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.

EXECUTIVE DEPARTMENT

- Thanks for your thoughts and prayers this past week while I was hospitalized. It has been a very difficult week.
- Held our regular management team meeting Monday.
- Met with the Skystone apartment project representatives to discuss a variety of issues regarding the proposed project.
- Prepared the February edition of the Bonney Lake Reporter.
- Negotiated a buy-out agreement with Coldwell Banker Bain for the lease of the old City Hall Annex.
- The City Admin. sent the draft Council Retreat agenda to the Mayor and Deputy Mayor for review.
- Discuss cost proposals for public defender services with various proposers.
- Met with the CFO to review and update the financial model in preparation for the Council retreat.
- Attended the Wellness Committee's annual Chili-Cookoff.

Facilities and Special Projects and Events

- Gary Leaf attended a Beautify Bonney Lake board meeting.
- Gary facilitated a Parks Commission meeting.
- Gary worked with the City Attorney to research options for bidding the Public Safety Building boiler & controls.
- More Community Garden applications are coming in.
- The Tacoma-Pierce County Health Department issued a notice requiring inspections of septic tanks on city-owned properties.
- Pete Spain coordinated re-construction of the greenhouse next to the Senior Center that was destroyed in an accident last year; Community Service Workers assisted.
- Gary met with legal staff to review options for parking permits for the Allan Yorke Park boat launch (in lieu of the bollards).
- Gary developed a renewal agreement with the Food Bank to run the Community Garden.
- Gary met with our custodial contractor and one of our suppliers to develop the best solution to cleaning the floors at the Senior Center.
- One of the Senior Center compressors was replaced.
- Gary met with a vendor who would like to place an espresso stand in the Justice Center lobby.
- Pete received bids for window cleaning services.
- Gary coordinated corrections to the draft historical marker proofs following Historical Society comments.
- Gary and Pete are coordinating remaining items for the Finance Department remodel.
- Pete and Charlie Simpson met with the vendor that sells the restrooms that we plan to install in two City parks.
- Pete is coordinating an updated list of employee security codes for our alarm monitoring company.
ADMINISTRATIVE SERVICES DEPARTMENT

- Thanks to the Wellness Committee and everyone who participated in the 2015 Chili Cook-off. All of the entries were very good, and the judging was done by everyone who tasted the various chilies. Congratulations to our 2015 chili cook-off winners: Dave Cihak for winning the Best Overall, to John Woodcock for the Healthiest, and to detective Bob Kocher, for the Spiciest (but still good). The Cook-off also featured a Heart Healthy display and materials.

Information Services

- Continued issuing police laptops and cell phones replacements.
- Completed Printer and fax machine move for Finance.
- Fixed issue with Court outlook.
- Fixed issue with Community development outlook.
- Fixed issue with Public Works saved credentials.
- Added shared folder for Puyallup Dispatch and Bonney Lake Police Records for CJIS data transfers.
- Updated access restrictions on General ledger as requested by Finance.
- Met with Eden users group.

Records

- City Clerk staff processed minutes, 3 ordinances, 2 resolutions, and related agreements approved by Council on February 10th.
- Received 1 new public disclosure request. Provided installments to 3 requestors for ongoing requests totaling 862 electronic & scanned pages and clarified request parameters with 2 requestors.
- Posted transportation flyer to social media; assisted staff with a web editor issue; discussed community outreach & social media options with Community Service Officer; confirmed 2 new business owners in the Shop Bonney Lake directory system; updated Permit Center & Adopt-A-Street webpages.
- Interfiled records and organized cartons in inactive storage. Updated logs and notified staff of changes and upcoming destruction schedule.

Senior Center

- Monday’s computer class continued with a lesson on Power Point.
- Collette Tours made a presentation on Wednesday about a tour to Ireland in to take place the fall.
- Woody and Jason helped set up for our Valentine’s Day dinner on Wednesday afternoon.
- Free Tax preparation was performed on Thursday.
- Valentine’s Day was celebrated on Thursday and the seniors were entertained by Jim Lapsanski.
- 25 seniors were given foot care on Friday.
FINANCE DEPARTMENT

Accounting
- 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.
- Finalizing budget document for website and book.
- Continue to monitor expenditures to ensure final budget compliance.
- Completed the office move.
- Uploaded City financial information to the Electronic Municipal Market Access (EMMA).
- Prepared, reviewed and discussed Journal Entries.
- Continue working with bond refunding in an effort to save money.
- Prepared year-end accruals.
- Working on the schedule of expenditures of federal awards for the financial statements.
- Analyze and update capital assets and depreciation for 2014.
- Attended the Puget Sound Finance Officers Association lunch and learn.

Operations
- Weekly meeting to discuss utility and office issues
- Processed payroll for employees.
- Working towards transitioning false alarms and permits internally.
- Sent out over 800 alarm letters.
- Completed the WCIA worker hour request.

COMMUNITY DEVELOPMENT DEPARTMENT

Administration
- The Director attended the regular Management Team meeting, attended the Wellness Committee meeting, and attended a workshop on how Puget Sound communities can continue to integrate the Endangered Species Act into their implementation of the National Flood Insurance Program.
- The Director completed an employee’s annual evaluation and performance plan for the coming year.

Code Enforcement
- Confiscated 5 signs at various locations throughout the City.
- Received complaints from resident off of 192nd regarding noise and motorcycles possibly being drove in wetlands, investigating; of a vehicle leaking radiator fluid in storm water drain at apartments off of Locust, referred to public works.; of retaining wall height and stability, investigated and discussing with engineer; of residents off of 192nd not having garbage service, inspecting homes for possible nuisance violation; of property off of 71st regarding black berries and condition of vacant home, issued notice, resident to begin cutting back vegetation this weekend; of dock work at residence off of 197th and truck parked in lake bottom, investigated and issued Stop Work Order; and of residence off of 209th with black mold, made contact with health dept. and referred information onto complainant.
- Received inquiry from complainant regarding garbage dumped on property, advised he needed to provide evidence of who dumped.
- Received replies from a resident off of Myers regarding stockpiling of garbage. Dumpster delivered on Tuesday and garbage being removed; from resident off of 210th regarding stockpiling of garbage - verified garbage removed; and from resident off of 93rd regarding stockpiling of garbage. Verified garbage removed.
- Continuing to correspond with County abatement coordinator regarding property off of 198th with violation of multiple nuisance junk vehicles.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

Development Review Engineering
- Attended staff only pre-app meeting for Sondergaard Multi-family.
- Continued coordination with Developer of Renwood regarding close-out documents.
- Coordinated with O&M staff on water main easement along 192nd.
- Continued Road Approach/ROW inspections.

Building
- Reviewed a permit for the conversion of an unfinished basement to living space; approved a demolition permit to remove a single-family residence; and approved a tenant improvement permit for Edward Jones.
- Conducted 76 inspections.

Permitting
- The Permit Center received 26 applications and issued 26 permits.
- The Permit Coordinator met with the applicant of the new Edward Jones Investment location, attended the EDC Meeting, participated in the Chamber Board Meeting, facilitated the weekly project status meeting, contributed at the Eden Users Group monthly meeting, took part in the staff only pre-application meeting regarding the construction of a four-plex and distributed the permit activity reports.

Current Planning
- Represented the City at a public hearing for the Becker Conditional Use Permit.
- Assisted the code enforcement officer with a shoreline violation on Interlake Island.
- Provided assistance to multiple customers trying to open home based businesses.
- Conducted the staff only pre-app meeting for the Sondergaard multi-family development.
- Continued working on issues pertaining to a private ingress/egress and utilities easement on 190th Avenue East.
- Completed the landscape and parking inspections for building “A” at Renwood.

GIS
- A Friday (2/6) afternoon failure of a critical Pierce County network switch adversely affected most County systems including GIS.
- Received a GPS request to survey the height of the causeways, from the bed of Lake Tapps to the road surface.
- Began assigning identification numbers to Stormwater GPS features; provided 2 Stormwater map book atlases; & notified of a newly installed Storm Catch Basin that needs to be added to the Catch Basin GIS database.
- Mapping the location, size and material of the Water Main that runs through private property within the 60 foot utility and access Easement on the 192nd Ave Corridor.
- Created an updated Lift Station 14 site map depicting the Water and Sewer Mains crossing the Flume on the Inlet Island Trestle Bridge.
- Forwarded the City of Auburn’s draft of the agreement to modify the Auburn-Bonney Lake Water Service Area boundary in the Lakeland Hills area to Public Works
- Recreated a Steep Slopes site map of the Thun & Leslie properties.
- Received the Renwood as-builds and CAD data, data as it was not properly projected to City standards; creating GIS data.
- Delivered the completed Police Districts GIS layer to South Sound 911.

Leota Musgrave passed away last week. Our Thoughts and prayers are with Mona and her family. There will be a graveside service for Leota Thursday February 19th at 10am at the Sumner Cemetery. There will be a memorial reception afterward (beginning at 11:30am) at the Senior Center. Leota served on the Senior Board as well the Park Board. Her humor and dedication to the City will be missed.
PUBLIC WORKS DEPARTMENT
Engineering and Contract Administration

- Staff participated in the Chili Cook-off event.
- Parametrix completed the Smith property topographic survey and easement description for future water and sewer lines. This is the first step in building the Eastown water line extension.
- Assistant Engineer Fonda completed several design standard updates.
- Director and staff reviewed the new hydro-geological report prepared for the Victor Falls Estates development. Provided review comments to Tacoma-Pierce County Health Department.
- Director provided information and procedures to City of Chelan Public Works Director on how to establish a Utility Latecomer Agreement.

CIP Construction Contracts:
- SR410 Pedestrian Improvements ~ Contractor installed erosion control BMP’s and began layout for the barrier move and re-striping of SR410 which will be completed next week. Contractor began layout to move center barrier walls and restripe the lanes into their temporary configuration.
- Sewer Manhole IDQ Contract ~ Staff began the two-week advertisement on the Builders Exchange. Quotes will be obtained on February 23rd.

CIP Planning and Design Contracts:
- SR410 & VMD Intersection Improvements ~ Design team working with PSE on the lighting plans package.
- Lakeridge 2 Pump Station, Booster Pump Station ~ Staff is working with PSE to address utility work required for the project.
- Flume Trestle Repairs ~ Parametrix completed analysis of the pilings and presented repair options and projected costs for the City to consider. Staff will present repair options to the CDC next week prior to initiating the design contract.
- PWC Wetland Study ~ Parametrix completed the wetland assessment for the future PWC site in Eastown.

Commercial - Residential – School District Contracts:
- Reviewed two residential stormwater submittals and two right-of-way permits.
- Director, City Engineer, Community Development Director, and Development Engineer met with WSU Developer design team to discuss future SR410 & 204th Avenue Traffic Signal installation.

Operations and Maintenance Division:
- Director met with county property owner to discuss discontinuing a free water supply for a waterline easement established in 1955.
- Director reviewed and provided information to CFO on the refund due to Sumner School District for construction of two traffic signals.
- Congratulations to John Putney for passing the street Signs and Markings II examination

Adopt-a-Street
- Christy gave a wonderful presentation to the Mayor and City Council on the programs accomplishments over the last year and presented the Adopt-a-Street annual award.

Street Surface Maintenance:
- Repaired a sinkhole and temporarily patched the asphalt on 72nd St (Lake View Terrace).
- Removed hazardous dead fir tree at the South Prairie Booster station.

Stormwater System Maintenance:
- Continued cleaning, jetting, and inspecting individual infiltration systems throughout the stormwater system.
PUBLIC WORKS DEPARTMENT

Traffic Control and Street Identification Signs
- Repaired a street identification sign on 199th Ave at 103rd Ave, replaced the street ID sign on 198th Ave Place due to an address change and replaced the street ID sign post/assembly on West Tapps at 61st St. Reset a No Parking sign on 193rd Avenue near Lake Jane.
- John Putney attended the ITE/IMSA Joint Conference. After the conference he took and passed the test to upgrade his license from street Signs & Marking 1 to a Signs & Marking 2.

City Electrician:
- Checked facility generators.
- Installed heater in pump room at the Peaking Storage Tank Booster Pump Station.
- Installed new light fixtures in the water parts store room.

Parks Crew:
- Completed daily garbage collection at All Parks.
- Completed hard surface maintenance at Allan Yorke Park, Cedar View Park, Public Works offices, Senior Center, and Fennel Creek Trail.
- Performed Weekly Playground Equipment Inspections.
- Started spring maintenance on small equipment.
- Made pre and post emergent weed applications at Allan Yorke Park, Public Safety Building, and the Public Works Center.

Forestry:
- Requested Fennel Creek reforestation material bid in preparation for Beautify Bonney Lake Day.
- Investigated damage to the median island on SR410 near 217th Avenue caused by a motor vehicle accident Monday night. HD submitted a report to street supervisor regarding the repair of damage to the landscape and irrigation system. Repair parts have been purchased and plants have been ordered for restoration.

Water Production System:
- Collected 13 routine coliform bacteria samples from the distribution system.
- Exercised six emergency generators under load at the water production facilities.
- Completed monthly production and water quality reports.
- Responded to chemical feed system alarms at Grainger Springs and Victor Falls. Determined cause to be improper voltage to the sodium hypochlorite generation systems and made adjustments to resolve the problem.

Water Distribution System:
- Responded to low flow concern at a new residential construction site. Staff determined the problem to be a partially plugged service line related to length of time from installation to actual use of the service. Crew was able to disconnect the service line, clear the blockage, and establish full flow to the residence.
- Lowered two water services to accommodate new radio read meter installation.
- Worked with fire hydrant technical representative to determine cause of small underground leak. The leak was identified during the annual leak detection survey. The rep was able to assist staff with repairs and replacement of parts to eliminate the leak.
- Continued efforts to sheetrock, insulate, and organize the central stores for water parts inventory.
- Assisted City Mechanic with repairs to the Vactor truck
- Brent Lewis attended three-day training class on Water Treatment Plant Operator Certification Review. Brent will be able to take the Washington State Department of Health Water Treatment Plant Operator Certification test when it is next offered.
PUBLIC WORKS DEPARTMENT Continued

Water Customer Service:
- Completed 28 regular, one meet-on-site, and one emergency underground utility locate requests.
- Responded to 11 Customer Service requests from Finance, 3 from PW-Ops admin, and delivered 2 NSF door hangers.
- Continued updates to the after-hour emergency call out contact information. Sam Roseberry has established updated contact information with six surrounding utilities, as well as water system parts suppliers that are available for emergency assistance.
- Installed one new 5/8” radio read meter. Investigated 15 ‘zero consumption’ meters and replaced two found to be malfunctioning.

Sewer Lift Station Maintenance:
- Exercised 19 emergency generators under load at lift stations
- Responded to after hour callouts at L.S. #13, 20, & 21 for pump overrun and high wet well alarms. Staff was able to reset and clean level control floats to resolve the issues
- Performed 11 preventative maintenance checks at lift stations
- Responded to situation at L.S. #17 when the 410 sidewalk project contractor knocked the lid and riser off the manhole outside of the station. The prompt reaction of the contractor and response from the Sewer crew prevented rocks and debris from entering the lift station and damaging the pumps. Crews had to use the vactor truck to pump the rocks and debris out of two manholes and jet clean the line between the manholes.

Sewer Collections System:
- Performed operations, maintenance, adjustments, and record keeping at the Falling Water Community Drain Field. Four septic vaults were cleaned.
- Changed out a faulty grinder pump on North Island Drive.
- Met with developer and City Development Engineer to finalize design issues with Phase 2-4 of the Bonney Lake Estates development (Barkubine Road and Connells Prairie).

POLICE DEPARTMENT

Events
- SR410 E was down to one lane eastbound from Sky Island DR E to 192 AVE E for construction. The lane opened up around 0400 hours. No traffic complaints in that area during that time.
- Entered the Chili cook off…
- Went through an WSP ACCESS audit.
- Received a Certificate of Completion on the 11th ACCESS WACIC/NCIC Technical Security Audit Cycle…. (which is a different audit from the one we went through above.

CSO/Traffic Updates
In Custody Transports: 5, Docket totals 367, Electronic Home Monitoring 4

Patrol Incident highlights
HIT AND RUN: at Babalouie’s. Suspect was a customer, have good suspect info. Ended up exchanging info. Report completed.
- HIT AND RUN: car vs ped, VMD and SR 410. Victim delayed reporting of the accident and had minor injuries. Suspect plate obtained, suspect contacted, report completed.
- DV ASSAULT: in the 8200 block of Locust. Male assaulted female by throwing her to the ground and choking her. Male was GOA. report taken.
- MVA: in the 21600 block of SR 410. Vehicle drove onto the median, got stuck and the DUI driver attempted to flee. The vehicle buried itself in the median down to the frame on the passenger side. The vehicle then caught on fire, due to the excessive heat from the tires and/or the power steering pump overheating and leaking on the engine. Officers were able to put out the fire prior to EPF&R’s arrival. Driver was cited for DUI.
POLICE DEPARTMENT Continued

- WARRANT MEET: PCSO arrested a subject on two confirmed BLPD warrants. The female was transported to the Puyallup jail where she was booked.
- SUSPICIOUS PERSON SUBWAY: I was contacted by a male RP in the parking lot of the Office Depot. The RP advised he had just left Subway and was told by the employee there she had just observed a naked male behind Subway near the dumpsters. I checked the area finding no one there.
- SUSPICIOUS PERSONS AM/PM WEST: Third party report of subjects possibly looking into vehicles. Subjects were contacted by PD and it was undetermined if they had actually been looking into vehicles as the RP was not on scene or available for contact. The subjects, however, were trespassed from AM/PM by the clerk on scene.
- TRAFFIC STOP 8200 BLK 182 AVE E: Traffic stop resulted in the cite and release of a subject for DWLS.
- NOISE COMPLAINT: PD was dispatched to a noise complaint at 203 Church Lake Road E on the report of a neighbor complaining about construction noise.
- FRAUD: PD took a fraud report. The victim unknowingly wired $3850 as part of an IRS Scam.
- SRO handled numerous student issues out at BL High School.
- Minor purchasing tobacco to minors: Talked to a female reporting her son and friends, who are under the age of 18, may be purchasing Tabaco from Smoke Town. Officers responded to Smoke Town to talk to the manager/owner and advise him a citizen was concern about him selling to minors. The manager said he did not believe he was selling to minors and would make sure to check everyone’s ID’s.
- Traffic Stop: Officer Harberts stopped a male eastbound 410 at the 22900 block, the male provided several false names to Officer Harberts. The male also provided a false WA/ID card. The male spoke broken English and was subsequently arrested for false Identification, failing to transfer title and brought to Fife jail. A Spanish speaking officer, spoke with the male and obtained his true name. The male was found to have several warrants for his arrest, PC Felony (DUI) and Auburn (DUI). His driving status was found to be DWLS 1st. The male as booked without further incident.

Investigation stats:
New Cases Assigned: 1, Follow-up: 13, Closed: 3, To Prosecutor: 2

MUNICIPAL COURT

- Arraignment – Pre Trial Calendar held on Wednesday February 11th
- Review Calendar held on Monday February 9th
- Traffic Court held on Thursday February 12th – Court tested the signature pad for use with PDF traffic forms for Hearings by Mail. Still in testing stages, but signature pad worked great.
- Processed 23 passport applications M – Th and 31 on Friday. Busy week for Passports.
- Administrator attended Mgt. Meeting on Monday February 9th

Probation:

- Completed RFCA’s and updated the Court of compliance via the review calendar on 2/9.
- Work crew built a greenhouse at the Senior Center, worked at the Food bank and assembled eggs for the Easter egg hunt on 2/10.
- Conducted one on one interviews with clients on active probation on 2/11.
- Work crew pressure washed the back deck and wheel chair access at the Senior Center, worked at the food bank and assembled eggs for the Easter egg hunt on 2/12.
- Entered information via Caseload Pro, on newly assigned clients placed on active probation 2/13.