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.

Mayor’s Weekly Reporter
City of Bonney Lake
Week Ending February 7th, 2015

EXECUTIVE DEPARTMENT
- The City Council held a special meeting Friday to tour the Sumner wastewater treatment plant expansion. When completed, Bonney Lake will own approximately 70% of the capacity of the plant.
- Submitted transportation and other earmark requests to Senator Roach and Representative Hurst for consideration in the state capital budgets.
- Worked on the old Annex lease issue.
- Compiled findings from Council survey of their views on current Council Vision statements for upcoming retreat.

Facilities and Special Projects and Events
- Pete Spain requested bids for concrete restrooms for two parks and window cleaning in various City buildings
- David Wells attended a Lions Club meeting
- Gary Leaf and Pete are researching the best way to secure proposals for a boiler and controls for the Public Safety Building
- The Finance Department remodel is mostly complete; the end result will be improved work flow and productivity
- We have received several community garden plot requests already
- Gary worked with Bruce Dees to create some initial drawings for an Ad Hoc Committee to review pursuant to master planning for Allan Yorke and Midtown Parks, including speaking with the architect who prepared drawings in the WSU Development Agreement and researching storm pond and tree retention requirements for Midtown Park
- We received draft proofs for the new historical marker plaques
- Gary reviewed custodial service complaints and discussed with contractor
- Pete inspected vacuum cleaners used by our custodial service contractor and ordered needed supplies to make them work better
- David assisted Finance staff with moving some of their items as part of the remodel
- Pete is looking into getting one of the blinds in Finance moved
- The damaged fence at the Senior Center has been repaired
- Gary prepared paperwork for a renewal of the Community Garden contract with BLCR.
FINANCE DEPARTMENT

- 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.
- Continuing work on the final budget document.
- Continue to monitor expenditures to ensure final budget compliance.
- Completed the office move.
- Continue working with bond refunding in an effort to save money.
- Working on transitioning false alarms internally.

ADMINISTRATIVE SERVICES DEPARTMENT

- Began issuing new police laptops once police vehicle docks have been upgraded.
- Found issue with Police barcode scanners, fixed issued with CODE Corp barcode, working on Honeywell barcode scanners with Sector support.
- Issuing police cell phones with new computers.
- Cancelling older cellular USB modems with Police Laptops changes, new laptops have cellular built in.
- Supported Finance office moves.
- Completed Washington State Patrol; FBI technical audit.
- Completed PDR for email.
- Completed PDR for SMS text messaging.
- Fixed issue with two PWC staff being unable to connect to Pierce County Treasurer assessor website.
- Completed interviews for the position of Part Time Bailiff with the Police Department.
- Met with one supervisor to discuss personnel related issues.
- Met with representatives from AFSCME for a round of contract negotiations.
- Processed several requests for information relating to wages and benefits.
- Held a phone conference with AWC Retro Workers Comp Program representatives.
- Received 3 new public disclosure requests. Closed 2 requests, totaling 36 pages. Provided installments and requested confirmation of email search terms to requestors for ongoing requests.
- Web & Social Media: Assisted Police and Public Works with web page updates; forwarded social media comments to departments. Reviewed a proposed social media service for Police.
- Chaired a meeting of the WCIA Loss Control Committee in Tukwila.
- Participated in WAPRO and MRSC teleconferences on public records requests.
- This Wednesday the Seniors’ Wii Bowling teams attended a Wii Bowling Tournament in Tukwila and one team took 2nd place.
- In the computer class on Wednesday the students learned PowerPoint.
- Phil took a group of seniors to the glass blowing studio in Tacoma on Thursday.
- Free Tax preparation took place on Thursday.
- A handful of students from the Sumner school district helped decorate the senior center for Valentine’s Day on Friday.
COMMUNITY DEVELOPMENT DEPARTMENT

Administration
- The Director attended the tour of the Sumner Wastewater Treatment Plant with the Mayor and members of the City Council.

Code Enforcement
- Confiscated 3 signs at various locations throughout the City.
- Issued notice to 3 businesses with illegal banners, all voluntarily removed.
- Received complaints of garbage stockpiled at residence off of 93rd, investigated and issued notice; of possible noise issues, referred complainant to the Police Department; & of a resident grading and removing of materials from property off of 193rd, investigating.
- Received inquiries about chickens, provided excerpts of the City code; regarding status of stockpiled garbage at residence off of 77th, discussing matter with prosecutor’s office; about missing A-board, sign placed outside city limits; & about a school fund raiser banner, referred to the special events coordinator.
- Discussed with Pierce County their abatement process and cost estimation for removing junk vehicles and property clean-up. Meeting scheduled for the second week in February on site at a residence off of 198th
- Visited both vendors selling Seahawks apparel, one in compliance, referred other to East Pierce Fire.
- Corresponded with resident off of 198th and removal of multiple junk vehicles.
- Received correspondence from resident off of 93rd notifying violation issues had been remedied. Inspected property matter resolved.
- Prepared documents for the Police Department regarding citation of illegal littering at property off of 77th.
- Prepared court documents regarding violations at residence off of 60th, violations resolved and case dismissed.
- Prepared 4 nuisance violation notices for separate properties.
- Issued notice of violation for occupancy of travel trailer for property off of 210th.

Development Review Engineering
- Prepared and held JD45 road approach (Myers Road) storm improvement pre-construction meeting.
- Met with developer of Renwood regarding close-out documents.
- Continued Road Approach/Right-of-Way inspections.

GIS
Creating wide format Vision Statement presentation illustrations for the Council Retreat.
Printed 2 updated Sewer Map Book Atlases and received a request to symbolize all known Rehabilitated IDQ Manholes.
Assisted with Victor Falls Springs free water agreement research.
Assisted a customer at the counter with questions about whether her home in the North Sewer Service Area - would she be annexed and required to purchase sanitary sewer installation: no to both questions.
Assisted a customer with a property question: Is there a HOA greenbelt in my neighbor’s backyard? No.
Reviewed 2 new Sewer and Water Easement documents for Renwood.
Successfully installed new versions of the street maps in the PSB Kiosk.

Permitting
- The Permit Center received 11 applications and issued 11 permits.
- The Permit Coordinator prepared the January 2015 permit activity reports, attended a meeting with Renwood representatives regarding the close of their permits, facilitated the weekly project status meeting and met with the applicant for a proposed new Edward Jones office.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

Building
- Reviewed and approved two single-family residence permits; approved a sign permit; and assisted the Police Department in investigating damage to the Post Office caused by a vehicle striking the building.
- Conducted 56 inspections.

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
- Probation worked a number of cases and community service projects.

POLICE DEPARTMENT

Events
- Officer Koehn received a kudos email from the prosecutor regarding a Reckless Driving, Reckless Endangerment DV, and Reckless Endangerment, trial.
- Sergeant Hoag received a Letter of Commendation for the work he has done with the Metro Collision Response Team.
- Put up a flyer at the station to help out a fellow police officer from another city with his fight with cancer. The event is at the Black Diamond Eagles Hall from 5-9pm February 21. The tickets are $25.00 per family, individual $10.

CSO/Traffic Updates:
In Custodies 9, Docket Log 260, Day Court 0, Transports 9, Transdermal Alcohol Detector Participants 3, Electronic Home Monitoring Participant 1 completed the program.
- The results for the SOW patrols on South Prairie Road/214 AVE E. Officers made 107 Traffic Stops on South Prairie Road between 01-25-2015 and 01-31-2015. 72 NOI's and 7 Criminal Citations were issued.
- Our traffic emphasis patrol for February is going to be speed violations (throughout the city).
- Weekly in custody/docket log: In custody 7, docket log 106, day court 2, transports 8

Patrol Incident highlights:
- Two females at the Elshaddai Ministries were asked to leave due to them “abusing the system” according to persons at the ministries. The females are from Texas and according to the ministries, they have been going from hotel to hotel on the ministries and “thrashed” the Sumner motor inn last night. They were advised to leave and that the ministry does not want them back. They understood and took off for the park and ride.
- A suspicious vehicle in the Walmart lot led to the arrest of a male on a recent theft from JB Mart. The male was cited and released. The male cited was driving his girlfriend’s Ford Taurus. This was the vehicle used in the theft and also was the suspect vehicle in a road rage in Puyallup where a handgun was displayed. Consent to search the vehicle was granted by the RO, no firearm located. The subject is a convicted felon.
- Juvenile complaint 19700 block of 99 St E. A mother felt a juvenile moved her son’s skateboard with the intent to steal it. One juvenile admitted to moving the skateboard, but did not intend to steal it. All juveniles were told to keep their hands off of other people’s property. SOA.
- Threats/mal mischief at Home Depot. Manager called to report that an employee had a knife stuck in his car with a threatening note attached. The employee was not on site at the time of call and did not call the PD. Follow up revealed that the victim did not wish to pursue the issue and feels this might be some type of mistake. A report was taken.
- 10100 BLK 190 AVE E: RP at 18800 block of 101 ST E reported hearing gun shots coming from outside of a residence to the north. Officers responded to the area and remained for some time. Nothing further was heard and it was undetermined where the possible gun shots came from. The RP was the only caller despite a densely residential area.
- 7700 BLK 202 AVE E: Officers responded to this area on a report of a suspicious vehicle occupied by a male. The vehicle was located and officers found the vehicle and driver lives in the area.
POLICE DEPARTMENT Continued

• Death Investigation - Officers were dispatched to 9500 block of 208th AVE E to assist fire. The male had passed away from apparent complications of diabetes. The ME declined to respond to the scene.
• Narcotics Activity – An Officer responded to the report of juveniles smoking marijuana at the McDonalds. The juveniles were GOA.
• Suspicious Circumstance – An Officer handled a suspicious incident at City Hall. He took a report to document a suspicious note left on the building.

Investigation stats: Assigned: 5, Follow up: 10, Closed: 3, To Prosecutor: 1

PUBLIC WORKS DEPARTMENT

Engineering and Contract Administration

• Invoices: Processed eight invoices ($59,486) for payment and two requisitions ($33,500).
• Prepared two packets for the February 10, 2015 City Council meeting.
• Assistant City/Utility Engineer Budzynski set up and held a tour of the WWTF construction site for the Mayor, City Council members, and staff.
• Staff prepared cost estimates and project descriptions for four transportation projects requested by Senator King and Representative Hurst.

CIP Construction Contracts:

• SR410 Pedestrian Improvements ~ Contractor met with staff and laid out the schedule for the first two weeks of work which will move the median barriers on SR 410 and create the work space for construction activities. Work on this project will be accomplished primarily on a night schedule starting next Monday night, February 9. Issued Notice To Proceed to WH Nisqually Federal Services, LLC to commence work.
• SCADA System Upgrades, Phase-1 ~ Processed pay estimate #1 to Northeast Electric, LLC. Financially, this project is 2% complete.
• Lakeridge 2 Pump Station, Water Main Extension ~ Released retainage to Archer Construction, Inc. This project commenced 5/19/14, was completed 9/11/14, and accepted as complete by the City Council on 12/9/14.
• Sewer Manhole IDQ Contract ~ Staff completed review of the 2015 contract documents and uploaded the project onto the Builders Exchange for advertisement beginning on February 9th.

CIP Planning and Design Contracts:

• SR410 & VMD Intersection Improvements ~ WSDOT approved the NEPA document for the project. Prepared resolution for a second amendment to the design contract.
• Lakeridge 2 Pump Station, Booster Pump Station ~ Staff met with design team to review plans. Plans are being prepared for submittal to DOH for review. Staff is working with PSE to address utility work required for the project.

Commercial - Residential – School District Contracts:

• Reviewed two residential stormwater submittals and two right-of-way permits.

Parks Maintenance/Community Forestry:

• Completed daily garbage collection at all Parks, weekly playground equipment inspections, and hard surface maintenance at Allan Yorke Park.
• Performed seasonal mower maintenance.
• Began assembling a “scope of work” and researching vendors on MRSC roster for repairs of the Allan Yorke Park restrooms.
• Continued nursery maintenance.
• Checked trees at Fennel Creek.
• Began planning for the next tree planting at Fennel Creek Trail.
PUBLIC WORKS DEPARTMENT
Operations and Maintenance Division Continued

Fleet Operation & Maintenance:
• RS 468 Auxiliary engine ~ Repaired fuel system fuel pump and head gasket leaks.
• RS 212 Pickup ~ Deadlined for ignition failure repair.
• RS 498 Vactor truck ~ Evaluated high-pressure water leaks and transmission leakage.
• RS 469 Vactor truck ~ Replaced all springs and valves in water pump.
• Lift station 20 Emergency Generator ~ Staff is making repairs to fix radiator and cooling system leaks.
• Lift station 21 Emergency Generator ~ Staff is investigating radiator leaks in coolant system with corrosion and system deposits.

Stormwater System Maintenance:
• Crew cleaned, jetted, and inspected 68 catch basins, two manholes, and five infiltration systems throughout City.

Street Surface Maintenance:
• Repaired potholes on shoulders throughout the city.

Traffic Signal/Sign Maintenance:
• City electrician installed the new lane sensor camera on the eastbound signal mast arm for the left turn lane on Veterans Memorial Drive onto Locust Ave. Vendor will adjust the camera head and program the camera to the proper sequence the week of February 16.
• Traffic sign technician reset the stop signs on 209th Ave at 95th St and 198th Ave PL at 198th Ave.

Water Customer Service:
• Completed two Water Availability certifications.
• Responded to 42 locate requests for 40 regular locates, and 2 emergency locates.
• Responded to 26 customer service requests from city Hall and four from Public Works Administration.
• Placed four door hangers at customers’ homes for NSF.
• Met with Dan and Charlie to discuss response to customer complaint about high water bill last September.
• Met with Neptune sales representative to discuss new meter pricing and touch read wand issues.
• Reading water meters in the County.

Water Distribution System Maintenance:
• Continued building improvements in the water shop stores area.
• Investigated a large water leak at a customer’s residence.
• Installed two pipe supports at Pinnacle Estates booster pump station.
• Performed daily water booster pump station checks.

Water Production Crew:
• Collected 14 routine coliform bacteria samples from the distribution system and processed for testing.
• Completed daily and weekly inspections at all water booster pump stations.
• Installed water production meter at Tacoma Point wells after testing calibration for accuracy.
• Performed monthly inspection of 27 PRV stations.
• Responded to afterhours call outs.
HEART HEALTH MONTH

SEAHAWK SUPERCHILI 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’