SIGN-UP TO SPEAK FOR SPECIFIC ACTION ITEMS ON THE AGENDA: If you have signed up prior to the Council meeting to speak with respect to a particular ordinance or resolution appearing on the agenda, you will be recognized to address the Council for up to one minute before the Council takes action on that item. Those wishing to address such items on the “Consent Agenda” should do so during the “Citizen Comments” portion of the Agenda. If the Council chooses to discuss the item further after taking comments, they may restrict additional public comment before taking action. Please look for the sign-up sheets near the Council Chamber doorway. (See Item II.B. for Citizen Comments on other items of City business.)

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

I. CALL TO ORDER – Mayor Neil Johnson, Jr.
   A. Flag Salute
   B. Roll Call: Mayor Neil Johnson, Jr., Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson.
   C. Announcements, Appointments and Presentations:
      1. Announcements: None.
      2. Appointments: None.
      3. Presentations:
   D. Agenda Modifications

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:
   A. Public Hearings: None.
   B. Citizen Comments:
      You may address the City Council on matters of City business for up to 5 minutes. Those commenting about ordinances or resolutions on the “Consent Agenda” should limit their comments to one minute per item. When recognized by the Mayor, please state your name and address for the official record. Designated representatives speaking on behalf of a group may take up to 10 minutes on matters of general City business.
   C. Correspondence

III. COUNCIL COMMITTEE REPORTS:
   A. Finance Committee
B. Community Development Committee

C. Public Safety Committee

D. Other Reports

IV. CONSENT AGENDA:
The items listed below may be acted upon by a single motion and second of the City Council. By simple request to the Chair, any Councilmember may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.


B. Approval of Accounts Payable and Utility Refund Checks/Vouchers: Accounts Payable checks/vouchers #67503-67559 (including wire transfer #’s 12258139, 20131115, 111620131, and 2013112101) in the amount of $837,493.40. Accounts Payable checks/vouchers #67560-67573 in the amount of $15,009.53 for Accounts Receivable deposit refunds. Accounts Payable wire transfer #2013111501 for P-Card payments in the amount of $40,513.37.

C. Approval of Payroll: Payroll for November 16-30, 2013 for checks #31470-31499 including Direct Deposits and Electronic Transfers is $ 656,960.67.


F. AB13-151 – Resolution 2351 – A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Increase Of Fees Between The City Of Bonney Lake, Washington And The Okanogan County, Washington, For The Housing Of Inmates In The Okanogan County Jail.

V. FINANCE COMMITTEE ISSUES: None.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:


E. Oath of Office: Mayor Neil Johnson, Jr., Councilmember Donn Lewis, Councilmember Randy McKibbin, and Councilmember Dan Swatman, for Terms of Service Starting January 1, 2014.

IX. EXECUTIVE SESSION:
Pursuant to RCW 42.30.110, the City Council may hold an executive session. The topic(s) and the session duration will be announced prior to the executive session.

X. ADJOURNMENT

For citizens with disabilities requesting translators or adaptive equipment for communication purposes, the City requests notification as soon as possible of the type of service or equipment needed.

THE COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA
CALL TO ORDER – Mayor Neil Johnson, Jr. called the Workshop to order at 5:34 p.m.

ROLL CALL:
Administrative Services Director/City Clerk Harwood Edvalson called the roll. Elected officials: attending were Mayor Neil Johnson, Jr., Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember Randy McKibbin, Councilmember James Rackley, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Chief Financial Officer Al Juarez, Community Development Director John Vodopich, Public Works Director Dan Grigsby, Assistant Chief of Police Kurt Alfano, City Attorney Kathleen Haggard, Senior Planner Jason Sullivan, Administrative Services Director/City Clerk Harwood Edvalson, and Administrative Specialist II Renee Cameron.

AGENDA ITEMS:

A. Council Open Discussion:

Food Bank Donation Challenge: Councilmember Watson provided Laurie Carter with a cash donation toward her challenge for the Food Bank Donation. Mayor Johnson said he will provide Mrs. Carter with his donations, and he has a food bin outside of his garage for donations. He encouraged everyone to participate to help the Food Bank.

Reader Board for City Events: Councilmember Watson said he would like to see a reader board providing information about all City events. He believes the different City departments could pay for it out of their respective budgets.

Council Retreat: Councilmember Minton-Davis inquired about the next Council retreat and would like to see it get scheduled early. Councilmember Watson said he thinks getting the retreat scheduled early will help the Council to keep focused on their priorities. Deputy Mayor Swatman said he too thinks getting a retreat scheduled on the calendar will be beneficial for Council to discuss issues and options.

Re-Appointment of Judge Heslop: Mayor Johnson said he sent out information regarding re-appointing Judge Heslop for another four-year appointment. He said the re-appointment will be on next week’s Council meeting agenda. He said since he has heard no feedback from Council he is hopeful that the re-appointment will be approved. Councilmember Hamilton said his only concern was the bad publicity the City received due to Judge Heslop’s outside business, but those concerns have been resolved.

Shoreline Master Plan Issues: Deputy Mayor Swatman said he attended the meeting at Dieringer School District with Senator Pam Roach regarding concerns with the Shoreline Master Plan regulations that the Department of Ecology (DOE) is considering. He said he
wanted to make everyone aware of the issues involving the shoreline regulations the residents will be facing in dealing with DOE.

**Election Costs:** Deputy Mayor Swatman spoke regarding concerns with costs associated with elections and wanted to make Council aware of the costs.

**Council Committees:** Deputy Mayor Swatman said with the new year he would like the Council to evaluate and make determinations regarding the various Committees and Commissions.

**Election Results:** Councilmember Hamilton congratulated those who won re-election and reminded all that there will always be future opportunity to run for positions. Councilmember Rackley said one of the issues he would like to have Council focus on during the retreat is how to get voters to participate in the democratic process.


The November 5, 2013 Council Workshop and November 12, 2013 Council Meeting minutes were forwarded to the November 26, 2013 Meeting for action.

**C. Discussion:** AB13-127 – Public Comments from Public Hearing Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Consider Revenue Sources And Possible Property Tax Increases Before Setting The Ad Valorem Property Tax Rate For 2014.

Councilmember Watson said he has a concern with raising the taxes. Chief Financial Officer Juarez provided Council with an explanation of the proposed tax rate and where the money comes from due to new construction. Councilmember Rackley inquired about the banked capacity and the maximum 1% rate. Councilmembers Hamilton and Watson said they would like to see the Council review and discuss this issue when in next year’s budget. Councilmember Minton-Davis spoke regarding one of the workshop sessions she attended at the Association of Washington Cities conference, and recalled that cities who do not make small incremental increases eventually have to raise the tax rate dramatically. Councilmember Rackley said he believes the drop in the rate is due in large part to the incentives developers have received. The continued public hearing on this issue is scheduled for November 26, 2013.

**D. Presentation:** Tehaleh Update - Newland.

Scott Jones, Vice President and General Manager of the Tehaleh, provided an update and slideshow of the Tehaleh development(s). Councilmember Lewis inquired about the 198th Avenue improvements and Mr. Jones advised that those improvements should be completed in 2015. Councilmember Hamilton inquired about the increased employment rate and Mr. Jones responded. Deputy Mayor Swatman inquired about the free trade zone and Mr. Jones again responded. Deputy Mayor Swatman then asked why Tehaleh isn’t considering annexing into the City of Bonney Lake. Mr. Jones stated that is up to the residents of Tehaleh and the registered voters. Deputy Mayor Swatman asked Mr. Jones if
Tehaleh would be willing to provide a letter to the County regarding Tehaleh’s desire to annex into the City of Bonney Lake. Councilmember Watson told Mr. Jones he is concerned with the pressure that Tehaleh residents will put on Bonney Lake’s roadways. Mr. Jones spoke regarding the mitigations measures tied to the development and that the future phases will be identified as development progresses. Mayor Johnson asked Mr. Jones about a previous proposal regarding widening Rhodes Lake Road. Mr. Jones advised that the Plateau 465 project team is working to discuss that proposal, as well as other issues. No action was taken.

E. **Discussion:** AB13-135 – Public Comments from Public Hearing Of The City Of Bonney Lake, Pierce County, Washington, Regarding Ordinance 1468, Declaring A Moratorium Prohibiting The Production, Processing, And Retail Sales Of Recreational Marijuana And Prohibiting Granting Of Any City License Or Permit Related To Such Activities.

Deputy Mayor Swatman spoke regarding the public comments received at the November 12, 2013 Public Hearing. He said the speakers clearly stated that they do not want marijuana retail businesses and he believes it is Council’s decision to not allow these businesses in the City. Councilmember Hamilton asked if the City can just reject the State’s recommendation. City Administrator Morrison said he asked the State Liquor Control Board to remove the City off the list of potential cities to offer marijuana retail businesses, but the State said ‘no’. Councilmember Rackley said he attended a Chamber of Commerce meeting last week and the question was raised as to which businesses would want a marijuana retail business next to theirs. City Attorney Haggard stated that these types of businesses are not still not regulated. Councilmember Watson said he is glad to see that Council is working together in supporting the philosophy that marijuana will not be allowed in the City. Councilmembers Lewis and Minton-Davis agreed.

Councilmember Minton-Davis asked about whether any applicants will go through the permitting process and City Attorney Haggard said the City’s current moratorium will not allow any applications to be processed. She said if the City lifts the moratorium, then the applicant would have to be in compliance with zoning regulations and building approvals, and if the City did not approve the permitting then the applicant would not have the right to operate a business. City Attorney Haggard stated she would recommend the City have their regulations in place before the moratorium expires, a valid application is received, and the process begins. City Administrator Morrison stated if more than one application is received then a lottery would be held to see which applicant would be permitted to go through the permitting process. Councilmember Hamilton asked if the City can regulate these type of businesses like they do for adult entertainment. Mayor Johnson said the City is going to work with the other cities as a coalition to not permit these types of businesses. City Attorney Haggard said the biggest issue is determining the zoning regulations and getting them approved. No action was taken on this agenda item.


Public Works Director Grigsby noted that Council discussed this issue on October 1, 2013 and summarized his memo that was included in the agenda packet. Councilmember
Watson asked about the Swift property. Director Grigsby addressed the two different options regarding the Swift property. Councilmember Watson asked about the Shepard/Morris property, and Director Grigsby said the construction easement can be on the same side of their parcel so it will not affect their future development. Deputy Mayor Swatman said there is an impact to the Shepard/Morris property, but they cannot come to an agreement as to what the impact is when they all want sewer. Director Grigsby said staff did look at other options, but those would have involved more than one property owner. Director Grigsby said if the City choose to build the sewer system along SR 410 then another lift station would have to be built and maintained.

Councilmember Minton-Davis thanked everyone that worked on the agreement and said it has been explained very well. She asked about the Chan property; Director Grigsby said the Chan property owners have been notified of the public hearings but they have not responded. Bill Moffitt (developer with Kahne, LLC) and Councilmember Hamilton spoke regarding the easements and the issues if the property owners do not allow access onto their property. Councilmember Hamilton asked for confirmation that the City would have the same rights as the County did before it was annexed, since these easements are from 1982. Councilmember Lewis asked about the potential road that would be put through to SR 410. The item was forwarded for action at the November 26, 2013 Council Meeting.

G. Discussion: AB13-140 – Mid-Biennial Budget Amendments.

City Administrator Morrison provided detail about the 2013-2014 Mid-Biennial Budget Amendments. He said the public hearing regarding the budget amendments is scheduled for November 26, 2013. Mayor Johnson said he wants to make sure that the monies for the crosswalks that Councilmember Lewis spoke about during the November 5, 2013 Council Workshop are addressed. Councilmember Rackley said he would like to see the Council find funds for public outreach via the internet. Mayor Johnson and Councilmember Hamilton proposed putting together an ad hoc committee to discuss and review the future of the City’s website to provide increased public outreach. Councilmember Watson suggested adding this item to next year’s retreat. A public hearing on this item is scheduled for the November 26th Council meeting.

H. Discussion: AB13-128 – Resolution 2337 – Requesting the WA Secretary of Transportation reduce the speed limit on SR410 to 35mph in Downtown Bonney Lake.

Councilmember Minton-Davis proposed postponing this topic to a future workshop for discussion. City Administrator Morrison provided a brief explanation of this item. He said he is concerned with the downtown landscape median that is required on SR 410 for areas in a 45 mph speed zone. He said City staff have met with the Washington State Department of Transportation (WSDOT) regarding the speed limits along SR 410 between Veterans Memorial Drive and Main Street. Director Grigsby said WSDOT did a study that said 15% of the vehicles were exceeding 40 mph. Mayor Johnson said he has seen numerous requests from citizens to reduce the speed limit to 35 from Veterans Memorial Drive to 214th. Director Grigsby said WSDOT has approved the design as proposed. Deputy Mayor Swatman asked staff to check with WSDOT to determine what the minimum median height would be. Councilmember Hamilton said he is more concerned with safety issues than aesthetic issues. He suggested the issue be sent to the
Public Safety Committee for review and a recommendation. Councilmember Watson moved to table the issue to the Public Safety Committee and Councilmember Minton-Davis seconded.

I. Discussion: AB13-146 – Pierce County Wide Planning Policy Amendment and Comprehensive Amendment T-1 relating to methodology for expanding Urban Growth Areas within the County.

Senior Planner Sullivan provided a summary of the three proposed amendments. Councilmember Rackley said the Council should support these amendments as presented. Councilmember Lewis said he keeps up to date with Puget Sound Regional Council and he recommends approval of the proposed amendments. He said the issue regarding the T-1 Amendment relating to methodology for expanding the Urban Growth Area within the County requires that the two documents are consistent. He said in order to expand the Urban Growth Area capacity in Bonney Lake, the City would have to demonstrate the need throughout the County. Senior Planner Sullivan said the County Council will not consider the City’s Comprehensive Plan Amendment without the interlocal agreement.

Councilmember Hamilton said if the City seeks to expand the Urban Growth Area the Friends of Washington group will bring concerns forward. He said the County is in a difficult situation and need this amendment to be passed. Council consensus was to support the amendments.

The Pierce County Wide Planning Policy Interlocal Agreement was forwarded to the November 26, 2013 Meeting for action.

I. Executive Session: Pursuant to RCW 42.30.110(1)(b), the Council adjourned to an Executive Session at 8:01 p.m. for 20 minutes to discuss potential property acquisition. The Council returned to chambers at 8:14 p.m.

Mayor Johnson asked for a motion to amend the agenda and add an action item.

Councilmember Rackley moved to suspend the Council rules to amend the agenda and add Resolution 2349 as an action item. Deputy Mayor Swatman seconded the motion.

Motion to add Resolution 2349 to the agenda approved 7 – 0.

Administrative Services Director/City Clerk Edvalson read the action item, which was a resolution ratifying an agreement between the City and Union Bank for a purchase and sale agreement for the property located at 22405 SR 410 E in Bonney Lake. Deputy Mayor Swatman thanked the staff and Council for all of their work on this item. Councilmember Watson said he thinks it is a great opportunity for the City to move forward with this property acquisition. Councilmember Hamilton said he too thinks it is a great opportunity for the City to move forward towards building a new Public Works Center on the property. Councilmember Lewis said he thinks it is a great investment of the City’s utility funds to benefit the City for an easily-accessible Public Works Center. Mayor Johnson thanked staff and Councilmember McKibbin for all of their hard work on this property acquisition.
Councilmember Rackley moved to approve AB13-148 – Resolution 2349 – A Resolution Of The City Council Of the City Of Bonney Lake, Washington, Ratifying A Purchase And Sale Agreement To Purchase One (1) Parcels of Land In Eastown, To Wit Pierce County Parcel #0591021032 Located at 22405 SR 410 E, Consisting of 20.83 Acres, In Order to Further Implement the Development of a Public Works Center. Councilmember Lewis seconded the motion.

Resolution 2349 approved 7 – 0.

IV. ADJOURNMENT:

At 8:17 p.m., Councilmember Lewis moved to adjourn the Council Workshop. Councilmember Watson seconded the motion.

Motion to adjourn approved 7 – 0.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council for the November 19, 2013 City Council Workshop:

- Scott Johns, Newland Communities - PowerPoint Presentation Re: Tehaleh.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. 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.
I. CALL TO ORDER – Mayor Neil Johnson, Jr. called the meeting to order at 7:02 p.m.

A. Flag Salute: Mayor Johnson led the audience in the Pledge of Allegiance.

B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember Jim Rackley, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Public Works Director Dan Grigsby, Community Development Director John Vodopich, Chief Financial Officer Al Juarez, Police Chief Dana Powers, Administrative Services Director/City Clerk Harwood Edvalson, City Attorney Kathleen Haggard, and Records & Information Specialist Susan Haigh.

C. Announcements, Appointments and Presentations:

1. Announcements: None.

2. Appointments:
   a. **AB13-150** – Reappointment of Ronald Heslop as Bonney Lake Municipal Court Judge.

   Mayor Johnson said Judge Heslop is highly rated amongst his peers, works well with staff, and has done good service for the City in the past.

   Councilmember Rackley moved to approve motion **AB13-150**, re-appointing Ronald Heslop as Bonney Lake Municipal Court Judge. Councilmember Watson seconded the motion.

   **Motion AB13-150 approved 7 – 0.**

   Administrative Services Director/City Clerk Edvalson administered the oath of office to Judge Heslop. Judge Heslop thanked the Council and staff for their support, and said he appreciates the opportunity to serve. He said the City has great quality staff who are essential, and he has received many compliments from customers about their experience working with staff in the Court and Police Department, and the City Prosecutor.

3. Presentations: None.

D. Agenda Modifications:
Mayor Johnson said the City Attorney has presented a proposed agenda modification to the Council for consideration at the current meeting.

Councilmember Lewis moved to amend the agenda to add AB13-153 – Ordinance D13-153 – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Reaffirming And Revising The Moratorium Enacted Under Ordinance No. 1468, Prohibiting The Production, Processing, And Retail Sales Of Marijuana And Prohibiting Granting Of Any City License Or Permit Related To Such Activities, to the current agenda as Full Council Issues, item C. Councilmember Watson seconded the motion.

Motion to amend the agenda to add Ordinance D13-153 approved 7 – 0.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings:


   Mayor Johnson re-opened the public hearing at 7:08 p.m. Seeing no one coming forward to speak, Mayor Johnson closed the public hearing at 7:08 p.m.


   Mayor Johnson opened the public hearing at 7:08 p.m. Seeing no one coming forward to speak, Mayor Johnson closed the public hearing at 7:08 p.m.

B. Citizen Comments:

Marian Betzer, 19812 82nd St Ct E, Bonney Lake, congratulated the City on receiving the “Forever Green Trails Council” award. She explained the history of the “Forever Green” program in Pierce County, and said the City of Bonney Lake was recognized at their 2013 Trails Conference, which she, Don Pardington, Terry Reid, and Gary Leaf attended. She said Forever Green is participating in a Russell Family Foundation grant and the City and the Fennel Creek Habitat Team are working together on a joint grant application to be submitted in December. She and other members of the Fennel Creek Habitat Team presented the award to Mayor Johnson.

Laurie Carter, 9418 184th Ave E, Bonney Lake, provided an update on her Food Drive challenge to the Council and Mayor, and encouraged others to donate through December 7, 2013. Mayor Johnson said he is taking donations and has received several food and cash donations to include in the drive.

Ed Morris, 17301 159th Ave SE, Renton, said he represents the owners of parcel 0519022007, also known as the “Shepard/Morris property”. He spoke against proposed Resolution 2322 to approve the Eastown Southern Utility Latecomer Agreement (ULA)
with Kahne, LLC. He said the property owners are expected to support the project based on a preliminary design, and trust that the City will mitigate any impacts to their property. He said the proposed sewer line will impact how they will be able to develop their property, and his group does not support the ULA presented.

Aaron Babcock, 11107 176th Ave E, Bonney Lake, spoke in favor of the proposed Eastown Southern ULA (Resolution 2322). He said property owners have been waiting for years to extend sewer to the area, and have worked especially hard in the past three years on this project. He said he cannot develop his property until sewer is available and encouraged the Council to approve the proposed resolution.

Bill Moffit, 2144 West Lake Ave, Seattle, spoke on behalf of the Kahne LLC. He spoke in favor of the proposed Kahne ULA (Resolution 2322). He thanked the Council for their discussion and careful deliberation of this issue.

C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS

A. Finance Committee: Deputy Mayor Swatman said the committee met at 5:30 p.m. earlier in the evening. The Committee forwarded the yearly salary ordinance for action at an upcoming Council Meeting; discussed planning for a Council retreat with a proposed date of January 25, 2014; and discussed potential revisions to the Council rules for further Council discussion.

B. Community Development Committee / Economic Development Focus Group: Councilmember McKibbin said the Committee met on November 19, 2013 and forwarded two items to the Consent Agenda and one item to Community Development Committee Issues.

C. Public Safety Committee: Councilmember Hamilton said the committee has not met since the last Council Meeting.

D. Other Reports:

Pierce County Regional Council: Councilmember Hamilton said the PCRC met on November 25, 2013. The PCRC discussed the proposed amendment to the Pierce County planning policies (amendment T-1) and he learned that the County pulled the amendment and is now in violation of its own policies. He said a County Councilmember has requested review and consideration of reducing the County Urban Growth Areas (CUGA). The PCRC also discussed regional transportation projects and funding.

Community Updates: Councilmember Lewis said he attended the White River Families First Coalition in Buckley on November 25, 2013 at 3:30 p.m. The group’s next meeting is in January. The Coalition heard from the White River School District Superintendent Janel Keating, who explained proposed levies for the School District on the February 2014 ballot. The Coalition also discussed concerns about sexual abuse and ways to educate youth. They also discussed area Food Bank needs and the upcoming lighting event in Buckley on December 1, 2013.

Councilmember Watson said the Bonney Lake Lions Club will be providing gifts of cookies and candies to local first responders this week to thank the police and fire staff
for their service throughout the year.

IV. CONSENT AGENDA:

A. **Approval of Minutes:** November 5, 2013 Council Workshop and November 12, 2013 Council Meeting.

B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable checks/vouchers #67430-67462 (including wire transfer #’s 20131021, 20131104, 20131105, 2031106, and 2013110601) in the amount of $828,570.03. Accounts Payable checks/vouchers #67463-67467 in the amount of $10,357.64 for Accounts Receivable deposit refunds. Accounts Payable checks/vouchers #67468-67479 in the amount of $2,933.41. Accounts Payable checks/vouchers #67480-67497 (including wire transfer # 11042013) in the amount of $286,732.20. Accounts Payable checks/vouchers #67498-67502 in the amount of $2,477.35. VOID: Check #66639 – check lost/missing.

C. **Approval of Payroll:** Payroll for October 16-31, 2013 for checks #31443-31468 including Direct Deposits and Electronic Transfers is $ 442,332.64.

D. **AB13-129 – Resolution 2338** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Contract With KPG Engineering For Services For The 30% Design Of The 186th Corridor Improvements Project

E. **AB13-130 – Resolution 2339** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Contract With KOG Engineering For Services To Provide The 30% Design Effort For The Church Lake Road Culvert Replacement Project.


H. **AB13-149 – Resolution 2350** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington Authorizing The Mayor To Sign An Interlocal Agreement With Pierce County For Certain Amendments To The Pierce County Countywide Planning Polices As Recommended By The Pierce County Regional Council.

Councilmember Lewis moved to approve the Consent Agenda. Councilmember Watson seconded the motion.

**Consent Agenda approved 7 – 0.**
V. FINANCE COMMITTEE ISSUES: None.

VI. COMMUNITY DEVELOPMENT ISSUES:
   A. **AB13-145 – Resolution 2346** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Angeline Road Sidewalk Improvement Project To Hoffman Construction Inc. [Previously AB13-142]

   Councilmember Lewis moved to approve Resolution 2346. Councilmember Watson seconded the motion.

   Mayor Johnson noted this is the ‘missing link’ sidewalk that citizens brought forward as a concern. He thanked staff for their work to move this project forward. Councilmember Watson said he is glad this project could be added, and he hopes that funds will be available in the future to complete similar projects that come up.

   Resolution 2346 approved 7 – 0.

VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:

   Councilmember Rackley moved to approve Ordinance 1470. Councilmember Lewis seconded the motion.

   City Attorney Haggard noted that because there were no comments during the continued public hearing, the Council does not need to suspend its rules to take action on this item at the current meeting. Deputy Mayor Swatman noted that a citizen commented during the hearing on November 12th that the ordinance should provide information on the impact to property owners’ tax rates. He said this information has been included in the ordinance background summary. He noted that the tax rate for individual property owners will decrease from 2013 to 2014, but the City will actually take in slightly more in tax revenues due to an increase in the number of taxable properties in the City.

   Ordinance 1470 approved 7 – 0.


   Councilmember Watson moved to approve Resolution 2322. Councilmember Lewis seconded the motion.

   Councilmember Watson thanked staff for their work on this item. He said he still has concerns for land owners who will be impacted and about alternatives to this project.
Councilmember Hamilton spoke in favor of the proposed agreement. He said the Growth Management Act (GMA) dictates that the City have a certain amount of multi-family housing. He said Bonney Lake needs additional multi-family housing and the proposed Kahne Multifamily project will help facilitate this.

Deputy Mayor Swatman agreed about the need for multi-family housing. He said concerns remain about how the ULA will impact property owners. He said though he does not like the proposed action, from a sewer standpoint for the City he will support it. He said the City has tried to work on a pre-agreement with the Morris/Shepard property owners and believes they will be able to come to an agreement in the end. He said the ULA will set a time frame for the process, and a way to determine the quantifiable financial impacts for each property affected.

Mayor Johnson thanked Director Grigsby for his work on the agreement, and his time spent answering questions from the Council, property owners and developers.

Resolution 2322 approved 7 – 0.


Councilmember Watson moved to approve Ordinance 1469. Councilmember Lewis seconded the motion.

Councilmember Rackley noted that the Pierce County Council is dealing with this issue currently as well.

Ordinance 1469 approved 7 – 0.

IX. EXECUTIVE SESSION: None.

X. ADJOURNMENT:
At 7:39 p.m., Councilmember Rackley moved to adjourn the Council Meeting. Councilmember Lewis seconded the motion.

Motion to adjourn approved 7 – 0.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the November 26, 2013 Meeting:
- Ed Morris – Comments re: Resolution 2322.
- Kathleen Haggard, City Attorney – Additional Agenda Item – Proposed Ordinance D13-153.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. 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.
City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Community Development / Jason Sullivan - Senior Planner
Meeting/Workshop Date: 10 December 2013
Agenda Bill Number: AB13-143

Agenda Item Type: Ordinance
Ordinance/Resolution Number: D13-143
Councilmember Sponsor:

Agenda Subject: RC-5 Technical Amendment

Full Title/Motion: An Ordinance Of The City Of Bonney Lake, Pierce County, Washington, Amending Section 18.20.050 Of The Bonney Lake Municipal Code And The Corresponding Portion Of Ordinance No. 1099, Related To Rc-5 Zoning.

Administrative Recommendation:

Background Summary: Ordinance D13-143 was prepared by the City Attorney to restate the existing clustering provision in the Residential/Conservation District (RC-5) codified in the BLMC 18.20.050.A in order to improve the readability of the regulation. The proposed amendment does not contain any substantive changes in the clustering provision established by BLMC 18.20.050.A


BUDGET INFORMATION

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Budget Explanation:

COMMITTEE, BOARD & COMMISSION REVIEW

Council Committee Review:  
Approvals: 
Yes  No
Date: 
Chair/Councilmember  
Councilmember  
Councilmember  
Forward to:  Consent Agenda:  
	Consent Agenda: Yes  No
Commission/Board Review: Planning Commission
Hearing Examiner Review:

COUNCIL ACTION

Workshop Date(s): 3 December 2013  
Meeting Date(s): 
Public Hearing Date(s):  
Tabled to Date:

APPROVALS

Director: JPV  
Mayor: 
Date Reviewed by City Attorney: (if applicable):
ORDINANCE D13-143

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING SECTION 18.20.050 OF THE BONNEY LAKE MUNICIPAL CODE AND THE CORRESPONDING PORTION OF ORDINANCE NO. 1099, RELATED TO RC-5 ZONING

WHEREAS, the City Council desires to amend a certain section of the municipal code, related to maximum densities in the RC-5 zone, to clarify the meaning of this section.

NOW, THEREFORE, the City Council of the City of Bonney Lake do hereby ordain as follows:

Section 1. Section 18.20.050 of the Bonney Lake Municipal Code and the corresponding portions of Ordinance No. 1099 are hereby amended to read as follows:

18.20.050 Setback and bulk regulations.

The following bulk regulations shall apply to the uses permitted in this district subject to the provisions for yard projections included in BLMC 18.22.080:

A. Maximum density: one residential unit per five acres; provided the lots may be clustered to preserve open space. Where lots designated for residential development are clustered and any lot is smaller than five acres, agricultural or open space tract(s) shall be recorded within the subdivision in acreage(s) sufficient to preserve the maximum overall residential density of five units per acre. Where lots smaller than five acres are created, a tract of sufficient size to equal the difference between the acreage of the lot or lots and the minimum density requirements shall be designated and recorded as an agricultural or open space tract.

B. Minimum Front Setback.

1. From State Highway 410: 55 feet from the right-of-way line;

2. From other streets: 30 feet from right-of-way.

C. Minimum side yard: a total of 15 feet for both side yards, with a minimum of five feet for one side yard.

D. Minimum rear setback: 20 feet; provided, that a separated garage or accessory building may be built within 10 feet of the rear property line.
E. Maximum height: 35 feet, except where the director of planning and community development waives this limit (see BLMC 14.20.020(FH)) based on:

1. Need of the specific proposed use;

2. Conformance to the comprehensive plan and the intent of this title.

Section 2. This ordinance shall take effect five (5) days after its passage, approval, and publication as required by law.

PASSED by the City Council and approved by the Mayor this 10th day of December, 2013.

______________________________
Neil Johnson, Mayor

ATTEST:

______________________________
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

______________________________
Kathleen Haggard, City Attorney
Memo

Date : November 20, 2013
To : Mayor and City Council
From : Grant Sulham, Planning Commission Chair
Re : Ordinance D13-143 – RC-5 Clustering Amendment

Ordinance D13-143 was prepared by the City Attorney to restate the existing clustering provision in the Residential/Conservation District (RC-5) codified in the BLMC 18.20.050.A in order to improve the readability of the regulation. The proposed amendment does not contain any substantive changes in the clustering provision established by BLMC 18.20.050.A

At the November 20, 2013 meeting, the Planning Commission held public hearing to consider the proposed modification and voted 6-0-0 to recommend that the City Council adopt Ordinance D13-143 amending BLMC 18.20.050 and the corresponding portion of Ordinance No. 1099, related to RC-5 zoning.
The meeting was called to order at 5:30 P.M.

I. APPROVAL OF MINUTES:

MOTION WAS MADE BY COMMISSIONER DOLL AND SECONDED BY COMMISSIONER RAWLINGS TO APPROVE THE MINUTES FROM THE NOVEMBER 6, 2013 MEETING.

MOTION APPROVED 6-0

II. PUBLIC HEARING:

Ordinance D13-143: RC-5 Technical Amendment

Chair Sulham open the Public Hearing at 5:32

Mr. Sullivan gave a brief overview of the Ordinance D13-143: RC-5 Technical Amendment. There is no major changes just improving the readability of the regulation.

Chair Sulham opened the floor for public comments having, none he closed the Public Hearing at 5:33.

MOTION WAS MADE BY COMMISSIONER DOLL AND SECONDED BY COMMISSIONER RAWLINGS TO RECOMMEND THAT THE CITY COUNCIL ADOPT ORDINANCE D13-143 RESTATING THE CLUSTERING REQUIREMENTS IN THE RC-5 DISTRICT.

MOTION APPROVED 6-0
Ordinance D13-137: 2013 Comprehensive Plan Amendment

Chair Sulham opened the Public Hearing at 5:35

Mr. Sullivan gave a brief overview of Ordinance D13-137. The draft ordinance would repeal Ordinance 1295 changing the Land Use Designation back to High-Density Residential from Public Facility to ensure consistency between the adopted Zoning Classification and the Land Use Designation relating to the City own land located behind Junction 192.

Chair Sulham opened the floor for public comments, having none he closed the Public Hearing at 5:37.

**MOTION WAS MADE BY COMMISSIONER RAWLINGS AND SECONDED BY COMMISSIONER BAUS TO RECOMMEND THAT THE CITY COUNCIL ADOPT ORDINANCE D13-137 REPEALLING ORDINANCE 1295 CHANGING THE LAND USE DESIGNATION ON TAX PARCEL 0520338001 BACK TO HIGH-DENSITY RESIDENTIAL FROM PUBLIC FACILITY.**

MOTION APPROVED 6-0

Mr. Sullivan will have both recommendations ready for the December 3rd, City Council meeting.

**III. PUBLIC COMMENT AND CONCERNS: NONE**

**IV. NEW BUSINESS:**

Planning Commission Meetings for December

Mr. Sullivan stated he would not have any agenda items for December. Planning Commission will ramp back up in January after the joint meeting with City Council in January. It will be up to the Commission when and if they want to meet. At this time the scheduled meetings are for December 4 and 18. If the Commission would like to hold only one meeting they could move the meeting to December 11.

Vice-Chair Jacobsen would like to have a meeting in December to prepare for the joint meeting. Need to discuss what the Planning Commission would like on the joint meeting agenda. Would like to see the Arts and Heritage Commission on the agenda.

Commissioner Baus would also like to have a Planning Commission meeting to prepare for the joint meeting. He would like to add Tehaleh traffic to the joint meeting agenda.

**MOTION WAS MADE BY COMMISSIONER DOLL AND SECONDED BY VICE-CHAIR JACOBSEN TO CANCEL THE REGULAR SCHEDULED PLANNING COMMISSION MEETINGS FOR DECEMBER 4TH AND 18TH AND RESCHEDULE FOR DECEMBER 11TH.**

MOTION APPROVED 6-0
Commissioner Fredrick will not be attending the December 11th meeting since it will be only to discuss the joint meeting in January and he has resigned his position as of December 31, 2013.

V. **OLD/CONTINUING BUSINESS:** NONE

VI. **FOR THE GOOD OF THE ORDER:**

**Correspondence** – NONE

**Staff Comments** – Mr. Sullivan commented that the Shoreline Master Plan will be going to City Council on Dec. 3rd. Tomorrow will be meeting with the Department of Ecology and Cascade Water Alliance to look at the Flume.

Commissioner Doll commented that the Shoreline Master Plan was looking good, better than Pierce County’s plan.

Mr. Sullivan also wanted to thank Commissioner Frederick for all his years of service on the Planning Commission.

**Commissioner Comments** – NONE

VI. **ADJOURNMENT:**

**MOTION WAS MADE BY VICE-CHAIR JACOBSEN AND SECONDED BY COMMISSIONER RAWLINGS TO ADJOURN.**

MOTION APPROVED 6-0

The meeting ended at 6:10 P.M.

______________________________
Debbie McDonald, Planning Commission Clerk
City of Bonney Lake, Washington  
City Council Agenda Bill (AB)

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<th>Meeting/Workshop Date:</th>
<th>Agenda Bill Number:</th>
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<td>AB13-147</td>
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<td>Ordinance/Resolution Number:</td>
<td>Councilmember Sponsor:</td>
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<tr>
<td>Motion</td>
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**Agenda Subject:** Interlocal Agreement for ACE Auto Theft Task Force

**Full Title/Motion:** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Interlocal Agreement For An Auto Theft Task Force.

**Administrative Recommendation:** Approve

**Background Summary:** This ILA is for a secondary, supplemental auto theft task force with Sumner, Puyallup, Lakewood, Tacoma, and Pierce County to maintain a multi-jurisdictional team to effectively respond to, and prevent, auto theft and related crimes. The program is be funded with an $871,744 grant, with the City of Lakewood the designated recipient/grant manager. The grant resources (purchased equipment) of the task force can be used by Bonney Lake but there is no obligation to commit personnel or other resources to the effort. The City can terminate its participation with 30 days notice. The grant period is July 1, 2013 through June 30, 2015.

**Attachments:** ILA

### BUDGET INFORMATION

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<th>Required Expenditure</th>
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**Budget Explanation:** NA

### COMMITTEE, BOARD & COMMISSION REVIEW

**Council Committee Review:**
- Public Safety
- Date: 2 December 2013
- Approvals:
  - Chair/Councilmember: Mark Hamilton
  - Councilmember: Donn Lewis
  - Councilmember: Tom Watson

**Forward to:** Workshop

**Consent Agenda:** Yes No

### COUNCIL ACTION

- Workshop Date(s): 12/3/13
- Meeting Date(s): 
- Public Hearing Date(s): 
- Tabled to Date:

### APPROVALS

- Director: 
- Mayor: 
- Date Reviewed by City Attorney: (if applicable):
RESOLUTION NO. 2348

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT WITH THE CITIES OF SUMNER, LAKEWOOD, TACOMA, FIFE, PUYALLUP, AND THE PIERCE COUNTY SHERIFF’S OFFICE, THE PIERCE COUNTY PROSECUTING ATTORNEY’S OFFICE, THE WASHINGTON STATE PATROL, PIERCE TRANSIT, AND WASHINGTON AUTO THEFT PREVENTION AUTHORITY FOR THE MULTI-JURISDICTIONAL AUTO CRIME ENFORCEMENT PROGRAM.

The City Council of the City of Bonney Lake, Washington, does hereby resolve that the Mayor is authorized to sign the Interlocal Agreement between the City of Bonney Lake and other named agencies for joint auto crime enforcement services, attached hereto and incorporated herein by this reference.

PASSED by the City Council this 10th day of December, 2013.

________________________________
Neil Johnson, Mayor

ATTEST:

_______________________________
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

_______________________________
Kathleen Haggard, City Attorney
INTERLOCAL COOPERATION AGREEMENT FOR
USE IN DISTRIBUTION OF FUNDS AND ALLOCATION OF RESOURCES
PURSUANT TO THE 2013-2015 WASHINGTON AUTO THEFT PREVENTION GRANT
AWARD

I. PARTIES

The parties to this Agreement are the municipalities of Lakewood, Tacoma, Fife, Sumner, Bonney Lake, Puyallup, on behalf of their respective police departments, The Pierce County Sheriff's Department, The Pierce County Prosecuting Attorney’s Office, Washington State Patrol, Pierce County Public Transportation Benefit Area Corporation Pierce Transit (Pierce Transit), and the Washington Auto Theft Prevention Authority (WATPA).

II. AUTHORITY

THIS AGREEMENT is entered into pursuant to Chapters 10.93 and 39.34 of the Revised Code of Washington.

III. PURPOSE

The parties desire to establish and maintain a multi-jurisdictional team to effectively respond to, prevent and investigate auto theft and related crimes. This Agreement is not intended to replace any previously executed interlocal agreements by the parties to provide backup law enforcement services.

IV. FORMATION

There is hereby created a multi-jurisdictional task force to be hereafter known as “Auto Crime Enforcement (ACE)”, the members of which shall be the municipalities of Lakewood (LPD), Fife (Fife PD), Sumner (Sumner PD), Bonney Lake (Bonney Lake PD), Puyallup (Puyallup PD), Tacoma (Tacoma PD), as well as the Pierce County Sheriff (PCSO), The Pierce County Prosecuting Attorney’s Office, the Washington State Patrol (WSP) and Pierce Transit. The Task Force will be managed by a ACE/WATPA Board, hereinafter referred to as “The Board” in a manner that is consistent with the provisions of the Task Force Policy Manual (Appendix B) and organized in a manner consistent with Appendix A. The Board will be comprised of members from each of the partner agencies and WATPA and will meet on a quarterly basis at a minimum.

V. STATEMENT OF PROBLEM

Whereas, the named entities recognize a need for proactive regional cooperation to address the problems created by auto theft within the region; and

Whereas the Washington State Legislature has recognized that automobiles are an essential part of our everyday lives and that the family car is typically the second largest investment a person has so that when it is stolen, it causes a significant loss and
inconvenience to people, imposes financial hardship, and negatively impacts their work, school, and personal activities. Appropriate and meaningful penalties that are proportionate to the crime committed must be imposed on those who steal motor vehicles; and

Whereas, law enforcement agencies throughout the County have determined that a concentrated and coordinated effort is critical to an effective statewide response to vehicle theft and have agreed to provide mutual aid and share resources as necessary to further the interests outlined in the application for the 2013-2015 Washington Auto Theft Prevention Grant, NOW THEREFORE, the parties agree as follows:

VI. TEAM OBJECTIVES

Individuals from each of the participating jurisdictions (as well as non-participating jurisdictions) will be consolidated and form ACE. ACE will service jurisdictions within Pierce County with emphasis on the participating jurisdictions. The object shall be to provide a consolidated response from each jurisdiction by utilizing the training of each assigned officer, equipment funded by the WATPA grant, and to prosecute crimes related to auto theft by use of a specifically allocated Pierce County Prosecutor. Each participating agency shall solicit a representative to serve as a member of the Board.

VII. DURATION AND TERMINATION

This agreement shall commence on July 1, 2013 and continue until WATPA Auto theft Prevention Grant funds are no longer available or until June 30, 2015. It is the parties’ intent to be bound by the terms of this agreement without need for further extensions upon written notice to each participating jurisdiction that additional funding has been authorized beyond June 30, 2015.

Any party may withdraw from the Agreement upon the giving of thirty (30) days written notice of intent to withdraw to the Board. Withdrawal prior to the grant’s expiration means that the withdrawing party is no longer eligible for related grant funds beyond reimbursement for approved grant expenditures that were accrued prior to withdrawal. Termination of this agreement and/or withdrawal of a party shall not terminate paragraph XVII hereof with respect to the withdrawing party as to any incident arising prior to the withdrawal of the party and paragraph XVII shall survive the termination of this Agreement with respect to any cause of action, claim or liability arising on or prior to the date of termination. The parties may terminate this contract by mutual agreement in writing.

VIII. NOTICE

To provide notice for termination or other processes relative to this agreement, notice may be sent to as well as to the City of Lakewood as Lead Administrative Agency.

Washington Auto Theft Prevention Authority c/o
Mr. Michael Painter, Executive Director
3060 Willamette Dr. NE, Suite 101
Lacey, WA 98516
The City of Lakewood through its Police Department is the recipient of a grant awarded by WATPA with which it contracts directly, and shall serve as the Lead Administrative Agency for purposes of this Agreement. The Lead Administrative Agency shall be responsible for all purchases of equipment, and for establishing proper accounting procedures, audit trail, and the collection and provision of required reports and statistics. In addition, the Lead Administrative Agency shall review all bills that are being submitted by other agencies for reimbursement to ensure that those bills comply with grant policies and regulations prior to submitting them to WATPA for payment. All other participants shall be considered Sub recipients.

X. COMMAND AND CONTROL

In the event of a mobilizing incident, the primarily responsible agency will be the agency in whose jurisdiction the incident has taken place. The primarily responsible agency shall appoint a command level officer to serve as Incident Commander, the officer in charge of the local event. The incident Commander retains full authority and control throughout the incident and shall make any decision as to the resolution of the incident. When the members of ACE who are not grant funded are not specifically investigating or otherwise working on auto theft prevention cases, the members will work on cases assigned by their individual agencies.

XI. PRESS RELEASES

All agencies participating in this agreement will make press releases only through the designee of the agency in whose jurisdiction the incident has taken place, or such press releases may be made through the Board, if agencies have concurrent jurisdiction.

XII. EQUIPMENT, TRAINING AND BUDGET

The City of Lakewood is the recipient of a $871,744.00 grant for the 2013-2015 WATPA Grant Period July 1, 2013 – June 30, 2015. Grant Funds have been allocated for specific use and in the amounts provided in Attachment “A”. In addition, The City of Lakewood will lease one vehicle for the duration of the Grant and the costs to the City that are associated with the leased vehicle will be reimbursable.

Each agency is authorized to use the Automated License Plate Reader (ALPR). (Officers using ALPR must ensure that the use is consistent with his or her agency’s use policy.) Scheduling for the use of those items will be accomplished through the Lakewood Police Department’s Designee and in a manner consistent with Attachment “B”. Each agency agrees that the maintenance, repair or replacement of any equipment shall be the responsibility of the Agency in whose care the equipment was when it required repair or was lost or stolen.
(See Attachment B). Each agency agrees to make repairs or replacements within 30 days unless otherwise agreed.

XIII. OVERTIME

Overtime funds are limited and shall not exceed $10,000 dollars. Overtime expenditures must be pre-approved and will only be subject to reimbursement if (1) the activity is specifically related to auto theft prevention efforts and (2) funds are available. When funds are expended, no overtime expenditures will be authorized by ACE or WATPA. For this reason, available funds for reimbursement will be distributed according to the applicable provisions of the Task Force Policy Manual until those funds are depleted.

XIV. DISTRIBUTION OF ASSETS UPON TERMINATION

At the termination of this agreement, any assets acquired by the City of Lakewood Police Department with grant funds shall become the property of the City of Lakewood.

XV. REIMBURSEMENT OF FUNDS

All agencies requesting reimbursement for approved expenditures must submit appropriate invoices and itemized receipts no more frequently than once each month for actual expenses. Each reimbursement request must contain a completed reimbursement request expenditure form as provided in Attachment C. Reimbursements will be made for actual expenses based upon the available budgeted amounts provided in Attachment “A”. The Sub recipient will be responsible for timely submittal of billing documentation and data reporting to the Lead Administrative Agency. Expenditures made prior to the award date or after the grant expiration date are not authorized and will not be reimbursed. The Sub recipient must assist the Lead Administrative Agency in monitoring the activities attributed to the WATPA grant.

Sub recipients seeking reimbursement must send all documentation to the City of Lakewood at the following address:

City of Lakewood Police Department
9401 Lakewood Dr. SW
Lakewood, WA 98499
Attn: Faye Landskov

WATPA shall reimburse Sub recipient agencies on a timeline to be determined by WATPA. Reimbursements will be made in accordance with the City of Lakewood’s reimbursement policies in Attachment “D”. Requests for reimbursement for per diem (meal expenditures) must be accompanied by a receipt itemized to show the item purchased. Copies of timesheets are required for overtime reimbursement. Reimbursement will be made only up to the amount of the limit of the award as indicated in Attachment “A”. Any cost beyond that will be absorbed by the employee’s original agency.
XVI. RECORDS

Each jurisdiction shall maintain records related to ACE for a minimum of seven (7) years. A copy of these records will be forwarded and maintained with the Lead Administrative Agency. All records shall be available for full inspection and copying by each participating jurisdiction. Records related to ACE include but are not limited to Quarterly Progress Reports (Attachment E), Invoices, and Requests for Reimbursement along with supporting documentation. (The Quarterly Program Report and Invoice can be obtained online at http://WATPA.WSPC.ORG.)

XVII. POLITICAL ACTIVITIES PROHIBITED

No award funds may be used in working for or against ballot measures or for or against the candidacy of any person for public office.

XVIII. LIABILITY/INDEMNIFICATION

Each entity shall be responsible for the wrongful or negligent actions of its employees while assigned to ACE as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this agreement is not intended to diminish or expand such liability.

a. To that end, each entity promises to hold harmless and release all other participating Cities, WSP, County, other participating entities and the WATPA from any losses, claim or liability arising from or out of the negligent tortious actions or inactions of its employees, officers and officials. Such liability shall be apportioned among the parties or other at fault persons or entities in accordance with the laws of the State of Washington.

b. Nothing herein shall be interpreted to:

1. Waive any defense arising out of RCW Title 51.

2. Limit the ability of a participant to exercise any right, defense, or remedy which a party may have with respect to third parties or the officer(s) whose action or inaction give rise to loss, claim or liability including but not limited to an assertion that the officer(s) was acting beyond the scope of his or her employment.

3. Cover or require indemnification or payment of any judgment against any individual or entity for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or entity. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This
agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

XIX. EXECUTION

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, and all of which shall together constitute one and the same instrument. This Agreement shall become binding when one or more counterparts hereof, individually or taken together, shall bear the signature of all of the parties reflected hereon as the signatories.

XX. FILING

As provided by RCW 39.34.040, this Agreement shall be filed prior to its entry in force with the required City Clerks, the County Auditor or, alternatively, listed by subject on the public agency’s website or other electronically retrievable public.

XXI. AMENDMENTS

This Agreement may only be amended by written agreement of all the undersigned cities.

XXII. SEVERABILITY

If any section of this Agreement is adjudicated to be invalid, such action shall not affect the availability of any section not so adjudged.

XXIII. AUTHORIZATIONS

This Agreement shall be executed on behalf of each participating jurisdiction by its duly authorized representative and pursuant to an appropriate resolution or ordinance of the governing body of each participating jurisdiction. This Agreement shall be deemed effective upon the last date of execution by the last so authorized representative. This Agreement may be executed by counterparts and be valid as if each authorized representative had signed the original document.
By signing below, the signor certifies that he or she has the authority to sign this Agreement on behalf of the jurisdiction, and the jurisdiction agrees to the terms of this Agreement.

CITY OF LAKEWOOD

City Manager, Lakewood Date

Attest:

Alice M. Bush, MMC Date

Approved as to Form:

Heidi Wachter, City Attorney

PIERCE COUNTY SHERIFF

Paul Pastor, Pierce County Sheriff, Date

Attest:

City Clerk Date

Approved as to Form:

Deputy Prosecuting Attorney

WASHINTON STATE PATROL

John R. Batiste, Chief Date

Attest:

City Clerk Date

Approved as to Form:

Shannon Inglis Assistant Attorney General

PIERCE COUNTY PROSECUTING ATTORNEY

Pierce County Prosecutor Attest:

City Clerk Date

Approved as to Form:

Deputy Prosecuting Attorney
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<td>City Clerk</td>
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<td>Elizabeth Pauli, City Attorney</td>
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<td>Loren Combs, City Attorney</td>
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CITY OF SUMNER

Dave Enslow, Mayor
Attest:
City Clerk
Approved as to Form:
Bret Vinson, City Attorney

CITY OF BONNEY LAKE

Neil Johnson Mayor,
Attest:
City Clerk
Approved as to Form:
City Attorney
**Attachment A**

**Budget and Overtime Awards**

**WATPA Grant Budget Breakout**

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<th>Description</th>
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<td>Overtime for team *</td>
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Overtime expenditures must be preapproved and will be distributed according to the provision of the Task Force Policy Manual and as grant funds are available. Overtime expenditures shall not exceed $10,000.00.

**The monthly costs associated with vehicles leased by the City of Lakewood are subject to reimbursement with appropriate documentation until expiration of the grant period. The total available funds for leased vehicle costs shall not exceed $12,000.00 collectively.**
Attachment B

Use of Equipment

The parties agree that the use of equipment purchased by the ACE Funds shall primarily be for ACE although it is the intent of the parties to use the purchased equipment throughout Pierce County and in jurisdictions that are not parties to this agreement. Each party shall keep records of how the equipment has been used to serve the efforts of auto theft prevention for grant statistical purposes and shall provide those statistics to the Lakewood Police Department on a quarterly basis.

Further, each party to this agreement may schedule to use the ALRP or other purchased equipment through the Lakewood Police Department’s Designee in a manner consistent with the Washington Association of Sheriffs and Police Chiefs (WASPC) use and access policy now and hereinafter adopted. The parties further agree that the jurisdiction/party using the equipment bears the cost of replacement or repair of the property should the item need repair or be stolen while in the possession of the sub recipient.
Attachment C

Expenditure Reimbursement Request Forms

Washington Auto Theft Prevention Authority
Grant Award Expenditure Reimbursement Request

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I hereby certify that the items and totals listed herein are proper charges for materials, merchandise or services furnished under the contract with the Washington Auto Theft Prevention Authority.

Signature

Printed Name/Title

Date

Phone Number

WATPA Approval

Signature

Printed Name/Title

Date
Attachment D

City of Lakewood Reimbursement Policy
1.0 PURPOSE:

To provide a procedure for reimbursement of business expenses.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

3.0 REFERENCES:

City’s Travel Policy R95-17 (Nov. 13, 1995) (See Attached)

4.0 POLICY:

It is the policy of the City of Lakewood to reimburse employees consistent with R95-17 for authorized reasonable and customary expenses properly documented and actually incurred in connection with the conduct of City business.

4.1 The City shall reimburse employee expenses for authorized transportation, lodging, meals (excluding alcohol), meetings, conferences, or other authorized activities incurred by such employees in connection with officially assigned duties.

4.2 Employees conducting City business are representatives of the City and are expected to maintain a high level of professionalism and follow all City policies and procedures.

4.3 Use of personal automobiles by employees in connection with officially assigned duties and other travel for approved public purposes when City owned vehicles are not available shall be reimbursed upon submission of a duly certified claim form at the rate identified in Resolution 95-17.

Subject: Reimbursement of Expenses  

Index No.: 700-11

Page No.: 2 of 2
4.4 Claims for reimbursement shall be certified by the employee on a City Expense Claim form approved by the appropriate Department Director and submitted to the Finance Department, no later than fifteen (15) days after completion of the travel or authorized activity. Exceptions will apply as identified in R95-17.

4.5 In the case of lost or non-available receipts, certification is required for all reimbursements. Certification is to be made on the No-Receipt Certification form.

5.0 DEFINITIONS:

Not applicable.

6.0 PROCEDURE:

6.1 An employee’s supervisor must authorize any business-related expenses in advance including business meetings and working lunches conducted at non-City owned facilities. Under normal circumstances, employees should use the most efficient mode of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments.

6.2 Employees should provide their supervisor with a copy of their itinerary before leaving on business travel. Employees who are traveling to the same event should try to jointly schedule their transportation and lodging to minimize cost.

6.3 Any business expenses not authorized by R95-17 will not be paid or reimbursed and are the employee’s personal responsibility. If prohibited expenses are charged to the City, it is the employee’s responsibility to immediately reimburse the City.
ARTICLE I: POLICY

1. PURPOSE: The purpose of this policy is to establish the City’s travel policies and to
delineate those valid business expenses for which payment or reimbursement may be sought
by employees, officials and volunteers of the City. Personnel traveling for the purposes of
and funded by grant money will rely on the provisions of this policy in instances where the
individual grant has no guidelines.

2. PERSONS AFFECTED: This policy applies to City employees, City officials, and
volunteers of the City of Lakewood, hereafter referred to as “authorized staff.”

3. REFERENCES: Internal control procedures of Finance, Chapter 42.24 RCW, Policy 500-
14 Use of City Vehicles, Safety Policy 1400-01 Driving Licensure, and current credit card
policy of the city.

4. POLICY STATEMENT:

A. It shall be the policy of the City of Lakewood to allow the attendance and participation of
authorized staff at meetings, conventions and seminars (hereafter referred to as events)
where such participation is determined to be in the best interests of the City.

B. All subsistence rates, allowances and payments provided under this policy shall be paid
when authorized staff is engaged in City business and where the attendance or
participation at events has been authorized in advance by the approval authority. The
City Manager shall be the approval authority for City employees and volunteers, and the
City Council shall be the approval authority for the City Manager and/or City officials;
provided, however, that an elected official shall not be required to obtain approval of the
City Council to travel on City business unless and until that elected official has expended
over one-seventh (1/7th) of the total travel related budget allocated for the entire City
Council for the year in which such expenses are incurred, or because of the travel
expenses anticipated to be incurred in that elected official’s travel would reasonably be
expected to cause that the elected official’s travel expenses to exceed one-seventh (1/7th)
of the total travel related budget allocated for the entire City Council for the year in
which such expenses are incurred.

C. Travel expenses that are not otherwise provided may be paid by the City by the use of
either:
(1) the receipt method; or
(2) the per diem method.

Only one method must apply for the entire trip.

When the receipt method is used, receipts, proof of payment documentation, or certification in the case of lost or non-available receipts are required for all reimbursements. Such documentation shall be provided to the Finance Department within five (5) business days of returning from travel.

When the per diem method is used, a Travel Expense Voucher must be completed and submitted to the Finance Department within five (5) business days of returning from travel.

D. If authorized staff desires to have their family members or guests accompany him/her on any City related travel, the authorized staff shall advise the City at the time the advanced travel request is made. The authorized staff shall provide payment of any costs for family members or guests so that no obligation by the City exists during any period of time.

E. When travel costs and/or registration or other fees have been paid by the City on behalf of the authorized staff, and that the authorized staff fails, without good cause to attend the event said staff shall reimburse the City the amount paid by the City. Questions of good cause shall be determined by the approval authority.

Operating city owned vehicles requires a valid Washington State driver’s license. Employees shall provide proof of a current and active Washington State driver’s license to the Human Resource Department. It is the responsibility of the employee to provide Human Resources copies of the active driver’s license including any conditions and situations that may impact the employee’s driver’s license. When using a personal vehicle for City business, proof of a valid Washington State driver’s license and valid insurance is required.

F. The City shall pay for the least costly and/or appropriate mode of transportation to the destination.

G. The City shall not reimburse more than the reasonable cost of travel.

H. All out-of-state travel must be pre-approved by the approval authority before the commitment of liability against the City of Lakewood for payment.

ARTICLE II: DEFINITIONS

1. ADVANCE TRAVEL PAYMENT – Payment in advance for out-of-pocket travel expenses for authorized travel may be made from an advanced travel fund. Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging or other such items which can normally be billed to the City, paid through the regular accounts payable system, or City credit card.

2. APPROVAL AUTHORITY – The City Manager or designee shall be the approval authority for City employees and volunteers. The City Council shall be the approval authority for the City Manager and/or City officials except as provided under Article 4.B. above.
3. AUTHORIZED STAFF – City Employees, City officials, and volunteers of the City of Lakewood.

4. CITY EMPLOYEES – All regular, temporary or seasonal employees of the City of Lakewood, whether full-time or part-time and whether represented by a bargaining unit or not, including but not limited to the City Manager, department heads, supervisory or management employees.

5. CITY OFFICIALS:

   5a. ELECTED OFFICIALS – Members of the City Council holding current office, whether they have been elected to that position or appointed to fill a vacant position on the City Council.

   5b. APPOINTED OFFICIALS – All members of City boards, commissions or committees, who are not employees of the City but who have been appointed to represent the City as a non-paid volunteer on such board, commission or committee.

6. CONTRACT EMPLOYEE – An individual working under contract for the City in the performance of a specific project who is not a regular employee or may not be on staff, but a member of an organization allied with the City on a specific project who might represent the City at approved events or as an agent of the City on a specific, contracted project.

7. EVENTS – For purposes of this policy, events refer to conventions, seminars and meetings, for municipal, political, educational and professional purposes for which attendance by authorized staff is beneficial to the City of Lakewood.

8. GUESTS – Any person(s) other than employees, City officials or authorized volunteers for the City of Lakewood. Guests may include relatives of the employee/City official/volunteer.

9. IN-STATE TRAVEL – Travel within the State of Washington.

10. OUT-OF-STATE TRAVEL – Travel anywhere outside the boundaries of the State of Washington.

11. PER DIEM METHOD – A daily allowance for eligible meals and incidentals in connection with authorized City-related travel.

12. RECEIPT METHOD – Reimbursement for eligible meals and incidentals in connection with authorized City-related travel based upon original itemized receipts, such as credit card slips, cash register receipts, etc.

13. REIMBURSEMENT – Paid for by the City. Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the City directly to the vendor.

14. VOLUNTEER – A person selected by the City to perform services for the benefit of the City out of his/her own free will for no financial payment.
ARTICLE III: GENERAL

1. Control of Travel

A. An internal control system over travel, reimbursable under these regulations, is established by the City providing for prior authorization or approval by the approval authority. Authorization of travel is to be exercised through the use of the current and adopted budget.

B. An Advance Travel Payment Authorization Form is to be used whenever a travel payment in advance (pre-payment) is requested by an authorized staff and such forms shall be approved by the approval authority.

C. Upon return from travel, authorized staff must complete a Travel Expense Voucher form, which is available on the Intranet or by contacting the Finance Department. Travel Expense Vouchers are to be audited by the Finance Department.

D. Employees/volunteers must submit an Out-of-State Travel Request form with all required documentation attached. The Out-of-State Travel Request form must be approved by the City Manager before the liability to the City has been incurred on all events or other travel that involves out-of-state travel.

E. If a question arises regarding the method of reimbursement to be allowed (receipt method vs. per diem method) under these travel regulations, the option elected shall be the option that is most advantageous and economical to the City. The method selected is not to be influenced by the personal travel plans of the authorized staff.

F. Authorized staff is to exercise the same care and judgment in incurring expenses on official City business and accomplishing the purpose of the travel that a prudent person would exercise if traveling on personal business. Excessive or unnecessary expenses will not be reimbursed.

G. Lodging expenses shall not be reimbursed or paid unless the total distance between the site of the event is at least fifty (50) miles (one way, using the most direct route) from the closer of either the traveler’s official residence or official work-site. Under special circumstances involving early or late meetings, or multiple day meetings, lodging expenses for less than 50 miles distance may be authorized subject to City Manager’s pre-approval and before the occurrence happens.

H. Maximum payment for or reimbursement of transportation costs and expenses via commercial carrier is to be no greater than the cost of tourist class or its equivalent, provided that it shall be the responsibility of the authorized staff to request of the transportation vendor a “government rate,” if available, unless a lower rate for the same travel service is available. Additionally, the maximum payment for or reimbursement of transportation costs and expenses shall not exceed the costs of the lesser/least expensive method of travel where there are two or more methods of travel reasonably available. All exceptions shall be approved in advance by the approval authority.

ARTICLE IV: MEALS AND LODGING

1. Basis for Reimbursements
A. Reimbursement is to be for all authorized travel, subject to the restrictions provided herein, but shall not be made for expenses incurred at or between the City of Lakewood and the authorized staff person’s residence and official work site.

B. Payment for or reimbursement of any of the following expenses is prohibited:

1. Liquor
2. Tobacco
3. Expense of a spouse or other persons not authorized to receive reimbursement under this policy
4. Gratuities related to personal expenses
5. Theft, loss or damage to personal property
6. Barber or beauty parlor
7. Airline or other trip insurance
8. Personal postage
9. Reading material
10. Personal toilet articles
11. Valet or laundry services
12. Entertainment, including movies, television and video rentals, and travel expenses to and from such entertainment
13. For grants, tips are not reimbursable
14. For grants, telephone calls not related to work are not reimbursable
15. For grants, social meals during site visits from granting authorities are not reimbursable
16. Gambling
17. Cash Advances
18. Loans

C. Allowable lodging expenses are intended to include the basic commercial lodging rate or the “government rate” (whichever is the lowest cost for the City) if available, any applicable sales taxes and/or hotel/motel taxes. It shall be the responsibility of the authorized staff to request of the lodging vendor a “government rate,” if available, unless a lower rate for the same accommodations is available with the regular rate.

D. Maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed fifteen percent (15%) of the total cost of the meal.

E. No payment for or reimbursement of meal expenses shall be allowed when the meals are provided as part of the event.

F. Employees funded by grants must follow any reimbursement authorization/procedures pursuant to the grant.

H. Lodging, Meals and Mileage Allowances

1. The City will follow the US General Services Administration (GSA) schedules that provide for maximum reimbursement rates for lodging, meals, and incidental expenses for authorized staff traveling on official City business.
2. For all travel authorizations, accounts payable will advise the traveler of the per diem rates, by providing a printout to the authorized staff using the GSA Website for the location of stay.

3. Domestic Per Diem Rates

The above maximum lodging rates do not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the event being attended. The traveler should always look for a lower rate when applicable.

If special or unusual circumstances or other limitations exist in connection with the lodging for an event, higher lodging rates may be approved in advance by the approval authority.

4. Per Diem Amount. Meal costs for authorized staff in connection with City related travel shall be at the per diem rates as stated in the GSA Website. No receipts are required when the per diem method is used. It is provided, however, that if any meals are included or provided with the registration costs of the convention, seminar or meeting, the following percentages will be deducted from the per diem amount, corresponding with the meals that are included or provided, per day of the event:

- (25%) BREAKFAST
- (30%) LUNCH
- (45%) DINNER
- (100%) DAILY TOTAL

To determine meal allowance expense, please refer to the State of Washington Office of Financial Management Web site:

http://www.ofm.wa.gov/resources/travel.asp

5. It is provided, however, that if meal costs exceed the above maximum amounts, a receipt and a satisfactory explanation shall be provided to the City for each meal in excess of such amounts. The amount in excess of the above maximum shall not be paid unless approved by the City Manager.

6. To be eligible for meal allowances, the authorized staff must be in travel status during the normal meal period(s): To receive reimbursement for breakfast you must be in travel status before 7:00 A.M.; for lunch, before 12:00 noon and/or return after 1:00 P.M.; and for dinner, the authorized employee must be in travel status until after 6:00 P.M.

7. Meals are not reimbursed at events when authorized staff is allowed a lunch break for a free period of time (not a working lunch) unless there is an overnight stay.

8. Meals may be reimbursed if authorized staff must attend a mealtime business meeting to conduct official City business.

9. Meal allowances shall not be reimbursed when meals are furnished to the authorized staff as a part of the event being attended. If some but not all of the meals are provided as part of the event, the meal allowance reimbursement available to the authorized staff shall only be available for the specific meals not included.
I. Private Vehicle Mileage Reimbursement

1. The mileage reimbursement rate available for authorized staff using their own vehicles while on City related travel shall be the mileage reimbursement rate established by the Internal Revenue Service.

2. Contract employees are authorized to use city vehicles.

3. Employees using personal vehicles when an administrative vehicle is available may use their personal vehicle upon the authorization from their Department Director and/or City Manager. It is strongly recommended to utilize city vehicles if available.

4. When using a personal vehicle for City business, proof of a valid Washington State driver’s license and valid insurance is required.
ARTICLE V: OTHER TRAVEL EXPENSES

1. Reimbursable Expenses

Reimbursable transportation expenses include all necessary official travel on airlines, buses, private motor vehicles, and other usual means of conveyance.

Daily commute transportation expenses between the employee’s residence and the regular work site is a personal obligation of the employee and is not reimbursable by the City. Mileage in a personal vehicle from the employee’s home directly to and/or from a work-related destination (convention, seminar, training or meeting) is reimbursable after deducting the mileage the employee would normally have driven commuting to and/or from home and the regular work site.

Reimbursement is to be payable to only one of two or more authorized staff traveling in the same motor vehicle on the same trip.

1. Miscellaneous Travel Expenses

Miscellaneous travel expenses essential to the transaction of official City business are reimbursable to the authorized staff. Reimbursable expenses include, but are not limited to:

A. Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls.

B. Registration fees required in connection with attendance at approved meetings, seminars or conventions.

C. Telephone charges that are for City business. The number called should be noted on the lodging receipt.

ARTICLE VI: TRAVEL EXPENSE ADVANCES

1. Purpose of Travel Expense Advances

A. The purpose of the travel expense advances is to defray the authorized staff’s anticipated reimbursable expenses.

B. Whenever it becomes necessary for authorized staff to travel and incur reimbursable expenses pursuant to the per diem method in connection with approved City related travel, a travel expense advance may be paid to authorized staff prior to departure.

C. The City may also provide travel expense advances for lodging, if the lodging costs can be adequately determined in advance, in which case the lodging travel expense advance would be paid prior to departure. However, it is preferred that travel expense advances not be used for lodging or other such items which can normally be billed to the City, paid through the regular accounts payable system, or City credit card.

2. Advance Travel Request Procedures

A. Authorized staff shall submit an Advance Travel Request to the approval authority which shall include a copy of the event agenda with dates and times. All out-of-state travel has to be pre-approved with the City Manager before commitments are made to the event.
B. The Advance Travel Request shall be considered for approval by the Department Directors (for their departments), the City Manager (for Department Directors), by the City Council (for the City Manager and/or City officials). Upon approval of the proposed travel, the Advance Travel Request Form indicating approval shall be forwarded to the Director of Finance & Information Systems not less than one week before the departure date. The Finance & Budget Division will issue a city check to the authorized staff, after verification of the request form, including identification of BARS codes and vendor numbers.

C. Employees/volunteers must submit an Out-of-State Travel Request form with all required documentation attached. The Out-of-State Travel Request form must be approved by the City Manager before the liability to the City has been incurred on all events that involve out-of-state travel.

D. The following expenses should not be included in the advance travel request, but should be processed via requisition and purchase order, if applicable:

1. Direct payments to vendors
2. Airfare. (This should be paid by the City through direct billing to the City before departure.
3. Registration fees.
4. Reimbursement for travel expenses already incurred.

If the above expenses cannot be processed via requisition and purchase order, whether because of time limitations or other circumstances, they may be included in the travel expense advance if approved by the approval authority.

3. Accounting for Travel Advances

Accounting for travel expenses shall be submitted to the Finance & Budget Division within five (5) business days after returning from the event related to city business. Such accounting shall be completed on the City’s Travel Authorization and Expense Claim form and shall include the following:

A. City employee or volunteer claims must be submitted to the City employee’s or volunteer’s department head or designated representative.

B. City official claims must be submitted to the Director of Finance & Information Systems.

C. The authorized staff member who has received advanced travel expenses is responsible for taking appropriate safety measures with respect to all monies received. The authorized staff shall be responsible to account for and/or replace, at his/her own expense, any monies to be repaid to the City even if advance travel expense funds are lost, misplaced or stolen.

4. Use of City Credit Cards
A. The City’s charge cards (credit cards) shall be used under authority of the City Manager and/or the Director of Finance & Information Systems, for the purpose of covering expenses incidental to budgeted, authorized travel by City employees or City officials, and for the purpose of covering other budgeted, City related expenses approved in advance by the City Manager if over a certain dollar limit and if the travel related expense is out-of-state. Such charge cards may be used by authorized employees to make arrangements for advance payment of airline fares, lodging, and registration fees as authorized by the approval authority, where such expenses have been included in the budget approved by the City Council. Additionally, charge cards in the form of gasoline credit cards are assigned to each individual vehicle which allows authorized staff to fuel the vehicle of the City while traveling, for authorized purposes. All credit card receipts and/or other documents identifying credit card expenditures shall be delivered to the Finance & Budget Division within five (5) business days upon return to City Hall along with the completed credit card disbursement form.

B. Authorization and expense claim vouchers for credit card use are to be distributed back to the Finance & Budget Division no later than five (5) business days upon return from authorized travel. Any charges against the credit card not properly identified by the travel authorization and expense claim voucher or not allowed following an audit by the Finance & Budget Division or other qualified entity shall be paid by the authorized staff by check or United States currency to the City of Lakewood. If the Travel Authorization and Expense Claim form is not submitted within the time frame set forth above, a ten percent (10%) interest per annum amount will be assessed pursuant to Section 42.24.150 RCW.

C. Any authorized staff that has been issued a credit card by the City shall not use the card fraudulently or used for any disallowed charges.

D. The City Manager or the Finance & Information Systems Director has complete authority to recall any credit card and/or charge cards and take the credit card and/or charge cards from any employee for abuse or any unauthorized charges.

E. The City shall have unlimited authority to revoke use of any charge card and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.
ATTACHMENT E

Quarterly Progress Report
Grant Award Quarterly Progress Report

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Quarterly Reports due by January 15, April 15, July 15, October 15

1. What goals were accomplished as related to your established performance measures this quarter?

Nestor, just a thought...we could list our goals here in bullet form and then add the narrative as it applies to each goal (i.e. GOAL 1, narrative; GOAL 2, narrative; etc.) – or maybe just list the goals in bullet form (possibly before question 1), then, in the narrative for questions 1 and 2, add a brief comment referencing the applicable goal (i.e., “In keeping with Goal 1, the ACE Task Force.....”) or some other tie-in (“(see Goal 1)”, etc.)?

2. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? Can WATPA provide assistance to help address these issues?

3. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?
4. Are there any innovative or exceptional programs or accomplishments that you did this quarter, or plan on doing for the next quarter, that you would like to share with WATPA?

[Add educational piece to include events, meetings, website, FB, Twitter, etc., and photos if applicable]

5. Statistics **Only Task Force Stats, NOT all City Stats**

   Nestor & John will complete this section

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Appendix B
This manual shall be effective September 2013 and will remain in effect unless suspended by written order. This manual does not supplant but supplements the following articles that are referenced within:

Inter-local agreements;
Agreement between WAPTA and local agencies;
Advisory Board Guidelines.

Approved:

Task Force Advisory Board
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Appendix A
STATEMENT OF PURPOSE

Law enforcement agencies are faced with the responsibility of investigations with decreasing resources. Nationwide, multi-jurisdictional Task Forces have proven their ability to make significant impacts on crime. Such units are an extremely efficient use of law enforcement resources. The cost effectiveness of this unit for city and county resources is enhanced by the participation of the county Prosecutor’s office, state and federal agencies. This integrated approach to investigations has been proven throughout the United States as a positive approach to combating the increasing lawlessness that surrounds auto theft activity within our society.

The Auto Theft Task Force is a multi-agency unit funded by a grant from the Washington Auto Theft Prevention Authority and the Washington State Patrol. All other support is from the individual agencies within Pierce County. No single agency controls the Task Force. Each member is equal in the unit, working as a team player towards the unit’s goals and objectives.

1.00 MISSION and GOALS

Mission Statement

The purpose of the Task Force is to reduce the incidences of vehicle theft in Washington State and the Puget Sound Region through pro-active enforcement efforts, apprehension of criminals who steal vehicles, and increasing public awareness of auto theft, thereby improving the quality of life in our communities.

Goals

- Increase the number of arrests of vehicle theft suspects;  
- Increase the rate of vehicle theft suspect arrests;  
- Disrupt criminal organizations involved in the trafficking of stolen vehicles and other stolen property;  
- Collect, analyze and disseminate vehicle theft and related criminal intelligence to local law enforcement agencies;  
- Increase the recovery rate of vehicles stolen in the Puget Sound Region;  
- Increase the public awareness of the vehicle theft problem and reduce vehicle theft through public awareness;  
- Address these issues with the foremost consideration of safety for both law enforcement and the community.

2.00 INTRODUCTION

This manual establishes the basic procedures and regulations that will govern the operation of the Theft Task Force. It is intended to provide a standardized operational procedure to conduct day-to-day operations. In situations where an action must be taken, and it is not specifically covered within this manual, safety, common sense, and sound reasoning should be the guide.
3.00

ASSIGNMENT of MANUAL

Each member of the Task Force will be issued a copy of the Task Force Operational Guideline manual. It is each member's responsibility to know the contents. Contents of the manual will not be disclosed to unauthorized personnel without the commander's approval.

Any revisions to the manual, in whole or in part, will be disseminated to each unit member as they occur. It is each unit member's responsibility to ensure that the revisions are incorporated into their personal copy and kept current.

4.00

REQUESTS for ASSISTANCE

It shall be the policy of the Task Force, based on the availability and priorities, to respond to requests for case development assistance from member agencies whose situation demands expertise or resources beyond their existing limitations. If assistance is provided and the Task Force becomes extensively involved in the on-going investigation, the Task Force may elect, by mutual agreement, to become the primary investigating agency on that case.

It shall be Task Force policy that if members are requested to assist with execution service of a search warrant from another agency, a Task Force supervisor will read a copy of the affidavit and risk analysis prior to making a commitment to the extent of our involvement. If the case will be prosecuted in Pierce County, if possible, the Task Force Prosecutor should review the affidavit.

5.00

COMPLIANCE with LAWS, LAWFUL ORDERS, and the MANUAL

Task Force members are required to obey all applicable Federal and State laws and local ordinances. Further, members are required to obey all rules, regulations, and procedures as set forth in this manual or any other official document as it pertains to the Task Force and specific or related duties.

All members shall obey and properly execute any lawful order issued by a supervisor. The supervisor shall be held responsible for all orders and instructions issued by him/her to those under his/her direct supervision and for any consequences arising from compliance with such orders and instructions. No supervisor shall issue an order which is contrary to, or tends to nullify an established procedure except in cases of an emergency. The supervisor must be prepared to justify the issuance of such an emergency order.

In any situation that is not specifically addressed in this manual, assigned personnel may refer to the policy of their respective jurisdictions as a guideline.

6.00

CODE of CONDUCT

The success of the Task Force will be greatly influenced by the conduct, character, and demeanor of each member. Members will at all times conduct themselves in a professional manner in regards to their dealings with suspects, other agencies, and the general public.
6.01  
**Conduct Guidelines**

- Consuming alcoholic beverages in the performance of duties will be permitted while exercising caution and good judgment and only when necessary for the furtherance of the investigation.

- Any detective or investigator who has consumed alcoholic beverages during an investigation will notify their supervisor as soon as it is safe to do so. This detective or investigator will not be assigned to an arrest or entry team during that shift. The on-scene supervisor will inquire, of the consuming detective or investigator, to determine sobriety prior to operating a motor vehicle.

- Task Force members appearing in court shall be punctual and shall appear in appropriate attire as directed by the policy of their parent agency. Conduct in court shall be of the highest standard of professionalism.

- Task Force members shall treat the official business of the Task Force as confidential and shall not disclose it to anyone not having a need or a right to know. Requests for Task Force records will be referred to the Administrative Lieutenant at the task force.

- Task Force members shall not socialize with, receive gifts from, or conduct trade with a criminal informant, criminal suspect, or other persons known to be of ill repute. If any member receives such an offer, that member shall immediately notify their supervisor. It is necessary that Task Force members interact with these persons on a frequent basis, and all such interactions shall remain strictly as a business relationship.

- The effectiveness of Task Force is dependent upon each member's willingness to conform to the Task Force's mission, goals, objectives, and procedures. Any questions of procedure or disagreement with any of the above mentioned issues should be brought to the attention of the Task Force Commander in writing for resolution.

6.02  
**Receiving Criminal Complaints**

When new criminal information is received into the Task Force, it may either cause an investigation or "special project" to be initiated, or, if it does not meet the Task Force guidelines, it may become intelligence and then be passed on to the appropriate agency. Detective/investigators should exercise proper discretion with all sensitive information received. Complaints involving drug trafficking, gang activity or organized criminal enterprises will be forwarded to the appropriate drug or gang task force or to the Washington State Fusion Center.

7.00  
**ADVISORY COMMITTEE**

The Advisory Committee shall consist of representatives of each Task Force participating agency (or their designee). The Advisory Committee shall be comprised of command level personnel from the following agencies:

- Lakewood Police Department
- Pierce County Prosecutors Office
- Pierce County Sheriff's Office
- Pierce Transit
- Puyallup Police Department
- Tacoma Police Department
- Washington State Patrol
7.01

Advisory Committee Meeting

The representative from the grantee agency shall Chair the Advisory Committee.

The Advisory Committee shall meet at least quarterly to receive a comprehensive report from the Task Force Sergeant concerning activities of Task Force over the past quarter, address issues pertaining to the operation and support of the Task Force, address changes to protocol, and review Program Progress Reports submitted to the State under the terms of the grant award. The Committee shall also be briefed on any financial or performance audit results. Special meetings may be called at any time by the Chair of the Committee. Special meetings may also be requested by the Task Force Commander, Task Force Sergeant or any other member of the Committee.

8.00

TASK FORCE COMMANDER

The Task Force Commander shall be the Chief of Police of the City of Lakewood, Washington or his designee. The Commander has the overall responsibility to manage and coordinate Task Force activities, as well as to ensure compliance with the grant provisions, Standard Operating Procedures and to evaluate the overall training, readiness and effectiveness of the Team. The Task Force Commander reports administratively to the Advisory Board.

The Task Force Commander or his designee has a scope and nature of responsibilities including, but are not limited to:

1. Manage administrative responsibilities;
2. Approve policy and procedure of the Task Force. Responsible for the preparation and upkeep of unit guidelines and ensuring compliance with these policies, procedures, and guidelines;
3. Keep the Advisory Board apprised of all matters and needs pertaining to the Task Force;
4. Facilitate budget requests and budget monitoring in cooperation with the Task Force Administration;
5. Oversee the audit of investigative funds and maintenance of proper accounting methods;
6. Authorize wire intercepts as per RCW 9.73 et seq.
7. Perform any other duties necessary for the good of the Task Force operation.

9.00

TASK FORCE SUPERVISOR

The Task Force Supervisor shall be a Supervisor from a participating agency, appointed by the Chief Executive of that agency and confirmed by the Advisory Board. The Supervisor has the responsibility for day to day supervision of Task Force activities and subordinate personnel, including:
1. Plan, direct, and control the activities of the Task Force in coordination with the Task Force Commander, and provide leadership to personnel in achieving Task Force goals and to establish priorities of the Task Force;

2. Participate in determining policy and procedure of the Task Force and for the preparation and upkeep of unit guidelines and ensure compliance with these policies, procedures, and guidelines;

3. Ensure the accountability of Task Force equipment;

4. Ensure confidentiality of all Task Force investigative records and files;

5. Monitor priorities given for requests of assigned investigations;

6. Advise the Task Force commander of all matters and needs pertaining to the Task Force as deemed necessary;

7. Notify the Commander of exceptional incidents that occur after hours. (i.e.: newsworthy events, injury to unit member, vehicle accidents, etc);

8. Act as liaison with other law enforcement and criminal justice agencies;

9. Determine priorities for assigned investigations;

10. Oversee the expenditure of investigative funds and maintenance of proper accounting methods. Prepare financial reconciliation reports monthly of investigative funds and coordinate with the Task Force Commander to ensure the accountability with respect to investigative funds;

11. Solicit unannounced financial audits by appropriate investigators;

12. Coordinate preparation of press releases with appropriate agencies or when directed by Task Force Commander;

13. Perform any other duties necessary for the good of the unit operation;

14. Maintain and update the Training Manual;

15. Performs periodic audits on the proper use of safety plans.

16. Provide guidance and assistance on all investigations;

17. On scene supervision of all undercover operations;

18. Regularly apprise the Commander of unit activities and progress of long term or exceptional operations and investigations;

19. Read and approve reports, risk analysis, and operational safety plans. Review search warrants, affidavits, and wire intercept requests per RCW 9.73 et seq;

20. Maintenance of account books reflecting investigative fund expenditures of Task Force detective/investigators;
21. Periodic audit of detective/investigator funds and monthly balancing of the investigative fund;

22. Manage C.I. file and participation in, and overseeing, informant management. Verify the identity of each confidential informant;

23. Review and approve time sheets and vacation requests for unit personnel;

24. Prepare statistics as required;

25. Prepare initial, midterm, transfer, and annual evaluations;

26. Screen requests for call outs or assistance from other agencies;

27. Coordinate and attend meetings with outside agency supervisors;

28. Constantly assess unit personnel, the Task Force direction, and determine ways procedures and operations can be improved;

29. Select and designate, in writing, an acting supervisor as necessary;

30. Perform any other duties necessary for the good of the Task Force.

31. Manage Task Force fleet

9.01 Acting Supervisors

In the event that a Supervisor will be away from the Unit for vacation, extended sick leave or other long-term absences, the Supervisor appoint a Task Force member as Acting Supervisor.

The Acting Supervisor will possess all the duties, responsibilities, and authority of a regular Supervisor in Task Force. The authority of an Acting Supervisor will not be counter ordered by a regular Supervisor unless it is an issue of safety, legality, or policy.

10.00 TASK FORCE DETECTIVE/INVESTIGATOR

Assigned personnel shall be detectives or investigators selected by the Chief Executive of the participating agency and confirmed by the Advisory Board. Assigned personnel shall work in two or more person teams to complete specific investigatory and public education tasks at the direction and supervision and report the Task Force Supervisor for any Task Force related activity. A Task Force Detective/Investigator responsibilities shall include, but are not limited to:

1. Obtain written and telephonic search warrants;

2. Complete detailed case reports. Maintain case reports in an organized manner for reassignment in the event of their departure. The reassignment of cases will be at the discretion of the unit supervisor;
3. Prepare operational briefing plans and risk analysis;
4. Conduct day and night time surveillance;
5. Work in an undercover capacity to further criminal investigations;
6. Work with and manage confidential informants;
7. Acquire the skills and knowledge of search warrant entry techniques;
8. Work with municipal, county, state, and federal agencies;
9. Be available to be called out after hours, weekends and holidays as needed;
10. Be available and prepared to travel during an investigation with little or no notice;
11. Stay up to date on search and seizure laws;
12. Be able to operate special equipment and perform electronic surveillance and intercepts;
13. Have the ability to prepare and work long term investigations lasting from one to several years;
14. Be responsible for financial expenditures and balancing books each month;
15. Carry approved firearm while on duty;
16. Perform any other duties necessary for the good of the operation;
17. Conduct financial investigations.
18. Upon assignment to the Task Force, personnel shall meet with the Task Force supervisor to receive the Task Force orientation. Personnel shall also attend specialized training as appropriate to the assignment.
19. Attend parent agency's in-service training.

11.00  PROSECUTOR STAFF

11.01 Assignment and Duties of a Deputy Prosecuting Attorney

A Pierce County Deputy Prosecuting Attorney (DPA) may be appointed to Task Force by the Pierce County Prosecutor. This DPA reports to the Chief Criminal Deputy Prosecutor or their designee. All Task Force investigations referred to the Pierce County Prosecutor's Office for consideration of filing State criminal charges shall be assigned to this criminal deputy prosecutor. This DPA provides vertical prosecution on Task Force cases: requests follow-up investigation as needed; makes charging decisions and handles the prosecution from first appearance in court through sentencing. This DPA shall follow the Prosecutor's Office Charging and Disposition Standards and will comply
with the policies of the Pierce County Prosecuting Attorney's Office regarding case filing and reduction decisions. This DPA also provides to Task Force law enforcement members, upon request, legal analysis of proposed evidence-gathering tools or steps, such as the use of search warrants and wire intercept orders. This DPA does not participate in or direct any law enforcement investigation.

In agreed resolutions of criminal actions arising from Task Force investigations, this DPA will endeavor to secure a provision requiring the defendant to forfeit any interest in property seized in the investigation. In the event of a non-agreed resolution, this DPA shall request forfeiture of seized property at sentencing. The host agency will in its discretion handle any other civil forfeiture action arising from the seizure of a suspect’s assets in connection with a Task Force criminal investigation. The host agency is the Lakewood Police Department.

11.04 Requests for Discovery and Public Disclosure Requests

When a defendant or defense attorney makes a discovery demand for case reports or other investigative information, the DPA assigned to the case shall answer. When a public disclosure request for case reports or other investigative information is made while the investigation is pending, requesters will be referred to the Washington State Patrol Public Disclosure Section. When a public disclosure request for case reports or other investigative information is made after a referral for a charging decision has been made to the Prosecutor’s Office, their public disclosure officer shall respond.

12.00 OFFICE RULES AND PROCEDURES

The Task Force may be provided office space that is not attached to a law enforcement facility. Due to the nature of the work and the sensitivity of the investigations, security measures must be strictly adhered to.

12.01 General Rules

1. The office and workstations will be maintained in a neat, professional manner;
2. Unassigned workstations will not be used as storage areas. All workstation floor areas will be clear and not used as storage areas;
3. All common areas will be clean and orderly at all times. Trash and shredder will be emptied as required;
4. Unit personnel shall be responsible for the security of all investigative, intelligence, or evidentiary material contained in the office. Such material shall not be left out or unsecured in the member’s absence;
5. Unit personnel will not disclose the address of the office.

12.02 Office Security

1. The office entry doors will be locked at all times;
2. Non-law enforcement personnel shall not be permitted in the office without an escort;
3. Our location shall not be divulged without a need to know;

4. Informants, defense attorneys, private investigators, prisoners and suspects shall not be permitted in the office at any time;

5. Mail should be addressed to personnel at their parent agency;

6. Raid gear and other items displaying "police" markings or insignia will not be exposed outside the office or in the parking areas on Task Force property;

7. Staging for search warrants and other marked operations are encouraged to be held at locations other than our office;

8. Visitors will be discouraged from arriving in marked patrol vehicles, and or in law enforcement uniforms.

9. Firearms will not be left unsecure at the office facility

10. The last person to leave the office each night will ensure the following:

   • Office copier, and small appliances are off;
   • The informant file cabinet is closed and locked;
   • Lighting reduced to minimum standards;
   • Alarm is set to the appropriate level;
   • The gate is closed and locked.

12.03
Shift Schedules/Vacations/Time Off

1. Unit members will report to work on time and shall work their entire shift unless cleared by the Task Force supervisor. Any change in shift hours requires prior supervisor approval. Members shall call the office or the supervisor if reporting to work late or calling in sick;

2. Due to the nature of our work, mutually agreed upon short term scheduling adjustments (with prior supervisor approval) is generally available to accommodate work and personal needs;

3. All employees shall try to be available by telephone when off duty; A twenty minute call back time after a page or call is reasonable; Supervisors are to be available by email or telephone at all times; This does not apply to authorized time off;

4. All vacation and time off requests will be submitted in writing at least one week prior to the date(s) requested. Variation from this policy requires supervisor approval. No more than two unit members may be off on vacation at any given time unless pre-approved by the Task Force supervisor. Any conflicts in scheduling will be determined by date and time of request and unit seniority.

12.04
Schedule for Briefings

• Unit Briefings - Every Tuesday at 1130 hours
12.05
Call Outs/Overtime

1. Unit members will not respond to direct call outs from patrol or any other unit or agency unless pre-approved by the Task Force supervisor or as part of liaison assignments. Call outs must be cleared and assigned by the supervisor;

2. In order to accomplish Task Force objectives, overtime hours may be required. The Task Force supervisor will attempt to schedule and manage detective/investigators' hours in such a manner as to accomplish those objectives with the least disruption to detective/investigators' regular work hours;

3. Before approving overtime, the Task Force supervisor is responsible for determining that overtime is essential. All overtime must be pre-approved by a Task Force Supervisor unless common sense and good judgment dictate the obvious necessity of overtime to accomplish an objective.

12.06
Maximum Consecutive Work Hours

1. For health and safety concerns of the members of the Task Force, the following policy shall apply: No member of Task Force will be required, nor allowed, to work more than eighteen consecutive hours, without a minimum of six consecutive hours off in any given 24-hour period. Exceptions to this policy for unusual occurrences or other incidents shall receive approval or direction by the Task Force Commander or their designee.

2. It is the direct responsibility of the Task Force member to make the supervisor aware if the above situation occurs. Members involved with special assignments outside of their task force duties (i.e.: SWAT; ERT; DIVE; BOMB, etc.) shall also inform their specialty supervisor prior to responding to a call out.

3. All work performed in excess of the regular scheduled shift shall be compensated as determined by the applicable labor agreements.

12.07
Receipts

1. Monthly buy fund receipts will be turned in to the Task Force supervisor on the first workday of the new month, accurate, complete, and signed.

2. The WSP Task Force supervisor will have WSP funds turned in to the WSP Lieutenant by the end of shift of the third workday of the new month.

12.08
Reports

1. Reports will be completed and to the supervisor within 72 hours of the incident.

2. All arrest reports will be completed by the detective/investigators, prior to going off duty;

3. The case officer will ensure that all follow up reports are completed within the unit timelines and routed appropriately;

4. All incidents involving use of force will be documented in the reports. Policy and procedures from the parent agencies' use of force shall be complied with;
5. Reports and case logs will be regularly reviewed by the supervisor and will kept up to date;

6. Investigators will not describe surveillance equipment or its application in reports.

12.11 Voice Mail/Email-Mailbox

All unit personnel will check their mailbox, voice mail, and email at the beginning of each shift, and as often as possible throughout the day. Outlook Office Assistant shall be used to provide an "Out of Office" email message reflecting the same information as in the voice mail.

All unit personnel will check their calendars and enter all office related appointments on their calendars on a daily basis. This tool is used by other staff members for scheduling and must be completed.

All unit personnel will promptly return phone messages and reply to emails in a timely manner.

13.00

13.01 Inventory/Sign Out

The Task Force supervisor will have the responsibility of overseeing the care, maintenance, and accountability of the task force equipment. The supervisor may appoint a member of the unit to assist with these duties.

A sign out log or appropriate automated system will be utilized and all members are required to complete the information on the log when checking equipment in or out. The log will be periodically monitored by the supervisor to ensure its accuracy.

A complete inventory will be performed at least once per calendar year.

13.02 Purchase Procedure

All equipment purchases shall have the prior approval of the Task Force Commander and be routed through the appropriate fiscal offices.

13.03 Damaged Equipment

Any equipment damaged during normal operations shall be reported in writing to the Task Force Supervisor as soon as possible and no later than 24 hours.

14.00

Civil Claims of Damage

1. The Task Force Commander shall be notified immediately of any claims of damage, lawsuit filed, or intended to be filed, against the task force;
2. Any claims of damage brought against the task force by civilians, suspects, or any other person(s) shall be reported to the WSP Risk Management Division (RMD) as well as member's agency Risk Management;

3. Any inquiries about any civil claims or lawsuits shall be referred to WSP RMD or participating member's Risk Management;

4. Task Force members should not answer questions or give interviews unless directed to do so by RMD and their parent agency.

15.00  
HAZARDOUS MATERIALS

1. No hazardous, or potentially hazardous material or chemical(s), will be removed from any scene by task force members unless properly trained and equipped to do so;

2. No hazardous, or potentially hazardous material or chemical(s) will be brought to, or stored at, the Task Force office;

3. The appropriate Hazardous Materials response team will be contacted if any hazardous materials are located at a scene.

15.01  
Clandestine lab responses

When a lab is discovered by the unit, via a search warrant or other means, members should:

1. If occupied, secure and remove all occupants;

2. If it is unknown what type of lab, do not ventilate;

3. If it is a methamphetamine lab, ventilate by opening doors and windows;

4. Leave the danger area and secure the perimeter;

5. Notify fire and aid if necessary;

6. Notify the Bio-Chem Team unit supervisor;

7. Make sure that no one re-enters the lab site.

8. Obtain as much information as possible to identify the type of lab and process;

9. Make sure the scene is secure and no one re-enters the lab site;

10. Contact the hazardous materials response team supervisor.

16.00  
VEHICLE POLICY

16.01  
Assignment and Use

Each full time Task Force member will be assigned an undercover task force vehicle;
Unforeseen circumstances, emergencies, and other unknown issues may occur now and then that impact vehicle use. In those situations, use common sense and advise the supervisor prior to, or as soon after the occurrence as possible;

1. Each member will be responsible for the proper care, maintenance, and scheduled servicing of their assigned vehicle;

2. Members will obey all traffic laws during the normal course of business;

3. Undercover vehicles unless furnished with emergency equipment approved by host agency will not be involved in pursuits or attempts to stop fleeing suspect vehicles;

4. Undercover vehicles should not be used to block suspect vehicles unless part of the operations plan, the suspect vehicle is not mobile, and with prior approval by the supervisor. This type of action is not encouraged and requires supervisor justification;

5. Undercover vehicles will not be used to make traffic stops unless it's an emergency, with the exception of vehicles equipped and authorized.

16.02 Vehicle Collisions: Driver's Responsibility

1. Advise dispatch of the collision, requesting aid (if needed), the local police agency unit, and request a supervisor from the task force and/or unit member's home agency be notified;

2. Render first aid if necessary;

3. Do not make any admission of fault or liability regarding the accident;

4. Driver and all occupants will fill out witness statements as needed.

5. Use the issued license plate and vehicle number for collision reports. Do not use the undercover plate number.

16.03 Vehicle Collision: Supervisor's Responsibility

1. The supervisor shall ensure that the Task Force Commander is notified, and a supervisor from the member's home agency is notified;

2. The supervisor shall ensure that the collision is thoroughly investigated, photographed, and appropriate reports are completed;

3. Submit all reports to the Task Force Commander within 24 hours.

4. Notify Risk Management, via email, or phone call, or both.

16.04 Vehicle Damage

In situations where damage occurs to a task force vehicle, and is not the result, either directly or indirectly, of a vehicle accident, the following procedure applies:

1. Notify the supervisor as soon as possible;
2. Prepare a memo detailing how the damage occurred, if known, and submit the memo to the supervisor.

17.00
UNIT TRAINING

17.01
Scheduled Unit Training

The Task Force Supervisor will be responsible for arranging training.

Attendance on unit training day will be mandatory. Members of the unit shall not schedule any conflicting operations or activities.

17.02
Training Request Form

Each member desiring to attend any school or training shall, complete a training request form and submit it to their home agency through the Task Force Supervisor.

17.03
Training Records

The Task Force Supervisor shall maintain a file containing records of all training attended by unit members. A copy of the training records shall be provided to the employee's parent agency.

18.00
PERFORMANCE EVALUATIONS

18.01
Annual Performance Evaluation

The Task Force supervisor will provide input regarding each detective/investigator performance to their parent agency supervisor.

19.00
OPERATIONAL SAFETY PLANS

Unit detectives/investigators are involved in various operations in the day-to-day duties of investigating auto theft and other criminal activity. Due to the nature of these investigations, it is imperative that these operations be properly planned to provide for officer and citizen safety as well as the successful prosecution of these crimes. All operations involving search warrants and planned arrests will be accomplished through the use of written operation safety plans. Controlled buys and planned surveillance may require a written operations safety plan depending on the extent of the operation. All operation safety plans will be reviewed and approved by the Task Force Supervisor. This operation safety plan should include, as a minimum, the following:

1. Identity and photograph of the informant, if applicable;
2. Identity and photographs (DOL, Booking) of all suspects and associates being encountered in the investigation as they occur, if possible;
3. Identification and description of all suspect vehicles that may be encountered;
4. Potential for violence of any suspects, any weapons, dogs, or other danger or risk factor;
5. Arrest or duress signals, both visual and audible;
6. Emergency contingency plans, for police, citizens, and confidential informants;
7. Determination for the need of specialized personnel and/or equipment such as:
   - Tactical Team
   - Tactical Emergency Medical Services (TEMS)
   - Health District
   - Clandestine Lab Team
   - Hazmat
   - Fire and/or Aid
   - Child Protective Services
   - Animal Control
   - Canine Unit
   - Bomb Disposal Unit
   - Tow Trucks

19.01 Risk Analysis

All planned arrests and search warrants shall be presumed to be of high risk pending an analysis. A risk analysis shall be done by the case detective or investigator for each pending search warrant or planned arrest situation which shall be reviewed and approved by the supervisor. Search warrants that are determined to be of a high risk will have a consultation and review with the tactical team commander within the affected jurisdiction, and may be executed by said tactical team or WSP’s SWAT team if turned down by local jurisdiction or need of special equipment for example a clandestine lab situation.

All operations safety plans and risk analysis reports will be kept in a separate unit file.

19.02 Operations Briefings

The operation briefing will include a review of the operational plan format, personnel assignments, and an introduction of all non task force personnel. If you do not attend the briefing, you should not be involved in the operation.

Assignments will be made by the Task Force Supervisor and may be as follows:

Case Detective/Investigator or Designee:
- Obtains search warrant;
- Conducts briefing;
- Makes assignments;
- Assures proper forms are left at premises;
- Files return of service with court within three days;
Task Force Policy Manual

- Enters evidence into property room and requests appropriate testing;
- Ensures seizure notices are properly served;
- Ensures locations are secured prior to leaving.

**Entry Team:**
- Makes entry into location;
- Controls occupants and suspects;
- Secures location.

**Perimeter Security:**
- Apprehends suspects fleeing from location;
- Controls access to location;
- Security of police vehicles;
- Remains outside. Does not enter location unless requested.

**Recorder:**
- Logs evidence and seized items;
- Assures evidence is properly sealed and marked;
- Assists case detective/investigator with entering evidence into property room;
- Marks each room with a number and provides a sketch of the location; each room is then “signed off” by searching detectives/investigators.

**Finder:**
- Locates evidence;
- Seals, marks, and initials evidence after it has been photographed;
- Assists Recorder with logging evidence;
- Signs room number tag after search is completed.

**Photographer:**
- Still photographs and video mandatory when children are involved, and when a seizure is, or may be, likely.
- Premises prior to commencing search;
- Point of entry if forcibly breached;
- Photos of suspects at scene;
- All evidence where it is found;
- Any property damage;
- Other items as determined by case detective/investigator;
- Premises and exit photos after search is completed.
Interviewer:
- Advises suspects of their Miranda admonishment;
- Explains charges to suspects;
- Obtains initial statements from suspects;
- Assists in securing suspects at the location.

Interior Security:
- Guards the suspects;
- Assists the Interviewer.

The law enforcement agency in whose jurisdiction the operation is taking place will be notified prior to the operation commencing by the case detective/investigator. That agency should be given the opportunity to participate. The supervisor can authorize the notification to be made after the operation is initiated under unusual circumstances.

All detectives/investigators assigned to the Task Force will adhere to these planning guidelines:

19.03 Arrests
1. No unit member shall effect an arrest alone, except where an arrest must be made for the protection of the officer and or other person(s);
2. In such circumstances unit members will comply with the dictates of sound judgment and in accordance with the policies of the member's home agency.

19.04 Search Warrants
1. The case detective/investigator will normally be the affiant for a search warrant;
2. Prior to applying for the warrant, the detective/investigator will visit the premises and make every attempt to ensure that the warrant is issued for the correct location;
3. Search warrants may be reviewed by the unit prosecutor unless the unit prosecutor is unavailable in which case any Pierce County prosecutor may be used;
4. Once approved, the detective/investigator will review the warrant with a judge and obtain judicial authorization for the service of the warrant. This authorization may be obtained telephonically, or by FAX, using established procedures;
5. Should the warrant be for a location outside Pierce County, the warrant shall be signed by a Superior court judge;
6. A search warrant should not be served without the assistance of uniformed personnel. In situations where a patrol unit is not available, a decision must be made based on risk factors and manpower, whether to serve the warrant or not;
7. Uniformed personnel will be assigned a high visibility position for the warrant service such as perimeter or at the entry. Patrol vehicles will be utilized when possible for high visibility police presence;
8. Prior to the service of a search warrant, the case detective/investigator shall complete an operational safety plan and risk analysis and submit it to the unit supervisor for review and approval;

9. The supervisor will review the risk analysis to determine if special entry teams should be utilized;

10. The operational safety plan and risk analysis will be kept on file.

11. The case detective/investigator will conduct a briefing to all involved personnel. The briefing will include the following:

   - A complete description of the target premises with sketches, photographs, and videos if possible;
   - A complete description of all suspect targets that may be at the location, including background information, photographs, and any potential for violence;
   - Personnel assignments to include: entry team, perimeter, knock and announce, service copy of warrant, ram, photographer, search team, evidence recorder, interviewer, and any other special assignment;
   - Equipment assignments; i.e.: evidence kits, bust bags, camera, ballistic shield, bolt cutters, etc;
   - Assign main radio frequency and alternate.

12. The case detective/investigator will ensure that proper notification has been made to a road supervisor, dispatch, and drug enforcement unit (if applicable) at the jurisdiction involved prior to the arrest or warrant service;

13. At the conclusion of the briefing, the case detective/investigator will read the service copy of the warrant to all involved personnel, and assign a member of the entry team to have the service copy of the warrant;

14. All unit members will wear issued raid gear clearly identifying them as police. Balaclavas may be worn with a ballistic helmet or baseball cap clearly showing the word “POLICE” on the front;

15. Body armor shall be worn by all personnel when serving arrest and search warrants, or when confronting a planned arrest situation;

16. Once the scene is secured, the premises will be photographed and videoed prior to the search being conducted. Each item seized will be photographed in the location it was found. The premises will again be photographed after the search is completed;

17. The case detective/investigator will be responsible to see that the appropriate copies of the warrant and inventory are left at the location;

18. Deviation from this procedure may be made when service of a warrant presents no hazards, such as: a safe, toolbox, storage locker, impounded vehicle, etc.
19.05  
**Hot Pop (Buy/Bust) Operations**

1. The case detective/investigator will complete a threat assessment and have it reviewed and approved by the supervisor.

2. The case detective/investigator will have an approved wire authorization and the undercover detective/investigator will wear a body wire and/or recorder if RCW 9.73 requirements are met.

3. If the flash roll is needed, the case detective/investigator will obtain the funds from the supervisor prior to the briefing. The serial numbers of the flash roll will be copied or recorded and made part of the case report.

4. The location for the operation will be physically visited prior to the briefing to ensure advantage of control of the area and allow for a detailed sketch and description for briefing.

5. Patrol must be notified and a patrol unit assigned to the immediate area to make the arrest after the deal has been consummated. A hot pop will not be conducted without uniformed personnel unless absolutely necessary and with the approval of the supervisor.

6. The briefing will include the following:
   - Description, diagram, and photos (if available) of the operation location;
   - Description, photo, and criminal history of suspects;
   - Description and license number of suspect vehicles;
   - Photo of confidential informant if utilized;
   - Personnel assignments;
   - Equipment assignments;

7. Arrest signals will be defined and include:
   - A clear audible signal;
   - A clear visual signal;
   - An alternate clear visual signal.

8. One detective/investigator will be assigned to monitor the body wire and relay necessary information to all the other units via radio and cell phone. All other radio traffic will be kept to a minimum.

9. When the arrest signal is given, the assigned detective/investigator will relay to all units.

10. The confidential informant will be removed from the scene as soon as possible and exposure to unit personnel and unit vehicles should be kept to a minimum.

11. Once the arrest has been made and all is secure, the scene will be cleared as soon as practical.

**19.06  
Reverse Investigations**

1. Reverse investigations will follow the same procedure for hot pop operations.
2. The case detective/investigator will get the supervisors approval to obtain needed investigative aids for the reverse.

3. Immediately following the operation, the investigative aids will be booked as new evidence.

19.07 Controlled Buys

1. Controlled buys require the use of a confidential informant (C.I.) to facilitate criminal transaction where an introduction of an undercover detective/investigator cannot be accomplished.

2. When a controlled buy is a chargeable case and the C.I. agrees to testify, the case detective/investigator will obtain an approved wire authorization and the C.I. will wear a body wire and/or a recorder.

3. At least two detectives or investigators will be utilized in a controlled buy operation.

4. Prior to the buy, the C.I. and the C.I. vehicle if used, will be thoroughly search to ensure that no contraband or other funds or weapons are present.

5. The case detective/investigator will copy or record the serial numbers of the funds given to the C.I. to make the purchase.

6. The C.I. will be kept under surveillance until the buy is consummated and the C.I. returns to the pre-arranged meeting place.

7. The C.I. and the C.I. vehicle, will again be searched to ensure that isn't any other contraband or funds or weapons are present.

8. The items will be placed into evidence; if an item is a suspect drug, it will be field tested prior to being booked into evidence.

9. The C.I. will provide a witness statement and the transaction will be noted on the back of the C.I. file card.

19.08 Undercover Buy/Walks

1. The case detective/investigator will complete a threat assessment and have it reviewed and approved by the supervisor.

2. The case detective/investigator will have an approved wire authorization and the undercover detective/investigator will wear a body wire and/or recorder.

3. Buy/Walks require the team supervisor and one detective/investigator to monitor the wire and a minimum of two detectives or investigators as an emergency response team.

4. Detectives and investigators shall be armed when conducting a undercover buy.

5. If drugs are purchased they will be field tested and placed into evidence.
19.09  
Knock and Talks

In cases where there is not enough information to obtain a search warrant, and the chances of obtaining further information are unlikely; or, if a location appears to be a low level class violator nuisance, knock and talks may be selectively assigned to detective/investigators or referred to patrol.

All knock and talks will be accomplished with a minimum of two unit members and a minimum of one uniformed patrol officer. Body armor will be worn and proper identification will be shown.

If consent to search is sought, proper warning shall be given to appropriate occupants. Refer to Ferrier and latest case law.

19.10  
Landlord Notification

Per RCW 69.50.510, “Whenever a controlled substance which is manufactured, distributed, dispensed, or acquired in violation of this chapter is seized at rental premises, the law enforcement agency shall make a reasonable attempt to discover the identity of the landlord and shall notify the landlord in writing, at the last address listed in the property tax records and at any other address known by the law enforcement agency, of the seizure and the location of the seizure.”

Unit members will ensure that notification is made to landlords either by personally mailing notice or by having the unit secretary mail a notification letter. This information will be recorded in an excel database.

19.11  
Debriefing of Operations

Operations should be followed by a unit debriefing as soon as practical.

19.12  
Strip and Cavity Searches

Strip and body cavity searches are sometimes necessary for safety or to seize evidence. All strip and body cavity searches will be conducted in accordance with RCW 10.79.060, et seq.

20.00  
UNDERCOVER OPERATIONS

The task force will have numerous occasions to conduct undercover operations. Specifically, this will entail the introduction of undercover detective/investigators to auto thieves and other criminals in order to purchase stolen property or infiltrate their organization.

The primary concern of any investigation or operation is officer safety, not the arrest of the suspect. Detective/investigator-suspect meetings and transactions occurring behind closed doors out of view of support personnel will clearly be the exception rather than the rule and must have prior supervisor approval.

Body wires or recorders should be used on every planned operation involving a undercover unit member.
Prior to any undercover operation, search warrant service, or planned arrest, (including non-enforcement buy/walks), notification will be made to the agency of jurisdiction.

The supervisor and/or his designee will be present at all undercover buys and monitor the wire.

20.01 Conducting the Undercover Operation

1. A case shall be terminated if it is contingent on the undercover detective/investigator consuming a controlled substance.

2. If the undercover detective/investigator is placed in a life threatening situation in which a controlled substance must be consumed, the following shall occur immediately:
   - The arrest signal will be given and the arrest team will respond immediately prior to the ingestion of any controlled substance, if reasonably possible;
   - If a controlled substance has been consumed, the officer will be transported to the nearest medical facility;
   - The incident will be immediately reported through the chain of command.

3. Simulation of drug use is prohibited unless absolutely necessary to avoid physical harm to the officer.

4. All unit members will be aware of the danger signs that might indicate a possible robbery, assault, or "rip off". Some indicators are:
   - Suspect's eagerness to consummate the deal;
   - Prices are inconsistent with the normal street value;
   - Suspect's preoccupation with the flash roll or weapons;
   - Last minute changes in the pre-arranged transaction by the suspect;
   - Unknown or unseen associate of the suspect suddenly becoming part of the transaction;
   - The suspect's obvious inability to carry out the transaction;
   - The quality of sample is poor or the quantity is less than what was agreed upon.

5. Detective/investigators will never allow informants to control an operation.

6. The undercover detective/investigator will not deviate from the written plan unless supervisor approval can be obtained during the operation or if urgent circumstances dictate otherwise.

7. When the arrest signal is given, the undercover detective/investigator will not be involved in the actual arrest unless the situation absolutely dictates intervention.

   If, during an operation, the undercover detective/investigator is robbed by the suspects, the trouble and/or arrest signal will be given and the undercover detective/investigator will rely on the arrest team to take appropriate action.
8. The undercover detective/investigator will not front any portion of the flash roll.

9. An undercover detective/investigator will not meet with suspects in an investigation without proper surveillance and cover units.

10. Unit members will be provided undercover alias identification while assigned to the task force. It is good policy to acquire numerous pieces of identification in the alias name. (Concealed Weapons Permits, Hunting/Fishing License, Business Cards, etc.). Members shall possess police identification during planned enforcement operations.

11. Unit members will not give away any stolen property or sell drugs to any person unless it has been approved by the unit Commander, and the unit prosecutor has been advised that it is necessary to further the investigation of a high level drug organization. The use of this procedure will be extremely rare and under very special circumstances.

20.02 Wearing a Wire

Detective/investigators engaged in an undercover buys should wear a body wire (transmitter). Detective/investigators engaged in an undercover buys should also carry an evidence recorder if circumstances allow.

Exception to this policy only with prior approval from the supervisor.

20.03 Armed During undercover

Detective/investigators engaged in an undercover buys shall be armed at all times. Any exceptions to this policy will be allowed only with prior approval from the supervisor.

20.04 Working undercover With Federal Agency

Whenever members of the unit are part of an operation conducted by any federal agency, or when a unit member is acting in an undercover capacity in a federal operation, the Task Force Supervisor will be present for the operation.

20.05 Undercover Risk Analysis

Whenever a detective/investigator is going to be engaged in an undercover buy, the undercover detective/investigator and the case detective/investigator will fill out an operational safety plan to be reviewed by the supervisor.

20.06 Surveillance and Surveillance Log

Surveillance is the discreet observation, in accordance with all applicable local, state and federal laws, of persons reasonably suspected of criminal activity, and the places which they frequent.

The ultimate objective of any surveillance is the collection of evidence for the detection, apprehension and conviction of persons reasonably suspected of criminal activities.
For evidentiary purposes, as well as for good organizational procedure, observations made on surveillance should be entered in a log. The dates, times, addresses, vehicle and suspect descriptions, etc., must be included in the written notes made by the investigator as the surveillance progresses.

**USE OF FORCE**

21.00

Detective/investigators will follow their home agencies policies and procedures of reporting the use of force. Detective/investigators will notify the Task Force Supervisor of any application of force by the end of the shift.

**WEAPONS POLICY USE OF FORCE**

22.01

Duty Weapons

All Unit members must, at a minimum, qualify in accordance with their home agency policy and with the standard issue duty weapon of their home agency.

22.02

Non-Issued Weapons

Unit members must have all non-issued weapons approved by home agency. Unit members must qualify at least to home agency standards.

23.00

**OFFICER INVOLVED SHOOTING PROCEDURE**

The task force is unique in that it is staffed by officers from numerous jurisdictions with each jurisdiction having its own set of procedures and policies. The Task Force Operational Guidelines Manual has been implemented to provide consistency in auto theft investigations and is written so as not to conflict with the procedures and policies of other agencies.

In use-of-force situations, all members of the task force will operate under the policies set forth by their home agencies. The following is procedural policy in the event that a task force member is involved in a task force related shooting incident.

23.01

Intentional Discharge

1. Whenever a task force member intentionally discharges a firearm during an operation where a crime, injury, or damage of any kind is involved, immediate action should be taken to accomplish the following:

2. Care for the injured;

3. Request assistance, including medical aid, a task force supervisor, and a patrol supervisor if necessary;

4. Request detective/investigators from the local jurisdiction to respond to the scene.

5. Apprehend any suspects;
6. Protect the scene;
7. Locate and identify witnesses.

Involved task force members shall refrain from discussing the incident with anyone until the arrival of the supervisor at the scene.

23.02 Negligent Discharge

If a unit member has a negligent discharge while on duty, members of the task force will operate under the policies set forth by their home agencies. The task force supervisor as well as a supervisor from the parent agency will be notified. The task force supervisor will notify the commander as soon as possible.

24.00 WESTERN STATES INFORMATION NETWORK (WSIN)

The Western States Information Network has been in operation for many years and is one of our most valuable tools. Its purpose is to coordinate information on investigations with agencies throughout the Northwest, and to assist in investigations by loaning equipment and in some cases helping financially fund an investigation. WSIN is only as effective as the participants who use it. If they don’t receive the information from law enforcement, then they have no information to pass on. The task force and all unit members will put forth the greatest effort to use WSIN to the fullest extent to benefit task force investigations and the WSIN system.

If a name is entered into WSIN and gets a "hit", the inquiring agency will be told to contact the "hit" agency. No other information is given. This allows for security of investigations and yet allows access to a possible conflict or duplication in investigations. This also provides a means to avoid two or more agencies from conducting investigations where law enforcement is on both sides of the same deal. Undercover officers have been killed by other undercover officers during operations where neither side knew of each other's investigation. Communication is of the utmost importance for good cases and officer safety.

1. Names of suspects, (including aliases), addresses, phone numbers, vehicles, boats, and planes will be put into the WSIN system at the initiation of all investigations. An entry made by a telephone inquiry will enter a name into the system for five years.

2. On long term investigations, periodic WSIN checks will be done.

3. At the completion of investigations, "hard cards" will be sent to be entered into the WSIN system.

4. All informants will be checked through WSIN and entered as an informant for the task force.

5. Any informant that has proven unreliable will be "Black Balled" through WSIN on the appropriate form and signed by a unit supervisor.

25.00 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
25.01 De-confliction

Prior to conducting any type of field operation, the case detective/investigator will place a call into the HIDTA de-confliction center or go online and enter the information in an attempt to ensure that no other law enforcement agency is unknowingly involved in the operation. This is a high officer safety priority.

26.00 CONFIDENTIAL INFORMANTS

The essence of criminal investigation is information. Without information, there can be no substance to an accusation of criminal behavior. Information, most often, comes from or through people. All people who provide information are informants. Some of them are later designated "witnesses" and identified in court. Others remain "confidential informants" (C.I.) whose identity is protected in order to make use of their information from case to case. Often, no prosecutable case can be made without the use of an informant’s information. Of course, an informant’s information must be corroborated to the extent it reasonably can be.

Any investigative unit’s effectiveness is enhanced through the use of informants. Unfortunately, the usual reason informants know what they know about lawbreakers is that they are or have been lawbreakers. Not all sources of information are capable of being informants. We must get capable sources of information to a "reliable" level, in a consistent manner, and keep these sources at a level capable of producing information accurate enough to provide probable cause to issue arrest warrants, search warrants, wire intercepts, and formal charges.

26.01 Recruitment

1. Informants generally do not need to be recruited. Most often, they are either caught in a criminal act, or become informants in exchange for a recommendation to the prosecutor, or they come voluntarily with some other motive. There are usually four motives for people who want to be informants:

   - They want a favorable recommendation to the prosecutor regarding a pending charge(s) against them;
   - They want money;
   - They want revenge;
   - They are concerned citizens, and want nothing in return.

26.02 Development

1. Meet with the informant. This must always be done with at least two detectives or investigators for officer safety reasons, and to protect against accusations of corrupt influence.

2. If the informant sounds credible:

   - Determine the motive;
   - Determine what information or what targets the informant can provide;
- Complete a confidential informant file card, ask for photo I.D. and take photo for C.I. file card;

3. Check the informant's criminal history (local, state, federal, WSIN, HIDTA) and for any outstanding warrants. Check with any law enforcement agencies the informant may have worked for. Document this information on the C.I. file card. Periodic checks (minimum of twice annually) will be performed on confidential informants. The results of these checks will be noted on their card with appropriate actions following.

4. If the informant’s motive is the desire for a recommendation to the prosecutor regarding pending charges:
   - Obtain unit supervisor’s approval;
   - Get the approval of the original agency and/or arresting officer on the concerned charges; and
   - Obtain the prosecutor’s approval.
   - The objective is not to allow the informant to “work off” the charge(s), but rather to “work down” the charge(s). Try to get the informant to plead guilty to at least one of the chargeable offenses.

5. Re-contact the informant.
   - Clarify the informant’s motive;
   - If the motive is a recommendation to the prosecutor, complete and sign a Task Force contract. Give the contract to the supervisor to be filed.
   - Check that the C.I. has not been previously signed up under a false name or alias;
   - Obtain a C.I. number and affix it to the C.I. file card. This is to protect the identity of the informant.
   - Affix the sign up detective/investigator’s name (one name) to the C.I. file card.

6. Note on back of C.I. file card the following:
   - Date: When signed up or when C.I. had some activity.
   - Case number if applicable.
   - Detective/investigator’s name who was involved in the activity.
   - Action: What the activity was. The first entry should be why the C.I. was signed up. i.e.: Contract sign up; mercenary, etc.; other activities would be: reliability buy; controlled buy; introduction; search warrant; etc.
   - Amount: any money that was paid to the C.I.

Make the C.I. reliable, corroborate the C.I.’s information, and act on that information as soon as possible.

26.03
Task Force Policy Manual

Restrictions

1. No informant under the age of eighteen shall be used without approval of the supervisor, the unit prosecutor, and consent of the C.I.'s parent or guardian if available.

2. If the C.I. is arrested for a state or federal felony while under contract, the C.I.'s use shall be suspended until the matter is resolved.

3. Task force members shall take special caution to avoid developing or encouraging, unwittingly or otherwise, a romantic or personal relationship with an informant.

4. An informant who has been declared unreliable by any police agency shall not be used until removed from unreliable status in WSIN and must have prior supervisor.

26.04 Disclosure of Informants

1. The disclosure of a confidential informant’s identity in court shall be avoided whenever possible. The requirements for disclosure vary and often depend on the extent of the informant’s involvement in the investigation.

2. The question of disclosing the identity of the informant shall be discussed with the Unit prosecutor before trial. Any alternatives which would allow the Task Force to proceed without disclosure should be given full consideration.

3. In some situations, identifying the informant cannot be avoided. The informant may have to testify to support the state’s case, or, testify as a defense witness. Depending on the involvement of the informant during an undercover transaction, the C.I. may be viewed as a “Transactional Witness” and may have to be identified. The detective/investigator, in conjunction with the Unit prosecutor, shall ensure that there is no other satisfactory alternative to disclosure.

4. If, when testifying, the detective/investigator is presented with the question of disclosure, the detective/investigator should request time to confer with the prosecutor to determine if there is an alternative.

5. An additional consideration in disclosing the identity of the C.I. is the effect the disclosure will have on that, or other, investigations. The final decision may be to dismiss the case rather than disclose the C.I.’s identity.

26.05 Developing Informant Reliability

1. The following are methods and factors in determining the level of reliability of a potential C.I. and/or making a C.I. reliable:

   - How timely is the information provided?
   - Does the C.I. have first hand contact with the suspect or suspect’s activity?
   - Has the C.I. provided this, or any other agency, with accurate information in the past and did it result in arrests or seizures?
   - Does the C.I. have knowledge of the auto theft community, frequent places where stolen property is prevalent, and associate with auto thieves, and drug traffickers?
• Is the C.I. familiar with the types of vehicles stolen, prices at which parts are sold, methods for stealing vehicles and vehicle-related property, and ways to move stolen property?
• Can particular information provided by the C.I. be independently verified through personal knowledge or through other law enforcement sources?
• Does the C.I. have any motives for providing false information?
• Is the potential C.I. seeking counter intelligence?
• Can the potential C.I. identify persons or locations where stolen property or drugs are trafficked, identify the type of drug(s) and stolen property being sold, enter and exit the location, and provide to detective/investigators the stolen property or purchased drugs? (This is known as doing a reliability buy or a controlled buy).

26.06 Responsibilities and Techniques to Control Informants

1. Always remember that C.I.’s are but one step above crooks and should be trusted accordingly.
2. C.I.’s will not be told of the location of the task force office.
3. C.I.’s absolutely will not participate in raid planning, briefings, or arrests.
4. Detective/investigators shall remember that C.I.’s are resources for all members of the unit, not of the individual member.
5. No less than two detective/investigators will meet with a C.I.
6. Authority must be established over the C.I. by maintaining strict control over an investigation and prohibiting the C.I. from attempting to do so.
7. Maintain a professional relationship with C.I.’s.
8. Make only promises that can be kept, especially as it concerns criminal charges involving the C.I.
9. Maintain accurate, complete records of conversations, agreements, and issues relating to C.I.’s.
10. Never disclose a C.I.’s identity because of spite, anger, or revenge.
11. Exchange information with other agencies regarding an informant; however, never exchange information with other C.I.’s.
12. When possible, avoid allowing a C.I. to become a material witness.
13. Being respectful towards a C.I. can go a long way and can aid in extracting information in the C.I. possess.
14. Assure the C.I. that as long as you both have a good honest working relationship, you will do all you can to keep the C.I. anonymous.
Responsibilities and Techniques to Control Informants Cont.

15. Some examples to protect C.I.'s anonymity are sealed affidavits; in camera hearings; the use of multiple C.I.'s; and/or the introduction of an undercover.

16. Question and corroborate all information provided by the C.I. Don't accept the C.I.'s information at face value.

17. Do not have the C.I. do what you cannot do legally.

18. Do not continue to use a C.I. that has proven unreliable. Submit a WSIN unreliable C.I. card and place a copy with the C.I.'s file.

19. Reasonable effort should be made to notify the C.I. that their services are no longer needed.

26.07 Informant Payments and Records

1. Payment will be made in a manner and amount that is appropriate to the location, scope, nature of the investigation, value of recovered property or contraband, level of arrest, and past performance of the C.I.

2. C.I. payments shall be pre-approved by the supervisor.

3. The C.I. will sign for each payment and the receipt will be witnessed by a second detective/investigator.

26.08 Informant File

As part of the task force management of informant's procedure, the confidential informant files will be closed and locked in the supervisor's secure file.

These files constitute intelligence and investigative information and are not subject to public disclosure.

1. Informant files shall contain the following information:
   - C.I.'s full name; Aliases; DOB; Physical description; Distinguishing marks; SS#; Address; Phone; Vehicle information; Drug history; Criminal history; Associates and Photograph
   - Name of the detective/investigator who signed up the C.I.
   - C.I. file number.
   - RMS, DOL, WACIC, NCIC, and WSIN record check.
   - Complete history of C.I.'s activity on back of file card.
27.00  

**ELECTRONIC INTERCEPTION OF CONVERSATIONS**

All applications for electronic interception will be made in full compliance with, and as applicable to, RCW 9.73 et seq. Electronic Surveillance.

27.01  
**Officer Safety Wire (Pursuant to RCW 9.73.210 and RCW 9.73.130)**

1. May be used to monitor the conversation between a unit member or their agent and a suspected violator of the Uniform Controlled Substance Act (RCW 9.73.210) or other criminal activity (RCW 9.73.130).

2. When conducting a drug investigation, specific facts must be present to illustrate the reasonable suspicion of concern for the safety of the undercover or agent (RCW 9.73.210). When conducting a criminal investigation not related to drugs, even if there is concern for the safety of the undercover or agent, probable cause must exist (RCW 9.73.130).

3. On review of those specific facts, the Commander or Lieutenant may authorize the monitoring of said conversation related to drug related crimes. For other crimes, a Judge must authorize the monitoring of the conversation.

4. When the drug investigation is concluded, in the absence of any physical violence or serious violent offense taken against the consenting party, all written, transcribed, or recorded information obtained via the wire intercept will be destroyed. If a Judge authorized the monitoring of the conversation pursuant to established probable cause during a non-drug-related investigation, the wire intercept doesn't have to be destroyed.

5. A safety wire does not require a judicial review but officers should consider this if time permits.

27.02  
**Evidence Wire (Pursuant to RCW 9.73.230 and RCW 9.73.130)**

1. May be used to monitor the conversation between a unit member or their agent and a suspected violator of the Uniform Controlled Substance Act (9.73.210) or other criminal activity (9.73.130).

2. Specific facts must be present to illustrate the probable cause to believe that a discussion will take place concerning criminal activity.

3. Obtain unit prosecutor approval.

4. On review of those specific facts, the unit Commander may authorize the monitoring of said conversation if a drug related crime or a judge if another type of crime.

5. Recordings of said conversations shall be impounded as evidence until the conclusion of that investigation and litigation.

6. Judicial review is required within 24 hours after evidence wire has been utilized.

27.03  
**Wire Authorization**
The Unit Commander or any staff officer from a participating agency with the rank of lieutenant or above may sign a wire authorization when the investigation is related to drugs. Otherwise it must be signed by a Judge.

28.00

SEIZURES

Typically, detective/investigators seize items such as cash, vehicles, cellular phones, pagers, scales, computers, etc.
- The case officer’s home agency will be responsible for processing the seizure.
- Any seizure over $20,000 will be divided according to the discretion of the majority vote of the Board.

29.00

INVESTIGATIVE FUNDS

Investigative funds are available for use by task force detective/investigators to aid in investigations. Proper use and accountability of these funds is of the utmost importance, and misuse of funds will not be tolerated.

The following provides general guidelines for the authorized use of investigative funds. These guidelines are not meant to be exclusive as situations may arise that will require a Commander/Supervisor determination if an expenditure is reasonable.

1. The Supervisor will draw funds as needed from the task force buy fund.

2. The Supervisor will maintain the revolving investigative fund in his/her office safe.

3. A ledger will be maintained by the Supervisor to account for the use and reimbursement of this fund.

4. The Supervisor will audit the investigative fund at the end of each month and submit them to the unit Commander for auditing and approval.

29.01

Obtaining Funds and Reimbursement

1. Unit members will be issued the investigative funds by the supervisor.

2. Each unit member will be responsible for the issued money. The unit members will at all times have available the issued amount of cash and/or combination of cash and receipts.

3. The supervisor will issue funds as requested to maintain a consistent balance.

4. Each unit member will maintain a ledger and keep a separate record reflecting the monthly beginning balance, amounts of money issued during the month, expenditures during the month, and the monthly ending balance.

5. In addition to the ledger, unit members will fill out a receipt for each expenditure indicating: Reason for the expenditure; date, case number and C.I. number if applicable; category in which the expenditure was made; Signed by the C.I. if applicable; signed and dated by the unit member; and signed by a second unit member that was present if applicable.
6. Unit members will submit the original monthly ledger and receipts to the supervisor on the first work day of the new month.

29.02 Authorized Use of Investigative Funds

1. Payment to C.I.'s for specific information and expenses for case development.

2. Purchase of contraband, stolen property, firearms, or other items necessary to document crimes and identify participants for prosecution, or establish informant reliability.

3. Payments shall be pre-approved by the supervisor.

4. Supervisor approval is required prior to a third buy/walk on any one suspect, in addition to the following information:
   - Name, address (actual living location), and vehicle information;
   - Full criminal history check;
   - A third buy/walk must further the investigation beyond a third delivery charge.

5. Deliveries to C.I.'s are discouraged unless the C.I. is willing to provide a written statement and testify, or, the buy leads to a search warrant.

6. A C.I. should not take delivery more than two times on any one case without prior supervisor approval.

7. The supervisor may approve expenditures up to $1000.00; however, expenditures exceeding that amount must have the approval of the unit commander.

29.03 Non-authorized Use of Funds

1. Non-authorized uses of funds are prohibited and may result in disciplinary action.

2. Under no circumstances are investigative funds to be used for any personal expenses, with the exception of meals, and then only if it is associated with the furtherance of a specific investigation.

3. Investigative funds are not to be used to purchase items that could be purchased through the normal purchasing process.

29.04 Monthly Audits

1. The task force supervisor shall conduct monthly random audits of detective/investigators to verify that the appropriate receipts and cash on hand are balanced. Audit information (date/amount) will be recorded on the detective/investigator's monthly expense report.
30.00

ADMINISTRATIVE INVESTIGATIONS

The Task Force recognizes the critical importance and absolute necessity of a relationship of trust and confidence between members of our organization and the community that we serve. The Task Force Supervisor will take and address complaints which he/she will attempt to resolve. If the complaint cannot be resolved or is a violation of the law enforcement code of ethics or is a criminal matter, it will be referred to the Task Force member's home agency.

Discipline will be determined according to the policies and procedures of the Task Force member's home agency.
**City of Bonney Lake, Washington**  
**Council Agenda Bill (CAB)**

<table>
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<td><strong>Ordinance/Resolution Number:</strong> D13-2351</td>
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**Agenda Subject:** Okanogan County Jail Fee Increase

**Full Title/Motion:** A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, Sign To Sign A Fee Increase With The County Of Okanogan.

**Administrative Recommendation:** Approve

**Background Summary:** The County of Okanogan advised the City of Bonney Lake that there will be a fee increase from $52.00 per inmate per day to $54.50 per inmate per day. This increase will go into effect January 1, 2014. The fee of $54.50 per inmate per day is still far below other facilities in Washington State.

**Attachments:** Letter from Okanogan County Sheriff's Office.

### BUDGET INFORMATION

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**Budget Explanation:** No Anticipated Budget Impact.

### COMMITTEE, BOARD & COMMISSION REVIEW

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<td>Lewis, Councilmember</td>
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**Commission/Board Review:**

**Hearing Examiner Review:**

### COUNCIL ACTION

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### APPROVALS

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<th>Mayor:</th>
<th>Date Reviewed by City Attorney (if applicable): N/A</th>
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RESOLUTION NO. 2351

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN INCREASE OF FEES BETWEEN THE CITY OF BONNEY LAKE, WASHINGTON AND THE OKANOGAN COUNTY, WASHINGTON, FOR THE HOUSING OF INMATES IN THE OKANOGAN COUNTY JAIL.

WHEREAS, the daily rate for lodging in the Okanogan County Jail will increase from $52.00 per inmate per day to $54.50 per inmate per day to commence January 1, 2014.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES RESOLVE AS FOLLOWS:

The Mayor is authorized to approve the fee increase for prisoners housed at the Okanogan County Jail from $52.00 per inmate per day to $54.50 per inmate per day beginning January 1, 2014.

PASSED BY THE CITY COUNCIL this 10th day of December, 2013.

__________________________
Neil Johnson, Jr., Mayor

ATTEST:

__________________________
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

__________________________
Kathleen Haggard, City Attorney
November 18, 2012

Dana Powers, Chief of Police  
City of Bonney Lake  
18421 Vetrans Memorial Drive East  
Bonney Lake, WA 98391

Dear Chief Powers,

The daily inmate rate for prisoners housed at the Okanogan County Jail will increase to $54.50 per day as of January 1, 2014. This increase is necessary due to the rising costs of the jail operations. There will be no booking fee added.

Please let me know if you have any questions.

Thank you.

Sincerely,

Noah Stewart  
Chief Corrections Deputy  

By: C. Hugley
City of Bonney Lake, Washington

City Council Agenda Bill (AB)

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<td>10 December 2013</td>
<td>AB13-132</td>
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<td>Ordinance</td>
<td>D13-132</td>
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Agenda Subject: FY2014 COLA for Nonunion Employees

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 1460 Relating To Salaries For Non-Represented Employees.

Administrative Recommendation: Approve

Background Summary: The City Council approved a 2.88% cost-of-living-adjustment (COLA) for Police represented employees in 2014 as part of the current 2012-2014 collective bargain agreement between the City and the Police Guild; and subsequently granted a 2% cost-of-living-adjustment (COLA) for AFSCME represented employees for 2014 as part of the current 2013-2014 collective bargain agreement. The Mayor has recommended that the City Council amend the salary schedule for non-represented employees in order to similarly grant a two percent (2%) COLA for non-represented employees for 2014. This is the amount that was included in the adopted 2013-2014 biennial budget of the City.

Attachments: Ordinance No. D13-132; Attachment

<table>
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Budget Explanation: The cost to implement for nonunion employees is estimated at $57,998 and was included as part of the adopted 2013-2014 biennial budget.

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Commission/Board Review: 
Hearing Examiner Review: 

COUNCIL ACTION

Workshop Date(s): Public Hearing Date(s): 
Meeting Date(s): Tabled to Date:

APPROVALS

Director: 
Mayor: 
Date Reviewed by City Attorney: (if applicable): 

Agenda Packet p. 103 of 169
ORDINANCE NO. D13-132

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1460 RELATING TO SALARIES FOR NON-REPRESENTED EMPLOYEES.

WHEREAS, the City Council approved a 2.88% cost-of-living-adjustment (COLA) for Police represented employees in 2014 as part of the current 2012-2014 collective bargain agreement between the City and the Police Guild; and

WHEREAS, the City Council approved a 2% cost-of-living-adjustment (COLA) for AFSCME represented employees in 2014 as part of the current 2013-2014 collective bargain agreement; and

WHEREAS, the Mayor has recommended that the City Council amend the salary schedule for non-represented employees in order to similarly grant a two percent (2%) COLA for non-represented employees for 2014 in accordance with the adopted 2013-2014 biennial budget of the City;

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

Section 1. Section 2 of Ordinance No. 1460 is hereby amended to read as follows:

Section 2. Attachment “Al,” last updated by the City Council on October 22, 2012 May 14, 2013 by Ordinance No. 1460-1460, consisting of a Position Classification Matrix, is hereby readopted and incorporated herein by this reference. These position classifications and salary grades for non-represented employees remain in effect until amended by subsequent ordinance of the City Council. A new Attachment “A2” of Ordinance No. 1460, D13-132 attached hereto and incorporated herein by reference, is hereby adopted, and shall remain in effect until amended by subsequent ordinance of the City Council. Said Attachment “A2” reflects the salary rates and pay ranges for non-represented employees for 2013-2014 and is a 2% across-the-board increase over the previous salary schedule. All non-represented employees shall be granted a 2.0% cost-of-living-adjustment (COLA), effective January 1, 2014.

Section 3. This Ordinance concerns compensation and working conditions of city employees and is not subject to referendum. It shall take effect five (5) days after its passage, approval and publication as required by law.

PASSED by the City Council and approved by the Mayor this 10th day of December, 2013.

ATTEST:

Neil Johnson, Jr., Mayor

Harwood Edvalson, MMC, City Clerk
APPROVED AS TO FORM:

Kathleen Haggard, City Attorney
## 2014 Non Represented Grade Matrix

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### Table of over-the-year percent increases


| 1995 | 3.3 | 2.7 | 3.0 |
| 1996 | 4.0 | 2.9 | 3.5 |
| 1997 | 4.0 | 2.9 | 3.5 |
| 1998 | 2.7 | 2.9 | 2.9 |
| 1999 | 2.5 | 3.5 | 2.9 |
| 2000 | 4.0 | 4.0 | 4.0 |
| 2001 | 4.5 | 4.0 | 4.2 |
| 2002 | 4.5 | 4.0 | 4.2 |
| 2003 | 4.2 | 4.2 | 4.0 |
| 2004 | 2.0 | 1.9 | 2.0 |
| 2005 | 2.1 | 2.0 | 2.0 |
| 2006 | 2.0 | 1.9 | 1.8 |
| 2007 | 2.0 | 1.9 | 1.8 |
| 2008 | 2.0 | 1.9 | 1.8 |
| 2009 | 2.0 | 1.9 | 1.8 |
| 2010 | 2.0 | 1.9 | 1.8 |
| 2011 | 2.0 | 1.9 | 1.8 |
| 2012 | 2.0 | 1.9 | 1.8 |
| 2013 | 2.0 | 1.9 | 1.8 |
City of Bonney Lake, Washington

City Council Agenda Bill (AB)

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**Agenda Subject:** Mid-Biennial Budget Amendment

**Full Title/Motion:** An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Adopting The Mid-Biennial Budget Amendment For Budget Years 2013 And 2014.

**Administrative Recommendation:** Approve

**Background Summary:** In December of last year the City Council approved Ordinance No. 1447 which adopted a biennial budget for fiscal years 2013-2014. RCW 35A.34.130 requires that the adopted biennial budget be subject to a mid-biennial review and modification as needed. This ordinance and attached exhibits constitutes the mid-biennial amendments to the adopted budget. A public hearing was held November 26, 2013 to consider the proposed mid-biennial modifications to the budget.

**Attachments:** Ordinance D13-140 and Exhibits A-F.

### BUDGET INFORMATION

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<th>Required Expenditure</th>
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**Budget Explanation:** See Attached

### COMMITTEE, BOARD & COMMISSION REVIEW

**Council Committee Review:**

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<th>Councilmember</th>
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**Date:**

**Consent Agenda:**

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**Forward to:**

**Commission/Board Review:**

**Hearing Examiner Review:**

### COUNCIL ACTION

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### APPROVALS

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<th>Date Reviewed by City Attorney: (if applicable):</th>
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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING THE MID-BIENNIAL BUDGET AMENDMENT FOR BUDGET YEARS 2013 AND 2014

WHEREAS, the City Council approved Ordinance No. 1447 which adopted a biennial budget for fiscal years 2013-2014; and

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

WHEREAS, RCW 35A.34.130 requires that the adopted biennial budget be subject to a mid-biennial review and modification as needed; and

WHEREAS, on November 26, 2013 the City Council held a public hearing upon notice for the purpose of considering mid-biennial modifications and amendments to the adopted 2013-2014 biennial budget;

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

Section 1. The biennial budget for the City of Bonney Lake for the period January 1, 2013 through December 31, 2014 as contained in the adopted 2013-2014 Biennial Budget for total revenues/sources and expenditures/uses as approved by the City Council, is hereby amended by Total Revenues and Expenditures for each fund as shown on the attached Exhibit “A” (City of Bonney Lake Mid-Biennial Budget Amendment).

Section 2. The changes to biennial operating expenditures, capital expenditures, transfers and debt service schedules as shown on the attached Exhibit “B” (B-1 and B-2) are hereby adopted.

Section 3. The changes to the park, street, water, sewer, and stormwater capital budgets as shown on the attached Exhibit “C” are hereby adopted.

Section 4. The changes to the Equipment Replacement Schedule of the Equipment Rental & Replacement Fund, as shown on the attached Exhibit “D,” are hereby adopted.

Section 5. The changes to the Position Summary (p3-30 of adopted budget), as shown on the attached Exhibit “E,” are hereby adopted.

Section 6. The changes to the pre-approved out-of-state travel list (p 3-34 adopted budget) is hereby replaced with Exhibit “F” and adopted.

Section 7. The City Clerk is directed to transmit a certified copy of the City of Bonney Lake adopted 2013-2014 Mid-Biennial Budget Amendment (Ordinance No. D13-140 and
Exhibits “A”, and “B”) to the Office of the State Auditor and to the Association of Washington Cities.

Section 8. This ordinance concerning matters set out in RCW 35A.11.090, it is not subject to referendum, and shall take effect January 1, 2014 after its passage, approval and publication as required by law.

PASSED by the City Council of the City of Bonney Lake this 10th day of December, 2013.

_____________________________
Neil Johnson, Jr. Mayor

ATTESTED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney
## Exhibit A

**Ordinance D13-140**

### 2013 - 2014 Mid Biennial Budget Amendment

Prepared October, 2013

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<td>415</td>
<td>Stormwater</td>
<td>3,555,870</td>
<td>3,725,870</td>
</tr>
<tr>
<td>501</td>
<td>Equipment Rental &amp; Replacement</td>
<td>2,309,770</td>
<td>2,309,770</td>
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</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2013-2014 Biennial Budget</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Adopted</td>
</tr>
<tr>
<td></td>
<td>Biennial</td>
</tr>
<tr>
<td>74,206,392</td>
<td>80,847,107</td>
</tr>
<tr>
<td>78,330,052</td>
<td>90,469,923</td>
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</tbody>
</table>

**Footnotes:**

1. General Fund - See “Exhibits B1” and “B2” for details of mid-biennial amendment, both Revenue and Expenditures
2. See "Exhibit C" for individual line item amendment detail for fund 301, 302, 401, 402 and 415
3. See "Exhibit D" for individual line item amendment detail for the ER&R Fund
4. Expenditures in excess of revenues are funded through the use of reserves (fund balance)
### General Revenues

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget 2013</th>
<th>Adopted Budget 2014</th>
<th>Biennial Total</th>
<th>Amendments</th>
<th>Revised Biennial</th>
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<tbody>
<tr>
<td><strong>General Revenues</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Property Taxes (311)</td>
<td>2,637,042</td>
<td>2,683,412</td>
<td>5,300,454</td>
<td>93,191</td>
<td>5,393,645</td>
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<tr>
<td>Sales Tax (312 + 313)</td>
<td>3,514,182</td>
<td>4,114,890</td>
<td>7,629,072</td>
<td>7,629,072</td>
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</tr>
<tr>
<td>Utility Tax (314, 316, -316.20)</td>
<td>2,477,689</td>
<td>2,582,030</td>
<td>5,059,729</td>
<td>5,029,729</td>
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</tr>
<tr>
<td>Excise Taxes (317 344.35)</td>
<td>88,550</td>
<td>88,890</td>
<td>177,180</td>
<td>177,180</td>
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<tr>
<td>Other taxes (316.20, 316) (317 - 317.34 &amp; 35)</td>
<td>170,431</td>
<td>175,544</td>
<td>345,975</td>
<td>345,975</td>
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<tr>
<td><strong>Total Taxes (310)</strong></td>
<td>8,887,944</td>
<td>9,594,466</td>
<td>18,482,410</td>
<td>93,191</td>
<td>18,575,601</td>
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<td>Licenses &amp; Permits (320)</td>
<td>694,149</td>
<td>745,762</td>
<td>1,439,911</td>
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<tr>
<td>Intergovernmental (330)</td>
<td>631,973</td>
<td>757,882</td>
<td>1,389,855</td>
<td>1,389,855</td>
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<tr>
<td>Charges for Goods &amp; Service (341 - 348)</td>
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<td>666,769</td>
<td>1,252,063</td>
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<tr>
<td>Administrative Transfers In (349)</td>
<td>1,409,067</td>
<td>1,423,158</td>
<td>2,832,225</td>
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<td><strong>Total Chgs for Goods &amp; Services (340)</strong></td>
<td>1,991,361</td>
<td>2,089,927</td>
<td>4,084,288</td>
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<tr>
<td>Fines &amp; Forfeits (350)</td>
<td>725,976</td>
<td>755,016</td>
<td>1,480,992</td>
<td>(108,896)</td>
<td>1,372,096</td>
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<td>Investment Interest (361)</td>
<td>82,626</td>
<td>25,000</td>
<td>107,628</td>
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<tr>
<td>Other Revenues (362, 362.50, 366, 367, 369)</td>
<td>180,427</td>
<td>185,000</td>
<td>365,427</td>
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<tr>
<td>Other Revenues: Fac Rentals (362.50)</td>
<td>261,537</td>
<td>131,795</td>
<td>393,332</td>
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<tr>
<td><strong>Total Misc. Revenue (360)</strong></td>
<td>524,592</td>
<td>341,795</td>
<td>866,387</td>
<td>0</td>
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<td><strong>Other Fin. Sources (390)</strong></td>
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<td>0</td>
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<tr>
<td>**<strong>Sub-Total General Revenue</strong></td>
<td>13,485,995</td>
<td>14,284,848</td>
<td>27,743,843</td>
<td>(15,705)</td>
<td>27,728,138</td>
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<tr>
<td>Renwood Agreement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>671,420</td>
<td>671,420</td>
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<tr>
<td>**<strong>Sub-Total Additional Revenue</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>671,420</td>
<td>671,420</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>13,485,995</td>
<td>14,284,848</td>
<td>27,743,843</td>
<td>655,715</td>
<td>28,399,558</td>
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<tr>
<td><strong>Total Expenditures - O &amp; M (From Schedule B)</strong></td>
<td>13,625,257</td>
<td>13,985,578</td>
<td>27,611,835</td>
<td>787,723</td>
<td>28,399,558</td>
</tr>
<tr>
<td><strong>Results of Operations (Revenue less Expenditure)</strong></td>
<td>-160,262</td>
<td>298,270</td>
<td>132,008</td>
<td>(132,008)</td>
<td>(0)</td>
</tr>
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</table>

**Footnotes - Budget Amendment Details**

1. Revise Prop Tx Projection based on P.C. prelim assess: (2014 orig budget=2,683,412; revised=2,756,603) 93,191
2. Revise Fines/Forfeits based on actuals: (original budget=725,976; revised=617,080) (108,896)
3. Renwood Agreement: Additional building permits, etc. not originally budgeted 671,420
### Exhibit B2

**2013 - 2014 Mid Biennial Budget Amendment**  
**General Fund Expenditures**  
**Prepared October, 2013**

<table>
<thead>
<tr>
<th>Department</th>
<th>2013</th>
<th>2014</th>
<th>Biennial</th>
<th>Amendments</th>
<th>Revised Biennial</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Legislative</td>
<td>109,497</td>
<td>78,316</td>
<td>187,813</td>
<td>187,813</td>
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<tr>
<td>12 Judicial</td>
<td>699,882</td>
<td>712,500</td>
<td>1,412,382</td>
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<tr>
<td>13 Executive</td>
<td>642,846</td>
<td>735,024</td>
<td>1,377,870</td>
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<tr>
<td>14 Financial Services</td>
<td>1,094,025</td>
<td>1,128,227</td>
<td>2,220,252</td>
<td>2,220,252</td>
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<tr>
<td>15 Legal</td>
<td>395,120</td>
<td>396,223</td>
<td>791,343</td>
<td>791,343</td>
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<tr>
<td>16 Information Technology</td>
<td>520,453</td>
<td>477,281</td>
<td>997,744</td>
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<tr>
<td>18 Administrative Services</td>
<td>500,975</td>
<td>529,833</td>
<td>1,029,808</td>
<td>1,029,808</td>
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<td>21 Law Enforcement</td>
<td>5,729,224</td>
<td>5,966,822</td>
<td>11,696,046</td>
<td>11,696,046</td>
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<tr>
<td>32 Engineering and Public Works Administration</td>
<td>75,621</td>
<td>75,621</td>
<td>151,242</td>
<td>151,242</td>
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<tr>
<td>42 Road &amp; Streets Maint.</td>
<td>1,032,805</td>
<td>1,055,355</td>
<td>2,088,161</td>
<td>2,088,161</td>
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<tr>
<td>50 Senior Center</td>
<td>329,705</td>
<td>320,322</td>
<td>650,027</td>
<td>650,027</td>
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<tr>
<td>57 Community Forestry</td>
<td>30,345</td>
<td>39,998</td>
<td>70,343</td>
<td>70,343</td>
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<tr>
<td>58 Comm Develop (2013 salary &amp; benefit budget=$1,087,584)</td>
<td>1,207,292</td>
<td>1,253,118</td>
<td>2,460,410</td>
<td>2,460,410</td>
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</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>13,625,257</strong></td>
<td><strong>13,986,678</strong></td>
<td><strong>27,611,935</strong></td>
<td><strong>27,611,935</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Footnotes - Budget Amendment Details**

- **58** Professional Planning service -update comp. plan elements  
  - New budget request: 40,000

- **60** Bidding Inspect salary & benefits moved from P.W. to Comm. Develop. (2013=36,173; 2014=101,068)  
  - New budget request: 131,241

- **60** Building Repairs & Improvements  
  - New budget request: 26,000

- **90** Motorola Debt Svc. 2013 = 115,000, 2014 = 231,000.  
  - New budget request: 346,000

  - New budget request: 992,443

**Anticipated Savings - 2013**

| 58 Professional Planning service -update comp. plan elements | 40,000 |

**Anticipated Savings - 2014**

| 58 Professional Planning service -update comp. plan elements | (476,864) | (476,864) |
| 60 Building Repairs & Improvements | 26,000 | 26,000 |

**Total anticipated savings**  
**Net new budget request**  
877,729
### Exhibit "C" to Ordinance No. D13-140  
City of Bonney Lake  
2013-2014 Mid-Biennial Capital Improvement Budget Modifications

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Fund Name</th>
<th>Description of CIP Project Amendment</th>
<th>Amount</th>
<th>Adopted Budget Page Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>302</td>
<td>Park CIP</td>
<td>Council authorized Park Improvements TBD</td>
<td>$75,000</td>
<td>5-50</td>
</tr>
<tr>
<td>302</td>
<td>Park CIP</td>
<td>Initial safety and access improvement to Victor Falls Park</td>
<td>$75,000</td>
<td>5-50</td>
</tr>
<tr>
<td>302</td>
<td>Park CIP</td>
<td>FC trail design segment (1.5 miles anticipated state design grant – will not be undertaken is grant is not awarded)</td>
<td>$175,000</td>
<td>5-50</td>
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<tr>
<td>302</td>
<td>Park CIP</td>
<td>FC trail ROW acquisition (in anticipation of future trail construction grant)</td>
<td>$100,000</td>
<td>5-50</td>
</tr>
<tr>
<td>302</td>
<td>Park CIP</td>
<td>Ken Love property acquisition for Victor Falls Park</td>
<td>$382,000</td>
<td>5-50</td>
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<tr>
<td>302</td>
<td>Park CIP</td>
<td>Access Improvements to Lake Tapps Swim Area</td>
<td>$20,000</td>
<td>5-50</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>Install sidewalks along a segment of Angeline Road (citizen petition)</td>
<td>$65,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>Acquire ROW on SR410 in Downtown to facilitate the SR410/VMD intersection improvement</td>
<td>$80,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>Increase the overlay program budget from $164,000 to $516,000 for Church Lake Rd overlay project (TIB grant funds $406,193 of project costs).</td>
<td>$516,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>Carried forward from 2013 to complete Transportation Plan update.</td>
<td>$145,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>Install sidewalks on SR410 (missing link over Angeline Rd – (TIB grant funds $500,000 of project costs).</td>
<td>$920,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>“Place holder” for improvements to the 186/88/188th street corridor.</td>
<td>$1,000,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>“Place holder” SR410/Veterans Memorial Drive intersection improvement project ($4.1M funded by Tehaleh mitigation)</td>
<td>$5,000,000</td>
<td>5-47</td>
</tr>
<tr>
<td>301</td>
<td>Street CIP</td>
<td>Crosswalk(s) for School or Park Zones</td>
<td>$14,000</td>
<td>5-47</td>
</tr>
<tr>
<td>401</td>
<td>Water Fund</td>
<td>Grainger Springs Building Upgrade (carried forward from 2013)</td>
<td>$200,000</td>
<td>5-6</td>
</tr>
<tr>
<td>Fund Number</td>
<td>Fund Name</td>
<td>Description of CIP Project Amendment</td>
<td>Amount</td>
<td>Adopted Budget Page Ref.</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>401</td>
<td>Water Fund</td>
<td>Lakeridge 810 zone water main upgrade (revised scope carried forward from 2013 - broken into phases)</td>
<td>$2,030,000</td>
<td>5-6</td>
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<tr>
<td>401</td>
<td>Water Fund</td>
<td>Lakeridge 810 zone booster pump station design</td>
<td>$700,000</td>
<td>5-6</td>
</tr>
<tr>
<td>401</td>
<td>Water Fund</td>
<td>Reed property improvements (carried forward from 2013 - minimal repairs needed to place residence on market, and improvements to revised access; fencing and gate at storage yard)</td>
<td>$50,000</td>
<td>5-6</td>
</tr>
<tr>
<td>401</td>
<td>Water Fund</td>
<td>24th St E water main replacement.</td>
<td>$60,000</td>
<td>5-6</td>
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<tr>
<td>401</td>
<td>Water Fund</td>
<td>Victor Falls watershed fencing (Includes amount carried forward from 2013)</td>
<td>$200,000</td>
<td>5-6</td>
</tr>
<tr>
<td>401</td>
<td>Water Fund</td>
<td>SCADA telemetry system upgrade – water share (carried forward from 2013 - $210,000)</td>
<td>$210,000</td>
<td>5-6</td>
</tr>
<tr>
<td>401</td>
<td>Water Fund</td>
<td>Water Share of Land Acquisition for Public Works Center</td>
<td>$505,000</td>
<td>5-6</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Regional Storm Pond at Locust &amp; 82nd (carried forward from 2013)</td>
<td>$75,000</td>
<td>5-22</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Church Lake Rd replacement culvert. Design contract issued in 2013.</td>
<td>$250,000</td>
<td>5-22</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Recently announced DOE grant award to the City. Most of the funds are to be used for capital; some may be used for NPDES maintenance activities.</td>
<td>$170,000</td>
<td>5-22</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Placeholder to complete stormwater comp plan, including Eastown storm sewers. Note: This may be accomplished through a temporary force-account project engineer.</td>
<td>$172,000</td>
<td>5-22</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Placeholder for potential stormwater SDC study upon completion of comp plan.</td>
<td>$40,000</td>
<td>5-22</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Compact street sweeper for pervious surfaces, sidewalks, trials, parking lots and narrow street sections to remove debris from getting into storm drains per NPDES Permit requirements.</td>
<td>$75,000</td>
<td>5-22</td>
</tr>
<tr>
<td>415</td>
<td>Storm Water</td>
<td>Stormwater Share of Land Acquisition for Public Works Center</td>
<td>$150,000</td>
<td>5-22</td>
</tr>
<tr>
<td>Fund Number</td>
<td>Fund Name</td>
<td>Description of CIP Project Amendment</td>
<td>Amount</td>
<td>Adopted Budget Page Ref.</td>
</tr>
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<td>-------------</td>
<td>-----------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Eastown Lift Station/Force Main (Carry forward from 2013)</td>
<td>$712,460</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Eastown Gravity Sewer Main (Carry forward from 2013)</td>
<td>$25,000</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Eastown Lift Station Upgrade/SR410 crossing (Carried forward from 2013)</td>
<td>$160,000</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>SCADA system telemetry upgrade (sewer share carried forward from 2013)</td>
<td>$423,000</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Septic System Reduction Project (carried forward from 2013)</td>
<td>$300,000</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Eastown “Southern” sewer ROW acquisition, design, and construction (Kahne et al ULA – City to be reimbursed)</td>
<td>$440,000</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Sumner WWTP Upgrade (carried forward from 2013 - PWTFL)</td>
<td>$5,000,000</td>
<td>5-16</td>
</tr>
<tr>
<td>402</td>
<td>Sewer</td>
<td>Sewer share of Land Acquisition for Public Works Center</td>
<td>$350,000</td>
<td>5-16</td>
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## Equipment Replacement Schedule

<table>
<thead>
<tr>
<th>Asset #</th>
<th>Department</th>
<th>Existing Equipment Description</th>
<th>2013</th>
<th>2014</th>
<th>Adopted</th>
<th>Revised</th>
<th>Adopted</th>
<th>Revised</th>
<th>Notes</th>
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<tr>
<td>RS133</td>
<td>Community Development</td>
<td>Dodge Stratus 2004</td>
<td>9,500.00</td>
<td>17,936.00</td>
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<tr>
<td>RS222</td>
<td>ER&amp;R</td>
<td>Ford F250</td>
<td>30,000.00</td>
<td>-</td>
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<td></td>
<td></td>
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<td>2</td>
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<tr>
<td>RS135</td>
<td>Admin/Information Services</td>
<td>Dodge Stratus 2004</td>
<td>9,800.00</td>
<td>21,564.00</td>
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<tr>
<td>RS221</td>
<td>Facilities</td>
<td>Ford F150</td>
<td>9,000.00</td>
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<td>30,000.00</td>
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<td>RS291</td>
<td>Park Facilities</td>
<td>Ford Ranger</td>
<td>-</td>
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<td>RS463</td>
<td>Park Facilities</td>
<td>Paint Stripper</td>
<td>4,000.00</td>
<td>4,320.00</td>
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Subtotal $312,197  $251,934  $177,577  $255,968

1 Two surplussed dept. vehicles replaced with 1 new one
2 Still in good condition; defer until 2015
3 Replace with small SUV - Replacement cost underbudgeted
4 RS221 Replacement deferred to 2014 - Additional funding from surplus Janitor Van
5 Replaced internally with RS284
6 Deferred to 2014 and replace with Ford Escape; replacement cost underbudgeted
7 Will be transferred to parks to replace RS283
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**TOTAL CITY CLERK & ADMINISTRATIVE SERVICES**

|                  | 7.000 | 7.000 | 7.000 | 7.000 | 11.900 | 11.900 | 11.900 |

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**TOTAL COMMUNITY SERVICES**


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**TOTAL POLICE**

|                  | 36.200 | 37.200 | 37.200 | 37.600 | 37.600 | 37.600 | 37.600 | 37.600 |

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City of Bonney Lake

**2013/2014 Mid Biennial Budget Amendment**

**Exhibit E: Authorized Position Summary**

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**TOTAL COMMUNITY DEVELOPMENT**

45,000

### PUBLIC WORKS (Water, Sewer, Streets, Stormwater, ER&R)

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**TOTAL PUBLIC WORKS**

44,000

City of Bonney Lake

### 2013/2014 Mid Biennial Budget Amendment

#### Exhibit "E" Authorized Position Summary

<table>
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<tr>
<th>Year</th>
<th>2008</th>
<th>2009</th>
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<th>2011</th>
<th>2012</th>
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<td>TOTAL STAFFING (excludes elected officials)</td>
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<td>TOTAL POPULATION</td>
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<td>17,082</td>
<td>17,374</td>
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<td>17,730</td>
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City of Bonney Lake
Out of State Travel - 2014

<table>
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<tr>
<th>Department:</th>
<th>Community Development</th>
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<tbody>
<tr>
<td>BARS Account #</td>
<td>001.000.058.558.60.43.xx (Travel Expenses) $1,000.00</td>
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<tr>
<td>BARS Account #</td>
<td>001.000.058.558.60.49.xx (Miscellaneous/Registration) $500.00</td>
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<tr>
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<td>Permit Coordinator</td>
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<tr>
<td>Destination</td>
<td>San Antonio, Texas</td>
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<td>Dates</td>
<td>April 13 - 16, 2014</td>
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<tr>
<td>Purpose of Travel</td>
<td>Tyler Connects 2014 National User Conference (Eden Financial &amp; Permitting Software)</td>
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**Justification**
The City has made a substantial investment in the Eden Software suite, which includes financial, permitting, licensing, utility billing, and customer service modules. The Eden National Conference is a valuable training and network tool that helps staff get more utility out of the software. Two staff members from Finance attended this conference in 2008 and found it extraordinarily valuable. Similar value in attending can be gained by the Permit Coordinator attending the conference.

<table>
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<th>Department:</th>
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<tr>
<td>BARS Account #</td>
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<td>BARS Account #</td>
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<td>September 14-17, 2014</td>
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<td>Purpose of Travel</td>
<td>International City/County Management Association 2014 Annual Conference</td>
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**Justification**
This conference is approved per Employment Contract and is therefore exempt from Resolution #1787; however, the detail is provided for informational purposes.

<table>
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<td>Destination</td>
<td>San Antonio, Texas</td>
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<td>Dates</td>
<td>April 13 - 16, 2014</td>
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<tr>
<td>Purpose of Travel</td>
<td>Tyler Connects 2014 National User Conference (Eden Systems Software, Tyler Payments, Tyler Cashiering, etc.)</td>
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**Justification**
The City has made a substantial investment in the Eden Software suite, which includes financial, permitting, licensing, utility billing, and customer service modules. The
Eden National Conference is a valuable training and network tool that helps staff get more utility out of the software. The IS Manager attended this conference in 2006 and found it extraordinarily valuable. Similar value in attending can be gained by the IS Manager attending this conference.

Note: Approval of this list does not necessarily imply that travel funds have been specifically allocated.
City of Bonney Lake, Washington
City Council Agenda Bill (AB)

<table>
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<tr>
<th>Department/Staff Contact: Executive / Don Morrison</th>
<th>Meeting/Workshop Date: 10 December 2013</th>
<th>Agenda Bill Number: AB13-152</th>
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<td>Agenda Item Type: Ordinance</td>
<td>Ordinance/Resolution Number: D13-152</td>
<td>Councilmember Sponsor: Deputy Mayor Swatman</td>
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**Agenda Subject:** Revisions to Council Policies and Procedures

**Full Title/Motion:** An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Adopting A New Chapter 2.04 Of The Bonney Lake Municipal Code Relating To City Council Policies And Procedures.

**Administrative Recommendation:**

**Background Summary:** This ordinance revises some council policies and procedures. Proposed deletions are stricken. Proposed additions are underlined. The primary changes include:

1. Accommodate housekeeping and record keeping changes proposed by the City Clerk.
2. Adds a separate economic development committee.
3. Separates voucher review from finance committee and makes review more flexible. Clarifies the statutory purpose of voucher review.
4. Adds language to enable council assignments before the January meeting, provided the previous election has been certified.
5. Expands the finance committee to a committee of the whole to allow additional members to attend, and sets the parameters for operation of the COW.

**Attachments:** Ord. D13-152 and Attachment "A" (Council Policies and Procedures)

**BUDGET INFORMATION**

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<th>Budget Amount</th>
<th>Current Balance</th>
<th>Required Expenditure</th>
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**Budget Explanation:**

**COMMITTEE, BOARD & COMMISSION REVIEW**

**Council Committee Review:**

* Approvals:*
  - Chair/Councilmember NAME
  - Councilmember NAME
  - Councilmember NAME

* Forward to:* Consent Agenda: □ Yes □ No

**Commission/Board Review:**

**Hearing Examiner Review:**

**COUNCIL ACTION**

Workshop Date(s): Public Hearing Date(s):
Meeting Date(s): Tabled to Date:

**APPROVALS**

Director: Mayor: Date Reviewed

Agenda Packet p. 127 of 169
ORDINANCE NO. D13-152

AN ORDINANCE OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING A NEW CHAPTER 2.04 OF THE BONNEY LAKE MUNICIPAL CODE RELATING TO CITY COUNCIL POLICIES AND PROCEDURES, AND REPEALING ORDINANCE NOS. 1061, 1133, 1234, 1287, AND 1387.

WHEREAS, the City Council has completed a review of BLMC Chapter 2.04, Council Policies and Procedures, and desires to make certain changes.

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

Section 1. BLMC 2.04 is revised to read as shown in Attachment “A” (Council Policies and Procedures) attached hereto and incorporated herein by this reference.

Section 2. Ordinance Nos. 1061, 1133, 1234, 1287, and 1387 are hereby repealed.

Section 3. This Ordinance concerning powers vested solely in the Council, is not subject to referendum, and shall take effect five (5) days after its passage, approval and publication as required by law.

PASSED by the City Council and approved by the Mayor this 10th day of December, 2013.

______________________________
Neil Johnson, Jr., Mayor

ATTEST: APPROVED AS TO FORM:

______________________________
Harwood T. Edvalson, CMC
City Clerk

Kathleen Haggard, City Attorney

Passed:
Valid:
Published:
Effective Date:
City of BONNEY LAKE

COUNCIL POLICIES & PROCEDURES

Last Modified by Ordinance D13-152 - Adopted December 10, 2013
Bonney Lake Municipal Code

Chapter 2.04
CITY COUNCIL

Sections:

Article I. Authority
2.04.010 Defined.

Article II. General Rules
2.04.015 Procedural Policies.
2.04.020 Meetings to be public.
2.04.022 Finance committee voucher review – Time and place.
2.04.030 Quorum.
2.04.040 Right of floor.
2.04.050 Parliamentary procedure.
2.04.060 Attendance of media at council meetings.
2.04.070 Public notice.

Article III. Types of Council Meetings
2.04.080 Regular council meetings.
2.04.090 Special meetings.
2.04.100 Emergency council meetings.
2.04.110 Continued and adjourned sessions.
2.04.120 Council workshops.
2.04.130 Executive sessions.
2.04.140 Public hearings.
2.04.150 Quasi-judicial public hearings.
2.04.160 Closed record hearings.

Article IV. Council Meeting Attendance
2.04.170 Councilmembers.
2.04.180 City clerk or deputy clerk.
2.04.190 Administration/department directors.
2.04.200 City attorney.
2.04.210 Parliamentarian.
2.04.220 Sergeant in arms.

Article V. Chair and Duties
2.04.230 Chair.
2.04.240 Call to order.
2.04.250 Preservation of order.
2.04.260 Points of order.
2.04.270 Questions to be stated.
2.04.280 Official timekeeper.
2.04.290 Mayor – Powers.

Article VI. Council Agenda

2.04.300 Submitting agenda issues.
2.04.310 Agenda issues through council committee and/or workshop.
2.04.315 Directory statements.
2.04.320 Setting council agendas.
2.04.330 Setting council agendas for special joint meetings.
2.04.340 Agenda documentation requirements.
2.04.350 City clerk or deputy city clerk duties.
2.04.360 Agenda modification.
2.04.370 Continued agenda items.
2.04.380 Council agenda bills.
2.04.390 Mayor and councilmember comments.
2.04.400 Public’s agenda packet.
2.04.410 Public information line Meeting Information – City Website.
2.04.420 Agenda order of business.
2.04.430 Workshop order of business.

Article VII. Minutes of Council Meetings

2.04.440 Journal of proceedings.
2.04.450 Reading of minutes.
2.04.460 Detail of regular, special and workshop minutes.
2.04.470 Dissent.
2.04.480 Scheduling of minutes for adoption.
2.04.490 Recording of council meetings and workshops.

Article VIII. Deputy Mayor

2.04.500 Appointment.
2.04.510 Duties of deputy mayor.

Article IX. Forms of Address

2.04.520 Elected officials.
2.04.530 Directors and staff.

Article X. Rules of Decorum

2.04.540 Councilmembers.
2.04.550 Chair.
2.04.560 City staff.

Article XI. Code of Conduct

2.04.570 Councilmembers.
2.04.575 Motions generally.

Article XII. Voting

2.04.580 Requirements.
2.04.590 Tie breaker.
2.04.600 Roll call voting.
2.04.610 Votes on motions.
2.04.620 Failure to vote on a motion.
2.04.630 Explanation of vote by councilmember.
2.04.640 Voting delegates of the council.
2.04.650 Consensus votes.
2.04.655 Reconsideration.
2.04.660 Table motions.

Article XIII. Public Comments

2.04.670 Council meeting participation on agenda items.
2.04.680 Citizen comments.
2.04.685 Conduct and decorum when addressing council.
2.04.690 Written communication.
2.04.700 Public hearing procedures.
2.04.710 Public hearing process.
2.04.720 Quasi-judicial public hearings.
2.04.730 Comments in violation of the appearance of fairness doctrine.

Article XIV. Ordinances and Resolutions

2.04.740 Defined.
2.04.750 Introduction of ordinances and resolutions at council meetings.
2.04.760 Prior administrative review required.
2.04.770 Action items.
2.04.780 Two readings required of ordinances.
2.04.790 Numbering ordinances and resolutions.
2.04.800 Effective date of ordinances and resolutions.
2.04.810 Publication of ordinances.
2.04.820 Ordinance vetoes by the mayor.

Article XV. Council Representation/ Appointments to Regional or Local Organizations, Committees or Tasks Forces

2.04.830 Appointments of councilmembers to regional organizations.
2.04.840 Commenting while representing the council.
2.04.850 Council travel arrangements and conference registration.

Article XVI. Council Committees

2.04.860 Definition and scope of council standing committees.
2.04.870 Committee attendance.
2.04.880 Composition of standing committees.
2.04.890 Duties of council committees.
2.04.900 Required documentation.
2.04.910 Council committee meeting schedules.
2.04.920 Committee reports and agendas.
2.04.930 Split decision by council committee.
2.04.940 Ad hoc council committees.

Article XVII. Citizen Concerns and Suggestions

2.04.950 Correspondence.
2.04.960 Phone calls from citizens at City Hall for council representative.
2.04.970 Determining whether legislative or administrative.

Article XVIII. Council Vacancies

2.04.980 Vacancy in council seat.
2.04.990 Notice.
2.04.1000 Application and interview procedure.
2.04.1010 Selection of new councilmember.

Article XIX. Council's Request for Information from Staff

2.04.1020 Defined.

Article XX. Council's Advisory Boards, Agencies and Commissions

2.04.1030 Value of service.
2.04.1040 Board, agency, commission and committee minutes and recommendations.

Article XXI. Council Relations with City Staff

2.04.1050 Policy guidelines.

Article XXII. Number of Councilmembers – Duties – Salary – Council Retreats

2.04.1060 Number of councilmembers.
2.04.1070 Duties.
2.04.1080 Repealed.
2.04.1090 Council retreats.

Article XXIII. Suspension and Amendment of These Rules

2.04.1100 Suspension of these rules.
2.04.1110 Amendment of council policies.
2.04.1120 Severability.
Article I. Authority

2.04.010 Defined.
The Bonney Lake city council, in accordance with state statute RCW 35A.12.120 shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order. The council hereby establishes the following rules and procedures. They shall be in effect upon adoption by the council and until such time as they are amended or new procedures adopted in the manner provided.

2.04.015 Procedural Policies.
Action taken not in compliance with these rules, but which is otherwise lawful, shall not invalidate such action or be deemed a violation of law. These procedural policies are designed to assist the council and councilmembers in performing their duties and not to provide additional substantive rights or duties above and beyond that otherwise already established by state law. Failure of the council to follow any of these rules shall be deemed a council decision to waive such rule, and no notice of such waiver need be provided prior to such waiver.

Article II. General Rules

2.04.020 Meetings to be public.
All official meetings of the council shall be open to the public with the exception of executive sessions for certain limited topics (see types of council meetings section for topics defined per Open Public Meetings Act, Chapter 42.30 RCW). The journal of proceedings (minute book) shall be open to public inspection.

2.04.022 Finance Committee Voucher and payroll review – Time and place.
The finance committee voucher and payroll reviews shall be held as provided in Chapter 2.04.860(E), at the Justice & Municipal Center on the second and fourth Tuesdays of each month at the hour of 5:30 p.m.

2.04.030 Quorum.
A majority of the current councilmembers shall be in attendance to constitute a quorum for transaction of business. If a quorum is not present, those in attendance shall be named and shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regularly scheduled meeting.

2.04.040 Right of floor.
Any councilmember desiring to speak shall be recognized by the chair and shall confine his/her remarks to the subject under consideration or to be considered. No member shall speak until so recognized. All members desiring to speak on a subject shall have the opportunity to do so before a councilmember may seek to speak again. At the discretion of the chair, councilmembers may be recognized to speak again should there be pertinent new information to provide on the subject. No member shall address the presiding officer or demand the floor while a vote is being taken.
2.04.050 Parliamentary procedure.
   The Standard Code of Parliamentary Procedure, 4th Edition (by Alice Sturgis) shall govern the proceedings of all regular council meetings; however, any informal procedures or policies set by the council shall supersede that text. All councilmembers shall familiarize themselves with the parliamentary rules in the above edition for efficiency of procedures at all council meetings.

2.04.060 Attendance of media at council meetings.
   All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time; provided, that such arrangements do not interfere with the orderly conduct of the meetings.

2.04.070 Public notice.
   The city shall comply with the provisions of RCW 35A.12.160. The city shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meetings. Such procedure may include, without limitation, written notification to the city’s official newspaper, publication of a notice in the official newspaper, posting of upcoming council meeting agendas, or such other processes as the city determines will satisfy the intent of this requirement.

Article III. Types of Council Meetings

2.04.080 Regular council meetings.
   The council shall meet on the second and fourth Tuesday of each month at 7:00 p.m. The meeting shall adjourn no later than 10:00 p.m. To continue past this time of adjournment, a council majority must concur. When a council meeting falls on a holiday, the council may determine an alternate day for the meeting or cancel the meeting. The council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the council chambers at the Justice & Municipal Center, unless specified otherwise by a majority vote of the council. All regular and special meetings shall be public.
   If possible, only one or two major topics (defined as issues of high interest, controversial or those which would take an extraordinary amount of city council meeting time) will be scheduled per meeting.

2.04.090 Special meetings.
   The mayor or any three members of the council may call special meetings as stipulated in RCW 35A.12.110. The city clerk shall prepare a notice of the special meeting stating the time, place and business to be transacted. The city clerk shall attempt to notify each member of the council and the mayor, either by telephone or otherwise, of the special meeting. The city clerk shall provide notice of the special meeting at least 24 hours in advance by posting a written notice on the city website; displaying the notice at the agency’s principal location (and the meeting site if the special meeting is not held at the agency’s principal location); and delivering a notice of
the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the clerk a written request to be notified of special meetings. The council may amend the agenda for any special meeting. The council shall not make final disposition on any matter not mentioned in the notice.

The council may schedule special joint meetings with the councils of the county, other cities or with members of any of the boards, commissions or agencies.

2.04.100 Emergency council meetings.

Special emergency meetings may be called by the mayor or a majority of the council in less than 24 hours, and without the notice required in BLMC 2.04.090, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage as provided in RCW 42.30.080.

2.04.110 Continued and adjourned sessions.

Any session of the council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

2.04.120 Council workshops.

The council shall meet on the first and third Tuesday of each month at 5:30 p.m. to review forthcoming agenda issues, review reports on current programs or projects, receive other similar information from city department heads or conduct procedure workshops. Decisions/votes on the issues discussed at workshops will generally be scheduled for a regular or special council meeting, but the council may take action at a workshop upon approval of a majority vote of the councilmembers present. Workshops shall have a council open discussion period at the beginning of the meetings to discuss issues of concern unless waived by the council. Council workshops shall be open to the public.

2.04.130 Executive sessions.

Executive sessions may be held in accordance with the provisions of the Washington State Open Meetings Act (RCW 42.30.110). The only parties allowed to participate in a council executive session shall be the council, mayor, city attorney or assistant city attorney, authorized staff members and/or consultants authorized by the city council.

The council may hold an executive session during a regular, workshop or special meeting. Before convening in executive session, the chair shall publicly announce the purpose for excluding the public from the meeting and shall state the time when the executive session will be concluded (30 minutes or less). If the council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. Should the executive session require more time, the chair shall make a public announcement that the session is being extended, along with another estimated time for the executive session to conclude.

Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the city's position is not
compromised. Confidentiality also includes information provided to councilmembers outside of executive sessions when the information is marked confidential or is considered to be exempt from disclosure under the Public Disclosure Act.

If the council, after executive session, has provided direction or consensus to city staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, city attorney, mayor, or city staff designated by the mayor, councilmembers should review such potential discussion with the city attorney. Any councilmember having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the mayor, council, and the city attorney or assistant city attorney in a timely manner.

Likewise, the provision of the “Open Public Meetings Act” shall not be applicable to any conference, discussion or deliberation between the legislative body and its city attorney concerning settlements, avoidance of, or contemplated litigation, settlement offers and like matters, all of which shall be subject to the statutory and common law attorney-client privilege.

No final action shall be taken during any executive session, except as allowed by RCW 42.30.110.

At the conclusion of the executive session, if appropriate, the public council meeting shall reconvene and the council may take final action or the minutes will reflect that no final action was taken.

2.04.140 Public hearings.

Public hearings shall be held on issues as defined in the Bonney Lake Municipal Code or any other issue the council may deem necessary for the public’s benefit. If there is more than one item scheduled for a public hearing, the chair shall hold separate public hearings on each issue by announcing and opening the public hearing, taking the public’s testimony and closing the hearing for each issue to eliminate any confusion by the council or the public. (See BLMC 2.04.710, The public hearing process, for detailed information on citizen comments; see Article XX, Council’s Advisory Board and Agency and Commissions, for other public hearing issues listed).

2.04.150 Quasi-judicial public hearings.

See public comment sections, BLMC 2.04.700 and 2.04.710, for detailed information.

2.04.160 Closed record hearings.

The council may hold closed record hearings, when required to do so in compliance with the BLMC, to ensure that the findings of the hearing examiner are supported by the facts on record and to ensure that proper application of ordinances was adhered to in accordance with the findings of the hearing examiner.

Article IV. Council Meeting Attendance

2.04.170 Councilmembers.
All councilmembers will attend all regular meetings, workshops, special and emergency meetings and assigned council committee meetings of the council.

RCW 35A.12.060 provides that a councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the council without being excused by the council. Members of the council may be so excused by complying with this section. The member shall contact the mayor, deputy mayor or city clerk prior to the meeting and state the reasons for his/her inability to attend the meeting. If the notice is provided to the deputy mayor or city clerk, they shall advise the chair of this information prior to the meeting. During the roll call portion of the council meeting, the chair shall inform the council of the member’s absence and state the reason. The council, by motion, may approve the absence and the clerk will make appropriate notation in the minutes. If a councilmember has failed to contact any of the above to advise of their absence, excluding emergency situations, the council, by motion, may vote to not approve the absence and the clerk will note the minutes accordingly.

2.04.180 City clerk or deputy clerk.

The city clerk or deputy city clerk shall attend all regular meetings, workshops, special and emergency meetings of the council unless excused by the council or mayor. If the city clerk and the deputy city clerk are absent from any council meeting, the chair shall appoint a clerk pro tempore for that meeting only.

2.04.190 Administration/department directors.

The chair shall assure that all regular meetings, workshops, special and emergency meetings of the council are appropriately staffed. While the authority for requiring department heads to attend council meetings rests with the mayor, the council is free to refuse to take action on particular agenda items where necessary department directors are not present.

2.04.200 City attorney.

The city attorney, or assistant city attorney, shall attend all regular council meetings, workshops, and special meetings unless excused by the deputy mayor in advance, or by a council majority at a meeting. Attendance is not required for joint meetings with other legislative bodies, or for budget meetings, unless attendance is specifically requested in advance by the deputy mayor or mayor. Any member of the council may, at any time, during a meeting of the council at which the city attorney is present, call upon the city attorney for an oral opinion and a majority of the council may request a written opinion to decide any questions of law and may call upon any other city official present for a report or recommendation as to any matter before the council.

2.04.210 Parliamentarian.

The city attorney or assistant city attorney shall act as the council’s parliamentarian and shall advise the chair as to correct rules of procedure or questions of specific rule application.

2.04.220 Sergeant in arms.
The chair shall assure that formal meetings of the council shall be staffed with the police chief or a police officer, when deemed necessary, who shall serve as the sergeant in arms to ensure order and peace of council meetings.

**Article V. Chair and Duties**

2.04.230 Chair.

The mayor, if present, shall preside as chair at all meetings of the council except for council committee meetings. In the absence of the mayor, the deputy mayor shall preside. In the absence of both the mayor and the deputy mayor, the council shall elect a chair. When the deputy mayor or a councilmember presides over a council meeting, it shall not abridge his/her right to vote upon all questions coming before the council.

2.04.240 Call to order.

The meetings of the council shall be called to order by the mayor, or in the absence of the mayor, by the deputy mayor. In the absence of both the mayor and the deputy mayor, the meeting shall be called to order by the city clerk or the deputy clerk for the election of a temporary chair by the majority of the council.

2.04.250 Preservation of order.

The chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion.

2.04.260 Points of order.

The chair shall determine all points of order, subject to the right of any member to appeal to the council. If any appeal is taken, the question shall be, “Shall the decision of the chairman be sustained?” A point of order may be raised if the council rules of procedure appear to have been broken. This may interrupt a speaker if the breach of the rules warrants it. The point is resolved before business continues. This is not a motion but is instead a request to the chair for decision. Valid reasons for a point of order include, but are not limited to: the speaker has not been granted the floor; the mayor mistakenly skipped an item on the agenda; a motion or second has been made erroneously; a person has spoken longer than authorized; a speaker is using inappropriate language; a speaker is not speaking to the matter under consideration.

2.04.270 Questions to be stated.

The chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken if requested by a member of the council or the chair.

2.04.280 Official timekeeper.

The chair, or person so designated by the chair, shall be the official timekeeper at all regular and special council meetings.

2.04.290 Mayor – Powers.
The mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting. If the mayor wishes to participate vigorously in the debate of an issue, the mayor shall turn the chairing of that portion of the meeting to the deputy mayor, or to another councilmember if the deputy mayor is absent. The mayor's voting rights and veto power are specified in RCW 35A.12.100, Duties and Authority of the Mayor.

Article VI. Council Agenda

2.04.300 Submitting agenda issues.
The city council desires adequate time to review and research all issues coming before it for consideration and/or action. Therefore all communications, ordinances, resolutions, contract documents or other matters for council consideration at the forthcoming council meeting or workshop shall be delivered to the city clerk by 12:00 noon on Wednesday prior to the Tuesday council or workshop meeting, and shall follow the agenda guidelines established by the city clerk. The timeline may be altered to accommodate holidays or other closures of city offices. Subject to the council's right to amend the agenda, no legislative item which is not on the council agenda and which has not been presented and approved as a forthcoming agenda item by a council committee or council workshop shall be voted upon, except in emergency situations (defined as situations which would jeopardize the public's health, safety or welfare), or where otherwise deemed important by a majority of the council.

2.04.310 Agenda issues through council committee and/or workshop.
Issues coming before the city council shall first be placed on the agenda of the appropriate council committee or council workshop for discussion unless approved by motion by a majority of the council as an agenda amendment. (See Article XVI defining the role of council committees and issues approved for workshops). The staff shall contact the chair of the appropriate council committee and request their issue be placed on the next committee agenda.

2.04.315 Directory Statements.
Statements in these policies under BLMC 2.04.310, 2.04.770, 2.04.780, 2.04.860, or any other section that require preliminary consideration of ordinances or other council agenda items by council committees, are directory statements only for the convenience of the council and not mandatory procedural or substantive requirements for lawful, final council action.

2.04.320 Setting council agendas.
The mayor, the deputy mayor, the city or deputy clerk shall review all items/issues submitted by the deadline set by the council. Council sets its own agendas for all council meetings and workshops. Legally required and advertised public hearings shall have a higher priority over other scheduled agenda items that have been scheduled by convenience rather than for statutory or other legal reasons.
2.04.330 Setting council agendas for special joint meetings.
In consultation with the mayor, councilmembers, and the chair of the affected board or commission, the deputy mayor shall set the agenda for all special joint meetings. The city clerk shall provide board or commission members with a final copy of the agenda at the same time it is provided to members of the city council.

2.04.340 Agenda documentation requirements.
Before the council takes final action, the council requires all back up documentation for the issues being considered. To that end, all additional information requested by committee members will be provided to the council by staff in their advance agenda packets.

In the case of amending or repealing an ordinance or resolution, the original must also be provided. The same applies to updating of all contracts or agreements.

If the council is being asked to approve an issue with a monetary value, a copy of the section of the budget, including remaining balance of budget appropriations pertaining to the issue must also be provided.

On all issues presented to the council for review or action, if any of the documentation provided by the staff makes references to any BLMC, RCWs, MRSC or AWC documents, the documents being referenced shall also be provided to the council in their advance packets for committee or workshop.

Originals of all proposed ordinances, resolutions, contracts or agreements shall be required and turned in to the city clerk by the established deadline prior to being scheduled for a council committee or council meeting agenda. (2001).

2.04.350 City clerk or deputy city clerk duties.
The city clerk or deputy city clerk shall distribute copies of the proposed agenda, with all the required documentation to each member of the council, the mayor and the city attorney or assistant city attorney and other councils, boards or commissioners when applicable, by noon on Friday preceding the meeting. Agenda packets shall be distributed to the councilmember's city mailboxes at City Hall, except in the case of emergency meetings (see BLMC 2.04.100, Emergency council meetings).

The city clerk shall normally include draft copies of the minutes from the previously held council meetings in the council workshop agenda packets for review and any necessary corrections prior to adoption at the following council meeting.

The city clerk shall be responsible for providing each new councilmember with online references to the current copies of the Bonney Lake Municipal Code, council policies and procedures manual, city reference manual and city comprehensive plans and copies of Chapter 35A.12 RCW, Mayor-Council Form of Government, and Chapter 35A.33 RCW, Budgets in Code Cities of the RCWs, or paper copies, if available, as requested by the Councilmember.

2.04.360 Agenda modification.
Once the council agendas have been set and posted on the City's website closed by the deadline on Wednesdays at noon, on any necessary agenda modifications, the city clerk shall be required to prepare a separate blue sheet listing only the proposed agenda modifications for consideration by the council. Just before the meeting, copies
shall be provided to the mayor, council, city or assistant city attorney, staff present and a copy placed on the table for citizens attending the meeting. The necessity of the agenda modifications shall be explained to the council. If the requests receive a majority vote of the council, by motion, the agenda modification shall be approved.

2.04.370 Continued agenda items.
Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

2.04.380 Council agenda bills.
All issues coming before the council, except those purely for discussion for further development, shall require a completed council agenda bill with ordinance and resolution numbers, the correct title of the ordinance or resolution, and a clear descriptive summary statement on each. The city clerk shall be responsible for the format and numbering of the agenda bills. Those issues coming before the Council solely for discussion and further development based on Council input may be provided in such format as the Mayor or his designee shall determine best presents the material for Council consideration.

The city or deputy clerk shall be responsible for completing the council agenda bills (CAB) on any issues requiring council action that are being submitted by a councilmember. These CABs do not require signatures of the mayor. As with council policy on all issues, it must be submitted to the appropriate council committee or workshop prior to scheduling for their review and signature approval on the required council committee form except issues as designated in these policies.

All council agenda bills, when applicable, shall include budget amounts, requested expenditure and impact along with statement of fiscal analysis and identification of fund source. Department directors shall be responsible for securing the appropriate signatures approvals on all CABs and for submitting, by the council established deadline, all required documentation to the city or deputy clerk for council agendas.

2.04.390 Mayor and councilmember comments.
The agenda shall provide a time (announcements/committee reports) for the mayor or any councilmember to bring before the council any business that he/she feels should be deliberated upon by the council. These matters need not be specifically listed on the agenda, but formal action on such matters may be deferred until a subsequent council meeting, except that immediate action may be taken upon a vote of a majority of all members of the council.

2.04.400 Public’s agenda packet.
The city clerk or his/her designee shall be responsible for delivering a complete copy of the council agenda packet to the Bonney Lake Library. A copy of the council agenda shall be posted at the Bonney Lake Post Office on the city's designated bulletin board and the readerboard outside of City Hall. These shall normally be posted on Friday preceding the council meeting.

As per RCW 35A12.160, every city shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for forthcoming meetings. The city
shall follow this procedure which shall include written notification to the city’s official newspaper, publication of a notice in the official newspaper, posting of upcoming council meeting agendas, or such other processes as the city determines will satisfy legal requirements and provide notice to the public.

The city clerk shall have a complete packet of proposed ordinances, resolutions and contracts being considered by the council available on the table outside of the council chambers prior to the start of the meeting. These are public documents and anyone requesting a copy of any item being considered on the council agenda shall be supplied with such upon their request to the city clerk and payment of copies as established in the Bonney Lake Municipal Code and during normal business hours.

2.04.410 Public-information line Meeting Information – City Website

The city clerk or his/her designee shall be responsible for updating the council agenda on the city’s website public-information line and, which shall normally be updated by 2:00 p.m. Friday preceding the council meetings and workshops.

2.04.420 Agenda order of business.

The order of business for all regular meetings shall be transacted as follows unless the council, by a majority vote of the members present, suspends the rules and changes the order:

A. Call to Order. The mayor or, if absent, the deputy mayor calls to order.
   1. Flag Salute. The mayor or, if absent, the deputy mayor, and at times invited guests, will lead the flag salute.
   2. Roll Call. The city clerk or deputy clerk shall call the roll and the chair shall indicate those in attendance and state the reasons for absences. Council absences require a motion to excuse.
   3. Announcements, Appointments and Presentations.
      a. Announcements – By chair or councilmembers. Announcements are to be related to city business and limited to announcements of community or governmental actions, events, meetings or notices.
      b. Appointments – By chair or councilmembers.
      c. Presentations – By chair, councilmembers, staff or scheduled guests.
      d. Agenda modifications.

B. Citizen Comments, Public Hearings and Correspondence.
   1. Public hearings.
   2. Citizen comments (for the good of the order).
   3. Correspondence. Any correspondence received by a city official that said official wants reported at the meeting that is pertinent to an item on the agenda shall be submitted to the city clerk in advance of the meeting. The city clerk will report that a correspondence has been received from (note the author), and state the subject matter of the correspondence. No action or discussion is to be taken during the correspondence segment of the council meeting. The chair may refer said correspondence to the appropriate council committee or administration for consideration.

C. Council Committee Reports.
1. Finance committee.
2. Community development committee.
3. Public safety committee.
4. Other committees or reports. Councilmembers and the chair may give reports regarding board or committee meetings they have attended or to which they have been appointed. Special committees which have reports to make shall be scheduled under the presentations section of the agenda.

D. Consent Agenda. The items listed on the consent agenda may be acted upon by a single motion and second of the City Council. By simple request made prior to the vote on the Consent Agenda, the Mayor or any Councilmember may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items. The Chair, with Council consent, shall determine the point on the agenda at which items pulled from the Consent Agenda will be considered, normally during the related Council Committee issue section of the agenda.

1. Minutes
2. Vouchers and Claims.
   a. Check No. voided in check lineup.
   b. Check Nos. in the total amount of $______.
3. Ordinances to be adopted by consent.
4. Resolutions to be approved by consent.
5. Motions to be approved by consent.
E. Finance committee issues.
F. Community development committee issues.
G. Public safety committee issues.
H. Full council issues.
I. Executive sessions.
J. Adjournment.

For the public’s benefit, the council agendas shall include the names and positions of all staff who are expected or scheduled to attend the meeting.

2.04.430 Workshop order of business.
The workshop meetings shall be transacted in order of priority of issue unless the council, by majority vote, amends the order of the agenda. All workshops shall include a period of open discussion by the council and priority will be given to all previously tabled issues and presentations.

The following issues or matters do not require review by council standing committees but may be scheduled directly for review by the council of the whole at a council workshop; provided, that the requirements and necessary documents are provided by the agenda deadline as defined in these policies and procedures. Issues or presentations requested by the mayor for future council agendas, (that are not requirements of the council to be scheduled for council committee review), budget review, City Hall plans, planning agency and park board recommendations, issues referred by the council to planning agency or park board, property acquisitions, issues previously reviewed by the full council, budget amendments, setting public hearing dates, executive sessions, items tabled by the council, public hearing testimony deliberations, council retreats, council vacancies, appointments to regional or local
organizations, committees or task forces, litigation, council internal affairs, review of all reserve funds.

**Article VII. Minutes of Council Meetings**

2.04.440 Journal of proceedings.
A journal of all proceedings of the council shall be kept by the city clerk or deputy city clerk and shall be entered in a book constituting the official record of the council (per RCW 35A.39.010).

2.04.450 Reading of minutes.
Unless a reading of the minutes is requested by a majority plus one of the council, such minutes may be approved without reading; provided, that the city clerk or deputy city clerk has provided each member with a typed printed copy of the minutes as stipulated in these provisions, or made them available on the City’s website for those members no longer requesting a printed agenda packet.

2.04.460 Detail of regular, special and workshop minutes.
Official minutes shall contain the date, time, place and nature of the meeting, the names of the councilmembers present (excused and unexcused), mayor, city attorney or assistant city attorney and staff present; all motions, except those withdrawn, and the names of their maker and who made the second; an objective abstract of all business discussed, actions taken and the results or votes of such actions in the order of business established in these policies.

Ordinances, resolutions, contracts/agreements, budgets and budget amendments shall contain clear subject descriptions and shall state the total monetary amounts, when applicable, in the minutes for easier reference.

For efficient use of city resources, it is expected that there will not be verbatim accounts of council proceedings prepared in most situations; however, if an issue is of such importance that a majority plus one of the council feel a verbatim account of a portion of the meeting and/or a particular councilmember’s statements are appropriate, a verbatim account may be requested and prepared by the city clerk or deputy clerk.

2.04.470 Dissent.
Any member of the city council shall have the right to state the reasons for his/her dissent from, or protest against, any action of the council entered into the minutes.

2.04.480 Scheduling of minutes for adoption.
The city clerk or deputy city clerk shall normally schedule the council meeting and workshop minutes for adoption by the council after review and approval of the draft minutes by the council at a previous workshop.

2.04.490 Recording of council meetings and workshops.
All regular, special and workshop meetings, unless otherwise determined by the city council, shall be recorded electronically and official minutes prepared by the city clerk or the deputy clerk. The recording shall be retained and copies provided upon request.
pursuant to applicable record retention and public disclosure laws and city ordinance. However, public hearing records All meeting audio recordings are permanent by law. The city clerk shall provide a suitable area for council or anyone requesting to review any recordings. There shall be no fee for this.

**Article VIII. Deputy Mayor**

**2.04.500 Appointment.**

The selection of deputy mayor will be biennially, by majority vote of the council, to serve in the absence or temporary disability of the mayor. The biennial election shall occur during the even years at the first meeting of the council in January. If there has been no change in council membership said election of the deputy mayor and subsequent committee assignments may be made at the last meeting of the year provided the results of the municipal election has been certified by that date.

Councilmembers shall make nominations for the appointment of deputy mayor. The nominator is permitted to give reasons for supporting the nominee. Nominations do not require a second, but the person nominated should accept or decline the nomination prior to the vote. Councilmembers nominated for this appointment are not required to abstain from voting.

**2.04.510 Duties of deputy mayor.**

The deputy mayor presides at meetings of the council, administers oaths and signs instruments in the absence of the mayor. When the deputy mayor presides over a council meeting he/she shall retain his or her councilmanic vote.

In addition to serving in the absence of the mayor, the deputy mayor shall serve as finance committee chair for the term of office as established for the deputy mayor, shall serve as voucher review committee chair, shall be responsible for overseeing council agendas with the city clerk and the mayor and shall perform any other duties prescribed by the council.

**Article IX. Forms of Address**

**2.04.520 Elected officials.**

In all formal council meetings the mayor shall be addressed as “Mayor (surname)”, “Your Honor”, or “Mr./Madam Mayor”. The deputy mayor shall be addressed as “Deputy Mayor (surname)”. Members of the council shall be addressed as “Councilmember (surname)”.

**2.04.530 Directors and staff.**

All directors shall be addressed as “Director (surname)” or Mr., Mrs., or Ms. (surname). All other staff shall be addressed as Mr., Mrs. or Ms. (surname).

**Article X. Rules of Decorum**

**2.04.540 Councilmembers.**
While the council is in session, all members must preserve order, decency and decorum at all times, and no member shall, by conversation or otherwise, delay or interrupt the proceedings of the council.

No member shall use impertinent, degrading, or slanderous language as to any other member of the council, the mayor, city staff, or member of the public while discussing or debating the business of the council. Debate must be fundamentally impersonal. All discussion is addressed to the presiding officer and must never be directed to any individual. Meetings must discuss measures, not people. A motion — its nature and consequences — may be attacked vigorously, but it is never permissible to attack the motives, character, or personality of the presiding officer or another councilmember either directly or by innuendo or by implication.

It is the duty of the presiding officer instantly to stop any member who engages in personal attacks or discusses the motives of the presiding officer or another councilmember or is discourteous in word or manner. If the presiding officer fails to interrupt, any member may make a point of order and call the attention of the presiding officer to the speaker’s misconduct.

Arguments and opinions should be stated as concisely as possible. Discussions by members of the council shall relate to the subject matter at hand and shall be relevant and pertinent thereto so as to provide for the expeditious disposition and resolution of the business before the legislative body.

Anyone who uses improper language or acts in a disorderly manner should be called to order promptly by the presiding officer. When a point of order is raised concerning a speaker’s conduct, the speaker must be silent until the point of order is decided by the presiding officer.

A member who fails or refuses to speak in an orderly and courteous manner may be denied the right to the floor and, if necessary, may be ejected from the meeting by order of the presiding officer or by a vote of the assembly.

2.04.550 Chair.

The chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members’ motives and confine members in debate to the question under discussion. The chair shall not allow any city staff or members of the public addressing the council to make personal, impertinent or slanderous remarks or to become boisterous while addressing the council, or by conversation to delay, impede or interrupt the proceedings or the peace of the council, or disturb any member while speaking, or refuse to obey the orders of the council or the chair. All remarks shall be addressed to the council as a whole and any person(s) violating these provisions or who become threatening or personally abusive while addressing the council shall be requested to leave the meeting by the chair. Any person in violation of these provisions and who refuses to comply with the lawful orders of the chair shall be guilty of disorderly conduct.

The chair shall preserve order at all times during council meetings. If required by the chair, the chief of police or a designated member of his/her department shall act as sergeant in arms of the city council and shall carry out all orders given by the chair for the purpose of maintaining order, peace and decorum at the council meeting. Any councilmember may move to require the chair to enforce the rules and the affirmative vote of a majority of the council shall require the chair to do so.
2.04.560 City staff.
Members of the city staff shall observe the same rules of order and decorum that are applicable to members of the city council.

Article XI. Code of Conduct

2.04.570 Councilmembers.
In all dealings, councilmembers shall be governed, to the extent applicable, by Chapter 42.20 RCW relating to Misconduct of Public Officers, by Chapter 42.23 RCW relating to the Code of Ethics for Municipal Officers, and by Chapter 42.36 RCW relating to the Appearance of Fairness Doctrine, and by this document and all other statutes or ordinances governing the conduct of city officers.

2.04.575 Motions generally.
All ordinances, resolutions, and other agenda bills requiring council approval shall be in the form of an affirmative motion. All motions shall require a second in order to proceed to a vote. If no one seconds the motion, the motion dies.

Article XII. Voting

2.04.580 Requirements.
A councilmember must be present at a council meeting to vote on any issue, contract, ordinance or resolution or any other order of business of the council; provided, that in extraordinary circumstances, a councilmember shall be deemed present by appearing via telephone or other similar electronic means in order to establish a quorum for business. No member shall be allowed to vote by proxy.

2.04.590 Tie breaker.
The mayor may cast a vote in the case of a tie vote of the council in matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money per RCW 35A.12.100.

2.04.600 Roll call voting.
The chair or any councilmember may request a verbal roll call vote.

2.04.610 Votes on motions.
The council requires a majority vote of those councilmembers present and voting, for passage of any action issue; provided that the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council, as required by law. Each councilmember present may vote on all questions before the council, except on matters in which he or she has been disqualified or the councilmember feels there may be a conflict of interest or a possible appearance of fairness issue perceived by the public. Such member shall disqualify him or herself prior to any discussion of the matter and shall not attempt to influence the votes of the other councilmembers. When disqualification of a member or members results or would result in the inability of the council at a subsequent meeting to act on a matter which is required by law to take action, any member who was absent or who had been
disqualified under the appearance of fairness doctrine may subsequently participate provided such member shall first have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

2.04.620 Failure to vote on a motion.
Any councilmember present who fails to state his or her vote without a valid disqualification shall be declared to have voted in the affirmative on the question, except that an abstaining councilmember still creates a quorum. However, if an action expressly requires a favorable vote by a majority of the whole membership, an abstaining vote shall be counted separately.

In situations where a councilmember may need to abstain from voting because of a possible violation of the appearance of fairness doctrine, RCW 42.36.090 provides that the challenged councilmember can still participate in the event that abstention would cause a lack of a quorum or result in a failure to obtain a majority vote as required by law if he or she publicly discloses the basis for disqualification prior to rendering a decision.

Councilmembers have a right to abstain and cannot be compelled to vote. Any abstaining councilmember shall state his or her reason for the abstention. Abstentions shall be counted as neutral.

2.04.630 Explanation of vote by councilmember.
Any member of the council desiring to explain his or her vote may do so by requesting the floor from the chair and shall be allowed the opportunity to do so for the public and the official record. The question shall not be called for by any councilmember until each councilmember has had an opportunity to address or state their concerns.

2.04.640 Voting delegates of the council.
When councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the council shall designate the voting delegate(s) during a public meeting, by majority vote; when possible, said selection of voting delegates shall be done on a rotating basis for the purpose of allowing all councilmembers the opportunity to be an official voting delegate.

2.04.650 Consensus votes.
When a formal motion is not required on a council action or opinion, a consensus voice vote may be taken. The chair will state the action or opinion and each councilmember may vote by saying “aye” or “nay”.

2.04.655 Reconsideration.
Any action of the council shall be subject to a motion to reconsider, except any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline. A motion to reconsider may only be made by a member of the prevailing side on the original action. A motion to reconsider may be made at the
same meeting the initial vote is taken, but no later than the next succeeding regular council meeting; provided, that a motion to reconsider approval of a contract may not be made at the next succeeding regular council meeting if the contract has already been signed and delivered to the other contracting party. Debate is limited to the reason for reconsidering the motion and should not be used to repeat discussion regarding the main motion.

2.04.660 Table motions.
If a councilmember wishes to make a motion to table an issue, they shall may state their intentions to do so and inquire whether any councilmembers wish to make statements or provide information prior to the motion being made and seconded.

Article XIII. Public Comments

2.04.670 Council meeting participation on agenda items.
Citizens are encouraged to attend and participate at all council meetings. In addition, citizens who, prior to commencement of a regular council meeting, sign up to speak with respect to a particular public hearing, ordinance, or resolution appearing on the agenda for that meeting, except Consent Agenda items, shall be allowed to address the council regarding that particular item for one minute. Such comments will be allowed following council discussion of the agenda item and prior to any council vote on that item; provided, that council may further discuss the agenda item following citizen comments and prior to voting, without offering an additional opportunity for citizen comment regarding that item. All speakers shall speak only to the specific subject under consideration.

Those persons wishing to address the Council regarding ordinances or resolutions on the Consent Agenda shall be allowed to address the Council for one minute at the conclusion of the Citizen Comments portion of the meeting.
2.04.680 Citizen comments.
Citizens are encouraged to attend and participate at all council meetings. Under agenda item “citizen comments,” citizens may address the mayor and the council regarding any matter relating to city business or over which the city has authority, for up to five minutes per speaker, unless granted further time by the chair or a majority of the councilmembers present. Groups recognized by the chair, or action of the city council, who have a designated speaker may have a total of 10 minutes to speak. Following such comments, if action is required or has been requested, the chair shall refer the matter to staff or the appropriate council committee for review or investigation and report at a future meeting. Sign up is not required for this portion of the council meeting. Each citizen will be allowed to speak only once during the citizen comments portion in each council meeting.

2.04.685 Conduct and decorum when addressing council.
Any person addressing the council pursuant to BLMC 2.04.670 or 2.04.680 shall comply with the following rules of conduct and decorum:
A. When recognized by the chair, each person addressing the council shall go to the podium, give his/her name and address in an audible tone of voice for the record, and shall limit their remarks to the time specified, unless granted further time by the chair or requested by a majority of the councilmembers present. All remarks shall be addressed to the council as a body and not to any member thereof. This time is set aside for citizen comments on city business and not to allow individual conversations between citizens and councilmembers/chairperson. No questions shall be asked of a councilmember, except through the chair.

B. Out of respect for the efficient use of council meeting time, no councilperson or the chairperson shall respond to citizen comments unless the matter is city business and that person wants to respond during the council meeting rather than some other time. No councilperson or the chairperson should respond at a meeting to individual or personal matters unless that member/chair believes the matter is city business that should or may be addressed by the full council at a council meeting, and that member/chair wants to make a response at a council meeting rather than some other time. A majority vote may limit or stop a response in order to preserve the efficiency of a meeting.

C. No person, other than the chair, members of the council and the person having the floor, shall be permitted to enter into any discussions, either directly or through the members of the council, unless recognized by the chair.

D. All speakers are expected to deliver their comments in a courteous and efficient manner. Any person using profanity, or making personal or impertinent or slanderous remarks, or becoming boisterous, unruly or disruptive while addressing the council may be requested to leave the meeting and/or may be barred from further audience before the council during that council meeting by the chair.

E. Any speaker who fails to comply with these limits and rules for speaking at council meetings, or otherwise acts in an unruly or disruptive manner, shall be subject to removal from the meeting.

F. When citizen complaints or suggestions are brought before a council meeting, other than for items already on an agenda, the chair shall first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the council finds such complaint suggests a change to an ordinance or resolution of the city, the council may refer the matter to a committee, administration or the council of the whole for study and recommendation.

2. If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the mayor, the mayor should then refer the complaint to the appropriate department head for his/her review if said complaint has not been so reviewed. The city council may direct that the mayor brief or report to the council when his/her response is made.

2.04.690 Written communication.
All material presented at council meetings, except confidential material not subject to disclosure under law, shall also be presented to the city clerk to be entered as an
exhibit. A copy of any written communications submitted to the council at council meetings under citizen comments or in reference to an agenda item shall be provided to the city clerk who shall note in the minutes that said communication was received and include the subject of the communication and the person or group submitting it.

2.04.700 Public hearing procedures.

A. Speaker Sign-In. Prior to the start of a public hearing, all persons wishing to be heard are required to sign in with the city clerk or deputy city clerk, giving their name and address and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. Each speaker shall be given five minutes or when presenting the official position of any organization or group recognized by the chair or council action 10 minutes shall be allowed. As allowed by the chair or council action, anyone who has signed in to speak at a public hearing may relinquish his or her allotted time to any person who is also signed in to speak. If there are numerous items for public hearings on any council agenda, there will be a separate public hearing on each item. The public shall be given five minutes on each individual item that they have signed in to testify on and/or may chose to relinquish their allotted time to any person who is also signed in to speak. The chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e., proponents, opponents, etc.).

Public hearing testimony sign-up forms shall be available on the table outside of the council chambers prior to the meeting for use by those wishing to address the council.

B. Conflict of Interest/Appearance of Fairness. Prior to the start of a public hearing the chair will ask if any councilmember has a conflict of interest or appearance of fairness doctrine concern, which could prohibit the councilmember from participating in the public hearing process. (A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure.) A councilmember who has stepped down shall not participate in the council decision nor vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.

2.04.710 Public hearing process.

The chair introduces the agenda item, opens the public hearing and shall announce the following rules of order:

Council shall set public hearing dates to receive public testimony on all issues required by law or as the council may direct. Discussions by council of public testimony shall normally be scheduled for the next regularly scheduled workshop. Final action by the council on all public hearings shall normally be scheduled for the next regularly scheduled council meeting; except where no public testimony was provided, the council may choose to take final action immediately following the public hearing (i.e., surplus property).

All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall state their name and address for the official record of the transcript of the public hearing.
No comments shall be made from any other location. Anyone making “out-of-order” comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the nearest staff member.

These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

The chair calls upon staff to present a brief staff report on the matter under consideration.

The chair calls upon proponents, opponents and all other individuals who have signed in to speak regarding the matter under consideration. After everyone that has signed in to speak has had their opportunity to do so, the chair shall ask if there is anyone else wishing to speak on this matter.

The chair inquires as to whether any councilmember has questions for the proponents, opponents, speakers or staff. If any councilmember has questions, the appropriate individual will be recalled to the podium.

The chair continues the public hearing to a specific date and time, or closes the public hearing. The council may choose to keep the public record open to a date and time set by the council to receive written testimony if they so desire.

2.04.720 Quasi-judicial public hearings.

The appearance of fairness doctrine applies to quasi-judicial hearings, not to legislative hearings. Council’s decision on a quasi-judicial matter must be based on and supported by the “record” in that matter. The “record” consists of all testimony or comment presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be recorded. Quasi-judicial hearings will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory timelines. Comments from the audience are not permitted during open meeting deliberations.

2.04.730 Comments in violation of the appearance of fairness doctrine.

The chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the council or its boards or agency or commissions. Such comments should be made only at the hearing on a subject matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.

Article XIV. Ordinances and Resolutions

2.04.740 Defined.

A. Ordinances. Ordinances are legislative acts or local laws, prescribing general, uniform, and permanent rules of conduct, relating to the corporate affairs of the city.
Ordinances are the most permanent and binding form of council action and may be amended or repealed only by adoption of a subsequent ordinance.

B. Resolutions. A resolution is an act of the council that is less solemn or formal than an ordinance, and in general is an expression of the opinion or mind of the council concerning some particular item of business or matter of administration coming within its official cognizance. Resolutions generally deal with matters of a special or temporary character. A resolution may be amended or repealed by adoption of a subsequent motion resolution or ordinance.

All ordinances, resolutions and contract documents shall be reviewed by the city attorney or assistant city attorney and approved as to form and legality and shall bear his/her certification on a council agenda bill or approval via e-mail or fax on the issue being reviewed, prior to submitting to the city clerk or deputy clerk for inclusion on a council agenda.

All contracts and agreements shall be submitted to the council for consideration as an exhibit to a resolution to ensure tracking ability.

All additional issues pertaining to the city’s yearly budget shall be submitted as exhibits to the main budget ordinance (i.e., salary scale, etc.).

All ordinances and resolutions shall be submitted in the city attorney approved standard template format.

No ordinance or resolution shall contain more than one subject and shall be fully and clearly expressed in its title.

All ordinances and resolutions may be passed by the council by having only the title and summary statement read aloud by the city clerk or deputy city clerk at a council meeting, if it is the second reading of the ordinance or resolution, without the full reading of the ordinance or resolution; however, a councilmember may request a full reading at which time the chair shall ask the city clerk or deputy clerk to read the ordinance or resolution.

2.04.750 Introduction of ordinances and resolutions at council meetings.

Ordinances, resolutions and other matters or subject requiring action by the council must be introduced by a council agenda bill and by a member of the council, except that the mayor or city attorney may present ordinances, resolutions and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinance, resolution, other matters or subjects be adopted; otherwise they shall not be considered.

All ordinances and resolutions shall include a clear description of the subject matter in the titles shown on all agendas and minutes of the council.

2.04.760 Prior administrative review required.

All documents requested by department heads for legal review of documents by the city attorney or assistant city attorney must first be reviewed and approved by the mayor and certified on a council agenda bill on the issue being reviewed prior to submitting to the city attorney or assistant city attorney for final submittal to the city clerk.

2.04.770 Action items.
All issues for a forthcoming council agenda shall be reviewed by the appropriate council committee or, on designated issues, through council workshop. Refer to council standing committee sections, BLMC 2.04.860 through 2.04.880, for clarification of processing issues.

2.04.780 Two readings required of ordinances.
Ordinances before the city council for consideration and passage shall be reviewed at two meetings of the council, inclusive of workshops or council committee meetings, prior to passage.

A. Introduction and First Reading of Ordinance. Discussion and debate by the city council at a regular meeting or workshop may be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, forward the ordinance to an advisory board, council workshop for further discussion and study, or approve placing the ordinance on the agenda of the forthcoming regular council meeting for enactment as an enforceable city law.

Nothing contained in this policy shall prohibit the city council from enacting any ordinance after a single reading upon suspension of the rules of procedure by majority vote.

B. Action Items. The council may delay taking action on any issues if sufficient documentation and information has not been provided by the mayor and the staff in advance in council packets to allow the council due deliberation.

2.04.790 Numbering ordinances and resolutions.
Prior to submitting to council committee or workshop, a number shall be assigned to every ordinance or resolution by the city clerk or the deputy city clerk and a current numeric and alphabetical journal log of all ordinances and resolutions shall be kept by the city clerk for easy cross-reference. Copies of the journals shall be provided upon request to councilmembers and updated yearly.

2.04.800 Effective date of ordinances and resolutions.

A. Ordinances.

1. Ordinances Subject to Referendum. Pursuant to BLMC 2.64.010, no ordinance subject to referendum shall take effect prior to 30 days after passage, subject to prior approval by the mayor and prior publication for five days as required by law, unless the council declares such ordinance to be necessary for immediate preservation of public peace, health, and safety or for the support of city government and its existing public institutions, includes a statement of urgency, and passes the ordinance by unanimous vote of the council.

2. Ordinances Not Subject to Referendum. Pursuant to RCW 35A.12.130, no ordinance not subject to referendum shall take effect until five days after the date of its publication unless otherwise provided by statute or charter, except that an ordinance passed by a majority plus one of the whole membership of the council, designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or public peace, may become effective upon adoption, but such ordinance may not levy taxes, grant, renew or extend a franchise, or authorize the borrowing of money.
B. Resolutions. A resolution may be put to its final passage on the same day it is introduced and may be effective the same day. The title of each resolution shall, in most cases, be read by the city clerk or deputy clerk prior to its passage; provided, should a councilmember request that the entire resolution or certain of its sections be read aloud, such requests shall be granted by the chair.

2.04.810 Publication of ordinances.
Ordinances and their summaries shall be published in the city’s official newspaper as legal publication in the first possible publication following enactment.

2.04.820 Ordinance vetoes by the mayor.
Per RCW 35A.12.100, the mayor shall have the power to veto ordinances passed by the council as provided in RCW 35A.12.130 but such veto may be overridden by the vote of the majority plus one of the whole membership.

In order to become valid, every ordinance adopted by the council must be presented to the mayor, or in the mayor’s absence the deputy mayor. If approved by the mayor, the mayor or deputy mayor shall sign the ordinance. If not approved by the mayor, the ordinance shall be returned to the council with the mayor’s written objections. The council shall cause the mayor’s objections to be entered at large upon the journal and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole membership, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor’s veto. If the mayor fails for 10 days to either approve or veto an ordinance it shall become valid without approval. All ordinances shall be signed by the mayor, or in the absence of the mayor by the deputy mayor, approved as to form by the city attorney and attested to by the city clerk or deputy clerk.

Article XV. Council Representation/Appointments to Regional or Local Organizations, Committees or Task Forces

2.04.830 Appointments of councilmembers to regional organizations.
Appointments to regional or local organizations, committees or task forces may be made in two ways: (A) the regional or local organization, committee or task force may request recommendation for ultimate council appointment; or (B) the mayor may make direct appointments to a regional or local organization, committee or task force when asked to do so by the council.

Any councilmember may express an interest in a particular subject and interest in serving on a particular body.

When any of the above request council membership recommendations where that particular body makes the final appointment, the mayor shall ask councilmembers to state their interest for appointment and the council shall determine who their representatives shall be.

When the mayor has the authority to make direct appointments to a regional committee, discussion shall take place with the full council to determine interest. The councilmember receiving a majority vote will represent the city.
Changes in representation to regional or local organizations, committees or task forces where the council has the authority to make direct appointment shall also be determined through full council discussion and majority vote of the council.

2.04.840 Commenting while representing the council.
If a councilmember appears on behalf of the city before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the councilmember shall state the majority position of the council, if known, on such issue. Personal opinions and comments which differ from the council majority may be expressed if the councilmember clarifies that their statements do not represent the council’s position.

Councilmembers appointed by the council to represent the council’s positions on an issue must first acquire concurrence from the council prior to presenting to the media, another governmental agency or community organization.

2.04.850 Council travel arrangements and conference registration.
The city or deputy city clerk shall be responsible for handling and coordinating all travel arrangements and conference registrations.

Article XVI. Council Committees

2.04.860 Definition and scope of council standing committees.
The standing committees of the council and the scope of their duties are described as follows. The council may amend these committees as they deem necessary. All issues for council meeting agendas shall be reviewed by the appropriate council committee, except those issues identified as approved for council workshops or as council may approve, prior to submitting to the city clerk for scheduling. Each council standing committee shall schedule a minimum of 12 meetings per year.

A. Finance Committee/Committee of the Whole (COW). The chair of the finance committee shall be the deputy mayor. The chairs of the community development committee and the public safety committee shall also serve on this committee with the deputy mayor. The finance committee exists for the purpose of reviewing all monthly city payable vouchers and payroll and to make recommendations to the city council for payment approval of the city’s expenditures at a minimum of twice per month; and for the purpose of advising the city council on matters concerning the general financial operations of the city. The finance committee/COW’s jurisdiction includes budgetary and financial reports, policy matters related to city finances and personnel, including, but not limited to, the salary grade schedule, position classifications and salary changes in coordination with the mayor, city administrator, finance director, chief financial officer, and senior human resources analyst manager. and administrative services coordinator. The COW shall serve as an expanded finance committee meeting in order to involve additional interested councilmembers in important financial considerations coming before the committee. As it is anticipated that the finance committee/COW will often
involve a majority of councilmembers, notice of said meeting shall be provided as required by RCW 42.30.080 and BLMC Chapter 2.04.070. No official action may be taken by the COW regardless of the number of council members present at the meeting. All items approved by the COW shall be moved forward to a subsequent workshop or regular meeting for action.

B. Public Safety Committee (PSC). The public safety committee exists for the purpose of advising the city council on matters concerning the overall safety of the citizens who live within our community. The PSC's jurisdiction includes, but is not limited to, police and fire protection, safety and security in city parks, municipal court, emergency services, animal control, and civil and criminal penalties for conduct threatening public safety.

C. Community Development Committee (CDC). The community development committee exists for the purpose of advising the city council on matters related to the planning of the physical, aesthetic, cultural and social development of the city. The CDC's jurisdiction includes, but is not limited to, residential zoning, building codes, sign codes, annexations, utilities, transportation, streets, and other public facilities and services as they pertain to the growth and development of Bonney Lake.

D. Economic Development Committee (EDC). The economic development committee exists for the purpose of advising the city council on matters related to legislative policies regarding the development of the local economy. The EDC's jurisdiction includes business climate policies, economic incentives, downtown redevelopment, parking; business development; commercial zoning, tourism, and workforce development.

E. Voucher Review Committee. The purpose of the voucher review committee is to assist the Auditing Officer in assuring that claims against the City are just, due and unpaid, and that the goods and services have been received. The Committee members may review all accounts payable and payroll and report to the city council as deemed appropriate. The committee need not meet as a body and may conduct individual claim review at a place and time appropriate for the committee member and the Auditing Officer.

2.04.870 Committee attendance.

Council committee members are to notify the committee chair of planned absences at least 24 hours in advance of the meeting and the chair of the committee may contact the deputy mayor or any other councilmember to serve in their absence.

2.04.880 Composition of the Council public safety and community development committees.

Each Council Committee shall consist of three members appointed by the Deputy Mayor following consultation with, or caucus of, the Council members; provided
however, that the committee of the whole shall consist of the finance committee and any
other council member who desires to attend on a voluntary basis. If there has been a
change in council membership, committee assignments shall be made by the deputy
mayor at the first meeting of the new year after the deputy mayor has been elected. If
there has been no change in council membership said election of the deputy mayor and
subsequent committee assignments may be made at the last meeting of the year,
provided the results of the election has been certified by that date. Each council
committee shall select its own committee chair except that the chair of the finance
committee/COW and voucher review committee shall be the deputy mayor.

2.04.890 Duties of council committees.
Standing committees shall be concerned primarily with policy matters. They shall
review such matters within their general areas of jurisdiction or as determined by council
direction or committee consensus and shall formulate recommendations to the full
council for action.
The chair of each standing council committee shall be responsible for setting the
agendas for each committee meeting and providing minutes of the meetings to all
councilmembers, mayor and appropriate staff.

2.04.900 Required documentation.
The committee chair may require that all issues, prior to scheduling for any council
committee agenda, shall include a completed council agenda bill, with required
signatures approvals of the mayor and the city attorney when legal review is necessary;
a committee review signature form and all necessary documentation on the issue being
reviewed, including budget information if applicable. Whenever possible, any
documents requiring legal review and evaluation (ordinances, resolutions, contracts,
agreements, any amendments to same, etc.) shall be completed and the city attorney’s
response and recommendations shall be provided in the council committee or workshop
packets prior to being scheduled on those agendas.

2.04.910 Council committee meeting schedules.
The days and times of the finance committee meetings are fixed by ordinance and the
days and times of other council committee meetings are all committees, including the
committee of the whole, shall be fixed by resolution and may be amended as necessary
by a majority vote of the council, or on a temporary basis by the committee chairperson.
The schedule for committee meetings shall be posted at City Hall, the library, and post
office, and on the city’s website. All committee meetings are open to the public.

2.04.920 Committee reports and agendas.
The chair of each council committee shall be responsible for setting the committee
agendas and providing agendas of committee meetings to the council, mayor, city clerk
or deputy clerk.
The committee chair shall provide a verbal report of the committee meeting at the
following regular council meeting.
The department directors shall be responsible for securing the required signatures of
the appropriate council committee on the designated committee review form by the
established deadline for submitting to the city clerk for inclusion on the forthcoming agenda.

2.04.930 Split decision by council committee.

If the decision of the committee is not unanimous, by those committee members present, on any issue presented to them for consideration, the chair of the committee shall request the issue be forwarded to the full council at the next scheduled workshop for further discussions and deliberations by the council, or may direct the issue be scheduled for further committee discussions and deliberations.

2.04.940 Ad hoc council committees.

From time to time, the council may, at its discretion, by resolution or motion appoint special council or citizen committees to accomplish specific tasks of limited duration. Committee members shall be appointed by the council.

Article XVII. Citizen Concerns and Suggestions

2.04.950 Correspondence.

All correspondence received by the council shall be answered in a timely manner. All correspondence or phone calls from citizens received by City Hall by city staff regarding policy or legislative issues shall indicate the date received and which department they were referred to for follow up and response. Copies of the information shall be provided to all councilmembers.

The city clerk is authorized to open and examine all mail or other written communications addressed to the city council. No mail shall be opened which is addressed to the personal attention of any one member of the council.

2.04.960 Phone calls Requests from citizens at City Hall for council representative contact information.

The council expects the mayor to provide a system of information and responsibility at City Hall for all calls requests to the City inquiring about a citizen's council representatives.

2.04.970 Determining whether legislative or administrative.

When citizen concerns or suggestions are brought before the city council, other than for items already on the agenda, the mayor, along with the council, shall first determine whether the issue is legislative or administrative in nature.

If legislative, the council may refer the matter to the appropriate council committee, the administration or the council workshop for discussion and recommendation and shall provide the citizen with an approximate response time.

When administrative complaints are made directly to individual councilmembers, the councilmember shall then refer the matter directly to the mayor for action.

The councilmember making the referral shall be informed, in a timely manner, by the mayor of the response and findings regarding the complaint.
Article XVIII. Council Vacancies

2.04.980 Vacancy in council seat.
   If a council vacancy occurs, the council will follow the procedures outlined in RCW 35A.12.050 and 42.12.070. If the council fails to appoint a qualified person to fill a vacancy within 90 days of the occurrence of the vacancy, the authority of the governing body shall cease and the Pierce County council shall appoint a qualified person to fill the vacancy. In order to fill the vacancy with the most qualified person available until an election is held, the council will direct the city clerk to distribute and publish a notice of the vacancy and deadline for applying for the position.

2.04.990 Notice.
   The notice of the vacancy shall be widely distributed and published in the city’s official newspaper, the city newsletter when possible, the bulletin-boards, on the City website, at the Justice & Municipal Center City Hall, and such other places or by such other means as to reasonably provide information to the public, including Bonney Lake Library and the Bonney Lake Post Office, along with the procedure and deadline for applying for the position.

2.04.1000 Application and interview procedure.
   The council during a regular or special council meeting open to the public will interview all candidates who submit an application by the deadline for the advertised council vacancy. Council applicants will be asked to remain outside the council chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each councilmember during the interview process. The councilmembers will ask the same questions of each candidate. Each candidate will be allowed two minutes for closing comments.

2.04.1010 Selection of new councilmember.
   The council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy shall be conducted during an open public meeting.

Article XIX. Council’s Request for Information from Staff

2.04.1020 Defined.
   The council shall make all requests for information to the mayor or in the case of city legislative records to the city clerk or deputy clerk. Information shall be provided in a timely manner to enable councilmembers to perform their duties and responsibilities more effectively. If the information requested cannot be provided by the mayor or staff in a timely manner, they shall be advised why and when to expect the requested information. Information of a general council nature will be dispersed to the full council.

Article XX. Council’s Advisory Boards, Agencies and Commissions
2.04.1030 Value of service.
Bonney Lake’s boards, agencies, commissions, committees and task forces provide an invaluable service to the city. Their advice on a wide variety of subjects aid the councilmembers in their decision making process. Effective citizen participation is an invaluable tool for local government.

Bonney Lake advisory bodies bring together citizen viewpoints which might not otherwise be heard. Persons of wide-ranging interests who want to participate in public service but not compete for public office can be involved in governmental boards, agencies, commissions, committees and task forces. These bodies also serve as a training ground or stepping stone for qualified persons who are interested in seeking public office.

2.04.1040 Board, agency, commission and committee minutes and recommendations.
A. The mayor and staff shall ensure that the council is provided with, in a timely manner, copies of all agendas and minutes for all statutory boards, agencies and citizen advisory bodies. The mayor and staff shall ensure that copies of all council agendas and minutes shall be provided to each board, agency, and commission by the staff in a timely manner.

All recommendations and final reports to the council from all boards, agencies, commissions and citizen advisory committees shall be made in person at a regular council meeting by the chair or a duly designated representative of each board, commission or committee, which designee may include the appropriate department head or assigned staff liaison. A copy of the written report or recommendation shall be submitted to the city clerk or deputy city clerk by the agenda cut-off time, prior to the scheduled meeting, as established in these policies, to allow the council sufficient time to review.

All tasks and issues assigned to each board, commission or citizen advisory committee by the city council shall be in writing and clearly outline the expectations of the council and approved by a vote of the majority of the council prior to its referral. The mayor shall designate the department tasked with bringing this outline document before the council.

All boards and commissions shall submit to the council an outline of the main scope of work or issues/projects that they will be working to accomplish and make recommendations to the council for the current year. This shall be submitted to the council annually by the board or commission no later than the end of February of each year.

B. Planning Commission. The planning commission shall hold public hearings, according to the public hearing process as defined in the state statutes or by ordinance in the Bonney Lake Municipal Code and on any other issue deemed necessary for the public’s benefit as designated by the city council or on additional issues as defined in the bylaws of the planning commissioners and shall provide the council with a copy of the minutes from the public hearings along with their recommendations as appropriate.

The planning commission shall formally adopt the same code of parliamentary procedures for their meetings as the council for consistency.
The planning commission shall be required to comply with BLMC 2.04.610 of these policies pertaining to all votes on motions.

The planning commission shall provide the council with a copy of their required bylaws or policies and procedures and shall also be responsible for providing updated copies as amended.

The council shall hold at least one joint meeting with the planning commission annually, at such times and dates determined by the council in consultation with the commission.

Article XXI. Council Relations with City Staff

2.04.1050 Policy guidelines.
There will be mutual respect from both city staff and councilmembers of their respective roles and responsibilities.
City staff shall acknowledge the council as policy makers and councilmembers shall acknowledge staff as administering the council’s policies.

Article XXII. Number of Councilmembers – Duties – Salary – Council Retreats

2.04.1060 Number of councilmembers.
The city of Bonney Lake is a non-charter code city under the laws and statutes of the state of Washington and its city council shall consist of seven members, five of whom shall be elected by wards in addition to two at-large positions.

2.04.1070 Duties.
The duties of councilmembers shall be those prescribed in Chapters 35A.11 and 35A.12 RCW and as otherwise provided by law.

2.04.1080 Salary.
Repealed by Ord. 1014.

2.04.1090 Council retreats.
The council, by majority vote, shall decide each year during the budget process, if they are approving a council retreat for the forthcoming year and will budget accordingly. The council will set the time of year for the retreat, the agenda for what they want to address and accomplish and will have final approval on the location of the retreat and the selection of the company hired to facilitate the retreat.

Article XXIII. Suspension and Amendment of These Rules

2.04.1100 Suspension of these rules.
Any provision of these rules not governed by state law or by the city code may be temporarily suspended by a vote of a majority of the council.

2.04.1110 Amendment of council policies.
These rules and policies may be amended or new policies adopted by a majority vote of all members of the council. The council may review its policies and procedures yearly.

2.04.1120 Severability.

If any section, sentence, clause or phrase of this chapter 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 chapter.
**City of Bonney Lake, Washington**

**City Council Agenda Bill (AB)**

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<th>Department/Staff Contact:</th>
<th>Meeting/Workshop Date:</th>
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<td>Admin Services / Edvalson</td>
<td>10 December 2013</td>
<td>AB13-154</td>
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<tr>
<td>Cancellation of The December 17, 2013 Council Workshop and December 24, 2014 Council Meetings and All remaining Council Standing and Committee Meetings from December 10th through December 31st, 2013.</td>
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<td>Due to the holidays at the end of the calendar year, the City Council has traditionally cancelled the last workshop and meeting of the year. It is proposed that the Council cancel the December 17, 2013 Workshop and the December 24, 2013 Meetings. Finally, all Council Standing Committee meetings are also cancelled due to the holidays after December 10th until the end of December.</td>
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