The purpose of the weekly update is to brief the city council, board/commission members and city staff on the highlights of the past week. While it is available to the public as a public record, the primary audience is the various boards, councils, commissions and employees of the City.

From the Desk of Mayor Neil Johnson • (253) 261-5181 • neiljohnsonjr@comcast.net

EXECUTIVE DEPARTMENT

- Held our monthly management team meeting
- Reviewed the proposals from public defender candidates. Interviews will be held next week.
- Prepared the January edition of the Bonney Lake Reporter that will be in next week’s Courier-Herald.
- Met with PW and ARC Architects to review the status of the new public works center project.
- Received a complaint from a water utility customer who wants relief from a leaky irrigation system. Currently, water leak adjustments are limited to the service line connected to the residence.
- Reviewed an updated version of the Fat, Oils, and Grease (FOG). Needed a better way to address penalties for noncompliance.
- Developed a survey on the council’s vision statements in preparation for the annual City Council retreat.

Facilities and Special Projects and Events

- Facilities dealt with HVAC and elevator issues at the Justice Center and Public Works
- Bruce Dees & Associates is reviewing prior wetland studies done for Allan Yorke Park and the WSU Forest in preparation for preparing drawings for the Ad Hoc Committee
- David Wells attended a Lions Club meeting
- Gary closed out 2014 expenditures for Facilities and Community Services and set up new Purchase Orders for 2015
- City purchased some gingerbread houses at a big discount as a promotional item for the Arts Commission in 2015
- Gary is getting additional price quotes for some changes to Finance Department work stations
- Gary met with Hermanson to discuss options to replace the Public Safety Building boiler and repeated failures of one of the heat pumps at the Senior Center
- We are already starting to receive applications for community garden plots
- Gary is assisting Public Works with ways to improve one of their storage areas
- Gary worked on resolving a complaint regarding custodial services.
FINANCE DEPARTMENT
- Working with DA Davidson to refinance the JMC bonds. We hope to save around $600K over the life of the bonds.
- Had the weekly meeting discussing utility issues.
- Staff continues to identify account relationships in the General Ledger and reconcile outstanding transactions in an effort to enhance the level of reporting.
- Continuing to evaluating office procedures.
- Getting close to printing the final budget document.
- Finalizing plans to rearrange some of the officer and furniture in the finance area.
- Working on transitioning false alarms internally.
- Worked on lien process and policy.

ADMINISTRATIVE SERVICES DEPARTMENT
- Pre-upgrade meeting with Lucity regarding database and application server upgrade next week.
- Fixed live update issue with Symantec.
- Pushed Symantec updates to client version.
- Searched Smarsh archive for public disclosure request.
- Completed draft PDR for emails.
- Installed firmware update for SSL-VPN server.
- Setup new Printer server (consolidating print servers into one) will be pushing new network printer via group policy.
- Finalized transition from Dropbox to shared network folder for Puyallup dispatch and Prosecutor.
- Completed activation on all new Police laptops with Verizon GOBI chips.
- Received and installed Symantec licensing files.
- Completed work on the AWC WellCity Award application.
- Attended a management team and wellness committee meeting.
- Met with two employees and two supervisors to discuss personnel related issues.
- Attended an all-day WAPELRA Board of Directors meeting.
- Closed 2 public disclosure requests, totaling 49 pages. Provided an installment of 343 pages to a requestor for an ongoing request; notified another requestor of records available and fees due.
- Prepared a press release for the Mayor and councilmember; posted social media updates including several events, press release, and holiday office closure.
- Prepared fillable form versions of Building Permit forms, posted forms to website, and added information on Electronic Plan Review to permits pages. Assisted Senior Center with webpage updates.
- Assisted PW staff with researching past records and preparing language for an updated agreement/easement.
- Transferred 11 cartons of records to inactive storage; processed 4 new cartons from Finance Department; updated logs for records securely destroyed in January 2015.
- Represented the City at a Washington Cities Insurance Authority Full Board meeting.

MUNICIPAL COURT
- Monday was reviews and hearings of prisoners in-custody
- Tuesday morning was spent hearing motions
- Wednesday was our busy day with pre-trial hearings, arraignments, and in-custody hearings
- Thursday was all day traffic court and infraction hearings
- Continue to process case files for Eatonville and South Prairie.
- Probation worked a number of cases and community service projects.
POLICE DEPARTMENT

Events:
- We had multiple squad meetings this past week to go over expectations, evaluations and plans for 2015.
- Staff is working on the new CAD project.
- We have one in the reserve academy.

Traffic Updates:
- SOW is Sky Island this week.

Patrol Incident highlights:

- **Reckless vehicle** at the high school was gone on arrival.
- **Possible car prowler** in the Fred Meyer lot. Male observed using a slim Jim attempting to gain access to vehicles. He was associated with a dark Maroon Ram pickup with dealer plates. Ended up being a civil situation between a couple recently divorced.
- **Possible kidnapping** - A woman called from Kent advising that her mother who lives in BL had kidnapped her son. After doing some research it was learned that Kent PD is already aware and is actively investigating a child abuse case in Kent. Kent PD is aware that the Grandmother has the child.
- **Assault** in the 9100 block of 203 Ave E. Newspaper salesman went to the door to sell a paper and claimed to have been punched in the chest by the homeowner. The homeowner claimed that he “pushed” the guy because he rang his door bell and woke up his infant and that 1930 hours on a Sunday was an unreasonable time to come on someone’s property. Case report will be forwarded to the prosecutor.
- **Vehicle prowler** in the Target parking lot.
- Several business checks, security check at the high school, several traffic stops on the street of the week.
- Alarm—Ofc. Rice handled a false alarm at Sunset auto sales.
- **Missing/Endangered Person** – PD staff handled a missing persons report. The subject in question was identified and his father reported that the subject was an alcoholic and left home several days prior on an alcoholic binge. He was last contacted at the Sumner Motor in but left that location after the Sumner Police performed a welfare check on him. Staff had the subjects cell phone and after pinning it the subject was located in Federal Way.
- **Vandalism/Shots Fired** - Staff was dispatched to 9500 Angeline Road after the homeowner found that a vehicle parked in his driveway had a bullet hole in it. The homeowner stated that he and his neighbor heard gunshots on Saturday night but did not think about it until the bullet hole was found.
- **Suspicious Vehicles** - Officers responded to the Fleet Feet on the report of two suspicious vehicles. The occupants were contacted and found to be talking in the parking lot.
- **Hit & Run** - Staff took a hit and run collision report. The incident took place several hours prior to the report in the Fred Meyer parking lot.
- **Suspicious males** - 99th and 198th, it was reported three males were disorderly, but were GOA.
- **OSA (Pierce County)** – Pierce County/BLPD responded to 21700 block of Prairie Ridge Drive to assist PC with the arrest of a subject. Officers located the subject hiding in a center kitchen island. He was Tased by PC and was arrested. A second subject had a BL warrant and was also arrested.
- **Suspicious person** – Sunset Chevy RV/male taking pictures of vehicles after hours. The male was contacted and found to be private security.
- **Welfare check/Verbal DV** – 20300 97th Street East – Dispatch received a 911 call, then the caller hung up. Dispatch called back and spoke with a male who said the call was accidental. History at the address showed previous DVs. Officers found that the subject was already gone upon arrival. The subject has three BLPD warrant for his arrest. It was determined the incident was a verbal DV and no crime.
- **Noise Complaint** – Officers were dispatched to 5300 North Vista Drive after the neighbor complained of hearing the sound of an idling truck. The RP was informed we could not do much as his neighbor was idling his truck. The RP was very up and said he would call BLPD every time his neighbor was out driving around.

Investigation stats:
- Assigned: 3, Follow-up: 11, Closed 3, To Prosecutor: 0
COMMUNITY DEVELOPMENT DEPARTMENT

Administration
- The Director held the regular Departmental staff meeting and attended the regular Management team meeting.
- The Director and Associate Planner attended the Wellness committee meeting.

Building
- Reviewed five and approved three permits for single-family residences.
- Conducted 122 inspections.

Permitting
- The Permit Center received 10 applications and issued 8 permits.
- The Permit Coordinator met with the applicant for the Angeline Road 8 lot short plat, facilitated the weekly project status meeting and met with a potential applicant regarding a vacant commercial parcel at 198th & SR 410.
- The Permit Coordinator attendee the EDC Meeting, Chamber Board Meeting and the Chamber Members Lunch.
- The Permit Coordinator worked with the Records & Information Specialist to update the website with revised permit applications and introduce the Electronic Plan Review process.

Current Planning
- Completed a shoreline review of the CWA milfoil maintenance project and issued a shoreline exemption.
- Met with a potential client interested in developing a small retail or restaurant in the Midtown Core.
- Reviewed multiple building permits for consistency with the zoning code.
- Attended the Department of Commerce Planners Forum in Bainbridge Island.
- Provided assistance to multiple customers trying to open home based businesses.

Long Range Planning
- Prepared an ordinance to amend the City’s Recreational Vehicle Code to allow RVs to be used a primary resident in manufactured/mobile home communities. This change was required by State Law and was also identified in the City’s recent land use audit conducted by WCIA as a mandatory action that the City must take during 2015.
- Attended the Planners Forum hosted by the Department Commerce – topics included planning for centers, tree preservation, and planning for the aftermath of an earthquake along the Cascadia subduction fault line.
- Began reviewing the preliminary draft report and marketing materials prepared by BERK.
- Continued to work on the update to the City’s Comprehensive Plan.

GIS
- GPS surveyed the Lake Tapps Water Main crossings, Driftwood Point to Tacoma Point and Interlake Island to Inlet Island, gathering elevation data for profile drawings.
- Searched for an as-built of the electrical layout for the second floor of the Justice and Municipal Center; it does not exist.
- Created a map of where Asbestos Concrete Water Main pipes are located within the Water System.
- Sent the City’s Annexation History GIS Layer to Pierce County GIS for publishing in the City’s CountyView data menu. Began writing metadata, final formatting and quality checking the City’s Easement GIS layer for publishing in the CountyView data menu.
- Received the Aerial Ortho Photo contract renewal for signing from Pierce County GIS.
- Provided map labeling consultation and electronic plan PDF file management consultation.
- Processing our old Council Ward GIS layer for Police dispatch and crime reporting use.
- Police requested the General City map and the Parks and Neighborhoods map.
- Recruiting help install to the Street maps in the PSB Kiosk.
PUBLIC WORKS DEPARTMENT

Engineering and Contract Administration

- Marilyn Campbell processed 24 invoices ($311,216) for payment and 4 requisitions ($65,722).
- Assembled the Community Development Committee Packet for the January 20, 215 Meeting.
- Staff gave Parametrix the NTP for a wetland study at the PWC site in Eastown.
- Assistant City Engineer worked on updating Infrastructure Summary Report for 2014.
- Assistant City Engineer met with O&M staff and Adam for survey of waterline crossings in Lake Tapps.
- Staff participated in the Wellness Committee monthly meeting.
- Director kicked off acquisition of waterline easement needed to extend the water system in Eastown.
- Director and staff successfully completed negotiation with a family to obtain release from a 1955 “Free Water” agreement.

CIP Construction Contracts:

- City Engineer Woodcock met with WSDOT staff to coordinate the two SR410 City projects and potential conflicts during construction.
- Eastown Sewer Main, Phase 2 (Lift Station) ~ Processed final pay estimate to Road Construction Northwest, Inc. Financially, this project is 108% complete. Issued Notice of Physical Completion.
- Sewer Manhole Rehabilitation, 2013/2014 IDQ ~ Issued Notice of Completion to NWCW, LLC with Council Accepting as Complete on 1/13/15.
- Sewer Manhole Rehabilitation, 2015/2016 IDQ ~ Staff has made more edits to the contract in anticipation of advertisement by the RFQ process through MRSC Roster later this month.
- Sumner WWTF Expansion ~ Utility Engineer Budzynski visited the WWTF construction site. Contractor was setting wall forms for the RAS pump station. Pouring concrete for the gravity thickener’s center column. Contractor is currently ahead of original schedule. Reviewed Sumner invoice for the construction. Completed PWTF Loan Reimbursement request #9. Prepared update report for the next CDC meeting.
- SR 410 Pedestrian Improvements ~ PW staff is working with contractor on material submittals for project start up. Submitted first installment for the City’s Web page project information feed.
- Public Works Center ~ City Administrator, Director, Assistant Director met with ARC staff to review the progress of site utilization planning.

CIP Planning and Design Contracts:

- SR410-VMD Intersection Improvements ~ City Engineer met with TRANSPO to address comments from internal review. The first round of comments submitted by WSDOT for PS&E review has been sent to the TRANSPO design team for inclusion and alterations of PS&E package. Staff met with Intolight to go over the lighting plan for submission into the plan set.
- DOWNTOWN 186th Avenue Corridor Improvements ~ Staff met with PSE and design team to facilitate the “Fit-No Fit” utility plan meeting. Staff submitted the POAM to CDC with the project update.

Operations and Maintenance Division:

- Director prepared documents for the 2014 Sumner WWTF sewer O&M cost reconciliation. Sumner staff will provide their review in 2-3 weeks.

Fleet Operation & Maintenance:

- Repaired electrical issue with Vactor Truck.
- Scheduled and completed six LOF performed by Korum Ford.

Street Maintenance:

- Surveyed SR 410 for litter or hazards.
- Currently updating the inventory of stop bars/crosswalks/school crossing throughout the city.
PUBLIC WORKS DEPARTMENT

Stormwater System Maintenance:
- Cleaned, jetted and inspected 51 catch basins throughout the stormwater system.
- Replaced the stolen aluminum stormwater birdcage (drain outlet) with a galvanized steel cage at the Brookwater stormwater pond. Original birdcage was stolen in mid-October, a police report was filed.

Sign Maintenance/Installation:
- Installed 4 new No Parking signs on public streets next to private parks in the Copperfield Estates development. The HOA paid for these signs.
- Set a new telespar anchor on Bonney Lake BLVD, at the Field 4 crosswalk, and a new anchor on West Tapps at the Allan Yorke Park dike crosswalk, in preparation for the installation of LED pedestrian signs.
- Removed the holiday banners on 192nd Avenue, removed and replaced the holiday banners on Main St and around the Justice & Municipal Center.
- Removed the holiday lights from the street trees on Main St, 90th St, and the Justice & Municipal Center parking lot.

Parks Crew:
- Daily Garbage Collection: All Parks.
- Completed hard surface maintenance at Allan Yorke Park, Cedar View Park, Madrona Park, and along Fennel Creek Trail.
- Completed weekly playground equipment inspections.
- Performed small equipment maintenance.
- Applied hard surface moss killer at Cedar View Park, Alan Yorke Park, and around the Public Works offices.
- Continued repairing or replacing trash cans at Allan Yorke and Cedar View parks.

Forestry:
- Monday evening, HD Messinger presented to the Parks Commission the ongoing community forest program from 2005 to 2014.
- Reviewed the 2007 WSU forest assessment.

Water Customer Service:
- Completed 1 Water Availability request.
- Completed 48 underground utility locate requests.
- Responded to 23 Customer Service requests from Finance, 4 from PW Ops Admin, and delivered 1 NSF door hanger.
- Completed reading in City water meters read cycle.
- Met with one water customer experiencing high consumption on his water bill. Staff were able to download the consumption history from the radio read meter that shows the consumption history, and the continuous use that indicates a leak on his side of the meter.
- Changed forty three 5/8” meters from manual or older touch read meters to new radio read meters.
- Replaced four faulty 5/8” meters.
- Investigated twenty ‘Zero Consumption’ meters. Found two meters to be malfunctioning, and replaced them.
- Installed three new 1” and one 5/8” water meters at new residential construction sites.

Water Distribution:
- Toured Cities of Kent and Auburn’s central stores and outfitting of water fleet vehicles. Staff gained knowledge that will assist with reorganization of water stores, inventory control, and organization. Staff are currently reorganizing and improving the water stores at the shops. This storeroom is being insulated to prevent condensation buildup on spare parts.
- Assisted GIS staff with surveying water line crossings of Lake Tapps between Inlet Island and Interlake Island, as well as between Driftwood Point and Tacoma Point.
- Pressure washed concrete surfaces at Grainger Springs pump house and treatment facility.
- Formed and poured concrete pad around one water sample station.
- Met with contractor to receive bid on replacement of vent screen on Ponderosa 1 Reservoir.
- Met with customer on Angeline Road to plan replacement of the water service line using City crew next week.
PUBLIC WORKS DEPARTMENT Continued

Water Production
- Collected 13 routine coliform samples from the distribution system.
- Replaced sodium hydroxide feed line from pumps to injection point at Tacoma Point Wells.
- Removed the main production meter from Tacoma Point wells and sent to factory for testing and calibration.
- Performed cleaning, inventory and organization of parts at Ball Park Treatment Plant.

Sewer Lift Stations
- Performed 20 preventative maintenance checks at lift stations.
- Installed replacement head on Anue odor control system at L.S. #12.
- Serviced emergency generator at L.S. #15. Replaced fuel lines, fuel filters, changed oil and oil filter, and replaced failing water pump.
- Exercised 5 portable and one station emergency generators under load.

Sewer Collection System
- Ursulla assisted water meter readers with training and reading City water meters.
- Checked 8 manholes for repairs under the new IDQ repair contract when it is awarded.
- Performed maintenance and made adjustments to Falling Water Community drainage system.

HEART HEALTH MONTH

SEAHAWK SUPER CHILI BOWL COOK-OFF

THURSDAY, FEBRUARY 12TH

Bring in your favorite SEAHAWK chili and see how it stacks up in our annual chili cook-off.

Basic toppings, cornbread, chips, bowls & spoons will be provided

Where: Public Works Modular (behind the Public Works Center)
When: Thursday, February 12th from 11:30am – 1:30pm
Who: All employees!

Prizes will be awarded for Overall Best Chili, Healthiest & Spiciest Chili!

Brought to you by the City of Bonney Lake Wellness Committee.
‘Bonney Lake Works Well’