,000,000	100,000	
Unrestricted Revenue (Proprietary)												10,079,324	9,476,048	1,893,046	
USES															
General Fund															
Legislative	133,075														
Municipal Court & Probation	1,079,855														
Executive	769,084														
Finance	1,660,621														
Legal	719,628														
Information Services	579,699														
Administrative Services	530,343														
Human Resources	315,445														
Police	7,959,448														
Public Works/Engineering Administration	1,580,179														
Senior Center	520,144														
Community Services	13,400														
Beautification	28,700														
Community Forest	44,307														
Community Events	82,750														
Community Development	1,333,460														
Facilities	583,195														
Recreation Program	1,494,890														
Park Facilities	538,976														
Non Departmental	1,805,286														
Drug Investigation Fund	9,500														
Contingency Fund															
Debt Service Fund								990,734							
Revenue Bond Fund															
Street CIP Fund								1,699,000	1,883,960	40,000					
Parks CIP Fund															
General Government CIP Fund												9,369,950			
PCW Construction Fund												1,274,394			
Water Fund															
Water CIP															
Sewer Fund															
Sewer CIP													7,625,843		
Storm Water Fund													112,683	2,186,302	
Storm Water CIP															
Equipment Replacement Fund															
Total Expenses	21,772,485	9,500					990,734	1,699,000	1,883,960	40,000		10,644,344	7,736,526	2,186,302	1,938,065
Indirect Cost	(2,000,000)														
TOTAL	19,772,485	(9,100)	300	198,566	8,000	52,388	6,266	(579,000)	(259,135)	302,000	-	184,980	2,737,522	(193,256)	531,297
Biennium TOTAL															
Estimated 2020 Ending Fund Balance	14,255,809	70,728	58,635		1,212,039	5,000	83,615	7,211,957	3,799,007	617,522	13,990,000	13,833,105	8,783,448	3,339,505	2,966,903
Transfer from Ending Fund balance 2021	(6,090,464)														
Estimated 2022 Ending Fund Balance	8,654,144	52,528	59,235	3,709,262	1,227,539	109,276	94,123	7,013,957	12,203	893,122	-	7,232,156	11,693,298	2,639,070	4,076,529

EXHIBIT "C"

2021- 2022 BUDGET

FUND	TITLE	REVENUES	EXPENDITURES
001	General Fund	53,868,027	53,868,027
120	Drug Investigation Fund	71,528	71,528
121	Federal Drug Inv. Fund	59,235	59,235
125	Cumulative Reserve Fund	3,709,262	3,709,262
126	Contingency Fund	1,227,539	1,227,539
130	Affordable Housing Tax	109,276	109,276
202	Debt Service Fund	2,078,615	2,078,615
301	Street CIP	9,401,957	9,401,957
302	Parks CIP	11,187,425	11,187,425
303	PWC CIP	14,040,000	14,040,000
320	General Govt CIP Fund	1,298,522	1,298,522
401	Water Fund	35,296,391	35,296,391
402	Sewer Fund	29,735,544	29,735,544
415	Stormwater Fund	7,314,597	7,314,597
501	ERR Fund	7,720,716	7,720,716
	TOTAL	\$ 177,118,634	\$ 177,118,634

Year	2017	2018	2019	2020	2021	2022
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.

City of Bonney Lake
POSITION SUMMARY

	2017	2018	2019	2020	2021	2022
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.
CITY COUNCIL						
Councilmember (Part-Time)	7.00	7.00	7.00	7.00	7.00	7.00
TOTAL CITY COUNCIL	7.00	7.00	7.00	7.00	7.00	7.00
EXECUTIVE						
Mayor (Part-Time)	1.00	1.00	1.00	1.00	1.00	1.00
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant/Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist II	0.50	0.50				
Facilities, Special Events, and Projects Manager	1.00	1.00	1.00	1.00	1.00	1.00
Recreation & Special Events Manager			1.00	1.00	1.00	1.00
Special Events Coordinator	1.00	1.00				
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	3.00	3.00	3.00	3.00	3.00
Before/After School Site Director		7.00	6.80	7.65	6.80	6.80
Facilities Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00
Custodian						
TOTAL EXECUTIVE	8.50	17.50	16.80	17.65	16.80	16.80
LEGAL						
Deputy City Attorney/Prosecutor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist II/III	0.50	0.50	1.00	1.00	1.00	1.00
TOTAL LEGAL	1.50	1.50	2.00	2.00	2.00	2.00
COURT						
Municipal Judge	0.85	0.85	0.85	0.85	0.85	0.85
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Bailliff- moved from Police					0.45	0.45
Judicial Specialists I/II	4.00	4.00	4.00	4.00	4.00	4.00
Judicial Specialists III	1.00	1.00	1.00	1.00	1.00	1.00
Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL COURT	7.85	7.85	7.85	7.85	8.30	8.30
FINANCE						
Chief Financial Officer	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00		
Accounting Specialist Cashier I/II	4.00	4.00	5.00	5.00	5.00	5.00
Accounting Specialist III	2.00	2.00	1.00	1.00	1.00	1.00
Financial Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FINANCE	10.00	10.00	10.00	10.00	9.00	9.00

City of Bonney Lake
POSITION SUMMARY

Year	2017	2018	2019	2020	2021	2022
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.

CITY CLERK & ADMINISTRATIVE SERVICES

Administrative Services Director/City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist I/II	2.00	2.00	2.00	2.00	2.00	2.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Generalist			0.75	0.75	0.75	0.75
Information Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
PC/Network Technician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Center Manager	1.00	1.00	1.00	1.00	1.00	1.00
Cook	0.80	0.80	0.80	0.80	0.80	0.80
Kitchen Asst			0.70	0.70	0.70	0.70
Kitchen Aide	0.30	0.30	0.30	0.30	0.30	0.30
Senior Center Aide/Van Driver	2.20	2.20	2.20	2.20	2.20	2.20
TOTAL CITY CLERK & ADMINISTRATIVE SERVICES	11.30	11.30	12.75	12.75	12.75	12.75

POLICE

Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief	2.00	2.00	2.00	2.00	2.00	2.00
Admin. Assistant			1.00	1.00	1.00	1.00
Department Assistant	1.00	1.00				
Records Clerk	3.00	3.00	3.00	3.00	3.00	3.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Patrol Officers	22.00	21.00	22.00	22.00	22.00	22.00
School Resource Officer	1.00	1.00		1.00	1.00	
CJTC Officer					1.00	1.00
Community Services Officer	3.00	4.00	2.50	2.50	2.50	2.50
Bailiff-Moved to Court	0.40	0.40	0.45	0.45		
Child Passenger Safety Program Manager	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL POLICE	39.40	39.40	37.95	38.95	39.50	38.50

City of Bonney Lake
POSITION SUMMARY

Year

2017	2018	2019	2020	2021	2022
Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.

PUBLIC SERVICES

Department of Public Services Director	1.0	1.0	1.0	1.0	1.0
Permit Center & Admin. Support Team					
Permit Center Lead	1.0	1.0			
Administrative Supervisor			1.0	1.0	1.0
Permit Technician I/II	1.0	1.0	2.0	2.0	2.0
Administrative Specialist III	1.0	1.0	1.0	1.0	1.0
GIS Assistant	1.0	1.0			
Infrastructure Development Team					
City Engineer	1.0	1.0	1.0	1.0	1.0
Assistant City Engineer	1.0	1.0	1.0	1.0	1.0
Development Review Engineer	1.0	1.0	1.0	1.0	1.0
Project Manager	1.0				
Contract Administrator	1.0	1.0	1.0	1.0	1.0
Construction Inspector	1.0	1.0	1.0	1.0	1.0
Planning & Building Service Team					
Planning and Building Supervisor	1.0	1.0	1.0	1.0	1.0
Plans Examiner/BO	1.0	1.0	1.0	1.0	1.0
Building Inspector I	1.0	1.0	2.0	2.0	2.0
Associate Planner	1.0	1.0	2.0	1.0	1.0
Assistant Planner/Code Enforcement	1.0	1.0	1.0	1.0	1.0
Public Works Team					
Superintendent of Public Works	1.0	1.0	1.0	1.0	1.0
Administrative Supervisor			1.0	1.0	1.0
Administrative Specialist IV	1.0	1.0			
Administrative Specialist II	2.0	2.0	2.0	2.0	2.0
Public Works Operations Engineer	1.0	1.0			
Assistant City Engineer			1.0	1.0	1.0
GIS Analyst	1.0	1.0	1.0	1.0	1.0
Electrician	1.0	1.0	1.0	1.0	1.0
Assistant Superintendent of Public Works	3.0	3.0	3.0	3.0	3.0
Lead Worker	5.0	5.0	5.0	5.0	5.0
Maintenance Worker III			5.0	7.0	7.0
Maintenance Worker II	17.0	17.0			
Maintenance Worker I/II	7.0	8.0	22.0	21.0	21.0
Meter Reader/Senior Meter Reader	2.0	2.0	2.0	2.0	2.0
Mechanic II	1.0	1.0	1.0	1.0	1.0
Total Public Services Department	58.0	59.0	61.0	62.0	62.0

TOTAL STAFFING (excludes elected officials)

136.55	146.55	148.35	151.20	150.35	149.35
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Summary of Interfund Transfers

2021

Transfer Out: General Fund \$995,000
Transfer In: Debt Service Fund\$995,000
For general obligation debt

Transfer Out: General Fund Ending Balance.....\$3,000,000
Transfer In: Cumulative Reserve Fund.....\$3,000,000
Per Council request

Transfer Out: General Fund Ending Balance.....\$290,464
Transfer In: Cumulative Reserve Fund.....\$290,464
Savings to date for future police radio replacement (\$190,464) and Eden replacement (\$100,000)

Transfer Out: General Fund\$210,232
Transfer In: Cumulative Reserve Fund.....\$210,232
Current year savings for Eden (\$50,000), computer replacement (\$25,000), police radios (\$95,232) and police laptop replacement (\$40,000)

Transfer Out: General Fund Ending Balance.....\$2,800,000
Transfer In: Parks CIP\$2,800,000

2022

Transfer Out: General Fund\$994,000
Transfer In: Debt Service Fund.....\$994,000
For general obligation debt

Transfer Out: General Fund\$188,566
Transfer In: Cumulative Reserve Fund.....\$188,566
Current year savings for Eden (\$50,000), computer replacement (\$25,000), police radios (\$73,566) and police laptop replacement (\$40,000)