EXECUTIVE DEPARTMENT
- Held our monthly management team meeting. Discussion topics included wellness committee, safety committee, travel and meal policy, employee appreciation policy, non-rep. employee benefit survey, and implications for boat launch and marine patrol in light of low Lake Tapps water levels.
- Held the bid opening for the sale of the City’s Junction 192 property. As suspected, the City received no bids (min. bid was $1M)
- Met with the Sumner SD Star Project to review changes and relocation of the Sumner family center from Daffodil to another school.
- Met with Rich Hanson of the tri-agency recreation program to discuss mutual interests and needs.
- Met to discuss the Angeline Road closure needs to complete the SR410 sidewalk project.
- Several City employees attended an ICMA-RC webinar.
- Had several discussions regarding the transition to a new public defender and issues regarding close-out of existing cases.
- Drafted an ordinance proposing some housekeeping changes to the Council rules of procedure, and those discussed as the Council retreat.
- Mayor Johnson was nominated as a candidate to serve on the AWC Benefit Trust Board.

 Facilities and Special Projects and Events
- Pete Spain installed a replacement faucet at Lions 4 Kids House
- David Wells attended a Lions Club meeting
- Gary Leaf facilitated a Parks Commission meeting
- Gary attended a Beautify Bonney Lake Board meeting
- Gary and Pete met with Department of Enterprise Services staff and HVAC contractors to kick off the boiler & controls replacement project for the Public Safety Building
- Gary and Executive staff met with Park & Recreation staff to discuss recreation programs
- Gary and Pete collaborated on a staff report regarding the exhaust fan and fire suppression systems at the Senior Center
- Pete ordered replacement parts for the Justice Center restrooms.

Lake Tapps water level as of May 18th.
ADMINISTRATIVE SERVICES DEPARTMENT
City Clerk’s Office:
- Received 3 new public disclosure requests. Closed 5 requests, totaling over 1,000 pages of records/13 electronic files. Sent installments of records to 15 requestors. Assisted 2 requestors with questions about record formats. Provided information to City Attorney for a discovery request.
- Participated in Wellness Committee and Eden User meetings.
- Records Management: Prepared old water permit records to be sent to Community Development for filing. Researched City history records on-site and at the State Archives; reviewed State Contract for cloud-based file transfers; continued testing features in SharePoint pilot and trouble-shot user account issues with OIS.
- Web & Social Media: Posted updated application forms for Planning, meeting notices & special events.

Information Services:
- Issued 3 new police laptops and 2 new police phones.
- Issued 1 new detective iPad.
- Updated Press Release distribution group.
- Setup new Court temporary probation officer and new Public Works employee.
- Met with Don regarding Website.
- Fixed issue with Police Outlook.
- Met with Eden super users group regarding Eden Conference and other outstanding issues.
- Attended seminar in Bellevue.
- Installed Hot Fix 3 for Eden 5.13
- Discussion with Public Works regarding ongoing issue of remote SCADA connections and Radmin.

Human Resources:
- Completed initial review of Public Works Administrative Assistant II applications.

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.
- Staff attended Eden user conference.
- Completed an analysis of the Probation Officer position for administration.
- Continuing to evaluate office procedures and internal controls.
- Prepared, reviewed and discussed Journal Entries.
- Preparing financials, reconciling balances.
- Research gambling rules & regulations as well as leasehold excise tax.
- Reviewed applicable reported Findings published by the State Auditor’s Office, in an effort to ensure the City’s compliance with related topics.
- Completed training on Accounts Receivable billing for False Alarm responses, and alarm license renewals.
- Mailed 28 alarm renewals to both residential and business owners.
- Billed 19 false alarms.
- Prepared first version of GL Sub-Object ‘cheat sheet’ for admin review.
- Contacted Department of Revenue regarding paying sales tax on items for fun run that are passed on to the registrants.
- Completed updating new version of cash out paperwork through May 12th.
- Printed 44 Accounts Payable checks and wires.
- Attended Indirect Cost Allocation luncheon meeting with PSFOA.
- Held weekly operations meeting.
- Assisted with a P-Card issue, continued auditing p card packets from various departments.
- Contacted vendors regarding sales tax on p-card invoices, processed payment via tele pay.
- Continuing to moving old customer files for better record retention.
FINANCE DEPARTMENT Continued

- Processed 3-meter exchanges.
- 3-Red Flag items were processed and 12 account changes completed.
- Completed 14 Actual final bills including estimated finals/payoff quotes.
- Completed 7-Title searches.
- Added 2 additional comment codes for the Meter Readers in Neptune.
- Sent 6-high consumption letters.
- Received 3 business license applications.
- Processed 2 receipt adjustments for returned utility payments, and 17 utility billing refunds.
- Responded to 2 requests for letters of credit.
- Closed 13 utility accounts and issued closing bills.
- Closed April billing cycle.
- Approved 5 payment arrangements for utilities.
- Processing Retro pay for AFSCME Union.
- Updated pay scale to coincide with new AFSCME contract.
- Received and processed 18 new utility applications, 8 requests to start and stop billing tenants.
- Completed 20 account transfer, bank transfers and quit claim transfers.
- Processed 4 lien releases.
- 1 Animal license was refunded.

COMMUNITY DEVELOPMENT DEPARTMENT

Code Enforcement

- Confiscated 5 signs at various locations throughout the City.
- Received complaints of a grade and fill at residence off of 186th, investigated and determined work having started before issuance of permit - contractor came in and picked up permit; of a possible grade and fill behind residence off of 101st, investigating; of a lean-to structure being added to home off of 188th, posted notice to cease work immediately; of construction work being done at a residence without permits, upon investigation determined property to be located in County; & of a vehicle abandoned on the shoulder of the road in Ashton Woods, investigating.
- Investigated complaints of a setback encroachment and excessive impervious surface, matter being reviewed by prosecutor & of an abandoned/incomplete construction of a home off of Aqua, difficulties locating property owner.
- Received reply from a new Foot Massage business and coordinated with them about coming in to obtain proper permits.

Development Review Engineering

- Discussed easement requirements for the WSU Commercial property with the owner’s representative.
- Continued on-site observation of the 198th Avenue road extension project.
- Responded to an operations & maintenance issue (sewer) regarding Bonney Lakes Estate.

Building

- Reviewed a base plan for a single-family residence; reviewed a single-family residence permit; continued review of a water pump station facility - plans were designed to the 2003, not the 2012 building codes; & approved a permit for a patio cover.
- Conducted 70 inspections.

Permit Center

- The Permit Center received 24 applications and issued 14 permits this week.
- The Permit Coordinator attended the department staff meeting, Chamber Board Meeting, Economic Development Committee Meeting, Eden Super Users Meeting and facilitated the weekly project status meeting.
- The Permit Coordinator, Permit Technician, and Plans Examiner participated in a staff only meeting with the Director regarding electronic plan review procedures.
- The Permit Coordinator met with the department’s summer intern to schedule work hours.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

GIS
- Provided the latest GIS inventory for the water utility - 419 AirVacs & 440 Blowoffs.
- Provided the Ponderosa tanks diameters and overflow elevations.
- Added upper and lower pressure zone information to all 28 pressure reducing valves in GIS.
- Received the February, March, and April lists of water meter installs and replacements.
- Provided the as-flows for the Church Lake Road Overlay and Sewer Extension project, clarified as-built status for the Angeline Road and Church Lake Road Resurfacing and Lake Jane/Bonney Culvert Projects.
- Mapped the Lake Debra Jane 20 Bridal and Utility Easement which runs through homeowners’ backyards who are not directly on the Lake.

POLICE DEPARTMENT

Events:
- Staff attended the graduation ceremony of Reserve Officer Justin Paulson.

CSO/Traffic Updates:
In Custody: 8   Docket Log: 273   Day Court: 0

Patrol Incident highlights:
- DUI (DRUGS): Officers responded to Sumner Buckley Hwy and 192nd AVE on the report of a possible DUI driver. PD located the reported vehicle and stopped it at 192nd AVE E and SR 410. The driver was found to be impaired by prescription narcotics and was transported to Good Sam. We obtained a blood warrant and recovered a blood draw for DUI. Arrested was a female out of Auburn.
- Welfare check: Officers responded to a welfare check on a female that was reported as being possibly suicidal. Report was found to be unfounded and female was OK.
- Suspicious Circumstances: PD contacted a subject in the woods behind the Goodwill who appeared to be arguing with himself. The subject was identified and is a well-known transient that has been camping in the woods.
- Report of an argument/fight in the woods behind Goodwill. Area check was completed and no one was seen or heard in the woods. This was likely a known subject yelling/arguing with himself.
- Security check: A homeowner reported receiving threatening text messages from spoofed numbers, but there are ties to make him believe that the person calling is known to him and possibly his girlfriend’s ex. We conducted a check of the residence due to the threats and nothing out of the ordinary was located. The ex-boyfriends recently got out of prison according to the RP. RP wanted no further PD assistance at this time, but did request patrol checks.
- Shots fired report: Officers responded to the area of 21500 block of 101st ST E on the sounds of shots fired. Nothing was found.
- DUI: Vehicle was stopped in the 18300 block of SR 410 and arrested the driver for DUI. The driver, had two prior DUI’s. He was booked into the Puyallup Jail.
- Welfare check: Officers were dispatched to the Wendy’s on the report of a subject passed out behind the wheel. Officers arrived and determined that the driver was only tired and had fell asleep at the wheel.
- Traffic hazard: 20001 SR 410 for a male, unknown description, who jumped into traffic. He was gone on arrival.

TOWN TIDBIT: KEN SIMMONS AND LAKE BONNEY

In the 1940s, Kenneth Simmons purchased 160 acres of land around Lake Bonney. He built a resort of sorts on the shores of the lake that included a club house, swimming area, diving board, and an imported beach. He cleared the trees to build a road network. However, there was no water system, and that was a barrier to developing his resort. Since larger community water systems at that time needed to be publicly owned, Simmons realized that a town needed to be created for his development to flourish. On February 28, 1949 the Town of Bonney Lake was officially incorporated, with Simmons serving as its first mayor. A year later, the town had a public water system and other needed infrastructure.
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PUBLIC WORKS DEPARTMENT

Engineering and Administration

• City Engineer attended and chaired the monthly wellness committee.
• Assistant Engineer Fonda coordinated a meeting with staff to work through design detail changes submitted by PW-OPS staff.
• Invoices: Processed seven invoices ($180,477) for payment and one requisition ($194,461).
• Director finished reviewing the Comprehensive Plan - Community Services and Facilities Element update.

CIP Construction Contracts:

• SR 410 Pedestrian Improvements – Weekly meeting held with general contractor and concrete subcontractor to review proposed three week schedule. A detour route will be set up next week and Angeline Road will be closed to thru traffic: May 18, 7:00 am to 5:00 pm Monday thru Friday, May 22, to facilitate work on the SR 410 Bridge. Contractor started setting forms and rebar for sidewalk moment slab along SR 410. Contractor continued to haul away excavated material from the staging area. Processed pay estimate #3 to WHH Nisqually Federal Services, LLC. Financially, this project is 40% complete. Continue to discuss various claims for delay costs from WHH Nisqually. Continue to discuss costs to hire new demolition contractor and engineer. Continue to discuss Road Closure Plan with contractor. Awaiting submittal of new demolition plan and Site Specific Safety Plan from new demolition sub-contractor and engineer.
• SCADA Upgrade, Phase 1 ~ Contractor completed the installation of the new radio telemetry at both the Ponderosa Tank site and the maintenance yard.
• SR 410 & Veterans Memorial Drive Intersection Improvements ~ Advertisement for bids was submitted to the “Courier Herald” newspaper and Builders Exchange website on the 13th of May. Engineer’s Estimate range is $4,000,000 to $8,000,000. Bids are due June 3, 2015.
• Church Lake Overlay ~ Released retainage bond to Miles Resources, LLC. This project commenced 7/18/14, was completed 11/12/14, and was accepted by City Council on 2/10/15.

CIP Planning and Design Contracts:

• SR410 & VMD Intersection Improvements ~ The three week advertisement began on Wednesday. City Engineer completed the utility shared cost spreadsheet and sent it to the utilities to be converted to underground for review and comment.
• 186th Avenue Corridor Project ~ ROW agent delivered the first administrative offer summary and is viewing the home of the one parcel the city will be purchasing.

Commercial - Residential – School District Contracts:

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

Operations and Maintenance Division:

• Director provided update to Mayor and City Administrator on the status of filling seasonal hire positions.
• Director provided input to Mayor on vegetation control adjacent to City streets and around stormwater ponds.
• Director provided review comments on draft APWA and Pierce County Abandoned Utility Line Best Management Practice (BMP).

Fleet Operation & Maintenance:

• Sent 2 Service Trucks, Senior Bus and a Planning Truck for Preventative Maintenance Services (Lube and Oil Filter Service) and repairs Services to Korum Ford.
• Mechanic closed 6 Work Orders on Fleet Maintenance issues

Roadside Vegetation Control:

• Removed 2 giant Cottonwood trees on 71st St at Church Lake Dr and 190th Ave. The tree on 71st St required Puget Sound Energy to drop the service line to a nearby set of duplexes. Crew cut two additional dead Cottonwood trees on 190th Ave. Hauled logs to Enumclaw for recycling and chipped the branches.
• The large boom mower crew cut the brush encroaching from the right of way along roadsides 188th Ave, 80th St 190th Ave, 194th Ave, 192nd Ave and started 182nd Ave (2.1 Miles).
• The small boom mower crew finished moving grass along the roadsides along Bonney Lake BLVD, Locust Ave, and Veterans Memorial Drive from 192nd Avenue to Church Lake Road (2.5 Miles).
PUBLIC WORKS DEPARTMENT Continued
Operations and Maintenance Division:

Storm Pond Vegetation Control:
- Mowed the watercraft trailer parking area, Ascent Park and the Reed property (5.5 Acres).
- Seasonal hires picked up litter (38 bags), trimmed under the guardrails and around the signs on SR 410 westbound from 234th Ave to the city limits on Elhi Hill (4.2 Miles).
- Pulled the Blue Weed (Noxious Weed List) on Veterans Memorial Drive across from Church Lake Road.
- Mowed or weed whacked seven residential stormwater ponds (4.93 Acres).
- Sprayed the sidewalk seams on West Tapps HWY, Bonney Lake BLVD, Locust Ave, Veterans Memorial, Main St and Sky Island Dr (4.3 Miles).

Parks Maintenance:
- Removed graffiti at Alan Yorke Park and Midtown Park picnic areas.
- Daily unlocked the Fennel Creek Trail parking lot gate, collected garbage in all parks, and completed the weekly Playground Equipment Inspections.
- Provided parking lot cleanup at Allan Yorke Park, Fennel Creek, and Cedar View Park.
- Mowed and trimmed beach area/dike, tot lot at Allan Yorke Park, Alan Yorke main field, Field 4 (2X’s), Public Safety Building, Cedar View Park, Senior Center and the Public Works Center.
- Maintained 4 infields at Allan Yorke Park.
- Pruned and weeded landscaped areas at Alan Yorke Park, Public Safety Building, and the Justice & Municipal Center.
- Irrigation water conservation program put together for all parks and nursery.

Forestry:
- Treated weeds around street trees along Main St, Veteran’s Memorial Dr, and Sky Island Dr.

Water Customer Service:
- Completed cycle reading commercial and City resident water meters.
- Responded to 50 regular and 1 emergency underground utility locate requests.
- Responded to 30 Customer Service requests from Finance, 3 from PW Ops Admin, delivered 4 NSF door hangers, and took one investigational pressure reading for a residential fire sprinkler system design.
- Continued taking daily meter readings of the Tapps Island Intertie water meter. Currently Tapps Island is attempting to return to using their own sources, but they may need to reopen the intertie if their wells have not adequately recovered from the extended Lake Tapps drawdown.

Water Production System:
- Collected 14 routine coliform bacteria samples from the distribution system.
- Repaired one chemical feed system piping leak at Peaking Booster Station.
- Performed vegetation control at Water station sites.
- Prepared for the SCADA/Communication System upgrade at Ponderosa Booster Station. Crews topped off water tanks prior to the transition from obsolete control system to newer Programmable Logic Control systems with redundant communication (cellular/DSL with radio back up). Crews also monitored the entire water system during this transition to ensure adequate pressure and fire flow capabilities were available.
- Continued filling of Peaking Storage Tank. Currently there is approximately 12.3 million gallons of water in the tank (capacity is 15 million gallons).
- Received water treatment chemical deliveries at three water sources.

Water Distribution System:
- Flushed South Prairie Booster Station’s transmission main from the booster station to 214th Avenue.
- Repaired two water service lines.
- Removed flow meter from Ball Park well #1 and sent to the manufacturer for testing, rebuild, and calibration.
- Assisted Water Production crew with Ponderosa SCADA switch over.
- Prepared mounting board and piping for installation of new level transmitter at Ponderosa #2 tank.
- Performed maintenance and adjustments on the Tacoma Point water level control system.
PUBLIC WORKS DEPARTMENT Continued
Sewer Collection System:
• Performed preventative maintenance checks on Lift Station # 9 force main and scheduled purchasing water from TPU for high volume flushing of this force main next week.
• Investigated pavement settlement near manhole on Church Lake Drive.
• Maintained Falling Water Community Drainfield.

Sewer Lift Stations:
• Performed preventative maintenance checks at 19 lift stations.
• Cleaned 6 lift stations and wet wells.
• Assisted with troubleshooting alarms received from the two lift stations that have undergone recent SCADA control system upgrades.

MUNICIPAL COURT
• Review Calendar held on Monday.
• Arraignment – Pre Trial Calendar held on Wednesday.
• Traffic Calendar held on Thursday.
• Austin Alder has returned to the City as an interim probation officer for the municipal court.

The Community Garden plots on 89th Street are starting to grow.