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
- Prepared the agenda packet for the February 25th Arts Commission meeting.
- Met with CD staff to review a potential DOE stormwater-related planning grant application.
- Representatives of the City attended the memorial service for Leota Musgrave who was a long-time member of both the Senior Board and the Park Board. Our thoughts and prayers are with Mona and her family during this difficult time.
- Prepared a new service contract for public defender services.
- Prepared an agenda bill and resolution to adopt the recently completed county-wide update of the hazard mitigation plan.

Facilities and Special Projects and Events
- David Wells attended a Youth Forum at Lakeridge Middle School
- David is preparing for the Easter Egg hunt which will be April 3rd
- Annual fire alarm testing was done at the Justice Center and Public Safety Building
- Pete Spain assisted with maintenance of all of the vacuum cleaners used by the contract custodian
- Pete is analyzing reports of cold air in the Finance Department (installing four room thermometers)
- Gary Leaf worked on a proposal to replace the boiler, controls, and how water tank at the Public Safety Building
- Gary worked with the City Attorney on a draft ordinance that would change the boat launch admission to a parking fee
- Gary is working on a staff paper regarding the boat launch
- Gary met with the custodial contractor to review some performance issues
- Gary prepared a bi-annual report on the Fennel Creek Trail design project for the Puget Sound Regional Council
- Gary and John Woodcock met with the consultant team working on the Fennel Creek Trail design
- Gary assembled and distributed a meeting packet for the first Parks Ad Hoc Committee meeting which will be next week.
ADMINISTRATIVE SERVICES DEPARTMENT
- Removed the de-duplication on city network drives due to tape backup incompatibility, will add back once Microsoft updates backup software.
- Attended Project kickoff for SharePoint 365 Records center implementation.
- Installed externally vehicle mounted antenna on Police vehicle as test for improving connection.
- Setup Verizon hotspot for Probation office to use while supervising in the field.
- Setup cell phone hotspot as test for Patrol Officers.
- Received 1 new public disclosure request. Closed 3 requests, totaling 88 pages. Notified 1 requestor of installment (436 pages) available and fees due. Continued processing records for open requests.
- Assisted Planning staff with updated form, records research. Prepared monthly records destruction report.
- Posted updated budget and financial reports for Finance; social media posts for Court & Police events.
- Attended Saturday Council planning retreat. Presented information related to Committee-of-the-Whole special meetings.
- Tuesday at our annual Mardi Gras party we served 75 seniors and the seniors were entertained by the group “Yesterdays Soup and Crackers.”
- The Wii Bowling league started this week with a game on Tuesday at our senior center and a game on Friday in Maple Valley.
- A celebration of life was held for Leota Musgrave on Thursday with approximately 120 people in attendance.
- Free haircuts were given to several seniors on Friday.
- A group of seniors left for Seaside Oregon on Friday to attend an annual Jazz Festival.

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 and internal controls.
- Finalizing budget document for website and book.
- Prepared, reviewed and discussed Journal Entries.
- Continue working with bond refunding in an effort to save money.
- Prepared year-end accruals.
- Working on financial model.

Operations
- Weekly meeting to discuss utility and office issues
- Processed payroll for employees and reviewed timesheets for accuracy.
- Working towards transitioning false alarms and permits internally.
- Worked with departments about overdrawing leave balances.
- Process utility payments ACH.
- Updated revenues in Eden.
- Worked with employees on personnel benefit changes.
- Attended Eden Super Users meeting
- Processed credit card autopay for 557 accounts
- Processed ACH autopay for 152 accounts
- Dispatched 51 delinquent doorhangers to PW crew
- Dispatched 11 delinquent shut off service orders to PW crew
- 5 payment arrangements made in utilities this week
- Received 1 business license application
- Set up 4 new utility customers to receive eStatements
- Processed 1 NSF check
FINANCE DEPARTMENT Continued

- Compiled and emailed Voucher Review Packets and Finance Committee packets to the City Council
- Completed a check run consisting of 60 checks
- Printed and mailed late notices to 9 Accounts Receivable customers
- Processed and remitted January combined excise tax
- Started reconciling January Court bank register
- Started processing January payroll grants (Auto Theft Task Force, DEA/TNET)
- Assisted Police Department with temporary fix to process payments for Peddler’s permits.
- Took several phone calls assisting Accounts Payable vendors and customers
- Processed 10 leak adjustments
- 3 title searches
- 1 bankruptcy discharge
- Reconciled the P-Cards for the January statement
- Called in the P-Card payment for the 2/16/15 download
- Worked through with PW a reading issue.

COMMUNITY DEVELOPMENT DEPARTMENT

Administration

- The Director attended a Department of Ecology sponsored training on LID Code Update and Integration requirements; the Association of Washington Cities Education Committee Advisory Committee meeting; & the Puget Sound Regional Council Regional Staff Committee meeting.

Code Enforcement

- Confiscated 8 signs at various locations throughout the City.
- Received 3 complaints of chickens for residences at 174th, 96th and 94th from animal patrol; a complaint of noise coming from motorcycles at residence off of 191st, referred complainant to the Police and looked to see if any zoning violations, none fund; of a trailer being occupied on vacant lot off of 210th, violation proceedings already in process; of a residence being occupied without water service, 184th and 210th, made contact with both; and a complaint regarding residence off of 203rd having black mold and no smoke detectors, referred complainant to tenant landlord regulations.
- Received inquiries from a resident regarding bee hives, determined in the County and referred to appropriate agency and from HUD regarding vacant residence off of 104th, reviewed file and determined no violations.

Development Review Engineering

- Attended meeting with staff and developer representatives for Highland Ridge Phase 2.
- Performed final retaining wall inspection at Renwood.
- Performed construction inspection on JD 45 Roadway Storm project.
- Continued Road Approach/Right-of-Way inspections.

Current Planning

- Toured the Spiketon Heights property with the Code Enforcement Officer to assess possible violations and development opportunities.
- Conducted the initial review of a proposed dock and shoreline permit for a resident on Inlet Island.
- Continued working with the Code Enforcement Officer on a shoreline violation on Interlake Island.
- Conducted a site visit to Allan Yorke Park to inspect the bulkhead maintenance project for compliance with the municipal code.
- Reviewed multiple building permits for single family residences.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

Building
- Reviewed and approved the two single-family residence permits submitted through the electronic plan review process & reviewed and approved an expresso stand.
- Conducted 59 inspections.

Long Range Planning
- Attended the UW Tacoma Annual Forum which focused on Employment and Housing
- Attended the PCRC Annual General Assembly Meeting
- Attended the Planning Commission and CDC meetings to discuss amendments to the City’s RV regulations and Midtown Core design standards.
- Began tracking bills in the Washington State Legislature that could have an impact on the City.
- Continued to work on the update to the City’s Comprehensive Plan.

GIS
- Identified all rehabilitated Sewer Manholes and symbolized them in the Sewer Map Book for the Sewer Department.
- Received the correctly projected Renwood CAD as-built digital data and extracted utility data from it to create Sewer and Water GIS features.
- Provided Parcels, Buildings and Roads GIS data for Allan Yorke Park and Midtown Park to Bruce Dees to support the creation of master plans for these parks.
- Provided Sumner-Tapps Hwy/Forest Canyon Road intersection Water as-builts.
- Continuing the mapping effort of the Water Service Area to support the Water Leak Detection program.
- Final formatting and quality checking the Utility Grid and Forest Canopy GIS layers for publishing in CountyView.
- Completed metadata for GPS AirVacs and began writing metadata for Blowoffs.
- Received the January 2015 Meter New Installation and Replacements/Change-outs spreadsheet; updating the Water Meter GIS database.
- Updating the ID numbers of the Stormwater Dry Wells in GIS to synchronize with the 2015 Dry Well Maintenance spreadsheet.

PUBLIC WORKS DEPARTMENT

Engineering and Contract Administration
- Staff updated the PSRC Project Progress Report for the SR 410 – VMD Intersection Improvements Phase 1 Project.
- Invoices: Processed 5 invoices ($52,274) for payment and 2 requisitions ($14,624).
- Processed 25 Letters to notify customers of annual testing requirement for backflow prevention assembly devises.

CIP Construction Contracts:
- SR 410 Pedestrian Improvements ~ Temporary pavement marking installed for eastbound lanes on SR 410. Approximately 800 ft. of concrete barrier moved in median of SR 410 for work zone channelization.
- Sewer Manhole IDQ Contract ~ Staff began the two-week advertisement on the Builders Exchange. Quotes will be obtained on February 23rd.
- Church Lake Overlay ~ Issued Notice of Completion to Miles Resources, LLC with Council Accepting as Complete on 2/10/15.

Commercial - Residential – School District Contracts:
- Reviewed two residential stormwater submittals and two right-of-way permits.
PUBLIC WORKS DEPARTMENT Continued

CIP Planning and Design Contracts:
- SR410 & VMD Intersection Improvements ~ Design team has completed PSE lighting plans package. City staff working on the landscape design for the vegetated median.
- Lakeridge 2 Pump Station, Booster Pump Station ~ Staff has set up meeting with PSE to address utility work required for the project.
- Flume Trestle Repairs ~ Parametrix has been tasked with the design and permitting proposal for staff review.

Operations and Maintenance Division

ER&R:
- 1 Public Works and 4 Police vehicles were in vendor shops for Preventative Maintenance.
- 4 Public Works and 2 Police vehicles were in vendor shops for Repairs.
- RS468 Sweeper is out of service for coolant leak and fuel injection system issues.
- RS469 Vacon Truck is out of service for auxiliary engine repairs, damaged flywheel, and starter.
- RS602 JD Mower is out of service for annual service and repair of hydraulic steering valve body assembly.

Street Maintenance:
- Temporarily patched a pothole in the crosswalk on 192nd Ave at SR 410.
- Restored median island irrigation and landscape in Eastown median planter on SR 410 at 216th Ave. Planter was damaged by an auto accident. Reports from PD and PW have been submitted.

Stormwater System Maintenance:
- Cleaned the outfall of the stormwater pipe on 74th ST E.
- Continued inspecting, cleaning catch basins and jetting pipes throughout the stormwater system.
- Removed trash dumped in the stormwater pond behind the MOB (Medical Office Building) off 204th Ave. Crew set an ecology block at the pond access road behind the MOB to deter future dumping.

Traffic Signal Technician:
- City electrician and vendor aligned the lane sensor camera and restored the proper sequence for the signal on Veterans Memorial Drive at the intersection of Locust Ave.

Parks Maintenance:
- Brent Hoff and Greg Helbling completed the bulkhead maintenance project within the Allan Yorke Park swimming area. Project consisted of pushing the material back up to the base of the bulkhead over the support bases of the swim platform. Prior to starting, the project went through the SEPA process with assistance from Ryan Harriman (Associate Planner). Project also required a Joint Aquatic Resources Permit Application (JARPA) and a Hydraulic Project Approval (HPA) through Washington Department of Fish & Wildlife. Work was completed in 2 days.
- Daily Garbage Collection: All Parks. Weekly Playground Equipment Inspections.
- Hard surface maintenance at Allan Yorke Park, Cedar View Park, Public Works offices, Senior Center and the Fennel Creek Trail.
- Pre and post emergent weed applications at Allan Yorke Park, Art Park.
- Parks Lead is working on a project list and work schedule for the seasonal hires and special event support for spring and summer season.

Forestry:
- Followed up on BBL Fennel Creek reforestation material bid initiated with wetland / forestry consultant-supplier.
- HD assisted the street crew with restoration of the median island irrigation and landscape within the median planter on SR 410 in Eastown.
- Consulted with Engineering Dept. regarding a median island landscape and irrigation scope.

Water Production:
- Collected 13 routine coliform bacteria samples from the distribution system.
- Exercised 6 emergency generators under load at production and pump stations.
- Met with vendor to troubleshoot and repair sodium hypochlorite generating system at Victor Falls. Replaced air flow switch, cleaned electrical panel, reloaded program, and made adjustments to voltage regulator.
PUBLIC WORKS DEPARTMENT

Water Distribution:
- Performed one service line freeze to enable developer to increase service line size for residential fire sprinkler system installation.
- Crew responded to damaged fire hydrant from vehicle accident. The hydrant has been placed out of service and is scheduled for repairs. No accident report had been filed (hit and run).
- Continued efforts to remodel and organize central water parts stores.

Water Customer Service:
- Completed 38 regular and 4 emergency underground utility locate requests.
- Responded to 31 Customer Service requests from Finance, 3 from PW Ops Admin, and delivered 7 NSF door hangers.
- Delivered 51 delinquent account shut off notices, and performed 11 delinquent account shut offs.
- Investigated improper meter reads for the TPU Intertie at Rhodes Lake Rd and Falling Water Blvd.
- Met with customer regarding misaddressed water meters. Discovered developer had crossed service lines between the meters and the houses resulting in improper billing. Customer Service crew is working with Finance and Distribution crew to realign the service lines and replace meters.
- Installed one new 1” meter and replaced five older manual read meters that were difficult to read.

Sewer Lift Station Maintenance:
- Performed 6 preventative maintenance checks at lift stations.
- Responded to pump issues at L.S. #18. Crew back flushed pumps to clear debris causing failures.
- Responded to pump over run alarm at L.S. #3 and removed a stick from the wet well that was interfering with the pumps.
- Checked pH levels in 23 lift station generators radiators and cleaned L.S. #12 generator in preparation of annual preventative maintenance servicing.
- Exercised 5 portable emergency generators.
- Installed a new Annue Odor Control system at L.S. #22.

Sewer Collection System:
- Performed maintenance and operations at Falling Water Community Drain Field. Work included daily checks, readings, adjustments, and cleaning of 4 catch basins.
- Prepared maps for upcoming Man Hole IDQ contract work. This program identifies man holes that need repairs to prevent groundwater from entering the man holes, and to repair defects in the structures to extend the life of the structures.

Adopt a Street Program:
- Hemlock Club – 194 Ave E from Bonney Lake Blvd to 75th St E and 75th St E from 194th Ave E to Locust Ave E
- Anonymous—An individual in need of community service hours volunteered 15 hours and 3 days cleaning: W. Tapps Hwy E from 64th St E to Church Lake Rd.; South Prairie Rd from SR410 to 200th Ave E.; Various local streets around Bonney Lake High School.

MUNICIPAL COURT

Arraignment – Pre Trial Calendar held on Wednesday February 18th

Passport Day Saturday the 21st – Processed 39 passports and assisted 8 customers with their passport renewal packets.

Administrator attended the Council Retreat on the 21st

Probation:
- Work crew removed black berry bushes in South Prairie on 2/17.
- Conducted one on one interviews with clients on active probation on 2/18.
- Work crew assembled Easter Eggs for the Special Events Coordinator 2/19.
- Completed RFCA’s and to update the Court of compliance via the review calendar on 2/20.
POLICE DEPARTMENT

Events:
- Gearing up for the 21st annual Citizens Academy that starts next week.

CSO/Traffic Updates:
- In Custody: 7; Docket Log: 157; Day Court: 1; Transport: 8; TAD (Transdermal Alcohol Detector) Participants: 4; EHM (Electronic Home Monitoring) Participants: 1

Patrol Incident highlights:
- Warrant arrest: Buckley PD located a male who had a Bonney Lake Warrant for his arrest. Officers met with Buckley PD and booked the male into Enumclaw Jail.
- Suspicious drug activity/warrant arrest: Officers responded to the 7500 block of 193rd, whereas a citizen reported a parked vehicle with several subjects seated inside. Officers made contact and found a female passenger had a confirmed Puyallup Warrant. The female was arrested without incident.
- Suspicious vehicle: While in the area of the previous call, a second vehicle was located blacked out and parked on the shoulder of 193rd/Bonney Lake BLVD. The vehicle was occupied by a male and female. She had a good story, the female claimed her brother was looking for them. She claimed to have no knowledge of her brother’s last name, only saying he was on foot in the area. It is believed they were waiting for a drug deal as they were just a few blocks away from the incident above.
- 1 car MVA: 9200 block of Angeline. Driver of a small truck fell asleep at the wheel, left the road and sheared off a telephone pole with power attached to it. Also damaged was a bus stop shed and a chain link fence. Driver was not impaired and was uninjured. Road was closed while PSE lifted the pole off the truck and for the removal of the truck.
- Road rage: Marshals parking lot. A male was cited and released for spitting in a females face during the incident.
- Warrant meet: Sumner PD took a male into custody that had a confirmed Bonney Lake warrant for his arrest. The male was taken into custody by SPD and turned over to BLPD, then booked into Puyallup Jail.
- Missing Juvenile: Juvenile was not located and was enter into WACIC/NCIC as missing – report and investigation to continue.
- Warrant Pick up: RJC called and advised subject was being released from Jail and he had a confirmed Bonney Lake Warrant. He was taken into custody and booked into Puyallup Jail.
- Suspicious male: While on patrol, officers located a known subject wearing his dark clothing, headlamp and a backpack, while standing in front of Auto Zone. The subject claimed to be riding his bike from a friend’s house, but did not provide its location. He has been seen with a second male on a bike, but the other male has not yet been ID. During this contact, we observed the other male riding a bike in the Safeway parking lot, but again he disappeared when we tried to contact him.
- Open door: While on foot checking a local business, we located two open (unlocked) shop doors. No sign of forced entry. An interior check revealed nothing and no sign of entry. The doors were locked and a business card was left advising of the problem.
- Dog at large: Officers responded to the 20200 block of 97th on a report of a dog at large. Upon arrival, Officers found a black female pitbull that had just killed a cat. They were not able to locate an owner and the dog was not particularly friendly. Animal control was called out to take custody of the dog and dead cat. They advised they will do an incident report.

Investigation stats:
Assigned: 3, Follow-up: 5, Closed: 1, Prosecutor: 0