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

- At the annual Arbor Day and Parks Appreciation Day event held last Saturday, the City received its 10th straight Tree City USA award from the Washington State Forestry Council. Congratulations to all who have made this happen. It was a nice event, and we were able to clean up Midtown Park. See additional photos on page 8.
- Prepared and distributed the agenda for the Art Commission. Attended the Art Commission meeting where the Commission discussed with David Wells incorporating art into our summer special events. Judged the art contest for the annual Stormwater Calendars. We had 120 submissions this year.
- Prepared Mayor and City Administrator messages for the Bonney Lake Times employee newsletter.
- Showed the old City Hall Annex to a prospective tenant. To date, most of those interested are looking for a space with larger rooms, rather than private offices. Since there are no load bearing interior walls, the space could be remodel to remove several of the private offices, but it would be much more costly to remodel.
- The City Administrator attended the monthly Pierce County City Administrators/Managers meeting. Reviewed the U.S. Open plans and impacts, and the draft proposal for a Sound Transit 3 (ST3) tax proposal for the next phase of capital improvements, should the legislature authorize additional revenue sources.
- Completed draft administrative policies or revisions to policies on travel and meals, and employee recognition.

Facilities and Special Projects and Events

- David Wells and Gary Leaf made last arrangements for Parks Appreciation Day/Arbor Day/Shred-a-thon event
- Gary assisted with an Arts Commission meeting (prepared minutes and drafted Call for Artists for a mural)
- Gary attended a Greater Bonney Lake Historical Society meeting
- Gary (and consultant) met with a property owner who lives along Fennel Creek in the area where a new trail segment is under design
- Gary prepared a second payment request for the Fennel Creek Trail Segment 2 design project.
FINANCE DEPARTMENT
- 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 evaluate office procedures and internal controls.
- Prepared, reviewed and discussed Journal Entries. Preparing financials, reconciling balances.
- Reviewed applicable reported Findings published by the State Auditor’s Office, in an effort to ensure the City’s compliance with related topics.
- Held monthly department meeting
- Processed 22 Utility Apps, 1 Utility refund for over payment, 1 payment arrangement and 1 receipt adjustment.
- Received 7 requests to start and stop billing tenants, 6 account changes, 6 red flag.
- Compiled information for various title companies; 29 estimated finals, 42 actual closing bills, lien payoffs.
- Completed 32 account transfers, bank owned transfers, quit claim transfers.
- Sent 4 letters to customers regarding intent to lien for delinquency, and processed 1 lien releases.
- Notified 1 customer by mail due to customers using the wrong account number.
- Mailed 5 collection letters mailed.
- Researched 6-title searches.
- Reviewed and processed 2-meter exchanges, started 8 new utility accounts (green cards), coded 12 new meter installs.
- Received and processed bank file for weekly P-Card download, and payment.
- Processed 4 leak adjustments.
- 12 shut off service orders dispatched to PW crew.
- Received and distributed 2 business license applications to Community Development.
- Worked with Community Services to order Boat launch parking passes.
- Completed 6 receipt adjustments (for stop payment/NSF/invalid acct #s).
- Printed 80 Accounts Payable checks, reviewed 16 invoices entered by other departments, entered 35 invoices into Accounts Payable system.
- Reviewed 258 p-card purchases for coding accuracy.
- Began processing March Excise and Use Tax report.
- Compiled quarterly reports to state entities.
- Researched information for reseller permits.

ADMINISTRATIVE SERVICES DEPARTMENT
Human Resources:
- Met with several employees and supervisors to discuss personnel related issues.
- Finalized the tentatively agreed upon Collective Bargaining Agreement with AFSCME in order to prepare for a Council vote.
- Attended a WCIA training on Best Practices for Recruiting, Interviewing, and Hiring.
- Opened a recruitment for a vacant Maintenance Worker I in the Public Works Street/Storm division.
- Responded to several requests for information.

City Clerk’s Office
- Received 3 new public disclosure requests. Closed 5 requests and provided an initial response to 3 requestors. Working with staff to gather and review records for various requests.
- Posted public notices and press releases; processed 5 ordinances, 4 resolutions and related agreements approved by the City Council.
- Web & Social Media – updated NNO event page, HOA contacts; published & distributed newsletters; posted event reminders via social media.
- Reviewed & provided comments on WA State Records Retention schedule revisions.
- Processed and transferred 3 new cartons of Finance records to storage. Reviewed records eligible for Archives transfer.
ADMINISTRATIVE SERVICES DEPARTMENT Continued

Senior Center
- Computer classes were held this week at the senior center.
- Complimentary haircuts were offered by a community volunteer.
- AARP offered a defensive driving course this week to AARP members and non-members.

COMMUNITY DEVELOPMENT DEPARTMENT

Administration
- The Director attended the Local Government Infrastructure Academy with a Councilmember and the Public Works Director and attended the Association of Washington Cities (AWC) Wellness Networking forum meeting in DuPont.
- The Director met with one employee and completed the annual performance evaluation.
- The Senior Planner and Associate Planner attended the 2015 American Planning Association (APA) National Conference in Seattle.

Code Enforcement
- Confiscated 17 signs at various locations throughout the City.
- Received complaints of a shed being built within setback at residence in Ashton Woods, investigated and notified owner - shed to be relocated; of a trailer being lived in at residence off of 208th, investigating; of chickens and rodents at residence off of West Tapps, investigating; of a fence post placed in the right-of-way with a camera on top at residence off of 185th, investigated and forwarded to public works; & of basketball hoops set up on sidewalks in Brookside, referred to public works.
- Received a request to conduct a junk vehicle affidavit, completed.
- Received replies from the owner of residence off of 79th tenant has cleaned property, verified and complete & from a bank that the tenant in residence off of 97th is in process of being evicted.
- Received an inquiry about cats being trapped, referred matter to Metro Animal Control.
- The Code Enforcement Officer attended the Washington State Association of Code Enforcement (WACE) Spring Conference.

Development Review Engineering
- Completed Falling Water sewer testing and coordinated punch walk.
- Received completed Certificate of Sewer Availability for the Angeline short plat.
- Met with property owners to clarify requirements for multi-family building construction.

Building
- Reviewed and approved a permit for a new detached garage; approved a permit for a single-family home; reviewed a sign permit and need additional information - wall attachments appear to be for a different building; reviewed three and approved one permit for a deck; reviewed a permit for a remodel - additional information required; & approved two signs permit.
- Conducted 68 inspections.

Current Planning
- Reviewed and processed multiple home occupation applications and business licenses.
- Conducted a review of multiple building permit applications.
- Met with a property owner to discuss land clearing requirements and the application process.
- Continued working with a property owner and the County to resolve a legal lot of record dispute.
COMMUNITY DEVELOPMENT DEPARTMENT  Continued

Permit Center
- The Permit Center received 22 applications and issued 26 permits.
- The Permit Coordinator met with the applicants to relocate the Aqua Rec store to Cedar View Plaza. Applications were submitted and routed for review. The applicant requested and paid for expedited review of their plans.
- The Permit Coordinator prepared and distributed the annual permitting report for the Pierce County Assessor’s office to be used for calculating property taxes.
- The Permit Coordinator facilitated the weekly project status meeting, gave a performance evaluation and met with Chamber Board members regarding sign regulations.

Long Range Planning
- Continued to work on amendments to the City’s development regulations - presented the notice of intent to adopt to the City Council for amendments to the City’s critical areas code and shoreline code.
- Continued to work on the update of the City’s Comprehensive Plan - finalizing the draft of the Mobility Element; finalized the draft Community Services and Facilities Element; & presented the notice of intent to adopt the Economic Vitality Element to the City Council.
- Attended the Growth Management Coordinating Committee (GMCC) meeting - discussions included incorporating health into a jurisdiction comprehensive plan and the scope of work for amendments to the regional center methodology.
- Submitted a grant application to the Department of Ecology (DOE) requesting $250,000 to prepare a Coordinated Watershed and Land Use Plan; the work will update to the City’s subarea plans and serve as the Comprehensive Stormwater Plan for the City.
- Continued tracking bills in the Washington State Legislature that could have an impact on the City.

GIS
- Searching for Ponderosa Tank as-builts to aid in the creation of emergency shutdown procedures and maps.
- GPS surveyed Renwood Fire Hydrants.
- Coordinating to have Sewer Main Material labeled on the Sewer Video Inspection maps.
- Finished writing metadata for all GPS Water layers, beginning quality control process.
- Beginning Final quality control of all GPS Water layers, ensuring that all attributes are attributed.
- Provided the Wells/Springs and the Utility Grid GIS Data Dictionaries to the Utilities Engineer.
- Providing Existing Land Use GIS data to RH2.
- Attended the Utility Asset Inspection Using ArcGIS webinar, focused on Hydrant inspections using ArcGIS Online Water templates as a cartographic base.
- Completed a building plan copy request for the house on Main Street.
- Searching for Bonney Lake Market Place as-builts (next to Lowe’s).

POLICE DEPARTMENT

Events:
- Our CSO's and volunteers attended Lowe's "Love Where You Live" event
- Detective Byerley attended a leadership meeting for the Child Abduction Response Team (CART)/Crime Response Unit (CRU). The team went through an extensive exercise to become a certified team. Detective Kocher also was part of the CART exercise.
POLICE DEPARTMENT Continued

Patrol Incident highlights:

- **Juvenile problem:** It was reported several juveniles were in a residence currently under construction. Upon arrival, the juveniles were located and the residence was checked. No damage to the residence.
- **DUI arrest:** Citizens reported a female was driving erratically and possibly intoxicated. Officer responded and found the female and arrested her for DUI. Traffic Officer had to write a search warrant for blood due to the female’s refusal.
- **Shooting:** Shooting occurred behind Safeway. After an investigation, it was determined that the teenagers had been doing car prowls and had a gun that was accidentally shot into another teenagers foot. The victim was taken to the hospital and the other teen was eventually arrested after a thorough investigation.
- **Theft of Pallets:** A black 1995 Ford F150 truck was observed by Home Depot employees taking several wood pallets (Nearly 48). The vehicle was located by LE as it was preparing to leave the parking lot. Home Depot declined to file charges, but said they would seek to trespass them in the future.
- **Welfare Check:** Motorist was passed out behind the wheel of their car at SR 410 and Angeline Road. The driver was checked and found that the subject just pulled over to take a nap.
- **Missing person:** Subject went up to green water and did not come home. The subject came home the next day after he was able to get his truck un-stuck due to snow.
- **MIP:** Our SRO handled a juvenile subject at Bonney Lake High School that was intoxicated. The subject was transported to Good Sam.
- **Malicious Mischief:** A subject was caught writing graffiti on the back of Famous Footwear. Further investigation found he had shoplifted from Target. Subject was released to his grandmother and the report was forwarded to the prosecutor for charges.

PUBLIC WORKS DEPARTMENT

Engineering and Administration

- **Brenda, Carol, and Anthony** participated in the DOH sponsored Tacoma, Pierce County Water for Life program. Close to 1,000 fifth grade students from 11 elementary schools in Pierce County participated in this year's Water Festival which is a fun day of interactive hands-on learning about caring for our water resources.
- **Councilmember McKibbin, PW Director Grigsby, and CD Director Vodopich** attended the South Sound Public Works Academy on Thursday.
- **Processed 6 invoices ($18,636) for payment and 3 requisitions ($106,018).**
- **Prepared 1 Council Packet for the April 28, 2015 City Council meetings.**
- **Continued work on processing several Public Records Requests.**
- **Assistant Engineer Fonda** is processing the entries for the stormwater pollution prevention art contest.

CIP Projects:

- **SR 410 Pedestrian Improvements** ~ Staff has submitted the latest pay estimate to the contractor for review for work completed prior to the accident. Contract is still under temporary suspension of work.
- **SCADA Upgrade, Phase 1** ~ The consultant completed testing of communications between LS-21 and SCADA Central. The contractor worked at Ponderosa Tank site. He installed the antenna cable and power conduit between the pump house and the top of the 800 zone tank.
- **Eastown Sanitary Sewers, Phase 2 (Lift Station)** ~ Issued Notice of Completion to RCNW, Inc. after the City Council accepted the project as complete on April 21st.
- **Sewer Manhole Rehabilitation, 2015 IDQ** ~ Issued Notice To Proceed to NWCCW, LLC for the first Work Authorization of this new IDQ contract.
- **SR410 & VMD Intersection Improvements** ~ Staff met with the design team to discuss all of the comments submitted for final PS&E submission for advertisement. Staff has been presented a construction management proposal from the selected design firm and is reviewing that proposal.
- **186th Avenue Corridor Project** ~ Updates on the status of project design and ROW acquisition were presented to the CDC.
- **Lakeridge 2 Pump Station** ~ Completed review of the draft plans and sent comments to the consultant.
PUBLIC WORKS DEPARTMENT Continued

Commercial - Residential – School District Contracts:
- Reviewed two residential stormwater submittals and two right-of-way permits and inspections.

Operations and Maintenance Division:

Street Maintenance:
- Patched asphalt settlements (dips) on 93rd St at 208th Ave and 94th St in Cedar View.
- Removed 3 sanders/plows from trucks and stored for the season.

Roadside Mowing Crew:
- Continued trimming brush encroaching the right of way along local access intersections.

Storm Pond Mowing:
- Mowed a total of 11 acres at the common areas at Miller’s Corner, 188th Ave at Veterans Memorial Drive, 198th Ave triangle, behind the sidewalk along SR 410 SR 410 from 208th Ave to 95th St, SR 410 at South Prairie Road, 192nd Ave and 104th St (BLHS), boat trailer parking area and two stormwater ponds.

Parks Maintenance:
- Completed daily garbage collection at all parks
- Weekly Playground Equipment Inspections; generated a report to the city’s Risk Manager regarding an injury on one of the spring toy animals at Cedar View Park. Removed the toy horse, broken spring and covered the bases with wood chips.
- Mowed and trimmed Beach Park / Dyke, Picnic area, Skate Park Tot lot at Allan Yorke Park, Alan Yorke main field, Field 4, Public Safety Building, Public Works / Senior Centers and Cedar View Park.
- Made turf weed control application at Allan Yorke Park, Public Safety Building, Cedar View Park and Senior Center / Public Works Centers, Miller’s Corner and Hwy 410 Main St landscape.
- Performed baseball infield maintenance at all 4 fields. Ordered new plugs for the base anchors for Field one.
- Brushed out ditch and parking area at Fennel Creek.
- Tested newly installed backflow units at Allan Yorke Park.
- Preparing to support the Relay for Life special event at Allan Yorke Park.

Forestry:
- Completed large nursery trees pruning
- HD Messinger met with Bonney Lake High School students, gave a quick presentation on tree planting and donated 4 Noble Firs for their Earth Day tree planting project with local area elementary schools.

Water Customer Service:
- Completed 1 Water Availability request, and 50 Regular, 1 Short Notice, and 3 Emergency underground utility locates.
- Responded to 46 Customer Service requests from Finance, 4 from PW Ops Admin, and delivered 8 NSF door hangers.
- Verified status of 5 Delinquent Account shut offs.
- Completed updated contact and access list for the individual HOA’s in the Lakeland Hills Development.
- Prepared inventory for to surplus used meters and obsolete meter reading equipment.

Water Production:
- Collected 13 routine coliform bacteria samples from the distribution system.
- Performed maintenance on chemical feed systems at Grainger Springs and Victor Falls.
- Joe Lovett and Ursulla Ronscavage attended a three day seminar in Kent on Water Treatment Plant Operations conducted by WETRC.

Water Distribution:
- Repaired 2 service line leaks and responded to two Customer Service requests.
- Inventoried items for surplus or disposal.
- Excavated and replaced two 2-inch backflow prevention assemblies at Allan Yorke Park that were faulty and did not meet regulatory requirements.
- Verified pipe sizes and ordered supplies to install new water quality sample taps at all water sources, reservoirs and pump stations. These will be dedicated water sample ports not used for any other purpose.
- Cleaned vactor truck disposal area.
PUBLIC WORKS DEPARTMENT Continued

Sewer Collections System:
- Performed daily checks and debris removal from the force main trestle support on the inlet channel of Lake Tapps.
- Completed walk through inspection of newest phase of Falling Water Development with Community Development staff. This is a ‘dry’ sewer system for future connection to the City Sewer system.
- Prepared first list of manholes needing repairs under the new Manhole Rehabilitation IDQ contract.
- Performed video inspection of a side sewer on 183rd to confirm it was properly connected to the main line and needed to be repaired.
- Conducted routine maintenance and adjustments at the Falling Water Community sewer drain field. Completed biannual inspection of 85 residential septic tanks within the Falling Water Development.

Sewer Lift Stations:
- Completed 16 preventative maintenance checks at lift stations.
- Confirmed proper operation of pump control and alarm floats and repaired Annue odor control system at L.S. #21.
- Changed oil in both pumps at L.S. #19.
- Exercised 5 portable emergency generators.

Adopt a Street Program:
- Bonney Lake Dog House ~ Cleaned Veterans Memorial Drive from SR 410 to Angeline. They filled 2 bags worth with garbage.
- Kiwanis Club of Bonney Lake ~ This group of thirteen volunteers cleaned 104th St from 200th Ave Ct to Rhodes Lake Rd. They filled 5 bags with garbage.
- Michael Harbert ~ Cleaned 64th St E from Bohemian Estates Entrance to 60th St E and Cascade DR to the Park.

MUNICIPAL COURT
- Review Calendar held on Monday.
- Jury Trial – held Tuesday April 21st
- Arraignment – Pre Trial Calendar held on Wednesday.
- Traffic Calendar held on Thursday.
- Processed an approximately 73 infractions and 17 criminal citations.
- Reviewed 152 Delinquent/Non Payment of on accounts.
- Probation: Attended the MCA Conference April 20th – 22nd; Work Crew – Community Gardens
2015 Arbor Day Celebration
and
Park Appreciation Day Work Party
Saturday April 25th

Volunteers and City officials get ready for the 2015 annual Arbor Day and Park Appreciation Day event staged at Midtown Park. Mayor Neil Johnson served as master of ceremonies. A number of various City Commission members attended, as did Deputy Mayor Swatman and City councilmembers Lewis, McKibben, and Watson.

Mayor Neil Johnson Jr. accepts the annual Robert Ceola Memorial Award on behalf of the City for its support of Arbor Day and Tree City USA. Pictured along with Jackie Ceola and David Wells.

Park Appreciation Day volunteers remove an illegal dumping from Midtown Park behind the Regal Cinema area.