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

- Prepared and sent out the weekly update for last week.
- Held a combined department head and management team meeting. Agenda topics included work crew project planning and coordination, L&I Retro Rating program review, employee recognition policy, labor relations, travel and meal policy revisions, and J&MC HVAC system issues.
- City administrative and legal staff met with the SR410 sidewalk project contractor and their representatives Wednesday and Friday to discuss next steps to get the project going.
- The social media team met Tuesday.
- Attended the EDC and Council meetings.
- Held monthly review-preview meetings with department heads.
- The City will be recognized at next month’s AWC Conference for again receiving Well-City Award.

Facilities and Special Projects and Events

- Gary Leaf submitted an interim project report to Pierce County regarding the 2015 historical markers project.
- Parks Appreciation Day/Arbor Day event attracted 34 participants; refreshments were provided by Bonney Lake Fred Meyer and Smoke Town.
- Bonney Lake’s first Shred-a-Thon event collected 2.65 tons, which DM reports is a great turnout for a new event.
- David Wells attended the Washington Cultural Congress in Seattle (with Arts Commission Chair Suzy Fountaine).
- Facilities will be working with Servpro later this month to develop an “Emergency Ready Profile” that will identify utility shutoff valves etc. (there is no charge for this service).
- Pete Spain is working with a contractor to provide a cost estimate to replace the range hood and fire suppression system for the Senior Center.
- A prototype concrete base for the new (partially grant funded) historical markers has been molded.
- Gary worked with Bruce Dees to develop a summary of Fennel Creek Trail alignment options for Council review.
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.
- Processed 1st quarter report update.
- Reviewed applicable reported Findings published by the State Auditor’s Office, in an effort to ensure the City’s compliance with related topics.
- Completed 3 new utility account set up.
- Provided 10 title searches for various title agencies, 33 estimated final billing.
- Processed 1 Red Flag item.
- Processed weekly P-Card download and called in Tele Pay payment.
- Reviewed 4 leak adjustments request that needs to be sent to PW director for approval.
- Loaded the handheld’s for next month’s read cycle.
- Continuing to move 2012 customer files for better record retention.
- Processed several utility changes; 22 utility applications, 16 different requests to bill and stop billing tenants, 13 account transfers, 3 bank owned transfers.
- 28 estimated finals, 11 closing bills, 31 account changes1 green card, 11 meter exchanges.
- Prepared Schedule 1 for accounting staff to send for verifications-Financial Statements.
- Prepared monthly Sales Tax report; waiting for approval to distribute.
- Reviewed and entered 59 invoices, entered by accounts payable and various departments.
- Working on BARS “cheat sheet” to be distributed to departments.
- 24 – Statements mailed to owner’s whose tenants are receiving e-statements.
- Processed 31 Utility billing refunds.
- Recorded 3 Liens with pierce county and 3 lien releases.
- Continuing to process Alarm Permit Registrations and False Alarm Payments.
- Closed 18 accounts and issued closing bills
- Received 6 business license applications.
- Processed 6 receipt adjustments (NSF, ACH returns, duplicate posting).
- Processed monthly utility bills for city, county and commercial accounts.
- Generated 465 delinquent shut off notices.

ADMINISTRATIVE SERVICES DEPARTMENT

Information Services:
- Installed Eden Hot Fix 2 for Eden 5.13
- Reissued GoldKey to detective, revoked certificate on lost GoldKey.
- Replaced 2 Public Works phone and 1 Police phone.
- Troubleshot and fixed MDC issue for Police.
- Configured, tested, and issued New Firewall and Verizon modem for Lift Station 2.
- Attended CAD meeting in Puyallup.

Human Resources:
- Attended a Management Team Meeting.
- Met with several employees and supervisors to discuss a variety of personnel issues.
- Attended an AWC Wellness Networking Forum.
- Finalized the 2015-2017 Collective Bargaining Agreement with the AFSCME union and began processing the changes.
ADMINISTRATIVE SERVICES DEPARTMENT Continued
City Clerk’s Office:
- City Clerk worked with more than 50 media contacts regarding SR410/Angeline Rd construction accident.
- Received 4 new public disclosure requests. Closed 3 requests, including 232 electronic files and 226 PDF pages. Provided installments to 3 requestors.
- Met with Court Administrator to discuss upcoming revisions to court records rules. Discussed records retention questions with Fire District and Permit staff. Hosted a meeting of the Electronic Records Team.
- Web & Social Media: The Social Media staff team met and discussed response and contacts during and after the accident earlier this month. A large number of people connected with the City Facebook and Police Twitter pages. The City Facebook page now has 2,069 fans and the @BLPoliceDept Twitter site has 2,958 followers.
- Posted notices and processed 1 ordinance, 5 resolutions, and related agreements approved by the City Council.

COMMUNITY DEVELOPMENT DEPARTMENT
Administration
- The City Administrator and Director met for their monthly review/preview meeting.

Code Enforcement
- Confiscated 7 signs at various locations throughout the City.
- Received complaints of a resident discarding waste water in yard, investigating; of trees being cut down in steep slope areas off of Angeline, investigated and found no evidence; of possible work in Lake Tapps off of Church Lake, investigated and determined retaining wall being built back up on property; of vegetation at vacant construction and lot off of West Tapps, discussed matter with planner; of chickens off of West Tapps, investigating; of raccoons off of 192nd, referred matter to Department of Wildlife; & of a fence encroaching onto adjacent property, informed complainant this is a private/civil matter.
- Received replies from 2 businesses regarding illegal signs posted off of right-of-way.
- Received inquiry regarding parking of recreational vehicles in the right-of-way, provided excerpts of code.
- Discussing with the prosecutor’s office next steps in addressing homes being occupied without water service.

Development Review Engineering
- Received the completed certificate of water availability for the Angeline short plat and completed civil permit review.
- Coordinated certificate of water and sewer availability requirements with the design engineer for Sky Island Division 6.
- Observed side sewer installation for Milner Short Plat.

Building
- Reviewed and approved a demolition permit; approved the relocation and tenant improvement permit for Aqua Rec; approved two permits for decks; reviewed a permit for a patio cover; & reviewed and approved one single-family residence permit.
- Conducted 69 inspections.

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 - prepared the City Council Packet for amendments to the Land Use Matrix to address changes required by the State and submitted the notice of intent to adopt amendments to the City’s critical areas code and shoreline code to the Department of Ecology
- Continue to work on the update of the City’s Comprehensive Plan - submitted the draft of the Community Mobility Element and the draft Community Services and Facilities Element to the Department of Commerce; prepared the Implementation Element and submitted it to the Department of Commerce; conducted an Open House on the Community Mobility Element and the Community Services and Facilities Element; and reformatted the existing subarea plans.
COMMUNITY DEVELOPMENT DEPARTMENT

GIS

- Created a water system map of the Ponderosa Tanks and Pump Station Facility; field quality checking the map as no as-built exists for the facility - including information about how to shut the water system off at the facility.
- Printed public and private roads maps for seasonal workers and provided a digital copy of the sewer map book to the sewer crew.
- Provided an easement document for a public disclosure request.
- Wrote metadata for the water system pressure zones GIS layer.
- Received essential records for the transfer from WSDOT to the City 3 Eastown properties stormwater facilities.
- Created a 4 minute response time fire station service area map.
- Printed out 5 different scenario maps of the future path of the Fennel Creek Trail.

POLICE DEPARTMENT

CSO/Traffic Updates:

- The BLPD traffic emphasis patrol for May will be for Seatbelt, Child Safety Seat and Suspended Driving Violations. Our new impound procedures for suspended drivers will also begin in May also.

Patrol Incident highlights:

- Un-authorized subject located in the PD back lot in a vehicle.
  OSA Assist: Auburn PD – requested Bonney Lake responded to a location in the city to see if a black truck was in the drive way. The Sergeant from Auburn advised they had PC for hit and run, if the truck and an identified female was there. Officers responded and located the truck and the female. She was taken into custody without incident and transported to a meet Auburn PD.
- Suspicious vehicle stop: PD located a dark blue 1982 Dodge truck leaving blacked out, from behind Target. The officer stopped the truck and found the driver, was very nervous. The driver was seated in the truck next to a few go bags full of various tools and next to them a black jacket, black sweat shirt and small flash lights. Officers checked Target and the surrounding area and found nothing suspicious. The subject said he was behind Target looking for pallets. His truck was impounded and he as cited for DWLS 3rd and given a courtesy ride.
- Verbal DV/Phase 2 – 911 hang up: Officer responded to a phase 2 911 hang up, whereas a female could be heard crying in the background. While responding, officers were advised the incident was a domestic dispute. Upon arrival, officers found a female crying, saying she was upset that she and her girlfriend were arguing. We learned the female was the reporting person and was suffering from mental issues. While on scene the female threatened to kill herself. East Pierce Fire responded and she left voluntarily with them.
- Traffic Stop/Arrest: Traffic Officer stopped a vehicle and contacted the driver. The Traffic Officer was given consent to search the vehicle and located 66 grams of marijuana and Hash Oil. The male was booked for UPCS with-intent to distribute.
- Suspicious vehicle/people at Allen Yorke Park: Officer located two vehicles in the parking lot near the snack shack. A male and an intoxicated female were found near the dry lake bed. A second male and female, who walked away, and were not located. The male and female that walk away from the area, were not identified and it is unknown what they were doing.
- Disorderly Conduct: Officers responded to a domestic disturbance, but upon arrival they found there was no domestic relationship and found the caller was very intoxicated and trying to drive away, when others held her down to prevent her from diving away. There was no assault, no injuries and no crime.
- DUI Arrest: A citizen reported vehicle traveling E/B on SR 410 that was all over the roadway and nearly rolled backward into another vehicle while at a traffic light. PD located the vehicle in the 20800 block of OBH and stopped the vehicle after extensive lane travel. The driver was found to be intoxicated and was asked to do FSTS. The driver who is not a fan of LE, asked that we record the encounter, which we did. Rogers SFTS’s were horrible and he was arrested / booked into Enumclaw Jail.
POLICE DEPARTMENT Continued

- Warrant arrest: Officer Harberts observed a known subject get into a vehicle. He stopped him and the subject was arrested and booked.
- Domestic threats: A female reported separating from her husband. The female said she had been getting threatening text messages from her estranged husband and was worried for her own safety. Her estranged husband works as an armed Security Guard and does have a Ruger 22. The female was told to call 911 immediately if her estranged husband came to the residence as well as to get a no contact order as soon as possible.
- Domestic: Male (son) who was suffering a mental illness, assaulted his mother and father and also threatened to kill himself. The male was committed for a mental evaluation and charged with assault.
- Racing vehicles: Officers viewed two racing vehicles, traveling W/B on SR 410. Officers stopped one; the driver was arrested/cited and released.
- Investigation stats: Assigned: 2  Follow-up: 4  Closed: 0  Prosecutor: 3

PUBLIC WORKS DEPARTMENT
Engineering and Administration

- Director reviewed City Workers Compensation Claim history with supervisors and focused future PW safety lectures/discussions on recurring injuries.
- Director reviewed Comprehensive Plan Utility Element draft update and provided review comments to PW and CD staff.
- Processed 5 invoices ($547,431) for payment, 2 requisitions ($321,280), and one PO Change Order Request.
- Assembled the Community Development Committee Packet for the May 5, 2015 meeting.
- Completed work on several (approximately 8) Public Records Requests.
- Assistant Engineer Fonda is processing entries for the stormwater pollution prevention art contest.
- PW staff is helping Facilities staff with their Tacoma PC Health Department submittal for two self-contained bathrooms at our parks.

CIP Construction Contracts:

- SR 410 Pedestrian Improvements ~ Staff met with prime contractor, sub-contractors, and attorneys to discuss issues that would allow this contract to resume. Contractor removed debris from Angeline Road under and around the SR410 bridge. Processed pay estimate #2 to WHH Nisqually Federal Services LLC for work completed prior to April 13th. Financially, this project is 33% complete.
- Sewer Manhole Rehabilitation, 2015 IDQ ~ Contractor began work on sewer manhole rehabilitation.

CIP Planning and Design Contracts:

- SR410 & VMD Intersection Improvements ~ WSDOT notified the city that our Funding Package for the use of federal funds was approved. City Engineer and Assistant City Engineer are working with design team to prepare the PS&E package for advertisement in early May. Staff submitted a construction project management PSA contract to CDC for approval.
- 186th Avenue Corridor Project ~ Design team staked ROW locations per ROW agents request. ROW agent is continuing conversations with property owners for ROW acquisition on their properties.

Commercial - Residential – School District Contracts:

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

Forestry:

- Replaced street trees by Bonney Lake High School, Hwy 410, and Veteran’s Memorial Dr.
- Replaced a Filtera tree at Municipal Justice Center.
PUBLIC WORKS DEPARTMENT Continued
Operations and Maintenance Division:

Street Maintenance:
- Set up detour route, closed Angeline Road at the SR 410 bridge overpass and manned the closure Tuesday for further investigation of the accident site. Staged the portable message board on SR 410 at Ascent Gateway, set up detour route and closed Angeline Road at the SR 410 Bridge overpass Thursday so that contractor could clean up the bridge rail debris.

Stormwater Maintenance:
- Hauled 8 dump truck loads of street sweepings from the Allan Yorke decant site to the Hidden Valley Recovery site on Meridian in Puyallup.
- Four stormwater seasonal hires started May 1st.
- Removed debris left by two homeless camps discovered during the Parks Appreciation Day event.
- The Community Service crew brushed the inside perimeter out the overgrown stormwater pond for the Crystal Meadows development.
- Serviced the weed whackers, blowers and other summer mowing equipment.

Traffic Sign Maintenance:
- Ordered and installed the watercraft launch and parking signs from Zumar Industries. Ordered No Trespassing Signs for the Police Department.
- Replaced a speed limit sign, an object marker sign, and a pedestrian crosswalk sign at various locations on Sky Island Drive. Located and reattached the street identification sign for the intersection of 77th St and 192nd Ave.

Parks Maintenance:
- Dana Fugere worked with David Wells to support the Parks Appreciation Day event at the Midtown Park Saturday, April 25th.
- Daily, unlocked the Fennel Creek Trail parking lot gate, completed Garbage Collection in all parks, and performed weekly Playground Equipment inspections. Prepared report after large toy broke and injured a child.
- Mowed and trimmed Beach Park / Dike, Tot lot at Allan Yorke Park, Alan Yorke main field, Field 4 (2x’s), Public Safety Building, and Cedar View Park.
- Applied weed killer at Allan Yorke Park, Public Safety Building, Main Street, SR410, and Cedar View Park.
- Completed infield maintenance of the four fields in Allan Yorke Park. Replaced 5 broken stakes for the little league fence at Field 4.
- Mary Barcom returned as a seasonal hire on May 1st.

Water Customer Service:
- Performed 40 regular and 3 emergency underground utility locates.
- Responded to 23 Customer Service requests from Finance, 3 from PW Ops Admin, and delivered 4 NSF door hangers.
- Gathered up and palletized extra Sensus meter parts and other items for surplus.
- Changed out 6 obsolete meter boxes and installed one new 1-inch water meter.
- Met with RH2 Engineering to discuss the operation of the water system.

Water Production System Maintenance:
- Performed daily inspections and data entry at all sources and weekly inspections at all booster stations.
- Updated all MSDS sheets to the new SDS system to comply with new regulations.
- Performed vegetation control at Victor Falls pump house and Grainger Springs.
- Transferred caustic soda totes at Grainger Springs treatment site.
- Assisted Bill Strand with the OSEC tank blower start up at Peaking Storage Tank booster pump station.
- Downloaded data from 3 monitoring wells and took 3 raw water samples.
PUBLIC WORKS DEPARTMENT Continued

Water Distribution System Maintenance:
- Repaired 3 water service leaks, responded to 3 customer service requests, performed 1 service line freeze for new construction, and installed a 1-inch meter.
- Replaced pressure gauge and supply line on the altitude valve at Lakeridge Booster station.
- Installed 7 dedicated water sampling taps at sources and reservoirs.
- Investigated a cracked joint in the 12-inch overflow line in Ponderosa Tank #2 and lowered the water level to stop leakage until repairs can be made.
- Assisted with the SCADA upgrades at Ponderosa Booster Pump Station. Met with RH2 regarding PRV zones.

Sewer Collections System Maintenance:
- Performed daily checks and debris removal from the force main trestle support on the inlet channel of Lake Tapps.
- Continued working on the first list of manholes needing repairs under the new Manhole Rehabilitation contract (IDQ). Met with contractor (North West Concrete Waterproofing) to go over scope of work at manhole H5-24.
- Checked the flow meter in Sumner. Repaired the float in the debris tank of the vacuum truck.
- Performed 58 FOG (Fats/Oil/Grease) inspections at commercial businesses.
- Conducted routine maintenance and adjustments at the Falling Water Community Drainfield.

Sewer Lift Station Maintenance:
- Completed 15 preventative maintenance checks at lift stations.
- Checked lift station 10 for Communication failure.
- Met RH2 Engineering to program the SCADA Telemetry upgrade and start up at lift station 2 and lift station 21 to resolve a telemetry pump run time issue.
- Exercised the 5 portable generators weekly.
- Exercised all 23 lift stations generators under a load.

MUNICIPAL COURT
- Review Calendar held on Monday.
- Arraignment – Pre Trial Calendar held on Wednesday.
- Traffic Calendar held on Thursday.
- Probation officer Julian McGilvery has accepted a position with King County. Although we hate to see Julian leave so soon, we wish him well in his new position.