Amended Agenda

Location: Justice & Municipal Center; Conference Room 200; 9002 Main Street, Bonney Lake, WA 98391

Call to Order: Deputy Mayor Swatman

Anticipated Attendees: Deputy Mayor Dan Swatman, Councilmember Donn Lewis and Councilmember Katrina Minton-Davis. Other Councilmembers who may be in attendance: Mayor Johnson, Councilmember Hamilton, Councilmember McKibbin, Councilmember Rackley and Councilmember Watson.

Anticipated Staff: Don Morrison, City Administrator; Cherie Gibson, Chief Financial Officer; Woody Edvalson, Administrative Services Director/City Clerk; Jenna Richardson, Human Resources Manager.

Updates and/or Reports:
1. Personnel Updates and/or Issues; Jenna Richardson, H.R. Manager

Old Business:
1. Minutes. Approval of minutes/notes of November 25th FC/COW
2. City Administrator Updates. Old City Hall property, OpenGov, Reed house
3. 2015-2016 Budget discussion.

New Business:
1. AB14-153 Awarding SCADA System Upgrades – Grigsby
2. AB14-130 Pierce County Historical Grant—Leaf

New Discussion Items:
1. ATB – False Alarms--Gibson

Closed Session:
Labor negotiations per RCW 42.30.140

Adjournment:
There being no further business, the meeting adjourned approximately _______ P.M.
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Call to Order: Deputy Mayor Swatman

Roll Call- Committee Members Present: Deputy Mayor Dan Swatman, Councilmember Donn Lewis and Councilmember Katrina Minton-Davis. Also in attendance: Mayor Johnson, Councilmember Hamilton, Councilmember McKibbin, Councilmember Rackley and Councilmember Watson.

Anticipated Staff: Don Morrison, City Administrator; Cherie Gibson, Chief Financial Officer; Woody Edvalson, Administrative Services Director/City Clerk; Jenna Richardson, Human Resources Manager, John Vodopich, Community Development Director.

Updates and/or Reports:
1. Personnel Updates and/or Issues; Jenna Richardson, H.R. Manager reported that an offer for Maintenance Worker I will be made tomorrow with the intent to fill by year end. MWII is open internally. Jenna indicated that we need someone with strong record keeping skills. She also reported that AFSCME reps met today for the first negotiation meeting. Ground rules and benefits were discussed. Also discussed the ACA and the current health plan is being eliminated 1/1/18.

Old Business:
1. Minutes. By consensus the Committee approved the minutes of the October 28th meeting.
2. Update on credit card fees—CFO Gibson indicated that the City is not able to charge a fee on top of the reduced utility rate that the City is receiving. It was discussed that we should evaluate whether a RFP for a new vendor would be beneficial. Councilmember Minton-Davis indicated that these fees are significant. Councilmember Rackley indicated that he doesn't want the impact to increase the water/sewer rates. CFO Gibson indicated that the fees are currently being allocated through the indirect cost allocation plan so they won’t be charged directly to the funds but it does flow through indirectly. More evaluation of options may be necessary.

New Business:
1. Changes to Reservation requirements and Park Fees—ASD Edvalson gave the history behind the park fees and how this became an Administrative Services issue. ASD Edvalson indicated that this was brought to his attention that the leagues were being charged much less than what was stated in the Code this year. CA Morrison indicated
that we should be charging what the Code states. As such, a block rental of time was put together to propose. The impact to the leagues will double what they had paid but it is still much less than the current Code rate. The Park Commission favored the proposal and desires to recoup costs for maintenance of the field, etc. They discussed a phase-in period. The leagues, however, felt that the rates were reasonable and appreciated the previous cooperation. The cost is at most $2-$3 per youth that are playing. Councilmember Rackley inquired as to where the money goes. Deputy Mayor Swatman indicated that it goes to the general fund. Councilmember Hamilton asked if we are competitive with other areas. CA Morrison indicated that this will be a lot closer to being in line with other areas. Mayor Johnson discussed that we don’t have the pre-game prep like other entities. The lights, if approved, will allow more use out of the fields and the leagues will work with us. Councilmember Hamilton indicated that leagues are heavily subsidized by cities otherwise the true costs would not allow the leagues to participate. Councilmember Rackley was wondering about the costs of playing. Discussion ensued about costs of leagues. There was consensus to move this item forward to the Council consent agenda.

2. 2015-2016 Biennial Budget Ordinance—CFO Gibson discussed the proposed budget. She indicated that it will be adopted at the Fund level if approved. Councilmember Hamilton discussed the boiler and the deterioration. He proposed replacing the boiler instead of letting it fail and be down for over a month to replace it. A new boiler would be about $460,000 and he proposed to take it out of the General Fund ending cash balance. Councilmember Lewis asked about how long it would down if it were scheduled as maintenance and not an emergency. Councilmember Hamilton indicated he was told it would be about a day instead of a month. Insurance would pay about half if it completely fails. However, it would take about a month to fix at that point. Mayor Johnson indicated that Gary Leaf indicated that the control system is the key item to replace immediately. Councilmember Watson agreed that we should put a plan in place as well. Councilmembers Lewis and Rackley also agreed. Councilmember Watson made a motion to approve the boiler out of fund balance. Councilmember Lewis seconded the proposal. Discussion ensued about this being a capital project and the general fund would need to create a transfer to cover this. Motion carried. Item will move forward to the Council meeting as proposed.

3. 2013-2014 Budget Amendment Ordinance —CFO Gibson discussed the budget amendment. She indicated that it is only needed for the Insurance Fund 502 at this time. The General Fund is close if you don’t take into account the Fund Balance.

4. 2015 COLA for nonunion employees—CA Morrison indicated that the proposed increase matches the CPI. Councilmember Rackley asked about what other cities were doing. CA Morrison indicated that some were the same and some above/some below. Deputy Mayor Swatman asked how many employees were topped out. Jenna indicated that about half are topped out. Swatman asked about the benefits for the non-reps. Jenna indicated that AFSCME and non-reps are on the same plan. CA Morrison indicated that he is considering an employee committee for non-reps to work on health care changes. Deputy Mayor Swatman asked about if the changes need to happen during open enrollment.
Jenna indicated that AWC is very open to allowing us flexibility due to negotiations. ASD Woody indicated that when bargaining units finalize a contract that they have to allow for open enrollment. Mayor Johnson indicated that maybe we should wait for the negotiations to finalize. Deputy Mayor Swatman asked if we can make a COLA retroactive for the non-reps. It was indicated that if that is their intent the Council needs to make that known so it isn't perceived as a gift of public funds. Deputy Mayor Swatman indicated that he would like to make any change in the COLA retroactive for the non-reps. Councilmember Rackley agreed he would like to see the same thing. Councilmember Watson made a motion for compensation and benefits to be retroactive for non-reps. Councilmember Lewis seconded. Motion carried.

5. Utility Tax Rates—CA Morrison indicated that tis basically raises the utility tax progressively for an overall increase of 4% over 4 years. Each 1% would raise approximately $124,000 each year for the general fund. Councilmember Rackley will support a 1% increase for 2 years. Councilmember Hamilton indicated that he really feels this will be needed for 2017-2018 definitely. He indicated that revenues are flat and expenditures are continuing to increase. He indicated that we could allocate the funds for parks or anything the Council chooses. The overall general fund will be flat. CA Morrison reminded everyone that this is not a rate increase to the customers just a rate increase to the utility. Mayor Johnson asked if we could do 2% per year and get it done. CA Morrison said yes you could do that as well. Councilmember Lewis indicated that he would like to see it done earlier as well. Consensus to do 2% each year. Item will move forward to the Council at 2% each year for 2015-2016.

**New Discussion Items:**

1. ATB – False Alarms--Gibson-- postpone for longer discussion.

**Closed Session:**

Labor negotiations per RCW 42.30.140 - not needed.

**Adjournment:**

There being no further business, the meeting adjourned approximately 6:50 P.M.
Memo

Date : September 17, 2014
To : Mayor and Council
From : Don Morrison
Re : Surplus City Property in Junction 192 Development

On May 14, 2004 the City of Bonney Lake purchased 6.21 acres of property (Pierce County parcel number 0520383001) for $1,130,000 at the intersection of 192nd and Sumner-Buckley Highway as a future city hall site. The purchase and sale agreement (P&SA) included an accompanying “Repurchase Agreement” that specified that if the City did not build the new city hall on the site within five (5) years, the seller (T&S Properties) could repurchase (buy back) the parcel for the original selling price plus 3% interest back to the closing date.

The City evaluated the site as a potential city hall site, as well as a potential site for a community center. It was determined that the site was inadequate for either, and during the interim period, the City Council adopted an updated Downtown Plan and reaffirmed the Council’s intent to place a new city hall (civic center) in the Downtown. The site had also been the subject of trade talks (for the Renwood property, and subsequently the Perfield and ACI parcels (part of the “thumb”). Nothing came of these various negotiations.

At the end of the 5 year period, T&S decided not to exercise the repurchase option, and the City retained ownership of the property.

In the adopted 2013-2014 biennial budget, the Mayor proposed to surplus and sell the property. RCW 39.33.020 requires that a municipality intending to surplus real property with an estimated value of $50,000 or more must first hold a public hearing on the proposed surplus. BLMC 2.70.100(C-4) further requires an independent fee appraisal of the property after it is declared surplus, but before it is sold.

At the 2013 Council retreat, the Council agreed to proceed with surplussing the property. On May 14, 2013 the Council held a public hearing to consider declaring the property surplus to the City’s needs. On May 28, 2013, the City Council passed Resolution No. 2302, declaring the property surplus. Resolution No. 2302 included two (2) stipulations as part of the surplus action:

1. The Mayor was directed to reserve a portion of the parcel for the Fennel Creek trail prior to disposal of the balance of the property, and
2. Mayor was authorized to reserve a portion of the parcel for a sewer lift station prior to disposal of the balance of the property.

In June of 2014 the City completed a boundary line adjustment, splitting the parcel into two. “New Parcel 2” included the existing storm pond, Fennel Creek trail land, and wetland buffer area. A sewer lift station may or may not be located on Parcel 2. “New Parcel 1” included the remaining 3.83 acres suitable for development, including a potential sewer lift station if not built on Parcel 2 or other suitable adjoining properties.

In September of 2014 the City had an MAI appraisal completed of the remaining 3.83 acres (New Parcel 1) pursuant to BLMC 2.70.100(C-4). The appraisal noted the value of the property would be higher if the property was zoned to a commercial designation (C2 which allows both commercial and multi-family uses).

After the appraisal is completed, BLMC 2.70.100(C-4) then authorizes the Chief Contract Officer (CCO) of the City (designated by the Mayor to be the City Administrator) to proceed to sell the surplus property by public auction or through formal bidding procedures as the CCO deems to be in the best interest of the city.

During the past few years, the City has received some interest in the property from a few prospective buyers/developers.

Next Steps:

1. File an application to rezone the property (New Parcel 1) to a commercial designation (C2) which authorizes both multi-family and commercial uses. This could be completed by the end of the year.

2. The Chief Contract Officer would intend thereafter to put the property up sale via formal sealed bids, with the minimum bid being the recent appraised value of the property. Approximately ¼ acre would be retained as a potential sewer lift station site. Adjoining property owners and those who have previously inquired about the property would receive notices. Notices would likewise be sent out to the development community and advertised in various commercial publications (e.g. Daily Journal of Commerce, etc.).
City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: PW / Douglas Budzynski
Meeting/Workshop Date: 9 December 2014
Agenda Bill Number: AB14-153

Agenda Item Type: Resolution
Ordinance/Resolution Number: 2428
Councilmember Sponsor: Dan Swatman

Agenda Subject: Award contract to Northeast Electric, LLC for Phase-1 Construction of the SCADA System Upgrade project.

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Award Contract To Northeast Electric, Llc For Phase-1 Construction Of The Scada System Upgrade.

Administrative Recommendation: Recommend Approval

Background Summary: This phase of the SCADA upgrade project will replace the communications backbone for the SCADA system with hardware and software improvements at the Ponderosa Water Tank site, replaces SCADA central computer in the Public Works Center, and reestablishes SCADA communications with Sewer Lift Stations 2 and 21. The City opened bids on December 2, 2014. Northeast Electric, LLC was the low bidder with a bid of $223,548.00. The Engineer's Estimate is 231,476.35. Staff has determined that Northeast Electric's submittal is consistent with the requirements of the contract provisions.

Attachments: Resolution 2428, Bid Tabulation, Map, Contract

BUDGET INFORMATION

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Budget Explanation: Water SCADA Telemetry Upgrade, 401.018.034.594.34.65.01: $131,376.00
Sewer SCADA Telemetry Upgrade, 402.018.035.594.00.65.01: $125,745.00
Construction Contract: $223,584.00 + 10% Contingency: $22,358.00 + 5% Project Management: $11,179
Revenue Source: Water SDC, Sewer SDC

COMMITTEE, BOARD & COMMISSION REVIEW

Council Committee Review: Finance Committee
Date: December 9, 2014
Chair/Councilmember: Dan Swatman
Councilmember: Donn Lewis
Councilmember: Katrina Minton-Davis

Forward to: Consent Agenda: Yes

Commission/Board Review:
Hearing Examiner Review:

COUNCIL ACTION

Workshop Date(s): Public Hearing Date(s):
Meeting Date(s): December 9, 2014 Tabled to Date:
# APPROVALS

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<td>Dan Grigsby</td>
<td>Neil Johnson Jr.</td>
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RESOLUTION NO. 2428

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, AWARDING THE PHASE 1 – SCADA SYSTEM UPGRADES CONTRACT TO NORTHEAST ELECTRIC, LLC.

WHEREAS, the City Council approved Resolution 2255 on November 27, 2012 with RH-2 to complete a system upgrade analysis of the City’s SCADA system for the Sewer and Water System; and

WHEREAS, the Public Works Department reviewed the final analysis of the SCADA system presented by RH-2, identified the upgrades, and divided the upgrades to the system into three phases with the upgrades of the communication to the Ponderosa site, the Master Control Panel, Lift Station #2, and Lift Station #21 as part of Phase 1; and

WHEREAS, the City opened bids on December 2, 2014 for Phase 1 and the low bidder was determined to be Northeast Electric, LLC for the amount of $223,584.00 which includes tax;

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

That the City of Bonney Lake Council does hereby authorize the Mayor to sign the attached contract with Northeast Electric, LLC.

BE IT FURTHER RESOLVED that the City of Bonney Lake Council does hereby authorize a 10% Construction Contingency ($22,358.00) amount based on the contract bid amount as well as a 5% Project Management ($11,179.00) amount based on the contract bid for a total amount of $257,121.00.

ISSUED by the City Council this 9th day of December, 2014.

_______________________________
Neil Johnson, Jr., Mayor

AUTHENTICATED:

_______________________________
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

_______________________________
Kathleen Haggard, City Attorney
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Total Items (Items 1-28): $212,754.00 | $205,500.00 | $228,000.00 | $255,500.00 | $325,849.00

WSST @ 8.8%: $18,722.35 | $18,084.00 | $20,064.00 | $22,484.00 | $28,674.71

Total Quote: $231,476.35 | $223,584.00 | $248,064.00 | $277,984.00 | $354,523.71
City of Bonney Lake
Phase 1 - SCADA System Upgrades
CITY OF BONNEY LAKE CONTRACT

THIS CONTRACT, is made and entered into this _____ day of December, 2014 by and between the CITY OF BONNEY LAKE, a Washington municipal corporation, hereinafter referred to as the "Owner" and ___Northeast Electric, LLC___, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner desires to have certain work, services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, the Contractor represents that the Contractor is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, to perform the work, services and/or tasks set forth in this Agreement; and

WHEREAS, the Owner has heretofore caused to be prepared certain plans and specifications described as the ___Phase 1 – SCADA System Upgrades___ and the Contractor did on the __2nd__ day of __December__, __2014___, file with the Owner a proposal to construct said work and agreed to accept as payment therefore the sum fully stated and set forth in the proposal; and

WHEREAS, the said Contract Documents fully and accurately described the terms and conditions upon which the Contractor proposes to furnish said equipment, labor, materials, and appurtenances and perform said work, together with the manner and time of furnishing same;

IT IS THEREFORE AGREED, first, the Contractor shall perform such work and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Contractor responsibilities throughout this Agreement and as detailed in the plans and specifications described as ___Phase 1 – SCADA System Upgrades___. It is agreed that a copy of said General Conditions and other Contract Documents filed with the Owner, as aforesaid, do, in all particulars, become a part of this Agreement by and between the parties hereto in all matters and things therein set forth and described;

AND FURTHER, that the Owner and the Contractor hereby accept and agree to the terms and conditions of said Contract Documents as filed as completely as if said terms and conditions and plans were herein set out in full.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY OF BONNEY LAKE

____________
Neil Johnson, Jr., Mayor

Date: ___________________________

CONTRACTOR: __________________________

By __________________________
Title __________________________

Date: __________________________
City of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Executive / Gary Leaf
Meeting/Workshop Date: 9 December 2014
Agenda Bill Number: AB14-130

Agenda Item Type: Resolution
Ordinance/Resolution Number: 2419
Councilmember Sponsor: Hamilton

Agenda Subject: Historic Preservation

Full Title/Motion: A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Grant Agreement With Pierce County To Assist With Installation Of Two Historic Markers.

Administrative Recommendation: Approve

Background Summary: The City has been awarded $2,500 from Pierce County to assist with placement of two more historical markers, at Victor Falls and the Reed farm at the site of Connell's original cabin site. The Greater Bonney Lake Historical Society will assist staff with language that will be engraved in the new markers, which will be embedded in a sandstone base. The grant will pay for 50% of the cost of the markers, including installation (up to $2,500). The City's matching fund requirement will be split between the Beautification budget in Community Services and the Parks CIP Fund. Total cost including staff and volunteer time is expected to be approximately $5,000, with out-of-pocket costs of about $3,500. The grant will reimburse up to $2,500 of expenses. Reimbursement will be made after completion of the project, which will be no later than September 2015.

Attachments: Resolution No. 2419

BUDGET INFORMATION

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Budget Explanation: Up to $2,500 will be reimbursed

COMMITTEE, BOARD & COMMISSION REVIEW

Council Committee Review: Finance Committee Date: 9 December 2014

Approvals: Chair/Councilmember Dan Swatman
Councilmember Donn Lewis
Councilmember Katrina Minton-Davis

Forward to: Consent Agenda: [ ] Yes [ ] No

Commission/Board Review: Hearing Examiner Review:

COUNCIL ACTION

Workshop Date(s):
Public Hearing Date(s):
Meeting Date(s): 9 December 2014 Tabled to Date:

APPROVALS

Director: Mayor: Date Reviewed by City Attorney: 2 December 2014
(if applicable):