



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, May 8, 2018, 6 P.M.  
Monroe City Hall, Council Conference Room

**2018 Committee**  
Councilmembers  
Jason Gamble  
Kevin Hanford  
Kirk Scarboro

# AGENDA

- I. **Call to Order** (Councilmember Gamble)
  
- II. **Approval Minutes** (Meeting of Tuesday, April 10, 2018) (Page 2)
  
- III. **New Business**
  - A. 2017 Annual Report Distribution (Finance) (Page 4)
  - B. 2018 Budget Amendment Review (Finance) (Page 81)
  
- IV. **Unfinished Business**
  - A. Debt Policy Provision Discussion (Finance) (Page 90)
  
- V. **Other**
  
- VI. **Next Committee Meeting** (June 12, 2018)
  
- VII. **Adjournment**



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
Tuesday, April 10, 2018, 6:00 P.M.  
Monroe City Hall, Passport Table

**2018 Committee**  
Councilmembers  
Jason Gamble  
Kevin Hanford  
Kirk Scarboro

**MINUTES**

**I. Call to Order**

A regular meeting of the Monroe City Council Finance & Human Resource Committee was held on April 10, 2018, at the Passport Table of City Hall. The Meeting was called to order by Councilmember Hanford at 6:12 p.m.

Committee Present: Councilmembers Kevin Hanford, and Kirk Scarboro  
Mayor Present: Geoffrey Thomas  
Staff Present: Elizabeth Adkisson, City Clerk; Mike Farrell, Parks & Recreation Director; Becky Hasart, Finance Director; Deborah Knight, City Administrator; and Ben Swanson, Community Development Director  
Citizens Present: None.

**II. Approval Minutes** (Meeting of Tuesday, March 13, 2018)

Councilmember Scarboro moved to approve the Finance & Human Resources Committee Meeting minutes of Tuesday, March 13, 2018; the motion was seconded by Councilmember Hanford. Motion carried (2-0).

**III. New Business<sup>1</sup>**

A. Lake Tye Synthetic Fields Project Funding Update (Parks & Recreation/Finance)

Mr. Farrell provided background information on the Lake Tye Synthetic Fields Project, including: timeline, costs, funding sources, additional grant opportunities, and the City's contribution.

Discussion ensued regarding grant funding and timeline for application and awards; field lighting costs/installation/maintenance; location of fields included in the project; and projected increased recreational use with synthetic turf and lighting improvements.

**Other Business**

A. Monroe-Duvall Connector<sup>2</sup>

Mr. Swanson provided background information on the proposed Monroe-Duvall Connector, including: Snoqualmie Valley Transportation Coalition Meetings/Surveys; gap in public transportation between Duvall and Monroe; proposed Duvall/Monroe loop;

<sup>1</sup> CLERK'S NOTE: The agenda rearranged with no objections at the time of the meeting to address New Business and Other Business prior to Unfinished Business.

<sup>2</sup> CLERK'S NOTE: Item added to the agenda at the time of the meeting.

pilot program detail and budget; funding sources; timeline; and proposed Monroe contribution.

General discussion ensued regarding current shuttle services within Monroe, on-demand services versus systematic services, public availability, pilot program timeline, rider cost (\$1.00), and potential route connections. By consensus, the Committee recommended this matter be brought before the full Council as a discussion item on April 24, 2018, and potential action on May 1, 2018.

#### **IV. Unfinished Business**

##### **A. Debt Policy - Continued (Finance)**

Ms. Hasart noted this item would be postponed to the May Committee meeting due to time constraints.

#### **V. Next Committee Meeting (May 8, 2018, 6 p.m.)**

#### **VI. Adjournment**

Without objection, the April 10, 2018, Monroe City Council Finance & Human Resource Committee meeting was adjourned at 6:46 p.m.



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
*Tuesday, May 8, 2018, 6:00 P.M.*  
**Agenda Bill**

**2018 Committee**  
 Councilmembers  
 Jason Gamble  
 Kevin Hanford  
 Kirk Scarboro

<b>SUBJECT:</b>	<b>2017 Annual Report Distribution</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
05/08/2018	Finance	Becky Hasart	Becky Hasart	<b>New Business A</b>

**Discussion:** 05/08/2018  
**Attachments:** 1. 2017 Annual Report

**REQUESTED ACTION:** Information only.

**DESCRIPTION/BACKGROUND**

The attached document is the City’s 2017 unaudited annual report. This report illustrates the financial performance of the City for the fiscal year ended December 31, 2017. This report was transmitted to the state on April 30, 2018. The report was due by May 30, 2018.



**2017**

**Annual**

**Report**

**THE ADVENTURE  
STARTS HERE!**

# **City of Monroe 2017 Annual Report**

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**City of Monroe**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

		<b>Total for All Funds (Memo Only)</b>	<b>001 General Fund</b>	<b>105 Streets</b>	<b>109 Tourism</b>
<b>Beginning Cash and Investments</b>					
30810	Reserved	2,332,183	290,942	-	76,897
30880	Unreserved	34,941,447	3,373,946	323,761	-
388 / 588	Prior Period Adjustments, Net	-	-	-	-
<b>Revenues</b>					
310	Taxes	12,630,582	10,924,505	-	83,861
320	Licenses and Permits	1,005,703	806,562	199,141	-
330	Intergovernmental Revenues	1,384,148	611,525	432,214	-
340	Charges for Goods and Services	23,394,091	1,097,796	132,378	-
350	Fines and Penalties	283,163	283,163	-	-
360	Miscellaneous Revenues	2,534,088	79,169	6,853	737
Total Revenues:		<u>41,231,774</u>	<u>13,802,720</u>	<u>770,586</u>	<u>84,598</u>
<b>Expenditures</b>					
510	General Government	4,203,582	2,501,221	-	-
520	Public Safety	7,764,866	7,707,918	-	-
530	Utilities	10,556,175	-	-	-
540	Transportation	1,709,597	-	748,513	-
550	Natural and Economic Environment	1,305,624	1,231,426	-	74,198
560	Social Services	18,563	18,563	-	-
570	Culture and Recreation	1,538,761	1,323,568	-	-
Total Expenditures:		<u>27,097,168</u>	<u>12,782,696</u>	<u>748,513</u>	<u>74,198</u>
Excess (Deficiency) Revenues over Expenditures:		14,134,607	1,020,024	22,073	10,400
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	9,998,678	-	-	-
397	Transfers-In	2,277,013	1,129,200	-	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	24,690	-	-	-
381, 395, 398	Other Resources	13,089	6,174	-	-
Total Other Increases in Fund Resources:		<u>12,313,470</u>	<u>1,135,374</u>	<u>-</u>	<u>-</u>
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	6,232,443	38,937	-	-
591-593, 599	Debt Service	13,190,101	4,276	-	-
597	Transfers-Out	2,397,013	259,292	1,728	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	24,415	-	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		<u>21,843,972</u>	<u>302,505</u>	<u>1,728</u>	<u>-</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b>4,604,105</b>	<b>1,852,893</b>	<b>20,345</b>	<b>10,400</b>
<b>Ending Cash and Investments</b>					
5081000	Reserved	2,446,394	375,076	-	87,297
5088000	Unreserved	39,431,353	5,142,710	344,107	-
<b>Total Ending Cash and Investments</b>		<b>41,877,747</b>	<b>5,517,786</b>	<b>344,107</b>	<b>87,297</b>

The accompanying notes are an integral part of this statement.

**City of Monroe**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

	114 Narcotic/Drug Buy Fund	117 REET	203 Governmental Debt Fund	307 Capital Improvements CIP
<b>Beginning Cash and Investments</b>				
30810	Reserved	-	-	-
30880	Unreserved	27,104	4,100	6,451,859
388 / 588	Prior Period Adjustments, Net	-	-	-
<b>Revenues</b>				
310	Taxes	1,622,216	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	-	-	-
340	Charges for Goods and Services	-	-	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	10,481	34	59,658
Total Revenues:		10,481	34	59,658
<b>Expenditures</b>				
510	General Government	-	-	-
520	Public Safety	8,831	-	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural and Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		8,831	-	-
Excess (Deficiency) Revenues over Expenditures:		1,650	34	59,658
<b>Other Increases in Fund Resources</b>				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	223,193	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		-	223,193	-
<b>Other Decreases in Fund Resources</b>				
594-595	Capital Expenditures	-	-	251,491
591-593, 599	Debt Service	-	224,020	7,030
597	Transfers-Out	883,193	-	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		883,193	224,020	258,521
<b>Increase (Decrease) in Cash and Investments:</b>		<b>1,650</b>	<b>(793)</b>	<b>(198,863)</b>
<b>Ending Cash and Investments</b>				
5081000	Reserved	-	-	-
5088000	Unreserved	28,754	3,307	6,252,996
<b>Total Ending Cash and Investments</b>		<b>28,754</b>	<b>3,307</b>	<b>6,252,996</b>

**City of Monroe**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

	<u>317 Parks CIP Fund</u>	<u>318 Streets CIP Fund</u>	<u>319 North Kelsey Development</u>	<u>411 Water Maintenance &amp; Operations</u>
<b>Beginning Cash and Investments</b>				
30810	Reserved	28,493	-	484,572
30880	Unreserved	947,885	857,413	1,397,086
388 / 588	Prior Period Adjustments, Net	-	-	-
<b>Revenues</b>				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	29,324	286,085	-
340	Charges for Goods and Services	385,895	1,673,819	6,712,676
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	14,714	13,433	893,284
Total Revenues:		<u>429,933</u>	<u>1,973,337</u>	<u>12,509</u>
<b>Expenditures</b>				
510	General Government	-	-	-
520	Public Safety	-	-	16,040
530	Utilities	-	-	4,545,585
540	Transportation	-	315,971	-
550	Natural and Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	215,193	-	-
Total Expenditures:		<u>215,193</u>	<u>315,971</u>	<u>4,561,625</u>
Excess (Deficiency) Revenues over Expenditures:		<u>214,740</u>	<u>1,657,366</u>	<u>12,509</u>
<b>Other Increases in Fund Resources</b>				
391-393, 596	Debt Proceeds	-	-	2,899,617
397	Transfers-In	251,728	672,892	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 395, 398	Other Resources	-	-	4,542
Total Other Increases in Fund Resources:		<u>251,728</u>	<u>672,892</u>	<u>2,904,159</u>
<b>Other Decreases in Fund Resources</b>				
594-595	Capital Expenditures	363,755	1,510,076	33,482
591-593, 599	Debt Service	-	-	3,681,297
597	Transfers-Out	-	-	90,000
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		<u>363,755</u>	<u>1,510,076</u>	<u>123,482</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b><u>102,713</u></b>	<b><u>820,182</u></b>	<b><u>(110,973)</u></b>
<b>Ending Cash and Investments</b>				
5081000	Reserved	30,221	-	489,580
5088000	Unreserved	1,048,870	1,677,594	1,286,113
<b>Total Ending Cash and Investments</b>		<b><u>1,079,091</u></b>	<b><u>1,677,594</u></b>	<b><u>1,286,113</u></b>
		<b><u>8,271,667</u></b>		

**City of Monroe**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

		<b>421 Sewer Maintenance &amp; Operations</b>	<b>431 Stormwater Maint &amp; Operations</b>	<b>441 Solid Waste Maint &amp; Operations</b>	<b>510 Information &amp; Tech Services</b>
<b>Beginning Cash and Investments</b>					
30810	Reserved	1,325,942	125,337	-	-
30880	Unreserved	7,071,591	1,466,140	1,389,990	259,783
388 / 588	Prior Period Adjustments, Net	-	-	-	-
<b>Revenues</b>					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	25,000	-	-
340	Charges for Goods and Services	7,774,260	1,802,605	335,926	486,078
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	1,320,554	17,498	5,564	5,734
Total Revenues:		9,094,814	1,845,103	341,490	491,812
<b>Expenditures</b>					
510	General Government	-	-	-	445,579
520	Public Safety	16,039	16,038	-	-
530	Utilities	3,728,073	1,680,238	602,279	-
540	Transportation	-	-	-	-
550	Natural and Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		3,744,112	1,696,276	602,279	445,579
Excess (Deficiency) Revenues over Expenditures:		5,350,702	148,827	(260,789)	46,233
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	6,299,167	799,894	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	24,690	-	-	-
381, 395, 398	Other Resources	866	1,507	-	-
Total Other Increases in Fund Resources:		6,324,723	801,401	-	-
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	1,970,193	21,175	-	-
591-593, 599	Debt Service	8,272,938	1,000,540	-	-
597	Transfers-Out	15,600	8,400	1,129,200	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	24,415	-	-	-
581	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		10,283,146	1,030,115	1,129,200	-
<b>Increase (Decrease) in Cash and Investments:</b>		<b>1,392,279</b>	<b>(79,887)</b>	<b>(1,389,989)</b>	<b>46,233</b>
<b>Ending Cash and Investments</b>					
5081000	Reserved	1,337,034	127,186	-	-
5088000	Unreserved	8,452,777	1,384,407	-	306,017
<b>Total Ending Cash and Investments</b>		<b>9,789,812</b>	<b>1,511,593</b>	<b>-</b>	<b>306,017</b>

**City of Monroe**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

		<u>520 Equipment &amp; Fleet Management</u>	<u>530 Facilities Management</u>
<b>Beginning Cash and Investments</b>			
30810	Reserved	-	-
30880	Unreserved	3,619,260	86,746
388 / 588	Prior Period Adjustments, Net	-	-
<b>Revenues</b>			
310	Taxes	-	-
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	-	-
340	Charges for Goods and Services	1,792,789	1,199,869
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	65,990	12,026
Total Revenues:		<u>1,858,779</u>	<u>1,211,895</u>
<b>Expenditures</b>			
510	General Government	-	1,256,782
520	Public Safety	-	-
530	Utilities	-	-
540	Transportation	645,113	-
550	Natural and Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
Total Expenditures:		<u>645,113</u>	<u>1,256,782</u>
Excess (Deficiency) Revenues over Expenditures:		1,213,666	(44,887)
<b>Other Increases in Fund Resources</b>			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	-	-
385	Special or Extraordinary Items	-	-
386 / 389	Custodial Activities	-	-
381, 395, 398	Other Resources	-	-
Total Other Increases in Fund Resources:		<u>-</u>	<u>-</u>
<b>Other Decreases in Fund Resources</b>			
594-595	Capital Expenditures	1,073,968	-
591-593, 599	Debt Service	-	-
597	Transfers-Out	-	-
585	Special or Extraordinary Items	-	-
586 / 589	Custodial Activities	-	-
581	Other Uses	-	-
Total Other Decreases in Fund Resources:		<u>1,073,968</u>	<u>-</u>
<b>Increase (Decrease) in Cash and Investments:</b>		<b>139,698</b>	<b>(44,887)</b>
<b>Ending Cash and Investments</b>			
5081000	Reserved	-	-
5088000	Unreserved	3,758,958	41,860
<b>Total Ending Cash and Investments</b>		<b>3,758,958</b>	<b>41,860</b>

**City of Monroe**  
**Fiduciary Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2017**

	<b>Total for All Funds (Memo Only)</b>	<b>Private-Purpose Trust</b>	<b>Agency</b>
308 Beginning Cash and Investments	2,413,255	1,992,826	420,429
388 & 588 Prior Period Adjustment, Net	-	-	-
310-390 Additions	2,171,783	1,361,976	809,807
510-590 Deductions	2,078,931	1,230,183	848,748
Net Increase (Decrease) in Cash and Investments:	92,852	131,793	(38,941)
508 Ending Cash and Investments	2,506,109	2,124,619	381,490

*The accompanying notes are an integral part of this statement.*

**City of Monroe**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2017**

**Note 1 - Summary of Significant Accounting Policies**

The City of Monroe was incorporated in 1902 and operates under the laws of the state of Washington applicable to a non-charter code city with a mayor-council form of government. The city is a general purpose local government and provides general government services including public safety, street improvements, parks and recreation, planning, zoning, building permits and general administrative services. In addition, the city owns and operates a sewer system and treatment plant, a water utility, and a stormwater system.

The City reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

### Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

### Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

### PROPRIETARY FUND TYPES:

#### Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

#### Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the government on a cost reimbursement basis.

### FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

#### Agency Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

## B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law, the city also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

## C. Budgets

The city adopts annual appropriated budgets for all funds except fiduciary funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund #001	\$ 13,736,291	\$ 13,080,683	\$ (655,608)
Contingency Fund #002	90,000	90,000	\$ -
Donation Fund #008	6,700	4,511	\$ (2,189)
Street Fund #105	773,834	750,239	\$ (23,595)
Tourism Fund #109	110,517	74,198	\$ (36,319)
Narcoctics Fund #114	30,000	8,831	\$ (21,169)
Real Estate Excise Tax Fund #117	883,193	883,193	\$ -
N. Kelsey Debt Service Fund #203	224,021	224,020	\$ (1)
General Capital Projects #307	3,000,000	258,521	\$ (2,741,479)
Parks CIP Fund #317	744,163	578,947	\$ (165,216)
Streets CIP Fund #318	4,694,539	1,826,049	\$ (2,868,490)
N. Kelsey Development Fund #319	148,251	123,482	\$ (24,769)
Water Fund #411	9,010,830	8,687,408	\$ (323,422)
Water CIP Fund #412	1,745,001	1,284,032	\$ (460,969)
Sewer Fund #421	14,757,410	14,242,092	\$ (515,318)
Sewer CIP Fund #422	3,485,439	2,285,166	\$ (1,200,273)
Stormwater Fund #431	2,430,452	2,408,437	\$ (22,015)
Stormwater CIP Fund #432	531,605	317,951	\$ (213,654)
Solid Waste Fund #441	1,732,990	1,731,478	\$ (1,512)
Revenue Bond Reserve #450	50,000	-	\$ (50,000)
Info Tech Services Fund #510	532,476	445,578	\$ (86,898)
Fleet & Equipment Fund #520	1,917,656	1,719,081	\$ (198,575)
Facilities Management Fund #530	1,257,026	1,256,782	\$ (244)
<b>Totals</b>	<b>\$61,892,394</b>	<b>\$52,280,680</b>	<b>\$ (9,611,714)</b>

Budgeted amounts are authorized to be transferred between departments within any fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the city's legislative body. Variances from actual to appropriations in the CIP funds are due to the timing of construction project expenditures.

The city adopted the final amended budget on April 25, 2017 by ordinance number 010/2017. The following funds were amended by more than five (5) percent:

- Parks CIP Fund #317 – Moved \$50,000 from fund balance to appropriated expenditures for Lake Tye Park playground equipment and installation (as approved by council on 02/28/2017) and additional contingency appropriation for demo/pre-construction site work.

- Water Fund #411 – Both revenue and expenses were amended \$2,899,617 and \$2,916,126 respectively to accommodate the 2017 refunding bond issuance as approved by council on 11/15/2016 and subsequently issued on 03/22/2017 (see Note 4 Debt Service Requirements).
- Sewer Fund #421 – Both revenue and expenses were amended \$6,299,167 and \$6,335,030 respectively to accommodate the 2017 refunding bond issuance as approved by council on 11/15/2016 and subsequently issued on 03/22/2017 (see Note 4 Debt Service Requirements).
- Stormwater Fund #431 – Both revenue and expenses were amended \$799,894 and \$804,448 respectively to accommodate the 2017 refunding bond issuance as approved by council on 11/15/2016 and subsequently issued on 03/22/2017 (see Note 4 Debt Service Requirements).
- Solid Waste Fund #441 – Both revenue and expenses were amended \$343,000 and \$622,247 respectively due to timing of December 2016 billing receipts received in January 2017 and the related expenses paid in January 2017.

D. Cash and Investments

See Note 3, *Deposits and Investments*.

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

F. Compensated Absences

Upon separation or retirement, the amount of hours of accrued vacation payout is as follows:

Clerical, Public Works & Parks, Supervisors, and Non-represented employees	100 hours maximum paid
Police Guild	200 hours maximum paid
Police Sergeants	Total of earned vacation leave (no maximum)

Upon separation or retirement, the amount of accrued sick leave paid out is as follows:

Non-represented employees hired before 1/1/13	75% of accrued sick leave paid
Non-represented employees hired after 1/1/13	No vested payments of accrued sick leave
Police Guild employees hired before 4/5/06	75% of accrued sick leave paid, with a maximum of 700 hours paid out
Police Guild employees hired after 4/5/06 and before 1/1/15	50% of accrued sick leave paid, with a maximum of 800 hours paid out
Police Guild employees hired after 1/1/15	No vested payments of accrued sick leave unless employment ends due to death, disability, layoff or retirement with 15 years of service
Clerical, Public Works & Parks, and Supervisors hired before 12/21/05	75% of accrued sick leave paid, with a maximum of 800 hours paid out

Clerical, Public Works & Parks, and Supervisors hired after 12/21/05 and before 1/1/13	50% of accrued sick leave paid, with a maximum of 800 hours paid out
Clerical, Public Works & Parks, and Supervisors hired after 1/1/13	No vested payments of accrued sick leave
Police Sergeant employees hired before 12/12/06	75% of accrued sick leave paid, with a maximum of 800 hours paid out
Police Sergeant employees hired after 12/12/06 and before 1/1/13	50% of accrued sick leave paid, with a maximum of 800 hours paid out
Police Sergeant employees hired after 1/1/13	Payout only if laid off, retire with 20 years of service, die or are disabled: 25% of accrued sick leave paid, with a maximum of 800 hours paid out

Payments are recognized as expenditures when paid. Upon separation or retirement, sick leave payouts are paid from the Sick Leave Reserve agency fund.

G. Long-Term Debt

See Note 4, *Debt Service Requirements*.

H. Other Financing Sources or Uses

The government's *Other Financing Sources or Uses* consist of operating transfers-in and operating transfers-out, and the issuance and refunding of general obligation bonds, as well as the planned sale of city-owned real estate.

I. Risk Management

The City of Monroe is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 161 Members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$21 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$25 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$300 million per occurrence subject to aggregates and sublimits.

Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigation, consultants for personnel and land use issues, insurance brokerage, actuarial and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

Further information on the WCIA can be obtained in writing to Washington Cities Insurance Authority, PO Box 88030, Tukwila, WA 98138.

The City of Monroe also maintains a Risk Management Reserve agency fund to cover unforeseen claims or deductibles. The current balance in this fund is \$143,820.

#### J. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by ordinance or resolution. When expenditures that meet restrictions are incurred, the city intends to use reserved resources first before using unreserved amounts.

Reservations of Ending Cash and Investments consist of the following:

- \$81,070 in the General Fund restricted for public safety expenditures. This is residual revenue from the photo enforcement program that was created with Ordinance 002/2007, and discontinued in 2014.
- \$294,006 in the General Fund restricted for public safety expenditures. This is excess of revenues over expenditures from a public safety sales tax levy of 0.1% that was enacted by voters in 2013, which took effect January 1, 2014.
- \$87,297 in the Tourism Special Revenue Fund. This money is from lodging tax revenue and is restricted in how it can be spent by state law.
- \$30,221 in the Parks CIP Fund. This is the accumulation of 0.42% of the fuel tax revenue received each year. By state statute this revenue must be spent on paths and trails.
- \$489,580 in the Water Fund is reserved to comply with the revenue bond covenants in the bond ordinances for the 2005 Revenue Bonds and the 2011 Revenue Bonds.
- \$1,337,034 in the Sewer Fund is reserved to comply with the revenue bond covenants in the bond ordinances for the 2005 Revenue Bonds, the 2009 Revenue Bonds, and the 2011 Revenue Bonds.
- \$127,186 in the Stormwater Fund is reserved to comply with the revenue bond covenants in the bond ordinance for the 2011 Revenue Bonds.

**Note 2 - Property Tax**

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the city. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The city’s regular levy for the year 2017 was \$1.29429627575 per \$1,000 on an assessed valuation of \$1,991,598,893 for a total regular levy of \$2,577,719.

**Note 3 – Deposits and Investments**

It is the city’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits are covered by the Federal Deposit Insurance Corporation or the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the city or its agent in the government’s name.

Investments are reported at original cost. Investments by type at December 31, 2017 are as follows:

<u>Type of Investment</u>	City’s <b>own</b> investments	Investments held by the city as an agent for other local governments, individuals or private organizations.	Total
L.G.I.P.	\$ 4,825,549	\$0	\$ 4,825,549
Money Market (Opus Bank)	9,613,371	0	9,613,371
U.S. Government Securities	<u>26,247,810</u>	<u>0</u>	<u>26,247,810</u>
Total	<u>\$40,686,730</u>	<u>\$0</u>	<u>\$40,686,730</u>

**Note 4 – Debt Service Requirements**

Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the city and summarizes the city’s debt transactions for year ended December 31, 2017.

The debt service requirements for general obligation bonds, revenue bonds, Public Works Trust Fund Loans, Department of Ecology Loans, and capital leases are as follows:

	Principal	Interest	Total
2017	2,241,770	895,386	3,137,156
2018	3,425,426	949,514	4,374,940
2019	2,176,675	865,605	3,042,280
2020	5,101,085	794,900	5,895,985
2021	2,334,592	652,824	2,987,416
2022-2026	6,695,197	2,379,856	9,075,053
2027-2031	6,530,000	1,164,000	7,694,000
2032-2036	1,800,000	222,000	2,022,000
<b>Totals</b>	<b>30,304,746</b>	<b>7,924,086</b>	<b>38,228,831</b>

Debt Refunding

In 2010 the city issued LTGO bonds in the amount of \$11,345,000 to pay off the bank loan for the North Kelsey property. In 2012 the city refinanced \$6,500,000 of these bonds by issuing new bonds in the amount of \$6,570,000. The city’s plan is to pay off the debt with proceeds from the sale of land in the North Kelsey area. In 2013 the city paid off \$7,345,000 of the bonds from land sales, and is actively marketing the remainder of the south portion of the North Kelsey area through a real estate broker.

In 2015 the city issued \$4,140,000 of general obligation refunding bonds to retire \$4,070,000 of existing 2012 general obligation series bonds. This refunding was undertaken to pay off bonds maturing November 1, 2015 and pay the administrative costs of the refunding and the costs of issuing the Bonds. The financial statements reflect debt proceeds of \$4,140,000 and debt service of \$4,136,677 pertaining to this transaction.

On March 22, 2017 the city issued \$9,000,000 of revenue refunding bonds to retire \$1,170,000 principal of the 2009 Revenue Bonds and \$7,660,000 principal of the 2011 Revenue Bonds. This refunding was undertaken to take advantage of lower interest rates, thereby reducing total debt service payments over the next 15 years by approximately \$545,000. The financial statements reflect other financing sources of \$2,899,617 in Fund 411 Water Maintenance and Operations, \$6,299,167 in Fund 421 Sewer Maintenance and Operations, and \$799,894 in Fund 431 Stormwater Maintenance and Operations pertaining to this transaction. The financial statements reflect other financing uses of \$2,374,600 in Fund 411, \$5,766,000 in Fund 421, and \$689,400 in Fund 431 pertaining to this transaction.

Capital Lease

In September 2016 the city entered into a three year capital lease for police department body cameras. The total amount of the lease purchase agreement is \$12,212.86. Three annual payments are to be made in the amount of \$4,308.30. The first payment was made at closing, and the two subsequent payments will include total interest payments of \$712.04.

**Note 5 – Pension Plans**

A. State Sponsored Pension Plans

Substantially all of the city’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution

retirement plans: Public Employees' Retirement System (PERS) Plans 1, 2 and 3, or Law Enforcement and Fire Fighters Retirement System (LEOFF).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
 Communications Unit  
 P.O. Box 48380  
 Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

At June 30, 2017 (the measurement date of the plans), the city's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Allocation %	Liability (Asset)
PERS 1	0.002949%	\$139,932
PERS 1 UAAL	0.046646%	\$2,213,389
PERS 2 and 3	0.059998%	\$2,084,644
LEOFF 1	0.007155%	(\$108,557)
LEOFF 2	0.098903%	(\$1,372,453)

**LEOFF Plan 1**

The city also participates in LEOFF Plan 1. The LEOFF Plan 1 is fully funded and no further employer contributions have been required since June 2000. If the plan becomes underfunded, funding of the remaining liability will require new legislation. Starting on July 1, 2000, employers and employees contribute zero percent.

**LEOFF Plan 2**

The city also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

**B. Other Pension Plans**

Each bargaining unit of city employees in the Teamster union (Office-Clerical Employees, Supervisory Employees, Public Works and Parks Employees, and Sergeants) has independently voted to also be in the Western Conference Teamsters Pension Trust (WCTPT). Each unit votes on the hourly amount they will contribute to the pension fund. Each unit negotiates with the city on an amount the city will contribute hourly to this pension fund. This is paid monthly. There is no unfunded liability on the city's part. This is merely an additional benefit on top of the PERS system. The city currently pays into the WCTPT on account of each

member of the bargaining unit, sixty-one cents (\$0.61) for each hour compensated, except for the Sergeants union, which receives seventy-five cents (\$0.75) for each hour compensated and the Supervisors which receive sixty cents (\$0.60). Effective 1/1/18, all unions except the Supervisors and Sergeants will receive sixty-eight cents (\$0.68) for each hour compensated. Effective 1/1/18, the Supervisors will receive sixty-five cents (\$0.65) and the Sergeants will receive eighty cents (\$0.80) for each hour compensated. In 2017 the city paid a total of \$85,885 to the WCTPT for its portion of the contribution.

Additional information can be obtained by writing to Western Conference of Teamster Pension Plan, 2323 Eastlake Avenue East, Seattle, WA 98102.

**Note 6 – Significant Commitments or Obligations**

A. Other Post-Employment Benefits (OPEB)

The city has a commitment to pay for post-employment benefits for employees that belong to LEOFF 1. These benefits include medical, vision, nursing care, prescriptions, and medical premiums. Three retirees received benefits during the year. A former employee, who is not retired but is no longer employed by the city, has a severance agreement that commits the city to the same post-employment benefits as a LEOFF 1 retiree. A total of \$23,884 was paid out for all post-employment benefits during the year.

B. Construction Commitment

The city has active construction projects as of December 31, 2017. At year-end the city’s commitments with contractors are as follows:

Project	\$ Spent before 01/01/2017	\$ Spent between 01/01/2017 & 12/31/2017	Future \$ under contract as of 12/31/17	Future \$ not under contract at year end
2017 Street Chip Seal	\$ -	\$ 45,830.17	\$ -	\$ -
2017 Street Overlay TIB	\$ -	\$ 717,849.70	\$ 10,544.12	\$ -
2017 Street Overlay TBD	\$ -	\$ 728,231.50	\$ 114,370.73	\$ -
Air Field Waterline Replacement	\$ -	\$ 10,789.40	\$ -	\$ 318,558.90
Dickinson Utility Replacement		\$ 16,261.80	\$ -	\$ -
Powell Sewer	\$ 83,381.83	\$ 272,706.95	\$ 12,308.19	\$ -
RR Crossing Sidewalk	\$ -	\$ 1,025.20	\$ -	\$ 185,367.41
Smith & Park	\$ -	\$ 32,269.46	\$ -	\$ 980,000.00
Tester Road Water Main Replacement	\$ -	\$ 739,425.56	\$ -	\$ 138,247.27
Woods Creek Road Phase 1	\$ 1,607,018.16	\$ (58,684.26)	\$ -	\$ -
WWTP Outfall Repair	\$ 17,516.48	\$ 245,821.84	\$ -	\$ -
WWTP Energy Conservation II	\$ 2,814,589.05	\$ 1,537,795.72		
<b>Totals</b>	<b>\$ 4,522,505.52</b>	<b>\$ 4,289,323.04</b>	<b>\$ 137,223.04</b>	<b>\$ 1,622,173.58</b>

All construction projects are funded through awarded grants, impact fees, capital utility fees, utility revenues, and/or excise taxes. There are no unfunded contract commitments.

**Note 7 – Join Ventures and Jointly Governed Organizations**

SNOPAC:

The city and other police and fire entities (currently 37) operate jointly the Snohomish County Police Staff and Auxiliary Services Center (SNOPAC). SNOPAC, a cash basis special purpose district, was created under

the Interlocal Cooperation Act, as codified in RCW 39.34. This established the statutory authority necessary for Snohomish County, the cities, towns, fire districts, police districts, and other service districts to enter into a contract and agreement to jointly establish, maintain, and operate a support communications center. Control of SNOPAC is with an 11 member Board of Directors which is specified in the Interlocal Agreement. SNOPAC takes 911 calls, and performs emergency dispatch services for local governmental agencies including police, fire, and medical aid.

In the event of the dissolution of SNOPAC, any money in the possession of SNOPAC or the Board of Directors after payment of all costs, expenses, and charges validly incurred under this Agreement, shall be returned to the parties to this Agreement in proportion to their contribution during the fiscal year of dissolution. Before deducting the payment of all costs, expenses, and charges validly incurred, the city's share was \$514,197 on December 31, 2017.

Complete financial statements for SNOPAC can be obtained from SNOPAC's administrative office at 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208.

**French Slough Flood Control District:**

In December 2010 the city entered into an interlocal agreement with the French Slough Flood Control District to replace a 1992 interlocal agreement with the Snohomish County Drainage Improvement Districts Number 4 and 4A and the French Slough Flood Control District. The agreement is to maintain a Joint Advisory Board for the purpose of improving communications regarding their combined drainage system and service area. The city maintains the property that is within the district boundary and city limits. The district maintains the property that is within the district boundary and not the city limits. The two areas of responsibility are mutually exclusive.

The Joint Advisory Board meets not less than four times annually to recommend the annual budget of the drainage system. Approximately 27.73% of the land in the Flood District is in city limits, therefore the city pays 27.73% of the assessments each year to the District. The city's annual assessment for 2017 was \$103,793 and was paid from the Stormwater Utility Fund #431.

The 2010 agreement had an initial term of five years with three additional renewal periods of five years each. Either party may terminate the agreement with 180 days written notice to the other party.

**Note 8 – Other Disclosures**

In 2012 the Monroe City Council adopted an ordinance to create a Transportation Benefit District (TBD), with the same boundaries as the city limits. Per the ordinance, funding sources for this district can only be created through a vote of the citizens of Monroe, regardless of the type of revenue source. The board is comprised of whoever are the current residing city council members. In 2014 the citizens voted to impose a 0.2% sales tax to fund street related projects. The sales tax levy commenced January 1, 2015. \$786,778 in sales tax revenue was collected by the district in 2015, \$1,058,999 in sales tax revenue was collected in 2016, and \$1,220,039 was collected in 2017. The TBD reports their financial activity to the state auditor's office as a separate entity from the city.

On September 20, 2016, the City of Monroe entered into an interlocal agreement with Snohomish County Fire Protection District #7 to transfer ownership of fire service related real and personal property to the district. The property was surplus to the City's needs and had been in the custody and control of the fire district serving the City. There was no cash exchanged with the property transfer. The value received by the City was the continued use of the property for fire protection services and the elimination to the City of liability risk associated with the transferred property. If at some time in the future the property is sold by the fire district, compensation would be due to the City, to be determined at the time of sale.

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	3081000	Reserved Cash and Investments - Beginning	\$290,942
0685	001	General Fund	3088000	Unreserved Cash and Investments - Beginning	\$3,373,946
0685	001	General Fund	3111000	Property Tax	\$2,578,765
0685	001	General Fund	3131100	Local Retail Sales and Use Tax	\$5,202,980
0685	001	General Fund	3131500	Special Purpose Sales and Use Tax	\$458,607
0685	001	General Fund	3137100	Criminal Justice Sales and Use Tax	\$313,606
0685	001	General Fund	3164100	Business and Occupation Taxes on Utilities	\$865,717
0685	001	General Fund	3164300	Business and Occupation Taxes on Utilities	\$378,065
0685	001	General Fund	3164700	Business and Occupation Taxes on Utilities	\$368,583
0685	001	General Fund	3164800	Business and Occupation Taxes on Utilities	\$595,112
0685	001	General Fund	3168100	Gambling Tax - Punch Boards and Pull Tabs	\$44,249
0685	001	General Fund	3172000	Leasehold Excise Tax	\$5,721
0685	001	General Fund	3181100	Admissions Tax	\$113,100
0685	001	General Fund	3219100	Franchise Fees and Royalties	\$88,911
0685	001	General Fund	3219101	Franchise Fees and Royalties	\$37,827
0685	001	General Fund	3219900	Other Business Licenses and Permits	\$50,642
0685	001	General Fund	3221000	Buildings, Structures and Equipment	\$617,023
0685	001	General Fund	3223000	Animal Licenses	\$6,673
0685	001	General Fund	3229000	Other Non-Business Licenses and Permits	\$5,459
0685	001	General Fund	3229900	Other Non-Business Licenses and Permits	\$27
0685	001	General Fund	3332060	Federal Indirect Grant from Department of Transportation	\$9,778
0685	001	General Fund	3332061	Federal Indirect Grant from Department of Transportation	\$4,290

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	3340110	State Grant from Criminal Justice Training Commission	\$1,760
0685	001	General Fund	3340120	State Grant from Other Judicial Agencies	\$2,184
0685	001	General Fund	3340151	State Grant from Department of Corrections	\$1,174
0685	001	General Fund	3340350	State Grant from Traffic Safety Commission	\$200
0685	001	General Fund	3340690	State Grant from Other State Agencies	\$59,182
0685	001	General Fund	3350091	PUD Privilege Tax	\$103,733
0685	001	General Fund	3360099	Streamlined Sales Tax Mitigation Payment	\$125,851
0685	001	General Fund	3360620	Criminal Justice - Cities - High Crime	\$24,228
0685	001	General Fund	3360621	Criminal Justice - Violent Crimes/Population	\$5,123
0685	001	General Fund	3360626	Criminal Justice - Special Programs	\$18,594
0685	001	General Fund	3360642	Marijuana Excise Tax Distribution	\$4,356
0685	001	General Fund	3360651	DUI and Other Criminal Justice Assistance	\$2,746
0685	001	General Fund	3360694	Liquor/Beer Excise Tax	\$87,341
0685	001	General Fund	3360695	Liquor Control Board Profits	\$152,985
0685	001	General Fund	3371090	Local Grants, Entitlements and Other Payments	\$8,000
0685	001	General Fund	3413300	District/Municipal Court - Administrative Fees	\$557
0685	001	General Fund	3414300	Budgeting and Accounting Services	\$237,100
0685	001	General Fund	3414301	Budgeting and Accounting Services	\$7
0685	001	General Fund	3414301	Budgeting and Accounting Services	\$4,305
0685	001	General Fund	3417000	Sales of Merchandise	\$2,956
0685	001	General Fund	3417500	Sales of Merchandise	\$377
0685	001	General Fund	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$993

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	3418107	Data/Word Processing, Printing, Duplicating and IT Services	\$34
0685	001	General Fund	3418107	Data/Word Processing, Printing, Duplicating and IT Services	\$78
0685	001	General Fund	3419500	Legal Services	\$94,223
0685	001	General Fund	3419600	Personnel Services	\$210,041
0685	001	General Fund	3419627	Personnel Services	\$350
0685	001	General Fund	3419900	Passport and Naturalization Services	\$22,725
0685	001	General Fund	3419901	Passport and Naturalization Services	\$9,337
0685	001	General Fund	3421000	Law Enforcement Services	\$243
0685	001	General Fund	3421000	Law Enforcement Services	\$43,383
0685	001	General Fund	3421001	Law Enforcement Services	\$10,061
0685	001	General Fund	3421900	Law Enforcement Services	\$2,474
0685	001	General Fund	3423701	Detention and Correction Services	\$3,748
0685	001	General Fund	3458100	Zoning and Subdivision Services	\$41,041
0685	001	General Fund	3458301	Plan Checking Services	\$309,101
0685	001	General Fund	3458313	Plan Checking Services	\$105
0685	001	General Fund	3458314	Plan Checking Services	\$55
0685	001	General Fund	3458315	Plan Checking Services	\$900
0685	001	General Fund	3458315	Plan Checking Services	\$31,368
0685	001	General Fund	3458316	Plan Checking Services	\$2,024
0685	001	General Fund	3458316	Plan Checking Services	\$24,936
0685	001	General Fund	3458900	Other Planning and Development Services	\$2,411
0685	001	General Fund	3458901	Other Planning and Development Services	\$80
0685	001	General Fund	3473000	Activity Fees	\$40,262
0685	001	General Fund	3473002	Activity Fees	\$1,910
0685	001	General Fund	3476000	Program Fees	\$611
0685	001	General Fund	3529000	Other Civil Penalties	\$40,500
0685	001	General Fund	3529001	Other Civil Penalties	\$15,514
0685	001	General Fund	3531000	Traffic Infraction Penalties	\$143,241

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	3531005	Traffic Infraction Penalties	\$2,182
0685	001	General Fund	3537000	Non-Traffic Infraction Penalties	\$39,053
0685	001	General Fund	3537050	Non-Traffic Infraction Penalties	\$140
0685	001	General Fund	3540000	Civil Parking Infraction Penalties	\$2,061
0685	001	General Fund	3558000	Other Criminal Traffic Misdemeanor Fines	\$20,385
0685	001	General Fund	3573700	District/Municipal Court Cost Recoupments	\$20,082
0685	001	General Fund	3599002	Non-Court Fines and Penalties	\$5
0685	001	General Fund	3611100	Investment Earnings	\$6,420
0685	001	General Fund	3611100	Investment Earnings	\$35,747
0685	001	General Fund	3614000	Other Interest	\$2
0685	001	General Fund	3614000	Other Interest	\$6
0685	001	General Fund	3614000	Other Interest	\$55
0685	001	General Fund	3614000	Other Interest	\$62
0685	001	General Fund	3614000	Other Interest	\$401
0685	001	General Fund	3614000	Other Interest	\$525
0685	001	General Fund	3614000	Other Interest	\$945
0685	001	General Fund	3614000	Other Interest	\$986
0685	001	General Fund	3614000	Other Interest	\$1,269
0685	001	General Fund	3614000	Other Interest	\$2,146
0685	001	General Fund	3614001	Other Interest	\$408
0685	001	General Fund	3614001	Other Interest	\$5,639
0685	001	General Fund	3614002	Other Interest	\$4
0685	001	General Fund	3614003	Other Interest	\$905
0685	001	General Fund	3620000	Rents and Leases	\$1
0685	001	General Fund	3620000	Rents and Leases	\$12
0685	001	General Fund	3620000	Rents and Leases	\$1
0685	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$1,650
0685	001	General Fund	3671103	Contributions and Donations from Nongovernmental Sources	\$1,600

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	3671104	Contributions and Donations from Nongovernmental Sources	\$800
0685	001	General Fund	3691000	Sale of Surplus	\$363
0685	001	General Fund	3691000	Sale of Surplus	\$2,153
0685	001	General Fund	3692000	Unclaimed Cash and Proceeds from Sales of Unclaimed Property	\$5,189
0685	001	General Fund	3694000	Judgments and Settlements	\$92
0685	001	General Fund	3694002	Judgments and Settlements	\$3,774
0685	001	General Fund	3698100	Cash Adjustments	\$131
0685	001	General Fund	3699100	Miscellaneous Other	\$200
0685	001	General Fund	3699100	Miscellaneous Other	\$950
0685	001	General Fund	3699109	Miscellaneous Other	\$6,733
0685	001	General Fund	3970010	Transfers-In	\$356,953
0685	001	General Fund	3974410	Transfers-In	\$772,247
0685	001	General Fund	3981000	Insurance Recoveries	\$6,174
0685	105	Streets	3088000	Unreserved Cash and Investments - Beginning	\$323,761
0685	105	Streets	3219100	Franchise Fees and Royalties	\$199,141
0685	105	Streets	3340380	State Grant from Transportation Improvement Board (TIB)	\$20,737
0685	105	Streets	3360071	Multimodal Transportation - Cities	\$19,050
0685	105	Streets	3360087	Motor Vehicle Fuel Tax - City Streets	\$392,427
0685	105	Streets	3458301	Plan Checking Services	\$19,651
0685	105	Streets	3458302	Plan Checking Services	\$40,083
0685	105	Streets	3458310	Plan Checking Services	\$72,644
0685	105	Streets	3611100	Investment Earnings	\$2,952
0685	105	Streets	3614000	Other Interest	\$1,157
0685	105	Streets	3691000	Sale of Surplus	\$457
0685	105	Streets	3699100	Miscellaneous Other	\$2,287
0685	109	Tourism	3081000	Reserved Cash and Investments - Beginning	\$76,897
0685	109	Tourism	3133100	Hotel/Motel Sales and Use Tax	\$83,861

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	109	Tourism	3611100	Investment Earnings	\$737
0685	114	Narcotic/Drug Buy Fund	3088000	Unreserved Cash and Investments - Beginning	\$27,104
0685	114	Narcotic/Drug Buy Fund	3693000	Confiscated and Forfeited Property	\$9,881
0685	114	Narcotic/Drug Buy Fund	3693006	Confiscated and Forfeited Property	\$600
0685	117	REET	3088000	Unreserved Cash and Investments - Beginning	\$1,165,923
0685	117	REET	3183400	REET 1 - First Quarter Percent	\$824
0685	117	REET	3183400	REET 1 - First Quarter Percent	\$810,696
0685	117	REET	3183500	REET 2 - Second Quarter Percent	\$810,696
0685	117	REET	3611100	Investment Earnings	\$15,850
0685	203	Governmental Debt Fund	3088000	Unreserved Cash and Investments - Beginning	\$4,100
0685	203	Governmental Debt Fund	3611100	Investment Earnings	\$34
0685	203	Governmental Debt Fund	3970001	Transfers-In	\$90,000
0685	203	Governmental Debt Fund	3971170	Transfers-In	\$133,193
0685	307	Capital Improvements CIP	3088000	Unreserved Cash and Investments - Beginning	\$6,451,859
0685	307	Capital Improvements CIP	3611100	Investment Earnings	\$59,606
0685	307	Capital Improvements CIP	3614000	Other Interest	\$52
0685	317	Parks CIP Fund	3081000	Reserved Cash and Investments - Beginning	\$28,493
0685	317	Parks CIP Fund	3088000	Unreserved Cash and Investments - Beginning	\$947,885
0685	317	Parks CIP Fund	3340270	State Grant from Recreation and Conservation Office	\$29,324
0685	317	Parks CIP Fund	3458500	Growth Management Act (GMA) Impact Fees	\$385,895
0685	317	Parks CIP Fund	3611100	Investment Earnings	\$9,153
0685	317	Parks CIP Fund	3614000	Other Interest	\$5,283
0685	317	Parks CIP Fund	3691000	Sale of Surplus	\$278
0685	317	Parks CIP Fund	3970005	Transfers-In	\$1,728
0685	317	Parks CIP Fund	3977600	Transfers-In	\$250,000
0685	318	Streets CIP Fund	3088000	Unreserved Cash and Investments - Beginning	\$857,413

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	318	Streets CIP Fund	3331421	Federal Indirect Grant from Department of Housing and Urban Development.	\$123,505
0685	318	Streets CIP Fund	3332020	Federal Indirect Grant from Department of Transportation	(\$63,432)
0685	318	Streets CIP Fund	3332020	Federal Indirect Grant from Department of Transportation	\$76,442
0685	318	Streets CIP Fund	3340384	State Grant from Transportation Improvement Board (TIB)	\$15,780
0685	318	Streets CIP Fund	3340384	State Grant from Transportation Improvement Board (TIB)	\$133,790
0685	318	Streets CIP Fund	3441000	Roads/Streets Maintenance/Repair/Construction Services	\$1,089,168
0685	318	Streets CIP Fund	3458500	Growth Management Act (GMA) Impact Fees	\$584,651
0685	318	Streets CIP Fund	3611100	Investment Earnings	\$13,131
0685	318	Streets CIP Fund	3614000	Other Interest	\$302
0685	318	Streets CIP Fund	3970000	Transfers-In	\$172,892
0685	318	Streets CIP Fund	3974001	Transfers-In	\$500,000
0685	319	North Kelsey Development	3088000	Unreserved Cash and Investments - Beginning	\$1,397,086
0685	319	North Kelsey Development	3611100	Investment Earnings	\$12,509
0685	411	Water Maintenance & Operations	3081000	Reserved Cash and Investments - Beginning	\$484,572
0685	411	Water Maintenance & Operations	3088000	Unreserved Cash and Investments - Beginning	\$6,498,860
0685	411	Water Maintenance & Operations	3434000	Water Sales and Services	\$4,924,149
0685	411	Water Maintenance & Operations	3434001	Water Sales and Services	\$115,672
0685	411	Water Maintenance & Operations	3434003	Water Sales and Services	\$559,693
0685	411	Water Maintenance & Operations	3434004	Water Sales and Services	\$688,042
0685	411	Water Maintenance & Operations	3434009	Water Sales and Services	\$648
0685	411	Water Maintenance & Operations	3434009	Water Sales and Services	\$6,980

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	3434009	Water Sales and Services	\$9,300
0685	411	Water Maintenance & Operations	3434009	Water Sales and Services	\$326,419
0685	411	Water Maintenance & Operations	3458301	Plan Checking Services	\$25,725
0685	411	Water Maintenance & Operations	3458302	Plan Checking Services	\$53,825
0685	411	Water Maintenance & Operations	3458309	Plan Checking Services	\$658
0685	411	Water Maintenance & Operations	3458317	Plan Checking Services	\$1,565
0685	411	Water Maintenance & Operations	3611100	Investment Earnings	\$5,008
0685	411	Water Maintenance & Operations	3611100	Investment Earnings	\$29,742
0685	411	Water Maintenance & Operations	3611100	Investment Earnings	\$38,348
0685	411	Water Maintenance & Operations	3614000	Other Interest	\$722
0685	411	Water Maintenance & Operations	3614000	Other Interest	\$1,696
0685	411	Water Maintenance & Operations	3674340	Contributions and Donations from Nongovernmental Sources	\$801,645
0685	411	Water Maintenance & Operations	3691000	Sale of Surplus	\$16,123
0685	411	Water Maintenance & Operations	3920000	Premiums on Bonds Issued	\$525,017
0685	411	Water Maintenance & Operations	3930000	Refunding Long-Term Debt Issued	\$2,374,600
0685	411	Water Maintenance & Operations	3981000	Insurance Recoveries	\$4,542
0685	421	Sewer Maintenance & Operations	3081000	Reserved Cash and Investments - Beginning	\$1,325,942
0685	421	Sewer Maintenance & Operations	3088000	Unreserved Cash and Investments - Beginning	\$7,071,591
0685	421	Sewer Maintenance & Operations	3414300	Budgeting and Accounting Services	\$439
0685	421	Sewer Maintenance & Operations	3436000	Cemetery Sales and Services	\$6,455,688
0685	421	Sewer Maintenance & Operations	3436008	Cemetery Sales and Services	\$1,247,874
0685	421	Sewer Maintenance & Operations	3436012	Cemetery Sales and Services	\$3,240

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	3458305	Plan Checking Services	\$25,157
0685	421	Sewer Maintenance & Operations	3458306	Plan Checking Services	\$41,862
0685	421	Sewer Maintenance & Operations	3611100	Investment Earnings	\$11,092
0685	421	Sewer Maintenance & Operations	3611100	Investment Earnings	\$29,899
0685	421	Sewer Maintenance & Operations	3611100	Investment Earnings	\$44,752
0685	421	Sewer Maintenance & Operations	3614000	Other Interest	\$441
0685	421	Sewer Maintenance & Operations	3614000	Other Interest	\$4,130
0685	421	Sewer Maintenance & Operations	3675003	Contributions and Donations from Nongovernmental Sources	\$1,230,240
0685	421	Sewer Maintenance & Operations	3893000	Agency Type Collections	\$24,690
0685	421	Sewer Maintenance & Operations	3920000	Premiums on Bonds Issued	\$533,167
0685	421	Sewer Maintenance & Operations	3930000	Refunding Long-Term Debt Issued	\$5,766,000
0685	421	Sewer Maintenance & Operations	3981000	Insurance Recoveries	\$866
0685	431	Stormwater Maint & Operations	3081000	Reserved Cash and Investments - Beginning	\$125,337
0685	431	Stormwater Maint & Operations	3088000	Unreserved Cash and Investments - Beginning	\$1,466,140
0685	431	Stormwater Maint & Operations	3340310	State Grant from Department of Ecology	\$25,000
0685	431	Stormwater Maint & Operations	3431000	Storm Drainage Sales and Services	\$1,721,900
0685	431	Stormwater Maint & Operations	3458303	Plan Checking Services	\$26,125
0685	431	Stormwater Maint & Operations	3458304	Plan Checking Services	\$54,580
0685	431	Stormwater Maint & Operations	3611100	Investment Earnings	\$1,849
0685	431	Stormwater Maint & Operations	3611100	Investment Earnings	\$5,909
0685	431	Stormwater Maint & Operations	3611100	Investment Earnings	\$8,149
0685	431	Stormwater Maint & Operations	3614000	Other Interest	\$198

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	431	Stormwater Maint & Operations	3614000	Other Interest	\$1,393
0685	431	Stormwater Maint & Operations	3920000	Premiums on Bonds Issued	\$110,494
0685	431	Stormwater Maint & Operations	3930000	Refunding Long-Term Debt Issued	\$689,400
0685	431	Stormwater Maint & Operations	3981000	Insurance Recoveries	\$1,507
0685	441	Solid Waste Maint & Operations	3088000	Unreserved Cash and Investments - Beginning	\$1,389,990
0685	441	Solid Waste Maint & Operations	3437000	Solid Waste Sales and Services	\$278,548
0685	441	Solid Waste Maint & Operations	3437002	Solid Waste Sales and Services	\$48,596
0685	441	Solid Waste Maint & Operations	3437003	Solid Waste Sales and Services	\$497
0685	441	Solid Waste Maint & Operations	3437004	Solid Waste Sales and Services	\$8,285
0685	441	Solid Waste Maint & Operations	3611100	Investment Earnings	\$5,557
0685	441	Solid Waste Maint & Operations	3614000	Other Interest	\$7
0685	510	Information & Tech Services	3088000	Unreserved Cash and Investments - Beginning	\$259,783
0685	510	Information & Tech Services	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$415,470
0685	510	Information & Tech Services	3418101	Data/Word Processing, Printing, Duplicating and IT Services	\$70,608
0685	510	Information & Tech Services	3611100	Investment Earnings	\$2,596
0685	510	Information & Tech Services	3614000	Other Interest	\$3,138
0685	520	Equipment & Fleet Management	3088000	Unreserved Cash and Investments - Beginning	\$3,619,260
0685	520	Equipment & Fleet Management	3441100	Roads/Streets Maintenance/Repair/Construction Services	\$700
0685	520	Equipment & Fleet Management	3444000	Sales of Parts	\$1,792,089
0685	520	Equipment & Fleet Management	3611100	Investment Earnings	\$35,270
0685	520	Equipment & Fleet Management	3614000	Other Interest	\$4,653

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	520	Equipment & Fleet Management	3691000	Sale of Surplus	\$26,067
0685	530	Facilities Management	3088000	Unreserved Cash and Investments - Beginning	\$86,746
0685	530	Facilities Management	3419300	Custodial/Janitorial/Maintenance/Building Security Services	\$1,199,869
0685	530	Facilities Management	3611100	Investment Earnings	\$1,057
0685	530	Facilities Management	3614000	Other Interest	\$9,845
0685	530	Facilities Management	3694000	Judgments and Settlements	\$626
0685	530	Facilities Management	3699100	Miscellaneous Other	\$498
0685	621	Employee Sick Leave Reserve	3088000	Unreserved Cash and Investments - Beginning	\$415,046
0685	621	Employee Sick Leave Reserve	3611100	Investment Earnings	\$3,319
0685	621	Employee Sick Leave Reserve	3971000	Transfers-In	\$86,400
0685	621	Employee Sick Leave Reserve	3973400	Transfers-In	\$9,600
0685	621	Employee Sick Leave Reserve	3973500	Transfers-In	\$15,600
0685	621	Employee Sick Leave Reserve	3973800	Transfers-In	\$8,400
0685	622	Risk Management Reserve	3088000	Unreserved Cash and Investments - Beginning	\$142,498
0685	622	Risk Management Reserve	3611100	Investment Earnings	\$1,321
0685	623	Transportation Benefit Dist	3088000	Unreserved Cash and Investments - Beginning	\$1,435,281
0685	623	Transportation Benefit Dist	3894000	Agency Type Deposits	\$1,220,039
0685	623	Transportation Benefit Dist	3611100	Investment Earnings	\$17,297
0685	631	Agency Fund	3088000	Unreserved Cash and Investments - Beginning	\$420,429
0685	631	Agency Fund	3891000	Refundable Deposits	\$75,892
0685	631	Agency Fund	3891000	Refundable Deposits	\$3,000
0685	631	Agency Fund	3891009	Refundable Deposits	\$291
0685	631	Agency Fund	3892000	Retainage Deposits	\$864
0685	631	Agency Fund	3892000	Retainage Deposits	\$13,794
0685	631	Agency Fund	3893000	Agency Type Collections	\$548
0685	631	Agency Fund	3893000	Agency Type Collections	\$100
0685	631	Agency Fund	3893000	Agency Type Collections	\$250

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	631	Agency Fund	3893000	Agency Type Collections	\$485
0685	631	Agency Fund	3893000	Agency Type Collections	\$520
0685	631	Agency Fund	3893000	Agency Type Collections	\$875
0685	631	Agency Fund	3893000	Agency Type Collections	\$1,053
0685	631	Agency Fund	3893000	Agency Type Collections	\$1,259
0685	631	Agency Fund	3893000	Agency Type Collections	\$1,638
0685	631	Agency Fund	3893000	Agency Type Collections	\$2,500
0685	631	Agency Fund	3893000	Agency Type Collections	\$3,333
0685	631	Agency Fund	3893000	Agency Type Collections	\$5,583
0685	631	Agency Fund	3893000	Agency Type Collections	\$6,615
0685	631	Agency Fund	3893000	Agency Type Collections	\$14,740
0685	631	Agency Fund	3893000	Agency Type Collections	\$19,243
0685	631	Agency Fund	3893000	Agency Type Collections	\$39,515
0685	631	Agency Fund	3893000	Agency Type Collections	\$42,268
0685	631	Agency Fund	3893000	Agency Type Collections	\$257,315
0685	631	Agency Fund	3893000	Agency Type Collections	\$317,550
0685	631	Agency Fund	3894000	Agency Type Deposits	\$576
0685	001	General Fund	5081000	Reserved Cash and Investments - Ending	\$81,070
0685	001	General Fund	5081000	Reserved Cash and Investments - Ending	\$294,006
0685	001	General Fund	5088000	Unreserved Cash and Investments - Ending	\$5,142,710
0685	001	General Fund	5113040	Official Publication Services	\$7,893
0685	001	General Fund	5116010	Legislative Activities	\$110,400
0685	001	General Fund	5116020	Legislative Activities	\$6,845
0685	001	General Fund	5116020	Legislative Activities	\$1,601
0685	001	General Fund	5116020	Legislative Activities	\$496
0685	001	General Fund	5116040	Legislative Activities	\$3,583
0685	001	General Fund	5116040	Legislative Activities	\$313
0685	001	General Fund	5116040	Legislative Activities	\$192
0685	001	General Fund	5116040	Legislative Activities	\$1,840
0685	001	General Fund	5116040	Legislative Activities	\$2,500
0685	001	General Fund	5117040	Lobbying Activities	\$45,600
0685	001	General Fund	5125010	Municipal Court	\$171,141
0685	001	General Fund	5125020	Municipal Court	\$10,236
0685	001	General Fund	5125020	Municipal Court	\$2,394
0685	001	General Fund	5125020	Municipal Court	\$18,793

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5125020	Municipal Court	\$1,057
0685	001	General Fund	5125020	Municipal Court	\$35,018
0685	001	General Fund	5125020	Municipal Court	\$2,919
0685	001	General Fund	5125020	Municipal Court	\$1,291
0685	001	General Fund	5125020	Municipal Court	\$1,841
0685	001	General Fund	5125030	Municipal Court	\$52
0685	001	General Fund	5125030	Municipal Court	\$1,111
0685	001	General Fund	5125040	Municipal Court	\$379
0685	001	General Fund	5125040	Municipal Court	\$2,300
0685	001	General Fund	5125040	Municipal Court	\$7,595
0685	001	General Fund	5125040	Municipal Court	\$7,701
0685	001	General Fund	5125040	Municipal Court	\$16,862
0685	001	General Fund	5125040	Municipal Court	\$56,500
0685	001	General Fund	5125040	Municipal Court	\$1,111
0685	001	General Fund	5125040	Municipal Court	\$1,613
0685	001	General Fund	5125040	Municipal Court	\$664
0685	001	General Fund	5125040	Municipal Court	\$100
0685	001	General Fund	5125040	Municipal Court	\$178
0685	001	General Fund	5125040	Municipal Court	\$400
0685	001	General Fund	5125040	Municipal Court	\$2,237
0685	001	General Fund	5131010	Executive Office	\$123,320
0685	001	General Fund	5131020	Executive Office	\$7,683
0685	001	General Fund	5131020	Executive Office	\$1,797
0685	001	General Fund	5131020	Executive Office	\$14,770
0685	001	General Fund	5131020	Executive Office	\$356
0685	001	General Fund	5131020	Executive Office	\$27,243
0685	001	General Fund	5131020	Executive Office	\$4,501
0685	001	General Fund	5131020	Executive Office	\$1,751
0685	001	General Fund	5131030	Executive Office	\$1,572
0685	001	General Fund	5131030	Executive Office	\$5,286
0685	001	General Fund	5131040	Executive Office	\$1,986
0685	001	General Fund	5131040	Executive Office	\$8,785
0685	001	General Fund	5131040	Executive Office	\$25,293
0685	001	General Fund	5131040	Executive Office	\$33,417
0685	001	General Fund	5131040	Executive Office	\$103,762
0685	001	General Fund	5131040	Executive Office	\$1,726
0685	001	General Fund	5131040	Executive Office	\$26,691

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5131040	Executive Office	\$1,868
0685	001	General Fund	5131040	Executive Office	\$57,163
0685	001	General Fund	5131040	Executive Office	\$1,785
0685	001	General Fund	5131040	Executive Office	\$102,950
0685	001	General Fund	5142010	Financial Services	\$85,056
0685	001	General Fund	5142020	Financial Services	\$5,202
0685	001	General Fund	5142020	Financial Services	\$1,217
0685	001	General Fund	5142020	Financial Services	\$10,156
0685	001	General Fund	5142020	Financial Services	\$254
0685	001	General Fund	5142020	Financial Services	\$16,785
0685	001	General Fund	5142020	Financial Services	\$2,552
0685	001	General Fund	5142020	Financial Services	\$1,260
0685	001	General Fund	5142030	Financial Services	\$174
0685	001	General Fund	5142140	Financial Services	\$5
0685	001	General Fund	5142140	Financial Services	\$461
0685	001	General Fund	5142140	Financial Services	\$1,858
0685	001	General Fund	5142140	Financial Services	\$120
0685	001	General Fund	5142140	Financial Services	\$310
0685	001	General Fund	5142140	Financial Services	\$1,370
0685	001	General Fund	5142310	Financial Services	\$315,453
0685	001	General Fund	5142320	Financial Services	\$18,669
0685	001	General Fund	5142320	Financial Services	\$4,366
0685	001	General Fund	5142320	Financial Services	\$37,394
0685	001	General Fund	5142320	Financial Services	\$895
0685	001	General Fund	5142320	Financial Services	\$61,958
0685	001	General Fund	5142320	Financial Services	\$7,517
0685	001	General Fund	5142320	Financial Services	\$105
0685	001	General Fund	5142320	Financial Services	\$2,936
0685	001	General Fund	5142320	Financial Services	\$3,092
0685	001	General Fund	5142330	Financial Services	\$1,797
0685	001	General Fund	5142330	Financial Services	\$2,229
0685	001	General Fund	5142330	Financial Services	\$4,574
0685	001	General Fund	5142340	Financial Services	\$207
0685	001	General Fund	5142340	Financial Services	\$727
0685	001	General Fund	5142340	Financial Services	\$13,215
0685	001	General Fund	5142340	Financial Services	\$36,675
0685	001	General Fund	5142340	Financial Services	\$50,377

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5142340	Financial Services	\$97
0685	001	General Fund	5142340	Financial Services	\$159
0685	001	General Fund	5142340	Financial Services	\$2,036
0685	001	General Fund	5142340	Financial Services	\$708
0685	001	General Fund	5142340	Financial Services	\$710
0685	001	General Fund	5142340	Financial Services	\$2,132
0685	001	General Fund	5144050	Election Services	\$16,510
0685	001	General Fund	5153040	Legal Services	\$190,391
0685	001	General Fund	5153140	Internal Legal Services - Advice	\$132,844
0685	001	General Fund	5159140	General Indigent Defense	\$184,875
0685	001	General Fund	5181010	Personnel Services	\$99,984
0685	001	General Fund	5181020	Personnel Services	\$6,067
0685	001	General Fund	5181020	Personnel Services	\$1,435
0685	001	General Fund	5181020	Personnel Services	\$11,938
0685	001	General Fund	5181020	Personnel Services	\$205
0685	001	General Fund	5181020	Personnel Services	\$14,067
0685	001	General Fund	5181020	Personnel Services	\$3,000
0685	001	General Fund	5181020	Personnel Services	\$5
0685	001	General Fund	5181020	Personnel Services	\$1,008
0685	001	General Fund	5181040	Personnel Services	\$573
0685	001	General Fund	5181040	Personnel Services	\$1,904
0685	001	General Fund	5181040	Personnel Services	\$2,430
0685	001	General Fund	5181040	Personnel Services	\$8,009
0685	001	General Fund	5181040	Personnel Services	\$50
0685	001	General Fund	5181040	Personnel Services	\$407
0685	001	General Fund	5181040	Personnel Services	\$510
0685	001	General Fund	5181040	Personnel Services	\$349
0685	001	General Fund	5181040	Personnel Services	\$473
0685	001	General Fund	5189020	Other Centralized Services	\$59
0685	001	General Fund	5189040	Other Centralized Services	\$11,499
0685	001	General Fund	5189050	Other Centralized Services	\$150
0685	001	General Fund	5189050	Other Centralized Services	\$3,254
0685	001	General Fund	5189050	Other Centralized Services	\$5,599

# City of Monroe

## Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5189050	Other Centralized Services	\$11,561
0685	001	General Fund	5189050	Other Centralized Services	\$218
0685	001	General Fund	5189050	Other Centralized Services	\$458
0685	001	General Fund	5189050	Other Centralized Services	\$18,120
0685	001	General Fund	5211040	Administration	\$23,884
0685	001	General Fund	5212140	Police Operations	\$5,607
0685	001	General Fund	5212210	Police Operations	\$5,961
0685	001	General Fund	5212210	Police Operations	\$12,444
0685	001	General Fund	5212210	Police Operations	\$336,526
0685	001	General Fund	5212210	Police Operations	\$3,868,388
0685	001	General Fund	5212220	Police Operations	\$19
0685	001	General Fund	5212220	Police Operations	\$366
0685	001	General Fund	5212220	Police Operations	\$762
0685	001	General Fund	5212220	Police Operations	\$20,842
0685	001	General Fund	5212220	Police Operations	\$232,496
0685	001	General Fund	5212220	Police Operations	\$4
0685	001	General Fund	5212220	Police Operations	\$85
0685	001	General Fund	5212220	Police Operations	\$178
0685	001	General Fund	5212220	Police Operations	\$4,875
0685	001	General Fund	5212220	Police Operations	\$55,037
0685	001	General Fund	5212220	Police Operations	\$338
0685	001	General Fund	5212220	Police Operations	\$664
0685	001	General Fund	5212220	Police Operations	\$16,824
0685	001	General Fund	5212220	Police Operations	\$258,614
0685	001	General Fund	5212220	Police Operations	\$124
0685	001	General Fund	5212220	Police Operations	\$252
0685	001	General Fund	5212220	Police Operations	\$616
0685	001	General Fund	5212220	Police Operations	\$70,756
0685	001	General Fund	5212220	Police Operations	\$856
0685	001	General Fund	5212220	Police Operations	\$1,664
0685	001	General Fund	5212220	Police Operations	\$3,906
0685	001	General Fund	5212220	Police Operations	\$635,262
0685	001	General Fund	5212220	Police Operations	\$99
0685	001	General Fund	5212220	Police Operations	\$227
0685	001	General Fund	5212220	Police Operations	\$701

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5212220	Police Operations	\$142,701
0685	001	General Fund	5212220	Police Operations	\$205
0685	001	General Fund	5212220	Police Operations	\$10,149
0685	001	General Fund	5212220	Police Operations	\$21,031
0685	001	General Fund	5212220	Police Operations	\$300
0685	001	General Fund	5212220	Police Operations	\$87,863
0685	001	General Fund	5212230	Police Operations	\$3,327
0685	001	General Fund	5212230	Police Operations	\$8,347
0685	001	General Fund	5212230	Police Operations	\$26,123
0685	001	General Fund	5212230	Police Operations	\$32,644
0685	001	General Fund	5212230	Police Operations	\$236
0685	001	General Fund	5212230	Police Operations	\$1,000
0685	001	General Fund	5212230	Police Operations	\$1,174
0685	001	General Fund	5212240	Police Operations	\$2,184
0685	001	General Fund	5212240	Police Operations	\$5,881
0685	001	General Fund	5212240	Police Operations	\$10,446
0685	001	General Fund	5212240	Police Operations	\$62,598
0685	001	General Fund	5212240	Police Operations	\$133,132
0685	001	General Fund	5212240	Police Operations	\$362,531
0685	001	General Fund	5212240	Police Operations	\$375,771
0685	001	General Fund	5212240	Police Operations	\$1,261
0685	001	General Fund	5212240	Police Operations	\$17,009
0685	001	General Fund	5212240	Police Operations	\$40,293
0685	001	General Fund	5212240	Police Operations	\$2,821
0685	001	General Fund	5212240	Police Operations	\$11,760
0685	001	General Fund	5212240	Police Operations	\$1,015
0685	001	General Fund	5212240	Police Operations	\$1,244
0685	001	General Fund	5212250	Police Operations	\$11,798
0685	001	General Fund	5213030	Crime Prevention	\$1,814
0685	001	General Fund	5214040	Training	\$8,708
0685	001	General Fund	5214040	Training	\$14,132
0685	001	General Fund	5236050	Care and Custody of Prisoners	\$352,614
0685	001	General Fund	5251010	Administration	\$3,533
0685	001	General Fund	5251020	Administration	\$189
0685	001	General Fund	5251020	Administration	\$51
0685	001	General Fund	5251020	Administration	\$422
0685	001	General Fund	5251020	Administration	\$9

# City of Monroe

## Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5251020	Administration	\$403
0685	001	General Fund	5251020	Administration	\$106
0685	001	General Fund	5251020	Administration	\$32
0685	001	General Fund	5251040	Administration	\$169
0685	001	General Fund	5251040	Administration	\$1,671
0685	001	General Fund	5251040	Administration	\$3,139
0685	001	General Fund	5251040	Administration	\$69
0685	001	General Fund	5251040	Administration	\$221
0685	001	General Fund	5251040	Administration	\$286
0685	001	General Fund	5251040	Administration	\$2
0685	001	General Fund	5255030	Facilities	\$12
0685	001	General Fund	5256030	Disaster Preparedness	\$282
0685	001	General Fund	5256030	Disaster Preparedness	\$5,351
0685	001	General Fund	5285050	Dispatch Services	\$69,506
0685	001	General Fund	5286050	Dispatch Services	\$311,976
0685	001	General Fund	5586010	Planning	\$434,601
0685	001	General Fund	5586010	Planning	\$3,993
0685	001	General Fund	5586020	Planning	\$26,301
0685	001	General Fund	5586020	Planning	\$6,151
0685	001	General Fund	5586020	Planning	\$50,387
0685	001	General Fund	5586020	Planning	\$1,672
0685	001	General Fund	5586020	Planning	\$90,622
0685	001	General Fund	5586020	Planning	\$6,139
0685	001	General Fund	5586020	Planning	\$40
0685	001	General Fund	5586020	Planning	\$1,838
0685	001	General Fund	5586020	Planning	\$5,150
0685	001	General Fund	5586030	Planning	\$2,655
0685	001	General Fund	5586040	Planning	\$5,917
0685	001	General Fund	5586040	Planning	\$9,543
0685	001	General Fund	5586040	Planning	\$11,036
0685	001	General Fund	5586040	Planning	\$19,920
0685	001	General Fund	5586040	Planning	\$20,492
0685	001	General Fund	5586040	Planning	\$22,785
0685	001	General Fund	5586040	Planning	\$25,000
0685	001	General Fund	5586040	Planning	\$67,448
0685	001	General Fund	5586040	Planning	\$685
0685	001	General Fund	5586040	Planning	\$3,695

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5586040	Planning	\$3,397
0685	001	General Fund	5586040	Planning	\$232
0685	001	General Fund	5586040	Planning	\$577
0685	001	General Fund	5586040	Planning	\$1,251
0685	001	General Fund	5586040	Planning	\$4,424
0685	001	General Fund	5593010	Property Development	\$240,232
0685	001	General Fund	5593010	Property Development	\$1,300
0685	001	General Fund	5593020	Property Development	\$14,674
0685	001	General Fund	5593020	Property Development	\$3,432
0685	001	General Fund	5593020	Property Development	\$27,400
0685	001	General Fund	5593020	Property Development	\$3,688
0685	001	General Fund	5593020	Property Development	\$56,174
0685	001	General Fund	5593020	Property Development	\$2,312
0685	001	General Fund	5593020	Property Development	\$1,504
0685	001	General Fund	5593020	Property Development	\$3,130
0685	001	General Fund	5593030	Property Development	\$281
0685	001	General Fund	5593030	Property Development	\$1,057
0685	001	General Fund	5593030	Property Development	\$320
0685	001	General Fund	5593030	Property Development	\$759
0685	001	General Fund	5593040	Property Development	\$32,693
0685	001	General Fund	5593040	Property Development	\$193
0685	001	General Fund	5593040	Property Development	\$1,770
0685	001	General Fund	5593040	Property Development	\$636
0685	001	General Fund	5593040	Property Development	\$12,944
0685	001	General Fund	5593040	Property Development	\$59
0685	001	General Fund	5593040	Property Development	\$420
0685	001	General Fund	5593040	Property Development	\$497
0685	001	General Fund	5666650	Chemical Dependency Services	\$3,563
0685	001	General Fund	5690040	Aging and Disability Services	\$15,000
0685	001	General Fund	5739040	Other	\$1,789
0685	001	General Fund	5739040	Other	\$2,154
0685	001	General Fund	5739040	Other	\$2,836
0685	001	General Fund	5768010	General Parks	\$45,732
0685	001	General Fund	5768010	General Parks	\$365,196
0685	001	General Fund	5768010	General Parks	\$1,448
0685	001	General Fund	5768020	General Parks	\$2,669

# City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5768020	General Parks	\$21,693
0685	001	General Fund	5768020	General Parks	\$624
0685	001	General Fund	5768020	General Parks	\$5,073
0685	001	General Fund	5768020	General Parks	\$43,048
0685	001	General Fund	5768020	General Parks	\$3,032
0685	001	General Fund	5768020	General Parks	\$10,388
0685	001	General Fund	5768020	General Parks	\$108,789
0685	001	General Fund	5768020	General Parks	\$4,859
0685	001	General Fund	5768020	General Parks	\$3,282
0685	001	General Fund	5768020	General Parks	\$9,274
0685	001	General Fund	5768020	General Parks	\$318
0685	001	General Fund	5768030	General Parks	\$307
0685	001	General Fund	5768030	General Parks	\$415
0685	001	General Fund	5768030	General Parks	\$2,534
0685	001	General Fund	5768030	General Parks	\$2,733
0685	001	General Fund	5768030	General Parks	\$3,381
0685	001	General Fund	5768030	General Parks	\$9,639
0685	001	General Fund	5768030	General Parks	\$14,743
0685	001	General Fund	5768030	General Parks	\$2,326
0685	001	General Fund	5768040	General Parks	\$179
0685	001	General Fund	5768040	General Parks	\$1,612
0685	001	General Fund	5768040	General Parks	\$20,962
0685	001	General Fund	5768040	General Parks	\$58,764
0685	001	General Fund	5768040	General Parks	\$255,933
0685	001	General Fund	5768040	General Parks	\$46
0685	001	General Fund	5768040	General Parks	\$4,533
0685	001	General Fund	5768040	General Parks	\$16
0685	001	General Fund	5768040	General Parks	\$750
0685	001	General Fund	5768040	General Parks	\$18,108
0685	001	General Fund	5768040	General Parks	\$281
0685	001	General Fund	5768040	General Parks	\$3,008
0685	001	General Fund	5768040	General Parks	\$3,088
0685	001	General Fund	5768040	General Parks	\$7,561
0685	001	General Fund	5768040	General Parks	\$8,279
0685	001	General Fund	5768040	General Parks	\$9,457
0685	001	General Fund	5768040	General Parks	\$28
0685	001	General Fund	5768040	General Parks	\$941

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	001	General Fund	5768040	General Parks	\$1,512
0685	001	General Fund	5768040	General Parks	\$3,761
0685	001	General Fund	5768040	General Parks	\$27,082
0685	001	General Fund	5769010	Other Park Facilities	\$159,691
0685	001	General Fund	5769020	Other Park Facilities	\$9,352
0685	001	General Fund	5769020	Other Park Facilities	\$2,259
0685	001	General Fund	5769020	Other Park Facilities	\$19,069
0685	001	General Fund	5769020	Other Park Facilities	\$1,438
0685	001	General Fund	5769020	Other Park Facilities	\$29,662
0685	001	General Fund	5769020	Other Park Facilities	\$4,030
0685	001	General Fund	5769020	Other Park Facilities	\$46
0685	001	General Fund	5769020	Other Park Facilities	\$1,291
0685	001	General Fund	5769020	Other Park Facilities	\$1,504
0685	001	General Fund	5769030	Other Park Facilities	\$113
0685	001	General Fund	5769040	Other Park Facilities	\$2
0685	001	General Fund	5769040	Other Park Facilities	\$164
0685	001	General Fund	5769040	Other Park Facilities	\$568
0685	001	General Fund	5769050	Other Park Facilities	\$196
0685	001	General Fund	5912170	Debt Repayment - Law Enforcement Services	\$4,276
0685	001	General Fund	5942160	Capital Expenditures/Expenses - Law Enforcement Services	\$38,937
0685	001	General Fund	5973100	Transfers-Out	\$172,892
0685	001	General Fund	5976200	Transfers-Out	\$86,400
0685	105	Streets	5088000	Unreserved Cash and Investments - Ending	\$344,107
0685	105	Streets	5423010	Roadway	\$3,441
0685	105	Streets	5423010	Roadway	\$48,174
0685	105	Streets	5423010	Roadway	\$153,861
0685	105	Streets	5423010	Roadway	\$16
0685	105	Streets	5423010	Roadway	\$355
0685	105	Streets	5423010	Roadway	\$4,179
0685	105	Streets	5423020	Roadway	\$208
0685	105	Streets	5423020	Roadway	\$2,811
0685	105	Streets	5423020	Roadway	\$9,437
0685	105	Streets	5423020	Roadway	\$49
0685	105	Streets	5423020	Roadway	\$684

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	105	Streets	5423020	Roadway	\$2,220
0685	105	Streets	5423020	Roadway	\$352
0685	105	Streets	5423020	Roadway	\$5,792
0685	105	Streets	5423020	Roadway	\$19,016
0685	105	Streets	5423020	Roadway	\$11
0685	105	Streets	5423020	Roadway	\$818
0685	105	Streets	5423020	Roadway	\$3,547
0685	105	Streets	5423020	Roadway	\$912
0685	105	Streets	5423020	Roadway	\$9,560
0685	105	Streets	5423020	Roadway	\$38,773
0685	105	Streets	5423020	Roadway	\$1,014
0685	105	Streets	5423020	Roadway	\$2,717
0685	105	Streets	5423020	Roadway	\$5
0685	105	Streets	5423020	Roadway	\$5
0685	105	Streets	5423020	Roadway	\$34
0685	105	Streets	5423020	Roadway	\$65
0685	105	Streets	5423020	Roadway	\$391
0685	105	Streets	5423020	Roadway	\$482
0685	105	Streets	5423020	Roadway	\$1,432
0685	105	Streets	5423020	Roadway	\$2,555
0685	105	Streets	5423030	Roadway	\$185
0685	105	Streets	5423030	Roadway	\$236
0685	105	Streets	5423030	Roadway	\$1,250
0685	105	Streets	5423030	Roadway	\$2,642
0685	105	Streets	5423030	Roadway	\$1,225
0685	105	Streets	5423040	Roadway	\$178
0685	105	Streets	5423040	Roadway	\$8,172
0685	105	Streets	5423040	Roadway	\$21,204
0685	105	Streets	5423040	Roadway	\$27,538
0685	105	Streets	5423040	Roadway	\$178,821
0685	105	Streets	5423040	Roadway	\$824
0685	105	Streets	5423040	Roadway	\$1,784
0685	105	Streets	5423040	Roadway	\$6
0685	105	Streets	5423040	Roadway	\$98
0685	105	Streets	5423040	Roadway	\$120
0685	105	Streets	5423040	Roadway	\$34,615
0685	105	Streets	5423040	Roadway	\$4,997

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	105	Streets	5423040	Roadway	\$15,284
0685	105	Streets	5423040	Roadway	\$58,938
0685	105	Streets	5423040	Roadway	\$29
0685	105	Streets	5423040	Roadway	\$29
0685	105	Streets	5423040	Roadway	\$860
0685	105	Streets	5423040	Roadway	\$873
0685	105	Streets	5423040	Roadway	\$9,448
0685	105	Streets	5423040	Roadway	\$15,802
0685	105	Streets	5424040	Drainage	\$3
0685	105	Streets	5426140	Sidewalks	\$6,336
0685	105	Streets	5426340	Street Lighting	\$8,096
0685	105	Streets	5426440	Traffic Control Devices	\$27,584
0685	105	Streets	5426440	Traffic Control Devices	\$8,420
0685	105	Streets	5973100	Transfers-Out	\$961
0685	105	Streets	5974200	Transfers-Out	\$767
0685	109	Tourism	5081000	Reserved Cash and Investments - Ending	\$87,297
0685	109	Tourism	5573040	Tourism	\$517
0685	109	Tourism	5573040	Tourism	\$73,681
0685	114	Narcotic/Drug Buy Fund	5088000	Unreserved Cash and Investments - Ending	\$28,754
0685	114	Narcotic/Drug Buy Fund	5212140	Police Operations	\$8,431
0685	114	Narcotic/Drug Buy Fund	5212340	Police Operations	\$400
0685	117	REET	5088000	Unreserved Cash and Investments - Ending	\$1,920,795
0685	117	REET	5972000	Transfers-Out	\$133,193
0685	117	REET	5974400	Transfers-Out	\$500,000
0685	117	REET	5974400	Transfers-Out	\$250,000
0685	203	Governmental Debt Fund	5088000	Unreserved Cash and Investments - Ending	\$3,307
0685	203	Governmental Debt Fund	5911870	Debt Repayment - Centralized/General Services	\$68,000
0685	203	Governmental Debt Fund	5921880	Interest and Other Debt Service Cost - Centralized/General Services	\$65,192
0685	203	Governmental Debt Fund	5927380	Interest and Other Debt Service Cost - Cultural and Community Activities	\$90,828

## City of Monroe

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	307	Capital Improvements CIP	5088000	Unreserved Cash and Investments - Ending	\$6,252,996
0685	307	Capital Improvements CIP	5921880	Interest and Other Debt Service Cost - Centralized/General Services	\$7,030
0685	307	Capital Improvements CIP	5941860	Capital Expenditures/Expenses - Centralized/General Services	\$251,491
0685	317	Parks CIP Fund	5081000	Reserved Cash and Investments - Ending	\$30,221
0685	317	Parks CIP Fund	5088000	Unreserved Cash and Investments - Ending	\$1,048,870
0685	317	Parks CIP Fund	5768010	General Parks	\$88,849
0685	317	Parks CIP Fund	5768010	General Parks	\$191
0685	317	Parks CIP Fund	5768020	General Parks	\$5,216
0685	317	Parks CIP Fund	5768020	General Parks	\$1,259
0685	317	Parks CIP Fund	5768020	General Parks	\$10,572
0685	317	Parks CIP Fund	5768020	General Parks	\$1,703
0685	317	Parks CIP Fund	5768020	General Parks	\$17,330
0685	317	Parks CIP Fund	5768020	General Parks	\$1,954
0685	317	Parks CIP Fund	5768020	General Parks	\$756
0685	317	Parks CIP Fund	5768020	General Parks	\$758
0685	317	Parks CIP Fund	5768040	General Parks	\$2,886
0685	317	Parks CIP Fund	5768040	General Parks	\$7,419
0685	317	Parks CIP Fund	5768040	General Parks	\$8,775
0685	317	Parks CIP Fund	5768040	General Parks	\$67,525
0685	317	Parks CIP Fund	5947660	Capital Expenditures/Expenses - Park Facilities	\$104
0685	317	Parks CIP Fund	5947660	Capital Expenditures/Expenses - Park Facilities	\$672
0685	317	Parks CIP Fund	5947660	Capital Expenditures/Expenses - Park Facilities	\$9,900
0685	317	Parks CIP Fund	5947660	Capital Expenditures/Expenses - Park Facilities	\$28,959
0685	317	Parks CIP Fund	5947660	Capital Expenditures/Expenses - Park Facilities	\$324,120
0685	318	Streets CIP Fund	5088000	Unreserved Cash and Investments - Ending	\$1,677,594

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	318	Streets CIP Fund	5431010	Management	\$169,662
0685	318	Streets CIP Fund	5431010	Management	\$1,154
0685	318	Streets CIP Fund	5431020	Management	\$10,130
0685	318	Streets CIP Fund	5431020	Management	\$2,382
0685	318	Streets CIP Fund	5431020	Management	\$19,298
0685	318	Streets CIP Fund	5431020	Management	\$2,777
0685	318	Streets CIP Fund	5431020	Management	\$39,549
0685	318	Streets CIP Fund	5431020	Management	\$3,414
0685	318	Streets CIP Fund	5431020	Management	\$30
0685	318	Streets CIP Fund	5431020	Management	\$1,423
0685	318	Streets CIP Fund	5431020	Management	\$1,878
0685	318	Streets CIP Fund	5431030	Management	\$3
0685	318	Streets CIP Fund	5431040	Management	\$7,109
0685	318	Streets CIP Fund	5431040	Management	\$14,248
0685	318	Streets CIP Fund	5431040	Management	\$42,620
0685	318	Streets CIP Fund	5431040	Management	\$3
0685	318	Streets CIP Fund	5431040	Management	\$291
0685	318	Streets CIP Fund	5951060	Capital Expenditures/Expenses - Engineering	\$1,510,076
0685	319	North Kelsey Development	5088000	Unreserved Cash and Investments - Ending	\$1,286,113
0685	319	North Kelsey Development	5945860	Capital Expenditures/Expenses - Community Planning and Economic Development	\$15
0685	319	North Kelsey Development	5946140	Capital Expenditures/Expenses - Hospitals, Assisted Living and Convalescent Facilities	\$216
0685	319	North Kelsey Development	5946140	Capital Expenditures/Expenses - Hospitals, Assisted Living and Convalescent Facilities	\$33,251
0685	319	North Kelsey Development	5970000	Transfers-Out	\$90,000
0685	411	Water Maintenance & Operations	5081000	Reserved Cash and Investments - Ending	\$489,580
0685	411	Water Maintenance & Operations	5088000	Unreserved Cash and Investments - Ending	\$7,782,088

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	5251010	Administration	\$3,533
0685	411	Water Maintenance & Operations	5251020	Administration	\$189
0685	411	Water Maintenance & Operations	5251020	Administration	\$51
0685	411	Water Maintenance & Operations	5251020	Administration	\$422
0685	411	Water Maintenance & Operations	5251020	Administration	\$6
0685	411	Water Maintenance & Operations	5251020	Administration	\$403
0685	411	Water Maintenance & Operations	5251020	Administration	\$106
0685	411	Water Maintenance & Operations	5251020	Administration	\$32
0685	411	Water Maintenance & Operations	5251040	Administration	\$169
0685	411	Water Maintenance & Operations	5251040	Administration	\$1,671
0685	411	Water Maintenance & Operations	5251040	Administration	\$3,139
0685	411	Water Maintenance & Operations	5251040	Administration	\$164
0685	411	Water Maintenance & Operations	5251040	Administration	\$221
0685	411	Water Maintenance & Operations	5251040	Administration	\$286
0685	411	Water Maintenance & Operations	5251040	Administration	\$2
0685	411	Water Maintenance & Operations	5255030	Facilities	\$12
0685	411	Water Maintenance & Operations	5256030	Disaster Preparedness	\$283
0685	411	Water Maintenance & Operations	5256040	Disaster Preparedness	\$5,351
0685	411	Water Maintenance & Operations	5341010	Water Utilities	\$173,690
0685	411	Water Maintenance & Operations	5341010	Water Utilities	\$1,154
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$10,370
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$2,438
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$19,779

**City of Monroe**

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$2,868
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$40,429
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$3,535
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$1,502
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$1,892
0685	411	Water Maintenance & Operations	5341020	Water Utilities	\$23
0685	411	Water Maintenance & Operations	5341040	Water Utilities	\$7,261
0685	411	Water Maintenance & Operations	5341040	Water Utilities	\$14,670
0685	411	Water Maintenance & Operations	5341040	Water Utilities	\$35,057
0685	411	Water Maintenance & Operations	5341050	Water Utilities	\$294,232
0685	411	Water Maintenance & Operations	5345030	Water Utilities	\$44,887
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$3,441
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$5,934
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$50,187
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$493,022
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$16
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$355
0685	411	Water Maintenance & Operations	5348010	Water Utilities	\$17,291
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$208
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$322
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$2,934
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$30,366
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$49

**City of Monroe**

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For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$75
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$713
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$7,115
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$352
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$6,033
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$61,015
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$11
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$331
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$863
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$10,160
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$912
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$9,999
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$125,430
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$1,075
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$9,084
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$5
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$34
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$35
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$65
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$391
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$513
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$4,729
0685	411	Water Maintenance & Operations	5348020	Water Utilities	\$8,522

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$50
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$66
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$191
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$228
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$1,149
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$2,335
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$4,301
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$17,501
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$1,515,394
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$6
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$61
0685	411	Water Maintenance & Operations	5348030	Water Utilities	\$8,464
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$8,521
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$19,101
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$46,731
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$60,872
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$85,610
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$376,301
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$824
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$8,772
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$9,619
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$609
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$85,314

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$4,812
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$119,919
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$29
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$46
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$67
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$250
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$323
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$1,566
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$8,144
0685	411	Water Maintenance & Operations	5348040	Water Utilities	\$50,106
0685	411	Water Maintenance & Operations	5348050	Water Utilities	\$9,018
0685	411	Water Maintenance & Operations	5348050	Water Utilities	\$593,911
0685	411	Water Maintenance & Operations	5913470	Debt Repayment - Water Utilities	\$92,530
0685	411	Water Maintenance & Operations	5913470	Debt Repayment - Water Utilities	\$227,900
0685	411	Water Maintenance & Operations	5913470	Debt Repayment - Water Utilities	\$62,794
0685	411	Water Maintenance & Operations	5913470	Debt Repayment - Water Utilities	\$135,144
0685	411	Water Maintenance & Operations	5913870	Debt Repayment - Combined Utilities	\$44,000
0685	411	Water Maintenance & Operations	5923480	Interest and Other Debt Service Cost - Water Utilities	\$1,884
0685	411	Water Maintenance & Operations	5923480	Interest and Other Debt Service Cost - Water Utilities	\$16,217
0685	411	Water Maintenance & Operations	5923480	Interest and Other Debt Service Cost - Water Utilities	\$20,816
0685	411	Water Maintenance & Operations	5923480	Interest and Other Debt Service Cost - Water Utilities	\$121,703

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	411	Water Maintenance & Operations	5923480	Interest and Other Debt Service Cost - Water Utilities	\$541,526
0685	411	Water Maintenance & Operations	5923880	Interest and Other Debt Service Cost - Combined Utilities	\$42,183
0685	411	Water Maintenance & Operations	5943460	Capital Expenditures/Expenses - Water Utilities	\$969,366
0685	411	Water Maintenance & Operations	5973400	Transfers-Out	\$9,600
0685	411	Water Maintenance & Operations	5993470	Payments to Refunded Debt Escrow - Water Utilities	\$2,374,600
0685	421	Sewer Maintenance & Operations	5081000	Reserved Cash and Investments - Ending	\$1,337,034
0685	421	Sewer Maintenance & Operations	5088000	Unreserved Cash and Investments - Ending	\$8,452,777
0685	421	Sewer Maintenance & Operations	5251010	Administration	\$3,533
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$189
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$51
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$422
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$6
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$403
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$106
0685	421	Sewer Maintenance & Operations	5251020	Administration	\$32
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$169
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$1,671
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$3,139
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$164
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$221
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$286

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5251040	Administration	\$2
0685	421	Sewer Maintenance & Operations	5255030	Facilities	\$12
0685	421	Sewer Maintenance & Operations	5256030	Disaster Preparedness	\$282
0685	421	Sewer Maintenance & Operations	5256040	Disaster Preparedness	\$5,351
0685	421	Sewer Maintenance & Operations	5351010	Sewer/Reclaimed Water Utilities	\$176,729
0685	421	Sewer Maintenance & Operations	5351010	Sewer/Reclaimed Water Utilities	\$1,154
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$10,508
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$2,484
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$20,141
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$2,790
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$40,354
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$3,626
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$30
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$1,423
0685	421	Sewer Maintenance & Operations	5351020	Sewer/Reclaimed Water Utilities	\$1,941
0685	421	Sewer Maintenance & Operations	5351030	Sewer/Reclaimed Water Utilities	\$3
0685	421	Sewer Maintenance & Operations	5351040	Sewer/Reclaimed Water Utilities	\$2
0685	421	Sewer Maintenance & Operations	5351050	Sewer/Reclaimed Water Utilities	\$250,615
0685	421	Sewer Maintenance & Operations	5355040	Sewer/Reclaimed Water Utilities	\$10,568
0685	421	Sewer Maintenance & Operations	5355040	Sewer/Reclaimed Water Utilities	\$26,556
0685	421	Sewer Maintenance & Operations	5356040	Sewer/Reclaimed Water Utilities	\$155,634
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$3,441
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$5,934

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$12,181
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$50,187
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$357,055
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$486,562
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$16
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$355
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$8,276
0685	421	Sewer Maintenance & Operations	5358010	Sewer/Reclaimed Water Utilities	\$41,457
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$208
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$364
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$717
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$2,934
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$21,746
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$31,378
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$49
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$85
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$168
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$712
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$5,099
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$7,338
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$352
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$6,033
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$43,687

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$62,668
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$11
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$331
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$680
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$863
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$6,916
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$11,078
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$912
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$9,999
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$92,412
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$113,017
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$1,075
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$6,636
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$7,626
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$5
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$15
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$34
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$65
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$149
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$169
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$391
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$513
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$3,542

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$4,453
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$6,056
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$7,603
0685	421	Sewer Maintenance & Operations	5358020	Sewer/Reclaimed Water Utilities	\$1,605
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$158
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$414
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$588
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$1,068
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$1,716
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$3,307
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$3,410
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$3,563
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$4,443
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$6,053
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$12,944
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$18,555
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$199,328
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$17
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$3,003
0685	421	Sewer Maintenance & Operations	5358030	Sewer/Reclaimed Water Utilities	\$3,519
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$20
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$3,574
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$7,192

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$7,261
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$7,526
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$14,670
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$31,860
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$63,227
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$138,347
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$347,933
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$373,256
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$131
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$824
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$3,967
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$9,307
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$9,858
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$181
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$281
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$4,407
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$229,246
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$16,493
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$665
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$5,002
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$5,194
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$12
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$29

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$46
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$250
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$315
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$443
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$796
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$961
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$1,150
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$1,420
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$4,788
0685	421	Sewer Maintenance & Operations	5358040	Sewer/Reclaimed Water Utilities	\$45,639
0685	421	Sewer Maintenance & Operations	5893000	Agency Type Remittances	\$24,415
0685	421	Sewer Maintenance & Operations	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$190,000
0685	421	Sewer Maintenance & Operations	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$340,747
0685	421	Sewer Maintenance & Operations	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$394,470
0685	421	Sewer Maintenance & Operations	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$455,750
0685	421	Sewer Maintenance & Operations	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$36,259
0685	421	Sewer Maintenance & Operations	5913870	Debt Repayment - Combined Utilities	\$40,000
0685	421	Sewer Maintenance & Operations	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$3,116
0685	421	Sewer Maintenance & Operations	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$30,572

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	421	Sewer Maintenance & Operations	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$53,460
0685	421	Sewer Maintenance & Operations	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$88,741
0685	421	Sewer Maintenance & Operations	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$266,445
0685	421	Sewer Maintenance & Operations	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$569,030
0685	421	Sewer Maintenance & Operations	5923880	Interest and Other Debt Service Cost - Combined Utilities	\$38,348
0685	421	Sewer Maintenance & Operations	5943560	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$15,866
0685	421	Sewer Maintenance & Operations	5943560	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$1,954,327
0685	421	Sewer Maintenance & Operations	5973500	Transfers-Out	\$15,600
0685	421	Sewer Maintenance & Operations	5993570	Payments to Refunded Debt Escrow - Sewer/Reclaimed Water Utilities	\$5,766,000
0685	431	Stormwater Maint & Operations	5081000	Reserved Cash and Investments - Ending	\$127,186
0685	431	Stormwater Maint & Operations	5088000	Unreserved Cash and Investments - Ending	\$1,384,407
0685	431	Stormwater Maint & Operations	5251010	Administration	\$3,533
0685	431	Stormwater Maint & Operations	5251020	Administration	\$189
0685	431	Stormwater Maint & Operations	5251020	Administration	\$51
0685	431	Stormwater Maint & Operations	5251020	Administration	\$422
0685	431	Stormwater Maint & Operations	5251020	Administration	\$6
0685	431	Stormwater Maint & Operations	5251020	Administration	\$403

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	431	Stormwater Maint & Operations	5251020	Administration	\$106
0685	431	Stormwater Maint & Operations	5251020	Administration	\$31
0685	431	Stormwater Maint & Operations	5251040	Administration	\$169
0685	431	Stormwater Maint & Operations	5251040	Administration	\$1,671
0685	431	Stormwater Maint & Operations	5251040	Administration	\$3,139
0685	431	Stormwater Maint & Operations	5251040	Administration	\$164
0685	431	Stormwater Maint & Operations	5251040	Administration	\$221
0685	431	Stormwater Maint & Operations	5251040	Administration	\$286
0685	431	Stormwater Maint & Operations	5251040	Administration	\$2
0685	431	Stormwater Maint & Operations	5255030	Facilities	\$12
0685	431	Stormwater Maint & Operations	5256030	Disaster Preparedness	\$282
0685	431	Stormwater Maint & Operations	5256040	Disaster Preparedness	\$5,351
0685	431	Stormwater Maint & Operations	5313150	Storm Drainage Utilities	\$23,465
0685	431	Stormwater Maint & Operations	5313550	Storm Drainage Utilities	\$103,793
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$3,441
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$7,912
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$48,173
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$169,662
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$417,180
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$16
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$355
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$1,154
0685	431	Stormwater Maint & Operations	5313810	Storm Drainage Utilities	\$9,096

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$208
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$486
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$2,811
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$10,130
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$25,246
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$49
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$114
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$684
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$2,382
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$5,918
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$352
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$5,792
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$19,298
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$50,966
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$11
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$441
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$818
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$2,777
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$8,186
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$912
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$9,559
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$39,549
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$106,306

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$1,014
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$3,414
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$6,572
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$5
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$30
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$34
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$65
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$79
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$226
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$391
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$482
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$1,423
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$1,878
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$3,969
0685	431	Stormwater Maint & Operations	5313820	Storm Drainage Utilities	\$7,045
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$3
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$104
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$158
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$1,580
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$1,632
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$3,809
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$17
0685	431	Stormwater Maint & Operations	5313830	Storm Drainage Utilities	\$8,428

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$725
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$6,443
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$7,109
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$14,248
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$21,855
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$23,720
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$26,969
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$38,275
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$50,754
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$52,256
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$225,146
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$753
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$5,420
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$9,206
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$10
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$207
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$27,914
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$29
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$46
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$75
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$250
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$316
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$486

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$3,235
0685	431	Stormwater Maint & Operations	5313840	Storm Drainage Utilities	\$45,191
0685	431	Stormwater Maint & Operations	5913870	Debt Repayment - Combined Utilities	\$48,000
0685	431	Stormwater Maint & Operations	5913870	Debt Repayment - Combined Utilities	\$66,350
0685	431	Stormwater Maint & Operations	5923180	Interest and Other Debt Service Cost - Storm Drainage Utilities	\$35,724
0685	431	Stormwater Maint & Operations	5923180	Interest and Other Debt Service Cost - Storm Drainage Utilities	\$115,048
0685	431	Stormwater Maint & Operations	5923880	Interest and Other Debt Service Cost - Combined Utilities	\$46,018
0685	431	Stormwater Maint & Operations	5953860	Capital Expenditures/Expenses - Roadway	\$21,175
0685	431	Stormwater Maint & Operations	5973800	Transfers-Out	\$8,400
0685	431	Stormwater Maint & Operations	5993170	Payments to Refunded Debt Escrow - Storm Drainage Utilities	\$689,400
0685	441	Solid Waste Maint & Operations	5088000	Unreserved Cash and Investments - Ending	\$0
0685	441	Solid Waste Maint & Operations	5371050	Solid Waste Utilities	\$991
0685	441	Solid Waste Maint & Operations	5371050	Solid Waste Utilities	\$8,295
0685	441	Solid Waste Maint & Operations	5371050	Solid Waste Utilities	\$14,849
0685	441	Solid Waste Maint & Operations	5376040	Solid Waste Utilities	\$573,915
0685	441	Solid Waste Maint & Operations	5376040	Solid Waste Utilities	\$1,679
0685	441	Solid Waste Maint & Operations	5377040	Solid Waste Utilities	\$250
0685	441	Solid Waste Maint & Operations	5377040	Solid Waste Utilities	\$2,300
0685	441	Solid Waste Maint & Operations	5970000	Transfers-Out	\$1,129,200
0685	510	Information & Tech Services	5088000	Unreserved Cash and Investments - Ending	\$306,017
0685	510	Information & Tech Services	5188810	Information Technology Services	\$89,028

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	510	Information & Tech Services	5188810	Information Technology Services	\$6,515
0685	510	Information & Tech Services	5188820	Information Technology Services	\$5,819
0685	510	Information & Tech Services	5188820	Information Technology Services	\$1,365
0685	510	Information & Tech Services	5188820	Information Technology Services	\$11,381
0685	510	Information & Tech Services	5188820	Information Technology Services	\$305
0685	510	Information & Tech Services	5188820	Information Technology Services	\$20,301
0685	510	Information & Tech Services	5188820	Information Technology Services	\$2,671
0685	510	Information & Tech Services	5188820	Information Technology Services	\$1
0685	510	Information & Tech Services	5188820	Information Technology Services	\$1,512
0685	510	Information & Tech Services	5188830	Information Technology Services	\$194
0685	510	Information & Tech Services	5188830	Information Technology Services	\$1,634
0685	510	Information & Tech Services	5188830	Information Technology Services	\$7,826
0685	510	Information & Tech Services	5188840	Information Technology Services	\$207
0685	510	Information & Tech Services	5188840	Information Technology Services	\$1,097
0685	510	Information & Tech Services	5188840	Information Technology Services	\$3,138
0685	510	Information & Tech Services	5188840	Information Technology Services	\$8,853
0685	510	Information & Tech Services	5188840	Information Technology Services	\$11,212
0685	510	Information & Tech Services	5188840	Information Technology Services	\$17,365
0685	510	Information & Tech Services	5188840	Information Technology Services	\$27,584
0685	510	Information & Tech Services	5188840	Information Technology Services	\$34,981
0685	510	Information & Tech Services	5188840	Information Technology Services	\$37,270
0685	510	Information & Tech Services	5188840	Information Technology Services	\$42,937
0685	510	Information & Tech Services	5188840	Information Technology Services	\$67,587

**City of Monroe**

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	510	Information & Tech Services	5188840	Information Technology Services	\$184
0685	510	Information & Tech Services	5188840	Information Technology Services	\$1,192
0685	510	Information & Tech Services	5188840	Information Technology Services	\$40,578
0685	510	Information & Tech Services	5188840	Information Technology Services	\$167
0685	510	Information & Tech Services	5188840	Information Technology Services	\$67
0685	510	Information & Tech Services	5188840	Information Technology Services	\$2,608
0685	520	Equipment & Fleet Management	5088000	Unreserved Cash and Investments - Ending	\$3,758,958
0685	520	Equipment & Fleet Management	5486010	Equipment Rental Services	\$153,382
0685	520	Equipment & Fleet Management	5486010	Equipment Rental Services	\$6,727
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$9,555
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$2,235
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$19,115
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$3,589
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$38,594
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$2,915
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$1,403
0685	520	Equipment & Fleet Management	5486020	Equipment Rental Services	\$2,620
0685	520	Equipment & Fleet Management	5486030	Equipment Rental Services	\$5,871
0685	520	Equipment & Fleet Management	5486030	Equipment Rental Services	\$11,825
0685	520	Equipment & Fleet Management	5486030	Equipment Rental Services	\$13,526
0685	520	Equipment & Fleet Management	5486030	Equipment Rental Services	\$13,613
0685	520	Equipment & Fleet Management	5486030	Equipment Rental Services	\$14,139
0685	520	Equipment & Fleet Management	5486030	Equipment Rental Services	\$53,722

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$17,705
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$21,814
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$175,879
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$2,556
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$889
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$1,500
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$18,026
0685	520	Equipment & Fleet Management	5486040	Equipment Rental Services	\$53,208
0685	520	Equipment & Fleet Management	5486050	Equipment Rental Services	\$705
0685	520	Equipment & Fleet Management	5941860	Capital Expenditures/Expenses - Centralized/General Services	\$130,999
0685	520	Equipment & Fleet Management	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$287,720
0685	520	Equipment & Fleet Management	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$655,249
0685	530	Facilities Management	5088000	Unreserved Cash and Investments - Ending	\$41,860
0685	530	Facilities Management	5182010	Property Management Services	\$207,848
0685	530	Facilities Management	5182010	Property Management Services	\$6,590
0685	530	Facilities Management	5182020	Property Management Services	\$12,702
0685	530	Facilities Management	5182020	Property Management Services	\$2,984
0685	530	Facilities Management	5182020	Property Management Services	\$25,587
0685	530	Facilities Management	5182020	Property Management Services	\$5,275
0685	530	Facilities Management	5182020	Property Management Services	\$53,811

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	530	Facilities Management	5182020	Property Management Services	\$4,015
0685	530	Facilities Management	5182020	Property Management Services	\$1,930
0685	530	Facilities Management	5182020	Property Management Services	\$3,655
0685	530	Facilities Management	5182030	Property Management Services	\$1,220
0685	530	Facilities Management	5182030	Property Management Services	\$2,845
0685	530	Facilities Management	5182030	Property Management Services	\$7,968
0685	530	Facilities Management	5182030	Property Management Services	\$16,247
0685	530	Facilities Management	5182030	Property Management Services	\$45,627
0685	530	Facilities Management	5182030	Property Management Services	\$968
0685	530	Facilities Management	5182040	Property Management Services	\$25,714
0685	530	Facilities Management	5182040	Property Management Services	\$28,787
0685	530	Facilities Management	5182040	Property Management Services	\$140
0685	530	Facilities Management	5182040	Property Management Services	\$9,534
0685	530	Facilities Management	5182040	Property Management Services	\$39,353
0685	530	Facilities Management	5182040	Property Management Services	\$45,047
0685	530	Facilities Management	5182040	Property Management Services	\$97,289
0685	530	Facilities Management	5182040	Property Management Services	\$251,801
0685	530	Facilities Management	5182040	Property Management Services	\$262,409
0685	530	Facilities Management	5182040	Property Management Services	\$12,595
0685	530	Facilities Management	5182040	Property Management Services	\$45,611
0685	530	Facilities Management	5182040	Property Management Services	\$666
0685	530	Facilities Management	5183030	Maintenance/Security/Insurance/Janitorial Services	\$4,439

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	530	Facilities Management	5183040	Maintenance/Security/Insurance/Janitorial Services	\$34,125
0685	621	Employee Sick Leave Reserve	5088000	Unreserved Cash and Investments - Ending	\$400,036
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$54,285
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$3,366
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$787
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$3,209
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$199
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$47
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$65,796
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$4,079
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$954
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$89
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$6
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$1
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$5,120
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$317
0685	621	Employee Sick Leave Reserve	5894000	Agency Type Disbursements	\$74
0685	622	Risk Management Reserve	5088000	Unreserved Cash and Investments - Ending	\$143,820
0685	623	Transportation Benefit Dist	5088000	Unreserved Cash and Investments - Ending	\$1,580,763
0685	623	Transportation Benefit Dist	5894000	Agency Type Disbursements	\$1,089,168
0685	623	Transportation Benefit Dist	5894000	Agency Type Disbursements	\$186
0685	623	Transportation Benefit Dist	5894000	Agency Type Disbursements	\$2,500

## City of Monroe

Schedule 01

For the year ended December 31, 2017

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0685	631	Agency Fund	5088000	Unreserved Cash and Investments - Ending	\$381,490
0685	631	Agency Fund	5891000	Refund of Deposits	\$585
0685	631	Agency Fund	5891000	Refund of Deposits	\$2,274
0685	631	Agency Fund	5891000	Refund of Deposits	\$77,312
0685	631	Agency Fund	5892000	Refund of Retainage	\$9,000
0685	631	Agency Fund	5892000	Refund of Retainage	\$93,234
0685	631	Agency Fund	5892000	Refund of Retainage	\$99,630
0685	631	Agency Fund	5892000	Refund of Retainage	\$201,200
0685	631	Agency Fund	5893000	Agency Type Remittances	\$146
0685	631	Agency Fund	5893000	Agency Type Remittances	\$290
0685	631	Agency Fund	5893000	Agency Type Remittances	\$291
0685	631	Agency Fund	5893000	Agency Type Remittances	\$585
0685	631	Agency Fund	5893000	Agency Type Remittances	\$673
0685	631	Agency Fund	5893000	Agency Type Remittances	\$867
0685	631	Agency Fund	5893000	Agency Type Remittances	\$1,920
0685	631	Agency Fund	5893000	Agency Type Remittances	\$3,551
0685	631	Agency Fund	5893000	Agency Type Remittances	\$4,034
0685	631	Agency Fund	5893000	Agency Type Remittances	\$6,830
0685	631	Agency Fund	5893000	Agency Type Remittances	\$15,512
0685	631	Agency Fund	5893000	Agency Type Remittances	\$20,553
0685	631	Agency Fund	5893000	Agency Type Remittances	\$56,796
0685	631	Agency Fund	5893000	Agency Type Remittances	\$252,889
0685	631	Agency Fund	5894000	Agency Type Disbursements	\$576

Schedule Summary of Bank Reconciliation (Schedule 06)  
For the year ended December 31, 2017

Bank & Investment Account (1)	FROM BANK STATEMENTS						FROM GL		FYE RECONCILING ITEMS			
	Beginning Balance (2)	Cash Inflows (3)	Cash Outflows (4)	Ending Balance (5)	Non-reported cash inflows (6)	Non-reported cash outflows (7)	Reported increases without cash inflows (8)	Reported decreases without cash outflows (9)	EOY Positive Reconciling Items (Deposits in Transit) (10)	Prior Year Positive Reconciling Items (Deposits in Transit) (11)	Outstanding Items AND Open Period Expenditures, EOY (12)	Outstanding Items AND Open Period Expenditures, Prior Year (13)
Key Bank-General Acct	\$ 11,145,435	\$ 43,229,984	\$ 48,692,634	\$ 5,682,785	\$ 5,501,766	\$ 15,538,362	\$ 17,598,279	\$ 17,742,453	\$ 224,901	\$ 219,144	\$ 2,330,802	\$ 2,216,453
Key Bank-Impress Acct	\$ 2,000	\$ 131	\$ 2,131	\$ -		\$ 2,000						
Key Bank-Police Dept	\$ 24,033	\$ 9,881	\$ 7,456	\$ 26,459							\$ 975	
Key Bank-Seizure Acct	\$ 2,470	\$ 0		\$ 2,470								
Key Bank-Police Drug Acct	\$ 600	\$ 600	\$ 400	\$ 800								
City Hall Petty Cash	\$ 800	\$ 700		\$ 1,500	\$ 700							
Police Dept. Petty Cash	\$ 600			\$ 600								
Local Govt Invest Pool	\$ 2,261,082	\$ 7,064,468	\$ 4,500,000	\$ 4,825,549	\$ 7,000,000	\$ 4,500,000	\$ 64,468					
Opus Bank	\$ 7,033,663	\$ 2,579,727	\$ 20	\$ 9,613,371	\$ 2,500,020	\$ 20	\$ 79,707					
US Bank-Muni Invest Acct	\$ -	\$ 1,088,598	\$ 999,209	\$ 89,389	\$ 1,002,790	\$ 999,209			\$ 5			
US Bank-Safekeeping	\$ 21,213,510	\$ 7,036,833	\$ 2,002,532	\$ 26,247,810	\$ 7,036,833	\$ 2,002,532						
<b>REVOLVING FUNDS-Key Bank Court Acct</b>	<b>\$ 59,084</b>			<b>\$ 35,239</b>								
	\$ 41,743,278	\$ 61,010,921	\$ 56,204,382	\$ 46,525,971	\$ 23,042,109	\$ 23,042,124	\$ 17,742,453	\$ 17,742,453	\$ 224,906	\$ 219,144	\$ 2,331,777	\$ 2,216,453

**City of Monroe  
Schedule of Liabilities  
For the Year Ended December 31, 2017**

<b>ID. No.</b>	<b>Description</b>	<b>Due Date</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>
<b>General Obligation Debt/Liabilities</b>						
251.11	2015 GO Refunding Bonds - N. Kelsey	9/1/2020	4,140,000	-	-	4,140,000
251.11	2016 Revenue Bonds - PW Shop	12/1/2036	1,900,600	-	68,000	1,832,600
263.51	Capital Lease - Police Body Cameras	9/30/2018	7,905	-	4,276	3,629
<b>Total General Obligation Debt/Liabilities:</b>			<b>6,048,505</b>	<b>-</b>	<b>72,276</b>	<b>5,976,229</b>
<b>Revenue and Other (non G.O.) Debt/Liabilities</b>						
263.82	Public Works Trust Fund Loan	6/1/2017	62,797	-	62,794	3
263.82	Public Works Trust Fund Loan	6/1/2022	810,868	-	135,144	675,724
263.82	Department of Ecology Loan	9/5/2022	2,123,003	-	340,747	1,782,256
263.82	Department of Ecology Loan	7/30/2022	414,075	-	36,259	377,816
252.11	2005 W&S Refunding Bonds	12/1/2021	2,640,000	-	487,000	2,153,000
252.11	2009 W&S Refunding Bonds	8/1/2024	1,765,000	-	1,360,000	405,000
252.11	2011 W/S/Storm Revenue Bonds	12/1/2031	12,545,000	-	8,295,000	4,250,000
252.11	2016 Revenue Bonds - PW Shop	12/1/2036	3,689,400	-	132,000	3,557,400
252.11	2017 Revenue Bonds - Partial refunding 2009 & 2011 Bonds	12/1/2031	-	9,000,000	115,000	8,885,000
264.30	Net Pension Liabilities		5,589,057	-	1,151,092	4,437,965
259.12	Compensated Absences		2,064,936	61,340	-	2,126,276
<b>Total Revenue and Other (non G.O.) Debt/Liabilities:</b>			<b>31,704,136</b>	<b>9,061,340</b>	<b>12,115,036</b>	<b>28,650,440</b>
<b>Total Liabilities:</b>			<b>37,752,641</b>	<b>9,061,340</b>	<b>12,187,312</b>	<b>34,626,669</b>

**City of Monroe**  
**SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)**  
**For Fiscal Year ended December 31, 2017**

Grantor	Program Title	Identificaton Number	Amount
State Grant from Criminal Justice Training Commission			
	WSCJTC OT/Backfill Reimbursement	CIT 40 HR #8062	1,760
			<b>Sub-total: 1,760</b>
State Grant from Other Judicial Agencies			
	WATPA Mini Grant	2017 Mini Grant	2,184
			<b>Sub-total: 2,184</b>
State Grant from Department of Corrections			
	DOC Reimbursable LE Services	LE Services	899
			<b>Sub-total: 899</b>
State Grant from Department of Ecology			
	2015-17 Biennial Municipal SW Capacity	WQSQCAP-1517-MonrDC-0080	25,000
			<b>Sub-total: 25,000</b>
State Grant from Traffic Safety Commission			
	DRE Callouts	WATSC	200
			<b>Sub-total: 200</b>
State Grant from Transportation Improvement Board (TIB)			
	FY 2017 Emergency Pavement Repair	3-P-822(005)-1	20,737
	FY 2017 Arterial Preservation	3-P-822(003)-1	560
	FY 2018 Overlay Project - Multi Locations	3-P-822(004)-1	702,231
			<b>Sub-total: 723,527</b>
			<b>Grand total: 753,570</b>

**City of Monroe**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2017**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
<b>CDBG - Entitlement Grants Cluster</b>								
Office Of Community Planning And Development, Department Of Housing And Urban Development (via Snohomish County Housing/Urban Development )	Community Development Block Grants/Entitlement Grants	14.218	HCS-15-21-1502- 235	925	-	925	-	1, 2, 7
<b>Total CDBG - Entitlement Grants Cluster:</b>				<b>925</b>	<b>-</b>	<b>925</b>	<b>-</b>	
Violence Against Women Office, Department Of Justice (via City of Everett)	Violence Against Women Formula Grants	16.588	15-0409-0-1-754	7,982	-	7,982	-	1, 7
<b>Highway Planning and Construction Cluster</b>								
Federal Highway Administration (fhwa), Department Of Transportation (via WA State Dept of Transportation)	Highway Planning and Construction	20.205	CM-2634(001)	8,349	-	8,349	-	1, 2, 7
<b>Total Highway Planning and Construction Cluster:</b>				<b>8,349</b>	<b>-</b>	<b>8,349</b>	<b>-</b>	
<b>Highway Safety Cluster</b>								
National Highway Traffic Safety Administration (nhtsa), Department Of Transportation (via WA Assoc of Sheriffs & Police Chiefs)	State and Community Highway Safety	20.600	69-8020-0-7-401	9,481	-	9,481	-	1, 7
National Highway Traffic Safety Administration (nhtsa), Department Of Transportation (via WA Assoc of Sheriffs & Police Chiefs)	State and Community Highway Safety	20.600	69-8020-0-7-401	1,582	-	1,582	-	1, 7
<b>Total CFDA 20.600:</b>				<b>11,063</b>	<b>-</b>	<b>11,063</b>	<b>-</b>	
National Highway Traffic Safety Administration (nhtsa), Department Of Transportation (via WA Assoc of Sheriffs & Police Chiefs)	National Priority Safety Programs	20.616	69-8020-0-7-401	3,848	-	3,848	-	1, 7
<b>Total Highway Safety Cluster:</b>				<b>14,911</b>	<b>-</b>	<b>14,911</b>	<b>-</b>	
<b>Total Federal Awards Expended:</b>				<b>32,167</b>	<b>-</b>	<b>32,167</b>	<b>-</b>	

**City of Monroe**

**Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2017**

Note 1 – Basis of Accounting

This schedule is prepared on the same basis of accounting as the city of Monroe's financial statements. The city of Monroe uses the cash basis accounting method.

Note 2 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the city of Monroe's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 7 – Indirect Cost Rate

The city of Monroe has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Labor Relations Consultant(S)  
For the Year Ended December 31, 2017

Has your government engaged labor relations consultants?  Yes  No

If yes, please provide the following information for each consultant:

Name of firm: Ogden Murphy Wallace LLC
Name of consultant: Scott W. Snyder and Meghan Frazer
Business address: 901 Fifth Avenue, Suite 3500, Seattle, WA 98164-2008
Amount paid to consultant during fiscal year: \$3,565
Terms and conditions, as applicable, including:  Rates (e.g., hourly, etc.) \$210 to \$275.00 per hour  Maximum compensation allowed: as needed, with prior approval  Duration of services: until issue is resolved  Services provided: assistance with unfair labor practice (Police ULP, union negotiations)

Name of firm: Summit Law Group, PLLC
Name of consultant: Daniel Swedlow
Business address: 315 Fifth Ave S. #1000 Seattle, WA 98104-2682
Amount paid to consultant during fiscal year: \$174
Terms and conditions, as applicable, including:  Rates (e.g., hourly, etc.) \$290.00 per hour  Maximum compensation allowed: as needed, with prior approval  Duration of services: until issue is resolved  Services provided: Police bargaining

City of Monroe

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**(County/City/District)****Local Government Risk Assumption  
For the Year Ended December 31, 2017**

1. Self-Insurance Program Manager: Ben Warthan, HR Director
2. Manager Phone: \_360-794-7400
3. Manager Email: [bwarthan@monroewa.gov](mailto:bwarthan@monroewa.gov)
4. How do you insure property and liability risks, if at all? **B**
  - a. Self-insure some or all risks
  - b. Belong to a public entity risk pool
  - c. Purchase private insurance
  - d. No insurance
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all? **C**
  - a. Self-insure some or all benefits
  - b. Belong to a public entity risk pool
  - c. All benefits provided by health insurance company or HMO
  - d. Not applicable - no such benefits offered
6. How do you insure unemployment compensation benefits, if any? **A**
  - a. Self-insured (“Reimbursable”)
  - b. Belong to a public entity risk pool
  - c. Pay taxes to the Department of Employment Security (“Taxable”)
  - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any? **C**
  - a. Self-insured (“Reimbursable”)
  - b. Belong to a public entity risk pool
  - c. Pay premiums to the Department of Labor and Industries
  - d. Not applicable – no employees
8. How do you insure other risks and obligations, if any? **B**
  - a. Self-insure some or all other risks
  - b. Belong to a public entity risk pool
  - c. Purchase private insurance
  - d. Not applicable – have no other insurable risks

**If the answer to any of the above questions is (a), then answer the rest of the form in relation to the government’s self-insured risks.**

9. Does the local government self-insure any risks as an individual program? (yes/no) - **NO**
- i. If answered YES, does the local government allow another separate legal entity into its self-insurance program(s)? (yes/no) For example, employees of a different organization participate in a health and welfare program of a city.
- If so, list the other entity or entities: \_\_\_\_\_
10. Does the local government self-insure any risks as a joint program? (yes/no) - **NO**
- i. If answered YES, list the other member(s): \_\_\_\_\_
11. Are any claims administered by contract with a third-party administrator? (yes/no) - **NO**
12. Did the local government (or its third party administrator, if applicable) receive a claims audit within the last three years? (yes/no) - **NO**
13. Were the program's revenues sufficient to cover the program's expenses? (yes/no) - **YES**
14. Did the program use an actuary to determine its liabilities? (yes/no) - **NO**
15. For each type of self-insured risk, describe the risk, the number of claims received during the period, the number of claims paid during the period and the amount of claims paid in the following table:

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period
Unemployment insurance	3	3	\$1,946



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
*Tuesday, May 8, 2018, 6:00 P.M.*  
**Agenda Bill**

**2018 Committee**  
 Councilmembers  
 Jason Gamble  
 Kevin Hanford  
 Kirk Scarboro

<b>SUBJECT:</b>	<b>2018 Budget Amendments</b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
05/08/2018	Finance	Becky Hasart	Becky Hasart	<b>New Business B.</b>

**Discussion:** 05/08/2018  
**Attachments:** 1. Proposed Budget Ordinance  
 2. Exhibits A-C and Fund Table for Ordinance

**REQUESTED ACTION:** Information only.

**DESCRIPTION/BACKGROUND**

Each year upon completion of the annual report, the City amends its current fiscal year budget to reflect actual beginning fund balances. In addition, the first budget amendment would also include those adjustments, including those approved by Council that were not anticipated during the budget development process.

The attached exhibits A, B, and C list out the detail for each amendment request. Expenditure changes, unless specifically noted, are offset by the adjusted beginning and ending fund balances as listed on the Fund Table exhibit.

**CITY OF MONROE  
ORDINANCE NO. XXX/2018**

AN ORDINANCE OF THE CITY OF MONROE,  
WASHINGTON, AMENDING THE BUDGET FOR FISCAL  
YEAR 2018 TO ACCOUNT FOR ACTUAL BEGINNING  
FUND BALANCES AND NEW REVENUES AND  
EXPENDITURES; PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE

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WHEREAS, the City Council adopted the budget for fiscal year 2018 through Ordinance No. 028/2017 on December 5, 2017; and

WHEREAS, the beginning fund balances set forth in the 2018 budget were only estimates in 2017 and are now known amounts; and

WHEREAS, certain expenditures, the necessity and/or amount of which were largely unexpected by the City, have come to light; and

WHEREAS, new revenues and corresponding expenditures need to be realized in and reflected by the adopted budget through an amendment thereof; and

WHEREAS, per RCW 35A.33.120, the City Council finds that it is in the best interest of the City to decrease, revoke, or recall all or portions of the total appropriations provided for certain funds as set forth in the previously adopted budget, and to re-appropriate the same for another purpose or purposes, as provided herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. The above recitals and the content of Exhibit A, B, C, and D, attached hereto and incorporated herein by the reference as if set forth in full, are hereby adopted as finding in support of this ordinance. The City Council further adopts by reference Agenda Bill Nos. 18-XXX and 18-XXX as findings.

Section 2. Budget Amendment. The budget for the fiscal year 2018 is hereby amended as follows:

Fund	Name	Amended Beginning Balance	Original Budgeted Revenues	Amended Revenues	Original Budgeted Expenditures	Amended Expenditures	Amended Restricted Fund Balance	Amended Undesignated Fund Balance
001	General Fund	\$ 4,548,625	\$ 13,603,435	\$ 13,805,270	\$ 14,394,086	\$ 15,400,136	\$ 2,744,906	\$ 208,853
002	Contingency Fund	964,428	7,680	7,680	122,351	122,351	849,757	-
008	Donation Fund	4,733	4,050	4,050	6,361	6,361	-	2,422
105	Street Fund	344,107	683,312	694,657	737,769	749,114	-	289,650
109	Tourism Fund	87,296	80,450	80,450	101,000	106,150	-	61,596
114	Narcotics Fund	28,754	10,600	10,600	20,600	20,600	-	18,754
117	Real Estate Excise Tax Fund	1,920,795	1,214,800	1,214,800	710,393	864,393	-	2,271,202
203	Governmental Debt Fund	3,307	1,528,903	1,528,903	1,528,698	1,528,698	-	3,512
307	General Capital Projects	6,252,995	20,000	174,000	4,250,000	6,225,000	-	201,995
317	Parks CIP Fund	1,079,091	856,497	856,497	1,011,808	1,011,808	32,003	891,777
318	Street CIP Fund	1,677,593	7,719,433	7,719,433	7,613,488	7,613,488	-	1,783,538
319	North Kelsey Development	1,286,112	175,000	1,020,000	1,441,000	1,536,000	750,000	20,112
411	Water Fund	4,681,476	5,923,601	5,923,601	8,298,581	9,999,123	605,954	-
412	Water CIP Fund	3,100,611	3,393,584	5,020,946	2,372,535	2,470,543	5,651,014	-
421	Sewer Fund	2,403,717	7,519,922	7,519,922	8,870,621	9,226,590	697,049	-
422	Sewer CIP Fund	6,049,059	3,342,325	3,605,505	4,491,511	4,566,334	5,088,230	-
431	Stormwater Fund	685,519	1,784,300	1,784,300	2,193,502	2,253,493	216,326	-
432	Stormwater CIP Fund	698,887	273,711	328,191	938,502	928,293	98,785	-
450	Revenue Bond Reserve	1,953,799	905,963	905,963	-	-	2,804,314	55,448
510	Info Tech Services Fund	306,017	537,072	537,072	607,893	632,467	75,000	135,622
520	Equipment & Fleet Fund	3,758,957	1,692,057	1,692,057	1,129,000	1,131,047	4,009,904	310,063
530	Facilities Management Fund	41,859	1,259,879	1,309,879	1,283,467	1,299,774	51,964	-
	<b>Totals</b>	<b>\$ 41,877,737</b>	<b>\$ 52,536,574</b>	<b>\$ 55,743,776</b>	<b>\$ 62,123,166</b>	<b>\$ 67,691,763</b>	<b>\$ 23,675,206</b>	<b>\$ 6,254,544</b>

**Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 4. Effective Date.** This ordinance shall take effect five (5) days after publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this \_\_\_\_ day of \_\_\_\_\_, 2018

First Reading: May 15, 2018  
Final Reading:  
Published:  
Effective:

CITY OF MONROE, WASHINGTON:

(SEAL)

\_\_\_\_\_  
Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Elizabeth M. Adkisson, MMC, City Clerk

\_\_\_\_\_  
J. Zachary Lell, City Attorney

**EXHIBIT A**  
**2018 Budget Amendment #1 - Detail**

<b>Item #</b>	<b>Amount</b>	<b>Funds</b>	<b>Description</b>	<b>Cost Center</b>
		<b>GENERAL FUND</b>		
1	\$ 95,000	Expenditure	Transfer to N. Kelsey Fund 319 per Agenda Bill 18-085	001-000 Non Departmental
2	\$ 750,000	Expenditure	Sweep to N. Kelsey Fund 319 toward 2020 bond payment	001-000 Non Departmental
3	\$ 50,000	Expenditure	Increase for economic development per Agenda Bills 18-053 & 18-053 (offset by increased one time sales tax revenue)	001-100-001 Executive (Econ Dev) Department
4	\$ 3,500	Expenditure	Carry over for HR professional services budgeted in 2017 but paid in 2018	001-003 Human Resources
5	\$ 23,500	Expenditure	Increase professional services for Chief's recruitment per Agenda Bill 18-098	001-003 Human Resources
6	\$ 17,250	Expenditure	Vacation cash out (per City policy) for Police Chief retirement	001-004 Police Department
7	\$ 1,800	Expenditure	Increase professional services for temp help during chamber remodel (court days only)	001-009 Municipal Court
8	\$ 15,000	Revenue	Recognize Dept. of Ecology (DOE) Grant for shoreline master planning per Agenda Bill 18-089	001-110 Community Development
9	\$ 15,000	Expenditure	Increase professional services for shoreline master planning per Agenda Bill 18-089 (offset by DOE grant)	001-110 Community Development
10	\$ 50,000	Expenditure	Carry over professional services for Uniform Development Regulations work not spent in 2017	001-110 Community Development
		<b>STREET O&amp;M FUND</b>		
1	\$ 11,345	Revenue	Recognize Transportation Improvement Board (TIB) grant for LED streetlight conversion per Agenda Bill 18-088	Fund 105 Streets
2	\$ 11,345	Expenditure	Increase street light maintenance budget to recognize TIB grant per Agenda Bill 18-088	Fund 105 Streets
		<b>LODGING TAX FUND</b>		
1	\$ 5,150	Expenditure	Carry over for 2017 final award payment made in 2018	Fund 109 Lodging Tax
		<b>REET FUND</b>		
1	\$ 154,000	Expenditure	Transfer to General Capital Fund 307 for chamber remodel per Agenda Bill 18-115	Fund 117 REET

**EXHIBIT A**  
**2018 Budget Amendment #1 - Detail**

<b>Item #</b>	<b>Amount</b>	<b>Funds</b>	<b>Description</b>	<b>Cost Center</b>
		<b>GENERAL CAPITAL FUND</b>		
1	\$ 154,000	Revenue	Transfer in from REET for chamber remodel costs per Agenda Bill 18-115	Fund 307 General Capital
2	\$ 154,000	Expenditure	Increase capital projects budget for chamber remodel per Agenda Bill 18-115	Fund 307 General Capital
3	\$ 1,821,000	Expenditure	Carry over for PW shop construction	Fund 307 General Capital
		<b>N KELSEY FUND</b>		
1	\$ 95,000	Revenue	Transfer in from General Fund per Agenda Bill 18-085	Fund 319 N Kelsey
2	\$ 750,000	Revenue	Sweep transfer from General Fund for 2020 bond payment	Fund 319 N Kelsey
3	\$ 95,000	Expenditure	Increase professional services for EIS and traffic study for N. Kelsey properties per Agenda Bill 18-085	Fund 319 N Kelsey
		<b>WATER O&amp;M FUND</b>		
1	\$ 73,180	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 411 Water O&M
2	\$ 1,627,362	Expenditure	Increase anticipated sweep amount to Water CIP based on updated beginning fund balance and 12% O&M reserve target	Fund 411 Water O&M
		<b>WATER CAPITAL FUND</b>		
1	\$ 1,627,362	Revenue	Increase anticipated sweep amount from Water O&M based on updated beginning fund balance and 12% O&M reserve target	Fund 412 Water CIP
2	\$ 98,008	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 412 Water CIP
		<b>SEWER O&amp;M FUND</b>		
1	\$ 50,000	Expenses	Transfer to Fund 530 for wastewater treatment plant repairs costs	Fund 421 Sewer O&M
2	\$ 42,789	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 421 Sewer O&M
3	\$ 263,180	Expenditure	Increase anticipated sweep amount to Sewer CIP based on updated beginning fund balance and 12% O&M reserve target	Fund 421 Sewer O&M

**EXHIBIT A**  
**2018 Budget Amendment #1 - Detail**

<b>Item #</b>	<b>Amount</b>	<b>Funds</b>	<b>Description</b>	<b>Cost Center</b>
		<b>SEWER CAPITAL FUND</b>		
1	\$ 263,180	Revenue	Increase anticipated sweep amount from Sewer O&M based on updated beginning fund balance and 12% O&M reserve target	Fund 422 Sewer CIP
2	\$ 74,823	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 422 Sewer CIP
		<b>STORMWATER O&amp;M FUND</b>		
1	\$ 5,511	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 431 Stormwater O&M
2	\$ 54,480	Expenditure	Increase anticipated sweep amount to Stormwater CIP based on updated beginning fund balance and 12% O&M reserve target	Fund 431 Stormwater O&M
		<b>STORMWATER CAPITAL FUND</b>		
1	\$ 54,480	Revenue	Increase anticipated sweep amount from Stormwater O&M based on updated beginning fund balance and 12% O&M reserve target	Fund 432 Stormwater CIP
2	\$ (10,209)	Expenses	Decrease Admin/Overhead cost recovery per updated calculations	Fund 432 Stormwater CIP
		<b>INFORMATION TECHNOLOGY FUND</b>		
1	\$ 21,000	Expenses	Move City wide long distance changes to this fund as part of the BARS review/account correction project	Fund 510 Information Technology
2	\$ 2,874	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 510 Information Technology
		<b>FLEET &amp; EQUIPMENT FUND</b>		
1	\$ 2,047	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 520 Fleet and Equipment
		<b>FACILITIES FUND</b>		
1	\$ 50,000	Revenue	Transfer in from Sewer O&M fund to cover 2018 actual costs of wastewater treatment plant repairs not recovered due to two year look back delay	Fund 530 Facilities
2	\$ 16,308	Expenses	Increase Admin/Overhead cost recovery per updated calculations	Fund 530 Facilities

**EXHIBIT B  
2018 Budget Amendment #1**

<b>Fund</b>	<b>Name</b>	<b>Budgeted Beginning Balance</b>	<b>Actual Beginning Balance</b>	<b>Budgeted Revenues</b>	<b>Amended Revenues</b>	<b>Budgeted Expenditures</b>	<b>Amended Expenditures</b>	<b>Budgeted Restricted Fund Balance</b>	<b>Budgeted Undesignated Fund Balance</b>	<b>Amended Restricted Fund Balance</b>	<b>Amended Undesignated Fund Balance</b>
001	General Fund	3,891,951	4,548,625	13,603,435	13,805,270	14,394,086	15,400,136	2,740,316	360,984	2,744,906	208,853
002	Contingency Fund	961,308	964,428	7,680	7,680	122,351	122,351	846,637	-	849,757	-
008	Donation Fund	3,330	4,733	4,050	4,050	6,361	6,361	-	1,019	-	2,422
105	Street Fund	266,595	344,107	683,312	694,657	737,769	749,114	-	212,138	-	289,650
109	Tourism Fund	79,340	87,296	80,450	80,450	101,000	106,150	-	58,790	-	61,596
114	Narcotics Fund	15,900	28,754	10,600	10,600	20,600	20,600	-	5,900	-	18,754
117	Real Estate Excise Tax Fund	1,804,730	1,920,795	1,214,800	1,214,800	710,393	864,393	-	2,309,137	-	2,271,202
203	Governmental Debt Fund	3,303	3,307	1,528,903	1,528,903	1,528,698	1,528,698	-	3,508	-	3,512
307	General Capital Projects	4,842,979	6,252,995	20,000	174,000	4,250,000	6,225,000	-	612,979	-	201,995
317	Parks CIP Fund	991,328	1,079,091	856,497	856,497	1,011,808	1,011,808	32,003	804,014	32,003	891,777
318	Street CIP Fund	1,336,142	1,677,593	7,719,433	7,719,433	7,613,488	7,613,488	-	1,442,087	-	1,783,538
319	North Kelsey Development	1,273,984	1,286,112	175,000	1,020,000	1,441,000	1,536,000	-	7,984	750,000	20,112
411	Water Fund	2,972,152	4,681,476	5,923,601	5,923,601	8,298,581	9,999,123	597,172	-	605,954	-
412	Water CIP Fund	3,643,797	3,100,611	3,393,584	5,020,946	2,372,535	2,470,543	4,664,846	-	5,651,014	-
421	Sewer Fund	2,042,614	2,403,717	7,519,922	7,519,922	8,870,621	9,226,590	691,915	-	697,049	-
422	Sewer CIP Fund	6,341,908	6,049,059	3,342,325	3,605,505	4,491,511	4,566,334	5,192,722	-	5,088,230	-
431	Stormwater Fund	624,866	685,519	1,784,300	1,784,300	2,193,502	2,253,493	215,664	-	216,326	-
432	Stormwater CIP Fund	715,474	698,887	273,711	328,191	938,502	928,293	50,683	-	98,785	-
450	Revenue Bond Reserve	1,898,351	1,953,799	905,963	905,963	-	-	2,804,314	-	2,804,314	55,448
510	Info Tech Services Fund	269,261	306,017	537,072	537,072	607,893	632,467	75,000	123,440	75,000	135,622
520	Equipment & Fleet Fund	3,450,330	3,758,957	1,692,057	1,692,057	1,129,000	1,131,047	4,009,904	3,483	4,009,904	310,063
530	Facilities Management Fund	91,344	41,859	1,259,879	1,309,879	1,283,467	1,299,774	67,756	-	51,964	-
	<b>Totals</b>	<b>37,520,987</b>	<b>41,877,737</b>	<b>52,536,574</b>	<b>55,743,776</b>	<b>62,123,166</b>	<b>67,691,763</b>	<b>21,988,932</b>	<b>5,945,463</b>	<b>23,675,206</b>	<b>6,254,544</b>

**Exhibit C**  
**2018 Beginning Cash Balance vs. Budgeted Beginning Balances**

<b>Fund</b>	<b>Description</b>	<b>Budgeted Beginning Balance</b>	<b>Actual Cash Beginning Balance</b>	<b>Difference</b>	<b>Comments</b>
001	General Fund	3,891,951	4,548,625	656,674	Revenues higher than estimated (mostly sales taxes and building permits) and expenditures across the board came in under budget.
002	Contingency Fund	961,308	964,429	3,121	Interest earnings for all funds were higher than anticipated.
008	Donation Fund	3,330	4,733	1,403	
105	Street Fund	266,595	344,107	77,512	Development related revenues came in higher than anticipated; expenditures were below budget.
109	Tourism/Lodging Tax Fund	79,340	87,297	7,957	Expenditures less than anticipated due to a final award payment for 2017 made in 2018 (carry over)
114	Narcotic/Drug Buy Fund	15,900	28,754	12,854	Revenue and expenditure levels are volatile depending on activity.
117	REET Fund	1,804,730	1,920,795	116,065	Tax revenue higher than estimated. More property sold than predicted.
203	Governmental Debt Fund	3,303	3,307	4	
307	General CIP Fund	4,842,979	6,252,996	1,410,017	Bulk of construction expenditures to occur during 2018.
317	Parks CIP Fund	991,328	1,079,091	87,763	Impact fees higher than anticipated.
318	Street CIP Fund	1,336,142	1,677,594	341,452	Impact fees were higher than anticipated; cost recovery from Transportation Benefit District was higher also.
319	North Kelsey Development Fund	1,273,984	1,286,113	12,129	Interest earnings for all funds were higher than anticipated.
411	Water Fund	2,972,152	4,681,476	1,709,324	Water sales were higher than anticipated; sweep transfer to the Water Capital fund was less than anticipated (adjusted each year based on O&M activity and capital needs).
412	Water CIP Fund	3,643,797	3,100,611	(543,186)	Sweep transfer from Water O&M was less than anticipated, decreasing cash. Expenses were also less than anticipated, which increases cash. The net difference is the adjustment to beginning fund balance.
421	Sewer Fund	2,042,614	2,403,717	361,103	Sweep transfer to Sewer capital less than anticipated.
422	Sewer CIP Fund	6,341,908	6,049,060	(292,848)	Sweep transfer from Sewer O&M was less than anticipated.
431	Stormwater Fund	624,866	685,520	60,654	Stormwater and interest revenue higher than anticipated. No sweep for capital was made at year end.
432	Stormwater CIP Fund	715,474	698,887	(16,587)	Projected beginning fund balance anticipated a sweep from the Stormwater O&M fund which was not made.
450	Revenue Bond Reserve Fund	1,898,351	1,953,800	55,449	Transfers out to the Water, Sewer, and Stormwater O&M funds were not made in anticipation of the increased reserve needs due to the 2016 Revenue Bond issue.
510	Info Technology Fund	269,261	306,017	36,756	Both building technology fees were higher than anticipated and expenses came in less than budget.
520	Fleet & Equipment Fund	3,450,330	3,758,958	308,628	Sale of surplus items and interest revenue higher than anticipated. In addition, expenses were less than estimated.
530	Facilities Management Fund	91,344	41,860	(49,484)	Utility payments to outside vendors were higher than anticipated. Cost recovery is done on a two year look back, so revenues will always lag behind actual expenses.
		<b>37,520,987</b>	<b>41,877,748</b>	<b>4,356,761</b>	

Exhibit D

Fund	Name	Amended Beginning Balance	Original Budgeted Revenues	Amended Revenues	Original Budgeted Expenditures	Amended Expenditures	Amended Restricted Fund Balance	Amended Undesignated Fund Balance
001	General Fund	\$ 4,548,625	\$ 13,603,435	\$ 13,805,270	\$ 14,394,086	\$ 15,400,136	\$ 2,744,906	\$ 208,853
002	Contingency Fund	964,428	7,680	7,680	122,351	122,351	849,757	-
008	Donation Fund	4,733	4,050	4,050	6,361	6,361	-	2,422
105	Street Fund	344,107	683,312	694,657	737,769	749,114	-	289,650
109	Tourism Fund	87,296	80,450	80,450	101,000	106,150	-	61,596
114	Narcotics Fund	28,754	10,600	10,600	20,600	20,600	-	18,754
117	Real Estate Excise Tax Fund	1,920,795	1,214,800	1,214,800	710,393	864,393	-	2,271,202
203	Governmental Debt Fund	3,307	1,528,903	1,528,903	1,528,698	1,528,698	-	3,512
307	General Capital Projects	6,252,995	20,000	174,000	4,250,000	6,225,000	-	201,995
317	Parks CIP Fund	1,079,091	856,497	856,497	1,011,808	1,011,808	32,003	891,777
318	Street CIP Fund	1,677,593	7,719,433	7,719,433	7,613,488	7,613,488	-	1,783,538
319	North Kelsey Development	1,286,112	175,000	1,020,000	1,441,000	1,536,000	750,000	20,112
411	Water Fund	4,681,476	5,923,601	5,923,601	8,298,581	9,999,123	605,954	-
412	Water CIP Fund	3,100,611	3,393,584	5,020,946	2,372,535	2,470,543	5,651,014	-
421	Sewer Fund	2,403,717	7,519,922	7,519,922	8,870,621	9,226,590	697,049	-
422	Sewer CIP Fund	6,049,059	3,342,325	3,605,505	4,491,511	4,566,334	5,088,230	-
431	Stormwater Fund	685,519	1,784,300	1,784,300	2,193,502	2,253,493	216,326	-
432	Stormwater CIP Fund	698,887	273,711	328,191	938,502	928,293	98,785	-
450	Revenue Bond Reserve	1,953,799	905,963	905,963	-	-	2,804,314	55,448
510	Info Tech Services Fund	306,017	537,072	537,072	607,893	632,467	75,000	135,622
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530	Facilities Management Fund	41,859	1,259,879	1,309,879	1,283,467	1,299,774	51,964	-
	<b>Totals</b>	<b>\$ 41,877,737</b>	<b>\$ 52,536,574</b>	<b>\$ 55,743,776</b>	<b>\$ 62,123,166</b>	<b>\$ 67,691,763</b>	<b>\$ 23,675,206</b>	<b>\$ 6,254,544</b>



**MONROE CITY COUNCIL**  
**Finance & Human Resources Committee Meeting**  
*Tuesday, May 8, 2018, 6:00 P.M.*  
**Agenda Bill**

**2018 Committee**  
 Councilmembers  
 Jason Gamble  
 Kevin Hanford  
 Kirk Scarboro

<b>SUBJECT:</b>	<b><i>Debt Policy Provision Discussion</i></b>
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<b>DATE:</b>	<b>DEPT:</b>	<b>CONTACT:</b>	<b>PRESENTER:</b>	<b>ITEM:</b>
05/08/2018	Finance	Becky Hasart	Becky Hasart	<b>Unfinished Business A</b>

- Discussion:** 03/13/2018, 05/08/2018
- Attachments:**
1. City of Poulsbo Debt Policy
  2. Exert from City of North Bend Policies – Debt
  3. Exert from Alderwood Water and Wastewater District (AWWD) financial policies
  4. Debt Capacity Schedule
  5. Schedule of Liabilities-debt only
  6. GFOA Best Practices – Debt Management

**REQUESTED ACTION:** Discussion only.

**DESCRIPTION/BACKGROUND**

For tonight’s discussion, it is recommended that we begin to go through the City of Poulsbo Debt Policy’s various sections to determine how or if they would be appropriate for Monroe. If time allows, we will also discuss the pertinent sections from the City of North Bend’s policy and the newly attached AWWD financial policies.

From March 13, 2018:

{The terms debt and bond(s) are used interchangeably and mean the same thing – a long term outstanding liability of the City.}

The City Council is responsible for all fiscal policies. While the City has used debt to support its capital and operational needs, the City does not have an adopted formal debt policy.

Establishing a debt policy will help insure that any bonds issued/debt incurred by the City is done in a systematic manner that is prudent and cost effective. Having a formally adopted policy is also considered a financial best practice that is viewed favorably by debt rating services. Attached to this packet is the Government Finance Officers Association’s (GFOA) best practice recommendations. GFOA’s recommendations include addressing the following five topics:

- Debt limits.
- Debt structuring practices.
- Debt issuance practices.
- Debt management practices.
- Use of derivatives.

It is a goal of this administration to work with the Council toward adoption of an appropriate debt policy no later than October 2018.

Total debt outstanding for the City, inclusive of both GO and revenue bonds, is \$28,058,799. The following breaks down the types and amount of debt that makes up this total:

As of the end of fiscal year 2017, the City currently has \$5,972,600 in non-voted general obligation (GO) debt outstanding. Although the City may dedicate specific funding sources to pay GO debt, the underlying security for all non-voted GO debt is the City’s existing property tax revenues.

The City currently does not have any voted GO debt. If we did, this debt would be paid by an incremental increase in property taxes as approved by the voters (payment would not be the responsibility of the existing property tax revenue stream).

As of the end of fiscal year 2017, the City currently has \$22,086,199 in revenue debt outstanding. Revenue debt is paid from the rate revenue generated by our utilities. Revenue debt is not an obligation of the City's property taxes. Revenue bonds typically pay a higher interest rate than GO bonds because they are not secured by property taxes.

Attached is a draft schedule of liabilities for debt only that is prepared each year as part of our annual reporting requirements. This schedule lists out the individual debt owing as of the end of each year. Also attached is a debt capacity schedule for the City. This capacity schedule shows the statutory limitations of general obligation debt the City may incur based on our assessed valuation. Revenue debt is not subject to statutory limitations as the utility can raise rates as needed to satisfy its debt requirements.

Finally, attached are two examples of debt policies from other jurisdictions, specifically City of Poulosbo and City of North Bend. Staff feels that these two examples will serve well as our template as we move forward in developing a debt policy for Monroe that will meet our specific needs.

## City of Poulsbo Debt Policy

### SECTION I – INTRODUCTION & GUIDING PRINCIPLES

#### **Purpose and Overview**

The Debt Policy for the City of Poulsbo is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City Council. Adherence to the policy is essential to ensure that the Council maintains a sound debt position and protects the credit quality of its obligations.

#### **Capital Planning:**

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

#### **Legal Governing Principles**

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

- State Statutes – The City may contract indebtedness as provided for by [RCW 35A.40.090](#). General Obligation indebtedness is subject to the limitations on indebtedness provided for in [RCW 39.36.020\(2\)\(b\)](#) and [Article VIII of the Washington State Constitution](#). Bonds evidencing such indebtedness shall be issued and sold in accordance with chapter 39.46.
- Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the [Internal Revenue Code of 1986](#), as amended; the Treasury Department regulations there under; and the [Securities Acts of 1933 and 1934](#).
- Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules and regulations.

#### **Roles & Responsibilities**

The City Council shall:

- Approve indebtedness;
- Approve appointment of independent financial advisor and bond counsel;
- Approve the Debt Policy;
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

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- In consultation with the City's General Counsel, financial advisor, and bond counsel, shall determine the most appropriate instrument for a proposed bond sale.

The Finance Director in consultation with the Finance Committee, the Mayor and full Council shall:

- Assume primary responsibility for debt management
- Provide for the issuance of debt at the lowest possible cost and risk;
- Determine the available debt capacity;
- Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- Recommend to the City Council the manner of sale of debt;
- Monitor opportunities to refund debt and recommend such refunding as appropriate.
- Comply with all Internal Revenue Service ([IRS](#)), [Securities and Exchange \(SEC\)](#), and [Municipal Securities Rulemaking Board \(MSRB\)](#) rules and regulations governing the issuance of debt.
- Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- Provide for and participate in the preparation and review of offering documents;
- Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued;
- Submit to the City Council all recommendations to issue debt;
- Distribute to appropriate repositories information regarding financial condition and affairs at such times and in the form required by law, regulation and general practice, including [Rule 15c2-12](#) regarding continuing disclosure;
- Provide for the distribution of pertinent information to rating agencies; and
- Apply and promote prudent fiscal practices.

### **Ethical Standards Governing Conduct**

The members of the City staff, the Mayor and the City Council will adhere to the standards of conduct as stipulated by the Public Disclosure Act, [RCW 42.17](#) and Ethics in Public Service, [RCW 42.52](#).

## **SECTION II – PROFESSIONAL SERVICES**

### **Professional Services**

The City's Finance Department shall be responsible for the solicitation and selection of professional services that are required to administer the City's debt.

- Bond Counsel – With the exception of debt issued by the State, all debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all city and state constitutional and statutory requirements necessary for issuance, a determination of the proposed debt's federal income tax status and any other components necessary for the proposed debt.
- Financial Advisor – A Financial Advisor may be used to assist in the issuance of the City's debt. The Financial Advisor will provide the City with the objective advice

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- and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring and pricing of debt, and preparing official statements of disclosure.
- Underwriters – An Underwriter will be used for all debt issued in a negotiated sale method. The Underwriter is responsible for purchasing negotiated debt and reselling the debt to investors.
  - Fiscal Agent – A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided under RCW 43.80, the City will use the Fiscal Agent that is determined by the State.
  - Professional Service providers may be selected through a competitive selection process conducted by the Finance Director in consultation with the Finance Committee and Legal Counsel; the City Council shall approve the most qualified financial advisor/underwriter and bond counsel.
  - These services shall be regularly monitored by the Finance Director.

### SECTION III – DEBT STRUCTURE

#### **Types of Debt Instruments:**

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

- **Unlimited Tax General Obligation Bonds** – The City shall use Unlimited Tax General Obligation Bonds, also known as “Voted General Obligation Bonds” as permitted under [RCW 35A.40.090](#) for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose.
- **Limited Tax General Obligation Bonds** – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use Limited Tax General Obligation (LTGO) Bonds as permitted under [RCW 35A.40.090](#) for general capital purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from General Fund reserves and taxes collected by the City. LTGO Bonds will only be issued if:
  - A project requires funding not available from alternative sources;
  - Matching fund monies are available which may be lost if not applied for in a timely manner; or,
  - Emergency conditions exist.
- **Revenue Bonds** – The City shall use Revenue Bonds as permitted under [RCW 35A.40.090](#) for the purpose of financing construction or improvements to facilities of enterprise systems operated by the City in accordance with the Capital Improvement Plan. No taxing power or general fund pledge is provided as security.
- **Special Assessment/Local Improvement District Bonds** – The City shall use Special Assessment Bonds as permitted under [RCW 35A.40.090](#) for the purpose of

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- assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID's are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.
- **Short Term Debt** – The City shall use short term debt as permitted under [RCW 39.50](#), for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
  - **Leases** – The City is authorized to enter into capital leases under [35A.40.090 RCW](#), subject to the approval of City Council.
  - **Public Works Trust Fund Loans** – The City shall use Public Works Trust Fund Loans as provided under [RCW 43.155](#) for the purpose of repairing, replacing or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.
  - **Local Option Capital Asset Lending (LOCAL) Program Debt** – The City is authorized to enter into a financing contract with the Office of the State Treasurer under [RCW 39.94](#), for the purpose of financing equipment and capital needs through the State Treasurer's Office subject to existing debt limitations and financing considerations. The LOCAL Program is an expanded version of the state agency lease/purchase program that allows the pooling of funding into larger offerings of securities.

## SECTION IV – TRANSACTION SPECIFIC POLICIES

**Method of Sale - The City shall evaluate the best method of sale for each proposed bond issue.**

1. **Competitive Bid Method** – Any competitive sale of the City's debt will require the approval of City Council. City debt issued on a competitive bid basis will be sold to the bidder proposing the lowest true interest cost to the City.
2. **Negotiated Bid Method** – When a negotiated sale is deemed advisable (in consultation with the Mayor and City Council) the Finance Director shall negotiate the most competitive pricing on debt issues and broker commissions in order to ensure the best value to the City.
  - If debt is sold on a negotiated basis, the negotiations of terms and conditions shall include, but not be limited to, prices, interest rates, underwriting or remarketing fees and commissions.
  - The City, with the assistance of its Financial Advisor, shall evaluate the terms offered by the underwriting team. Evaluations of prices, interest rates, fees and commissions

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- shall include prevailing terms and conditions in the marketplace for comparable issuers.
- No debt issue will be sold on a negotiated basis without an independent financial advisor.
3. The City shall use refunding bonds in accordance with the Refunding Bond Act, [RCW 39.53](#). Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified. The City, in consultation with its Financial Advisor, may approve a “current refunding” transaction of an existing debt issue if the refunding demonstrates a positive present value savings over the remaining life of the debt.
  4. With Council approval, interim financing of capital projects may be secured from the debt financing marketplace or from other funds through an inter-fund loan as appropriate in the circumstances.
  5. When issuing debt, the City shall strive to use special assessment, revenue or other self supporting bonds in lieu of general obligation bonds.

### **Limitations on Debt Issuance**

1. The City shall remain in compliance with all debt limitations. As part of the annual budgeting process, a current summary of outstanding debt and compliance targets is prepared. The City shall observe the following limitations on debt issuance:
  - **General Obligation** – 2.5% of Assessed Value ([RCW 39.36.020\(2\)\(b\)](#))
    - **Non-Voted: 1.5%**
    - **Voted: 2.5%**
  - **Open Space and Park Facilities** – 2.5% of Assessed Value ([RCW 39.36.020\(4\)](#))
2. Debt payments shall not extend beyond the estimated useful life of the project being financed. The City shall keep the average maturity of general obligations bonds at or below 20 years, unless special circumstances arise warranting the need to extend the debt schedule.
3. Debt Limit Target: The City shall not exceed 90% of the legal debt limits from above.

### **Debt Structuring Practices**

The following terms shall be applied to the City’s debt transactions, as appropriate. Individual terms may change as dictated by the marketplace or the unique qualities of the transaction.

- **Maturity** –The City shall issue debt with an average life less than or equal to the average life of the assets being financed. Unless otherwise stated in law, the final maturity of the debt shall be no longer than 40 years ([RCW 39.46.110](#)).
- **Debt Service Structure** – Unless otherwise justified, debt service should be structured on a level basis. Refunding bonds should be structured to produce equal savings by fiscal year. Unless otherwise justified, debt shall not have capitalized interest. If appropriate, debt service reserve funds may be used for revenue bonds.
- **Price Structure** – The City’s long-term debt may include par, discount, and premium bonds. Discount and premium bonds must be demonstrated to be advantageous relative to par bond structures, given market conditions.

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- **Call Provisions** – For each transaction, the City shall evaluate the costs and benefits of call provisions. In general, the City shall opt for the shortest possible optional call consistent with optimal pricing.
- **Bond Insurance** – For each transaction, the City shall evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchases by the City shall be competitively priced.
- **Tax-exemption** – Unless otherwise justified and deemed necessary, the City shall issue its debt on a tax-exempt basis.
- **Reimbursement resolution** – Must be adopted by City Council if the project hard costs are advanced prior to the bond sale.

## SECTION V – COMMUNICATION

It is the policy of the City to remain as transparent as possible. The City shall manage relationships with the rating analysts assigned to the City's credit, using both informal and formal methods to disseminate information.

- The City's Comprehensive Financial Report (CAFR) shall be the primary vehicle for compliance with continuing disclosure requirements. The CAFR may be supplemented with additional documentation as required. Each year included in the CAFR, the City will report its compliance with debt targets and the goals of this Debt Management Policy.
- The City will issue a material event notice in accordance with provisions of [SEC Rule 15c2-12](#). Prior to issuance of any material event, the Finance Director will discuss the materiality of any event with the Mayor, City Attorney and designated Council members, to ensure equal, timely and appropriate disclosure to the marketplace.
- The City shall seek to maintain and improve its current bond rating.

## SECTION VI - COMPLIANCE

### **Investment of Proceeds**

The City shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

### **Arbitrage Liability Management**

Due to the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the City shall solicit the advice of bond counsel and other qualified experts about arbitrage rebate calculations. The City shall, when deemed necessary or required, contract with a third party for preparation of the arbitrage rebate calculation.

The City shall maintain an internal system for tracking expenditure of bond proceeds and investment earnings by opening a separate account in the state pool. The expenditure of bond proceeds shall be tracked in the financial system by issue. Investments may be pooled for

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financial accounting purposes and for investment purposes. When investment of bond proceeds are co-mingled with other investments, the City shall adhere to IRS rules on accounting allocations.

**Bond Users Clearinghouse**

The City shall ensure that the Bond Users Clearinghouse receives municipal bond information for all debt sold as provided by [RCW 39.44.200 – 39.44.240](#) and [WAC 365-130](#).

**Legal Covenants**

The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

**Periodic Policy Review**

At a minimum, the debt policy will be reviewed and updated every five years.

**RESOLUTION 20106**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, ADOPTING A DEBT POLICY GOVERNING THE [ISSUANCE AND ADMINISTRATION OF ALL DEBT ISSUED BY THE CITY.

**WHEREAS**, the City Council of the City of Poulsbo deems to have its debt issued and administered in compliance with all applicable Federal and RCW requirements, and

**WHEREAS**, the City Council of the City of Poulsbo desires to maintain a debt policy to guide the issuance and administration of its debt, and

**WHEREAS**, the City's Finance Director has conducted a thorough review of its current debt practices in effort to develop this policy for the issuance and administration of City debt, and

**WHEREAS**, the City of Poulsbo's debt policy has been written in accordance with the Washington Municipal Treasurer's Association Model Debt Policy,

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON RESOLVES AS FOLLOWS:**

**Section 1. Debt Policy Adopted.** The policy for investment of City funds set forth in document entitled "City of Poulsbo Debt Policy" dated August 1, 2010 which is attached hereto as Exhibit "A" and incorporated herein by reference as if set forth in full is hereby adopted as official policy for issuance and administration of City debt.

RESOLVED this 1<sup>st</sup> day of September, 2010.

APPROVED:

Q)g  
MAYOR; ECCA ER CKSON

ATTEST/AUTHENTICATED

\_\_\_\_\_  
CITY CLERK  
..... JILLOA BOLTZ

FILED WITH THE CITY CLERK: 08/25/2010  
PASSED BY THE CITY COUNCIL: 09/01/2010  
RESOLUTION NO. 20106

## Debt Management Policies

The amount of debt issued by the City is an important factor in measuring its financial performance and condition. Proper use and management of borrowing can yield significant advantages. From a policy perspective, the City of North Bend uses debt in two ways: (1) as a mechanism to equalize the costs of needed improvements to both present and future citizens; and (2) as a mechanism to reduce the costs of substantial public improvements.

- City Council approval is required prior to the issuance of debt.
- An analytical review shall be conducted prior to the issuance of debt.
- The City will use the services of a legally certified and credible bond counsel in the preparation of all bond representations.
- The City of North Bend will not use long-term debt to support current operations.
- Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
- Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received.
- The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life.
- Non-capital furnishings, supplies, and personnel will not be financed from bond proceeds.
- The City will use refunding bonds where appropriate, when restructuring its current outstanding debt.
- Reserves, interest costs, operating costs, and/or maintenance expenses will be capitalized only for enterprise activities; capitalized operating expenses will be strictly limited to those expenses incurred prior to actual operation of the facilities.
- The City will maintain a good credit rating at all times.
- Assessment bonds will be issued in place of general obligation bonds, where possible, to assure the greatest degree of public equity.
- Under most circumstances, the maturity of all assessment bonds shall not exceed 12 years.
- General Obligation bonds will be issued with maturities of 20 years or less.
- The voter approved general obligation debt of North Bend will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property within the City.
- The following individual percentages shall not be exceeded in any specific debt category:
  - General Debt – 2.5% of assessed valuation
  - Utility Debt – 2.5% of assessed valuation
  - Open Space and Park Facilities – 2.5% of assessed valuation
- Limited-tax general obligation bonds will not exceed one and 1.5% of the City's current assessed property valuation.

- Limited-tax general obligation bonds will be issued only if:
  - A project requires funding not available from alternative sources;
  - Matching fund monies are available which may be lost if not applied for in a timely manner;  
or
  - Emergency conditions exist.

Rate Stabilization Reserve will be from a surplus of operating funds from the prior year or as a budgeted expense by the Board. Use of the Rate Stabilization Reserve funds will, when allowed by the Board, be considered revenue for purposes of debt coverage. The following Rate Stabilization Reserves targets are established.

- Water Utility – 15% of annual rate revenue
  - Wastewater Utility – 10% of annual rate revenue
- ◆ Bond Reserve Fund and Bond Redemption Funds  
AWWD will maintain Bond Reserve Funds and Bond Redemption Funds as required by bond covenants or loan agreements, and shall maintain Fund balances consistent with those corresponding debt covenants/agreements.

#### 5. Fixed Asset Inventories

AWWD will maintain accurate inventories of all physical assets, to include the condition, life span and cost to ensure proper stewardship of public property. The Director of Finance will establish policies and appropriate procedures to manage fixed assets, including establishing the threshold dollar amount for which fixed asset records are maintained and how often physical inventories will be taken.

#### 6. Accounting

AWWD is to maintain a uniform system of accounts, and maintain accounting practices that follow Generally Accepted Accounting Principles (GAAP) for its accounting procedures and financial statement preparation.

- ◆ AWWD will comply with the Uniform System of Accounts for Class A Water Utilities and the National Association of Regulatory Utility Commissioners accounting manuals and practices. AWWD will cooperate and comply with all audits and investigations by the Washington State Auditor's Office.

#### 7. Investment Policy

AWWD has adopted an Investment Policy which complies with the State of Washington's eligible investments for public funds per the Revised Code of Washington (RCW) 39.59.020 and 39.59.030. The Board adopted Investment Policy will be reviewed and modified periodically to ensure that it continues to meet the financial objectives of the District and continues to serve the best interest of the District.

#### 8. Debt Issuance

- ◆ Rates for Debt Service Coverage  
Water and wastewater rates shall be maintained at a level necessary to provide annual combined (water and wastewater) net revenues that satisfy a debt service coverage factor of no less than 1.25 times annual debt

service. The District will budget for a factor of 1.75 to further protect AWWD's financial risk and provide a favorable measure for rating agencies.

♦ Arbitrage

AWWD should engage an arbitrage consultant to assist the District in meeting IRS arbitrage compliance and reporting requirements when applicable.

♦ IRS Post Bond Issuance Compliance

AWWD should maintain and comply with the IRS checklist of post-bond issuance compliance requirements.

♦ Competitive Bond Sale

All bond sales should be issued on a competitive rather than a negotiated basis. The Board may authorize the use of a negotiated sale if conditions are such that it is in the best interests of the District to issue a bond on a negotiated basis. Competitive and negotiated bond sales shall be conducted with the assistance of a Financial Advisor who only represents the District's interests. The Financial Advisor's only compensation shall be a fixed fee.

♦ Annual Reporting NRMSIR

AWWD should comply with bond covenants regarding the annual undertaking of reporting to the Nationally Recognized Municipal Securities Information Repository (NRMSIR) by electronically filing with the Electronic Municipal Market Access system (EMMA) or its successor. Refer to the bond resolutions for a complete list of filing requirements.

City of Monroe

Statutory Limitation of Indebtedness  
As of 01/01/2018

	Total Taxable Property Value	\$2,257,107,261	
			<b>Remaining Debt Capacity</b>
1.	2.5% General purpose limit is allocated between:	\$56,427,681.53	
	<b>A.</b> Up to 1.5% debt without a vote	\$33,856,608.92	
	Less: Outstanding Debt	\$	\$5,972,600.00 ← This amount will decrease by \$1,300,000 after 09/01/2018 No. Kelsey pyt
	Contracts Payable	\$	Bulk of remaining is the \$2,840,000 No. Kelsey pyt due 09/01/2020
	Excess of Debt with a vote	\$	
	Add: Available assets	\$	
	Equals remaining debt capacity without a vote		\$27,884,008.92 G.O. Councilmanic
	<b>B.</b> 1.0% General purpose debt with a vote	\$22,571,072.61	
	Less: Outstanding Debt	\$	
	Contracts Payable	\$	
	Add: Available assets	\$	
	Equals remaining debt capacity with a vote		\$22,571,072.61 G.O. Voted
2.	2.5% Utility purpose limit, voted	\$56,427,681.53	
	Less: Outstanding Debt	\$	\$0.00
	Contracts Payable	\$	\$0.00
	Add: Available Assets	\$	
	Equals remaining debt capacity- Utility purpose, voted		\$56,427,681.53 Revenue Debt
3.	2.5% Open Space, park & capital facilities, voted	\$56,427,681.53	
	Less: Outstanding Debt	\$	\$0.00
	Contracts Payable	\$	\$0.00
	Add: Available Assets	\$	
	Equals remaining debt capacity - Open space, park & capital facilities voted		\$56,427,681.53

City of Monroe  
 Schedule of Liabilities  
 For Year Ended December 31, 2017

MCAG 0685				Schedule 09				
Debt Type	ID. No.	Description	Maturity/Payment Due Date	Beginning Balance 01/01/2017	Additions	Reductions	BARS Code for Redemption of Debt Only	Ending Balance 12/31/2017
<b>General Obligations</b>								
	251.11	2015 GO Refunding Bonds - N. Kelsey	9/1/2020	\$ 4,140,000	\$ -		59173	\$ 4,140,000
	251.11	2016 Revenue Bonds - PW Shop	12/1/2036	\$ 1,900,600		\$ 68,000	59173	\$ 1,832,600
		Total General Obligations:		\$ 6,040,600	\$ -	\$ 68,000		\$ 5,972,600
<b>Revenue &amp; Other Obligations</b>								
	263.82	Public Works Trust Fund Loan	6/1/2017	\$ 62,797		\$ 62,794	59134	\$ 3
	263.82	Public Works Trust Fund Loan	6/1/2022	\$ 810,868		\$ 135,144	59134	\$ 675,724
	263.82	Department of Ecology Loan	9/5/2022	\$ 2,123,003		\$ 340,747	59135	\$ 1,782,256
	263.82	Department of Ecology Loan	7/30/2022	\$ 414,075		\$ 36,259	59135	\$ 377,816
	252.11	2005 W&S Refunding Bonds	12/1/2021	\$ 2,640,000		\$ 487,000	59138	\$ 2,153,000
	252.11	2009 W&S Refunding Bonds	8/1/2024	\$ 1,765,000		\$ 1,360,000	59138	\$ 405,000
	252.11	2011 W/S/Storm Revenue Bonds	12/1/2031	\$ 12,545,000		\$ 8,295,000	59138	\$ 4,250,000
	252.11	2016 Revenue Bonds - PW Shop	12/1/2036	\$ 3,689,400		\$ 132,000	59138	\$ 3,557,400
	252.11	2017 Revenue Bonds - Partial refunding 2009 & 2011 Bonds	12/1/2031	\$ -	\$ 9,000,000	\$ 115,000	59138	\$ 8,885,000
		Total Revenue & Other Obligations:		24,050,143	9,000,000	10,963,944		\$ 22,086,199
		<b>Total Liabilities:</b>		<b>30,090,743</b>	<b>9,000,000</b>	<b>11,031,944</b>		<b>\$ 28,058,799</b>



Government Finance Officers Association

## BEST PRACTICE

# Debt Management Policy

### BACKGROUND:

Debt management policies are written guidelines, allowances, and restrictions that guide the debt issuance practices of state or local governments, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations. A debt management policy should improve the quality of decisions, articulate policy goals, provide guidelines for the structure of debt issuance, and demonstrate a commitment to long-term capital and financial planning. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and therefore is likely to meet its debt obligations in a timely manner. Debt management policies should be written with attention to the issuer's specific needs and available financing options and are typically implemented through more specific operating procedures. Finally, debt management policies should be approved by the issuer's governing body to provide credibility, transparency and to ensure that there is a common understanding among elected officials and staff regarding the issuer's approach to debt financing.

### RECOMMENDATION:

GFOA recommends that state and local governments adopt comprehensive written debt management policies. These policies should reflect local, state, and federal laws and regulations. To assist with the development of these policies GFOA recommends that a government's Debt Management Policy (Policy) should be reviewed periodically (and updated if necessary) and should address at least the following:

**1. Debt Limits.** The Policy should consider setting specific limits or acceptable ranges for each type of debt. Limits generally are set for legal, public policy, and financial reasons.

a. *Legal restrictions* may be determined by:

- State constitution or law,
- Local charter, by-laws, resolution or ordinance, or covenant, and
- Bond referenda approved by voters.

b. *Public Policies* will address the internal standards and considerations within a government and can include:

- Purposes for which debt proceeds may be used or prohibited,
- Types of debt that may be issued or prohibited,
- Relationship to and integration with the Capital Improvement Program, and
- Policy goals related to economic development, including use of tax increment financing and public-private partnerships.

c. *Financial restrictions or planning considerations* generally reflect public policy or other financial resources constraints, such as reduced use of a particular type of debt due to changing financial conditions. Appropriate debt limits can have a positive impact on bond ratings, particularly if the government demonstrates adherence to such policies over time. Financial limits often are expressed as ratios customarily used by credit analysts. Different financial limits are used for different types of debt. Examples include:

- *Direct Debt, including general obligation bonds*, are subject to legal requirements and may be able to be measured or limited by the following ratios:
  - Debt per capita,
  - Debt to personal income,
  - Debt to taxable property value, and
  - Debt service payments as a percentage of general fund revenues or expenditures.
- *Revenue Debt* levels often are limited by debt service coverage ratios (e.g., annual net pledged revenues to annual debt service), additional bond provisions contained in bond covenants, and potential credit rating impacts.
- *Conduit Debt* limitations may reflect the right of the issuing government to approve the borrower's creditworthiness, including a minimum credit rating, and the purpose of the borrowing issue. Such limitations reflect sound public policy, particularly if there is a contingent impact on the general revenues of the government or marketability of the government's own direct debt.
- *Short-Term Debt Issuance* should describe the specific purposes and circumstances under which it can be used, as well as limitations in term or size of borrowing.
- *Variable Rate Debt* should include information about when using non-fixed rate debt is acceptable to the entity either due to the term of the project, market conditions, or debt portfolio structuring purposes.

**2. Debt Structuring Practices.** The Policy should include specific guidelines regarding the debt structuring practices for each type of bond, including:

- Maximum term (often stated in absolute terms or based on the useful life of the asset(s)),
- Average maturity,
- Debt service pattern such as equal payments or equal principal amortization,
- Use of optional redemption features that reflect market conditions and/or needs of the government,
- Use of variable or fixed-rate debt, credit enhancements, derivatives, short-term debt, and limitations as to when, and to what extent, each can be used, and
- Other structuring practices should be considered, such as capitalizing interest during the construction of the project and deferral of principal, and/or other internal credit support, including general obligation pledges.

**3. Debt Issuance Practices.** The Policy should provide guidance regarding the issuance process, which may differ for each type of debt. These practices include:

- Selection and use of professional service providers, including an independent financial advisor, to assist with determining the method of sale and the selection of other financing team members,
- Criteria for determining the sale method (competitive, negotiated, private placement) and investment of proceeds,
- Use of comparative bond pricing services or market indices as a benchmark in negotiated transactions, as well as to evaluate final bond pricing results,

- Criteria for issuance of advance refunding and current refunding bonds, and
- Use of credit ratings, minimum bond ratings, determination of the number of ratings, and selection of rating services.

**4. Debt Management Practices.** The Policy should provide guidance for ongoing administrative activities including:

- Investment of bond proceeds,
- Primary and secondary market disclosure practices, including annual certifications as required,
- Arbitrage rebate monitoring and filing,
- Federal and state law compliance practices, and
- Ongoing market and investor relations efforts.

**5. Use of Derivatives.** The Debt Management Policy should clearly state whether or not the entity can or should use derivatives. If the policy allows for the use of derivatives, a separate and comprehensive derivatives policy should be developed (see GFOA's Advisory, Developing a Derivatives Policy and Derivatives Checklist).

**Notes:**

- Post Issuance Compliance Checklist
- Debt Issuance Checklist: Considerations When Issuing Bonds

**References:**

- GFOA Advisory: Using Variable Rate Debt Instruments, 2010.
- GFOA Advisory: Use of Debt-Related Derivatives Products, 2010.
- GFOA Derivatives Checklist, 2010.
- GFOA Best Practice: Selecting Bond Counsel, 2008.
- GFOA Best Practice: Selecting and Managing Municipal Advisors, 2014.
- GFOA Best Practice: Selecting Underwriters for a Negotiated Bond Sale, 2008.
- GFOA Best Practice: Post-Issuance Policies and Procedures, 2017.
- GFOA Best Practice: Primary Market Disclosure, 2017.
- GFOA/NABL Post Issuance Compliance Checklist, 2003.
- *Benchmarking and Measuring Debt Capacity*, Rowan Miranda and Ron Picur, GFOA, 2000.
- *A Guide for Preparing a Debt Policy*, Patricia Tighe, GFOA, 1998.

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