

**FINANCE  
COMMITTEE**

**October 24, 2023  
5:00 p.m.**

**AGENDA**



[www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)

Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action (BLMC 2.04.090).

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The public is invited to attend Finance Committee Meetings in person, via conference call or over the internet. The information for attending is provided below.

Finance Committee Meetings attendance options:

In-Person: Bonney Lake Justice & Municipal Center, 9002 Main ST E, Ste 200, Bonney Lake

By phone: 408-419-1715 (Meeting ID: 674 759 499)

By internet: Chrome- <https://bluejeans.com/674759499?src=calendarLink>

**A. CALL TO ORDER – Deputy Mayor Terry Carter, Chair**

**B. ROLL CALL:** Deputy Mayor Terry Carter, Councilmember Justin Evans, Councilmember Tom Watson.

p.3 **C. APPROVAL OF MINUTES: September 26, 2023**

**D. DEPARTMENT REPORTS/PRESENTATIONS:**

1. Personnel Update

**E. DISCUSSION/ACTION ITEMS:**

p.9 1. **Discussion:** Public Services Department – Staff Position Realignment

p.12 2. **AB23-119, Ordinance D23-119** – Biennial Budget Amendment 2023-2024

**F. OPEN COMMITTEE DISCUSSION:**

**G. PUBLIC COMMENTS:**

*Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment via phone or virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name, your screen name, and phone number (for callers) either by email to [lambersonb@cobl.us](mailto:lambersonb@cobl.us) or by phone at 253-447-4356. Virtual and call in registrations need to be received by 4:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Finance Committee meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.*

**H. ADJOURNMENT**

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**FINANCE COMMITTEE**

**September 26, 2023  
5:00 P.M.**

**DRAFT MINUTES**



[www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)

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**Location:** Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

Audio starts at:  
05:00:00

**A. CALL TO ORDER** – Deputy Mayor Terry Carter, Chair, called the meeting to order at 5:00 p.m.

**B. ROLL CALL:** Deputy Mayor Terry Carter, Councilmember Justin Evans, and Councilmember Tom Watson.

Staff members in attendance at the physical location were Administrative Services Director Chuck McEwen, Public Services Director Ryan Johnstone, Recreation and Special Events Manager David Wells, Executive Assistant/Management Analyst Leslie Harris, and Administrative Assistant III Brandy Lamberson.

Audio starts at:  
05:00:00

**C. APPROVAL OF MINUTES:**

**Minutes from the September 12, 2023, Finance Committee Meeting were approved.**

**D. DEPARTMENT REPORTS/PRESENTATIONS:**

Audio starts at:  
05:00:00

1. Personnel Update – Administrative Services Director Chuck McEwen  
Administrative Services Director McEwen presented Personnel Update.

Audio starts at:  
05:01:00

2. Recreation Program – Recreation and Special Events Manager David Wells  
Recreation and Special Events Manager Wells presented Recreation Program.

Committee members discussed and shared their concerns, including:

- Costs and personnel

Audio starts at:  
05:05:00

**E. DISCUSSION/ACTION ITEMS:**

1. **AB23-136 – Motion M23-136** – Authorize the Mayor to Sign the Washington State Department of Health Drinking Water State Revolving Fund Loan Contract Number #DWL28228-0 for Design and Construction of the Lakeridge 810 Reservoir – Public Services Director Ryan Johnstone.

Public Services Director Johnstone presented Authorize the Mayor to Sign the Washington State Department of Health Drinking Water State Revolving Fund Loan Contract Number #DWL28228-0 for Design and Construction of the

Lakeridge 810 Reservoir. Presented the contract from the state for the city to obtain funds for the reservoir.

**The Committee agreed to forward to the Council Consent Agenda.**

Audio starts at:  
05:08:00

- 2. **AB23-23 – Motion M23-137** – Authorize the Mayor to Sign the Local Parks Maintenance Program Applicant Authorization Form to Apply for RCO Local Park Maintenance Grant Funds – Public Services Director Ryan Johnstone.

Public Services Director Johnstone presented Authorize the Mayor to Sign the Local Parks Maintenance Program Applicant Authorization Form to Apply for RCO Local Park Maintenance Grant Funds. Presented grant opportunity to obtain funds for the grant for

**The Committee agreed to forward to the Council Consent Agenda.**

Audio starts at:  
05:11:00

**F. OPEN COMMITTEE DISCUSSION:**

- 1. Reed Property – Councilmember Tom Watson

Councilmember Watson spoke about moving the location development of the Reed property.

Audio starts at:  
05:16:00

**G. PUBLIC COMMENTS: None.** *For efficient use of city resources, comments will be a short summary and not verbatim. Video recordings will be uploaded to the city’s YouTube channel and an audio recording to the state digital archives if needing a complete review of comments.*

Audio starts at:  
05:16:00

**H. ADJOURNMENT**

**Deputy Mayor Carter adjourned the meeting at 5:16 pm.**

*Brandy Lamberson*  
\_\_\_\_\_  
Brandy Lamberson, Finance Committee Clerk



## Public Services Department Briefing Memorandum

**Meeting Date:** October 24, 2023

**Memo Date:** September 15, 2023

**Staff Contact:** Ryan Johnstone, Public Services Director

**Action Type:** Discussion

**Agenda Title:** Public Services Department – Staff Position Realignments

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### **PURPOSE:**

The purpose of this memorandum is to explain steps being taken to reorganize various divisions in Public Services to support workflow efficiency and present information supporting the creation of a second Code Enforcement Officer position and new Facilities Lead position at the City of Bonney Lake without the need to increase the number of currently approved FTE's in Public Services.

### **BACKGROUND:**

The Public Services Department was created in 2016 after the Public Works and Community Development Departments were combined. This created a department of 66 staff within the following divisions (Division Heads are indicated in the parentheses):

1. Permitting and Administrative Support Division (Permit Coordinator is Division Head and Represented)
2. Infrastructure Development Division (City Engineer is Division Head and non-Represented)
3. Planning and Building Division (Planning and Building Supervisor is Division Head and is non-Represented)
4. Public Works Operations and Maintenance Division – Composed of the Technical Support Team, Administrative Support Team, Water, Sewer, Storm, Streets, Parks, Facilities, and Fleet Teams (Superintendent is Division Head and non-Represented)

However, with this reorganization, staff in the newly created Department were still housed in two different buildings located in different parts of the City. The Public Works Division was housed at the Public Works Center (Old City Hall) and the remaining Divisions were located at the Justice and Municipal Center. Because of that arrangement, some staffing decisions were made to help ease the physical disconnect between the Divisions in the Department. For example:

1. The Technical Support Team in Public Works was created to provide engineering support to the Public Works Division and was composed of one Assistant City Engineer, the GIS Analyst, and the Maintenance Electrician.
2. Administrative support staff were split between the Administrative Support Team in Public Works and the Permitting and Administrative Support Division.

While this configuration worked well when in separate buildings, it has created issues with division of work and reporting responsibility when the Department moved into the new Public Services Center. Recognizing these issues

and to accommodate the changes being created by retirements and attrition, some changes to the structure of Public Services were needed. Changes already made include:

1. Moving staff in the Technical Support Team into the Infrastructure Development Division and eliminating the Technical Support Team.
  - a. This places all engineering staff resources in the same Division eliminating competing interests of separate supervisors and creating one cohesive team.
2. Moving the Administrative Support Team in Public Works into its own Division in Public Services.
  - a. This eliminates redundant supervisory levels and facilitates administrative staff being able to assist the entire Department instead of one Division.
3. Moving the administrative support staff in the Permitting and Administrative Support Division to the newly created Administrative Support Division. (To occur in March 2024)
  - a. This places all administrative resources in one Division. It also eliminates the need for the Permit Coordinator to supervise an Administrative Assistant, instead placing the supervision of that position under the Administrative Supervisor who is the Division Head of the newly created Administrative Support Division.

In addition, additional changes are proposed to further streamline the Public Services Division. Those include:

1. Create a new Crew Lead position for the Facilities Team.

The Facilities Team, currently composed of one Facilities Maintenance Worker (MW) III and two custodians, is responsible for all maintenance and upkeep on all City facilities. This includes the Justice and Municipal Center, Public Services Center, Public Safety Building, Senior Center, the former Sewer Building at the old Public Works Center and various utility buildings throughout the City. Given the number of buildings in the City's inventory, it is difficult for one person to keep up on required maintenance. Additional staffing is required for the maintenance program at these facilities to stay current.

To accomplish that, it is proposed that the Maintenance Electrician position be converted to a Facilities Crew Lead position. The Maintenance Electrician and Crew Lead positions are the same grade (17A) with a 2023 monthly pay rate range of \$6,022.93 (minimum) and \$7,917.67 (maximum). Being that the Facilities Crew Lead position will be funded completely by the General Fund, it is anticipated that this change will create additional salary burden for the General Fund in the amount of \$76,010 per year.

While this is not an insignificant impact to the General Fund, it is important to recognize the long-term cost to City facilities if staff are not given the resources needed to maintain them adequately. This realignment adds a new, and much needed, employee to the Facilities Division without changing the overall number of FTE's in Public Services.

2. Create a new Code Enforcement Officer position for the Development Services Team.

Currently, the Permitting Division is composed of three positions: one Permit Coordinator and two Permit Technician I/II's.

With the changing landscape of development in Bonney Lake, it is anticipated that the permitting team will be able to fulfill its current and future objectives without the need of a third staff member. The reverse is true in Code Enforcement. Currently composed of one Code Enforcement Officer, Code Enforcement cases are increasing and becoming more complex taking more time to settle. In addition to that, Code Enforcement is taking on additional responsibilities supporting Public Works when there are violations that must be rectified in the City Cross Connection Control Program, FOG Program, Illicit Discharge Program, and Source Control Program.

It is proposed that the current vacant Permit Technician I/II position remain unfilled, and a new Code Enforcement Officer be hired. A Permit Technician I/II is a Grade 11/Grade 13, and a Code Enforcement Officer is a Grade 15. This creates a difference of \$1,008.14 and \$1,310.72 between the minimum and maximum monthly salaries for a Permit Technician I and a Code Enforcement Officer. It is anticipated that this difference can, at least, be partially offset by the increase in payment of civil fines from Code Enforcement related activities.

Attached to this memorandum are two organizational charts showing the “before” and “after” if these realignments are approved. If these position realignments are approved to move forward, they will be included in the 2023 Budget Amendment.

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Public Services Department  
 Ryan Johnstone  
 Public Services Director

Infrastructure Development Team  
 Doug Budzynski  
 City Engineer

Ken Gill - Assistant City Engineer  
 Andrew Fonda - Assistant City Engineer  
 Adam Kwakenat - GIS Analyst\*\*  
 Toli Khlevnoy - Dev. Review Engineer  
 Deon Payne - Contracts Administrator  
 Dennis Rogers - Construction Inspector

Planning & Building Services Team  
 Jason Sullivan  
 Planning and Building Supervisor

Bill Kuzmanich - Senior Building Inspector  
 Kyle Rohner - Building Inspector I  
 Mettie Brasel - Associate Planner  
 Kennedy Spietz - Assistant Planner  
 Shailey Wilkinson - Code Enforcement

Public Works Team  
 Todd Bright  
 Superintendent of Public Works

Permit Center & Admin Support Team  
 Korina Scott  
 Interim Permit Coordinator

Vacant - Permit Technician I/II  
 Kaitlynn Forsberg - Permit Technician I  
 Brandy Lamberson - Administrative Specialist III

Administrative Support Team  
 Triss Weber  
 Administrative Supervisor - Operations

Brenda Martin - Administrative Specialist III  
 Michelle Withers - Administrative Specialist II

Assistant Superintendent  
 of Public Works – Water  
 Jim Miracle

Water Prod. & Dist.  
 Lead  
 Anthony Wissinger

Casey Ronning - MW III  
 Sean Russell - MW III  
 TBD - MW III  
 TBD - MW II  
 Austin Menges - MW II  
 Robert Eaton - MW II  
 Austyn Young - MW I  
 Brad McMichael - MW I  
 Joshua Thompson - MW I

Utility Cust. Service  
 Lead  
 Joe Lovett

Jesse Gregg - MW I  
 Michelle Olsen - MR  
 Cassidy Maples - MR

Interim Assistant  
 Superintendent  
 of Public Works – Sewer,  
 Parks, Facilities  
 Lance Johnson

Interim Wastewater  
 Collection Lead  
 Mike Claunch

TBD - MW III  
 TBD - MW III  
 Brian Heg - MW II  
 Prentice Kinlow - MW II  
 Jayden Pernorio - MW I  
 Kody Simpson - MW I  
 Payne Plaster - MW I  
 Vacant - Maintenance  
 Electrician

Parks and Community  
 Forestry Lead  
 Kramer Green

Vacant - MW III  
 Eric How - MW II  
 Prentice Kinlow Jr. - MW I (LT)  
 Mason Patrick - MW I (LT)

Facilities

Mike Englert - MW III  
 Terri Harter - Custodian  
 Fernando Jeronimo Tapia - Custodian

Assistant Superintendent  
 of Public Works – Streets,  
 Storm, ER & R  
 Keith Proctor

Streets Lead  
 Brent Hoff

John Putney - MW III  
 Greg Helbling - MW II  
 Chad Carroll - MW II  
 Kasondria Sharer - MW II  
 Kevin Johnson - MW II  
 Ben Bishop - MW I

Stormwater Lead  
 Brent Hoff

Matt Ostrander - MW III  
 Colby Wall - MW II  
 Anthony Gutierrez - MW I

ER & R

Kyle Morrison - Mechanic II  
 Tony Hornbeck - Mechanic I

**Public Services Department**  
 Ryan Johnstone  
 Public Services Director

**Infrastructure Development Team**  
 Doug Budzynski  
 City Engineer

Ken Gill - Assistant City Engineer  
 Andrew Fonda – Assistant City Engineer  
 Adam Kwakenat – GIS Analyst  
 Toli Khlevnoy – Dev. Review Eng.  
 Deon Payne - Contracts Administrator  
 Dennis Rogers - Construction Inspector

**Development Services Team**  
 Jason Sullivan  
 Development Services Manager

Bill Kuzmanich - Senior Building Inspector  
 Kyle Rohner - Building Inspector I  
 Korina Scott – Permit Coordinator  
 Kaitlynn Forsberg – Permit Tech I  
 Mettie Brasel - Associate Planner  
 Kennedy Spietz - Assistant Planner  
 Shailey Wilkinson - Code Enforcement  
 TBD - Code Enforcement (From PT)

**Public Works Team**  
 Todd Bright  
 Superintendent of Public Works

**Administrative Support Team**  
 Triss Weber  
 Administrative Supervisor

Brenda Martin - Administrative Specialist III  
 Brandy Lamberson – Admin. Specialist III  
 Michelle Withers - Administrative Specialist II

**Assistant Superintendent  
 of Public Works – Water**  
 Jim Miracle

**Distribution System  
 Lead**  
 Anthony Wissinger

Casey Ronning - MW III  
 Sean Russell - MW III  
 TBD - MW III  
 TBD - MW II  
 Austin Menges - MW II  
 Robert Eaton - MW II  
 Austyn Young - MW I  
 Brad McMichael - MW I  
 Joshua Thompson - MW I

**Production and Utility  
 Cust. Service Lead**  
 Joe Lovett

Jesse Gregg - MW I  
 Michelle Olsen - MR  
 Cassidy Maples - MR

**Interim Assistant  
 Superintendent  
 of Public Works – Sewer,  
 Parks, Facilities**  
 Lance Johnson

**Interim Wastewater  
 Collection Lead**  
 Mike Claunch

TBD - MW III  
 TBD - MW III  
 Brian Heg - MW II  
 Prentice Kinlow - MW II  
 Jayden Pernorio - MW I  
 Kody Simpson – MW I  
 Payne Plaster - MW I

**Parks and Community  
 Forestry Lead**  
 Kramer Green

TBD – MW III  
 Eric How - MW II  
 Prentice Kinlow Jr. – MW I (LT)  
 Mason Patrick – MW I (LT)

**Facilities Lead (From ME)**  
 TBD

Mike Englert - MW III  
 Terri Harter – Custodian  
 Fernando Jeronimo Tapia - Custodian

**Assistant Superintendent  
 of Public Works – Streets,  
 Storm, ER & R**  
 Keith Proctor

**Streets Lead**  
 Brent Hoff

John Putney - MW III  
 Greg Helbling - MW II  
 Chad Carroll - MW II  
 Kasondria Sharer - MW II  
 Kevin Johnson - MW II  
 Ben Bishop - MW I

**Stormwater Lead**  
 Brent Hoff

Matt Ostrander – MWIII  
 Colby Wall - MW II  
 Anthony Gutierrez - MW I

**ER & R**

Kyle Morrison - Mechanic II  
 Tony Hornbeck - Mechanic I

**Notes:**  
 Vacant Permit Tech I/II position converted to Code Enforcement Officer position  
 Vacant Maintenance Electrician position converted to Facilities Lead

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

<b>Department/Staff Contact:</b> Fin / Cherie Reierson	<b>Meeting/Workshop Date:</b> 14 November 2023	<b>Agenda Bill Number:</b> AB23-119
<b>Agenda Item Type:</b> Ordinance	<b>Ordinance/Resolution Number:</b> D23-119	<b>Sponsor:</b>

**Agenda Subject:** Biennial Budget Amendment 2023-2024

**Full Title/Motion:** An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending The Biennial Budget For Calendar Years 2023-2024.

**Administrative Recommendation:** Approve

**Background Summary:** Revised Code of Washington (RCW) 35A.34 provides procedures for adopting, managing and amending a biennial budget. Pursuant to this guidance, staff finds it necessary to make certain revisions to the 2023-2024 biennial budget that was adopted via Ordinance #1682. All requests are on Exhibit B with the request and explanation. Attached to the Ordinance are Exhibits A & B. The budget was previously adopted at fund level to include fund balances.

It is anticipated that expenditures for the general fund will exceed revenues by \$2,627,931 for the biennium with the adoption of the budget amendment. This means that the budget amendment with authorize spending an additional \$2,106,587 from the general fund ending balance.

There are also a couple of changes to the FTE chart--reduction of 1 recreation coordinator; addition of 1 limited term Court Case Manger and 2 limited term PW Parks employees. All of these were approved by Council previously.

**Attachments:** FTE chart; Exhibit A; Ordinance; Exhibit B, Decision Card

<b>BUDGET INFORMATION</b>				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
<b>Budget Explanation:</b> see exhibits				

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b> Finance Committee Date: 24 October 2023	<i>Approvals:</i>	Yes	No
	Chair/Councilmember Deputy Mayor Carter	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Councilmember Watson	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Councilmember Evans	<input type="checkbox"/>	<input type="checkbox"/>
Forward to:	<b>Consent Agenda:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s): 11/21/2023	Public Hearing Date(s): 11/14/2023
Meeting Date(s): 11/28/2023	Tabled to Date:

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

**ORDINANCE NO. D23-119**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING THE MID-BIENNIAL BUDGET AMENDMENT FOR BUDGET YEARS 2023 AND 2024.**

**WHEREAS**, the City Council approved Ordinance No. 1682 which adopted a biennial budget for fiscal years 2023-2024; and

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

**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, 2023 through December 31, 2024 as contained in the adopted 2023-2024 Biennial Budget for total revenues/sources and expenditures/uses as approved by the City Council, is hereby amended to include Total Revenues and Expenditures for each fund as shown on the attached Exhibit “A” 2023-2024 Biennium Budget Total including Fund Balance.

**Section 2.** The changes to biennial expenditures as shown on the attached Exhibit “B” are hereby adopted.

**Section 3.** The City Clerk is directed to transmit a certified copy of the City of Bonney Lake adopted 2023-2024 Mid-Biennial Budget Amendment (Ordinance No. 23-119 and Exhibits “A”, and “B”) to the Office of the State Auditor and to the Association of Washington Cities.

**Section 4.** This Ordinance shall be effective five (5) days after its publication as provided by law.

**ADOPTED** by the City Council of the City of Bonney Lake and attested by the City Clerk in authentication of such passage on this \_\_\_ day of November, 2023.

**APPROVED** by the Mayor this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Michael McCullough, Mayor

AUTHENTICATED:

\_\_\_\_\_  
Sadie A. Schaneman, CMC, City Clerk

AB \_\_\_\_\_  
Passed:  
Valid:  
Published:  
Effective Date:  
This Ordinance totals \_\_\_\_\_ page(s)

City of Bonney Lake POSITION SUMMARY	Year	2017	2018	2019	2020	2021	2022	2023	2024
		Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Amended F.T.E.
<b>CITY COUNCIL</b>									
Councilmember (Part-Time)		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
<b>TOTAL CITY COUNCIL</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>EXECUTIVE</b>									
Mayor (Part-Time)		1.00	1.00	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	1.00	1.00
Executive Assistant/Management Analyst		1.00	1.00	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			
Recreation & Special Events Manager				1.00	1.00	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	1.00	1.00
Recreation Coordinator		1.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00
Before/After School Site Director			7.00	6.80	7.65	6.80	6.80	6.80	6.80
Facilities Maintenance Worker II		1.00	1.00	1.00	1.00	1.00	*moved to Public Services		
Emergency Management Manager							1.00	1.00	1.00
<b>TOTAL EXECUTIVE</b>		<b>8.50</b>	<b>17.50</b>	<b>16.80</b>	<b>17.65</b>	<b>16.80</b>	<b>15.80</b>	<b>15.80</b>	<b>14.80</b>
<b>LEGAL</b>									
Deputy City Attorney/Prosecutor		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Prosecutor							1.00	1.00	1.00
Limited Term Legal Specialist							1.00	1.00	1.00
Administrative Specialist II/III		0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL LEGAL</b>		<b>1.50</b>	<b>1.50</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>COURT</b>									
Municipal Judge		0.85	0.85	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	1.00	1.00
Bailiff						0.65			
Judicial Specialists I/II		4.00	4.00	4.00	4.00	4.00	4.50	4.50	4.50
Judicial Specialists III		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Limited Term Case Manager									1.00
Probation Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL COURT</b>		<b>7.85</b>	<b>7.85</b>	<b>7.85</b>	<b>7.85</b>	<b>8.50</b>	<b>8.35</b>	<b>8.35</b>	<b>9.35</b>
<b>FINANCE</b>									
Chief Financial Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant		1.00	1.00	1.00	1.00	1.00			
Finance and Payroll Accountant							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	4.00	4.00	4.00
Accounting Specialist III		2.00	2.00	1.00	1.00	1.00	2.00	2.00	2.00
Customer Service Manager (Utility)							1.00	1.00	1.00
Financial Operations Supervisor		1.00	1.00	1.00	1.00	1.00			
<b>TOTAL FINANCE</b>		<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

City of Bonney Lake POSITION SUMMARY	Year	2017	2018	2019	2020	2021	2022	2023	2024
		Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Amended F.T.E.

**CITY CLERK & ADMINISTRATIVE SERVICES**

Administrative Services Director/IS Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk							1.00	1.00	1.00
Deputy City Clerk	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	2.00	2.00	2.00
Records and Disclosure Specialist								1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Generalist			0.75	0.75	0.75	0.75	0.75	1.00	1.00
Information Services Manager	1.00	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	1.00	1.00	1.00
Senior Center Manager	1.00	1.00	1.00	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	0.80	0.80	0.80
Kitchen Asst			0.70	0.70	0.70	0.70	0.70	0.70	0.70
Kitchen Aide	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Limited term (grant) Senior Aide						0.75	0.75	0.75	
Dishwasher				0.38	0.38	0.38	0.38	0.38	0.38
Senior Center Aide/Van Driver	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20
<b>TOTAL CITY CLERK &amp; ADMINISTRATIVE SERVICES</b>	<b>11.30</b>	<b>11.30</b>	<b>12.75</b>	<b>13.13</b>	<b>13.88</b>	<b>13.88</b>	<b>14.13</b>	<b>13.38</b>	

**POLICE**

Police Chief	1.00	1.00	1.00	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	2.00	2.00	2.00
Admin. Assistant			1.00	1.00	1.00	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	3.00	3.00	3.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	7.00	7.00	
Patrol Officers	22.00	21.00	22.00	22.00	22.00	22.00	22.00	22.00	22.00
School Resource Officer	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00
CJTC Officer					1.00				
Community Services Officer	3.00	4.00	2.50	2.50	2.50	3.00	3.00	3.00	
Bailiff	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	1.00	1.00	1.00
<b>TOTAL POLICE</b>	<b>39.40</b>	<b>39.40</b>	<b>37.95</b>	<b>38.95</b>	<b>39.50</b>	<b>39.00</b>	<b>41.00</b>	<b>41.00</b>	



City of Bonney Lake  
**POSITION SUMMARY**

Year	2017	2018	2019	2020	2021	2022	2023	2024
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Amended F.T.E.

**PUBLIC SERVICES**

Department of Public Services Director	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Permit Center &amp; Admin. Support Team</b>								
Permit Center Lead	1.0	1.0						
Administrative Supervisor			1.0	1.0	1.0			
Permit Coordinator						1.0	1.0	1.0
Permit Technician I/II	1.0	1.0	1.0	2.0	2.0	2.0	2.0	2.0
Administrative Specialist III	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
GIS Assistant	1.0	1.0	1.0					
<b>Infrastructure Development Team</b>								
City Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Assistant City Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Development Review Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Project Manager	1.0	1.0						
Contract Administrator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Construction Inspector	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
<b>Planning &amp; Building Service Team</b>								
Planning and Building Supervisor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Plans Examiner/BO	1.0	1.0	1.0	1.0	1.0			
Senior Building Inspector/Plans Examiner						1.0	1.0	1.0
Building Inspector I	1.0	1.0	1.0	2.0	2.0	1.0	1.0	1.0
Plans Examiner						1.0		
Associate Planner	1.0	1.0	2.0	1.0	1.0	1.0	1.0	1.0
Assistant Planner							1.0	1.0
Assistant Planner/Code Enforcement	1.0	1.0	1.0	1.0	1.0			
Code Enforcement						1.0	1.0	1.0
<b>Public Works Team</b>								
Superintendent of Public Works	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Supervisor			1.0	1.0	1.0	1.0	1.0	1.0
Administrative Specialist IV	1.0	1.0						
Administrative Specialist I/II	2.0	2.0	2.0	2.0	2.0	1.0	1.0	1.0
Administrative Specialist III						1.0	1.0	1.0
Public Works Operations Engineer	1.0	1.0						
Assistant City Engineer			1.0	1.0	1.0	1.0	1.0	1.0
GIS Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Electrician	1.0	1.0	1.0	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	3.0	3.0	3.0
Lead Worker	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
Facility Maintenance Worker III						1.0	1.0	1.0
Maintenance Worker III			5.0	7.0	7.0	7.0	8.0	8.0
Limited Term MWI/II - Parks	17.0	17.0						2.0
Maintenance Worker I/II	7.0	8.0	22.0	21.0	21.0	21.0	20.0	20.0
Meter Reader/Senior Meter Reader	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Custodian							2.0	2.0
Mechanic I/II	1.0	1.0	1.0	1.0	2.0	2.0	2.0	2.0
<b>Total Public Services Department</b>	<b>58.0</b>	<b>59.0</b>	<b>61.0</b>	<b>62.0</b>	<b>63.0</b>	<b>64.0</b>	<b>66.0</b>	<b>68.0</b>
<b>TOTAL STAFFING (excludes Councilmembers)</b>	<b>136.55</b>	<b>146.55</b>	<b>148.35</b>	<b>151.58</b>	<b>152.68</b>	<b>154.03</b>	<b>158.28</b>	<b>159.53</b>

## 2023- 2024 BUDGET AMENDMENT

FUND	TITLE	REVENUES	EXPENDITURES
001	General Fund	62,578,043	62,578,043
120	Drug Investigation Fund	68,072	68,072
121	Fed Drug Inv Fund	111,947	111,947
125	Cumulative Res. Fund	4,109,446	4,109,446
126	Contingency Fund	1,220,878	1,220,878
130	Affordable Housing Fund	278,362	278,362
131	ARPA Fund	5,770,929	5,770,929
202	Debt Service	2,071,115	2,071,115
301	Street CIP	12,175,083	12,175,083
302	Parks CIP	4,286,104	4,286,104
303	PWC CIP	306,431	306,431
320	General Govt CIP Fund	2,880,826	2,880,826
401	Water Fund	35,285,896	35,285,896
402	Sewer Fund	41,943,469	41,943,469
415	Stormwater Fund	7,276,027	7,276,027
501	ERR Fund	<u>9,165,242</u>	<u>9,165,242</u>
	<b>TOTAL</b>	<b>\$ 189,527,870</b>	<b>\$ 189,527,870</b>

<b>EXHIBIT B</b>	<b>2023</b>	<b>2024</b>	<b>2023/2024</b>	<b>Original</b>	<b>Budgeted</b>	<b>Total</b>
<b>GENERAL FUND (001)</b>	<b>Budget</b>	<b>Budget</b>	<b>Additional request</b>	<b>23-24 Budget</b>	<b>Ending Fund</b>	<b>Request</b>
LEGISLATIVE	188,075	188,075	200,000	376,150		576,150
MUNICIPAL COURT/ PROB.	1,134,684	1,129,363	288,208	2,264,047		2,552,255
EXECUTIVE & LEGAL	977,615	978,712	368,000	1,956,327		2,324,327
EMERGENCY MANAGEMENT	234,490	214,272		448,762		448,762
FINANCE	1,634,385	1,665,534		3,299,919		3,299,919
PROSECUTOR	564,352	579,736		1,144,088		1,144,088
INFORMATION SYSTEMS	651,525	675,630		1,327,155		1,327,155
ADMINISTRATIVE SERVICES	526,283	543,455		1,069,738		1,069,738
HUMAN RESOURCES	458,900	389,830	12,663	848,730		861,393
POLICE	9,299,156	9,211,081	1,322,000	18,510,237		19,832,237
ENGINEERING/PW ADMIN/STREET	1,731,420	1,714,445	53,205	3,445,865		3,499,070
SENIOR CENTER	553,939	568,870		1,122,809		1,122,809
COMMUNITY SERVICE	13,400	13,400		26,800		26,800
BEAUTIFICATION PROGRAM	28,700	28,700		57,400		57,400
COMMUNITY FOREST	52,345	53,960		106,305		106,305
COMMUNITY EVENTS	78,950	79,450		158,400		158,400
PLANNING & COMM. DEVELOP.	1,560,548	1,596,359	179,977	3,156,907		3,336,884
FACILITIES	853,062	877,699	32,500	1,730,761		1,763,261
RECREATION PROGRAM	1,426,917	1,547,966	(562,966)	2,974,883		2,411,917
PARK FACILITIES	634,366	655,511	213,000	1,289,877		1,502,877
NON DEPARTMENTAL	1,895,992	1,949,237		3,845,229		3,845,229
<b>TOTAL GENERAL FUND</b>	<b>22,349,104</b>	<b>22,511,285</b>	<b>2,106,587</b>		<b>15,611,067</b>	<b>62,578,043</b>
<b>Budgeted Revenue</b>	<b>22,040,102</b>	<b>22,298,943</b>				

<b>Department</b>	<b>Additional request justification</b>
<b>Court</b>	Res 3175 Therapeutic Court Grant- 144K/yr
<b>Legal</b>	Increased costs for Public Defender and City Attorney (2023 \$243K) (2024 \$125K)
<b>Human Resources</b>	Res 3167 engagement survey
<b>Police</b>	Jail costs increased (2023 \$689K, 2024 \$479K); 2022 vehicles rec'd 2023 (104k); Decision card \$50K
<b>Streets</b>	Res 3179 (2023 \$46516); 2022 veh rec'd & pd 2023 \$6689
<b>Planning &amp; CDD</b>	Res3152 HAPI \$55K, Res 3177 eng svcs (2023 12.8K); PS Cmte request for 75K (2024) abatement; Move \$125K 2023 to 2024 for comp Res3024 \$3207; Res 3073 \$33970 (both 2022 carryover)
<b>Facilities</b>	Overlap on Transblue vs hiring staff 32.5K (2023)
<b>Recreation</b>	Decrease revenue/expenses for reduced program (no Before/After) 2024
<b>Park Facilities</b>	2 limited term FTE - ARPA \$200K(23/24) ; \$9K parking software (23); annual cost \$4K (24)
<b>General Fund</b>	Negotiations \$200K- unk amt at this time

FUND	2023	2024	Additional request	Original Budget	Budgeted	Total
	Budget	Budget		2023-2024	Ending Fund	Request
DRUG INV. FUND (120)	29,500	9,500		39,000	29,072	68,072
FED. DRUG INV FUND (121)					111,947	111,947
RESERVE FUND (125)					4,109,446	4,109,446
CONTINGENCY FUND (126)				-	1,220,878	1,220,878
AFFORD.HOUSING TAX(130)					278,362	278,362
ARPA FUND (131)	300,561	131,839	5,338,529	432,400		5,770,929
DEBT SERVICE FUND (202)	984,373	987,877		1,972,250	98,865	2,071,115
STREET CIP FUND (301)	2,550,000	3,816,000		6,366,000	5,809,083	12,175,083
PARKS CIP FUND (302)	2,496,605	-	280,000	2,496,605	1,509,499	4,286,104
PSC CIP FUND (303)	-	-	306,431	-		306,431
GEN GOVT CIP FUND (320)	544,853	120,000	630,500	664,853	1,585,473	2,880,826
WATER FUND (401)	12,806,941	19,240,222	9,500	32,047,163	3,229,233	35,285,896
SEWER FUND (402)	12,722,651	18,223,395	65,000	30,946,046	10,932,423	41,943,469
STORM FUND (415)	2,763,539	2,871,275	136,689	5,634,814	1,504,524	7,276,027
EQUIP REPL FUND (501)	2,899,108	1,528,848	170,516	4,427,956	4,566,770	9,165,242

Fund	Additional request justification
ARPA	Approved uses AB 23-69, AB23-84, AB23-91 (23/24)
Park CIP	Res 3130 PTO; Rollover AYP contracts & Fennel Crk (210K)
PSC CIP	Unspent money
Gen Govt CIP	Senior Center appropriation from the State
Water/Sewer	Res 3128 \$74.5K
Storm Fund	2022 veh rec'd & pd 2023 \$6689; \$130K grant
ERR Fund	Deductibles; Res 3179 (2023 \$46516); 2022 veh rec'd & pd 2023 \$104K

\*Note this is a biennial budget. As such some of the planned expenditures for 2023 may not happen until 2024 for some of the projects. All to be approved by City Administrator and Chief Financial Officer

**DECISION CARD**  
Fiscal Year 2023-2024

Fund Name: <b>General Fund</b> Department: <b>Police</b> Name:	Project Title: <b>Building Consultant Services</b>
Division Name: <b>Administration – Professional Svcs.</b>	Net Project Cost: <b>\$50,000 (2023)</b>

**Project Description/Project Justification**

*East Pierce Fire and Rescue will be vacating the Public Safety Building in late 2023. The PSB is in need of significant upgrades due to the age of the building (carpet & HVAC specifically). In addition, the police department has doubled in size since the building was opened in 1993. Consultant services will be required to conduct an assessment of current space needs along with future space needs for the police department. Landscaping and maintenance is another area that will need updating. Utilizing a consultant to understand the needs will assist in determining a cost for the project and a plan to fund the program.*

**Summary of Project Costs**

Line Item Cost Detail		Analysis of Net Project Costs:	
Description of Cost	Amount Required		
<b>Consultant services</b>	<b>50,000</b>	<b>Project Cost:</b>	<b>50,000</b>
		Less Revenues:	
		Less Charges to other Departments:	
		<b>Net Project Costs (2023):</b>	<b>\$50,000</b>
<b>Project Expected Recurring Annual Costs</b>			
		<b>Description of Cost</b>	<b>Amount Required</b>
		<b>Consultant Services</b>	<b>\$50,000</b>
<b>Total Project Cost</b>	<b>\$50,000</b>	<b>Total Recurring Annual Costs</b>	<b>\$0</b>