I. CALL TO ORDER – Mayor Neil Johnson called the meeting to order at 1:10 p.m. in the Olympia Room of the Phoenix Inn, 415 Capitol Way N., Olympia, WA.

II. JOURNAL OF PROCEEDINGS -

Retreat Facilitator Marty Wine produced the attached journal of proceedings that serves as the minutes for this special meeting of the City Council. By acceptance of these minutes, the City Council, hereby, approves the incorporation of this journal and accepts it as a part of the official meeting minutes.

Harwood T. Edvalson, CMC
City Clerk

Mayor Neil Johnson, Jr.

Document attached as part of the Special City Council Meeting Minutes of February 17-18, 2006:

CITY OF BONNEY LAKE

2006 CITY COUNCIL RETREAT SUMMARY

HELD
FEBRUARY 17-18, 2006
PHOENIX INN
OLYMPIA, WA
Overview

The City Council met on Friday and Saturday, February 17-18, at the Phoenix Inn in downtown Olympia to refine a long-term vision and set goals for the coming biennium. The Friday session focused on the Council's vision for the City, while the Saturday session focused on near-term (2006-2008) goals and strategic planning for four specific issue areas.

Friday, February 17 Session

The session began just after 1 pm. In attendance were:

- Mayor Neil Johnson
- Deputy Mayor Dan Swatman
- Councilmember Dave King
- Councilmember Jim Rackley
- Councilmember Cheryl Noble
- Facilitators from Berk & Associates: Marty Wine and Jon McConnel
- Joining later in the afternoon were Parks Board Chair Carol Ujick, Parks Board Member Margaret Farrel, and Design Commission Chair Debbie Sroust-Boyd.

Getting Started. The meeting began with a review of the retreat agenda and the establishment of ground rules. Then each Council Member had an opportunity to state their expectations for the retreat. Included were:

- New thinking
- A plan for transportation options
- A work plan for the coming year
- A strategic plan for growth
- A vision to direct the Mayor and City staff
- Decisions to move forward with planning for:
  - Civic Center
  - Decision about civil service status of police chief
  - Water provision
  - A parks program or department

Setting City Vision. After a short break, Councilmembers were asked to reflect on several current versions of vision statements used by Bonney Lake over the past two years (from the comprehensive plan, budget, adopted vision from last year's retreat, and comments from the town hall meeting). Information on the context and uses of vision statements was shared by Don Morrison and the facilitators to serve two purposes: 1) to allow the Mayor and Council to check future decisions for consistency with the vision; and 2) to have a clear statement of what the City should strive to become.
Informed by the existing statements as well as a compilation of guiding documents from other cities, the Council members noted what they felt was lacking in the statements that make up the existing city vision. These statements were posted on the walls, and the Members were asked to write their suggestions for each. The statements were taken from the 2005 Council Retreat Vision, Goals & Actions document, where they are divided into the following categories: Growth, Economic Development, Parks and Community Centers, Water, Town Center/City Hall, Transportation, Community Outreach, and Overall. A new statement was added for Sewer Services.

After having the chance to write what they felt was missing from the components of the vision, the Members discussed each poster and each statement to reach consensus on changes. **A draft of the results of the discussion is presented as a revised 2006 Work Plan.**

**Consultation with City Boards & Commissions.** The afternoon also included discussions with the Chairs of the Parks Board and the Design Commission on the issues currently of interest to the Boards and future directions and needs for 2006.

Parks Board Chair Carol Ujick and Parks Board Member Margaret Farrel represented the Parks Board. Issues brought up and discussed with the Council were:

- The need to acquire more park land. Park concepts including Wedge Park (Fife) and Parego Park (Redmond) were identified as worth exploring for future park designs.
- Issues at Allen Yorke Park: boaters using the boat launch without paying the launch fee; details of the gate to be installed at the launch; fee structure in relation to fees at the county boat launch; the fee collection box; after-hours and on-street parking enforcement; staffing; and concessions.
- Completing work on an outdoor basketball court.
- Demand for ballfields as a strategy to accommodate the needs of young families who have moved here.
- Discussion of the use of 96th Street property and the possibility in the City's "facilities game plan" that if the Public Works shops move, it might be possible to reclaim this property for parks.
- City has not met the acres of park per resident goal set in the Comprehensive Plan.
- Beginning a trail system with some starter links to help citizens envision the outcome of the trail plan.
- Showing citizens that the City is making good use of the parks it has before asking for funding for additional park lands or services. Raise public awareness of the City's destination parks.
- Insufficient voter turn-out can cause bond measures to fail regardless of the yes/no vote, which was the result of the fall bond initiative.
- The possibility of joint meetings of the Design Committee and the Parks Board.
- Not all Council Members currently receive minutes of Parks Board meetings.

Following a short break, Chair Debbie Strous-Boyd spoke for the Design Commission (DC). Issues brought up and discussed with the Council were:

- The DC can once again have a quorum at meetings because the Mayor appointed people to fill vacant positions.
The DC considers the Home Depot project a success because they got the company to comply with approximately 80% of their requests.

Wal-Mart's remodel triggered DC review, and they are going to change their parking lot lights to decrease light trespass.

It will take several years before the DC's actions have a broad enough impact to visually tie the City together. However, having an impact on big projects like Home Depot should show that the City is able to accomplish its goals.

Potential to show what's possible in East Town through design guidelines will be a big accomplishment.

The DC is deciding on the design for new street signs.

Working to standardize real estate signs.

Design guidelines have varying degrees of strictness. For example, areas zoned light industrial have some guidelines, while the downtown core has the strictest.

New apartments fall under DC guidelines.

Working to visually distinguish different areas of the city with design themes, colors, banners. Banner procurement underway (final design and contractor not yet selected), still need a contract to install them and to negotiate with Puget Sound Energy.

DC is improving their website content to increase their visibility and outreach.

Both DC and Council want to improve their communication with each other. Debbie would like Council Members to occasionally attend DC meetings as observers. Agenda mailings for each group should go to the other. Council suggested receiving monthly reports from DC at Council workshops.

At 5:15 Council moved into a discussion of the Mayor's proposal to add two new staff positions to City Hall and to reclassify some existing positions. The new positions are:

- Administrator/Grant Writer for an exempt professional with a Master's degree
- Customer Service Specialist, union status undecided, non-professional

The Mayor and Administrative Services Coordinator discussed the kinds of work the people in these two positions would conduct. Council's consensus was to support the Mayor's proposal on the condition that measurable improvements in provision of City services are demonstrated within a year. The proposal will be revisited at that time.

At approximately 6 pm the session adjourned.

Saturday, February 18 Session

Councilmembers and Mayor reviewed the 2006 work plan, including a focus on near-term (2-year) goals within each vision statement that will give the Mayor and Administration guidance about the Council's priorities; and four issues that need consensus by Council:

- Game Plan for City Facilities
- Long Range Water Supply Strategy
- Presentation of Long-Range Financial Planning Model
- Exempting the Police Chief from Civil Service
The session began at 8:45 am. In attendance were:

- Mayor Neil Johnson
- Deputy Mayor Dan Swatman
- Councilmember Dave King
- Councilmember Jim Rackley
- Councilmember Cheryle Noble
- Councilmember David Bowen
- Councilmember Phil DeLeo
- Councilmember Mark Hamilton
- Administrative Services Coordinator Don Morrison
- Planning Director Bob Leedy
- Public Works Director Dan Grigsby
- Police Chief Buster McGehee
- City Clerk Woody Edvalson
- Court Clerk Kathy Seymour
- Municipal Judge Jim Helbling
- Facilitator from Berk & Associates: Marty Wine

**Complete Vision Discussion.** Council started the session by drafting a vision for water and sewer services to complete the prior day’s task.

**City Facilities Planning.** Then, they decided that the issue of city facilities should be discussed before setting near-term goals. Council worked until 11 am on planning for City facilities. The City Facilities Game Plan is outlined as a one-page attachment to this summary.

**Setting Near-Term Goals.** After a short break, Councilmembers updated the Work Plan effort by evaluating how they believe the City did in meeting 2005 goals, what was still left to do and complete, and what should be updated as priority for 2006-2008. There was consensus among Councilmembers that many Work Plan items were ongoing initiatives that needed to be updated with new action plans and milestones for the next two years. **Near-term (2006-2008) goals are included as part of the revised 2006 Work Plan with 2005 Executive actions and milestone dates removed, including the issues that the Council considers to be a priority, which include but are not limited to:**

- Implement the non-motorized transportation plan, including sidewalks, trails and bike lanes, with funding alternatives.
- Build a small piece of the Fennel Creek Trail and increase recreational programming in the south of City.
- Create a phased Civic Center Plan, to include retail, office, housing, civic center, and linkages to trails and other facilities.
- Moriarty Annex Property: Develop a Master Plan for park development.
- Complete Buxton study of Downtown/Midtown/East Town, act on study; create a committee to sell results to prospective companies.

Mayor and Administration will need to update this document to reflect action steps and planned milestones over the next two years.

**Financial Model.** From 2 pm to 3:30 pm, financial consultant Alan Doerschel presented the results of a financial model developed for the City of Bonney Lake that would allow Councilmembers to understand, at a glance, what the City’s financial position is in one year through six years in the future. The model is similar to one developed for Tukwila and Covington. It will help City decisionmakers understand the resources available for capital facilities. Three separate reports identified operating revenues and expenditures and capital revenues and expenditures. Mr. Doerschel outlined his assumptions for the financial model, reached through discussions with City staff. Council commended
Mr. Doerschel and City Administration on the clear presentation of financial information and encouraged future reports and updates for Council.

The last two strategic planning issues considered by Council included Long-Term Water Supply and the civil service status of the Police Chief.

**Long-Term Water Supply.** Council discussed what the City’s actions should be to carry out its vision and goals related to creating long-term water supply. Council identified four questions that need to be answered and actions to take:

1. Pursue the option to purchase Lakewood water, determining from the City of Lakewood what would the cost be, including transmission and going through Tacoma.
2. Continue to pursue the option of a wholesale water agreement with the Cascade Water Alliance, which is dependent on their pursuit of a water right. Continue planning and discussion with CWA.
3. Continue to replace and upgrade existing City facilities to maximize use of City-owned water (thereby decreasing Tacoma reliance wherever possible).
4. Determine how the CUGA will be served. Include this decision in a cost-benefit analysis/economic impacts of whether the City can financially benefit from providing water outside its own boundaries.

**Police Chief’s Civil Service Status.** The Mayor requested Council guidance about whether to change the civil service status of the police chief. Currently, the police chief is subject to civil service rules and the current incumbent is filling the position on an interim basis.

Council members generally reached consensus that the City should pursue a process that generates the highest caliber of candidates for consideration for the position, and “to get the best,” the process should be opened up to the greatest diversity of all candidates, including the current interim police chief. The process should include the guild, Council, and Administration.

This led to debate about the pros and cons of making the position exempt (listed below). Council members considered the following points and, with strong minority opinions, suggested to the Mayor that he consider changing the civil service status of the police chief. This decision is not final but will be debated and voted on by ordinance.

<table>
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<tr>
<th>If the position is exempt:</th>
<th>If the position is subject to civil service rules:</th>
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<tr>
<td>• Easier to make changes if current incumbent is not working out</td>
<td>• Civil service commission would recruit and have control over recommending recruits for the position</td>
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<tr>
<td>• Public service: increases accountability to Mayor</td>
<td>• Position status is subject to public process versus at-will employee status</td>
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<td>• Creates parity with other City department directors</td>
<td>• Civil service rules decreases the arbitrary judgment of the Mayor</td>
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<td>• Civil service rules can always be reinstated</td>
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<td>• Mayor could choose any candidate</td>
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Wrap-Up. The Council considered whether their expectations and goals for the retreat were met (see page 2), and agreed that they were glad to see progress on initiatives that had been set over the last two years and to meet some of the goals they set for the meeting. They resolved to carry a uniform message to residents about the positive directions facing the city. Facilitators will provide a meeting summary within The Council concluded the day by developing a storm response plan that could be implemented immediately to allow City residents to dispose safely of tree and branch debris that had accumulated during the storm. The retreat concluded at 4:45 pm.
ATTACHMENT: PRELIMINARY CITY FACILITIES PLANNING

This document reflects Council consensus on planning for City facilities and should be used as a guide to proceed with facilities planning. Discussion focused on the following questions (answers with Council consensus follows):

1. **Where is the City's Civic Center and who will be located in it?** Downtown, on an integrated civic center with all city functions except Public Safety and Public Works Shops.

2. **Do we work toward a Community Center, and does it come before City Hall?** Yes, a community center is desired. The functions of that facility should operate together with administrative functions: a facility that provides general government city services at the same time functions as a cultural center, with recreation programming, and meeting space. It's important to illustrate to the community that they receive some new or improved service from any public investment in the space. The Community Center elements of the facility should come first, with a phasing plan to build all needed space.

3. **What are temporary solutions for current City Hall staff?** The City needs a 3- to 5-year plan to address current space challenges, and should research leasing space or using modular buildings while land purchase and assembly for a new space is pursued. If a new public works maintenance facility is developed, current public works shops space can accommodate city hall overflow space needs during the interim period.

4. **What portion of the Public Safety Building should be used for City Services?** As much has is needed to facilitate the long-term space needs of the Police Department and maintain direct fire response from the building. This may mean relocating Fire District Administration functions, and conversations with the Fire District should begin immediately to plan for this.

5. **Where should the Public Works shops go?** On 96th Street near the water storage tank.

**Additional discussion and detail:**

- Council needs to consider whether the City has enough space and facilities to adequately serve the City. Currently, the city is facing space shortages with employee workspaces, court services, parking, and a need for community space. Short-term, no matter what happens, a plan for the existing City Hall space should be created to create more parking and visibility for today's City Hall.

- Short-term, City should revisit lease options along 410 to obtain space for 5-10 years and sell back the Corliss property, or negotiated and traded, if possible, for sites in the downtown. The City should try to obtain trailhead access for Fennel Creek, and offer back the property or swap it with properties near the Civic Center site. The City should explore a re-zone of this area from R-1 zoning.

- The option with the most Council support is a public Civic Center space located downtown, to concentrate City services in one place.

- Council agreed that a consistent name: Civic Center, is needed to indicate that the future space will have value for residents and not just focus on City administrative functions.

- A plan is needed to determine how a future integrated facility would be phased and financed. The goal is to have multiple public buildings within walking distance and located downtown.

City of Bonney Lake
2006 City Council Retreat Summary
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Prepared by Berk & Associates, Inc.
A facility planning effort must be completed to provide a cost analysis of one or multiple buildings, how much of an integrated facility can be provided (architect and design work is needed).

Community Center elements of the facility should be connected to a trail or to the park system somehow (at Fennel Creek, if possible).

The City must identify spaces for Public Works shops (at 96th) and Court Services. Court Services is a pressing near-term need that is best located near Public Safety building.

Council agreed that moving Public Works shops to 96th makes sense, because it clears the park and creates more space, and can be used for overflow City Hall office space. Need to be sure that deed restrictions on Public Works shops are well-understood.

There are properties around the current City Hall Annex and Public Safety building and Downtown properties that the City will need to acquire to make the Civic Center concept a reality. This planning and property acquisition should move forward for the City Hall Annex. The City should focus on land assembly, and as properties fall into place, seek leases or modular facilities to provide space until a phased center concept can be implemented. Short-term, the City should pursue purchase of the property behind the post office and improve circulation at that site.

The City should notify and work with the Fire District immediately to relocate the District's administrative functions from the current Public Safety Building, long-term. The City must check the bond covenants to ensure the public financing to build the building doesn't preclude only Police uses. The City should communicate to the Fire District that the City wants to retain the use of the building to include fire response, so the station would become a satellite location and offer an option for the Fire District to locate in a future Civic Center campus.

Long-term, the City should begin to plan for a bond package (consider combination of voter-approved and non-voter-approved) that includes both administrative needs and community needs.

The economic development plan and study must be completed.

Downtown boundaries need to be finally decided and determined.

The food bank needs new space, either through remodel or by tearing the current space down and rebuilding. A need is to combine a food and clothing bank so the community continues to get service.

Need to understand the needs and plans of the library, what they expect for expansion and meeting space needs.

If space for an animal shelter is needed, that should be planned for and reserved on 96th Street along with Public Works shops, if it happened that the City took over this service.