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

- The family and I spent last week in Winter Haven, FL watching Rendi’s College of St. Scholastic women’s softball team play in the “Rebel Games” tournament. Rendi pitched and played in-field. The tournament featured a strong group of teams. The ladies went .500 in their games, winning their last two. It was nice to be there to cheer Rendi on. Jadyn was able to serve as the team’s bat girl.
- Prepared an article for the WCMA Newsletter.
- Held our monthly Management Team meeting. Discussed employee recognition policy draft, updated travel policy draft, website make-over (we thought we could do a partial update, but that is not possible with our current software, so there will be no makeover this year. The executive Department may do some work to bolster the economic development section of the website), labor relations, council retreat summary, and the deferred comp FICA tax issue.
- The City Administrator and CFO attended the bond sale for the refinancing of the J&M. The City will save over $600,000 in interest costs over the life of the bonds.
- Confirmed arrangements for Representative Stokesbary’s Town Hall meeting at the J&M Center Saturday the 14th.
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.
- Prepared, reviewed and discussed Journal Entries.
- Finalized numbers, official statement and attended bond sale
- Worked on reconciliations.
- Evaluated cash flow.
- Working on Capital Asset calculations and depreciation.
- Attended Wellness Committee.
- Worked on quarterly remittances to other agencies.
- Updated and completed project accounting requests.
- Completed bank reconciliation.
- Reviewed applicable reported Findings published by the State Auditor’s Office, in an effort to ensure the City’s compliance with related topics

Operations
- Closed 38 utility accounts, issued closing bills and processed 3 new utility applications, 16 account changes
- Processed 3 returned checks, and 26 utility refunds
- Set up 10 new customers to receive eStatements
- Worked with several customers regarding utility payment arrangement’s, and request to start and stop billing tenants
- Processed 8 estimated finals for escrows
- Received 5 business license applications
- Reviewed AP invoices, processed payments that include wires, and 1 credit memo
- Continued troubleshooting Alarm registration process, created draft alarm renewal notices, processed 81 permits
- Completed Court Bank Reconciliation
- Held weekly operations meeting
- Processed 12 title searches
- Worked with PW for 3 crossed meters, and 1 meter that required an adjustment due to misread
- Processed, and paid weekly P-card download
- Mailed 9 letters to customers regarding high consumption in utilities

ADMINISTRATIVE SERVICES DEPARTMENT
- Presented draft travel and meals policy for discussion with management team employees.
- Attended training through WCIA regarding employment investigations, claims for damages and lawsuits.
- Coordinated proof of liability insurance with Pierce County for work in right-of-way.
- Reviewed public records for disclosure.
- Met with SADA consultants for implementation planning and coordination of SharePoint O365 and Records Center.

The CFO and City Administrator worked with DA Davidson Friday to sale the City’s bonds to re-finance the Justice & Municipal Center. This saved the City $617,437 in interest over the life of the bonds. The City was able to secure a AA+ bond rating, the highest rating of any city in Pierce County.
ADMINISTRATIVE SERVICES DEPARTMENT Continued

HR:
- Attended Management Team and Wellness Committee meetings.
- The Wellness Committee sponsored a brown bag lunch.
- Met with several employees to discuss personnel issues.
- Finalized the recruitment for the two Maintenance Worker II-WTPO. Two internal employees were transferred and/or promoted.
- Opened two Maintenance Worker I/II positions to internal candidates.
- Met with representatives from AFSCME for a negotiation meeting.
- Attended an AWC Employee Benefit Advisory Committee meeting.

COMMUNITY DEVELOPMENT DEPARTMENT

Administration
- Development Review Engineering
  - Back checked site civil punch list for Renwood project.
  - Attended pre-application meeting for Timberland Holdings Multi-family project.
  - Completed Bonney Lake Estates Phase 2 & 3 civil review.
  - Continued Road Approach/right-of-way inspections.

Code Enforcement
- Confiscated 67 signs (and sticks used to place sings over the weekends) at various locations throughout the City.
- Received complaints of a boat lift encroaching setback at residence off of North Island Drive, investigating; of a fence in an easement at property off of 190th, investigating; & of a resident off of 83rd with no garbage service and stockpiling garbage, investigated and issued notice.
- Working on making contact with bank of abandoned home off of Locust Extension.
- Issued notice to resident off of South Vista regarding junk vehicles.
- Assisted public works with removal of real estate sign placed in stormwater pond off of Rhodes Lake Road.
- Visited residence off of 96th regarding number of chickens and letting run loose.
- Referred animal complaint onto Metro regarding number of rabbits (alleged nearly 100 being kept at property).
- Corresponded with prosecutor regarding pending cases referred for citation.

Building
- Reviewed and approved the interior/exterior remodel permit for Taco Bell.
- Conducted 83 inspections.

Current Planning
- Conducted a pre-application meeting for a proposed 18-unit apartment complex adjacent to Locust Avenue East.
- Reviewed and documented the completion of a voluntary correction agreement for a wetland violation along the shore of Lake Bonney.
- Continued working with a citizen on a street tree issue on 174th Avenue East.
- Responded to a citizen complaint regarding issues pertaining to the construction staging area on 192nd Avenue East.
- Conducted a site visit to Renwood to review final development corrections and changes.

Long range Planning
Continued to work on amendments to the City’s development regulations in to bring the City into compliance state law as required by the periodic update: (1) provided the required Notice of Adoption to Commerce related to the City’s RV regulations; (2) submitted request for expedited review to Commerce to extend the timeframe to expend park impacts from six years to ten years; (3) submitted request for expedited review to Commerce to amend the Land Use Matrix for changes related to single family residences in R-2, essential public facilities, electric vehicle infrastructure, and family day cares; and (4) prepared an Ordinance amending the City’s critical areas code and shoreline code and submitted the ordinance for expedited review to Commerce.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

- Continued to work on the update of the City’s Comprehensive Plan: (1) provided population and employment projections to PSRC for the transportation model; (2) continued to review and prepared the draft Mobility Element; and (3) completed both the PSRC and Commerce Submittal Checklist items related to Land Use, Housing, Environment, Economic Development, and Cultural Resources.
- Continued tracking bills in the Washington State Legislature that could have an impact on the City.

GIS
- GPS surveyed the Lake Tapps Causeways collecting elevation and length data and the culverts running through the Causeways; creating a map of the data.
- Provided GIS data and a map for a Phase 2 Fennel Creek Trail TIGER fund grant application.
- The City of Auburn’s agreement to modify the Auburn-Bonney Lake Water Service Area boundary was adopted by the Council.
- Provided a Water System map book for the Water Crew; the new book emulates historical map books in map size and page numbers; attempting to reproduce historical map book generalization and symbolization.
- Scanned and archived Bonney Lake Estates construction plans.
- Continued working on a Speed Limit map.
- Researching the upgrade of our as-built document storage system for both our Mylar, and especially, our paper essential documents.
- Produced an elevation map to see if it is possible to construct sidewalks to connect the new SR410 Sidewalk project to Angeline Road.

PUBLIC WORKS DEPARTMENT

Engineering and Contract Administration:
- City Engineer/Transportation Engineer prepared a speed limit point paper for City Council discussion.
- Assistant Engineer completed Stormwater Management Program update.
- Prepared four actions and assembled the Community Development Committee packet for the March 17, 2015 meeting.
- Invoices: Processed three invoices ($395,509) for payment, and prepared two requisitions ($2,685) and one check request.
- PW staff met to discuss implementation of the sidewalk ADA upgrade program mandated by the federal government.

CIP Construction Contracts:
- Sewer Manhole Rehabilitation IDQ Contract ~ Notice of Award issued to NWCW, LLC.
- SR 410 Pedestrian Improvements ~ Contractor installed approximately 375 lineal ft. of 12 inch diameter sewer main pipe and one 48 inch diameter sewer manhole. Low-pressure air test and video inspection were completed for 650 lineal ft. of new sewer main. Staff is reviewing proposed bypass pumping plan for connection to existing sewer system scheduled for next week.

CIP Planning and Design Contracts:
- SR410 & VMD Intersection Improvements ~ Staff working on the Funding Package to WSDOT for approval. Design team began submission for the final round of WSDOT review will begin early next week. Staff met with surveyor to address the ROW certification process for the city.
- 186th Avenue Corridor Project ~ City Engineer prepared the first monthly update requested by City Council on this project.
- Comprehensive Water System Plan Update ~ RH2 submitted their Plan of Actions and Milestones (POA&M).
- Lakeridge 2 Booster Pump Station ~ Reviewed the 90% design plans. Prepared contract award documents to PSE to provide power system upgrade to 3-phase power.
PUBLIC WORKS DEPARTMENT Continued
Commercial - Residential – School District Contracts:

- Reviewed three residential stormwater submittals and four right-of-way permits.

Operations and Maintenance Division:

- Received confirmation of appointments of Ursula Ronscavage and Joe Lovett to fill the two vacant Water Treatment Plant Operator positions was finalized. Congratulations!
- Director met with All Hands to discuss current events and answer questions.
- Deputy Mayor, PW Director, and Utility Supervisor toured the Cascade Water Alliance diversion dam, head gate, new inlet flume concrete structure, screen facility, and Lake Tapps outlet gate structure. Many upgrades are nearing completion that have been worked on since last fall. Photos of all these structures are available.
- Director answered questions from Mayor and Councilmember Hamilton concerning the Rural Town Center grant program that will be discussed at the next PCRC-Transportation Coordinating Committee meeting.

Street Maintenance:

- Scarified the potholes and applied shoulder rock on the roadside on 190th Ave near the intersection of 192nd Ave. Applied shoulder rock along the eyebrow of 195th Ave Ct and 68th St Ct.

Stormwater System Maintenance:

- Finished cleaning seven catch basins and manholes, jetting and inspecting individual infiltration systems in the Bonney Lake Manor development.
- Cleaned 47 catch basin/manholes, jetting culverts and inspecting the system in the Spring Haven development.
- Relocated the entrance to the Ashton Village/Woods stormwater pond on Rhodes Lake Road. Identified this entrance with signs moved from the old entrance to the pond.
- Filled the waterfall at Ascent Gateway Monday morning with 2,500 gallons of water.
- Assisted the Parks crew installing the Little League Fences at Fields 4 and 1.
- Assisted the Community Service crew Thursday to clean up litter at Midtown Park. There were seven bags, one mattress, and one air conditioner removed.

Parks Maintenance:

- Parks Lead met with Jay Lewandowski (little league representative) Tuesday to discuss installation of a little league fence at Field 1. City staff is assisting little league volunteers to install this 3-foot high plastic fence, as was done on Field 4 last year. The decision was made to install a 225-foot outfield fence. Began laying out and installing the new Little League Fence at Field 1 that same day. Goal is to have the anchors in the ground by Friday afternoon so volunteers can install the posts and fence over the weekend. Stormwater staff assisted in this effort.
- Completed Daily Garbage Collection in all parks; weekly Playground Equipment Inspections; and hard surface maintenance at Allan Yorke Park, and Cedar View Park.
- Mowed and Trimmed Field 4 and the skate park
- Applied weed chemicals on grounds around Ascent gateway and Public Works Center.
- Continued spring pruning at Cedar View Park, Allan Yorke Park, and Public Works Center.
- Aerated, fertilized, and over seeded Allan Yorke Park dyke turf. Fertilized landscapes at Assent Park, Allan Yorke Park, and Public Works Center.

Forestry:

- Nursery Pruning
- Consulted with Beautify Bonney Lake chairman regarding tree-planting project.
PUBLIC WORKS DEPARTMENT Continued

Water Production:
- Collected 13 routine and one investigative coliform bacteria samples
- Attended hands on training with TMG Services (chemical feed system representative) at Tacoma Point. Staff learned manufacturers recommended procedures for rebuilding chemical feed pumps, proper O&M of systems, and proper operation of sodium hypochlorite generating systems.
- Replaced chemical feed line from pumps to injection point at Victor Falls, and prepared for replacement of two chemical feed lines at Grainger springs
- Reviewed design drawings and specifications for the new Lakeridge 2 Booster Pumping Station.

Water Distribution System:
- Repaired three water service lines, one broken curb stop, and two service line leaks.
- Repaired two damaged fire hydrants
- Assisted water meter readers with confined space vault entry procedures to allow them to install a remote antenna for radio read meter
- Worked with GC Systems, the Cla Valve (system control valves) representatives, performing the annual preventative maintenance work on valves at Tacoma Point Wells (6 valves), Ball Park (4 valves), Grainger Springs (4 valves), and two Pressure Reducing Valve stations (5 valves).

Water Customer Service:
- Completed three Water Availability requests, one of which covered nine separate lots.
- Completed 79 regular, 1 Short Notice, and 4 Emergency underground utility locate requests.
- Responded to 23 Customer Service requests from Finance, 5 from PW-Ops Admin, and delivered four NSF door hangers.
- Verified status of eight Delinquent Account shut offs.
- Continued providing water to Tapps Island and obtained daily meter readings.
- Worked with GIS staff to update map books.
- Gregg Ridge and Sam Roseberry attended a meeting regarding utility locating laws and procedures.
- Worked with Finance staff to retrieve historical data from a water meter on customer disputing their consumption.
- Investigated seven “zero consumption” meters and replaced one found to be improperly registering.
- Completed one Right of Way permit for work in a Pierce County road.

Sewer Collection System:
- Performed maintenance and operational duties at Falling Water community drain field.
- Prepared materials lists for quotes for replacement of the next phase of failing drain field replacement at Falling Water.

Deputy Mayor Swatman and other officials recently toured the Lake Tapps CWA diversion dam flume project in Buckley.
PUBLIC WORKS DEPARTMENT Continued

Sewer Lift Station Facilities:
- Performed 26 preventative maintenance checks at lift stations and exercised nine emergency generators under load.
- Worked with City Mechanic and City electrician to diagnose problems with two emergency generators.
- Determined that L.S. #21 (Panorama West) dry pit pump needed to be replaced instead of repaired. Requisition to purchase this $28K pump has been processed.
- Responded to pump failure at L.S. #18 and removed nylon rope and other debris that was fouling the pump.
- Reviewed the new SCADA control/monitoring screen for L.S. #23 (East Town). Light repairs at L.S. #6.

MUNICIPAL COURT

- Review Calendar – Monday March 9th – Judge Pro Tem Daniels
- Arraignment – Pre Trial Calendar held on Wednesday March 11th – Judge Pro Tem Helbling
- Traffic Calendar – Thursday March 12th – Judge Pro Tem Helbling

Probation:
- Completed RFCA’s and updated the Court of probation compliance via the review calendar.
- Work crew assisted at the Food Bank.
- Conducted one on one interviews with clients on active probation.
- Work crew: trash pickup in the WSU forest; cleaned the patio on the 3rd floor of the Municipal Building.
- Entered client information into Caseload Pro for recently assigned clients placed on active probation by the Court.

POLICE DEPARTMENT

Events
- At the Citizens Academy we had classes cover collision investigations, DV, the Pierce County as well as our Municipal prosecutors and Judge Heslop speak.

CSO/Traffic Updates:
- In Custody: 7; Docket Log: 258; criminal/102 traffic; Transports: 6; TAD (Transdermal Alcohol Detector) Participants: 4.
- Radar trailer Stats: Dates 03-02/03-03-15, Total vehicles: 2384, Posted speed: 25 mph, Average Speed: 24.71, Maximum Speed 40 Mph, Vehicles traveling 10mph + posted speed limit: 15
- Traffic updates: We have a traffic emphasis in the school zones and aggressive driving this month.
- Patrol Incident highlights:
  - Civil issue: A female reported that she ran into a rack on a truck in the parking lot. She wanted PD to do something about it. Truck was legally parked in the lot and it was explained to her that this was a civil issue.
  - While at a call, officers heard a gunshot near the Stor N Lock. This turned into an odd call with several individuals inside and around the storage facility. Unknown if they were involved with the gunshot, but all had permission to be there according to the manager.
  - OSA assist for Black Diamond PD who advised they had PC to arrest a male subject in our City; however Officer checked the residence with negative results.
  - Traffic stop led the arrest of a female on Federal Way PD warrant. The female was turned over to FWPD. A male passenger was also arrested on a felony warrant and booked into the Pierce County Jail. The passenger also had a fake (or someone else’s) ID and several credit cards in that same name.
  - Large firework exploded in the street in the 7500 block of 190 Ave E. No damage, no suspects.
  - Suspicious vehicle: Citizens reported a vehicle parked alongside the road (Evergreen Drive), occupied by two male subjects. Upon arrival, both appeared as though they were just awakened. One subject had a small blue safe at his feet on the passenger side floorboard. He was asked if he would show us the contents of the safe, but he refused, saying it was “personal” items. Both subjects didn’t have a good reason for being in the area, other than claiming to have been at a friend’s house in the 19100 block of 79th Street East. One of the males claimed the house is the 5th house on the left from 192nd Avenue East. They were allowed to leave, but had they locked themselves out of the vehicle.
- Investigation stats: Assigned: 1 Follow-up: 2 Closed: 2
EXECUTIVE DEPARTMENT (Continued from page 1)
Facilities and Special Projects and Events
- David secured in-kind donations for the Haulin' Eggs Fun Run from the Bonney Lake Chamber of Commerce, Rainier Dental, Henschell Chiropractic, Mountain View Chiropractic, and Harborstone Credit Union
- Gary Leaf facilitated a Parks Commission meeting
- The Greater Bonney Lake Veterans Memorial Committee will soon be issuing a Request for Proposals for a schematic design for the proposed veterans’ drive-by memorial on Main Street
- David picked up supplies for Parks Appreciation Day
- Public notices went out regarding public meetings related to the design of the Fennel Creek Trail, Segment 2
- Fennel Creek Trail public meetings will be April 13, May 4, and May 11 – all at the Justice Center at 6 p.m.
- Pete Spain worked with the Bonney Lake Food Bank to repair vandalism due to breaking in the front door
- Gary sent out letters to property owners adjacent to the area of Fennel Creek where the trail is being designed
- Gary attended a management team meeting
- Pete and Gary reviewed proposals to replace the boiler, water heater, and controls at the Public Safety Building
- Gary worked with Bruce Dees to develop a second drawing for Allan Yorke and Midtown Parks and distributed them to the Parks Ad Hoc Advisory Committee
- Pete is working on resolving more fire alarm errors at the Justice Center
- Pete located another quarry that may be able to supply the needed bases for the historical marker plaques, following closure of the Wilkeson Quarry which supplied the last ones (2009)
- David had to make a last-minute adjustment to one vendor for the Haulin Eggs Fun Run after the first one couldn’t deliver the medals on time.
- Dave attended the Lions Club meeting.

Kids’ Easter Egg Hunt; April 4, 2015; 11:00 a.m.
Allan Yorke Park, 7302 West Tapps Hwy, Bonney Lake
The City of Bonney Lake community Easter Egg Hunt begins promptly at 11:00am at Allan Yorke Park, rain or shine. There is no charge for this event. Children ages 1-11 are welcome. Bring your baskets and your camera to take a free picture with the Easter Bunny!
Don't be late - once the gun goes off, it's over in a manner of minutes!

Haulin’ Eggs 5k Fun Run; April 4, 2015; 9:00 a.m.
Allan Yorke Park, 7302 West Tapps Hwy, Bonney Lake
The Haulin’ Eggs 5k Fun Run is a hilly course where you literally haul eggs as you run! During this unofficially timed 5k event, participants will collect one egg at each kilometer; each egg corresponds to a goodie at the end of the race. The 5th, and final egg will be an egg shaped finisher prize. Awards will be given to the overall first place male and female finisher. After the race, join us for the family Easter Egg hunt through Allan Yorke Park!
For details or to register visit the race signup page:
www.active.com/bonney-lake-wa/running/races/haulin-eggs-