

**FINANCE COMMITTEE**

**December 9, 2025  
5:00 P.M.**

**AGENDA**



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

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

The public is invited to attend Finance Committee Meetings. Options for attending are provided below.

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East, Suite 200 in Bonney Lake

By internet: Chrome- [Join the meeting now](#)

*All public online cameras and microphones will be disabled except during citizen comments. Only staff and presenters will be visible and unmuted during the entire meeting.*

**I. CALL TO ORDER:** Deputy Mayor Dan Swatman, Chair

**II. ROLL CALL:** Deputy Mayor Dan Swatman, Councilmember Gwendolyn Fullerton, and Councilmember Kerri Hubler

p.3 **III. APPROVAL OF MINUTES:** November 25, 2025, Finance Committee Meeting.

**IV. DEPARTMENT REPORTS/PRESENTATIONS:**

p.5 A. Personnel Update – Brian Sandler, Human Resources Manager

p.7 B. CivicRec Transition – Jason Sullivan, Public Services Director

**V. DISCUSSION/ACTION ITEMS: None**

**VI. OPEN COMMITTEE DISCUSSION:**

**VII. PUBLIC COMMENTS:**

*Public comments can be made in-person or virtually during this portion of the meeting. Comments are limited to 5 minutes. Public mics and video will be enabled-you will need to personally turn them on during this section only. All who comment will be asked to state their name and if you would like, your address for the meeting record.*

**VIII. ADJOURNMENT**

*Anything submitted at the Finance Committee Meeting will be added to the end of the packet the next day.*

*The City of Bonney Lake does not discriminate on the basis of disability, race, color, or national origin in its programs, services, or activities. If you need language assistance, translation, or an auxiliary aid, service, or policy modification to fully participate, please contact the City Clerk's Office at 253-862-8062 (TTY 711) or [info@bonneylake.gov](mailto:info@bonneylake.gov) at least five (5) business days before the event; later requests will be honored when feasible.*

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**FINANCE COMMITTEE**

**November 25, 2025  
5:00 P.M.**

**DRAFT MINUTES**



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

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

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

- I. CALL TO ORDER:** Deputy Mayor Dan Swatman, Chair, called the meeting to order at 5:00 p.m.
- II. ROLL CALL:** Deputy Mayor Dan Swatman, Councilmember Gwendolyn Fullerton, and Councilmember Kerri Hubler.  
Staff members in attendance at the physical location were Mayor Terry Carter, City Administrator John Vodopich, Chief Financial Officer Cherie Reiersen, Administrative Services Director Chuck McEwen, Human Resources Manager Brian Sandler, and Assistant to the City Administrator Leslie Harris.

**III. APPROVAL OF MINUTES:**

Audio starts at: Minutes from the October 28, 2025 Finance Committee Meeting were approved.  
5:00 pm

**IV. DEPARTMENT REPORTS/PRESENTATIONS:**

- Audio starts at: A. Personnel Update – Brian Sandler, Human Resources Manager  
5:00 pm  
Human Resources Manager Sandler presented the uploaded Personnel Update.  
  
Committee members discussed and shared their concerns, including:
  - Where is Melanie transferring from and where she is transferring to.
  - Liability of the retirees.
  - Is the Senior Center sufficiently staff?

**V. DISCUSSION/ACTION ITEMS:**

- Audio starts at: A. **Discussion** – Council Policies and Procedures Amendment – John P. Vodopich, City  
5:04 pm Administrator  
The proposal is to have the City Clerk, now a certified parliamentarian, to serve as parliamentarian during City Council meetings, replacing the need to have the City Attorney present, rather than paying for the City Attorney’s presence at the meeting. The City attorney would be called upon in advance if needed and the City Clerk would act in that role during meetings.  
The Committee members discussed and shared their concerns, including:
  - Savings to the City.

- Who can override the parliamentarian?

The Committee agreed to forward to the January 13, 2026 Council Meeting under Full Council Issues.

**VI. OPEN COMMITTEE DISCUSSION:**

Audio starts at:  
5:08 pm

- A. Public Safety Sale Tax
- Councilmanic needs to happen by 2028.
  - Discussion on revenues

**VII. PUBLIC COMMENTS: *None***

*For efficient use of city resources, comments will be a short summary and not verbatim. An audio recording to the state digital archives if needing a complete review of comments.*

**VIII. ADJOURNMENT**

**At 5:51 p.m. the Meeting was adjourned by Deputy Mayor Swatman with the common consent of the Committee.**

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Debra Sires Finance Committee Clerk

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Dan Swatman, Deputy Mayor, Chair

Items presented to Committee at the November 25, 2025, Meeting for the record: None

*Note: Unless otherwise indicated, all documents submitted at Finance Committee meetings are added to the back of the packet the next day. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.*

**Human Resources Staffing Update – For Finance Committee**

*December 9, 2025*

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**Hire Letters**

- None

**Conditional Letters**

- None

**Receipt of Applications**

- Police Officer – Ongoing Recruitment
- Youth Sports Official/Umpire
- Kitchen Aide – Internal posting closes 12/9/2025

**Recent/Upcoming Separations**

Austyn Young – 01/06/2026

**Out of Class Assignments:**

- None

**Completed Staffing Changes - 2025**

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**New Hires: 13**

**Promotions/Transfers: 11**

**Separations: 9**

**Completed Part-Time/Staffing Changes – 2025**

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**New Hires/ReHires: 28**

**Separations: 34**

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# CIVICREC<sup>®</sup>



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Recreation Management

# Current State for Bonney Lake's Recreation and Parks Division...

- Bonney Lake transitioned from managing park rentals via Outlook calendars to **Tyler Parks & Recreation (TPAR)**.
- The system had been **dormant for seven years** before Miki revived it earlier this year.
- They recently added a **turf field**, which dramatically increased demand for reservations.
- The city is currently in transition across multiple systems:
- **Website** → moving to CivicPlus.
- **Financials** → moving from Eden to **Munis** next year.
- Recreation and Parks divisions are now **under the same director**, moving toward shared systems and closer collaboration.
- Implementation window targeted for **spring/summer 2026**, aligning with fiscal and staffing cycles.





# Current **Challenges** for Bonney Lake's Recreation and Parks Division...



#### **Inefficiencies with Tyler Parks & Rec (TPAR):**

- Must delete and recreate entire reservations to make any changes or corrections.
- Cannot edit invoices or adjust reservations after creation.
- Refund process is manual and confusing.
- Each change takes 30–60 minutes, with extreme cases taking 5+ hours.
- User interface is non-intuitive—staff and residents both find it “terrible.”
- Calendars don’t sync between recreation programs and park rentals.

#### **Resident friction:**

- Residents can’t easily find available times or correct errors. Many “panic” when told they must cancel and reapply.

#### **No automation or reporting tools:**

- No facility usage data to justify new fields or revenue impact.

# Impact that Current Situation Has on Bonney Lake's Recreation and Parks Division...



- Wasted staff time (hours weekly, sometimes full days) on manual corrections.
- Poor resident experience → frustration and confusion → decreased satisfaction.
- Missed opportunities to:
- Generate revenue from better scheduling.
- Provide data-driven justifications for **new sports complex funding**.
- Expand programming or field capacity efficiently.
- Administrative staff (Miki) unable to focus on higher-value tasks.
- City exposure to liability (unverified event sizes, missing insurance docs).
- Lack of integration with Munis limits IT's support for upgrades or improvements.

# Value Seen During The Demo

## 1. Unified System Across Rentals, Programs & Volunteers

- Yall emphasized the challenge of managing “two halves of the same coin” — recreation programs vs. facility rentals. Saw value in CivicRec’s ability to combine these workflows in one platform, so residents can register for classes, rent fields, and even volunteer in one transaction.
- The ability to add multiple items to a single cart — e.g., a field rental, a class registration, and a garden plot — and pay once was a major win.

## 2. Automation That Eliminates Manual Work

- Liked CivicRec’s ability to automate volunteer management, reservations, and approvals, since Miki currently handles these through spreadsheets and emails.
- The ability to auto-remind users about missing documents (insurance, permits, etc.) and automatically cancel reservations if deadlines are missed was viewed as a huge time-saver.
- The permit editing tools (adjusting single dates, auto-recalculating invoices, and scheduling leagues within one dashboard) directly solved their manual calendar juggling and multi-league conflicts.

## 3. Streamlined Resident Experience

- Appreciated the modern, visual catalog (map and list view) for reducing confusion and phone calls from residents unsure of which field they’re renting.
- Multilingual translation (Spanish) was a standout accessibility feature.
- The ability for residents to self-serve refunds, receipts, and family schedules without staff involvement, as well as integration with Google or phone calendars.

# Value Seen During The Demo

## 4. Financial Oversight & Reporting

- Y'all appreciated CivicRec's integrated reporting, cost-recovery tools, and instructor revenue tracking, which would replace manual spreadsheets.
- The custom extracts for Tyler Munis was key, especially for reconciling refunds and payments.

## 5. Flexibility for Memberships, Volunteers & Add-Ons

- Volunteer and sponsorship tracking (e.g., "Adopt-a-Street," "Beautify Bonney Lake," or "Volunteer Coach") resonated strongly — Miki mentioned this would "replace all my manual tracking."
- Membership windows (early registration for returning gardeners, resident priority, etc.) and being able to configure equipment add-ons (pitching mounds, fences, goalposts) directly within checkout were value adds as well.

## 6. Internal Efficiency & Staff Tools

- Unlimited staff accounts, mirrored public/admin interfaces, and mobile functionality for onsite check-ins, POS sales, and volunteer tracking were all seen as major productivity enhancers.
- Y'all mentioned that it's just a lot more automated than what you're currently doing and that staff would finally have time to focus on programming instead of paperwork.



**Impact on a City that  
moved from TPAR**





# City of Lewiston ID – Partnered Client

- Past TPAR User
- 11,000 population
- Customer since 11/2022
- Went Live: 03/2023
- Revenue increased by over 100K in year 1

## PRE COVID

CITY OF LEWISTON, IDAHO

STATEMENT OF ACTIVITIES  
Year Ended September 30, 2019

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General government	\$ 1,710,571	\$ 310,231		
Police protection	7,625,855		\$ 424,589	
Fire protection	6,711,520	1,831,154	1,234,297	
Cemetery	229,866	61,780	3,121	
Community development	677,863	827,844		80,837
Transportation	5,818,568	258,081	2,503,661	722,545
Recreation	602,904	336,039	71,540	

## LAST FULL YEAR WITH TPAR

CITY OF LEWISTON, IDAHO

STATEMENT OF ACTIVITIES  
Year Ended September 30, 2022

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General government	\$ 4,019,964	\$ 308,477	\$ 250,000	
Police protection	9,502,128		528,531	
Fire protection	3,695,791	2,426,262	1,226,283	
Cemetery	189,056	60,476	2,777	
Community development	1,797,366	2,073,774		\$ 2,962,029
Transportation	5,556,741	230,700	3,512,251	993,159
Recreation	598,673	385,361	79,660	

## 1ST FULL YEAR WITH CIVICREC

CITY OF LEWISTON, IDAHO

STATEMENT OF ACTIVITIES  
Year Ended September 30, 2024

FUNCTIONS/PROGRAMS	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities				
General government	\$ 8,093,413	\$ 341,387	\$ 1,318	
Police protection	10,421,085		534,572	
Fire protection	9,322,300	1,914,269	961,800	
Cemetery	215,845	46,683	1,146	
Community development	2,422,339	2,482,283		\$ 394,690
Transportation	9,780,911	222,480	4,781,656	142,761
Recreation	989,543	501,811	96,010	

# City of Lewiston ID – Partnered Client

- Past TPAR User
- 11,000 population
- Customer since 11/2022
- Went Live: 03/2023
- The Number of Community Center Events has risen by 177% (915 ---> 2539)

## City of Lewiston, Idaho

### Operating Indicators by Function Last Ten Fiscal Years

	Fiscal Year									
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Public Safety</b>										
<b>Police Protection</b>										
Adult Arrests	1,803	1,765	1,746	1,601	1,283	1,152	1,346	1,489	2,406	2,211
DUI's	122	128	146	143	135	140	149	175	166	126
Group A Offenses	2,526	2,680	2,474	2,176	2,304	1,988	1,972	2,760	1,808	1,739
Infraction Citations	3,232	2,706	2,974	2,473	2,585	2,794	2,830	3,391	3,562	2,773
Injury Accidents	86	96	84	89	90	49	77	87	68	81
Juvenile Arrests	178	152	186	167	129	142	146	97	111	83
Misdemeanor Citations	2,519	2,534	2,470	2,045	1,549	2,191	1,646	1,976	1,914	1,746
Property Damage Accidents	39	51	56	39	49	45	35	34	42	46
Vandalisms	328	301	311	300	309	331	326	283	283	272
<b>Fire Protection</b>										
Fire Calls	521	490	548	488	519	491	531	468	546	543
Building Inspections	na	583	596	547	44	476	586	919	1,051	1,091
Medical Calls	7,292	6,723	6,902	7,013	6,845	6,710	7,471	7,807	8,152	7,847
Medical Assists	na	na	na	na	na	na	na	na	na	na
Training hours	14,122	19,855	19,961	25,510	27,152	22,649	23,220	22,450	22,743	21,261
Fire Code Violations	na	na	na	na	na	na	na	na	na	na
<b>Recreation and Culture*</b>										
<b>Parks and Recreation</b>										
Community Center events	939	904	955	936	915	350	486	857	851	2,539

# Impact on other Cities in Washington



# Fife WA – Partnered Client

- 11,000 population
- Customer since 2017
- Revenue has increased by \$100,000 in first year

## Special Revenue Funds

### Aquatics Services Fund 181

The Fife Swim Center is a six lane, 25 yard facility that will celebrate its 50th anniversary in 2022. The Swim Center operates year round and offers a comprehensive program to meet the needs of the Fife community and surrounding area. Program areas: Drop-in Activities (Lap Swim/Recreational & Family Swim), instructional programs (toddler, youth, adult, & water exercise), Birthday Parties, & contracted programming). The Fife Swim Center is recognized in the South Puget Sound area as the premier facility for instructional pro

### Department Revenues by Type

Revenues by Source	2017 Actual	2018 Actual	2019 Actual
Charges for Goods & Services	\$ 748,500	\$ 840,131	\$ 849,201

# Kirkland WA – Partnered Client

- 91,000 population
- Customer since Mid 2017
- Revenue increased by 200% in year 1 but leveled out at 60% in year 2 (\$4,059,000)

Last Full Year  
Prior to using  
CivicRec

City of Kirkland  
**Statement of Activities**  
For the fiscal year ended December 31, 2016

Functions/Programs	Expenses	Program Revenues			Net
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>					
General Government	8,918,548	7,553,305	236,917	16,000	
Judicial	2,090,988	1,296,178	23,570	0	
Security of Persons and Property	51,377,094	3,611,717	243,982	0	
Physical Environment	1,154,543	2,137,154	16,347	0	
Transportation	20,547,650	4,574,502	1,917,841	2,783,250	
Human Services	1,598,994	0	51,687	0	
Economic Environment	7,697,645	9,785,849	6,117	0	
Culture and Recreation	10,691,708	2,697,053	252,390	0	

First Full Year with  
CivicRec

City of Kirkland  
**Statement of Activities**  
For the fiscal year ended December 31, 2018

Functions/Programs	Expenses	Program Revenues			Net
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>					
General Government	10,755,283	9,387,518	345,482	0	
Judicial	2,326,681	888,804	42,169	0	
Security of Persons and Property	50,448,353	2,442,239	691,190	0	
Physical Environment	890,022	2,510,609	0	0	
Transportation	22,143,199	4,638,195	2,128,413	5,509,466	
Human Services	3,201,640	0	99,874	0	
Economic Environment	8,626,173	12,134,989	11,806	0	
Culture and Recreation	10,421,768	7,965,572	345,238	877,875	



# Kirkland WA – Case Study

1. 32% Increase in Revenue in Year 1
2. Ability to assign GL codes in the system and no longer have to balance accounts at EOD
3. Recognition from Park Board for ease-of-use
4. Less calls in for the Admin staff = more strategic work

## Valuable Resident Features

Murphy and Davis believe that a key feature of CivicPlus' software for its residents is the picnic shelter registration tool. Now, people can self-manage this request and simply go online to rent a picnic shelter rather than calling the administrative team. The Parks and Community Services Department has plans to leverage the system further in the future by opening functionality that will allow people to rent more complex indoor facilities. As part of their future expansion plans, the Parks and Community Services Department also plans to implement a feature that will allow people to sign up for community volunteer programs.

“ I went to a Park Board meeting and one of the members expressed that they really appreciated the new system and found it to be much simpler to use,” said Murphy. “I also have colleagues who work for other cities in Washington State but live in Kirkland. They have signed their kids up for some of our spring activities and shared that they thought the new system was very user friendly.”

Linda Murphy

Recreation Manager for the City of Kirkland

## Valuable Administrative Features

According to Davis, CivicPlus's ability to integrate with The City of Kirkland's financial system has been particularly valuable.

“Our previous parks and rec software never spoke to our finance department's financial system,” said Davis. “The two never linked up, which created a huge challenge for our finance department as they had to manually put money into GL codes and manually balance accounts in the mornings and evenings. While finance was doing their adjustments, citizens weren't able to utilize the system, which limited the times of the day that they could register for activities. With [CivicPlus], our finance team no longer has to do such manual work and our citizens can register for activities any time of the day or night, which is ideal for those facilities with evening hours.”

CivicPlus has also allowed The City of Kirkland to streamline a significant portion of its waiver documentation.

The result was a partnership with [Rec1 \(Now CivicPlus Recreation Management software\)](#). The City of Kirkland's successful implementation of CivicPlus' Recreation Management system resulted in immediate day one success — a 32 percent increase in first-day registrations — helping the community achieve its goal of offering residents a user-friendly recreation registration solution.



# Steilacoom WA – Case Study

1. Great experience during implementation.
2. System was designed to fit their needs.
3. Help Center/ Chatbot proved to be very robust
4. Gained the ability to track/ report on all aspects of what they do as a department.

## Continuing to Trailblaze with Parks and Recreation Software that Serves

Like most other active towns, Steilacoom provides its residents with various programs and activities through its Community Services Department. Before implementing CivicPlus' Recreation Management software, its ability to serve residents online was challenging.

"Before, we were using a product that was made for restaurants, and so it really wasn't functional for the activities that we were running," said Gibelyou. "We were doing hand ledgers of participants because we had no way of tracking [activities] with our previous software."

Gibelyou praised the collaboration with the CivicPlus team during the software implementation, emphasizing its professionalism and support. When CivicPlus' implementation team handed over the solution, the foundational elements, particularly for the community's facilities, were already in place. This solid groundwork allowed the Town to build upon and customize the platform to its specific needs over the following month. **As a result, when the software was eventually launched to residents, it was perfectly tailored to the community's requirements and expectations, thanks to CivicPlus' initial setup and guidance.**

Steilacoom offers lots of options for its residents, from youth to seniors. From a Preschool Explorers program to Chair Yoga to Fun with Fitness classes, the community uses its recreation programs to encourage involvement and fitness. Gibelyou said utilizing CivicPlus' Recreation Management solution has been "fabulous." She finds the software intuitive to use and continues to be impressed by the CivicPlus Help Center.

"The Help Center is super robust," said Gibelyou. "Most of the time, when I have a question, I don't even have to contact someone. I can just go into the Help Center, and everything is laid out so cleanly. I can follow the steps and get things where they need to go."

Gibelyou said that when she has needed to reach out to the CivicPlus Technical Support team, they have been "super responsive and very helpful." She added that others asked her if she would recommend the CivicPlus [Recreation Management software](#) and said she does because "you can't beat good customer service."