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

EXECUTIVE DEPARTMENT

- Participated in a bond rating conference call with Standard and Poor’s. Tried to put the City in the most favorably light possible in order to preserve and/or enhance the City’s very favorable AA+ bond rating.
- Provided additional requested information to Standard and Poor’s for their review of the City’s bond rating.
- Met with the HR Manager and Labor Attorney to review the status of contract negotiations.
- Met with Asst. Chief Keller and Charles Simpson to review the PD vehicle acquisitions for this year.
- Met with the CFO and PW to review their budget allocations for 2015.
- Met with staff to review the current business license ordinance. Decided to propose to Council to expand the licensing requirements. Currently, only those businesses with a presence (PO Box or Building) in Bonney Lake require a City business license. We will propose that this return to the way it was prior to the Master License program, and also license contractors and other who do work in Bonney Lake.
- Attended the regular meeting of the Bonney Lake emergency management committee. Discussed the new Hazard Mitigation Plan.
- Working with the preferred public defender vendor to finalize a new public defender service agreement.
- Worked with Coldwell Banker to finalize the buyout agreement for the former City Hall Annex.

Facilities and Special Projects and Events

- David Wells has recruited 7 of 9 bands for Tunes at Tapps
- Gary Leaf attended a Greater Bonney Lake Historical Society meeting
- Gary attended a Greater Bonney Lake Veterans Memorial Committee meeting
- Gary attended an Emergency Operations Center meeting
- Gary attended a Beautify Bonney Lake Board of Directors meeting
- Gary assisted with an Arts Commission Meeting and a Parks Ad Hoc Committee meeting
- Gary and Jason Sullivan of Community Development collaborated on a TIGER grant application for a 1.5 mile segment of the Fennel Creek Trail
- Gary and Al Catanzaro of Community Development collaborated on providing data for the City’s consultant working on Fennel Creel Trail design
- David has been working on committees planning for Parks Appreciation Day and the Community Summit
- Gary met with Bruce Dees & Associates to discuss items needed by the Parks Ad Hoc Advisory Committee
- Pete Spain worked with Public Works on developing a permit application for the vault toilets that will be placed at Victor Falls and Cedarview Parks
FINANCE DEPARTMENT

Accounting:
- Conducted bond rating phone presentation
- Working on capital assets and depreciation
- Researched tax law
- Helped PW Interview for open position
- Continue general journal clean up
- Continue internal controls reviews
- Attended a budget meeting with executive and public works staff

Operations
- Updated Leak adjustment post cards
- Process month end reports
- Attended a PW and Finance meeting to discuss inspection turn on fees
- Processed CC chargeback due to fraudulent activity
- 5 payment arrangements for utilities
- Corresponded with BLS regarding Business License renewals
- Received 2 BL applications
- Coded 7 green cards and forwarded on to be set up in Eden
- Held weekly ops meeting
- Reviewed AP coding, entered 198 AP invoices, processed 53 AP checks
- Reviewed and processed 8 AR invoices, processed AR aging report
- Researched sewer connection payment arrangement for Naches Terrace citizen coming up on mandatory connections due to septic failing
- Attended meeting regarding electronic records BETA
- Held meeting PW regarding coding accountability
- Created a detailed AR and AP invoice data entry instructions for new customers and invoices
- Processed 15 utility apps, 7 requests to bill tenants, 5 requests to stop billing tenants
- Completed 19 estimated finals for escrows
- 17 account transfers and bank owned transfers
- Began updating customer information for Alarm Licensing, processing payments for registrations, applying payments, billing alarm fees, and working on billing uncollected false alarm fees
- Processed 29 estatements for owners whose tenants are receiving estatements
- Processed several account changes for red flag, request to stop billing tenants, and utility applications
- Process 1 liens release
- Researched information regarding payroll deductions, updated several employees information Processed Payroll

ADMINISTRATIVE SERVICES DEPARTMENT

OIS:
- Met with Parametrix and Public Works regarding Ponderosa SCADA upgrades
- updated Firmware on Spam Firewall; Updated Firmware on Mail Archiver
- Met with Smarsh regarding social media archiving
- Project Kickoff Meeting with SADA regarding SharePoint O365 Records Center implementation.
- Issued GoldKey to Payroll and created secure encrypted vault to store sensitive payroll records.
- Met with Public Works regarding Linko database and software version upgrade.
- Added Licensing to Citizen Services Eden Web Extension. Verified only Residential and Business Alarm licenses and renewals are available on line.
- Ordered Verizon Service for SCADA upgrades. Ordered Barracuda firewalls for SCADA upgrades.
ADMINISTRATIVE SERVICES DEPARTMENT Continued

Human Resources:
- Continued work on the labor negotiations with the Police Guild and AFSCME.
- Completed an exit interview with an employee leaving Public Works.
- Met with several employees and supervisors to discuss personnel related issues.
- Met with representatives from the AWC Retro Worker’s Compensation program to discuss Bonney Lake’s claims history and future plans.
- Held interviews for the position of Maintenance Worker II – Water Treatment Operator with the Public Works Department.

City Clerk:
- Received 3 new public disclosure requests and 1 request for information. Closed 2 requests, totaling 130 pages; contacted
- 1 requestor to clarify request; prepared an installment for 1 requestor.
- Participated in SharePoint implementation kickoff meeting. Prepared documentation for SharePoint online implementation planning, including proposed site organization and document types.
- Processed and transferred 5 cartons of inactive Court records; ordered an additional shred bin for Community Development; organized inactive records storage and prepared records for shredding; talked with Public Works Ops staff about organization of inactive project records and plans in storage.

Senior Center:
- The senior center welcomed the Senior Services Manager, Sue back after a 4½ month absence.
- A new washing machine was delivered and installed.
- Tax preparation was provided to several participants for free by a volunteer.
- Jan and Sue met with two Bonney Lake High School representatives about holding .

COMMUNITY DEVELOPMENT DEPARTMENT

Administration
- Together with the City Administrator and Chief Financial Officer, the Director participated in a Standard & Poor’s Rating Presentation to upgrade the City’s rating.

Development Review Engineering
- Prepared the site civil punch list for the Renwood project.
- Attended the staff pre-application meeting for the Timberland Holdings multi-family project.
- Began the second review of civil plans for the Angeline short plat.
- Continued road approach/right-of-way inspections.

Code Enforcement
- Confiscated 6 signs at various locations throughout the City.
- Received complaints of odor from rabbits coming from residence off of 115th, investigated and issued notice; of dirt stockpiled in the right-of-way off of 95th, investigated and determined dirt not in the right-of-way and covered with a tarp; of junk vehicles off of Vista Drive, investigated and issued notice; & of a vacant residence off of Locust regarding smell and condition of property, investigating.
- Received an inquiry from the health department regarding residence accessibility, coordinating a visit next week.
- Received a copy of 3 notices from animal patrol regarding issuance of citations regarding chickens, will follow up in a few weeks.
- Left message with owner of property off of 198th and removal of junk vehicles, no reply.
- Verified removal of garbage from 2 properties in the Cedarview Community, both complete.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

Building
- Reviewed and approved two single-family residence permits & a sign permit for Sub-Zero ice cream.
- Conducted 71 inspections.

Current Planning
- Conducted the staff only pre-application meeting for a new apartment complex adjacent to Locust Avenue East.
- Reviewed the initial planting report for a wetland violation along the shore of Lake Bonney.
- Participated in the Renwood walk through with the Development Review Engineer and Public Works staff.
- Participated in a meeting with a developer interested in constructing the Highland Ridge plat.
- Continued working to rectify addressing issues with Pierce County.

GIS
- Verified the property tax bills for the 150 City-owned properties with Pierce County Assessor Treasurers Parcel GIS data.
- Identified a small City-owned property in Lakeridge outside of City Limits; investigating with Public Works.
- Providing GIS data for the next 1.5 mile segment of Phase 2 of the Fennel Creek Trail for PSRC.
- Provided the Pressure Reducing Valve Flow map book and the Tacoma Tank Drainage map to the Water Crew.
- Provided as-builts for lower Locust Ave to verify the geography of the 12 inch Cast Iron Water Main in the street.
- Received edits for this year’s mapping effort of the BL Water Service Area to support the Water Leak Detection program.
- Providing the Water GIS database data dictionaries for the Utilities Engineer.

PUBLIC WORKS DEPARTMENT

Engineering and Administration
- PW staff completed the monthly review of the Public Works 2015 CIP program. A summary will be forwarded next week.
- Director, Assistant Director, CFO, and City Administrator met to review the 2015 PW O&M and CIP budgets.
- Director attended the monthly EOC meeting at the Public Safety Building.
- Assistant PW Director, and interview team interviewed four candidates to fill the two open Water Treatment Plant Operator positions.
- City Engineer and Assistant City Engineer had a meeting with RH-2 at their office in Tacoma to review the projects they are currently working on for the City.
- Assistant City Engineer attended the monthly TCC meeting in Tacoma. The meeting included discussions of the option for extension requests on grant funded projects, RPEC’s representation distribution, and a post review of last year’s County-Wide grant application form.
- Director attended the annual TPU Wholesale Water Customer forum in Tacoma.
- Processed 10 invoices ($50,920) for payment and prepared three requisitions ($475,676). Submitted to Finance two check requests and two PO Change Orders.
- Processed two action packets for the March 10, 2015 City Council Meeting.
- PW Director, CFO, and PW/Finance staff met to review procedures for processing PW invoices. An internal audit will be performed in preparation for the annual state audit later this year.
- Carol processed February PW Admin/Engineering PCards.
- Mailed 76 letters to notify customers of annual backflow device testing requirements.

CIP Construction Contracts:
- SR 410 Pedestrian Improvements ~ Contractor completed the sewer boring effort, installed a sewer manhole, and began the sewer main installation effort along SR410.
- SCADA Upgrade, Phase 1 ~ Contractor visited the sites to prepare for installation of the new panels. Met (including Bill S., Dave C., and Chuck M.) with RH-2 to discuss final questions for communications to each site. Met with Parametrix to discuss their requirement to allow software upgrades at the SCADA Control Center.
PUBLIC WORKS DEPARTMENT Continued

CIP Planning and Design Contracts:

- SR410 & VMD Intersection Improvements ~ Staff sent draft Funding Package to WSDOT for review. Design team is projecting that the final round of WSDOT review will begin early next week. WSDOT is reviewing the ROW certification process for the city.
- Lakeridge 2 Pump Station Design ~ Reviewed and added comments to 90% plans and specifications. Handed this off to Dave Cihak for review. Met with Parametrix staff to discuss their efforts that will be needed to add SCADA communications with the SCADA Control Center.
- 186th Avenue Corridor Project ~ Staff is preparing the first monthly update requested by City Council.
- Comprehensive Water System Plan Update ~ City Engineer & Assistant/Utility Engineer met with RH2 to discuss progress. A Plan of Actions and Milestones (POA&M) will be prepared next week by RH2 after discussing the schedule with Senior Planner Sullivan.
- Utility Trestle Repair ~ Finalized design scope of work and Parametrix proposal. Will submit action packet to the next CDC meeting.

Operations

Street Maintenance:

- Adjusted street sweeper heads. Sweeper repairs completed at Pape and it is now back in service.
- Street & Stormwater Lead met with three tree service contractors to get and submit quotes for removing two 120-foot cottonwood trees at 71st Street & 190th Avenue. These trees were marked for removal due to root rot and heavy lean over roadway.

Stormwater System Maintenance:

- Cleaned 220 feet of swales on 195th Ave between 60th St and 56th St. Seeded and applied coco-mat. Reshaped 248 feet of swale along 95 Loop Street. Cleaned 175ft of swales and repaired the shoulder on 190th Ave near the intersection of 192nd Ave.
- Gate to the parking lot on the Fennel Creek Trail is now locked open
- Cleaned 10 catch basins and one manhole drywell in Brookfield subdivision.
- Cleaned one septic tank in Falling Water with sewer crew.
- Supported Community Service staff with moss control application in the PWC and Senior Center parking lots.
- Helped Parks crew with exposing and cleaning home run fence receptacles at Field #4.

Traffic Sign Maintenance & Repairs:

- Install a stop sign on 186th Avenue and a “Do Not Enter” on the island in the 210th Ave. & SR410 intersection.

Parks and Forestry:

- Completed daily garbage collection in all parks and weekly playground equipment inspections.
- Mowed and Trimmed Field 4, Allan Yorke Park, Cedar View Park, Skate Park, PSB, and Senior Center.
- Completed hard surface maintenance at Allan Yorke Park, Cedar View Park, and Public Works offices.
- Applied weed control chemicals to Field 4, around PSB and Cedar View Park.
- Started pruning trees and bushes at Cedar View Park.
- Helped Community Service staff with trash/litter pick up behind the Fred Meyer complex along the Midtown Park.
- Accomplished buoy maintenance throughout the swim area, installing new chains and anchor eyebolts to concrete blocks.
- Follow up on BBL Fennel Creek reforestation material and finalized order.
- Nursery Pruning.

Water Customer Service:

- Completed one Water Availability request.
- Performed 20 regular and 1 emergency underground utility locate requests.
- 37 Customer Service requests from Finance, 4 from PW-OPS Admin, and delivered five NSF door hangers.
- Verified status of eight Delinquent Account water shut offs.
- Obtained daily water meter readings for the Tapps Island Intertie. Prepared billing for Tapps Island.
PUBLIC WORKS DEPARTMENT Continued

Water Production:
- Celebrated Rocky Walton’s last day as a City of Bonney lake employee with a taco bar and cake. Many positive comments were made.
- Rocky continued training Jim Miracle to cover responsibilities of the Water Treatment Plant Operator until the position can be filled.
- Collected 14 routine coliform bacteria samples from the distribution system.
- Repaired chemical feed systems at Victor Falls booster pump station.

Water Distribution:
- Repaired one water service with a broken curb stop.
- Responded to two water pressure concerns.
- Completed punch list walk through of the Renwood Development.
- Installed 300 lineal feet of silt fence and straw waddle at the Allan Yorke Park dewatering site.
- Continued efforts to reorganize and inventory water central stores.

Sewer Collection System:
- Performed maintenance, adjustments, and readings at Falling Water Community Drain Field.
- Compiled information for Man Hole IDQ repairs contract.
- Mailed letters to over 125 businesses receiving Fats, Oils, and Grease (FOG) inspections informing them of the changes in this program adopted by the City Council.

Sewer Lift Stations:
- Performed eight lift station preventive maintenance checks.
- Exercised 16 emergency generators under load, and investigated coolant system leaks at L.S. #17.
- Cleaned three-lift station wet wells.
- Met with pump representative at L.S. #21 to determine status of lift station pump. Pump will need to be pulled and sent to shop for further diagnosis and repairs. Staff is also preparing a bypass pumping system to be installed as a backup to the remaining pump until it is returned from repairs.

MUNICIPAL COURT
- Arraignment – Pre Trial Calendar held on Wednesday March 4th – Judge Pro Tem Helbling
- Review Calendar – Monday March 2nd – Judge Pro Tem Helbling afternoon session
- Wellness: Rebecca and Kathy participated in the Hot Chocolate 15K on March 1st

Probation:
- Completed RFCA’s and updated the Court of probation compliance via the review calendar on 3/2.
- Work crew picked up trash in the lake bed at Allan Yorke Park and around the skate park on 3/3.
- Conducted one on one interviews with clients on active probation on 3/4.
- Work crew pressure washed the steps at the Municipal building and picked up trash in the WSU forest on 3/5.
- Entered client information into Caseload Pro, on recently assigned clients placed on active probation by the Court on 3/6.
POLICE DEPARTMENT

Events
- Boating class this Saturday hosted by BLPD and the US Coast Guard Auxiliary.

CSO/Traffic Updates:
- In Custody: 12; Docket Log: 150; Day Court: 1; Transports: 15; TAD (Transdermal Alcohol Detector) Participants: 4; EHM (Electronic Home Monitoring) Participant: 0
- Traffic Emphasis: School Zone/Aggressive Driving

Patrol Incident highlights:
- Shoplift at Target: A subject was arrested for Retail theft w/ extenuating circumstances and drug paraphernalia. He had stolen a high dollar amount of goods on Sunday and was back for more today. He got spooked today and left a cart full of items near the door and fled. PPD had PC for a robbery 1st on the 25th where he sprayed a fire extinguisher in the face of LP when they tried to apprehend him. He was turned over to PPD and our charges were added to the booking sheet.
- Criminal impersonation: Stopped a Silver Durango for a traffic violation. This is the same silver Dodge Durango that had been seen the previous month driving priority on SR 410. The driver was interviewed and admitted to driving fire calls. BLPD Officer recalled an incident on February 8th, 2015 where he had observed the Durango going priority westbound on SR 410 E and the driver stated he recalled this incident and admitted to driving priority to Sumner. The subject is not affiliated with any Fire or Police Department. The subject was allowed to leave the scene and charges of criminal impersonation in the first degree will be sent to the Pierce County Prosecutors Office for review.
- Suicidal Female: Officers and East Pierce Fire responded to a suicidal female call. Upon arrival the female was already packed and prepared to leave with East Pierce Fire. The female did not attempt suicide and left voluntarily with East Pierce Fire.
- Suspicious circumstance: A female reported on March 3rd, between 1745 – 1820 her 14 year old daughter was walking home from the area of the Bonney Lake Elementary School when she observed a suspicious male. The male drove past her twice and on the third pass the male stopped his vehicle in front of her. The male then opened the passenger door and waved at her daughter. The male did not say anything, the male did not make contact and never gestured to her again. However the mother was concerned about the circumstances. The vehicle was described as a white 1992ish Honda Accord. The male was described as a white male, in his thirties, wearing glasses and balding.
- Disorderly male: Fred Meyer reported an unknown male wondering their parking lot screaming about his wife taking his cell phone. Officers checked the area, but the male was not located.
- Drug Activity: AM/PM west reported a female had been in their parking lot for approximately two hours. It was also reported the female had used their restroom leaving a suspicious baggie behind. During contact, the female lied about her name, but eventually said her name. The female was found to have a Bellevue PD warrant for malicious mischief. A check of the bathroom showed the baggie was empty, but was likely carrying methamphetamine. The female was advised of her warrant and walked away from the area, leaving her silver impale in the parking lot. AM/PM was fine with the vehicle staying overnight.
- Drug Activity: AM/PM west, a male subject reported a female was going crazy in his truck, which was parked in the parking lot. Upon arrival, officers learned the female had taken too much heroin. She was verbally combative during the contact and was later taken by EPF&R to Auburn Hospital for evaluation.
- Drug Activity: AM/PM west, Ann employee called to report two or three subject sitting in a dark blue Blazer parked near the business for about an hour. Officer arrived and learned the vehicle had left prior to arrival. The vehicle was not located.
- Intoxicated female: Officers located a female in the Fred Meyer parking lot entering into the driver’s side of the vehicle. She was found to be extremely intoxicated and over served. She was taken away by a sober driver.

Investigation stats: Assigned: 2 Follow-up: 5 Closed: 1 Prosecutor: 1