

CITY COUNCIL WORKSHOP

January 18, 2022
6:00 P.M.

AGENDA



www.ci.bonney-lake.wa.us

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington.

The public is invited to attend Council Meetings and Workshops in person, via conference call or over the internet. Pursuant to the Governor's mandate effective August 23, 2021, all those attending in-person must wear a face mask regardless of vaccination status. The information for attending is provided below. If you connect via the website link and/or call into the meeting, please confirm the microphone on your computer and/or phone is muted, otherwise it will result in feedback sound or background noise and interfere with the meeting.

If you wish to address the Council during Citizen Comments, please refer to that section of the meeting agenda below.

Council Meetings and Workshops attendance options:

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East in Bonney Lake

By phone: 408-740-7256 (Meeting ID: 215 767 540#)

By internet: Chrome- <https://bluejeans.com/215767540>

I. CALL TO ORDER: Mayor Michael McCullough

II. ROLL CALL: Mayor Michael McCullough, Deputy Mayor Terry Carter, Councilmember Justin Evans, Councilmember Gwendolyn Fullerton, Councilmember J. Kelly McClimans, Councilmember Dan Swatman, and Councilmember Tom Watson.

III. AGENDA ITEMS:

A. **Council Open Discussion:**

P. 3 B. **Review Of Council Minutes:** January 4, 2022 Council Workshop and January 11, 2022 Council Meeting.

C. **Discussion:** Parks & Recreation Program

IV. EXECUTIVE/CLOSED SESSION:

Pursuant to RCW 42.30.110 and/or RCW 42.30.140, the City Council may hold an executive or closed session. The topic(s) and duration will be announced prior to the session.

V. ADJOURNMENT

For citizens with disabilities requesting translators or adaptive equipment for communication purposes, the City requests notification as early as possible prior to the meeting regarding the type of service or equipment needed.

The City Council may act on items listed on this agenda, or by consensus give direction for future action. The Council may also add and take action on other items not listed on this agenda.

CITY COUNCIL WORKSHOP

January 04, 2022
6:00 P.M.
DRAFT MINUTES



www.ci.bonney-lake.wa.us

Location: The physical location of the Council Meeting was at the Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington. Due to the state-wide stay at home order, the public was given the option to call in to the virtual Council Meeting and be able to listen to the Meeting live on the City's BlueJeans conference line.

- I. CALL TO ORDER** – Deputy Mayor Justin Evans, called the workshop to order at 6:00 p.m.
- II. ROLL CALL:** City Clerk Sadie Schaneman called the roll. In addition to Deputy Mayor Justin Evans, elected officials attending were Councilmember Terry Carter, Councilmember Gwendolyn Fullerton, Councilmember J. Kelly McClimans, Councilmember Dan Swatman, and Councilmember Tom Watson. Mayor Neil Johnson was not in attendance.

Staff members in attendance at the physical location were City Administrator John Vodopich, Chief of Police Bryan Jeter, Municipal Court Judge Joanna Daniels, Public Services Director Ryan Johnstone, Human Resources Manager Debbie Mills, Interim Administrative Services Director/Information Services Manager Chuck McEwen, Executive Assistant/Management Analyst Leslie Harris, Planning & Building Supervisor Jason Sullivan, Recreation & Special Events Manager David Wells, Human Resources Generalist Melissa Johnson, City Clerk Sadie Schaneman, and City Attorney Kathleen Haggard.

Staff members in virtual attendance using the City's BlueJeans conference line were Chief Financial Officer Cherie Reiersen, City Engineer John Woodcock, and Recreation Coordinator Alexis Latham.

III. AGENDA ITEMS:

City Clerk Sadie Schaneman read out loud Councilmember Angela Ishmael's resignation letter as requested on the resignation.

A. Appointments:

- 1. Oath of Office** – Mayor McCullough, Councilmember Swatman, Councilmember Carter, and Councilmember Fullerton.

Municipal Court Judge Daniels invited Mayor Elect Michael McCullough to come forward and receive the Oath of Office. She administered the Oath of Office to Mayor McCullough and invited him to take his seat at the dais.

Deputy Mayor Evans invited Councilmembers Carter, Fullerton, and Swatman to come forward and receive the Oath of Office as administered by Municipal Court Judge Joanna Daniels. Municipal Court Judge Daniels administered the Oath of Office individually to Councilmembers Carter, Fullerton, and Swatman and invited them to take their seat at the dais.

2. **AB22-01 – Motion** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Electing The Deputy Mayor And Assigning Councilmembers To The Council Standing Committees.

Mayor McCullough called for nominations from the Council for the position of Deputy Mayor.

Councilmember Fullerton nominated Councilmember Carter for Deputy Mayor. Councilmember Evans nominated himself.

Hearing no further nominations, Mayor McCullough called for a vote of the Council.

The Council voted. Councilmember Carter received 2 votes and Councilmember Evans received 2 votes. Councilmember Swatman and McClimans abstained. City Attorney Kathleen Haggard asked what the reason was for abstaining. Both Councilmembers had questions they wanted to ask the nominees. There was general consensus to allow the questioning and then revote.

Councilmember McClimans asked Councilmember Carter what his plans are to setting the agenda with all the new changes and the number of projects the Council wanted to accomplish. Councilmember Carter stated that the agenda is the Council's agenda and things would be brought forward from the staff. He will be looking at the Council to inform him of what they would want to be added or removed from the agenda.

Councilmember McClimans asked Councilmember Evans what his thoughts were to having items be brought to the Council twice for discussion vs using the Committee Meetings as one of the discussion meetings. Councilmember Evans stated that he was good with having items coming to Council for a double reading and giving citizens a chance to come forward about the items but also feels the Council should have trust in their Committee members.

Councilmember Swatman asked Councilmember Evans if he saw any problems going forward with Council being able to separate personal, politics, beliefs, and views from doing what is best for the community. He reminded Council of how things happened earlier in the 2021 year.

Councilmember Evans stated that he wished that things would have gone differently and took full responsibility for his actions last year. He agrees that the Council cannot bring their personal views into the decisions for the city.

Mayor McCullough called for a revote between the 2 nominees. Councilmember Carter received 4 votes and Councilmember Evans received 2 votes. With a majority vote, Councilmember Carter was appointed the new Deputy Mayor.

Deputy Mayor Carter opened the conversation regarding appointments to the Council Standing Committees. Deputy Mayor Carter asked the Councilmembers if they had a preference on what Committee they would like to be on. After discussions Deputy Mayor Carter made the following appointments without objection from the Councilmembers.

Community Development Committee: Councilmember McClimans, Councilmember Swatman and Councilmember Watson.

Public Safety Committee: Councilmember Evans, Councilmember Fullerton and Deputy Mayor Carter until Councilmember Position 7 is filled.

Finance Committee: Deputy Mayor Carter, Councilmember Evans, and Councilmember Watson.

City Clerk Sadie Schaneman reminded Council that the Finance Committee is chaired by the Deputy Mayor. Councilmember Watson stated that two Councilmembers usually need to be on two Committees

Councilmember Watson moved to approve Standing Committee Appointments. Deputy Mayor Carter seconded the motion.

Motion approved 6-0.

B. Presentation:

1. Presentation/Discussion: Parks & Rec Program

Mayor McCullough informed Council that there would be no presentation, but this item will be for discussion only. City Administrator John Vodopich gave a background on the Recreation Program and how the City of Bonney Lake became involved.

Human Resources Manager Debbie Mills and Human Resources Generalist Melissa Johnson went over the challenges and history of how Human Resources is impacted with the Recreation Program, mostly having to do with staff turnover.

Councilmember Evans reminded Council that the contract with the school district for maintaining the Recreation Program will be up for renewal in August of 2022. The contract states that without written notification 6 months before the expiration date, then the contract automatically renews for another 5 years. Councilmembers asked questions and discussed the advantages and disadvantages to have the City maintaining the Recreation Program.

Recreation & Special Events Manager David Wells went over the revenues that the Recreation Program has brought into the City. He explained the need and how the program is essential to the citizens and children.

Chief Financial Officer Cheri Reiersen went over the revenues from before COVID-19 and during. She stated that since COVID the Recreation Program has been working in the negative. After discussing options and if the City should be involved in a before and after school program that also involves daycare, there was consensus from Council to notify the school district that the City of Bonney Lake will not be renewing the contract.

C. Council Open Discussion:

Communities For Families (CFF) Coalition. Councilmember Watson stated there is a CFF meeting on January 6, 2022. He stated that the meetings are now being done virtually only due to the spread of COVID that is happening currently. He hopes that the community will come together and help everyone to become vaccinated.

Streets and Ice. Deputy Mayor Carter thanked the Public Works staff for all their work during the snow days. He asked if the responsibility of maintaining 410 was the City's during snowstorms. Public Services Director Ryan Johnstone stated that the City does maintain highway 410 and uses de icer. Councilmember Swatman and Public Services Director Johnstone describes how anti-icing and de icer works.

Staff Thank You. Councilmember Swatman and Councilmember McClimans thanked the Public Works staff and the Finance staff for all their work and overtime in taking care of the City.

D. Review Of Council Minutes: December 07, 2021, Council Workshop and December 14, 2021, Council Meeting.

Councilmember Watson, Councilmember Fullerton, and Councilmember Carter reported that they had provided City Clerk Sadie Schaneman with a number of

corrections to the draft minutes. There was a general consensus of the Council to move the revised minutes forward to the next Council meeting for approval

- E. **Action:** AB22-02 – Motion – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Appointing The City’s Representative To The Pierce County Regional Council.

Councilmember McClimans moved to approve AB22-02. Councilmember Swatman seconded the motion.

Councilmember Evans gave a small history on what the Pierce County Regional Council does and the great opportunity it is to be on the board. Planning & Building Supervisor Jason Sullivan explained that the Planning Department works with the city representative with issues for the Pierce County Regional Council. Mayor McCullough asked if there were any volunteers. Councilmember Evans volunteered to be the city representative, and Councilmember Fullerton volunteered to be the alternate.

Motion approved to appoint Councilmember Evans and Councilmember Fullerton 6 – 0.

- F. **Discussion:** Process to Select Councilmembers for Vacant Positions. (No Advance Materials).

City Clerk Sadie Schaneman noted that Councilmember Angela Ishmael delivered a letter of resignation on December 28, 2021, explained the city code to fill vacancies and that the City code state a candidate must reside within city limits for 2 years prior to applying. She recommended the City advertise for the remaining term of the vacant position on the City Website, Social Media, and bulletin boards on January 7th and accepting applications until 5:00 p.m. January 21, 2022. Eligible applicants’ speeches and interviews on January 25, 2022, in an open session. Council would vote and the new Councilmember would be sworn in on February 1, 2022, Council Workshop. The appointee would serve the remainder of the vacated member's term through December 2023.

Council gave general consent to advertise as proposed.

- G. **Discussion: AB22-04 – Resolution 3002 – Award the Contract for the Construction of AYP Phase 1 to Premier Field Development Contractors**

Public Services Director Johnstone went over the history of the Allan Yorke Park Phase 1 project and the costs. He explained that in order to start and get the phase finished the Council needs to decide if they are wanting to fund the amount of 1.54 million dollars of the budget shortfall that is needed.

Councilmembers discussed the project and the need for this phase to be done and give the community something that has been said will happen. They discussed how to fund the project and the impacts of using the ending fund balance to cover the costs. Chief Financial Officer Cheri Reiersen reminded Council that she would need a budget amendment to transfer the funds from the ending fund balance to the parks budget.

There was Council consensus to place the item for action on the next Council agenda under Full Council Issues.

IV. EXECUTIVE/CLOSED SESSION: None.

V. ADJOURNMENT:

At 7:52 p.m. the Meeting was adjourned by Mayor McCullough with the common consent of the City Council.

Sadie A. Schaneman, CMC, City Clerk

Michael McCullough, Mayor

Items presented to Council at the January 4, 2022, Workshop: None.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.

CITY COUNCIL MEETING

January 11, 2022

6:00 P.M.

DRAFT MINUTES



www.ci.bonney-lake.wa.us

Location: The physical location of the Council Meeting was at the Bonney Lake Justice & Municipal Center, 9002 Main Street East, Bonney Lake, Washington. Due to the state-wide stay at home order, the public was given the option to call in to the virtual Council Meeting and be able to listen to the Meeting live on the City's BlueJeans conference line.

I. CALL TO ORDER – Mayor Michael McCullough called the meeting to order at 6:00 p.m:

- A. Pledge of Allegiance: Mayor McCullough led the audience in the Pledge of Allegiance.
- B. Roll Call: City Clerk Sadie Schaneman called the roll. In addition to Mayor McCullough, elected officials attending were Deputy Mayor Terry Carter, Councilmember Justin Evans, Councilmember Gwendolyn Fullerton, Councilmember J. Kelly McClimans, Councilmember Dan Swatman, and Councilmember Tom Watson.

Staff members in attendance at the physical location were City Administrator John Vodopich, Chief of Police Bryan Jeter, Public Services Director Ryan Johnstone, Interim Administrative Services Director/Information Services Manager Chuck McEwen, City Clerk Sadie Schaneman, and City Attorney Kathleen Haggard.

Staff members in virtual attendance using the City's BlueJeans conference line were Chief Financial Officer Cherie Reiersen, City Prosecutor Dena Burke, Planning & Building Supervisor Jason Sullivan, and Administrative Specialist III Carol Paul.

- C. Agenda Modifications: None.
- D. Announcements, Appointments and Presentations:

Mayor McCullough read a statement from the Council and himself explaining the Parks and Recreation program. He gave a short brief history on how the City of Bonney Lake and the Sumner-Bonney Lake School District started the current contract and the termination clause. He explained that staff had given factual information and not opinions on if the program should remain with the City. He said that the City of Bonney Lake had given notice that they want to terminate the current agreement but are in negotiations with the school district to discuss options that can help the community, the City, and the school district. He invited

anyone who was interested to attend the January 18, 2022 Council Workshop to listen to the discussion.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings: None.

B. Citizen Comments:

Kelly Whipple, 13209 179th Ave. E., Bonney Lake, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Ashley Lorenzo, she discussed her support the reasons her family has used the Parks and Recreation Program and why the program should continue.

Patti Knight, 5529 195th Ave. E., Bonney Lake, she discussed her support the reasons her family has used the Parks and Recreation Program and why the program should continue.

Steve Gibson, 8110 206th Ave. E., Bonney Lake, he discussed the how much revenue the Parks and Recreation Program has brought in, where funds would have to come from for the lack of revenues due to COVID, and the turnovers.

Annette Keliher, 7220 190th Ave. East, Bonney Lake, she discussed her support the reasons her family has used the Parks and Recreation Program and why the program should continue.

Rachael Redding, 421 Valley Ave. E, Sumner, she discussed her support the reasons her family has used the Parks and Recreation Program and why the program should continue.

Wyatt Redding, 421 Valley Ave. E, Sumner, he discussed his support, the reasons the Parks and Recreation Program should continue and what it has meant to him.

Cary Baker, 19004 108th St. Ct. E, Bonney Lake, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Dr. Laurie Dent, 1202 Wood Ave., Sumner, presented to Chief Bryan Jeter with a Certificate of Appreciation and chocolates for the great support and work that the entire Police Department give to the school district. She also thanked Chief Jeter for his continual support and partnerships he does with the school district.

Senator Pam Roach, 15155 48th St. Ct. E, Bonney Lake, she discussed open government and that Council needs to be discussing with the community all items before they make decisions.

Kerri Hubler, 8201 204th Ave. Ct. E., Bonney Lake, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Michelle Larson, 19801 121st St. E., Bonney Lake, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Anthony Clark, 8416 185th Ave. Pl. E., Bonney Lake, he discussed his support and why the program should continue.

Rich Hanson, 20724 80th St. Ct. E., Bonney Lake, he thanked the community for all their support, discussed his history of the Parks and Recreation Program as an employee and why the program should continue.

Angela Lewis, 6417 159th Ave. E., Sumner, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Rod Vincent, 20627 Church Lake Drive, Bonney Lake, he discussed his support, the reasons his family has used the Parks and Recreation Program and why the program should continue.

Becky Conway, 2420 185th Ave. E., Lake Tapps, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Russell Rudolph, 7515 191st Ave. E., Bonney Lake, he discussed the history and the illegal apartment next door to him, the complaints, City responses, and would like the Council to enforce the law and code compliancy.

Jason Dalton, 8103 183rd Ave. E., Bonney Lake, he discussed his support, the reasons his family has used the Parks and Recreation Program, the reason for turnovers, and why the program should continue.

Melanie Roach, 7511 185th Ave. E., Bonney Lake, she discussed her support, the reasons her family has used the Parks and Recreation Program and why the program should continue.

Brent Phelps, 2517 199th Ave. Ct. E., Bonney Lake, he discussed his support, how the Parks and Recreation Program affects the small businesses, and why the program should continue.

Andy Riley, 4505 W. Tapps, Dr. E., Bonney Lake, he discussed his support, the reasons the Parks and Recreation Program should continue and what it has meant to him.

- C. Correspondence: City Clerk Sadie Schaneman noted that the City Clerk's Office received 3 email correspondences in support of the Parks and recreation Program. City Clerk Schaneman noted all Councilmembers had received the emails prior to the Council Meeting.

III. COUNCIL COMMITTEE REPORTS:

- A. Finance Committee: Deputy Mayor Carter reported the Finance Committee met virtually today at 5:00 p.m. The Committee went thru personnel updates, discussed, and forwarded AB22-05 to tonight's Consent Agenda and approved their minutes.
- B. Community Development Committee: Councilmember Swatman reported the Community Development Committee met virtually on January 4, 2022. The Committee discussed the Fennel Creek Trail 2b-2 Project and forwarded AB22-05 and AB22-06 to tonight's Consent Agenda, AB22-04 and AB22-08 to tonight's Full Council Issues and approved their minutes.
- C. Public Safety Committee: Councilmember Evans reported the Public Safety Committee met virtually today at 3:30 p.m. The Committee discussed a contractor agreement with Phoebe Mulligan, LICSW and a professional services agreement for the Therapeutic Court Grant Program and forwarded both to the January 25, 2022 Consent Agenda, had monthly reports from East Pierce Fire & Rescue and the Bonney Lake Police Department, had open discussion on partnering with Pierce County for school zone beacons at the middle school, had a couple stop by about a parking issue at the parks, and approved their minutes.
- D. Other Reports: None.

IV. CONSENT AGENDA:

- A. **Approval of Corrected Minutes**: December 07, 2021 Council Workshop and December 14, 2021 Council Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**: Accounts Payable check/vouchers #90436 - 90516 and wire transfers #2021120301, #2021120601, #2021121001, #2021121002, and #2021121701 in the amount of \$2,015,897.69. Accounts Payable check/vouchers #90517 - 90553 and wire transfers #23909314, #202112792, #2021120201, #2021120202, #2021120203 and #2021120204 in the amount of \$494,384.93.

- C. **Approval of Payroll:** December 1 – 15, 2021 for checks #34505-34509 including Direct Deposits and Electronic Transfers totaling \$693,991.69. December 1 – 15, 2021 for checks #34510-34512 including Direct Deposits and Electronic Transfers totaling \$6,290.54 for a special payroll. December 16 – 31, 2021 for checks #34513-34523 including Direct Deposits and Electronic Transfers totaling \$833,093.83. Voids: 55892 – replaced with #56049.
- D. **AB22-05 – Resolution 3004** – A Resolution Of The City Council Of The City Of Bonney, Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Vendor Agreement With Pierce County To Be Able To Accept Low Income Home Water Assistance Funds For Our Utility Customers.
- E. **AB22-06 – Resolution 3005** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Award The Local Agency Contract For The Fennel Creek Trail 2b-2 Project To W.S. Contractors.
- F. **AB22-07 – Resolution 3006** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Local Agency Agreement For Architectural And Engineering Services With Parametrix For The Fennel Creek Trail 2b-2.

Councilmember Watson moved to approve the Consent Agenda. Deputy Mayor Carter seconded the motion.

Consent Agenda approved 6 – 0.

V. FINANCE COMMITTEE ISSUES: None.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:

- A. **AB22-04 – Resolution 3002** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign The Construction Contract With Premier Field Development Contractors For The Construction Of The Allan Yorke Park Improvements Phase 1 Project.

Councilmember Watson moved to approve Resolution 3002. Councilmember Swatman seconded the motion.

Councilmember Evans stated that he will support the project since the Council has promised the community a park but needs to compile a park plan before approving anymore and discuss where the funding will come from for future parks.

Councilmember Watson stated he will support the project but wants to be sure to look into funding for other parks. He feels the Council needs to give the community the park they were promised.

Councilmember Swatman stated he will support this project and gave a brief history of how the city acquired the park and how long the project has been promised to the community.

Councilmember Fullerton stated she will support this project after reviewing past minutes and reports. She supports starting a park in Midtown but feels that the community has waited long enough for this project.

Deputy Mayor Carter stated he could not support this project because of the costs, parking issues, and feels that possibly the work should be moved to another location.

Councilmember McClimans stated that he will support this project but wants the Council to discuss the possibility of investing in a bond measure to support the parks. He feels the community should vote on the bond and if they want to fund the parks program.

**Motion to approve Resolution 3002 was approved 5 – 1.
Deputy Mayor Carter voted no.**

- B. **AB22-08 – Resolution 3007** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign The Professional Services Agreement With Parametrix For The Construction Management Of The Allan Yorke Park Phase 1 Project.

Councilmember Watson moved to approve Resolution 3007. Deputy Mayor Carter seconded the motion.

Motion to approve Resolution 3007 approved 6 – 0.

IX. CLOSED SESSION:

At 7:44 p.m. Mayor McCullough announced the Council will hold a closed session for 15-minutes pursuant to RCW 42.30.140 to discuss collective bargaining with no action to be taken following the closed session, and then adjourned the regular Council Meeting. The Closed Session started at 7:45 p.m. and concluded at 8:00 p.m. No action was taken.

X. ADJOURNMENT:

At 7:44 p.m. the Meeting was adjourned by Mayor McCullough with the common consent of the City Council.

Sadie A. Schaneman, CMC, City Clerk

Michael McCullough, Mayor

Items presented to Council at the January 11, 2022 Meeting for the record:

(1) *Plat Drawing and Permits* – Russell Rudolph.

Note: Unless otherwise indicated, all documents submitted at City Council meetings and workshops are on file with the City Clerk. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.



BONNEY LAKE

WELCOMES YOU

The background of the slide is a faded photograph of a park entrance. At the top center, an American flag flies on a tall pole. Below the flag, there are several tall evergreen trees. In the foreground, there are two large stone pillars supporting a sign. The sign on the left pillar reads "BONNEY LAKE" and the sign on the right pillar reads "WELCOMES YOU".

The Recreation Department

City of Bonney Lake

Presented by

David Wells


Recreation & Special Events Manager

136

Years of Recreation Experience

- Alex Latham – Recreation Coordinator
- Eena Wiest – Recreation Coordinator
- Laura Zerr – Recreation Coordinator
- Rich Hanson – Recreation Manager
- David Wells – Recreation and Special Events Manager





Timeline

- David's

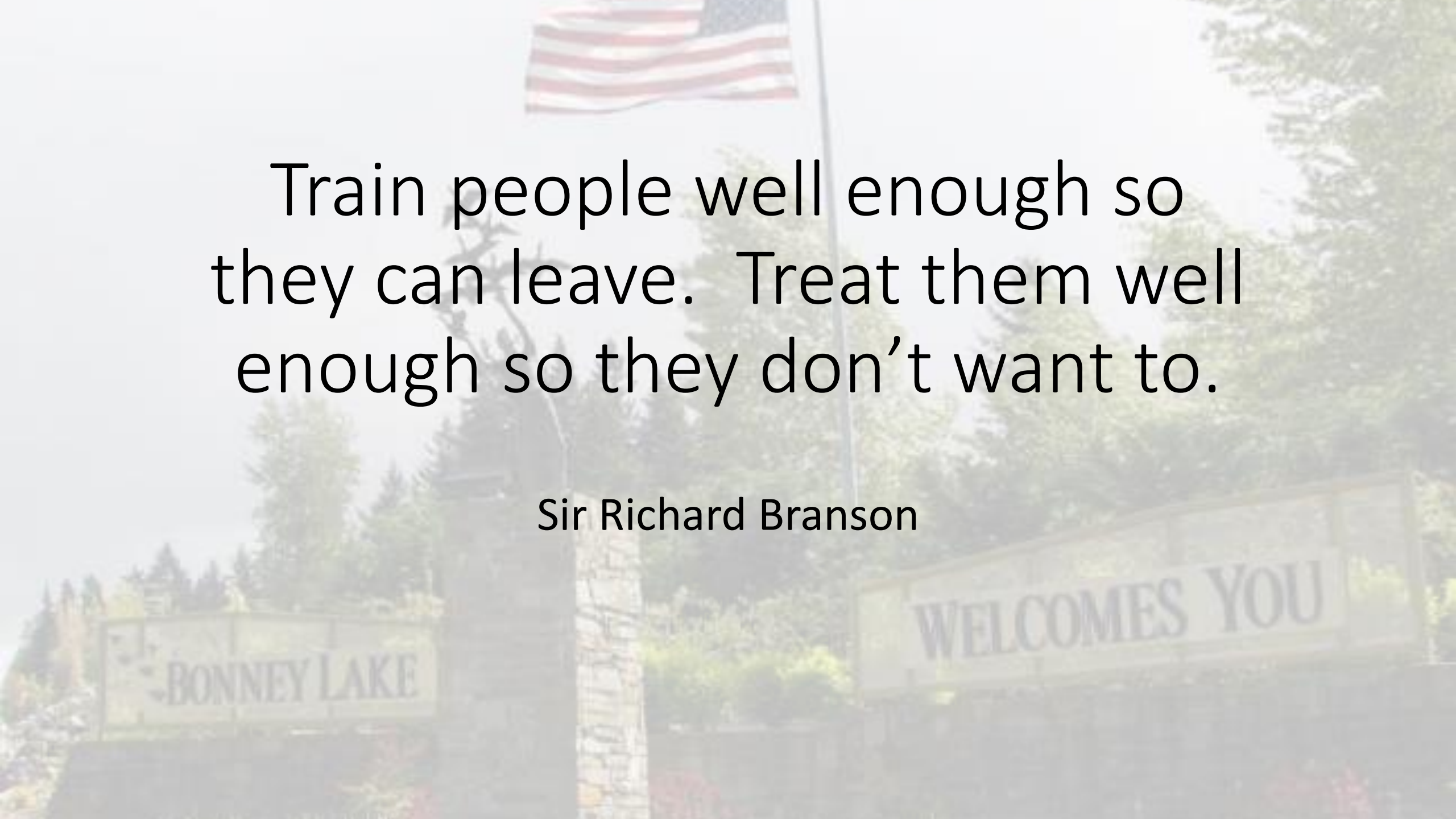
- Hired 5/06 – Intern
- 3/07 – Special Events Coordinator
- 8/17 – Assisted with transition of Recreation Program
- 1/19 – Recreation & SE Manager

- Recreation

- September, 2017 -
- April, 2019 - Holly
- May, 2019 - Eena
- April, 2020 – Laid off
- June, 2020 – Core 4
- August, 2020 – Site Directors
- September, 2020 – LEAP
- July, 2021 - CAMPS
- September, 2021 – In School

Recreation Onboarding

- Pre-employment for all paid positions have a background thru Pinnacle (youth sport officials, site assistants, site directors, and recreation coordinators).
- If no gap in employment we do not have a policy in place to resubmit backgrounds, or run them again. So there is no timeframe for these employees to be verified they are still in compliance. For the Site Director positions this would have to be negotiated with the union for impact.
- Volunteer Coaches for the recreation program are screened at start of service thru Pinnacle Investigations, and if they return 12 months or more since last screening are to be run again thru Pinnacle Investigations.



Train people well enough so
they can leave. Treat them well
enough so they don't want to.

Sir Richard Branson

Programs – City Staff

- Father / Daughter Dance
- Pee Wee Sports – Soccer, Basketball, Coach Pitch Baseball
- Summer Basketball league
- Toddler Playpark
- Adult Soccer
- Flag Football
- Homeschool PE
- And many more



Programs – School Fundraisers

- Bonney Lake High School & Sumner High School (separate programs)

- Baseball & Fast pitch
- Basketball B&G
- Football
- Dance & Cheer
- Lacrosse
- Volleyball
- Wrestling

And a few more



Programs – School Staff (not-fundraisers)

- After School
 - Basketball
 - Soccer
 - Track
 - Volleyball
 - MS Tennis
 - Spring Fun Run
 - Dance and Drill



Programs – School Staff (out of season)

- HS Baseball
- HS Summer Hoops
- Girls Soccer
- Tennis
- Volleyball
- MS Soccer
- Casey Adcox Baseball camp



Programs - Contracted

- Kids Love Soccer
- Theater – Manestage and Off Broadway
- Safe Sitter
- Snapology
- Karate & Tae Kwon Do
- Z Girls
- Dog Obediance



2019

By The Numbers

- City Staffed Programs – 1591
- School Fundraisers – 1067
- School Staff – 1166
- Contracted Programs – 1540
- Before & After School – 309
- Action Day Camp – 277

Grand Total – 5,950 registered participants



School District contributions

- In-Kind Building rentals space
 - Before & After school program - \$225,000
 - Action Day Camp - \$45,000
 - Elementary Basketball - \$30,000
 - Other miscellaneous programs \$35,000Total Building rentals: Approximately \$335,000
- Custodial and building maintenance for schools and Robert Miller Gym
- Field space as needed
- Robert Miller Gym

Tyler Parks & Recreation Software

- Software was purchased in first quarter 2018
- Initially it was to interact with Tyler Cashiering & Eden
- Recreation and Public works staff were trained to use software during first quarter 2018
- Three elements are not talking to each other correctly
- 78 agencies across the US are using the T.P.A.R.
- Tyler Cashiering is the current module to take in all payments.
- Staff will call people who have mailed in registrations to take credit cards over the phone to directly input into the cashiering module.

High Quality Afterschool Programs Accelerate Student Achievement

- **A**ttendance – Students are more likely to come to school!
- **B**ehavior – Students Learn better!
- **C**oursework – Students do better!
- www.expandinglearning.org



2021 NRPA – OUT-OF-SCHOOL TIME Report

- Parks & Recreation agencies are among the largest providers of OST
- 83% of local P&R agencies offer summer camps
- 58% of local P&R agencies offer after-school programming
- 94% of local P&R agencies provide: free play, sports sampling, and physical activity
- Financial Burdens and a lack of a role model at home are top challenges faced by youth participating in OST programs.
- Cost and transportation are Key challenges to ensuring all youth can fairly access and participate in OST programs



Quick Story

Questions

BONNEY LAKE

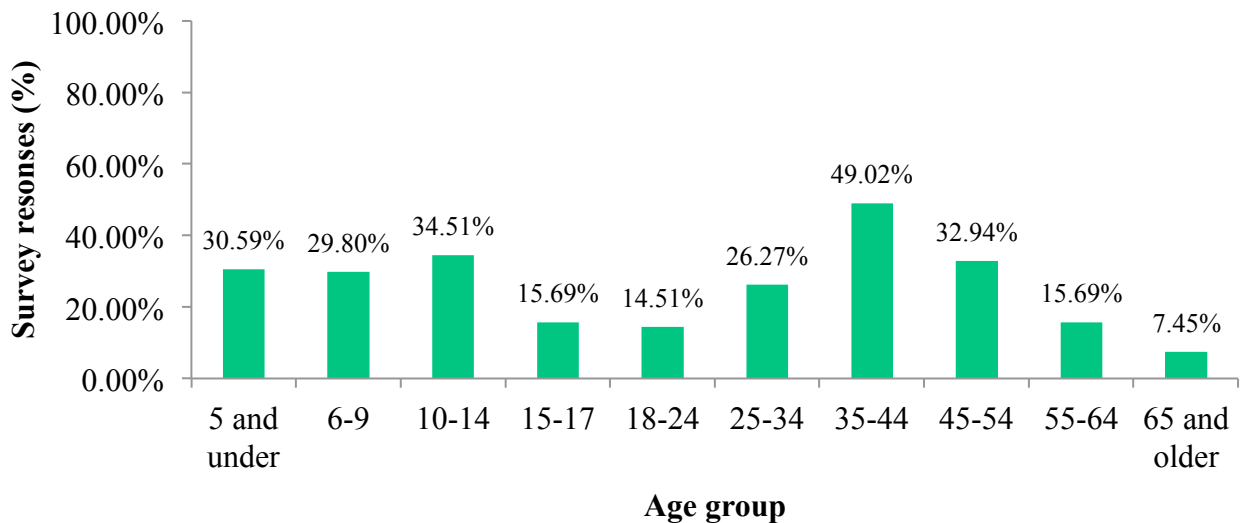
WELCOMES YOU

**2018 Parks &
Recreation
Community Needs
Assessment Survey**

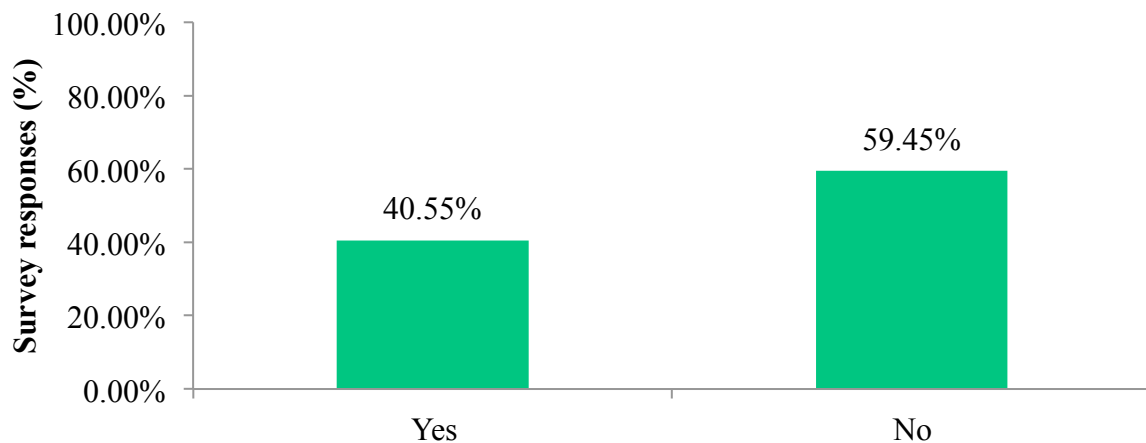
Parks and Recreation Community Needs Assessment Survey Report

A Parks and Recreation Community Needs Assessment Survey was conducted November 8th - November 25th. The purpose of the assessment is to gather community input for grant applications and establishing priorities for the future development of the City's parks and recreation facilities and programs. The survey consisted of 13 multiple-choice questions and was completed by 256 respondents on the Survey Monkey website.

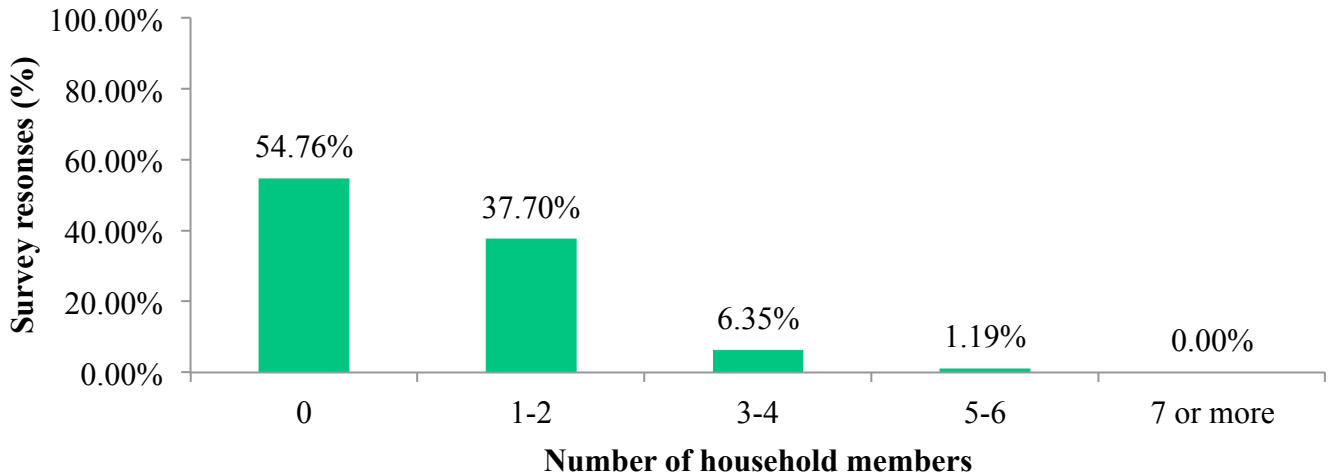
Question 1: Please select the age groups represented in your household. Select all that apply. *Answered=255;Skipped=1*



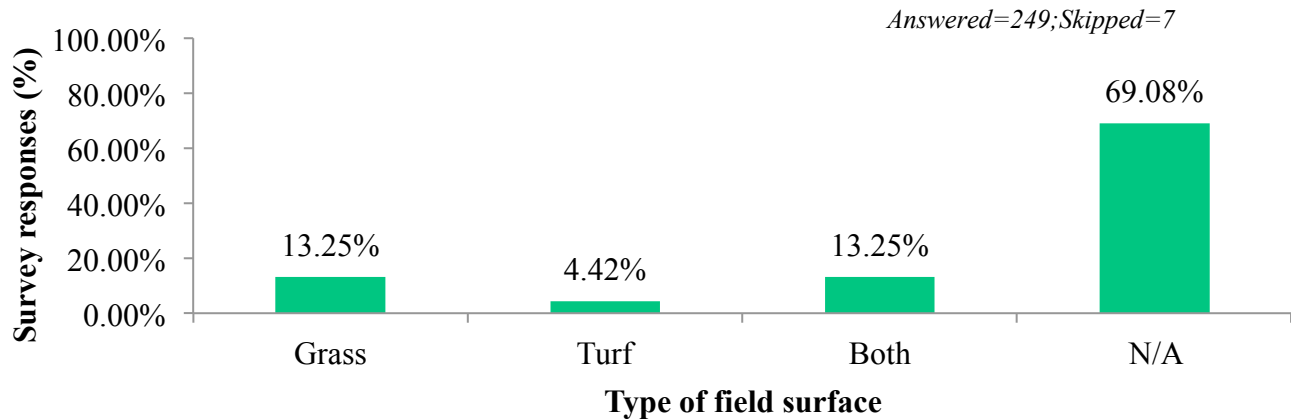
Question 2: Do you or someone in your household participate in a Bonney Lake-Summer School District Recreation program? *Answered=254;Skipped=2*



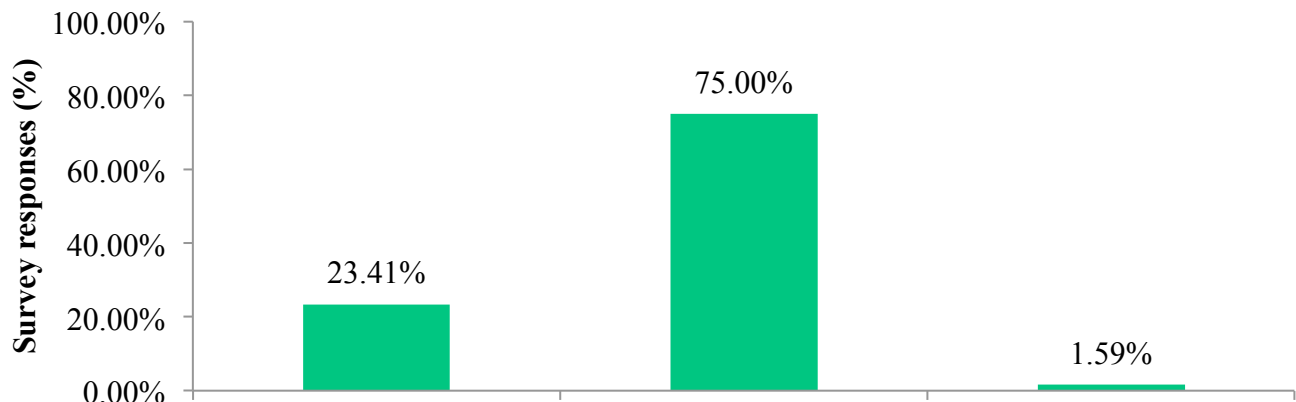
Question 3: How many household members total (youth and adults) participate in a Bonney Lake-Sumner School District Recreation program?
Answered=252;Skipped=4



Question 4: If you answered "yes" to Question 2, does the recreation activity use a grass or turf field? (i.e. football, soccer, softball, etc).
Answered=249;Skipped=7

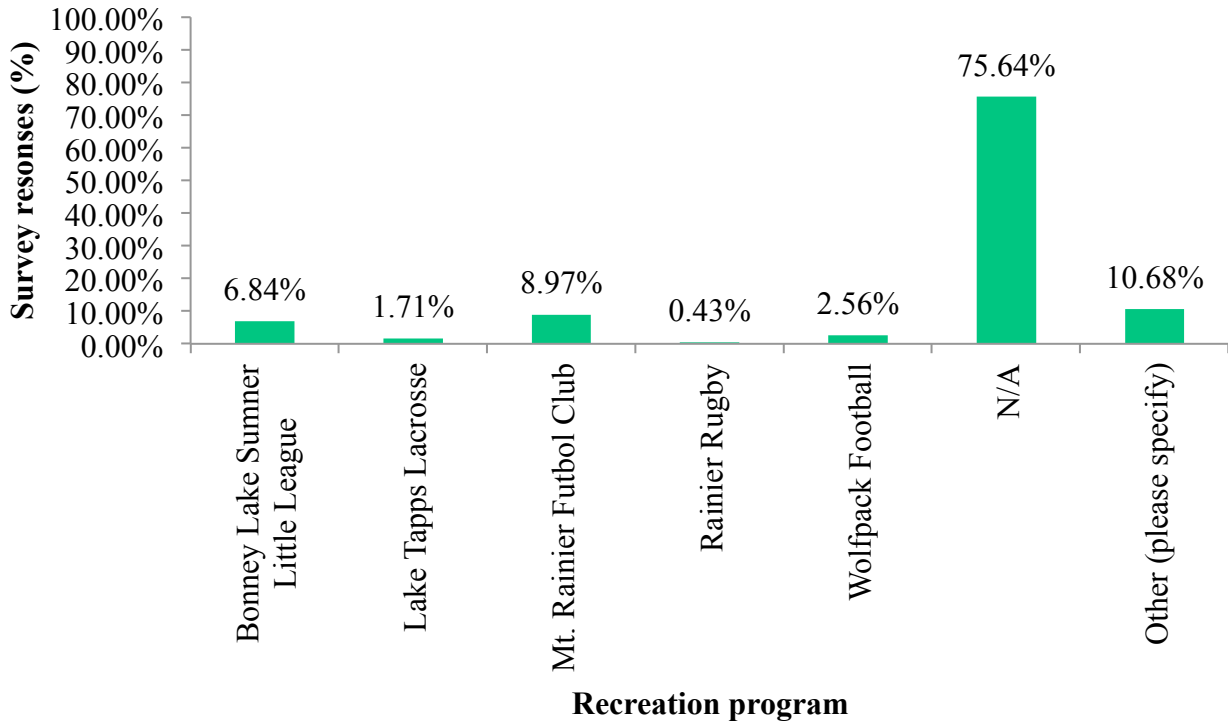


Question 5: Do you or someone in your household participate in a sport-league program (i.e. BLS Little League, Lake Tapps Lacrosse, etc)?
Answered=252;Skipped=4



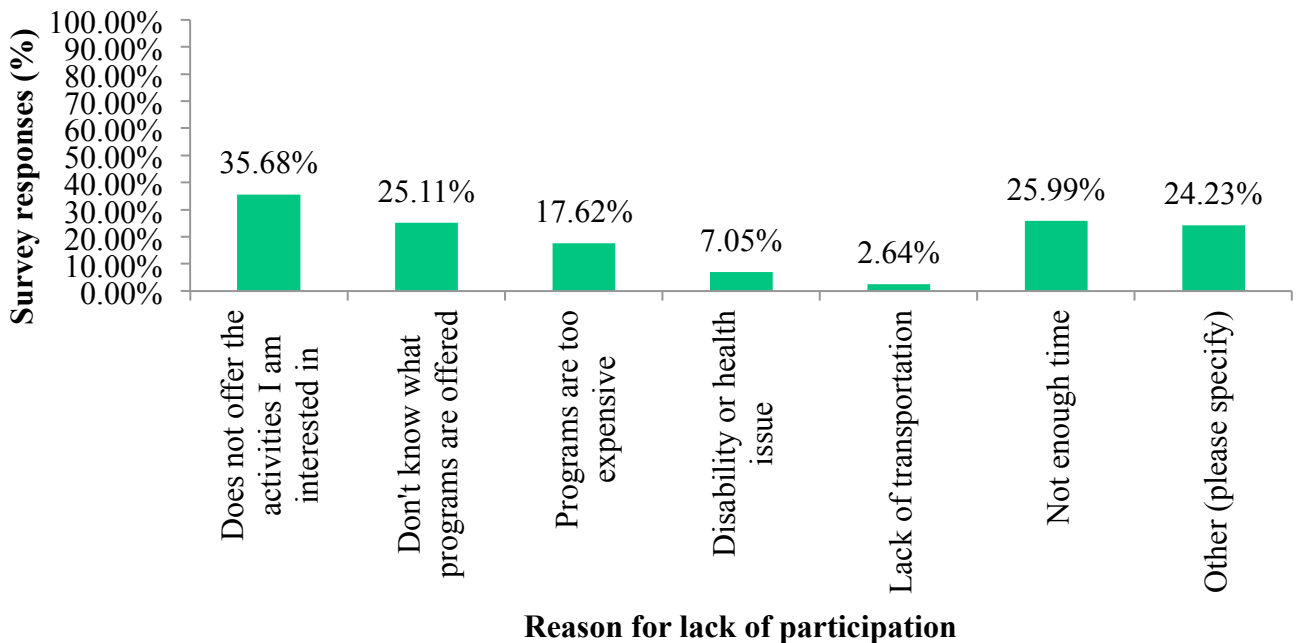
Question 6: If you answered "yes" to Question 5, select all programs that apply.

Answered=234;Skipped=22



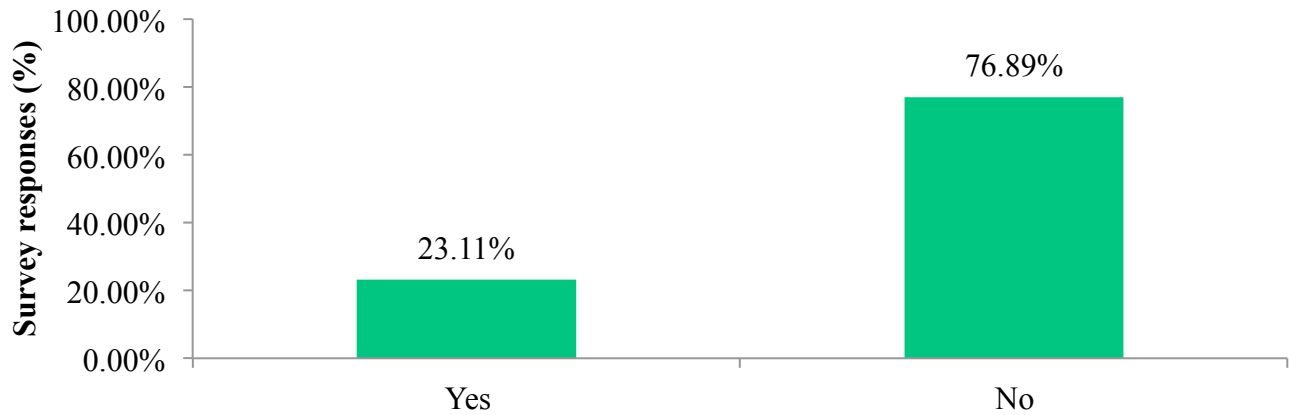
Question 7: If you or someone in your household does not participate in recreation or sport-league programs, what are the reasons? Select all that apply.

Answered=227;Skipped=29

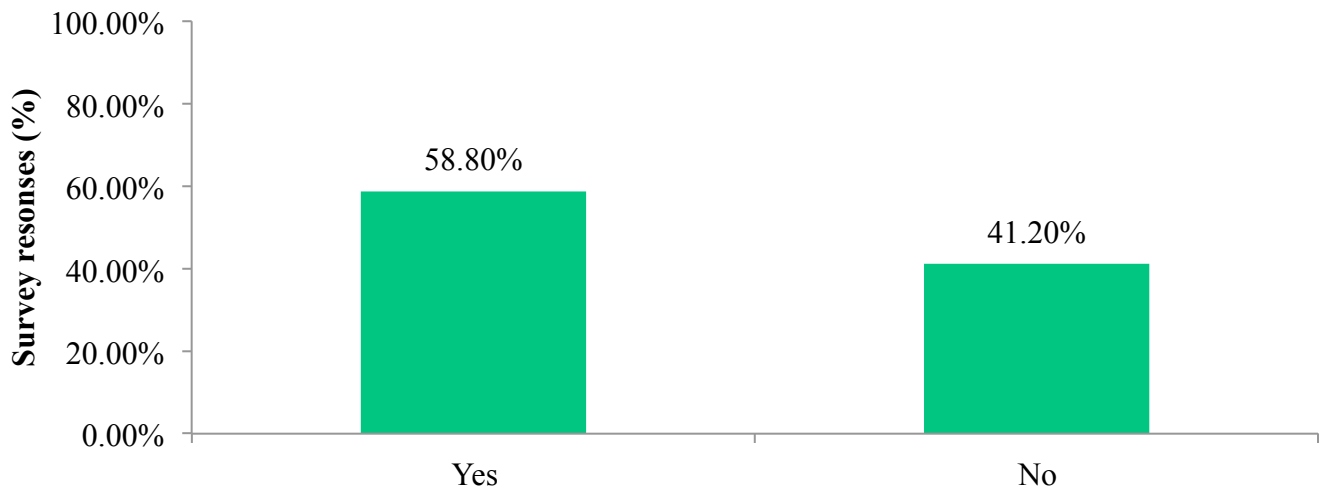


*Examples of "Other" reasons include: too young, lack of activities for individuals with disabilities, activities not offered early or late enough, participate in school sports/activities.

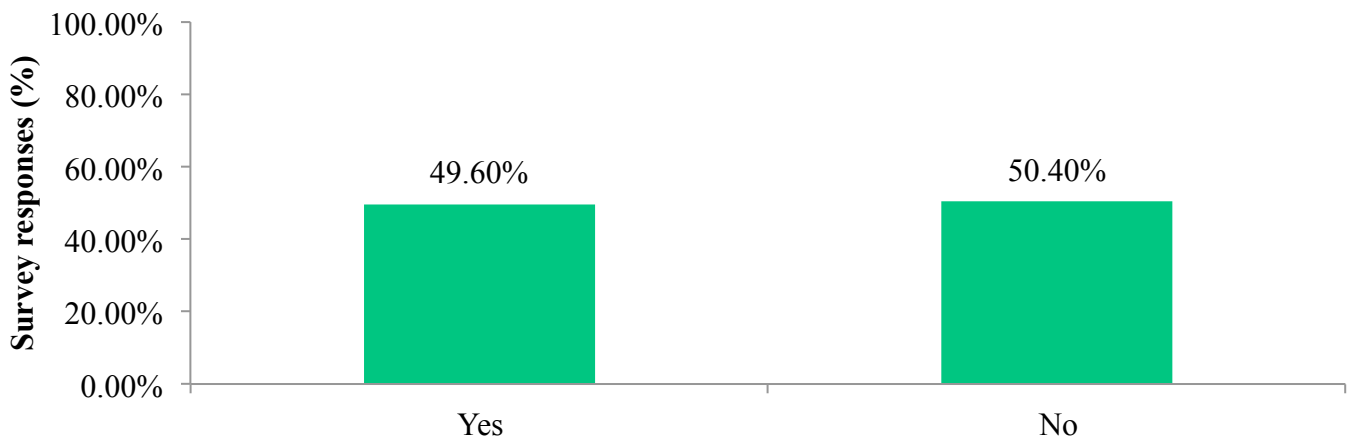
Question 8: Do you or someone in your household currently use Allan Yorke Field for recreation or sport-league program? *Answered=251;Skipped=5*



Question 9: Do you or someone in your household currently use Allan Yorke Field for leisure activities? *Answered=250;Skipped=6*

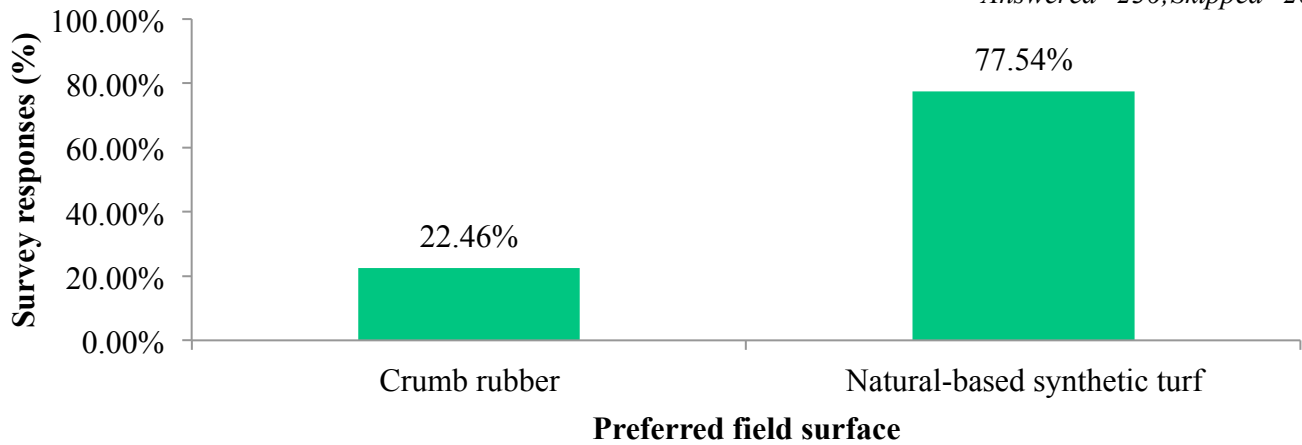


Question 10: Would you or someone in your household be interested in using the proposed multi-purpose athletic field at Allan Yorke Park for pick-up games during the summer months? *Answered=250;Skipped=6*



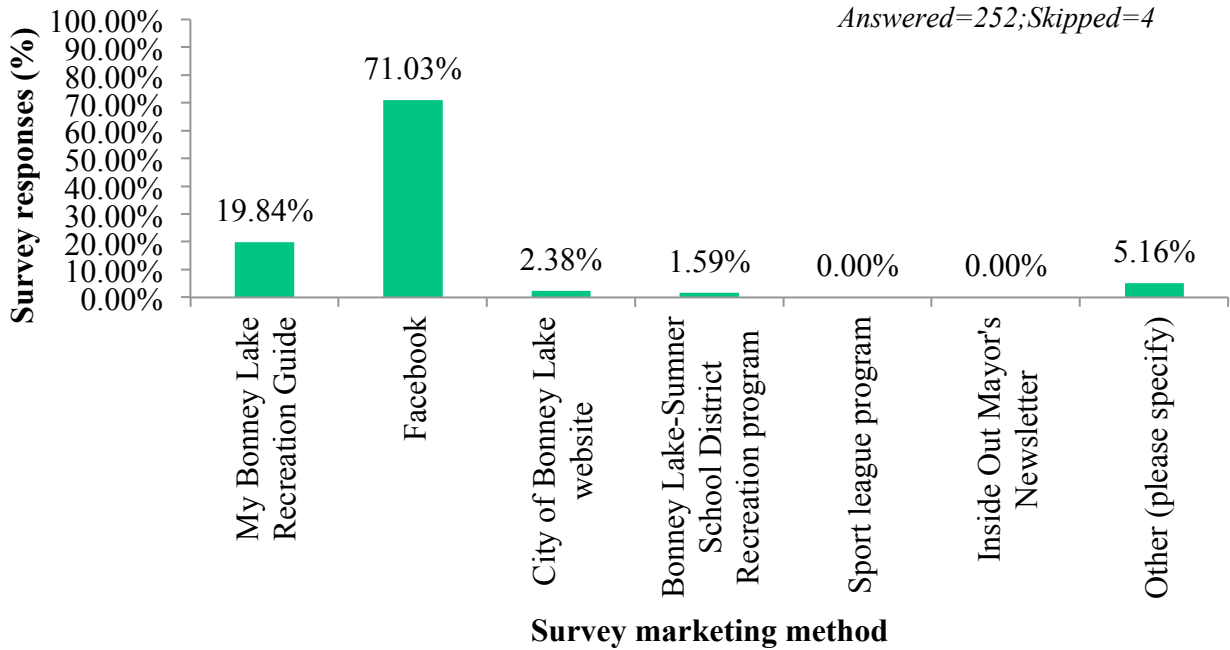
Question 11: The proposed multi-purpose athletic field at Allan Yorke Park will use an artificial turf, which field surface do you prefer?

Answered=236; Skipped=20



Question 12: How did you hear about this survey?

Answered=252; Skipped=4



Question 13: Please enter your email address if you would like to receive a copy of the Mayor's weekly newsletter and enter to win the Starbucks gift card.

157 respondents included their email address.

**July 18, 2017 Joint
Recreation Agreement
Presentation**

Joint Recreation Agreement



July 18, 2017

Introduction

- The City and School District have continuously operated the joint recreation program since **1991**.
- The joint recreation program is financially self-supporting, and has been for many years. 2017 is estimated to end with a \$290,000 positive balance, and the 2015-2016 fiscal year ended with a \$267,135 positive balance.
- There continues to be a need for public recreation and arts programs in the area.
- Neither party by itself has sufficient resources to provide recreation and arts opportunities separately.
- The School District has determined to concentrate its focus on education, and has asked the City to assume administration of the recreation program.



Inter-Local Agreement Key Points

- The City will assume administration of the recreation program.
- Current District recreation employees will become City employees.
- The recreation office will remain at the Robert Miller Gym.
- The District will continue to provide its facilities at no cost, including program scheduling software and rec. office equipment.
- Fees may be charged for direct costs incurred by the City or School District as a result of a particular activity, such as when a given use results in non-scheduled labor costs or other direct costs are attributable to a specific use of a facility,



Inter-Local Agreement Key Points Continued

- The current District recreation van will be transferred to the City.
- The agreement runs from September 1, 2017 through August 31, 2022, and is renewable for succeeding 5 year terms unless advance notice is given. The agreement may be terminated at any time by mutual written agreement of the parties.
- It is anticipated non-Bonney Lake adults would pay a surcharge for program participation; school children in the district would continue to pay the base fee.
- The City would gain considerable influence over the types of recreation programs and services provided.



Local Recreation Program Background and Other Processes

Survey Question	Fife	Puyallup	Federal Way	Kent	Auburn
What type of background check do you run for your staff (which would also include coaches and referees)?	Full background	Full background	Full background	WATCH, but switching to a national full background check	Full background
What type of background check do you run for volunteers?	Full background	Full background	Full background	WATCH, but switching to a national full background check	Full background
Do you pass on any of the costs to prospective staff/volunteers or do you pay for the entire process?	Paid by City	Paid by City	Paid by City, except for contract instructors – they pay for their own	City Paid	Paid by City
What type of orientation do you use for staff?	Full orientation process with HR	Full orientation process with HR	Full orientation process with HR	Full orientation process with HR	Full orientation process with HR
What type of orientation do you use for volunteers?	Rec Dept holds orientations for coaches and volunteers	Rec Dept holds orientations for coaches and volunteers	Rec Dept holds orientations for coaches and volunteers	Rec Dept holds orientations for coaches and volunteers	Rec Dept holds orientations for coaches and volunteers
Do you use an online system or orientation process in order to expedite and address the volume?	In person	In person	In person	In person	Online
What is the volume that you experience each month for paid staff/volunteers?	All athletic programs are run by outside contracted programs for fitness Summer camp and teen after school program Limited volunteer programs	20-50/month	Approx 20/month which does not include returning employees	Hire at least 100 temp employees per year and approx. 200 per year for volunteers	Approx 20/month
Does your program include a preschool (to include summer camps) or before/after school care program?	None	Preschool and summer camp	Preschool, summer camp and before/after school	Summer Camps; Before/After School Programs at schools	No – Discontinued in 2016

Note: Full background means they use the same background check process they use for other City employees (not necessarily the same process a school district).

2016-17 Parks & Recreation participation by City

Program	Age/Grade	Total	98391	Other	Program Type	Program location(s)
FALL 2016						
Basketball Training	Grades 5-10	30	16	14	Sports	SHS
AS Basketball	grades 4 & 5	188	158	30	Sports	All elementaries
AS Soccer	grades 4 & 5	151	103	48	Sports	All elementaries
BLE AM Fitness	Grades K-5	27	27	0	Recreation	BLE
Busy Preschool	Ages 3-5	4	2	2	Recreation	Sumner - Auburn Gymnastics
Cheer	Grades K-8	21	17	4	Recreation	BLHS, Sunset
Dog	Family/Adult	26	18	8	Recreation	RMG
Drama	Ages 5-12	27	26	1	Recreation	VFE
Elem VB	Grades 3-5	130	93	37	Sports	All elementaries
Flag Football	Grades 5-8	197	133	64	Sports	BLHS, Sunset
Gymnastics	Ages 1-12	74	40	34	Recreation	Sumner - Auburn Gymnastics
Home School PE	Ages 5-14	31	22	9	Recreation	RMG
HS Basketball League	Grades 9-12	140	20	120	Sports	BLHS
Indoor Play Park	Ages 1-5	247	125	122	Play	RMG
Karate	Ages 6 to Adult	54	44	10	Recreation	LMS
Kidz Love Soccer	Ages 2-12	100	63	37	Recreation	BHSC
Mens 4x4 Basketball	Adult	40	30	10	Adult Sports	SMS
Men's Open Basketball	Adult	240	120	120	Sports	RMG
MS VB	Grades 6-8	46	36	10	Sports	SMS, MMS, LMS
Peewee Soccer	Ages 3-6	321	200	121	Sports	RMG, CWE
Robin Preschool	Ages 4-5	3	2	1	Recreation	RMG
Safe/Sitter Class	Ages 8-13	34	24	10	Recreation	DVE
Slowpitch	Adult	165	105	60	Adult Sports	BHSC
Tae Kwon Do	Ages 6 to adult	10	10	0	Recreation	SMS, MMS, LMS
Wrestling	Grades 5-12	114	102	12	Sports	MMS
Yoga	Ages 1 to adult	9	8	1	Recreation	Henschell Chiropractic
TOTAL for QUARTER		2429	1544	885		
WINTER 2016						
Program	Age/Grade	Total	98391	Other	Program Type	Program location(s)
Home School PE	Ages 5-14	25	16	9	Recreation	RMG
After School VB	Grades 4-5	229	181	48	Sports	All elementaries
Basketball	Grades 1-5	619	456	163	Sports	All elementaries

BLBA	Grades 5-8	87	73	14	Sports	BLHS, MMS
BLHS Cheer	Grades K-8	22	21	1	Recreation	BLHS
BLHS Dance & Drill	Grades K-8	34	27	7	Recreation	BLHS
Busy Preschool	Ages 3-5	4	2	2	Recreation	Sumner - Auburn Gymnastics
Coed VB	Adult	30	0	30	Adult Sports	MMS
Dog	Family/Adult	76	26	50	Recreation	RMG
Gymnastics	Ages 1-12	55	37	18	Recreation	Sumner - Auburn Gymnastics
Indoor Play Park	Ages 1-5	240	135	105	Play	RMG
Jazzercise	Adult	2	1	1	Recreation	VFW Hall Sumner
Karate	Ages 6 to adult	54	44	10	Recreation	LMS
Kidz Love Soccer	Ages 2-12	64	42	22	Recreation	RMG
Mens 4x4 Basketball	Adult	40	20	20	Adult Sports	SMS
MS Tennis	Grades 6-8	75	56	19	Sports	LMS, MMS, SMS
Peewee Basketball	Ages 3-6	95	61	34	Sports	RMG, CWE
Princess Tea	Ages 3 to adult	82	56	26	Recreation	LMS
Robin Preschool	Ages 4-5	5	3	2	Recreation	RMG
Safe/Sitter Class	Ages 8-13	35	20	15	Recreation	DVE
SBA	Grades 5-8	116	66	50	Sports	SHS, LMS
Select Bball	Grades 5-8	100	90	10	Sports	SHS
SHS Cheer	Grades K-8	38	17	21	Recreation	SHS
Tae Kwon Do	Ages 6 to adult	21	18	3	Recreation	SMS
Valentine Dance	Ages 3 to adult	312	260	52	Recreation	BLHS
Winter Break Camp	Grades K-5	59	39	20	Child care	RMG
Yoga	Ages 1 to Adult	3	3	0	Recreation	Henschell Chiropractic
TOTAL for QUARTER		2,522	1,770	752		
SPRING 2017						
Program	Age/Grade	Total	98391	Other	Program Type	Program location(s)
Home School PE	Ages 5-14	26	17	9	Recreation	RMG
After School Track	Grades 4-5	318	238	80	Sports	All elementaries
BLHS Dance/Drill camp	Grades K-8	20	17	3	Recreation	BLHS
BLHS Fastpitch camp	Grades 3-8	7	7	0	Recreation	BLHS
Dog	family/adult	15	5	10	Recreation	RMG
Drama	Ages 5-14	16	16	0	Recreation	VFE
Egghunt	Adult	181	70	111	Recreation	BHSC
Gymnastics	Ages 1-12	47	33	14	Recreation	Sumner - Auburn Gymnastics
Indoor Play Park	Ages 1-5	126	85	41	Play	RMG
Jazzercise	Adult	3	0	3	Recreation	VFW Hall Sumner

Karate	Ages 6 to adult	54	44	10	Recreation	LMS
Kidz Love Soccer	Ages 2-12	99	72	27	Recreation	BHSC
Lacrosse	Grades 9-12	92	71	21	Sports	SHS, BLHS
Peewee Flag Football	Ages 5 to 8	98	66	32	Sports	BLHS, Sunset
Peewee Soccer	Ages 3-6	158	107	51	Sports	RMG, DVE, CWE
Robin Preschool	Ages 4-5	5	3	2	Recreation	RMG
Safe/Sitter Class	Ages 8-13	43	31	12	Recreation	SHS
SHS Fastpitch camp	Grades 3-8	8	6	2	Recreation	SHS
Slowpitch	Adult	75	15	60	Adult Sports	BHSC
Soccer	Adult	60	45	15	Adult Sports	BLHS
Spring Break Camp	Grades K-5	59	41	18	Child care	RMG
Tae Kwon Do	Ages 5 to adult	21	18	3	Recreation	SMS
Women's Self Defense	Ages 14 to adult	23	17	6	Recreation	LMS
Yoga	Ages 1 to adult	15	12	3	Recreation	Henschell Chiropractic
TOTAL for QUARTER		1569	1036	533		
SUMMER 2017						
Program	Age/Grade	Total	98391	Other	Program Type	Program location(s)
Youth Baseball	Grades 3-8	97	64	33	Sports	BHSC
Coach Pitch Baseball	Grades 1-2	109	81	28	Sports	BHSC, MLE
Girls Fastpitch	Grades 3-6	125	91	34	Sports	SHS, BHSC, Allen Yorke
Peewee Baseball	Ages 3-6	162	101	61	Sports	BHSC
Yoga	Ages 1 to adult	4	3	1	Recreation	Henschell Chiropractic
ManeStage Theatre Camp	Ages 6-18	103	35	68	Recreation	SHS
SHS B/G basketball	Grades 9-12	43	41	2	Sports	SHS
All Am VB Camp	Grades 8-12	33	29	4	Recreation	BLHS
BLHS VB Camp	Grades 5-8	33	30	3	Recreation	BLHS
Kidz Love Soccer	Ages 1-13	82	53	29	Recreation	BHSC
Gymnastics	Ages 1-12	33	23	10	Recreation	Sumner - Auburn Gymnastics
Safe/Sitter Class	Ages 8-13	20	14	6	Recreation	DVE
Tennis Lessons	Ages 5-18	80	62	18	Recreation	SHS
Soccer Camp	Ages 5-12	76	42	34	Recreation	Sunset
MRFC Soccer Camp	Ages 5-12	22	13	9	Recreation	Sunset, LMS
Lacrosse Camp	Grades K-8	46	29	17	Recreation	BHSC
BLHS Basketball camp	Grades K-8	83	69	14	Recreation	SHS
SHS Basketball Camp	Grades K-8	178	95	83	Recreation	SHS
BLHS Summer Splash	Grades 9-12	240	20	220	Sports	BLHS
SHS Girls Summer Slam	Grades 9-12	210	20	190	Sports	SHS, SMS

Wrestling Camp	Grades 5-12	113	37	76	Recreation	SHS
Drama Class	Ages 6-12	55	44	11	Recreation	BLHS
SHS Cheer Camp	Grades k-8	94	59	35	Recreation	SHS
BLHS G/B Basketball	Grades 9-12	83	69	14	Sports	BLHS
BLHS Football Camp	Grades 3-8	32	27	5	Recreation	BLHS
SHS Football Camp	Grades k-8	111	62	49	Recreation	Sunset
Coed Slowpitch	Adult	75	45	30	Adult Sports	BHSC
		2342	1258	1084		
RECREATION						
GRAND TOTALS		Total	98391	Other		
Fall, Winter, Spring, Summer		8862	5608	3254		
BEFORE/AFTER						
SCHOOL PROGRAM		Grades K-5	children/families served each month			
	CWE	38	35	3	Child care	
	EHE/BLE	49	46	3	Child care	
	LRE/VFE	60	57	3	Child care	
	DVE/MLE	94	12	82	Child care	
	DEE	59	57	2	Child care	
	Totals	300	207	93	Child care	
300 kids served each month x 10 months = 3,000		3000	2070	930		
ADC						
Grades K to 6		160	108	52	Child care	
9 weeks of camp		x 160 kids	1440	972	468	
DEPARTMENT GRAND TOTAL		13302	8650	4652		
65.03% participation for 98391 zip code						

LOCATION KEY	
BLE	Bonney Lake Elementary
BLHS	Bonney Lake High School
LMS	Lakeridge Middle School
MMS	Mountainview Middle School
CWE	Crestwood Elementary
SHS	Sumner High School
RMG	Robert Miller Gym
VFE	Victor Falls Elementary

CLASS DESCRIPTION KEY		
KLS	Kidz Love Soccer	
SBA	Sumner Basketball Academy	
BLBA	Bonney Lake Basketball Academy	
MRFC	Mt Rainier Futbol Club	

Account Level												
PPSS	AA	OB	LL	4444	5555	Description	Budget	Current	Year-to-Date	Outstanding Encumbrance	Balance	%
8900	22	0000	608	0000	0000	FEES * RECREATION	1,291,977.00	124,548.51	958,870.63	0.00	333,106.37	74.22
----	22	----	----	----	----		1,291,977.00	124,548.51	958,870.63	0.00	333,106.37	74.22
8900	25	0000	608	0000	0000	DONATION * REC DEPT	57,000.00	0.00	0.00	0.00	57,000.00	0.00
----	25	----	----	----	----		57,000.00	0.00	0.00	0.00	57,000.00	0.00
Grand Revenue Totals							1,348,977.00	124,548.51	958,870.63	0.00	390,106.37	71.08

Number of Accounts: 2

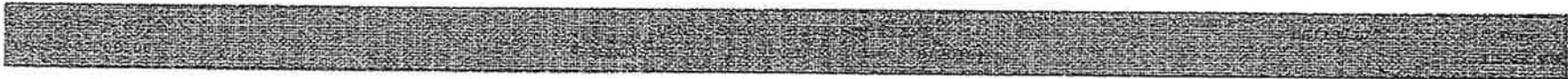
***** End of report *****

Account Level													
PPS	AA	OB	BB	LLL	4444	5555	Description	Budget	Current	Year-to-Date	Outstanding Encumbrance	Balance	%
28							Extra-Curricular						
3000							Classified Wages						
890	28	3000	608	0009	0000		Classified Salaries	329,448.36	34,489.49	287,308.98	79,432.21	-37,292.83	111.32
890	28	3050	608	0009	0000		Student Workers	0.00	1,749.88	16,181.95	0.00	-16,181.95	0.00
890	28	3060	608	0009	0000		Recreation Addt'l hrs	3,078.40	567.44	4,917.06	660.34	-2,499.00	181.18
890	28	3070	608	0009	0000		Overtime	0.00	0.00	922.08	0.00	-922.08	0.00
890	28	3090	608	0009	0000		Class Sal-Extra Curr	0.00	0.00	477.85	0.00	-477.85	0.00
890	28	3090	608	0009	0000		casual worker	0.00	4,337.96	29,211.55	0.00	-29,211.55	0.00
890	28	3200	608	0009	0000		Action Day Camp	37,329.00	1,276.00	4,625.50	0.00	32,703.50	12.39
890	28	3210	608	0009	0000		After School Sports	37,330.00	0.00	0.00	0.00	37,330.00	0.00
890	28	3220	608	0009	0000		Be After School	68,048.00	0.00	0.00	0.00	68,048.00	0.00
890	28	3230	608	0009	0000		Misc Parttime	84,770.00	0.00	0.00	0.00	84,770.00	0.00
890	28	3400	608	0009	0000		Vacation Buy Back	0.00	0.00	342.81	0.00	-342.81	0.00
890	28	3770	608	0009	0000		Personal Leave Buy Back	0.00	0.00	2,880.96	0.00	-2,880.96	0.00
890	28	3---	---	----	----			560,003.76	42,420.77	346,868.74	80,092.55	133,042.47	76.24
4000							Employee Benefits						
890	28	4310	608	0009	0000		Medical/Dental/Vision	81,777.95	6,681.07	57,385.71	18,822.81	5,569.43	93.19
890	28	4320	608	0009	0000		L & I	3,773.35	757.58	6,335.35	1,022.49	-3,584.49	194.99
890	28	4340	608	0009	0000		FICA	25,438.28	2,940.65	24,020.44	6,127.07	-4,709.23	118.51
890	28	4350	608	0009	0000		Retirement	38,506.61	4,006.34	31,647.60	9,357.96	-2,498.95	106.49
890	28	4---	---	----	----			149,496.19	14,395.64	119,389.10	35,330.33	-5,223.24	103.49
5000							Supplies & Materials						
890	28	5000	608	0009	0000		SUPPLIES & MATERIALS*K-CURR	170,000.00	4,276.58	88,024.30	0.00	81,975.70	51.78
890	28	5020	608	0009	0000		GASOLINE	1,200.00	267.81	1,025.12	0.00	174.88	85.43
890	28	5330	608	0009	0000		POSTAGE/UPS CHARGES	500.00	0.00	167.54	0.00	332.46	33.51
890	28	5340	608	0009	0000		Bulk Mail	13,800.00	0.00	0.00	0.00	13,800.00	0.00
890	28	5---	---	----	----			185,500.00	4,544.39	89,216.96	0.00	96,283.04	48.10

Account Level					Outstanding							
PPS	AA	ORBE	LLL	4444	5555	Description	Budget	Current	Year-to-Date	Encumbrance	Balance	\$
28						Extra-Curricular						
7000						Contract Services						
890	28	7000	608	0009	0000	CONTRACT SERVICES	162,400.00	16,109.87	108,516.37	40,320.63	13,563.00	91.65
890	28	7---	---	---	---		162,400.00	16,109.87	108,516.37	40,320.63	13,563.00	91.65
890	28	---	---	---	---		1,057,399.95	77,460.67	663,991.17	155,743.51	237,665.27	77.52
890	--	---	---	---	---		1,057,399.95	77,460.67	663,991.17	155,743.51	237,665.27	77.52
---	---	---	---	---	---		1,057,399.95	77,460.67	663,991.17	155,743.51	237,665.27	77.52
---	---	---	---	---	---		1,057,399.95	77,460.67	663,991.17	155,743.51	237,665.27	77.52
Grand Expense Totals							1,057,399.95	77,460.67	663,991.17	155,743.51	237,665.27	77.52

Number of Accounts: 21

***** End of report *****

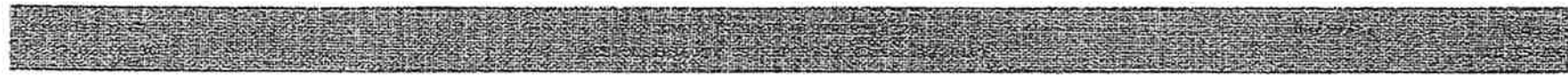


Account Level						Budget	Current	Year-to-Date	Outstanding	Balance	†	
FPSS	AA	OBRB	LLL	4444	5555	Description			Encumbrance			
8900	22	0000	608	0000	0000	FEEES * RECREATION	1,189,279.00	-6,582.57	1,233,231.80	0.00	-43,952.80	103.70
----	22	----	----	----	----		1,189,279.00	-6,582.57	1,233,231.80	0.00	-43,952.80	103.70
8900	25	0000	608	0000	0000	DONATION * RRC DEPT	57,000.00	57,000.00	57,000.00	0.00	0.00	100.00
----	25	----	----	----	----		57,000.00	57,000.00	57,000.00	0.00	0.00	100.00
Grand Revenue Totals							1,246,279.00	50,417.43	1,290,231.80	0.00	-43,952.80	103.53

Number of Accounts: 2

***** End of report *****

Account Level												
<u>FFS</u>	<u>AA</u>	<u>OBRR</u>	<u>LLL</u>	<u>4444</u>	<u>5555</u>	<u>Description</u>	<u>Budget</u>	<u>Current</u>	<u>Year-to-Date</u>	<u>Outstanding</u>	<u>Balance</u>	<u>*</u>
										<u>Encumbrance</u>		
28						Extra-Curricular						
3000						Classified Wages						
890	28	3000	608	0009	0000	Classified Salaries	319,539.11	45,670.49	428,876.10	0.00	-109,336.99	134.22
890	28	3050	608	0009	0000	Student Workers	30,002.50	1,854.10	37,069.82	0.00	-7,067.32	123.56
890	28	3060	608	0009	0000	Recreation Addit'l hrs	2,392.00	1,256.46	10,595.82	0.00	-8,203.82	442.97
890	28	3070	608	0009	0000	Overtime	9,999.00	0.00	909.46	0.00	9,089.54	9.10
890	28	3080	608	0009	0000	Class Sal-Extra Curr	0.00	0.00	1,060.18	0.00	-1,060.18	0.00
890	28	3090	608	0009	0000	casual worker	14,998.50	14,121.18	26,145.86	0.00	-11,147.36	174.32
890	28	3200	608	0009	0000	Action Day Camp	20,000.00	55,057.58	61,487.10	0.00	-41,487.10	307.44
890	28	3210	608	0009	0000	After School Sports	20,000.00	0.00	0.00	0.00	20,000.00	0.00
890	28	3220	608	0009	0000	B4 After School	69,048.00	0.00	0.00	0.00	69,048.00	0.00
890	28	3230	608	0009	0000	Misc Parttime	84,770.00	0.00	0.00	0.00	84,770.00	0.00
890	28	3400	608	0009	0000	Vacation Buy Back	0.00	454.28	562.68	0.00	-562.68	0.00
890	28	3770	608	0009	0000	Personal Leave Buy Back	0.00	629.85	3,091.87	0.00	-3,091.87	0.00
890	28	3---	---	----	----		569,745.11	119,043.95	569,798.89	0.00	-49.78	100.01
4000						Employee Benefits						
890	28	4310	608	0009	0000	Medical/Dental/Vision	81,016.54	5,444.06	64,384.72	0.00	16,031.82	80.21
890	28	4320	608	0009	0000	L & I	3,732.98	2,055.42	9,680.58	0.00	-5,947.60	259.33
890	28	4330	608	0009	0000	Unemployment	321.94	0.00	259.24	0.00	62.70	80.52
890	28	4340	608	0009	0000	FICA	24,627.70	9,013.80	40,105.14	0.00	-15,477.44	162.85
890	28	4350	608	0009	0000	Retirement	37,002.53	6,689.83	46,777.41	0.00	-9,774.78	126.42
890	28	4---	---	----	----		146,701.79	23,203.11	161,807.09	0.00	-15,105.30	110.30
5000						Supplies & Materials						
890	28	5000	608	0009	0000	SUPPLIES & MATERIALS*Y-CURR	169,559.00	9,087.70	114,640.04	0.00	54,918.96	67.61
890	28	5020	608	0009	0000	GASOLINE	1,200.00	151.61	1,237.19	0.00	-37.19	103.10
890	28	5330	608	0009	0000	POSTAGE/UPS CHARGES	500.00	141.77	561.82	0.00	-61.82	112.36
890	28	5340	608	0009	0000	Bulk Mail	13,800.00	0.00	0.00	0.00	13,800.00	0.00
890	28	5---	---	----	----		185,059.00	9,381.08	116,439.05	0.00	68,619.95	62.92



Account Level					Outstanding							
PFS	AA	ORSE	LLL	4444	5555	Description	Budget	Current	Year-to-Date	Encumbrance	Balance	%
28						Extra-Curricular						
7000						Contract Services						
890	28	7000	608	0009	0000	CONTRACT SERVICES	162,400.00	18,835.81	175,051.54	0.00	-12,651.54	107.79
890	28	7---	---	---	---		162,400.00	18,835.81	175,051.54	0.00	-12,651.54	107.79
890	28	----	----	----	----		1,063,909.90	170,463.95	1,023,096.57	0.00	40,813.33	96.16
890	--	----	----	----	----		1,063,909.90	170,463.95	1,023,096.57	0.00	40,813.33	96.16
---	---	----	----	----	----		1,063,909.90	170,463.95	1,023,096.57	0.00	40,813.33	96.16
---	---	----	----	----	----		1,063,909.90	170,463.95	1,023,096.57	0.00	40,813.33	96.16
Grand Expense Totals							1,063,909.90	170,463.95	1,023,096.57	0.00	40,813.33	96.16

Number of Accounts: 22

***** End of report *****

6.3 Application of Out of Class Pay.

- A. Non-Represented Employees.** Non-Represented employees working in a temporary assignment of a higher classification for three (3) more business days, will be eligible for Out of Class pay at 5% of the employee's regular rate of pay. In the event that an employee is asked to work for more than 30 days in a higher classification, then the employee will receive compensation at the first step of the higher classification or 5%, whichever is higher. Once the temporary assignment is complete, the employee will return to their original position and rate of pay; all applicable salary increases will be applied.
- B. AFSCME Represented Employees.** Pursuant to the Agreement between AFSCME Local #120 and the City, any employee who is required by the appointing authority to accept the responsibilities and carry out additional duties of a position or rank above that which the employee normally holds, shall be paid 5% above their current rate of pay while so acting out of class. When an employee is required to perform the majority of duties and responsibilities of a higher paid position due to a position vacancy or an extended period of leave which is anticipated to last more than ten (10) work days, the employee shall be paid a minimum of 5% above their current rate or the entry-level step of the assumed position, whichever is greater. However, such person shall not be paid in the higher range until they have completed one (1) shift in the higher range and shall be paid 5% above their current rate. If an employee is working out of class to fill a position left vacant by an employee on leave who is expected to return to their previous position, the employee working out of class shall be returned to their previous regular position, if available, at the completion of the leave of absence.
- C. Guild Represented Employees.** Pursuant to the Agreement between the City and the Bonney Lake Police Guild, employees required by the Chief or designee to accept the

responsibilities and carry out the duties of a position or rank above which he/she normally holds shall be paid at the rate for that position's rank or a five percent (5%) premium increase of their current rate or whichever is higher while so acting. However, such person shall not be paid in the higher wage classification until the employee has worked one (1) full shift at the higher classification. If any such employee works the above amount or more at the higher classification, he/she shall be paid the proper pay scale beginning with the first day so assigned.

City of Bonney Lake POSITION SUMMARY	Year	2013	2014	2015	2016	2017	2018	2019	2020
		Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.

CITY COUNCIL									
	Councilmember (Part-Time)	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
TOTAL CITY COUNCIL		7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00

EXECUTIVE									
	Mayor (Part-Time)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	City Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Executive Assistant/Management Analyst	1.00	1.00		1.00	1.00	1.00	1.00	1.00
	Administrative Specialist II					0.50	0.50		
	Facilities, Special Events, and Projects Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Recreation & Special Events Manager							1.00	1.00
	Special Events Coordinator	1.00	1.00	1.00	1.00	1.00	1.00		
	Civic Assistant							0.50	0.50
	Recreation Supervisor					1.00	1.00	1.00	1.00
	Recreation Coordinator					1.00	3.00	3.00	3.00
	Before/After School Site Director						7.00	6.80	6.80
	Facilities Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Custodian	1.00							
TOTAL EXECUTIVE		7.00	6.00	5.00	6.00	8.50	17.50	17.30	17.30

LEGAL									
	City Prosecutor	1.0	1.0	1.0	1.0				
	Deputy City Attorney/Prosecutor					1.00	1.00	1.00	1.00
	Administrative Specialist II/III					0.50	0.50	1.00	1.00
TOTAL LEGAL		1.00	1.00	1.00	1.00	1.50	1.50	2.00	2.00

COURT									
	Municipal Judge	0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85
	Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Judicial Specialists I/II	4.00	4.00	4.00	3.00	4.00	4.00	4.00	4.00
	Judicial Specialists III				2.00	1.00	1.00	1.00	1.00
	Probation Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL COURT		6.85	6.85	6.85	7.85	7.85	7.85	7.85	7.85

FINANCE									
	Chief Financial Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Senior Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	Accounting Specialist Cashier I/II	5.00	5.00	5.00	5.00	4.00	4.00	5.00	5.00
	Accounting Specialist III	1.00	1.00	1.00	1.00	2.00	2.00	1.00	1.00
	Financial Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FINANCE		10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00

Year	2013	2014	2015	2016	2017	2018	2019	2020
	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.

City of Bonney Lake
POSITION SUMMARY

CITY CLERK & ADMINISTRATIVE SERVICES

Administrative Services Director/City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Records/Information Specialist	1.00	1.00	1.00	1.00				
Deputy City Clerk					1.00	1.00	1.00	1.00
Administrative Specialist I/II	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Human Resources Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Generalist							0.75	0.75
Information Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PC/Network Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Center Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cook	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Kitchen Asst							0.70	0.70
Kitchen Aide	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Senior Center Aide/Van Driver	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20
TOTAL CITY CLERK & ADMINISTRATIVE SERVICES	11.3	11.3	11.3	11.3	11.3	11.3	12.8	12.8

POLICE

Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Police Chief	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Admin. Assistant							1.00	1.00
Department Assistant	1.00	1.00	1.00	1.00	1.00	1.00		
Records Clerk	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Patrol Officers	22.00	22.00	22.00	22.00	22.00	21.00	21.00	21.00
School Resource Officer	1.00	1.00	1.00	1.00	1.00	1.00		
Community Services Officer	3.60	3.60	3.00	3.00	3.00	4.00	2.50	2.50
Bailiff			0.40	0.40	0.40	0.40	0.45	0.45
Child Passenger Safety Program Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL POLICE	39.6	39.6	39.4	39.4	39.4	39.4	37.0	37.0

City of Bonney Lake
POSITION SUMMARY

Year	2017	2018	2019	2020
	Adopted F.T.E.	Adopted F.T.E.	Budget F.T.E.	Budget F.T.E.

PUBLIC SERVICES

Department of Public Services Director	1.0	1.0	1.0	1.0
Permit Center & Admin. Support Team				
Permit Center Lead	1.0	1.0		
Administrative Supervisor			1.0	1.0
Permit Technician I/II	1.0	1.0	1.0	1.0
Administrative Specialist III	1.0	1.0	1.0	1.0
GIS Assistant	1.0	1.0	1.0	1.0
Infrastructure Development Team				
City Engineer	1.0	1.0	1.0	1.0
Assistant City Engineer	1.0	1.0	1.0	1.0
Development Review Engineer	1.0	1.0	1.0	1.0
Project Manager	1.0	1.0		
Contract Administrator	1.0	1.0	1.0	1.0
Construction Inspector	1.0	1.0	1.0	1.0
Planning & Building Service Team				
Planning and Building Supervisor	1.0	1.0	1.0	1.0
Plans Examiner/BO	1.0	1.0	1.0	1.0
Building Inspector I	1.0	1.0	1.0	1.0
Associate Planner/Code Enforcement	1.0	1.0	2.0	2.0
Assistant Planner	1.0	1.0	1.0	1.0
Code Enforcement Officer	1.0	1.0		
Public Works Team				
Superintendent of Public Works	1.0	1.0	1.0	1.0
Administrative Supervisor			1.0	1.0
Administrative Specialist IV	1.0	1.0		
Administrative Specialist II	2.0	2.0	2.0	2.0
Public Works Operations Engineer	1.0	1.0		
Assistant City Engineer			1.0	1.0
GIS Analyst	1.0	1.0	1.0	1.0
Electrician	1.0	1.0	1.0	1.0
Assistant Superintendent of Public Works	3.0	3.0	3.0	3.0
Lead Worker	5.0	5.0	5.0	5.0
Maintenance Worker III			5.0	7.0
Maintenance Worker II	17.0	17.0		
Maintenance Worker I/II	7.0	8.0	22.0	21.0
Meter Reader/Senior Meter Reader	2.0	2.0	2.0	2.0
Mechanic II	1.0	1.0	1.0	1.0

Total Public Services Department

59.0	60.0	61.0	62.0
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TOTAL STAFFING (excludes elected officials)	137.55	147.55	147.85	148.85
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TOTAL POPULATION	20,000	20,675	20,882	21,091
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F.T.E. per 1,000 population	6.88	7.14	7.08	7.06
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**Resolution 2600
&
Interlocal
Agreement
September 1, 2017 -
August 31, 2022**

RESOLUTION NO. 2600

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT WITH THE SUMNER SCHOOL DISTRICT TO ADMINISTER THE JOINT SCHOOL DISTRICT - CITY RECREATION PROGRAM.

WHEREAS, the City of Bonney Lake and the Sumner School District have operated a joint self-sustaining recreation program since 1991; and


WHEREAS, the City and School District desire to continue the joint recreation program; and

WHEREAS, the School District has requested that the City assume the administration of the recreation program as outlined in the inter-local agreement; and

WHEREAS, City assumption of the recreation program will allow recreation services to continue to be provided for the benefit of the citizens of the community;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Bonney Lake, Washington, does hereby authorize the Mayor to sign the attached inter-local agreement with the Sumner School District to administer the joint school district-city recreation program.

PASSED BY THE CITY COUNCIL this 15th day of August, 2017.



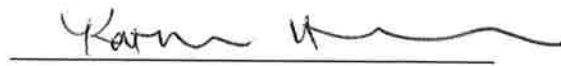
Neil Johnson, Jr., Mayor

AUTHENTICATED:



Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:



Kathleen Haggard, City Attorney

**City of Bonney Lake, Washington
City Council Agenda Bill (AB)**

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 15 August 2017	Agenda Bill Number: AB17-62
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2600	Councilmember Sponsor: Watson, Lewis,

Agenda Subject: Joint Recreation Program

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Inter-Local Agreement With The Sumner School District To Continue The Joint Recreation Program.

Administrative Recommendation: Approve

Background Summary: City of Bonney Lake and the Sumner School District have operated a joint self-sustaining recreation program since 1991. The School District mission is focused on education, whereas cities are common providers of parks and recreation services. The School District has determined to continue the joint recreation program provided the City assume the administration of the program. The District will continue to house the recreation staff; provide facilities and equipment, and otherwise continue their longstanding contribution to the program. This is a self-funding program. For FY2016-17 (to date through June 16) the program has taken in \$958,870 and expended \$663,991. For FY 2015-2016 the program took in \$1,290,231 and expended \$1,023,096. The Administration has a transition team that has been working with the District on all of the details of the transfer, and is ready to implement, effective 9/1. The School Board approved the agreement at their July 19th meeting.

Attachments: Resolution; Interlocal-Agreement; Financial & Other Background Documents

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General
				<input type="checkbox"/> Utilities
				<input type="checkbox"/> Other

Budget Explanation: This is anticipated to continue to be a self-supporting program. See attached budget history. District recreation staff will become City staff and the recreation services budget will be incorporated into the City budget during the mid-biennial budget amendment process.

COMMITTEE, BOARD & COMMISSION REVIEW				
Council Committee Review:	Other	<i>Approvals:</i>	Yes	No
	Date:	Chair/Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
		Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
		Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
	Forward to:	Consent Agenda:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commission/Board Review:				
Hearing Examiner Review:				

COUNCIL ACTION	
Workshop Date(s): 18 July, 2017	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

APPROVALS		
Director:	Mayor:	Date Reviewed by City Attorney: (if applicable)

**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF BONNEY LAKE
AND
THE SUMNER SCHOOL DISTRICT**

THIS IS AN INTERLOCAL AGREEMENT between **THE CITY OF BONNEY LAKE**, a municipal corporation of the State of Washington, and **THE SUMNER SCHOOL DISTRICT**, a common School District and municipal corporation of the State of Washington (collectively referred to as the “parties”), relating to the creation and operation of a Joint Recreation Program, and the joint use of facilities. The initial effective date of this agreement is September 1, 2017.

RECITALS

WHEREAS, in 1990, the parties agreed that there was a need for additional recreation and arts programs in the geographic area encompassed by the Sumner School District, the City of Bonney Lake and the City of Sumner, and

WHEREAS, the parties desired to provide the citizens of their respective communities enhanced opportunities for recreation and arts; and each part by itself did not have sufficient resources to provide such enhanced recreation and arts opportunities; and

WHEREAS, chapter 39.34 RW (**Interlocal Cooperation Act**) permits local government units to make the most efficient use of their powers by enabling them to cooperate with other government entities on the basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organizations that will accord best geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the parties entered into an initial Interlocal Agreement effective January 1, 1991 which has been renewed with minor changes in 1998, 2004 and 2011; and

WHEREAS, it remains in the public interest that the parties cooperate to provide resources to provide efficient, cost-effective recreation and arts programs, the Sumner School District has asked to take a secondary role within the agreement, with the City of Bonney Lake agreeing to take on the lead role; and

WHEREAS, the City and School District have agreed to coordinate and collaborate with respect to planning and implementation of policies concerning health promotion and active living for the benefit of the citizens of their respective jurisdictions; and

WHEREAS, the School District is the owner of real property in the Cities, including facilities and active use areas that are suitable for community recreational purposes when not being used by School District, and the City is the owner of real property, including facilities and active use areas that are suitable for school purposes when not being used by the City; and

WHEREAS, the City and School District are authorized to enter into agreements with one another to maximize available opportunities by cooperating to improve the overall health of their citizens and students, to provide community recreation and student activities, and to cooperate in the betterment of the community; and

WHEREAS, the City and School District desire to enter into an agreement to provide for the use of City's facilities by School District and for the use of School District facilities by City, in order to promote efficient facility use and increase recreational opportunities for the communities; and

WHEREAS, an Interlocal Agreement for shared facility use would allow and encourage the City and School District to work together to utilize existing outdoor and indoor facilities and to plan, develop, upgrade and build similar facilities for joint use, and

NOW, THEREFORE, the City of Bonney Lake, and the Sumner School District hereby agree to operate a Joint Recreation Program as follows:

1. ADMINISTRATOR FOR THE INTERGOVERNMENTAL RECREATION PROGRAM

- 1.1 Designation of an Administrator. Pursuant to RCW 39.34.030(4), the City of Bonney Lake shall be designated as the Administrator of the Joint Recreation Program.
- 1.2 Consultation with District. The City shall consult with the School District on all substantive matters related to the operation of the Interlocal Agreement, and shall provide quarterly reports to the District on the operational and financial status of the Joint Recreation Program.
- 1.3 The City shall appoint a Joint Recreation Program Manager who shall administer the day-to-day operations of the Joint Recreation Program and otherwise advise the parties on all issues related to the management of the Joint Recreation Program.
- 1.4 The City and the School District shall authorize the Joint Recreation Program Manager to make arrangements, when feasible, for use of facilities owned or controlled by the parties to the Joint Recreation Program. It is expressly understood that such facilities will be made available to the Joint Recreation Program without charge to the Joint Recreation Program.

2. SOURCES OF FUNDING

- 2.1 Funding will be provided through fees charged to participants in programs of the Joint Recreational Program. It shall be the responsibility of the Joint Recreation Program Manager to develop a viable fee structure, with approval of the Joint Recreation Program Administrator. It is agreed and understood that adult program participants who are not Bonney Lake residents may be assessed a program fee surcharge. No District

enrolled students, regardless of the location of their residence within the District, shall be charged a program fee surcharge.

- 2.2 The City and the School District shall determine additional contributions needed, if any, from each member of the joint agreement based on a budget provided to the School District no later than May 1 of each year. The City Council and the School District Board will make a final determination of each member's contribution to the operating account no later than August 1 of each year. No party to this agreement shall be required to make contributions to the Operating Fund without the mutual agreement of all parties to the agreement.
- 2.3 Distinct operating accounts will be established to account for all revenues and expenditures associated with the operation of the Joint Recreation Program. Such expenses shall include all costs involved in employing the Joint Recreation Program Manager and other staff, including but not limited to worker's compensation, contributions, FICA, employment security contributions, retirement and employee benefits. Other necessary expenses will be paid as the need arises. If requested by the City, the District shall continue to receipt and deposit Joint Recreation Program fees into the existing School District financial system, and remit said fees to the City at the end of each month.
- 2.4 The Joint Recreation Program Administrator will keep an account of the manner acquiring, holding, and disposing of funds and real and personal property used in the Joint Recreation Program. The Administrator for the Joint Recreation Program will provide a separate accounting structure within their accounting system for this purpose.

3. ADMINISTRATION OF THE JOINT RECREATION PROGRAM

- 3.1 Administration of the Joint Recreation Program shall be the responsibility of the City of Bonney Lake.
- 3.2 The Joint Recreation Program shall be administered as a program of the City of Bonney Lake.
- 3.3 The City of Bonney Lake shall provide quarterly reports to the School District on the operational and financial status of the Joint Recreation Program, and seek the advice and counsel of the School District on matters related to the operation and administration of the Joint Recreation Program.

4. RESPONSIBILITIES OF EACH PARTY

4.1 City of Bonney Lake Responsibilities

The City of Bonney Lake shall have the following responsibilities regarding the operation of the Joint Recreation Program:

FYI: The staff are City employees not School District

- 4.1.1 Hire, evaluate, supervise and/or terminate services of the Joint Recreation Program Manager and staff. The Joint Recreation Program staff will be considered employees of the City of Bonney Lake. It is agreed that the City will assume the existing recreation staff into current City salary ranges that most closely fit the City's classification of said positions.
- 4.1.2 Oversee and supervise the work of the Joint Recreation Program Manager on a day-to-day basis, consistent with guidelines established by the Joint Recreation Advisory Board.
- 4.1.3 Provide payroll administration and accounting services for the Joint Recreation Program.
- 4.1.4 Obtain and maintain insurance coverage with a responsible insurer. The coverage shall be for damages because of personal or bodily injury, including death resulting from such injuries, damage to or loss of use of building, contents and personal property and other coverage as is customarily maintained for recreation programs to the extent that such insurance can be secured and maintained at a reasonable cost.
- 4.1.5 Cooperate with the Joint Recreation Program by making City of Bonney Lake facilities available, when feasible, for programs and activities of the Joint Recreation Program.

4.2 Summer School District Responsibilities

The Summer School District shall have the following responsibilities regarding the operation of the Joint Recreation Program:

- 4.2.1 Appoint an employee of the School District to serve as the District liaison to the Joint Recreation Program.
- 4.2.2 Obtain and maintain insurance coverage with a responsible insurer. The coverage shall be for damages because of personal or bodily injury, including death resulting from such injuries, damage to or loss of use of its building, contents and personal property and other coverage as is customarily maintained for recreation programs to the extent that such insurance can be secured and maintained at a reasonable cost.
- 4.2.3 Provide the Robert Miller Gym, located on the campus of Daffodil Valley Elementary as the facility for an office and dedicated recreational space for the Joint Recreation Program.
- 4.2.4 Provide maintenance and custodial services as well as necessary repair to the Robert Miller Gym along with the full cost of utilities for this site, in support of the Joint Recreation Program. Access to the District work order system for maintenance will be done through the District Facilities office.

- 4.2.5 The School District shall cooperate with the Joint Recreation Program by making additional facilities available, when feasible, for use for the programs and activities of the Joint Recreation Program.
- 4.2.6 The School District shall continue to provide free bus transportation and health services for students enrolled in the before-after school day care program.
- 4.2.7 The School District shall provide the Joint Recreation Program with free access to the District's facility scheduling software until such a time that the City has obtained its own scheduling software.
- 4.2.8 As part of the transition of the Joint Recreation Program administration from the School District to the City, District agrees to provide to the City all of its records, forms, training orientation protocols, and related administrative policies, procedures, and materials pertaining to the Joint Recreation Program.

5. JOINT USE OF FACILITIES

5.1 School District Use of the City's Facilities

- 5.1.1 Upon request, School District schools may have access and shared use privileges to certain facilities located in the City, including the City's parks, recreation areas and meeting spaces attached hereto as Exhibit A, for the purpose of public primary and secondary education and associated student programs sponsored and managed by School District, on the terms and the conditions as set forth in this Agreement. Facilities include, but are not limited to, playfields, athletic fields, outdoor basketball courts and tennis courts, as well as conference rooms, classrooms and recreational portions of the buildings, such as gymnasiums or classrooms that may be used for recreational or community education programs.
- 5.1.2 The use by the School District of the City's facilities (except for those facilities covered under separate agreements between the School District and the City), including scheduling and reservations, shall be controlled by and subject to the City's designated procedures and subject to the principals of priority use as set forth in this Agreement. Per the terms of this Agreement, fees shall only be charged for direct costs that may be incurred.

5.2 City's Use of the School District Facilities

- 5.2.1 Upon request, the City may have access to and shared use privileges to certain School District facilities, attached hereto as Exhibit A, for the purpose of community recreation programs and City-sponsored community meetings and

educational programs managed by the City, on the terms and conditions as set forth in this Agreement.

- 5.2.2 Facilities include, but are not limited to, playfields, athletic fields, outdoor basketball courts and tennis courts, as well as conference rooms and recreational portions of the buildings, such as gymnasiums or other rooms that may be used for recreational or community education programs.
- 5.2.3 The use by the City of the School District facilities (except for those facilities covered under separate agreements between the School District and City), including scheduling and reservations, shall be controlled by and subject to School District designated procedures and subject to the principals of priority use as set forth in this Agreement. Per the terms of this Agreement, fees shall only be charged for direct costs that may be incurred.

5.3 General Use of Facilities

- 5.3.1 Use of all facilities shall be in accordance with the regular procedures of the agency owning the facility as provided for by the Laws of the State of Washington and the rules and regulations of the respective agencies, except as otherwise provided in this Agreement.
- 5.3.2 Fees may be charged for direct costs incurred by a City or School District as a result of a particular activity, such as when a given use results in non-scheduled labor costs or other direct costs are attributable to a specific use of a facility, or when in the view of the facility owner a facility was left unkempt or damaged. In this case, the City and School District agree to reimburse one another for their share of expenses upon written invoice for direct costs that are a consequence of facility use. Fees for indirect costs shall not be reimbursed.
- 5.3.3 In accordance with generally accepted accounting principles, "Direct Costs" are those costs that are incurred directly as the result of a particular scheduled project, instructional or recreational activity, or any other institutional activity, or that can be directly assigned to such activity.
- 5.3.4 "Indirect Costs" are those costs that are incurred for common or multiple objectives and therefore cannot be readily and specifically attributed to a particular sponsored project, instructional or recreational activity, or any other institutional activity such as depreciation, normal "wear and tear" of facilities, overhead or administrative expenses.

- 5.3.5 Scheduling of dates for use of the City's and School District's facilities shall be worked out in advance to avoid conflicts. Once a date is booked, the parties agree to honor the scheduled commitment. In cases of extreme unforeseen conflict requiring a reservation change, the facility owner, to the extent possible, is expected to offer access to an appropriate alternative facility. To ensure effective communication between the City and School District, each agency shall provide to one another a list of primary contact persons whose responsibilities are to schedule, maintain or program facilities.
- 5.3.6 The Joint Recreation Program Manager shall develop and maintain a master schedule for joint use of the District and City facilities, and the Joint Recreation Program Administrator, Joint Recreation Program Manager, and School District Liaison shall meet as needed to discuss and allocate facility use planned by the School District, City, and any third parties. At these meetings, the School District and City will review and evaluate the status and condition of the jointly used properties and modify or confirm the upcoming seasonal schedule.
- 5.3.7 Previously scheduled use of any facility shall supersede priority of use criteria in Article VI (Priority of Use).
- 5.3.8 Parking associated with the Joint Recreation Program shall be limited to designated areas only. Both the District and the City shall have the authority to prohibit parking in certain areas of their respective properties.
- 5.3.9 Any party utilizing a facility under this agreement shall agree to provide appropriate supervision of participants in accordance with established recreation program policies.

6. TRANSITION – OPERATIONS

- 6.1.1 **Recreation Van.** Ownership and title of the current Joint Recreation Program van shall be transferred to the City of Bonney Lake upon the effective date of this Agreement, and shall thereafter be the responsibility of the City to maintain and replace as needed.
- 6.2 **Office Equipment.** The District agrees to maintain and replace the current Joint Recreation Program office equipment, including computers, printers, and copier as long as it remains housed in the Robert Miller Gym.

6.3 **Damage to School District Equipment and Facilities.** The School District may invoice the City for up to five thousand dollars (\$5,000) per year for loss or damage to School District equipment or facilities incurred as a result of the Joint Recreation Program.

7. INDEMNIFY AND HOLD HARMLESS

- 7.1 Each party agrees to indemnify, save and hold harmless the other parties and all their officers, agents and employees from any claims, costs, expenses or liability (including reimbursement for all legal costs and reasonable attorney's fees) for any and all claims for damages or injuries to persons, property or agents of the user which arise from its negligent or intentional acts or omissions. In the event of such claims or lawsuits, each party shall assume all costs of its defense thereof and shall pay all resulting judgments that may be obtained against it or its agents or employees. Further, each party has insured against its own liability herein and will promptly notify the other of any material changes in such coverage.
- 7.2 Any claims for liability arising out of the failure to maintain facilities or keep them in good structural repair, unless such failure is caused by the acts of the user, its agents, employees or invitee, shall be the responsibility of the owner and the indemnification by the user herein shall not include such claims.

8. PRIORITY USE

- 8.1 School District facility use is prioritized in the following order:
- 8.1.1 School use, school functions, and School District-sponsored events, including groups directly sponsored or associated with School District, such as student groups or PTSA organizations.
 - 8.1.2 City's recreation and community programs provided for the general public.
 - 8.1.3 All other uses as determined and prioritized by School District.
- 8.2 City's facility use is prioritized in the following order:
- 8.2.1 City's use, functions, and sponsored events, including recreational and community programs provided by the City for or directly benefitting the City's residents.

8.2.2 Programs for the purpose of public primary and secondary education and associated student programs sponsored and managed by School District.

8.2.3 Other Cities' community recreation programs and City-sponsored community meetings and educational programs managed by such other Cities.

8.2.4 All other uses as determined and prioritized by the City.

9. DURATION AND RENEWAL – TERMINATION

9.1 **Duration.** This term of this agreement is from September 1, 2017 through August 31, 2022.

9.2 **Renewal.** The Agreement shall be automatically renewed for succeeding five year terms unless either party, in writing, notifies the other of its intent not to renew at least six (6) months in advance of the termination date.

9.3 **Termination.** This Agreement may be terminated at any time by mutual written agreement of the parties. Neither party shall commit the Joint Recreation Program to any contractual obligation that extends beyond the duration of the Agreement. Upon termination of the Agreement, unexpended and uncommitted joint funds shall be distributed to each of the parties equally.

10. INSURANCE. If the activities of the Joint Recreation Program cannot be insured at a reasonable cost through either new policies or riders to existing policies, the Joint Advisory Board may declare that insurance is unavailable and this agreement shall be terminated immediately.

11. NONDISCRIMINATION. The parties to this Agreement declare that they are committed to the principle of equal opportunity consistent with applicable laws.

12. AUDITS AND INSPECTIONS. The records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review or audit by each of the parties during the term of this Agreement and for three years after termination.

13. AMENDMENTS. The Agreement may be amended at any time by mutual written agreement of all the parties.

14. **ENTIRE AGREEMENT.** The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded.

IN WITNESS WHEREOF, the Parties have executed this agreement:

City of Bonney Lake	By: <u>[Signature]</u> Its <u>Mayor</u>	Date <u>8/15/17</u>
Summer School District	By: <u>[Signature]</u> Its <u>Superintendent</u>	Date <u>7/18/17</u>

Exhibit A – Facilities

City of Bonney Lake

Allan Yorke Park
7203 West Tapps Hwy
Bonney Lake, WA 98391

Cedarview Park
9301 208th Ave E
Bonney Lake, WA 98391

Justice & Municipal Center
9002 Main St E
Bonney Lake, WA 98391

Midtown Park
20901 SR 410 E
Bonney Lake, WA 98391

Public Safety Building (Training Room)
18421 Veterans Memorial Dr E
Bonney Lake, WA 98391

Public Works Center
19306 Bonney Lake Blvd
Bonney Lake, WA 98391

Senior Center
19304 Bonney Lake Blvd
Bonney Lake, WA 98391

Victor Falls Park
18212 Rhodes Lake Rd E
Bonney Lake, WA 98391

Viking Park
18902 82nd St E
Bonney Lake, WA 98391

School District

Bill Heath Sports Complex
5604 Graham Ave
Sumner, WA 98390

Bonney Lake Elementary
18715 30th Street East
Bonney Lake, WA 98391

Bonney lake High School
10920 199th Avenue Ct East
Bonney Lake, WA 98391

Crestwood Elementary
3914 West Tapps Drive East
Bonney Lake, WA 98391

Daffodil Valley Elementary
1509 Valley Avenue
Sumner, WA 98390

Donald Eismann Elementary
13802 Canyon View Blvd East
Bonney Lake, WA 98391

Elhi Hill High School Program
1110 Fryar Avenue, Suite A
Sumner, WA 98390

Emerald Hills Elementary
19515 South Tapps Drive East
Bonney Lake, WA 98391

Lakeridge Middle School
5909 Myers Road East
Bonney Lake, WA 98391

Liberty Ridge Elementary
12202 209th Avenue Court East
Bonney Lake, WA 98391

Maple Lawn Elementary
230 Wood Avenue
Sumner, WA 98390

Mountain View Middle School
10921 199th Avenue Court East
Bonney Lake, WA 98391

Sumner High School
1707 Main Street
Sumner, WA 98390

Sumner Middle School
1508 Willow Street
Sumner, WA 98390

Victor Falls Elementary
11401 188th Avenue Court East
Bonney Lake, WA 98391

**Meeting Minutes
about Hiring for
HR Generalist**

license will expire. The Sumner-Bonney Lake School District agreed to pay for the first year license for the NEOGOV Onboard system when the City took over management of the Recreation Program in 2017. This online system helps to orientate new volunteers and help staff to be more efficient. This program has been used on staff and has gotten excellent feedback. Councilmember Evans wanted to know if this was just another add-on to NEOGOV and how much time does the program save staff and if they still have to do an in-person orientation. Human Resources Manager Richardson stated that the program saved about an hour of staffs time by having volunteers watch mandatory videos at home before the in person orientation. This time savings means staff can concentrate more on what is expected of the volunteer. Councilmember Evans wanted to know if there is a test at the end to show that the videos were watched and Human Resources Manager Richardson stated that there were no tests but the City requires everyone to sign an acknowledgment form. Councilmember Swatman wanted to know if the Recreation program was the main reason for this program and if Recreation was funding the program. Human Resources Manager Richardson confirmed that the Recreation Program has been the main reason. Chief Financial Officer Gibson stated that currently the program is under Human Resources due to the program being for orientation.

Human Resources Generalist Position. Human Resources Manager Richardson presented the Salary & Benefits budget decision card to the Council. The standard workload for Human Resources is (1) Human Resource employee for every 100 employees. The City of Bonney Lake has added 31 regular employees and 52 seasonal employees since 2004, bringing the City to 198.55 employees. On the comparable HR to FTE chart, the average in cities is 153 employees with 1.58 Human Resource employees for every 101 employees. The decision card asks for a .75 Human Resource employee to assist the Human Resources Manager. Councilmember Swatman stated that he works with Human Resources Manager Richardson on the finance committee and she does an amazing job and is overworked, and it is very hard to see everything she does on paper. Councilmember Watson stated that Human Resources Manager Richardson is doing a great job. Councilmember Watson asked if Recreation would be helping to pay for the new employee due to a large number of volunteers. Chief Financial Officer Gibson stated that discussions are going on about possibly changing the recreation program to compensate for this but not at this time. Councilmember Surdez stated that Human Resources Manager Richardson is doing a great job and appreciates it. Councilmember McKibbin wanted to know if the Human Resources needs to be a stand-alone department. Human Resources Manager Richardson stated that she is happy being part of the Administrative Services Department and she does not have a preference for either configuration.

Police Laptop Replacement. Information Services Manager McEwen presented the General budget decision card to the Council. In past budgets, the Police laptops have been on a 5-year lease agreement. Purchasing new laptops every 5 years would be more cost-effective. The Police laptops are in the field 24 hours a day exposed to



Finance Committee

February 12, 2019 Regular Scheduled Meeting

APPROVED MINUTES

The meeting was called to order at 5:00 P.M.

Roll Call:

Deputy Mayor Randall McKibbin (Chair)
Councilmember Dan Swatman
Councilmember Tom Watson

Attendees:

City Engineer, John Woodcock
Admin. Services Director/City Clerk, Woody Edvalson
Management Analyst/Executive Assistant, Leslie Harris
Chief Finance Officer, Cherie Gibson
Human Resources Manager, Jenna Richardson
Facilities & Special Projects Manager, Gary Leaf
Police Chief, Bryan Jeter
Fire Chief, Bud Backer
Administrative Assistant III, Debbie McDonald

Finance Committee

I. Reports/Presentations:

Personnel Update

Human Resources Manager Jenna Richardson

Human Resources Manager Richardson stated she has been busy filling the Before and After School Program. There are 17, candidates moving on to the Oral Boards for the open Police position. A Citywide Anti-Harassment training was held and will offer a makeup training for staff that was unable to attend. Will be interviewing for the open Court position. Employees will be receiving their 1095 health insurance forms by March 4. Have an internal candidate for the Human Resource Generalist position. The internal candidate would like to stay at fulltime, there is the work to cover a fulltime position. Explained where they would be able to save on the budget.

Administrative Services Director/City Clerk Edvalson was looking at filling the soon to be an open position with an Administrative Assistant I instead of an Administrative II. That move would also cut cost.

Councilmembers asked questions.

Will Bring to City Council Meeting

- C. **Discussion/Action:** AB19-28 – Resolution 2716 – Authorizing Award of a Contract to Brumfield Construction for the 95th Street Bypass Trail Project.

Councilmember Watson moved to adopt and Councilmember Rackley seconded.

Motion Approved 7–0.

City Engineer Woodcock reviewed with Council AB19-28 - Resolution 2716 - Authorizing Award of a Contract to Brumfield Construction for the 95th Street Bypass Trail Project. This resolution is for continued work on the 95th Street Bypass Trail Project, part of the Fennel Creek Trail. On January 16, 2019 bids were opened for the project and bids came in higher than estimated. The project cannot use federal money for this part of the project and must use city money. The adopted budget does not cover the cost. With all the costs considered the budget is short by about \$900,000.00.

Councilmembers asked questions and discussed concerns about the costs and where the money will be coming from. Chief Financial Officer Gibson answered questions about budget funds and status of other projects on the budget that money will be going to. She explained that she needs Council to state and agree, on record, that they acknowledge the 95th trail project is costing \$900,000 more than budgeted and to authorize the City to use available park resources to cover the 95th Street project. She said in 2020 the City will review the budget and grants and may need to amend the budget at that point.

Council in the whole acknowledged and authorized the City to use available park resources to cover the 95th Street project.

There was general Council consensus to award contract Resolution 2716.

Motion Approved 7–0.

- D. **Discussion/Action:** AB19-29 – Resolution 2717– Authorizing Award of a Professional Services Agreement with Parametrix for Construction Services for the 95th Street Bypass Trail Project.

City Engineer Woodcock reviewed with Council AB19-29 – Resolution 2717– Authorizing Award of a Professional Services Agreement with Parametrix for Construction Services for the 95th Street Bypass Trail Project, while discussing previous AB19-28 – Resolution 2716 agenda item.

**Councilmember Watson moved to approve Resolution 2717.
Councilmember McKibbin seconded the motion.**

Motion Approved 7–0.

- E. **Discussion:** AB19-41 – Motion – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing the Human Resources

Generalist To Be Filled Full Time With The Intent To Amend the Budget Position Authorization Worksheet During The Annual Budget Amendment Process.

Human Resources Manager Richardson reviewed with Council the Position Change to the Position Authorization Chart. After interviewing for the .75 FTE position of Human Resource Generalist, an internal candidate, Melissa Johnson, was the applicant that was the best qualified for the position. Currently her position includes Risk Management support. Since Risk Management is planned to become part of Human Resources in the next couple of years, having a candidate in HR that has already been handling the Risk Management support for Bonney Lake will be a positive for the City.

Councilmember Watson and Councilmember Carter voiced concerns about changing the position from .75 FTE to 1.00 FTE when we advertised for a .75 FTE. Councilmembers were in consensus that the change would be a positive for the City. Councilmember Watson and Councilmember Carter felt that if the position is changing then the City needs to readvertise to give equal opportunity to others who may be interested in a 1.00 FTE position.

Council agreed to move the agenda bill to Full Council Issues for the next Council Meeting on February 26, 2019.

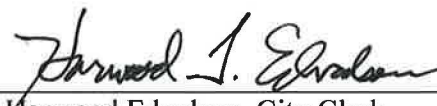
F. Review of Council Minutes: January 15, 2019 City Council Workshop, January 22, 2019 City Council Meeting, and February 12, 2019 City Council Meeting.

Councilmember Watson reported that he had provided City Clerk Edvalson with a number of corrections to the draft minutes. There was a general consensus of the Council to move the minutes as revised forward to the next Council meeting for approval.

IV. EXECUTIVE SESSION: Pursuant to RCW 42.30.110 (c), Mayor Johnson, Jr. announced the City Council will meet in executive session to discuss potential litigation items and stated the executive session will be approximately 10 minutes. The executive session started at 7:29 p.m. Council reconvened at 7:39 p.m.

V. ADJOURNMENT:

At 7:39 p.m. Mayor Johnson, Jr. adjourned the regular Council Meeting with the common consent of the City Council.


Harwood Edvalson, City Clerk


Neil Johnson, Jr., Mayor

Installation Of A Cummins Diesel 50kw Generator At Lift Station 13 With MB Electric, LLC.

Councilmember Watson moved to approve the Consent Agenda as presented. Councilmember Carter seconded the motion.

Consent Agenda approved 6 - 0.

V. FINANCE COMMITTEE ISSUES: None.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. PUBLIC SAFETY COMMITTEE ISSUES: None.

VIII. FULL COUNCIL ISSUES:

A. AB19-41 – Motion – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Human Resources Generalist to Be Filled Full Time With The Intent To Amend The Budget Position Authorization Worksheet During The Annual Budget Amendment Process.

Councilmember Watson moved to approve AB19-41. Councilmember Carter seconded the motion.

Councilmember Carter asked for clarification on the motion and noted this action does not call for re-advertisement of the opening at full-time. How does this differ from workshop? Revise and fill without re-advertising. Councilmembers Watson, Carter, Swatman and Surdez indicated concerns with the proposal. Councilmember Evans and Deputy Mayor McKibbin spoke in favor of the proposal.

Motion failed 2 – 4.

Councilmembers Carter, Surdez, Swatman and Watson voted no.

IX. EXECUTIVE/CLOSED SESSION: None.

FYI: It was decided to hire as a .75 position instead of starting over. Melissa started as HR Generalist on 3/16/2019

X. ADJOURNMENT:

At 7:05 p.m. Deputy Mayor McKibbin adjourned the meeting with the common consent of the City Council.

AB for HR Generalist

DECISION CARD
Fiscal Year 2019-2020

Fund Name: Salary & Benefits	Project Title: Human Resources Generalist Position
Department: ASD	
Name:	
Division Name: Human Resources	Net Project Cost: \$69,020 – \$81,078

Project Description/Project Justification

The standard for the Human Resources (HR) function within an organization is one (1) HR employee for every 100 employees (SHRM). The City of Bonney Lake has operated beyond that standard since the creation of an HR position in 2004 with only one (1) HR employee during this time (see illustrative chart for 2004-present). Since 2004, the City has added 31 regular employees and those additions bring our current Full Time Equivalents (FTEs) to 146.55 employees and when we include temporary/seasonal employees (15 employees in 2004 to 52 employees in 2018), the current total is 198.55 employees. A recent survey of our comparable cities notes an average of 153 employees for all 12 cities and 1.58 HR employees for every 101 employees; however, Bonney Lake currently has one (1) HR employee for 198 employees. This is not a sustainable approach to the HR role within the organization. In order to remain effective and a contributing strategic partner with other departments, a .75 HR Generalist (non-union) is needed to assist the HR Manager in fulfilling the HR responsibilities.

Throughout the last 13 years (length of current incumbent's position with the City), the HR role has grown significantly as the current HR Manager has gained more experience, knowledge, and skills in a variety of areas and the City Administrator decreased his day to day supervision and participation in the HR role; and as such, HR has grown to what it is today. The Administrative Services Director and City Administrator do provide general oversight of the HR Manager; however, the HR Manager is fully responsible for recruitment/retention processes and strategies, compensation and classification, employee development and training, performance management, remaining up to date and compliant with employment law, policy review and implementation, employee wellness and benefits program administration, FMLA/FLA/ADA management, employee and labor relations (acting as the Chief Negotiator with AFSCME), workplace safety and workers' compensation claims administration, and Civil Service. In addition to those responsibilities within the organization, the HR Manager serves on three associations/committees (Employee Benefit Advisory Committee for the AWC Benefit Trust and as a board member for both the National Public Employer Labor Relations Association and Washington Public Employer Labor Relations Association) that provide a direct benefit to the organization.

Approximately 50% of the HR Manager's time is spent reacting to employee and organizational issues and/or requests rather than coordinating, planning, and acting deliberately. Examples of areas requiring attention, but receiving minimal focus include, but are not limited to: policy, code, and job description updates, active coordination with employees on L&I leave, supervisor and employee training, program review (e.g. background check process/vendors, benefits programming, annual evaluation system, etc.), classification and compensation studies, and succession planning. These areas needing attention have a lasting effect on supervisors, staff and the organization and time not spent on these areas could have grave risk management implications. An added HR FTE will result in sharing or transfer of HR responsibilities, which would

allow the HR Manager to give attention and focus to specific programs and work directly with departments and supervisors so they are in a better position to react when necessary. In addition, there are initiatives that could take our organization to the next level. One such initiative is developing department programs (e.g. job descriptions, explanation of duties, employee training plans, evaluations, etc.) based on the City's Core Values, which will tie back to our overall mission, assist supervisors in their roles, and help employees see their worth/value to the organization.

In the last several years, an Administrative Specialist II (AFSCME union) has assisted HR (approximately .4 FTE) by answering general employee questions when able, recruiting, interviewing, and orientating Public Works Seasonal workers and some Recreation Program Before & After School Assistants, writing the employee newsletter, coordinating staff events, creating orientation packets for regular employees, basic input of training/certifications in Eden and filing, and background check submission for all temporary employees and volunteers. While this has provided significant relief for the HR Manager, union representation limits the type of work and assistance that can be provided due to the sensitive nature of HR work, access to information about coworkers, negotiations, and other union considerations. It is anticipated that this additional FTE will be in the place of the current Administrative Specialist II assisting HR and the incumbent in that position will be assigned to assist in other areas of the Administrative Services Department. There is so much that HR can do to develop programs, employees and the organization, assist department heads, supervisors, and employees and mitigate risk; however, the potential is limited by one person's capability to meet all the required expectations. The AWC Salary survey has not yet been released; however, HR completed a review of positions when surveying comparable cities and the average wage for an HR Generalist is \$6,033 at the high end. This is a comparable position to the Deputy City Clerk and Grade 12 on the Non-Represented salary table is appropriate. The projected costs are for the HR Generalist salary plus 35% for the cost of benefits. There may be some additional expenses for creating an office space in suite 125, membership and training/conferences.

Summary of Project Costs

Line Item Cost Detail		Analysis of Net Project Costs:	
Description of Cost	Amount Required	Project Cost:	
Salary @ .75 FTE	\$46,884-58,032	Less Revenues:	
Benefits @ 35% (high estimate) of salary	\$16,409-20,311	Less Charges to other Departments:	
Travel, Lodging, Mileage, Meals Parking, Memberships, & Registrations	\$2,735	Net Project Costs:	
		Project Expected Recurring Annual Costs	
		Description of Cost	Amount Required
Total Project Cost	\$69,020 – 81,078	Total Recurring Annual Costs	Standard increases

FYI: The AB does not state the position is only for Parks & Recreation. It is for help in HR for all tasks. Also the HR Generalist uses .25 of time processing Risk Management Claims

FTE Projections & Comparables

Employee Demographic Chart

Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Population	13,877	14,560	15,569	15,230	16,220	16,500	16,690	16,857	17,025	17,196	17,368	17,368	17,715	20,000	20,940	21,380	21,830
Position Summary	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.	Adopted F.T.E.*	Adopted F.T.E.	Estimated F.T.E.	Estimated F.T.E.
	115.17	116.85	118.85	125.85	134.85	135.9	135.95	126.45	133.35	133.75	134.75	133.55	133.55	143.55	146.55	147.85	148.85
Total Extra Hires	15	26	27	24	21	17	24	18	16	26	28	29	23	45	52	55	55
Total Employees	130.17	142.85	145.85	149.85	155.85	152.9	159.95	144.45	149.35	159.75	162.75	162.55	156.55	188.55	198.55	202.85	203.85

*includes B/A Site Directors

Comparable HR to FTE Chart

City	Pop	# FT EEs	# PT EEs	# Temp EEs	Total	# of HR Positions	#EE per every 1 HR EE	Job Title #1	Stand Alone Dept or Under Another Dept	Director or Manager Reports To	Notes
Anacortes	16780	184	31	42	257	2	129	Admin Services Director*	Stand Alone	Executive	Full Service HR
Arlington	18690	130	0	10	140	1.5	93	HR Director	Stand Alone	Executive	Full Service HR
Covington	19850	47	3	104	154	1.5	103	Personnel Manager	Under Another	Executive	Contract City - no unions
Enumclaw	11450	96	6	61	163	1	163	Human Resources Analyst	Under Another	Finance	Not full service HR
Fife	10100	110	20	40	170	2	85	HR Director	Stand Alone	Executive	Full Service HR
Maple Valley	24900	43	2	44	89	1.63	55	PT HR/Risk Manager*	Under Another	Executive	No unions; 3 Part Time Staff
Mill Creek	19960	53	46		99	1.6	62	HR Director	Stand Alone	Executive	
Monroe	18350	100	0	8	108	1	108	HR Director	Stand Alone	Executive	Full Service HR
Mountlake Terrace	21290	103	10	50	163	1	163	HR Manager	Under Another	Executive	Full Service HR
Snoqualmie	13210	103	3	9	115	1.75	66	Admin Services Director*	Stand Alone	Executive	Full Service HR
Sumner	9920	105	7	10	122	2	61	Admin Services Director*	Under Another	Executive	
Tumwater	23210	191	9	60	260	2	130	Admin Services Director*	Stand Alone	Executive	Full Service HR
Average	17309	105	11	40	153.33	1.58	101			Average	
Bonney Lake	20500	137	9	52	198	1	198	HR Manager	Under Another	ASD	Full Service HR
Bonney Lake	20500	137	9	52	198	1.75	113	HR Manager	Under Another	ASD	If adding a .75 HR Generalist

*Other duties in addition to HR