



**CITY OF  
NORTH BONNEVILLE**

**2017  
BUDGET**

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## **MAYOR'S 2017 BUDGET MESSAGE**

My overriding priority during my 7 years as your Mayor has been to steadily improve our infrastructure and provide for a healthy and safe community in the future. 2016 has been a very exciting year and has seen much progress. We made improvements to our aging water, wastewater, roads and communication systems, many through grant assistance funding.

We received a very important grant award that helped replace the City's Wastewater Lift Station 3. This lift station was beyond its useful life and was a potential environmental hazard due to its proximity to Green Leaf Lake. Our public works employees were frequently called out afterhours due to its lack of reliability. The new lift station has significantly reduced those call outs and provides us with increased wastewater capacities to support new development on the north side of town.

Another grant helped us to resurface 2,200 feet of Evergreen Drive. As part of this project, we replaced 200 feet of the City's main water line. This water main was deteriorating and needed to be replaced to assure a safe and stable water system.

As you may recall, last November 17<sup>th</sup> we were hit by a significant storm event that caused widespread destruction. The residents of our city pitched in and our Public Works crew spent months cleaning up the aftermath. Among the storm's impacts was the complete destruction of the City's water monitoring system (Telemetry System) requiring its replacement with a modern communication system.

In addition to the actions mentioned above, we have were to upgrade many of the City's tools and equipment. We replaced our outdated backhoe, which had required almost as much time to keep running as actual operating time.

We plan to continue aggressive efforts to secure grant funding. Accordingly, we have applied for four types of Transportation Improvement Grants in 2017 including:

1. Resurfacing Evergreen Drive Roadway from the Hamilton Creek Bridge to its intersection with East Cascade.
2. Resurfacing of East Cascade Roadway to Hot Springs Way
3. Chip Sealing for Pahatu, Hamilton, and Sunset Drive.
4. Complete Streets Program Funding to address intersection and pedestrian movement/safety issues.

We are looking to make some short term improvements to Lift Station 2 in 2017, followed by the seeking of a grant to replace it in 2018.

Project by project, we are stabilizing the City's aging infrastructure. The determination where to make improvement needs results from the development of a Capital Facilities Plan that provides us with a good sense of priority direction.

To Recap:

Major City achievements in 2016 include the following:

- Construction of the new Wastewater Lift Station #3.
- Resurfacing of 2200 feet of Evergreen Drive.
- Replacement of 200 feet of 14" main water line.
- Replacement and upgrade of our water communication monitoring system (Telemetry System).
- A newly elected Fire Chief and revitalization of the firefighter volunteers and reinstatement of the Fire Auxiliary.
- Replacement of an outdated backhoe.
- Employment of effective risk management techniques that minimize the capacity for claims or lawsuits.
- Addition of staff and equipment.
- Rezone and initial development of the A-43 city parcel.

A total of more than \$1,000,000 was spent in infrastructure development/redevelopment in 2016.

Actions pursued or energies contemplated in 2017:

- Transportation funding to resurface Evergreen Drive from Hamilton Creek Bridge to East Cascade Drive.
- Transportation funding to resurface East Cascade Drive to Hot Springs Way.
- Transportation funding to chip seal Pahatu, Hamilton, and Sunset Drive.
- Transportation funding for establishment of a Complete Streets Program.
- New residential development.
- Replacement of the railroad bridge over Hamilton Creek.
- Installation of an additional railroad siding.
- Arrival of new businesses.
- Development activity on Coyote Ridge.
- Development of the City's S-43 property for commercial use.
- New trail construction.

Along with these contemplated actions we will continue efforts to rebuild the City's fund reserves and improve the City's financial position. As I near my last year in office, I am very optimistic that our City is on the path to economic stability and a continued bright future.

Sincerely, Don Stevens

## BUDGET CALENDAR

<u>Legal Date</u>	<u>Council Meeting</u>	<u>Item</u>
Sept. 7 <sup>th</sup>	N/A	Request Revenue and Expense Estimates
Sept. 21 <sup>rd</sup>	N/A	Estimates Due
Oct. 1 <sup>st</sup>	N/A	Staff's Preliminary Budget Due to Mayor
Nov 2 <sup>nd</sup>	Oct. 11 <sup>th</sup> and 25 <sup>th</sup>	Mayor Provides to Council: 2015 Year End Revenue Estimates Staff's Preliminary Budget
Before Property Tax Levy	Oct. 11 <sup>th</sup> and 25 <sup>th</sup>	Public Hearing on Revenue Sources for Budget
Nov. 1 <sup>st</sup>	October 25 <sup>th</sup>	Mayor's Preliminary Budget and Budget Message Due to Council
Nov. 5 <sup>th</sup> and 15 <sup>th</sup>	Oct. 25 <sup>th</sup> – Nov. 8 <sup>th</sup>	Publish Notice of Preliminary Budget and Budget Hearing
Nov. 1 <sup>st</sup> – 29 <sup>th</sup>	Nov. 8 <sup>th</sup> and 22 <sup>nd</sup>	Council Budget Hearings
Nov. 20 <sup>th</sup>	Nov. 8 <sup>th</sup>	Copies of Budget Made Available to the Public
Nov. 30 <sup>th</sup>	Oct. 25 <sup>th</sup>	Property Tax Levy
Before Year End	Nov. 22 <sup>nd</sup>	Budget Adoption
After Adoption	N/A	Budget Sent to State Auditor and MRSC

# REVENUE

	2014 Actual	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>GENERAL FUND</b>					
Beginning Balance	40,924	15,684	64,127	106,034	148,004
<b>TAXES</b>					
General Property Tax	202,888	179,082	178,281	209,281	182,101
Sales & Use Tax	71,100	89,077	89,000	105,000	98,000
Local Criminal Justice (County's 0.1% Sales Tax)	8,207	10,056	9,790	10,500	9,800
B & O Utility - Water	19,418	31,407	39,340	35,957	36,300
B & O Utility - Sewer	23,716	65,479	25,911	26,300	40,050
B & O Utility - Gas & Heating	10,383	16,808	11,000	9,797	10,000
B & O Utility - Garbage	4,611	8,581	6,500	6,500	6,000
B & O Utility - Telephone	7,056	7,997	7,500	10,000	9,000
B & O Utility - Electricity	39,452	34,022	40,000	36,000	36,000
Leasehold Tax	9,586	9,299	9,000	8,500	9,000
Timber Harvest Tax	22	11	5	22	5
Taxes	396,441	451,819	416,327	457,856	436,256
<b>LICENSES &amp; PERMITS</b>					
Franchise Fees	25	-	50	-	50
Business Licenses & Permits	1,219	1,598	750	1,059	1,000
Building Permits	8,416	4,723	12,000	5,000	12,000
Animal Licenses	164	289	250	220	250
Golf Cart Licenses	120	100	100	100	100
Licenses & Permits	9,944	6,710	13,150	6,379	13,400
<b>INTERGOVERNMENTAL REVENUE</b>					
Shoreline Grant	-	24,223	-	-	-
PUD Privilege Tax	6,054	5,104	6,000	6,564	6,000
City / County Assistance	10,995	27,542	6,000	19,554	10,178
Criminal Justice - Population	1,028	1,000	1,000	1,000	1,000
Criminal Justice - Contracted Services	2,944	1,702	1,500	1,714	1,500
Criminal Justice - Special Programs	1,050	984	1,000	1,100	1,000
State Marijuana Excise Tax	-	2,349	4,698	4,697	5,000
DUI - Impaired Driving Safety Act	184	152	175	175	175
State Liquor Excise Tax	2,100	9,341	4,452	4,573	4,693
State Liquor Board Profits	8,718	2,201	8,653	8,512	8,492
Budget & Accounting Svcs (Overhead)	41,467	32,238	39,012	30,985	51,436
Copies and Faxes	-	-	-	400	350
Fire Protection Services	225	1,680	225	225	225
Intergovernmental Revenue	74,766	108,517	72,715	79,499	90,050
<b>CHARGE FOR SERVICES</b>					
Planning Fees & Permits	764	125	750	-	-
Charges for Services	764	125	750	-	-
<b>FINES &amp; FORFEITURES</b>					
Traffic Fines	3,122	5,196	5,000	8,250	8,000
Non-Traffic Fines	3,478	7,333	6,000	10,500	10,500
Fines & Forfeitures	-	2,510	500	20	-
Fines & Forfeitures	6,600	15,040	11,500	18,770	18,500

	2014 Actual	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>MISCELLANEOUS REVENUE</b>					
Investment Interest	331	473	400	1,200	1,000
Sales Interest	15	40	50	65	65
Rents / Leases	3,205	12,518	11,000	7,200	7,200
Gazebo Rentals	770	1,395	1,500	1,000	1,000
Cable System Lease	200	-	-	-	-
Sale of Scrap and Junk	1,590	-	-	-	-
Cash Adjustment	3,133	26	-	-	-
Other Misc (Fire Compressor Reimbursement)	80	1,045	2,250	1,500	1,000
Miscellaneous	4,406	1,738	3,500	31,311	2,000
Miscellaneous Revenue	13,730	17,234	18,700	42,276	12,265

<b>NON REVENUE RECEIPTS</b>					
Interfund Loan Payments Received	23,700	23,700	23,105	23,105	-
State / County Remittances	-	-	-	-	-
Sale Of Assets (Mortgage income)	250	-	-	-	-
Transfers-In	12,218	-	-	-	-
Non Revenue Receipts	36,168	23,700	23,105	23,105	-
Community Garden Income	2,584	325	325	265	250
Community Garden	2,584	325	325	265	250
Total Available Funds	581,921	639,154	620,698	734,184	718,725
Total Revenue	540,997	623,470	556,571	628,150	570,721

#### CITY STREET FUND

Beginning Balance	22,750	15,704	18,136	9,823	7,365
<b>TAXES</b>					
General Property Tax	-	30,000	30,300	-	30,000
Real Estate Excise Tax	13,496	9,344	8,500	15,000	-
TOTAL TAXES	13,496	39,344	38,800	15,000	30,000

<b>INTERGOVERNMENTAL REVENUE</b>					
TIB Grant	-	-	446,704	314,396	800,000
Multi-Model Distribution (new for 2017)				857	1,055
Motor Vehicle Fuel Tax - Street	20,730	21,177	20,391	21,085	20,944
TOTAL INTERGOV'T REVENUE	20,730	21,177	467,095	336,338	821,999

<b>MISCELLANEOUS REVENUE</b>					
Miscellaneous Income	-	411	-	-	-
Transfer In			23,511	30,000	11,000
Total Available Funds	56,976	76,636	547,543	391,161	870,364
Total Revenue	34,226	60,932	529,406	381,338	862,999

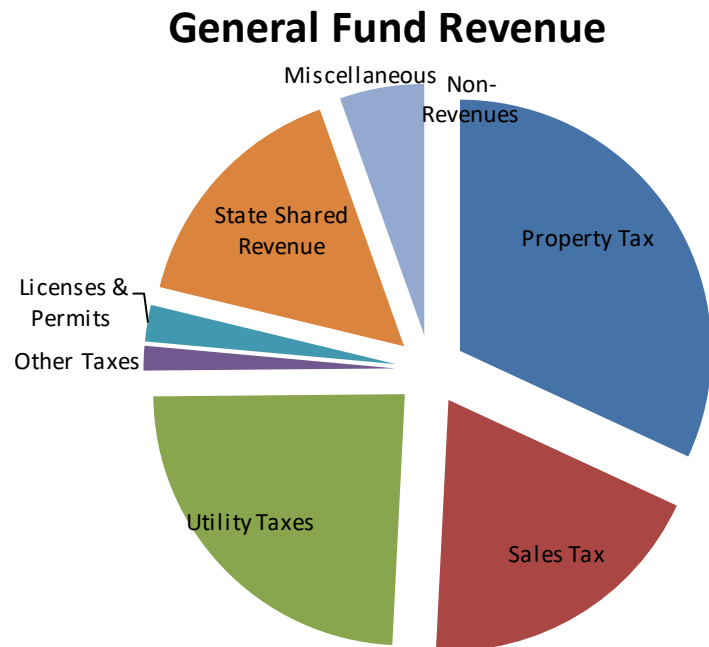
	2014 Actual	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>TOURISM PROMOTION &amp; DEVELOPMENT</b>					
Beginning Balance	71,013	91,986	117,095	101,659	143,121
Hotel / Motel Tax	80,197	91,986	85,000	105,000	95,000
Heritage Trails Merchandise	1,342				
Interest	125		47	-	-
Miscellaneous	80	34		265	-
Loan Repayments	25,111	16,361	11,415	11,415	paid off
Transfer In		278			
Total Available Funds	177,867	200,643	213,557	218,339	238,121
Total Revenue	106,854	108,658	96,462	116,680	95,000
<b>TOURIST FACILITY</b>					
Beginning Balance	44,250	87,403	110,488	110,488	140,560
Loan Repayments	23,153	23,084	8,822	8,822	paid off
Transfer In	20,000	-	21,250	21,250	23,750
Total Available Funds	87,403	110,488	140,560	140,560	164,310
Total Revenue	43,153	23,084	30,072	30,072	23,750
<b>SKATE PARK FUND</b>					
Beginning Balance	871	871	871	871	871
Total Available Funds	871	871	871	871	871
Total Revenue	-		-	-	-
<b>PARK DONATIONS FUND</b>					
Beginning Balance	-	-	-	-	2,828
Miscellaneous Income	-	-	-	2,828	-
Total Available Funds	-	-	-	2,828	2,828
Total Revenue	-	-	-	2,828	-
<b>CAPITAL IMPROVEMENTS</b>					
Beginning Balance	21,390	40,152	58,831	58,831	45,929
Real Estate Excise Tax (REET)	-		-	-	11,000
Interest	-	-	75	-	-
Loan Repayments	18,739	18,600	18,368	18,368	paid off
Transfer in - Capital Reserve	23	79	-	-	-
Total Available Funds	40,152	58,831	77,274	77,199	56,929
Total Revenue	18,762	18,679	18,443	18,368	11,000
<b>WATER RESERVE FUND</b>					
Beginning Balance	82,601	98,087	117,937	105,937	22,326
Charge for Services	4,000	12,000	12,000	-	8,000
Repayment of Sewer Plant Loan	4,541		-		-
Repayment of Water Fund Loan	-	-	-		-
Repayment of Sewer Fund Loan	7,856	7,850	7,819	7,819	paid off
Total Available Funds	98,998	117,937	137,756	113,756	30,326
Total Revenue	16,397	19,850	19,819	7,819	8,000



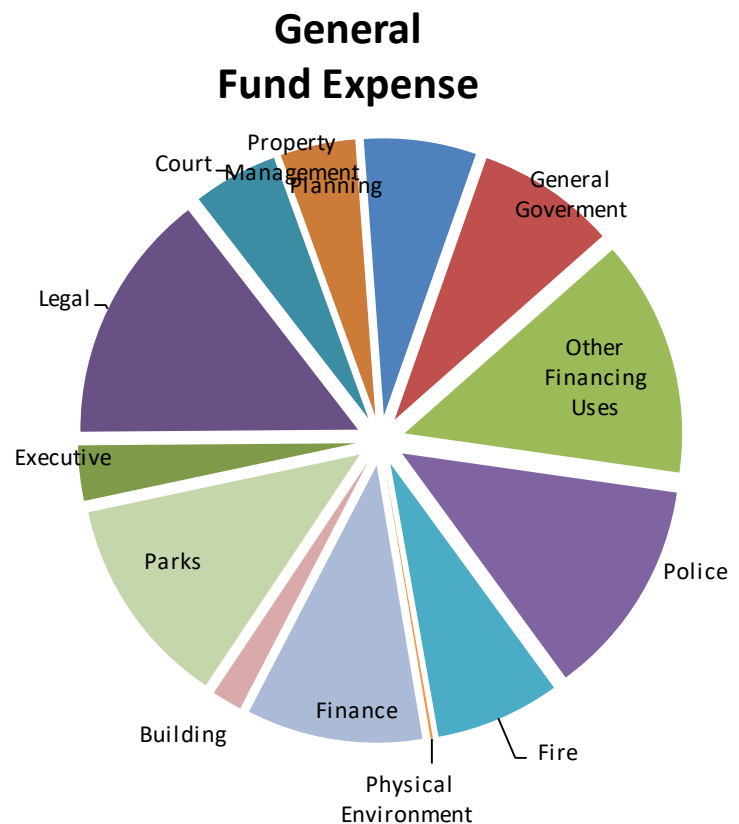
	2014 Actual	2015 Actual	2016 Budget	2016 Estimate	2017 Budget
<b>WATER FUND</b>					
Beginning Balance	9,918	24,495	21,415	18,762	7,778
Water Sales	184,010	201,118	227,939	228,700	232,000
Miscellaneous Income	10,939	11,071	10,000	11,000	10,000
Transfer In	-	-	-	10	-
Total Available Funds	204,867	236,684	259,354	258,472	249,778
Total Revenue	194,949	212,189	237,939	239,710	242,000
<b>SEWER RESERVE FUND</b>					
Beginning Balance	3,463	46	46	46	46
Charge for Services	4,500	-	13,500	-	9,000
Loans/Grants	6,600	-	-	-	-
Total Available Funds	14,563	46	13,546	46	9,046
Total Revenue	11,100	-	13,500	-	9,000
<b>SEWER FUND</b>					
Beginning Balance	9,179	(434)	25,015	3,025	38,959
2016 CDBG Grant / 2017 grant	-	36,773	275,000	313,227	-
Sewer Service Charges	237,224	260,053	259,112	263,000	267,000
Miscellaneous Income	905	364	-	200	150
Interfund Loan Receipts	4,350	-	-	-	-
Total Available Funds	251,658	296,755	559,127	579,452	306,109
Total Revenue	242,479	297,190	534,112	576,427	267,150
<b>EQUIPMENT FUND</b>					
Beginning Balance	20,752	18,273	20,627	14,917	14,917
Loan Receipts	-	-	40,000	-	-
Interfund Charge for Services	30,336	39,326	47,832	50,114	56,248
Total Available Funds	51,089	57,599	108,459	65,031	71,165
Total Revenue	30,336	39,326	87,832	50,114	56,248
<b>DEPOSIT FUND</b>					
Beginning Balance	7,651	8,318	12,218	12,476	15,076
Agency Deposits	250	650	1,000	100	750
Deposits for Non-Pay Reconnect	750	6,000	3,000	5,000	4,000
Total Available Funds	8,651	14,968	16,218	17,576	19,826
Total Revenue	1,000	6,650	4,000	5,100	4,750
GRAND TOTAL ALL FUNDS	1,575,017	1,810,613	2,694,963	2,599,475	2,738,399
GRAND TOTAL W/O FUND BALANCES	1,240,255	1,410,027	2,128,158	2,053,778	2,150,630

## Summary Charts

	Estimated Figures
General Fund Revenue	
Property Tax	\$ 182,101
Sales Tax	\$ 107,800
Utility Taxes	\$ 137,350
Other Tax	\$ 9,005
Licenses and Permits	\$ 13,400
State Shared Revenue	\$ 90,050
Miscellaneous	\$ 31,015
Non-Revenue	\$ -
Total	\$ 570,721



	2017 Budget
General Fund Expenditures	
Executive / Legislative	\$ 18,205
Finance	\$ 82,988
Legal	\$ 28,000
Court / Jail	\$ 24,800
Property Management	\$ 37,028
General Government	\$ 45,895
Other Financing Uses	\$ 78,088
Police	\$ 72,000
Fire	\$ 41,121
Physical Environment	\$ 800
Planning	\$ 58,006
Building	\$ 10,000
Parks	\$ 69,705
Total	\$ 566,635



# EXPENSES

## ***City Council***

The city council consists of five members and is responsible to the residents of North Bonneville for broad policy direction, city legislation, financial oversight, and governance of the community. The councilors are elected at large, which means that each councilor represents all residents rather than those in a particular area of the city. They represent the community on various boards and committees.

### Goals

- Economic Development
- Rebuild Fund Balances

### Budget Highlights

- 5 FTEs
- Councilors are eligible for a \$25/meeting stipend, but none have indicated an intent to make use of it.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>GENERAL GOVERNMENT</b>						
<b>COUNCIL</b>						
Salaries & Wages	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ 273	\$ -	\$ -
Supplies	\$ 212	\$ -	\$ 89	\$ 150	\$ -	\$ 150
Travel	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ 250
Training	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 150
COUNCIL	\$ 212	\$ -	\$ 89	\$ 3,823	\$ -	\$ 550

## ***Executive***

The executive department consists of the Mayor and some of the Administrator's time. The Mayor is responsible to the residents for implementing city council's policies and for the overall management and administration of the city. The Mayor supervises all city staff, often via the assistance of the City Administrator. The executive department also provides administrative support to the council, negotiates and manages the union contract, provides economic development services, and represents the city on regional and state matters.

### Goals

- Continue to rebuild the General Fund balance and repay loans
- Study options for improving fire services
- Seek additional grants for major capital projects

### Budget Highlights

- 0.30 FTEs:
  - .19 Mayor
  - .11 City Administrator

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>EXECUTIVE</b>						
Salaries & Wages	\$ 15,256	\$ 13,262	\$ 10,462	\$ 12,073	\$ 11,974	\$ 12,813
Benefits	\$ 6,503	\$ 3,960	\$ 3,217	\$ 2,674	\$ 3,483	\$ 2,973
Supplies	\$ -	\$ 293	\$ 454	\$ 50	\$ 89	\$ 100
Communications	\$ 506	\$ 1,023	\$ 0	\$ 381	\$ 125	\$ 393
Travel	\$ 242	\$ -	\$ 1,175	\$ 300	\$ -	\$ 300
Insurance	\$ 1,342	\$ -	\$ 1,318	\$ 1,025	\$ 1,025	\$ 1,076
Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250
EXECUTIVE	\$ 23,849	\$ 18,538	\$ 16,626	\$ 16,503	\$ 16,695	\$ 17,655

## ***Finance***

The finance department is responsible to the Mayor for accounting, budgeting, and human resources. The department also provides the mayor, council and staff with financial estimates on issues of concern such as new projects, areas of study, and budget monitoring.

### Goals

- Continue to identify cost-saving and revenue generating opportunities.
- Oversee grant and contract administration.
- Clerk to partake in budget development.

### Budget Highlights

- .54 FTEs
  - 0.30 City Administrator
  - 0.24 City Clerk
- Professional Services includes contracts for state audit, budget development, and annual financial reporting.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>FINANCE &amp; ADMINISTRATION</b>						
Salaries & Wages	\$ 31,603	\$ 32,127	\$ 32,160	\$ 27,832	\$ 31,812	\$ 25,205
Benefits	\$ 13,161	\$ 8,717	\$ 7,575	\$ 11,465	\$ 5,372	\$ 9,869
Supplies	\$ 2,970	\$ 2,625	\$ 4,608	\$ 2,000	\$ 3,000	\$ 3,000
Professional Services	\$ 28,910	\$ 23,474	\$ 34,627	\$ 19,100	\$ 17,850	\$ 35,200
Communications	\$ 1,149	\$ 583	\$ 227	\$ 2,015	\$ 1,750	\$ 1,873
Advertising	\$ 1,989	\$ 2,453	\$ 2,152	\$ 1,250	\$ 1,509	\$ 751
Travel	\$ 99	\$ 439	\$ -	\$ 1,650	\$ 1,400	\$ 1,500
State Taxes	\$ 164	\$ 154	\$ 154	\$ 200	\$ 75	\$ 200
Insurance	\$ 2,585	\$ -	\$ 2,345	\$ 2,731	\$ 2,731	\$ 2,390
Repair & Maintenance	\$ 162	\$ -	\$ 120	\$ 250	\$ 1,000	\$ 500
Dues & Memberships	\$ 290	\$ 998	\$ 985	\$ 750	\$ 1,500	\$ 1,500
Training	\$ -	\$ -	\$ 645	\$ 1,950	\$ 400	\$ 500
Miscellaneous	\$ 446	\$ 783	\$ 1,273	\$ 500	\$ 350	\$ 500
FINANCE & ADMINISTRATION	\$ 83,528	\$ 72,353	\$ 86,872	\$ 71,693	\$ 68,749	\$ 82,988

## ***Legal***

The City Attorney staff provides legal advice to the Council, Mayor, and City Staff. They review city ordinances, resolutions and contracts, provide advice during public meetings, review planning documents, and provide legal advice on personnel issues. This department strives to ensure that city actions are legally defensible, comply with current law, and minimize exposure to lawsuits. The department consists largely of two contracts: Ken Woodrich acts as the City Attorney's office, and Anthony Menke provides support on union issues.

### Goals

- Renegotiate Union Contract

### Budget Highlights

- Contracted City Attorneys

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>LEGAL SERVICES</b>						
Professional Services	\$ 52,272	\$ 30,794	\$ 10,292	\$ 20,000	\$ 18,500	\$ 28,000
City Attorney Contract	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,500	\$ 18,000
Labor Relations Contract	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,000	\$ 10,000
LEGAL SERVICES	\$ 52,272	\$ 30,794	\$ 10,292	\$ 20,000	\$ 18,500	\$ 28,000

## ***Judicial***

The judicial department operates North Bonneville's district court, which adjudicates traffic infractions, civil infractions, and misdemeanors. This function is contracted out to Skamania County. Since beginning the contract with Skamania County Court revenues have more than doubled, from \$6,600 in 2014 to an estimated \$14,800 in 2015.

### Goals

Manage contract so as to have continued positive impact on the City Budget.

### Budget Highlights

- 0 FTEs
- Professional Services includes
  - Court
  - Prosecutor
  - Public Defender

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>JUDICIAL (COURT)</b>						
Salaries & Wages	\$ 10,659	\$ 5,039	\$ -	\$ -	\$ -	\$ -
Benefits	\$ 1,668	\$ 194	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ 298	\$ -	\$ -	\$ -	\$ -
Professional Service	\$ 13,308	\$ 15,860	\$ 16,745	\$ 20,800	\$ 17,500	\$ 20,800
Communications	\$ 97	\$ 66	\$ -	\$ -	\$ -	\$ -
Travel	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 955	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 141	\$ -	\$ (99)	\$ -	\$ -	\$ -
JUDICIAL	\$ 26,844	\$ 21,456	\$ 16,645	\$ 20,800	\$ 17,500	\$ 20,800
<b>JAIL</b>						
Care / Custody of Prisoners	\$ 1,805	\$ 778	\$ 3,564	\$ 2,500	\$ 10,000	\$ 4,000
JAIL	\$ 1,805	\$ 778	\$ 3,564	\$ 2,500	\$ 10,000	\$ 4,000

## Government Administration

The government administration department serves as the “catch-all” for governmental administration, risk management, and contracting. This department encompasses customer service activities. Also included on this page are “Other Financing Uses,” which includes the various loans paid from the General Fund.

### Goals

- Interfund loans to the General Fund were paid off in 2016.
- Financial software loan was paid off in 2015.

### Budget Highlights

- Includes janitorial contract.
- Supports Street Fund capital program.
- 0.79 FTEs
  - 0.20 City Administrator
  - 0.20 City Clerk
  - 0.19 Secretary

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>OTHER GEN GOVERNMENT</b>						
Salaries & Wages	\$ 17,843	\$ 23,116	\$ 25,034	\$ 17,652	\$ 35,834	\$ 26,305
Benefits	\$ 8,189	\$ 6,619	\$ 5,413	\$ 8,436	\$ 7,777	\$ 9,805
Supplies	\$ -	\$ -	\$ 891	\$ 500	\$ 500	\$ 500
Professional Services	\$ 9,375	\$ 25,137	\$ 8,876	\$ 5,000	\$ 5,000	\$ 5,000
Communications	\$ 5,462	\$ 3,084	\$ 1,522	\$ 674	\$ 1,000	\$ 899
Insurance	\$ 3,090	\$ 29,066	\$ 2,132	\$ 1,813	\$ 1,813	\$ 2,461
Utilities	\$ 434	\$ -	\$ 1,649	\$ -	\$ -	\$ -
Repair & Maintenance	\$ -	\$ 46	\$ 648	\$ 175	\$ 250	\$ 175
Miscellaneous	\$ 1,252	\$ 575	\$ 1,537	\$ 1,050	\$ 1,100	\$ 500
Dues & Memberships	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -
Drug & Alcohol Testing	\$ -	\$ -	\$ 152	\$ -	\$ -	\$ 250
OTHER GENERAL GOV'T	\$ 45,646	\$ 87,643	\$ 47,854	\$ 35,900	\$ 53,274	\$ 45,895
<b>OTHER FINANCING USES</b>						
Capital Outlay	\$ -	\$ 2,906	\$ -	\$ -	\$ 396	\$ -
Interfund Loan Repayments	\$ 55,000	\$ 40,396	\$ 40,100	\$ 38,606	\$ 38,606	\$ -
Non-Expenditure Disbursements	\$ 3,390	\$ 3,585	\$ 4,475	\$ 4,500	\$ 8,500	\$ 9,250
Fire Truck Lease/Purchase	\$ 30,518	\$ 30,518	\$ 30,518	\$ 30,518	\$ 30,518	\$ 30,518
Capital Outlay (Finance Software)	\$ 5,170	\$ 5,170	\$ -	\$ -	\$ -	\$ -
Capital Outlay (Mower Payments)	\$ -	\$ -	\$ -	\$ 4,464	\$ -	\$ -
Transfers Out (ER&R, Capital, Etc)	\$ 220	\$ 148	\$ 357	\$ -	\$ 30,000	\$ 11,000
OTHER FINANCING USES	\$ 94,297	\$ 82,722	\$ 75,450	\$ 78,088	\$ 108,019	\$ 50,768



## ***Property Management***

The property management department provides maintenance support for city buildings and facilities, including:

- City Hall
- Public Restrooms
- Fire Hall
- Head End Building, and
- Public Works Shop.

### Goals

- Maintain structures at a minimum level of serviceability.

### Budget Highlights

- .13 FTEs
  - 0.05 PW Field Supervisor
  - 0.08 Utility Operators
- No OT or On-Call Time is allotted to this department
- Includes additional \$1,000 budget for safety gear

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>PROPERTY MANAGEMENT</b>						
Salaries & Wages	\$ 23,036	\$ 9,148	\$ 3,868	\$ 10,669	\$ 3,349	\$ 5,941
Benefits	\$ 11,746	\$ 5,890	\$ 2,160	\$ 6,670	\$ 1,775	\$ 4,209
Supplies	\$ 6,048	\$ 3,361	\$ 2,947	\$ 4,500	\$ 3,500	\$ 5,000
Professional Services (incl. Janitorial)	\$ 5,143	\$ 4,613	\$ 2,167	\$ 3,000	\$ 1,000	\$ 1,500
Operating Assessments - M&O Char	\$ 3,785	\$ 1,537	\$ 1,022	\$ 2,061	\$ 750	\$ 1,626
Communications	\$ 529	\$ 681	\$ 916	\$ 448	\$ 1,100	\$ 239
Insurance	\$ 1,499	\$ -	\$ 2,216	\$ 1,205	\$ 1,205	\$ 656
Utilities	\$ 7,616	\$ 6,407	\$ 7,356	\$ 7,850	\$ 9,750	\$ 9,000
Repair & Maintenance (incl Janitorial)	\$ 811	\$ 98	\$ 568	\$ 250	\$ 500	\$ 1,000
Miscellaneous	\$ 172	\$ 435	\$ 34	\$ -	\$ 128	\$ 150
Real Estate Taxes	\$ 362	\$ 579	\$ 342	\$ 375	\$ 370	\$ 370
PROPERTY MANAGEMENT	\$ 60,932	\$ 32,749	\$ 23,596	\$ 37,028	\$ 23,427	\$ 29,690

## Parks

The city's parks department maintains the city's 130 acres of park and open space, 12 miles of paths, gazebo, playground, disc golf course, and other facilities.

### Goals

- Maintain parks at an average level of safety and serviceability.
- Continue to improve the community garden with volunteer efforts

### Budget Highlights

- 0.95 FTEs
  - 0.10 PW Field Supervisor
  - 0.48 Utility Operators
  - 0.37 Temp. Maintenance Worker
  - Volunteer Community Garden Coordinator
- Watering budget increased to allow for water of city entrance.
- Includes janitorial contract

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>PARKS</b>						
Salaries & Wages	\$ 35,405	\$ 20,392	\$ 36,229	\$ 30,934	\$ 43,624	\$ 35,987
Benefits	\$ 14,293	\$ 12,755	\$ 17,947	\$ 21,117	\$ 21,200	\$ 20,762
Supplies	\$ 1,690	\$ 826	\$ 4,833	\$ 3,500	\$ 4,000	\$ 3,000
Fuel & Oil	\$ -	\$ 24	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -		\$ 1,000	\$ 250	\$ 1,500
Operating Assessments (M&O Charge)	\$ 5,745	\$ 4,715	\$ 8,683	\$ 6,693	\$ 7,000	\$ 11,603
Communications	\$ 481	\$ 386	\$ 568	\$ 344	\$ 100	\$ 344
Insurance	\$ 3,236	\$ -	\$ 4,176	\$ 3,617	\$ 3,617	\$ 3,679
Utilities	\$ 1,475	\$ 1,801	\$ 2,683	\$ 2,250	\$ 3,500	\$ 4,500
Repair & Maintenance	\$ 86	\$ 235	\$ 2,553	\$ 250	\$ -	\$ 250
<b>PARKS</b>	<b>\$ 62,411</b>	<b>\$ 41,132</b>	<b>\$ 77,672</b>	<b>\$ 69,705</b>	<b>\$ 83,291</b>	<b>\$ 81,625</b>
<b>PHYSICAL ENVIRONMENT</b>						
Weed Control	\$ 223	\$ 33	\$ -	\$ 300	\$ -	\$ 300
Training	\$ 305	\$ -	\$ -	\$ 250	\$ -	\$ 250
Animal Control	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ 250
<b>PHYSICAL ENVIRONMENT</b>	<b>\$ 528</b>	<b>\$ 33</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ 800</b>
<b>Community Garden</b>						
Supplies	\$ -	\$ -		\$ 1,000	\$ 1,050	\$ 1,000
Construction	\$ 1,581	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COMMUNITY GARDEN</b>	<b>\$ 1,581</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,050</b>	<b>\$ 1,000</b>

## ***Police***

The police department is responsible to the Mayor for providing the citizens with public safety and security. The city contracts with the Skamania County Sheriff's office to staff this department. Animal Control was discontinued in 2011 and is now performed at a very minimal level by city hall office staff.

### Goals

### Budget Highlights

- Service level is roughly 0.5 FTE

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>LAW ENFORCEMENT</b>						
Professional Services	\$ 72,315	\$ 74,100	\$ 72,055	\$ 72,140	\$ 73,000	\$ 72,000
LAW ENFORCEMENT	\$ 72,315	\$ 74,100	\$ 72,055	\$ 72,140	\$ 73,000	\$ 72,000

## Fire

The North Bonneville Fire Department is an all-volunteer department. The department has an active agreement with Fire District 5 to assist one another on fire calls. Firefighters are reimbursed at a \$10 per diem rate for each training and meeting, and \$20 for fire calls.

The City of North Bonneville has an insurance rating of 5 (a good rating) as a result of both a good response time and the good facilities (water pressure, fire hydrants, etc.) provided by the city.

### Goals

- Review options to ensure continued good fire rating.
- Update department by-laws.
- Seek additional funding sources.
- Recruit and train new volunteers.

### Budget Highlights

- 9.01 FTEs (Volunteer)
  - 1 Volunteer Fire Chief
  - 20 Volunteer Fire Fighters (budgeted for 15 active)
  - 0.01 City Administrator
- Includes funding to review options to bolster fire department
- Includes funding for additional supplies (SCBA packs), replacement of water tank and fixing electrical wiring issues.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>FIRE CONTROL</b>						
Salaries & Wages	\$ 4,565	\$ 7,859	\$ 9,454	\$ 14,253	\$ 9,698	\$ 18,013
Benefits	\$ 1,746	\$ 1,506	\$ 1,109	\$ 2,644	\$ 885	\$ 2,932
Uniforms & Clothing	\$ -	\$ 502	\$ 2,069	\$ -	\$ -	\$ 16,000
Medical Exams & Vaccines	\$ 178	\$ -	\$ 169	\$ 250	\$ 250	\$ 250
Supplies	\$ 6,211	\$ 757	\$ 3,895	\$ 4,000	\$ 7,500	\$ 4,000
Fuel & Oil	\$ 692	\$ 797	\$ 718	\$ 750	\$ 1,000	\$ 1,000
Professional Services	\$ 1,615	\$ 1,410	\$ -	\$ 6,500	\$ 3,500	\$ 2,000
Communications	\$ 534	\$ 1,012	\$ 1,380	\$ 1,000	\$ 2,500	\$ 521
Insurance	\$ 901	\$ -	\$ 979	\$ 1,174	\$ 1,174	\$ 1,427
Utilities	\$ 4,739	\$ 4,914	\$ 4,652	\$ 5,000	\$ 4,000	\$ 5,000
Repair & Maintenance	\$ 4,064	\$ 703	\$ 7,199	\$ 4,000	\$ 7,500	\$ 6,000
Miscellaneous	\$ -	\$ -	\$ (8,656)	\$ 250	\$ 10,000	\$ 250
Dues & Memberships	\$ -	\$ 150	\$ 713	\$ 300	\$ 240	\$ 300
Training	\$ 225	\$ 1,060	\$ -	\$ 1,000	\$ 175	\$ 1,000
FIRE CONTROL	\$ 25,471	\$ 20,670	\$ 23,683	\$ 41,121	\$ 48,422	\$ 63,693

## ***Planning, Building and Community Development***

The planning department develops and manages the city's comprehensive plan, supports the planning commission (including Heritage Trails issues), creates maps, and reviews building plans. The building department, consisting of a contracted building inspector, oversees construction projects to ensure that they meet city codes. Both departments assist with code enforcement.

### Goals

- Continue to update web-based services and information
- Provide timely permit and building services

### Budget Highlights

- 0.72 FTEs
  - 0.65 Planner
  - 0.06 City Administrator
  - 0.01 City Clerk
  - Contracted, Part-Time Building Inspector

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>PLANNING</b>						
Salaries & Wages	\$ 34,454	\$ 40,281	\$ 42,758	\$ 31,383	\$ 46,108	\$ 36,433
Benefits	\$ 23,128	\$ 18,390	\$ 9,103	\$ 20,160	\$ 9,563	\$ 18,428
Supplies	\$ 662	\$ -	\$ 321	\$ 100	\$ 100	\$ 100
Professional Services	\$ 10,058	\$ 610	\$ 4,860	\$ 750	\$ -	\$ -
Travel	\$ 81	\$ -	\$ -	\$ 200	\$ -	\$ 200
Advertising	\$ -	\$ -	\$ -	\$ 500	\$ 150	\$ 250
Communications	\$ 508	\$ 423	\$ 601	\$ 1,331	\$ 750	\$ 1,302
Insurance	\$ 3,796	\$ -	\$ 3,012	\$ 3,582	\$ 3,582	\$ 3,564
Miscellaneous	\$ 10	\$ 107	\$ -	\$ -	\$ -	\$ -
Training	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -
PLANNING	\$ 72,747	\$ 59,810	\$ 60,656	\$ 58,006	\$ 60,253	\$ 60,276
<b>BUILDING</b>						
Professional Services	\$ 26,157	\$ 20,208	\$ 18,659	\$ 26,000	\$ 4,000	\$ 10,000
BUILDING	\$ 26,157	\$ 20,208	\$ 18,659	\$ 26,000	\$ 4,000	\$ 10,000

## ***General Fund Total***

### Budget Highlights

- 3.25 FTEs
  - 2.17 City Hall Staff (Mayor, Administrator, Clerk, Receptionist, Planner, Fire Chief)
  - 1.08 Public Works Staff (PW Field Sup., Utility Operators, Maintenance Worker)
- Contracted Police, Court, Building Inspector, Legal Counsel, Consultants.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
GRAND TOTAL GENERAL FUND	\$ 650,596	\$ 562,987	\$ 533,712	\$ 555,106	\$ 586,181	\$ 569,740
	\$ (92,573)	\$ (21,990)	\$ 89,758	\$ 1,465	\$ 41,970	\$ 981

## Hotel Motel Tax Fund

Hotel/Motel tax is restricted by state law to be spent only on activities that promote tourism. Normally, the city publishes a request for proposals each fall for the use of these funds.

In 2011, the council created a Tourism Facility Reserve Fund and committed to building it through an annual allocation of 25% of anticipated hotel/motel tax revenues. The council's intent is to grow this fund until it is large enough to build a (unidentified) facility to promote tourism.

### Budget Highlights

- 0.15 FTEs
  - 0.01 Mayor
  - 0.02 City Administrator
  - 0.04 Planner
  - 0.04 PW Field Supervisor
  - 0.02 Utility Operators
  - 0.02 PT Maintenance Worker
- Commitment to allocated funding toward a trail to Beacon Rock

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>TOURISM PROMOTION</b>						
Salaries & Wages	\$ 10,463	\$ 14,297	\$ 5,712	\$ 8,730	\$ 5,681	\$ 6,707
Benefits	\$ 6,511	\$ 7,941	\$ 1,867	\$ 5,038	\$ 1,709	\$ 3,523
Spectator and Community Events	\$ 35,009	\$ 42,200	\$ 51,935	\$ 47,049	\$ 40,680	\$ 60,272
Miscellaneous	\$ -	\$ -	\$ 57	\$ 47,049	\$ 3,500	\$ 4,500
Beacon Rock Golf Course	\$ -	\$ -	\$ -	\$ -	\$ 1,003	\$ 1,425
Skamania Co. Chamber of Comm	\$ 20,833	\$ 25,425	\$ 22,000	\$ -	\$ 20,500	\$ 25,000
Wind River Publishing	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -
NB Firefighters Assoc (car show)	\$ 6,000	\$ 4,950	\$ 673	\$ -	\$ -	\$ -
Gorge Days	\$ 6,945	\$ 6,789	\$ 12,656	\$ -	\$ 15,677	\$ 14,000
Disc Golf (Participant Recreation)	\$ 1,231	\$ 286	\$ -	\$ -	\$ -	\$ -
City Tourism Signage	\$ 8,500	\$ -	\$ 378	\$ -	\$ -	\$ -
XFR to General Fund - Overhead Cha	\$ 2,513	\$ 17,776	\$ 1,300	\$ 2,184	\$ 1,000	\$ 1,940
Communications	\$ 991	\$ 78	\$ 158	\$ 356	\$ 5	\$ 243
Insurance	\$ 947	\$ -	\$ 1,953	\$ 957	\$ 957	\$ 664
Miscellaneous	\$ 379	\$ 1,272	\$ -	\$ -	\$ 250	
XFR to Tourism Event Facility Fund	\$ 20,000	\$ 25,150	\$ -	\$ 21,250	\$ 21,250	\$ 23,750
Transfers Out	\$ 1,202	\$ 4,350		\$ -		
Heritage Trails	\$ 21,122	\$ 13,323	\$ (476)	\$ -	\$ 3,686	\$ 12,500
<b>GRAND TOTAL TOURISM</b>	<b>\$ 107,636</b>	<b>\$ 126,388</b>	<b>\$ 62,829</b>	<b>\$ 85,564</b>	<b>\$ 75,218</b>	<b>\$ 94,252</b>
	<b>\$ (1,629)</b>	<b>\$ (19,534)</b>	<b>\$ 45,829</b>	<b>\$ 10,898</b>	<b>\$ 41,462</b>	<b>\$ 748</b>
<b>TOURISM FACILITY</b>						
Loans to other funds	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>GRAND TOTAL TOURISM Reserve</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
	<b>\$ 8,000</b>	<b>\$ 43,153</b>	<b>\$ 23,084</b>	<b>\$ 30,072</b>	<b>\$ 30,072</b>	<b>\$ (26,250)</b>

## ***Public Works***

While it is not budgeted as a separate, stand-alone department, Public Works is listed here as an overview of the complex system of utilities and property that our employees maintain. Among the duties they carry out are:

- Operations/Maintenance of Parks, Ball Fields, Streets, Right-of-Ways and Paths
- Operations/Maintenance of the Water and Sewer Systems
- Operations/Maintenance of Municipal Buildings

## **Goals**

- Continue to patch Lift Station #2 until funding for replacement is obtained.
- Resurface the East end of Evergreen Drive and the West end of East Cascade.
- Continue water meter replacement program.
- Chip seal streets most in need of maintenance.

## **Budget Highlights**

- 3.5 FTEs
  - 1 Public Works Field Supervisor
  - 2 Utility Operators
  - ½ Maintenance Worker

## **Workload Highlights**

- 208 Acres of Parks / Open Space
- 515 Street and Pathway Lights
- 450 Water System Valves
- 84 Fire Hydrants
- 350 Water/Sewer Customers
- 13 Municipal Structures
  - City Hall
  - Fire Hall
  - 2 Public Restrooms
  - City Shop
  - TV Head End Building
  - Water Pump House
  - 2 Water Reservoirs
  - 4 Gazebos



## Streets

The street system includes about 14 miles of paved roads and 12 miles of paved pathways. Staff maintains the asphalt, right-of-ways, lighting, signs and striping.

### Goals

- Crack-seal roads and maintain infrastructure as best as possible.
- Seek additional sources of revenue
- Resurface Evergreen Drive.

### Budget Highlights

- 0.39 FTEs
  - 0.02 Mayor
  - 0.04 City Administrator
  - 0.13 PW Field Supervisor
  - 0.14 Utilities Operators
  - 0.06 PT Maintenance Worker
- Gas tax monies are inadequate to support street infrastructure. Funding has been back-transferring some property taxes from the General Fund.
- Capital Projects are supported with REET monies through the 302 Capital Facilities Fund.
- Anticipated Grants for chip sealing, East Cascade Overlay, and trail projects.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>CITY STREET FUND</b>						
Salaries & Wages	\$ 10,737	\$ 13,548	\$ 17,366	\$ 16,848	\$ 19,500	\$ 18,943
Benefits	\$ 6,077	\$ 7,220	\$ 8,902	\$ 9,823	\$ 10,000	\$ 10,618
Supplies	\$ 3,036	\$ 336	\$ 6,815	\$ 1,750	\$ 3,000	\$ 1,750
Small Tools/Minor Equipment	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -
Professional Services	\$ 600	\$ -	\$ 5,200	\$ -	\$ 10,500	\$ 10,000
Budgeting & Accounting Svcs (Overh	\$ 1,705	\$ 3,980	\$ 4,831	\$ 4,231	\$ 4,000	\$ 5,601
Operating Assessments (Equip Fund	\$ 1,653	\$ 2,586	\$ 4,728	\$ 3,278	\$ 3,000	\$ 5,202
Communications	\$ 239	\$ 142	\$ 227	\$ 500	\$ 500	\$ 700
Insurance	\$ 1,282	\$ 1,485	\$ 2,038	\$ 1,853	\$ 1,853	\$ 1,917
Utilities	\$ 13,090	\$ 12,571	\$ 14,740	\$ 12,000	\$ 9,750	\$ 12,500
Maintenance	\$ 1,079	\$ -	\$ 20	\$ 1,000	\$ 1,250	\$ 1,000
Miscellaneous	\$ -	\$ 35	\$ 1,003	\$ 250	\$ 500	\$ 250
Structures & Bridges	\$ 2,051	\$ -	\$ 313	\$ 2,500	\$ -	
Dues/Memberships	\$ 552	\$ -	\$ -	\$ -	\$ -	\$ -
Construction - Capital Projects	\$ -	\$ -		\$ 470,215	\$ 319,943	\$ 792,000
Transfers Out	\$ 1,351	\$ -		\$ -		
<b>GRAND TOTAL ST. FUND</b>	<b>\$ 43,453</b>	<b>\$ 41,903</b>	<b>\$ 66,183</b>	<b>\$ 529,248</b>	<b>\$ 383,796</b>	<b>\$ 860,482</b>
	<b>\$ (2,123)</b>	<b>\$ (7,676)</b>	<b>\$ (5,251)</b>	<b>\$ 158</b>	<b>\$ (2,458)</b>	<b>\$ 2,517</b>

### ***Capital Improvement (REET) Fund***

The capital improvement fund was funded by real estate excise taxes (REET) until 2011. With the passage of state legislation allowing for use of REET revenue for street maintenance, future REET receipts have been allocated to the Street Fund to compensate for the loss of federal grant funds. No revenue is currently allocated to the Capital Improvement Fund.

Per RCW 82.46.010 (2) the revenues from this tax may be used “for any capital purpose identified in a capital improvements plan and local capital improvements, including those listed in RCW 35.43.040” (which includes street infrastructure, street lights, pathways, sidewalks, utility system infrastructure, parks, playgrounds, public transportation systems, and lake or river restoration). These funds can also be used for real property associated with such improvements. Capital projects not included in the above list (such as improvements to the city hall) are also permitted so long as they are included in the city’s capital improvement plan.

We project by the end of 2017 this fund will be fully depleted.

#### **Budget Highlights**

- 0.0 FTEs
- Assist Street Fund with chip sealing operations.
- Assist Street Fund with Evergreen Drive Overlay project.
- Assist Sewer with grant match for Lift Station.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>REET/CAPITAL IMPROVEMENT FUND</b>						
Capital Outlay	\$ 18,309	\$ -	\$ -	\$ 50,000	\$ 31,270	\$ 50,000
Transfer Out	\$ -	\$ -		\$ 23,511		\$ -
<b>GRAND TOTAL CAP. IMPROVE.</b>	<b>\$ 18,309</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,511</b>	<b>\$ 31,270</b>	<b>\$ 50,000</b>
	\$ 1,721	\$ 18,600	\$ 18,679	\$ (55,068)	\$ (12,902)	\$ (38,997)

## ***Water Reserve Fund***

The water reserve fund is a holding account for the following reserves of the water fund:

- Operating
- Emergency
- Equipment

### **Budget Highlights**

- Install water service for S-43 lot.

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>WATER RESERVE FUND</b>						
Capital Outlay	\$ 633	\$ -	\$ -	\$ 80,000	\$ 91,431	\$ 15,000
Professional Services	\$ 5,732	\$ 911	\$ -	\$ -	\$ -	\$ -
Loans to Water, Sewer Funds	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL WATER RES.</b>	<b>\$ 19,365</b>	<b>\$ 911</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 91,431</b>	<b>\$ 15,000</b>
	\$ 3,505	\$ 15,486	\$ 79,096	\$ (60,181)	\$ (83,612)	\$ (15,000)

## ***Water***

The water department is responsible for providing potable water to the city. The water system includes one well, 14 miles of water mains, two 500,000 gallon reservoirs, 84 fire hydrants, and about 400 water meters. Water utility taxes have been set to 15%, paid to the General Fund off gross receipts from the Water Fund.

In 2016, a section of the main line from the water towers was replaced under Evergreen Drive, and new valves were installed.

### **Goals**

- Maintain the existing system while preparing for upcoming system expansion and improvements.
- \$20,000 to expand water meter replacement program.
- Purchase pump for water meter boxes.

### **Budget Highlights**

- 1.40 FTEs
  - 0.01 Mayor
  - 0.13 City Administrator
  - 0.26 City Clerk
  - 0.18 Secretary
  - 0.23 PW Field Supervisor
  - 0.43 Utilities Operators
  - 0.16 PT Maintenance Worker
- Interfund loans were paid off in 2016.

The Water Fund budget is presented on the following page.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>WATER FUND</b>						
<b>GENERAL ADMINISTRATION</b>						
Advertising	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -
Excise Tax	\$ 990	\$ 979	\$ -	\$ 1,500	\$ -	\$ -
Transfer to General Fund - Utility Tax	\$ 17,097	\$ 19,418	\$ 31,407	\$ 39,340	\$ 35,957	\$ 30,630
Dues and Memberships / Miscellaneous	\$ 2,157	\$ 428	\$ 466	\$ 1,250	\$ 1,250	\$ 1,500
DOH/Ecology/Other Fees	\$ 8,185	\$ 9,307	\$ 11,349	\$ 9,500	\$ 10,000	\$ 9,500
Travel / Miscellaneous		\$ -	\$ 62	\$ 500	\$ 15	\$ 500
<b>TOTAL GENERAL ADMIN.</b>	<b>\$ 10,343</b>	<b>\$ 30,133</b>	<b>\$ 43,284</b>	<b>\$ 52,090</b>	<b>\$ 11,265</b>	<b>\$ 11,500</b>
<b>MAINTENANCE</b>						
Maintenance Supplies	\$ 3,551	\$ 2,488	\$ 1,137	\$ 1,750	\$ 2,500	\$ 2,000
Small Tools/Minor Equipment	\$ 180	\$ 889	\$ 480	\$ 1,000	\$ 1,000	\$ 1,000
Professional Services			\$ 4,965		\$ -	
Repair-Contracted Labor	\$ 460	\$ -	\$ 4,109	\$ -	\$ 1,500	\$ 1,500
<b>TOTAL MAINTENANCE</b>	<b>\$ 4,191</b>	<b>\$ 3,376</b>	<b>\$ 10,690</b>	<b>\$ 2,750</b>	<b>\$ 5,000</b>	<b>\$ 4,500</b>
<b>OPERATIONS-CUSTOMER SERVICE</b>						
Salaries & Wages	\$ 19,237	\$ 15,612	\$ 14,535	\$ 16,933	\$ 16,070	\$ 21,321
Benefits	\$ 6,052	\$ 3,430	\$ 3,168	\$ 10,957	\$ 3,640	\$ 8,779
Office Supplies/Postage	\$ -	\$ -	\$ 423	\$ 102	\$ 200	\$ 250
Professional Services	\$ 241	\$ 360	\$ -	\$ 5,000	\$ 28,948	\$ -
<b>TOTAL OPS/CUST. SVC</b>	<b>\$ 25,530</b>	<b>\$ 19,402</b>	<b>\$ 18,126</b>	<b>\$ 32,992</b>	<b>\$ 48,858</b>	<b>\$ 30,350</b>
<b>OPERATIONS-GENERAL</b>						
Salaries & Wages	\$ 22,872	\$ 31,133	\$ 33,987	\$ 33,826	\$ 35,500	\$ 37,945
Benefits	\$ 11,838	\$ 18,487	\$ 18,496	\$ 20,512	\$ 19,000	\$ 23,239
Operating Supplies	\$ 2,623	\$ 8,669	\$ 10,980	\$ 11,500	\$ 12,000	\$ 12,600
Fuel & Oil	\$ -	\$ 290	\$ 123	\$ -	\$ -	\$ -
Budget & Accounting Svcs (Overhead)	\$ 11,865	\$ 13,620	\$ 11,852	\$ 13,045	\$ 10,049	\$ 17,306
Communications	\$ 979	\$ 1,637	\$ 2,625	\$ 2,123	\$ 4,500	\$ 2,163
Operating Assessments (Equipment)	\$ 6,154	\$ 9,225	\$ 12,373	\$ 10,175	\$ 8,829	\$ 17,201
Insurance	\$ 3,731	\$ 3,596	\$ 4,806	\$ 5,714	\$ 5,714	\$ 5,924
Utilities -- Water & Electric	\$ 7,150	\$ 6,879	\$ 12,166	\$ 10,500	\$ 12,000	\$ 11,500
Testing - Lab Work	\$ 1,835	\$ 391	\$ 3,291	\$ 2,000	\$ 1,750	\$ 2,000
<b>TOTAL OPS-GENERAL</b>	<b>\$ 69,048</b>	<b>\$ 93,926</b>	<b>\$ 110,698</b>	<b>\$ 109,395</b>	<b>\$ 109,342</b>	<b>\$ 129,879</b>
<b>TOTAL MAINT/OP. EXPENSE</b>	<b>\$ 127,307</b>	<b>\$ 146,837</b>	<b>\$ 182,798</b>	<b>\$ 197,227</b>	<b>\$ 210,421</b>	<b>\$ 206,858</b>
<b>NON-OPERATING EXPENSES</b>						
Interfund Loan Payments	\$ 40,000	\$ 23,700	\$ 23,700	\$ 23,105	\$ 23,105	\$ -
PWTF Loan 2nd Reserve. Principal	\$ 11,646	\$ 8,781	\$ 12,508	\$ 7,866	\$ 7,866	\$ 7,866
PWTF Loan 2nd Reserve. Interest	\$ 4,112	\$ 3,727	\$ -	\$ 4,642	\$ 4,642	\$ 4,642
Meter Install. -Supplies	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 20,000
Corrosion Control-Cap. Outlay	\$ -	\$ 577	\$ -	\$ 2,500	\$ 4,660	\$ 2,000
XFR to Water Res Fund - Equip Repl	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
XFR to Water Res. Fund - Emergenc	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
XFR to Water Res. Fund - Operating	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL NON-OP. EXP.</b>	<b>\$ 15,878</b>	<b>\$ 13,085</b>	<b>\$ 36,208</b>	<b>\$ 39,613</b>	<b>\$ 17,168</b>	<b>\$ 34,508</b>
<b>TOTAL EXPENSES - WATER</b>	<b>\$ 183,185</b>	<b>\$ 183,622</b>	<b>\$ 219,006</b>	<b>\$ 236,840</b>	<b>\$ 250,694</b>	<b>\$ 241,366</b>
	\$ 1,001	\$ 11,327	\$ (6,818)	\$ 1,099	\$ (10,984)	\$ 634

## ***Sewer Reserve Fund***

The sewer reserve fund is a holding account for the following reserves of the Sewer Fund:

- Operating
- Capital

The sewer plant and pump station #1 were replaced in 2011, and pump station #3 was replaced in 2016. The city anticipates using spare parts from the old pump station #3 to maintain pump station #2 until grants can be obtained to replace it. Pump station #4 will need to be replaced soon thereafter.

### Goals

- None

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>SEWER RESERVE FUND</b>						
Capital Outlay	\$ 6,935	\$ 9,970	\$ -	\$ -	\$ -	\$ -
Transfer to rebalance Sewer Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund Loan Repayment	\$ 6,000	\$ 4,547	\$ -	\$ -	\$ -	\$ -
	\$ 12,935	\$ 14,516	\$ -	\$ -	\$ -	\$ -
	\$ (8,935)	\$ (3,416)	\$ 13,500	\$ 13,500	\$ -	\$ 9,000

## **Sewer**

The sewer department collects and treats the city's waste water. The system consists of approximately 12 miles of gravity sanitary sewer, four sewage pumping stations, 0.4 miles of pressure sewer (force main), and a waste water treatment plant discharging to the Columbia River. The treatment plant and pump station #1 were replaced in 2011.

For our system, the State requires one staff with a level 2 waste water certification, and one staff with a level 1 certification.

### Goals

- Maintain system and plan for the replacement of pump station 2.

### Budget Highlights

- 1.62 FTEs
  - 0.01 Mayor
  - 0.10 City Administrator
  - 0.26 City Clerk
  - 0.23 Secretary
  - 0.29 PW Field Supervisor
  - 0.65 Utilities Operator
  - 0.08 PT Maintenance Worker

The budget is presented on the following page.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>SEWER FUND</b>						
<b>GENERAL ADMINISTRATION</b>						
Advertising (Ordinances)	\$ -	\$ 352	\$ -	\$ -	\$ -	\$ -
Excise Tax	\$ 607	\$ 476	\$ -	\$ 1,000	\$ -	\$ -
XFR to General Fund - Utility Tax	\$ 22,639	\$ 23,716	\$ 65,479	\$ 25,911	\$ 26,300	\$ 40,050
Miscellaneous / Memberships	\$ 1,545	\$ 421	\$ 182	\$ 500	\$ 100	\$ 250
DOE/Other Fees	\$ 5,905	\$ 7,211	\$ 7,208	\$ 6,475	\$ 7,500	\$ 6,500
Travel	\$ 929	\$ -	\$ 579	\$ 750	\$ 1,500	\$ 750
Training	\$ -	\$ 180	\$ 380	\$ 500	\$ 1,250	\$ 500
Maintenance Supplies	\$ 9,858	\$ 453	\$ 173	\$ 500	\$ 500	\$ 500
Small Tools/Minor Equipment	\$ 3,017	\$ -	\$ 1,219	\$ 12,750	\$ 900	\$ 1,500
Repair - Contracted Labor	\$ 4,767	\$ 520	\$ 656	\$ -	\$ 750	\$ 1,000
Salaries & Wages	\$ 21,904	\$ 17,599	\$ 15,367	\$ 17,213	\$ 18,425	\$ 20,906
Benefits	\$ 8,211	\$ 4,653	\$ 3,654	\$ 9,426	\$ 4,818	\$ 8,520
Office Supplies					\$ 50	\$ 50
TOTAL GEN. ADMIN.	\$ 79,380	\$ 55,581	\$ 94,897	\$ 75,025	\$ 62,093	\$ 80,525
<b>OPERATIONS-GENERAL</b>						
Salaries & Wages	\$ 50,916	\$ 42,738	\$ 41,565	\$ 44,837	\$ 45,000	\$ 50,325
Benefits	\$ 28,622	\$ 26,971	\$ 23,245	\$ 27,210	\$ 25,000	\$ 33,165
Medical Vaccines	\$ -	\$ 112	\$ -	\$ 300	\$ -	\$ 300
Supplies	\$ 8,403	\$ 6,852	\$ 2,005	\$ 6,500	\$ 11,000	\$ 6,500
Fuel & Oil	\$ -	\$ 288	\$ 123	\$ -	\$ -	\$ -
Professional Services	\$ 241	\$ 1,535	\$ 2,876	\$ 9,319	\$ 1,750	\$ 7,000
Sludge Removal & Disposal	\$ -	\$ 29,602	\$ -	\$ 30,000	\$ 28,029	\$ 10,000
Budgeting & Accounting Svcs (Overh	\$ 20,373	\$ 19,108	\$ 14,255	\$ 15,657	\$ 12,713	\$ 21,380
Operating Assessments (Equip M&C	\$ 12,077	\$ 12,274	\$ 13,611	\$ 11,796	\$ 10,076	\$ 20,617
Communications	\$ 2,158	\$ 2,210	\$ 3,077	\$ 2,548	\$ 4,000	\$ 2,673
Insurance	\$ 6,470	\$ 5,414	\$ 8,068	\$ 6,858	\$ 6,858	\$ 7,318
Utilities	\$ 7,121	\$ 9,920	\$ 12,731	\$ 11,000	\$ 14,000	\$ 13,000
Repair / Maintenance	\$ 9,445	\$ 380	\$ 6,825	\$ 500	\$ 4,500	\$ 500
Miscellaneous	\$ -	\$ 50	\$ 22	\$ 250	\$ 250	\$ 250
TOTAL OPS-GENERAL	\$ 145,826	\$ 157,454	\$ 128,404	\$ 166,775	\$ 163,176	\$ 173,027
TOTAL ACTUAL EXPENDITURES	\$ 175,941	\$ 213,035	\$ 223,301	\$ 241,800	\$ 225,269	\$ 253,553
<b>NON-OPERATING EXPENDITURES</b>						
Interfund Loan Payments	\$ 8,500	\$ 28,034	\$ 25,795	\$ 7,819	\$ 7,819	paid off
Construction - Capital Projects	\$ 6,775	\$ 11,023	\$ 54,731	\$ 275,000	\$ 307,404	\$ 20,000
Transfer to Sewer Reserve - Capital	\$ 4,211	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Sewer Reserve - Operatin	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OP. EXP.	\$ 12,486	\$ 11,023	\$ 54,731	\$ 282,819	\$ 307,404	\$ 20,000
TOTAL EXPENSES - SEWER	\$ 246,193	\$ 252,093	\$ 303,828	\$ 524,619	\$ 540,493	\$ 273,553
	\$ 7,442	\$ (9,614)	\$ (6,638)	\$ 9,493	\$ 35,934	\$ (6,403)



## ***Equipment Fund***

The equipment fund is used for the maintenance, repair and replacement of city capital equipment. The expenses in this fund are then charged back to departments based on payroll allocations.

### Goals

- Find additional funding for equipment replacement.
- Enclosed backhoe cab and add thumb.

### Budget Highlights

- 0.35 FTEs
  - 0.18 PW Field Supervisor
  - 0.17 Utility Operator

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimate</b>	<b>Budget</b>
<b>EQUIPMENT FUND</b>						
Salaries & Wages	\$ 11,569	\$ 12,675	\$ 14,425	\$ 15,451	\$ 12,250	\$ 15,975
Benefits	\$ 6,982	\$ 8,058	\$ 7,798	\$ 9,934	\$ 7,100	\$ 11,631
Fuel & Oil	\$ 5,252	\$ 4,900	\$ 4,401	\$ 6,000	\$ 5,250	\$ 6,000
Communications	\$ -	\$ -	\$ -	\$ 656	\$ -	\$ 651
Insurance	\$ 1,016	\$ 943	\$ 1,398	\$ 1,764	\$ 1,764	\$ 1,783
Repair & Maintenance	\$ 2,707	\$ 6,240	\$ 14,660	\$ 10,000	\$ 4,750	\$ 5,000
Capital Outlay	\$ 20,728	\$ -	\$ -	\$ 40,000	\$ 17,000	\$ 10,000
Budgeting & Accounting Svcs (Overh	\$ -	\$ -	\$ -	\$ 4,027	\$ 2,000	\$ 5,208
<b>GRAND TOTAL EQUIP. FUND</b>	<b>\$ 48,255</b>	<b>\$ 32,816</b>	<b>\$ 42,681</b>	<b>\$ 87,832</b>	<b>\$ 50,114</b>	<b>\$ 56,248</b>
	<b>\$ (20,728)</b>	<b>\$ -</b>	<b>\$ (3,356)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## ***Deposit Fund***

The deposit fund holds water customer deposits in trust. These deposits are used to pay any unpaid portion of bills when customers terminate service. Remaining funds are then returned to customers.

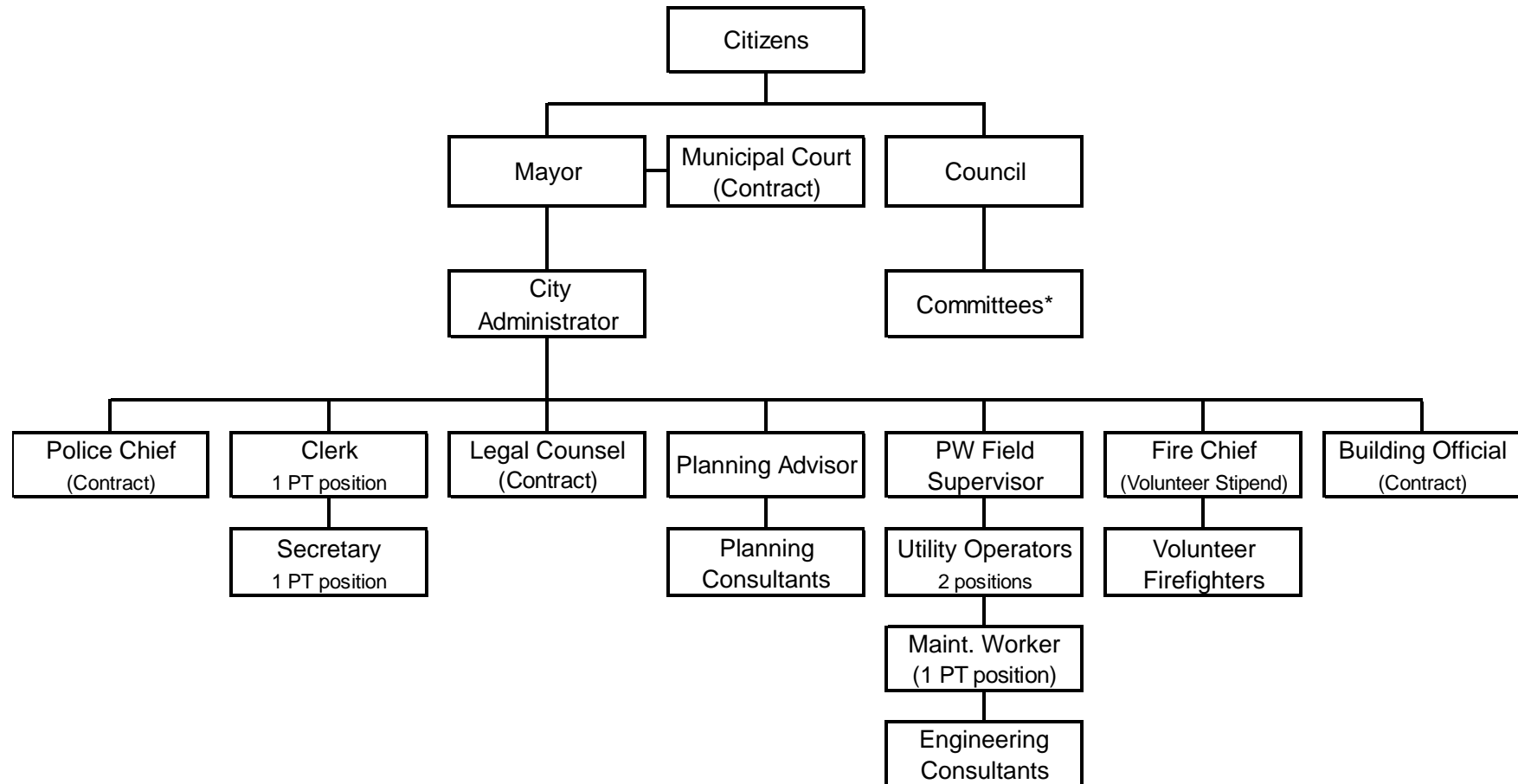
### Goals/Highlights

- None.

	2013	2014	2015	2016	2016	2017
	Actual	Actual	Actual	Budget	Estimate	Budget
<b>DEPOSIT FUND</b>						
Deposit Refunds	\$ 388	\$ 332	\$ 2,492	\$ 2,500	\$ 2,500	\$ 2,500
<b>GRAND TOTAL DEPOSIT FUND</b>	<b>\$ 388</b>	<b>\$ 332</b>	<b>\$ 2,492</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
	\$ 566	\$ -	\$ 4,158	\$ 1,500	\$ 2,600	\$ 2,250

# ORGANIZATION CHART

## City of North Bonneville Organization Chart



\* Committees Include:

Planning Commission  
 North Bonneville Public Safety Committee  
 North Bonneville Finance Committee  
 Streets/Utilities/Maintenance Committee

Parks/Recreation/Landscaping Committee  
 North Bonneville Sign Committee  
 Mosquito Board  
 Regional Transportation Planning Committee

# SALARY TABLE

2017 PAYROLL										
POSITION	HOURS	ANNUAL PAY	FICA	RETIRE.	Med./Dent. INSURANCE	Disability	UNEMP.	L & I INSURANCE	SUB-TOTAL BENEFITS	TOTAL SAL + BEN
Mayor (Don)	520	\$8,820	\$803	\$0	\$0	\$0	\$265	\$111	\$1,178	\$9,998
Councilors (5 positions)	n/a	\$3,000	\$273	\$0	\$0	\$0	\$0	\$0	\$273	\$3,273
Administrator (Steve H)	2,080	\$57,000	\$5,187	\$5,817	\$6,142	\$242	\$1,710	\$443	\$19,542	\$76,542
City Clerk (Joana)	1,734	\$35,000	\$3,185	\$3,572	\$9,052	opt-out payment	\$1,050	\$369	\$17,228	\$52,228
Planning Adv. (Tom)	1,400	\$33,600	\$3,058	\$3,429	\$8,400	opt-out	\$1,008	\$298	\$16,193	\$49,793
Receptionist (Caryn)	1,248	\$13,691	\$1,246	\$1,397	\$0	not	\$411	\$266	\$3,319	\$17,010
PW Field Sup. (Richard)	2,080	\$47,466	\$4,319	\$4,844	\$14,658	\$181	\$1,424	\$2,736	\$28,162	\$75,627
O/T	175	\$5,990	\$545	\$611	\$0	\$0	\$180	\$230	\$1,566	\$7,557
		\$53,456	\$4,864	\$5,455	\$14,658	\$181	\$1,604	\$2,966	\$29,728	\$83,184
Utilities Operators (Bryan)	2,080	\$41,766	\$3,801	\$4,262	\$20,454	\$159	\$1,253	\$2,736	\$32,666	\$74,432
O/T	175	\$3,514	\$320	\$359			\$105	\$230	\$1,014	\$4,528
		\$45,280	\$4,121	\$4,621	\$20,454	\$159	\$1,358	\$2,966	\$33,680	\$78,960
Maint. Worker I (Steve N)	1,248	\$17,123	\$1,310	\$1,370	\$0	\$83	\$34	\$1,123	\$3,920	\$21,043
O/T		\$0	\$0	\$0	not eligible	\$0	\$0	\$0	\$0	\$0
		\$17,123	\$1,310	\$1,370	\$0	\$83	\$34	\$1,123	\$3,920	\$21,043
Utilities Operator (Gary)	2,080	\$41,766	\$3,801	\$4,262	\$14,708	\$159	\$1,253	\$2,736	\$26,919	\$68,686
O/T	175	\$3,514	\$320	\$359	\$0	\$0	\$105	\$230	\$1,014	\$4,528
		\$45,280	\$4,121	\$4,621	\$14,708	\$159	\$1,358	\$2,966	\$27,933	\$73,214
Fire Chief (Jed)	72	\$5,460	\$497	\$0	\$0	\$0	\$164	\$90	\$751	\$6,211
Fire Fighters		\$12,000	\$1,092	\$900	\$0	\$0	\$0	\$0	\$1,992	\$13,992
TOTALS	15,067	\$329,710	\$29,755	\$31,181	\$73,414	\$825	\$8,962	\$11,598	\$155,736	\$485,446
2016 Budgeted Totals	13,967	\$301,634	\$27,247	\$28,796	\$100,331	\$952	\$8,330	\$11,052	\$166,339	\$467,974