

Council 2019/20 Biennial Budget Retreat
July 31, 2018
4:00 - 8:00 PM

Location: Dave & Busters, 1101 Outlet Collection Drive Southwest, Auburn, Washington.

I. CALL TO ORDER: Deputy Mayor McKibbin

II. ROLL CALL: Mayor Neil Johnson, Jr., Deputy Mayor Randy McKibbin, Councilmember Terry Carter, Councilmember Justin Evans, Councilmember James Rackley, Councilmember Michelle Surdez, Councilmember Dan Swatman, and Councilmember Tom Watson.

Staff - John Vodopich, Cherie Gibson, Bryan Jeter, Woody Edvalson, and Leslie Harris.

III. AGENDA ITEMS:

A. Overview of the Budget Document - Cherie Gibson, CFO (15 minutes)

B. Council Open Discussion

- Passports
- Emergency Management
- Surplus Land
- ER&R Fund - Police vehicle replacement, flex fuel
- Pool

IV. Dinner Break - 5:30 PM

V. Continue Council Open Discussion

- Full Time Equivalent (FTE) Chart
- Community Events
- Public Safety Issue
- Local Jail
- Other
 - Parks, trails and public use areas

VI. ADJOURNMENT



**Administrative Services
Department**

Memo

Date : July 19, 2018
To : Mayor Johnson and the City Council
From : Woody Edvalson, Director
CC : John Vodopich, City Administrator
Re : Bonney Lake Emergency Management

Earlier this year in its planning retreat, the City Council identified emergency management/preparedness as one of its priorities. This memo addresses the issue from one perspective to provide the Council information for discussion at its budget retreat.

The Exposure. In 2013, the City participated with Pierce County in the development of a Hazard Mitigation Plan. This plan identifies seven hazards to which the City is highly susceptible, i.e., drought, severe weather, civil disturbance, energy emergency, epidemic, hazardous materials and terrorism. In addition to these seven, two additional vulnerabilities are ever present. These are earthquake and volcanic tephra/ash fall.

The most common hazards we face in Bonney Lake are winter or wind-related severe weather. The City of Bonney Lake has had recent experience with these hazards and is relatively prepared at the department level in public works and police to respond to these hazards. While this preparedness is a benefit to the City, the other identified hazards are equally impactful and potentially more devastating on an immediate and long-term basis than seasonal weather events.

The Issue. The City of Bonney Lake does not have a current, unified response plan to deal with most of the hazards we face. The City's Comprehensive Emergency Management Plan was last updated in 2000. Attempts were made to update this plan and a Continuity of Operations Plan with a temporarily-assigned staff person during the economic downturn. However, in the end, no updates were implemented. With the lack of current plans, City staff have not been training to a unified plan. Our training has largely consisted of real-life experience and table-top discussions of "what-if."

The City of Bonney Lake needs a dedicated home and Council/administrative support for a successful emergency management and preparedness program. It seems logical that the emergency management function should reside in an emergency response department such as

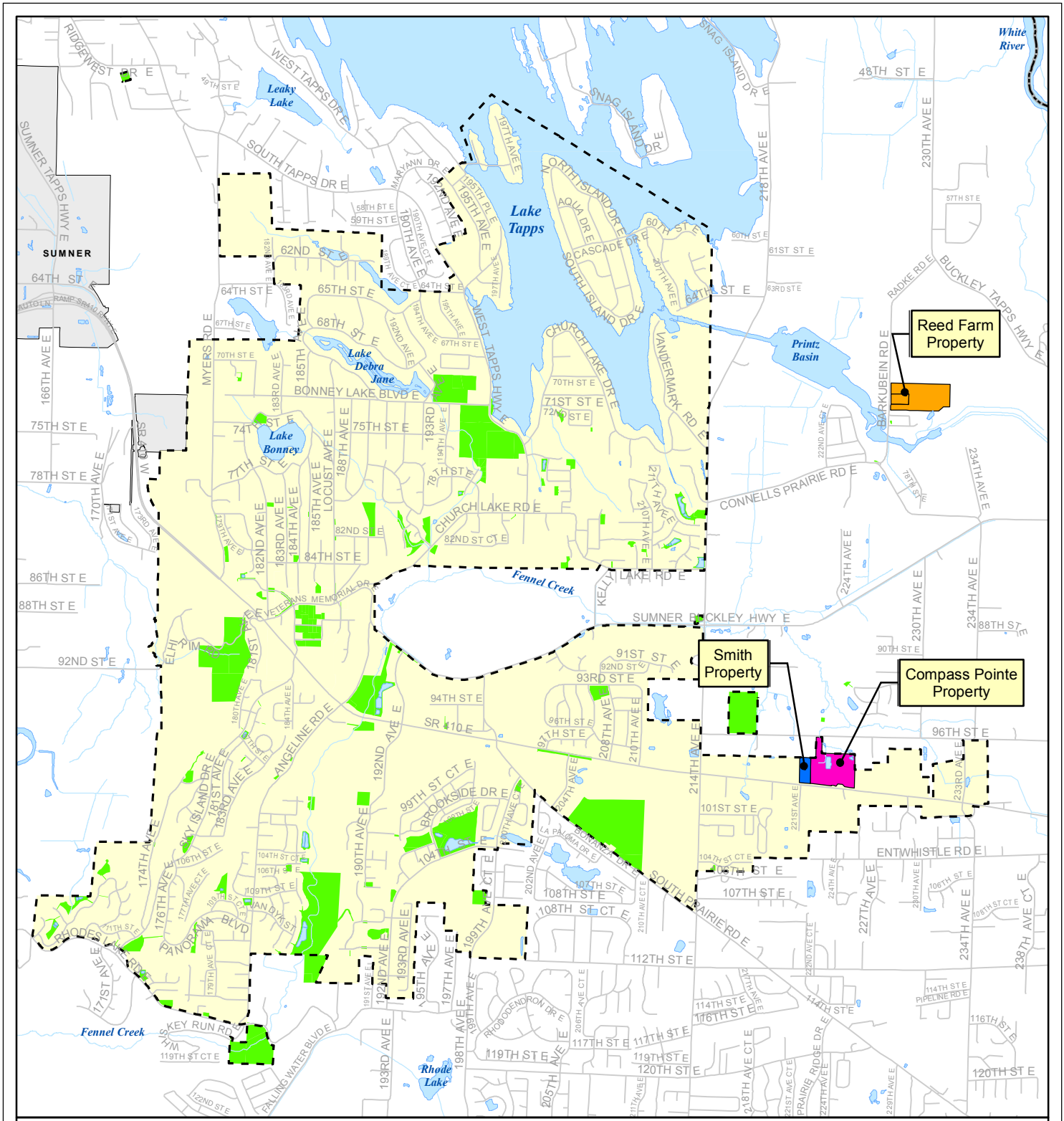
the police department. However, police departments are traditionally focused on immediate and specific law enforcement threats and crimes, and not the broader scope of advanced planning for city-wide emergency response and recovery. This might be different if sufficient funding of the emergency management function could be guaranteed for the department.

History. Prior to 2000, and when the Fire Department was part of the City's organizational structure, the fire chief was the Emergency Management Director. Presumably the 2000 plan was developed under the City fire department's direction. However, in that same year when the City's Fire Department was merged into East Pierce Fire & Rescue (EPF&R), the new district fire chief was named as the City's emergency management director. Although the title was transferred, no statutory authority/responsibility existed for the new fire chief and agency to provide emergency management for the City of Bonney Lake. Through the personal interest of individuals and habit, the emergency management function received some support and involvement from staff of EPF&R and the City. But with employment attrition of those staff, the interest and sense of responsibility diminished. The City now receives collaboration in its Emergency Operations Center (EOC) staff training from an Assistant Chief with EPF&R.

Bonney Lake and some of the other cities also contract with Pierce County at the rate of \$.85/population for services. The agreed services include collaboration on large scale initiatives and grants such as the hazard mitigation plan, large-scale exercises, assistance with development and review of emergency management plans, support from the County EOC to the City's EOC in times of need, support with processing requests for recovery assistance after a disaster, and limited community outreach. The current contract ends in December 2019.

One Solution. In 2016, responsibility for emergency management was re-established by ordinance under the Mayor's direction, and responsibility was given to the Administrative Services Director to pursue the update of plans and foster a more comprehensive emergency management program. In an effort to move these goals forward, an interlocal agreement (ILA) is proposed to work cooperatively between EPF&R and the five cities/town that fall within the district's boundaries. The purpose of the ILA would be to hire a full-time emergency management planner/analyst under the direction of EPF&R, with input from the cities, to assist with the writing of plan updates, coordinate joint emergency response exercises and eventually pursue public outreach for citizen emergency preparedness. The Council Public Safety Committee was presented with the ILA concept in November 2017 and is supportive of the approach to increase the City's emergency preparedness.


In addition to the ILA, an Office of Emergency Management could be established in the Executive or another department, such as Administrative Services or the Police Department, where additional staff time and program oversight in conjunction with the ILA resource could be directed toward managing and accomplishing the overall goals of the program. With support of the administration and Council, a lasting and effective emergency management plan and program could be established city-wide to the long-term benefit of its citizens.








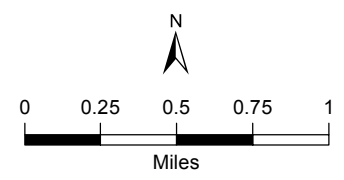
City-Owned Parcels



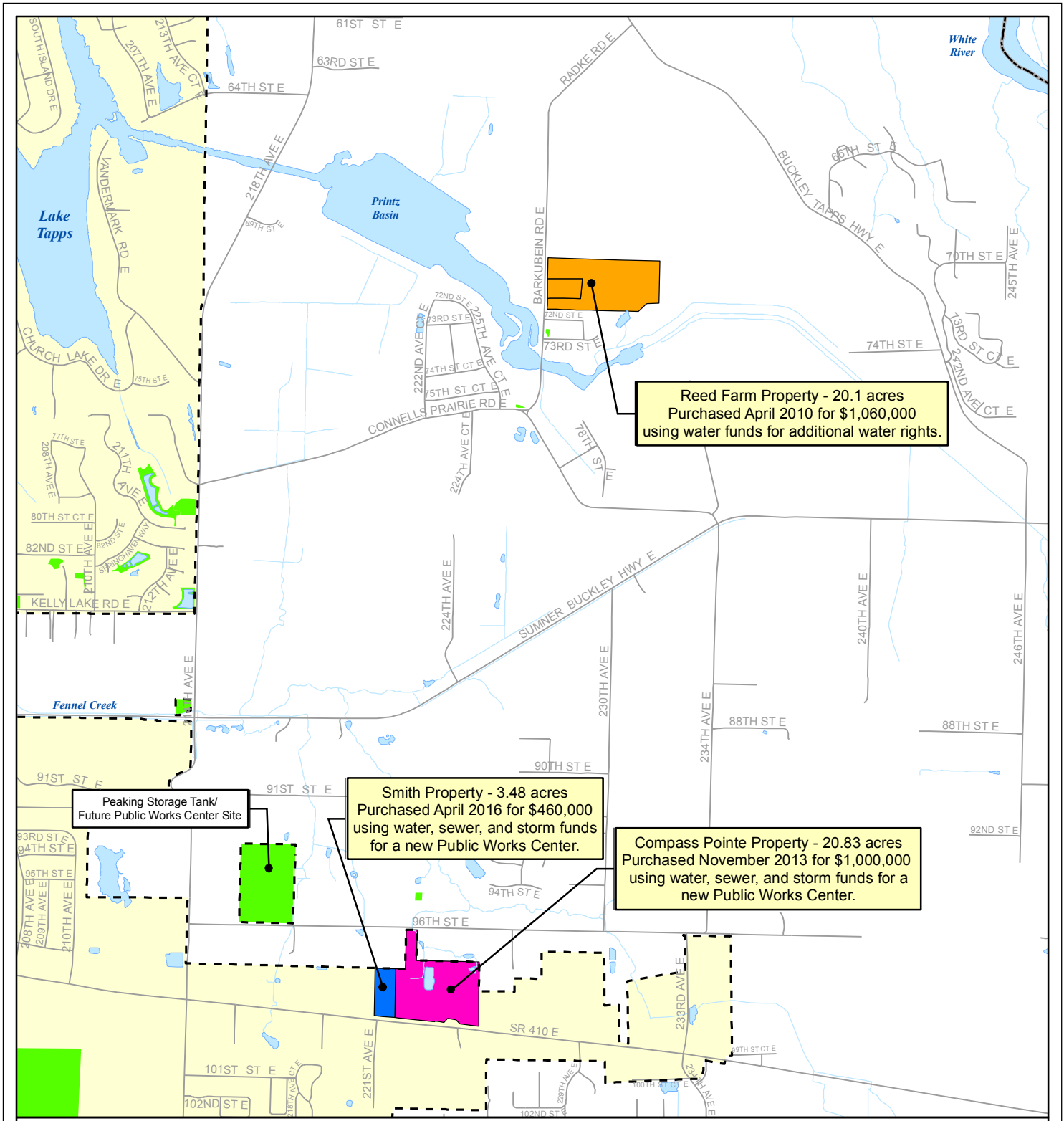
Legend

-  Compass Pointe Property
-  Reed Farm Property
-  Smith Property
-  Other City-Owned Parcels
-  Roads

-  Stream
-  Water body
-  Sumner City Limits
-  Pierce County Boundary
-  Bonney Lake City Limits



July 3, 2018



Reed Farm Property - 20.1 acres
 Purchased April 2010 for \$1,060,000
 using water funds for additional water rights.

Smith Property - 3.48 acres
 Purchased April 2016 for \$460,000
 using water, sewer, and storm funds
 for a new Public Works Center.

Compass Pointe Property - 20.83 acres
 Purchased November 2013 for \$1,000,000
 using water, sewer, and storm funds for a
 new Public Works Center.

Peaking Storage Tank/
 Future Public Works Center Site

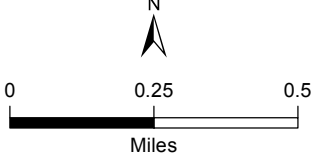
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July 3, 2018

State Electric Vehicle and Alternative Fuel Procurement Rules

RCW 43.19.648 requires state agencies and local governments to fuel publicly owned vehicles, vessels, and construction equipment with electricity or biofuels to the extent practicable. The definition of practicable can be found in Chapter 194-28 WAC for state agencies and Chapter 194-29 WAC for local governments.

The rules for local governments took effect June 1, 2018. **The Department of Commerce is currently engaging all local governments using more than 200,000 gallons of fuel a year for data collection as stipulated by the rules. At this time, no reporting or requests for exemptions are requested from local governments using less than 200,000 gallons of fuel a year.**

As stipulated by these rules, the Department of Commerce has produced a cost of ownership model that state and local agencies can use in their procurement process. The latest version of this model can be downloaded at the Washington Alternative Fuel and Vehicle GroupSpaces site. In addition, Commerce also produced a guide that summarizes how local governments can apply the rules to their fuel and vehicle procurements.

The GroupSpaces site hosts materials for the Alternative Fuels and Vehicles Technical Advisory Group (AFV-TAG). AFV-TAG convenes policymakers, fleet managers, and industry to discuss the latest technology and policy trends and to exchange experiences with alternative fuels and vehicles. AFV-TAG meetings are typically from 9-12 the third Friday of every odd-numbered month in Olympia, with remote participation options available. You may sign up for AFV-TAG announcements [here](#).

NOTE

In June 2018 the City of Bonney Lake used 5,403 gallons of fuel (65,000 gallons annually), assuming that's a typical month we do not use more than 200,000 gallons per year and therefore are not required to report or requests an exemption from the Department of Commerce

Local Government Alternative Fuel & Vehicle Procurement Guide

Decision-making Guidance for Procurement Rules (WAC 194-29)

FUELS

- 1) Are you fueling a diesel vehicle? If not, go to 2.
 - **Use a 5% biodiesel blend (B5) when the price is no more than 1% higher than #2 diesel.**
 - **Use higher biodiesel blends (e.g. B10, B20) to the level covered by engine warranties when the price is no more than 1% higher than #2 diesel (including cost of additives needed to ensure storage and performance).**
 - **Use renewable diesel, or the highest available blend of renewable diesel and #2 diesel, when the price is no more than 1% higher than #2 diesel.**

- 2) Are you fueling a flex-fuel vehicle? If not, go to 3.
 - **Use flex-fuel when the price is at least 20% less than regular gasoline.**

- 3) Are you fueling a natural gas vehicle? If not, go to 4.
 - **Use renewable natural gas, or the highest available blend of renewable and conventional natural gas, when the price is competitive with conventional natural gas.**

- 4) Are you fueling a propane vehicle? If not, go to 5.
 - **Use renewable propane, or the highest available blend of renewable and conventional propane, when the price is competitive with conventional propane.**

- 5) Local governments are encouraged to install electric vehicle charging infrastructure in all fleet parking and maintenance facilities, and incorporate charging into all new facility construction and substantial remodeling projects.

Local Government Alternative Fuel & Vehicle Procurement Guide

Decision-making Guidance for Procurement Rules (WAC 194-29)

VEHICLES

- 1) Are you a transit agency, and if so, are you already using natural gas for more than half of your active revenue fleet (not including vans)? If not, go to 2.
 - **Your active revenue fleet vehicles (not including vans) are exempt from the rules. Use the following steps when procuring other transit agency vehicles.**

- 2) Is a battery-only or hybrid electric vehicle equivalent to the vehicle you're looking to replace available either through state procurement or on the open market? If not, go to 3.
 - a. Does it meet your operational needs? Will it perform the required functions? If not, go to 3.
 - b. Can charging be accommodated on a routine basis (remember, charging infrastructure and creative fleet management can resolve most vehicle charging concerns)? If not, go to 3.
 - c. Compare the lifecycle costs of equivalent electric vehicles with the vehicle you'd otherwise procure. If the electric vehicles are more expensive, go to 3.
 - **Purchase an electric vehicle.**

- 3) Is a propane or natural gas vehicle (dedicated fuel or dual-fuel) or conversion package available that meets your operational needs? If not, go to 4.
 - a. Compare the lifecycle costs of propane or natural gas vehicles with the vehicle you'd otherwise procure. If the propane or natural gas vehicles are more expensive, go to 4.
 - **Purchase a propane or natural gas-fueled vehicle, or convert an existing vehicle to propane or natural gas.**

- 4) Are you purchasing a diesel vehicle? If not, go to 5.
 - **If more than one option is available at the same price, purchase the vehicle with an engine warranty that covers the highest level of biodiesel use.**

- 5) Consider leasing your gasoline vehicle in order to take advantage of new alternative fuel and vehicle technologies and associated cost-savings in a timely manner.

City of Bonney Lake
POSITION SUMMARY

	Year						Proposed F.T.E.
	2011 Adopted F.T.E.	2012 Adopted F.T.E.	2013 Adopted F.T.E.	2014 Adopted F.T.E.	2015 Adopted F.T.E.	2017 Adopted F.T.E.	
CITY CLERK & ADMINISTRATIVE SERVICES							
Administrative Services Director/City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1
Records/Information Specialist	1.00	1.00	1.00	1.00	1.00	1.00	
Deputy City Clerk						1.00	1.00
Administrative Specialist I/II	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PC/Network Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Services Assistant	1.00	1.00	0.20	0.20	0.20	0.20	0.20
Cook	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Kitchen Aide	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Senior Center Aide/Van Driver	1.80	1.80	2.00	2.00	2.00	2.00	2.00
TOTAL CITY CLERK & ADMINISTRATIVE SERVICES	11.9	11.9	11.3	11.3	11.3	11.3	11.3

	Year						Proposed F.T.E.
	2011 Adopted F.T.E.	2012 Adopted F.T.E.	2013 Adopted F.T.E.	2014 Adopted F.T.E.	2015 Adopted F.T.E.	2017 Adopted F.T.E.	
POLICE							
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief	1.00	1.00	2.00	2.00	2.00	2.00	2.00
Police Lieutenant	1.00	1.00					
Department Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Records Clerk	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Police Sergeant	4.00	5.00	5.00	5.00	5.00	5.00	5.00
Patrol Officers	22.00	22.00	22.00	22.00	22.00	22.00	21.00
School Resources Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	3.60	3.60	3.60	3.60	3.00	3.00	4.00
Some or all bailiff Services may be contracted out and moved under Court					0.40	0.40	0.40
Child Passenger Safety Program Manager					1.00	1.00	1.00
TOTAL POLICE	37.6	38.6	39.6	39.6	39.4	39.4	39.4

City of Bonney Lake
POSITION SUMMARY

Year	2017	2018
	Estimated F.T.E.	Estimated F.T.E.

	2017	2018
Department of Public Services Director	1.0	1.0
Permit Center & Admin. Support Team		
Permit Center Lead	1.0	1.0
Permit Technician I/II	1.0	1.0
Administrative Specialist III	1.0	1.0
GIS Assistant	1.0	1.0
Infrastructure Development Team		
City Engineer	1.0	1.0
Assistant City Engineer	1.0	1.0
Development Review Engineer	1.0	1.0
Project Manager	1.0	1.0
Contract Administrator	1.0	1.0
Construction Inspector	1.0	1.0
Planning & Building Service Team		
Planning and Building Supervisor	1.0	1.0
Plans Examiner/BO	1.0	1.0
Building Inspector I	1.0	1.0
Associate Planner	1.0	1.0
Assistant Planner/Code Enforcement Officer	1.0	2.0
Code Enforcement Officer (position merged with AP)	1.0	
Public Works Team		
Superintendent of Public Works	1.0	1.0
Administrative Specialist IV	1.0	1.0
Administrative Specialist II	2.0	2.0
Public Works Operations Engineer	1.0	
Assistant City Engineer - Utilities		1.0
GIS Analyst	1.0	1.0
Electrician	1.0	1.0
Assistant Superintendent of Public Works	3.0	3.0
Lead Worker	5.0	5.0
Maintenance Worker II	17.0	17.0
Maintenance Worker I (New Water Worker)	7.0	8.0
Meter Reader	2.0	2.0
Mechanic II	1.0	1.0

Total Public Services Department

	59.0	60.0
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TOTAL STAFFING (excludes elected officials)	135.55	145.55
TOTAL POPULATION	20,000	20,500
F.T.E. per 1,000 population	6.78	7.10

12.90% 2.50%