EXECUTIVE DEPARTMENT

- Spent considerable time responding to various media requests regarding the fatal SR410 bridge construction accident.
- Drafted a letter to our former public defender regarding continuing obligations.
- Finalized the Administrative Code section on travel, lodging, and meals. Will be distributed next week.
- Worked with Arts Commission on a logo for the Arts Commission
- Met with CD staff to review and discuss the draft Community Facilities and Community Mobility elements of the Comprehensive Plan.
- Attended the award ceremony for Sue Hilberg at the senior center where she received the equivalent of the Senior Center Professional of the Year award from the state senior center association (see page 2).
- Reviewed a draft survey sent to non-represented employees to solicit input regarding their current benefit programs and pending changes to the City’s health care plans.

Facilities and Special Projects and Events

- A prototype concrete “stone” has been created for the Mayor and City Administrator to examine and approve as a base for two new historical markers as we can no longer find actual affordable sand stones.
- There was a public open house in the Council Chambers for the Fennel Creek Trail segment 2 design project
- Staff and consultants prepared a summary of public comment for the City Council during its May 5th Workshop
- David Wells is nearly done with assembling this summer’s special events lineup
- Hermanson Company completed numerous extensive HVAC repairs in City Facilities
- Facilities covered the cost of recent repairs to the audio system in the Council Chambers/ Courtroom
- Pete completed a major cleanup at the “Cimmer” property to prepare for new renters (this property is being rented until a trailhead can be funded and constructed)
- Pete discovered a “bridle trail” easement around Lake Debra Jane that was dedicated to the City in 1959
- Gary Leaf worked with WSDOT to correct e-mail billing submission procedures for the Fennel Creek grant project
- Gary discussed with Bruce Dees how to fulfill a request by the Parks Ad Hoc Committee that will be submitted to the City Council
- Gary coordinated with Bruce Dees’ staff numerous revisions of maps presented at the May 5th Council Workshop
- Pete and Gary reviewed a cost proposal for a replacement range hood and fire suppression system for the Senior Center kitchen
- Gary coordinated an issue with a DM customer to resolve a yard waste issue.
ADMINISTRATIVE SERVICES DEPARTMENT

Human Resources
- Completed new hire orientations for five seasonal employees and the new Part Time Bailiff.
- Began working on the AWC Salary Survey.
- Completed interviews for the position of Maintenance Worker I in the Public Works Water Division.
- Attended the AWC Labor Relations Institute.

City Clerk’s Office
- Received 9 new public disclosure requests; closed 2 requests and provided installments of records to 7 requestors; sent notification to 1 requestor. Continued review and preparation of records for review and additional installments.
- Transferred 3 boxes of Finance records; retrieved records for HR and Public Disclosure; participated in utility records discussions with members of WPUDA. Working on records management and tracking options for records related to projects.
- Continued testing of basic SharePoint implementation including retention workflows, trouble-shooting user accounts, site setup, etc.
- Website & Social Media: Assisted with advertising upcoming events (South Sound 911, East Pierce Fire). Updated homepage and Special Events pages.

Senior Center
- Congratulations to Senior Center Manager Sue Hilberg who was presented this year’s Professional Leadership Award from the Washington State Association of Senior Centers year! To be considered for this award the nominee must have held a senior center position for more than five years and demonstrated through their work efforts, performance and concern that clearly excel beyond their daily responsibilities. These extra efforts can be demonstrated in the area of legislation, professional or community involvement, creative programming, etc.
- Cinco de Mayo and Mother’s Day celebrations took place at the Center this week with nearly 200 in attendance.
- The monthly foot care clinic was held Friday.
- Several local artisans had their crafts available for sale on Friday.
- Planning is in full swing for the annual volunteer appreciation dinner next week.

Information Services
- Deployed 5 new police computer replacements.
- Troubleshoot public works water/sewer alarm system.
FINANCE DEPARTMENT

- The CF and Financial Operations Supervisor attended the annual EDEN Systems Users Conference.
- The big project is the annual Comprehensive Financial Statement which is coming along nicely. It is due to the State Auditor’s Office by the end of the month.
- Daily cash processing
- Assisted with Remaining Capital Commitments schedule
- Cleared April Payroll and AP/Claims checks & non-checks
- Began work on April Bank Statement Reconciliation
- Updated Utility tax spreadsheets
- Began final draft of Probation Officer position analysis
- Printed Expenditure & Revenue reports for use in Financial Statement preparations using Report Group options
- Prepared 10 Accounts Receivable invoices
- Prepared Finance Committee agenda/packet in Cherie’s absence
- Entered 46 Accounts Payable invoices; reviewed 20 invoices entered by other departments;
- Printed 79 Accounts Payable Checks
- Ran month end reports for Accounts Receivable
- Distributed sales tax reports prepared last week
- Ran month end reports for Accounts Receivable
- Distributed sales tax reports prepared last week
- 2 senior/disabled discount applications received and granted
- Received 2 requests for letters of credit
- Closed 13 utility accounts and issued closing bills
- Received 1 business license application
- 1 penalty adjustment
- Processed month end reports.
- Weekly state: 17 – Utility apps; 12 – Request to start and stop billing tenants; 9 – Account changes; 26 – Actual final, estimated finals/payoff quotes; 26 – Account transfer, bank transfers and quit claim transfers; Continuing to process Alarm Permit Registrations and False Alarm Payments.

COMMUNITY DEVELOPMENT DEPARTMENT

Administration

- Bonney Lake hosted the quarterly Master Builders Association Development Officials’ Forum in the Justice & Municipal Center Friday. Twenty-four people attended. Councilmembers McKibbin, Minton-Davis, & Watson attended as did the Director. The Permit Coordinator and Plans Examiner made presentations on residential fire sprinkler requirements, electronic plan review submittal requirements, and reviewed the single-family fee breakdown. The City of Puyallup will host the next meeting in August.
- The Director met individually with the Permit Coordinator, GIS Analyst, Development Review Engineer, and Senior Planner for the regular monthly one-on-one meetings.
- The Senior and Associate Planners attended the Planning Association of Washington’s one-day ‘Land Use Boot Camp’.
COMMUNITY DEVELOPMENT DEPARTMENT Continued

Code Enforcement
- Confiscated 11 signs at various locations throughout the City.
- Received complaints about raccoons, investigating and referred complainant to fish and wildlife; of an abandoned vehicle parked in road off of 75th, investigating; of an abandoned structure off of Aqua, investigating; of junk vehicles and dying trees for property off of Myers, investigating; of a retaining wall and construction of a fence at a residence off of North Island Drive, investigated and made contact with property owner; & of a sign placed at a business located in Cedar View Plaza.
- Received a request for return of a confiscated sign and a copy of the sign code.
- Received an inquiry about right-of-way and property lines, referred to public works.
- Received public disclosure request for property off of North Island Drive, provided documents to clerk’s office.

Development Review Engineering
- Conducted a street inspection for 174th Avenue East with DR Horton.
- Coordinated certificate of water availability fire flow modeling for Sky Island Division 6.
- Continued road approach and right-of-way inspections.

Building
- Reviewed and approved a permits for a change of occupant (medical office); a mechanical permit for the Pierce County Library (HVAC change-out); a permit for a shed; & a permit for a single-family residence. Reviewed a permit for a new City water pump station facility; a permit for a patio cover; a permit for a single-family residence; & the tenant improvement permit for Denny’s (the old Shari’s restaurant).
- Conducted 100 inspections.

Permit Center
- The Permit Center received 18 applications and issued 22 permits.
- The Permit Coordinator prepared and distributed the permitting activity reports for the month of April 2015.
- The Permit Coordinator facilitated the weekly project status meeting, met with the applicants regarding Sumner School District projects and received the application for the relocation of Chippers LLC.

GIS
- Provided the latest GIS inventory for parks and trails: 9 parks, 156.51 acres, & 6.71 miles of trails.
- Provided the latest GIS inventory for utilities: 210.43 miles of water pipe; 6,362 valves; 1708 fire hydrants; 92.35 miles of sewer pipe; & 1,811 manholes.
- Obtained a price quote for an EASI-FILE large format document cabinet for the as-built library.
- Updated all 8 water intertie GIS features with more accurate GPS surveyed valve feature coordinates.
- Provided the water tanks and interties GIS data dictionary documentation to the Utilities Engineer.
- Printed two copies of the Public Works Week poster.
- Received and completed two sewer as-built requests for residential parcels.
- Created four site plan maps for the proposed permanent restroom facilities at Victor Falls and Cedarview Parks.
- Attended the ESRI Live Training Seminar, “Telling Your Story with ESRI Story Maps”; a web service that combines maps, photos, text, and other media, in a single interactive application and can be shared privately to the public.
- Delivered the water GPS data to Pierce County GIS so the data can be loaded into the CVPro data menu, this data will soon be available to GIS users.
PUBLIC WORKS DEPARTMENT
Engineering and Administration
- Invoices: Processed 12 invoices ($615,939) for payment and 5 requisitions ($889,589).
- Carol processed May PW Admin/Engineering PCards.
- Doug attended this month’s TCC meeting. PSRC reported that FHWA funding for 2015 fiscal year is looking like it will reach its minimum goal; so, at this time, it does not appear that there will be any additional grant money for the sidewalk from VMD to Myers Road.
- City Engineer Woodcock participated as a salsa judge at the Senior Center Cinco de Mayo celebration.
- Assistant Engineer Fonda processed this year’s winning entries for the stormwater pollution prevention art contest.
- Director attended the CDC meeting and prepared meeting notes.
- Director and PW staff met to review and coordinate completion of the 2015 CIP program. A CIP Status Report update will be completed next week.

CIP Construction Contracts:
- SR 410 Pedestrian Improvements ~ Weekly meeting held with general contractor and concrete subcontractor to review proposed two week schedule. Placed rebar and sprayed 580 square yards of shotcrete slope protection on geo-foam blocks. Started assembly of forms for sidewalk moment slab in the staging area. Contractor continued to haul away excavated material from the staging area.
- SCADA Upgrade, Phase 1 ~ Contractor installed the new radio telemetry at both the Ponderosa Tank site and the maintenance yard. A startup for the Ponderosa communications is scheduled for next Wednesday. Processed pay estimates #2 & #3 to Northeast Electric. Financially, this project is 53% complete.

CIP Planning and Design Contracts:
- SR410 & VMD Intersection Improvements ~ Staff completed final review of PS&E package for advertisement beginning next week.
- 186th Avenue Corridor Project ~ Design team and Utility companies met to for the utility coordination meeting. ROW agent is continuing conversations with property owners for ROW acquisition on their properties.
- Lakeridge 2 Pump Station Design ~ RH-2 received comments back, both from PW and from CD, and will update their plans for the next review next week.

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

Operations and Maintenance Division:
Street Maintenance:
- Set up Temporary Traffic Control on SR 410 for a westbound lane closure to replace a broken grate in road wheel path.
- Mowed brush encroaching the right of way on Church Lake Road at West Tapps Hwy intersection, West Tapps Hwy, and started Bonney Lake Blvd.
- Entire street/stormwater crew with the assistance of Mary Barcom, Parks crew member, performed landscape maintenance in the Eastown Planter medians on SR 410 in Eastown. (See before & after Photo’s)
- Mowed the eastbound shoulder on SR 410 from 181st Ave to 192nd Ave.

Storm Pond Mowing:
- Mowed the Veteran’s Memorial site across from the Justice & Municipal Center, 192nd Junction at Sumner-Buckley HWY, trimmed the swale on Myers at SR 410, westbound sidewalk on SR 410 from the Angeline Road overpass to Main St. Picked up trash, trimmed under the guardrail and sidewalks eastbound on SR 410 from 181st Ave to 234th Ave (4 miles). Cut blackberries along the neighboring fence next to the Bonney Lake Manor stormwater pond and mowed 5 stormwater ponds (2.63 Acres)
- Director provided response to resident concerns about perceived lack of weed abatement and grass cutting in the City ROW.
PUBLIC WORKS DEPARTMENT Continued
Operations and Maintenance Division:

Traffic Sign Maintenance:
- Replaced a speed limit sign on South Prairie Road at the city limits and an intersection “T” symbol warning sign on Sky Island Drive.
- Trimmed tree limbs/brush and cleaned the sign faces on Interlake Island and on SR410.

Parks Maintenance:
- Daily unlocked the Fennel Creek Trail gate, completed garbage collection in all parks, and completed weekly playground equipment inspections.
- Performed hard surface maintenance 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, Public Safety Building, Cedar View Park, Senior and the Public Works Centers.
- Sprayed weed abatement chemicals on SR410 landscape.
- Completed infield maintenance at the four fields in Allan Yorke Park.
- Delivered a load of bark to Ken Simmons Park for The Lake Bonney Conservation Association cleanup event scheduled for Saturday, May 9th.

Forestry:
- Put together trees/shrubs for Cascade Water Alliance planting. Planted were 4 Red Twig Dogwoods, 3 Snowberry and 3 Red Currant. The Washington State Department Fish & Wildlife (WDF&W) required plantings within the dike beach area as part of the mitigation for the dike renovation. However the plants did not survive volleyball court users and needed to be replanted.

Water Production:
- Began refilling the Peaking Storage Reservoir in preparation of upcoming demand season. Staff was able to average 500,000 gallons of water a day for 4 days this week. The reservoir is currently at 22.5 feet which is equivalent to 11.25 million gallons in storage. Capacity of the reservoir is 15 million gallons.
- Collected 13 routine coliform bacteria samples from the distribution system.
- Repaired chemical feed system at Peaking Storage Booster Pump Station.
- Downloaded data from Tacoma Point Aquifer Level monitoring wells.

The City provided 4 Noble Firs to the Sumner School District for students who conducted an “importance of trees” hands-on workshop at 4 elementary schools in our area. This project was conducted on April 24th at local elementary schools in recognizing Earth Day / Arbor Day.

Water Distribution System Maintenance:
- Repaired three service line leaks and responded to two pressure related inquiries.
- Completed four service line freezes to allow developers to install residential fire sprinkler systems in new single family home construction.
- Installed dedicated water quality sample taps at Grainger Springs.
- Prepared Ball Park Well #1 flow meter for shipping to manufacturer for rebuild, testing, and accuracy calibrations.
- Investigated improper installation of irrigation system on a water service line. Staff excavated the water service line, removed the improper connection, replaced the damaged water meter setter, and restored the water service.
PUBLIC WORKS DEPARTMENT Continued

Water Customer Service:
- Completed 4 Water Availability requests.
- Performed 38 regular and one emergency underground utility locate requests.
- Responded to 33 Customer Service requests from Finance, 4 from PW, and delivered 4 NSF door hangers.
- Assisted Water Production crew with monitoring well data download.
- Reading water meters on Commercial and inside City accounts. Also read water meters on PRV vaults.

Sewer Lift Station Maintenance:
- Completed 17 preventative maintenance checks at lift stations.
- Exercised 7 emergency generators under load.
- Adjusted pump control floats at L.S. #6.
- Tested operational alarms at L.S. #2 & # 21.
- Repaired Annue odor control systems at L.S. # 9 & # 12.

Sewer Collection System Maintenance:
- Responded to odor concern on Myers Road. Determined problem to be related to internal plumbing.
- Identified man holes needing repair to be accomplished by the 2015 Manhole Repair IDQ contractor.
- Performed maintenance, adjustments, and drain field inspections at the Falling Water Community Drain Field.
- Organized FOG inspections for data base management.
- Picked up materials to be used to make repairs on the Falling Water drain field later this summer by a PW Crew.

POLICE DEPARTMENT

Events:
- Officer Wolschleger was interviewed by Channel 7 for adult and child passenger safety awareness. This is in conjunction with our traffic emphasis this month.
- Our Child Passenger Safety Manager Cesi Velez finished her work on an on-line training for law enforcement that was distributed State wide.
- Finished year-end report
- SRO participated with Bonney Lake High School during their “Carting for Change” obstacle course. Golf carts were used while the students wore fatal vision goggles. There was 110 students who participated and several that wanted to watch. Alcohol is the number one killer of youth between the ages of 16-25. “The Teachable Moment” for these teens is impaired driving kills, Distracted Driving kills. Prevention Works! The students were holding conversations about the importance of safety while driving and the impact of Underage Drinking and driving.
- CSO/Traffic Updates:
  In Custody: 9; Docket Log: 181; Day Court: 1; Transports: 10

- Traffic Emphasis: Seatbelt, Car Safety Seat, Suspended driving. Please see our website for details and statistics.
- Patrol Incident highlights:
  WELRARE CHECK: Officers responded and conducted a welfare check on a subject that made suicidal comments to his ex-girlfriend. The subject was contacted and identified and denied that he was suicidal. The subject did not appear to be a danger to himself at the time of contact.
  PROWLERS: PD was dispatched to the Fred Meyer on the report of some juveniles possibly prowling vehicles. An area check was conducted but none of the juveniles or any victim vehicles were located.
  DWLS/VEHICLE HOLD: PD stopped a vehicle for the driver not wearing a seatbelt. The driver was suspended with 4 priors. A 30 day hold was put on the driver’s vehicle.
  WELRARE CHECK: PD handled a welfare check at the Pistol Annie’s of a subject slumped behind the wheel of his car. The subject turned out to be sleeping.
  UNWANTED SUBJECT: Officers responded to a residence on the report of an unwanted ex-girlfriend at the residence. The subject was contacted and identified. She was given a ride from the residence at her request and asked not to return.
POLICE DEPARTMENT Continued

- Vehicle Prowl: PD responded to a residence in the city where the victim believes her sister stole money from her back-pack that was in her car because she has a drug problem.
- DUI Arrests: Two of our traffic units arrested separate DUI’s this past weekend.
- Death Investigation: PD and Fire responded to an unresponsive female. Fire conducted CPR for about a half an hour before she was pronounced deceased. The females cousin believes she was a heroin and methamphetamine user as well as being on several prescription pill medication.
- Reckless Driving, DWLS Arrest: PD responded to a one rider motorcycle collision. The rider was not wearing a helmet and was witnessed riding at a high rate of speed and looking backwards prior to locking up his brakes as he turned to look forward and was thrown from the motorcycle.
- Investigation stats:
  - Assigned: 2  Follow-up: 4  Closed: 0  Prosecutor: 3

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.