

CITY COUNCIL MEETING

May 27, 2014  
7:00 P.M.

AGENDA



“Where Dreams Can Soar”

*The City of Bonney Lake’s Mission is to protect the community’s livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.*  
[www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)

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

**I. CALL TO ORDER** – Mayor Neil Johnson, Jr.

A. Flag Salute

B. Roll Call: Mayor Neil Johnson, Jr., Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson.

C. Announcements, Appointments and Presentations:

1. Announcements: None.

2. Appointments: None.

3. Presentations:

p. 5 a. **Proclamation:** Paint the Town Purple Day, June 6<sup>th</sup> & July 18-19 Relay Days – American Cancer Society.

p. 7 b. **Presentation:** AB14-73 – 2014 Stormwater Pollution Prevention Art Contests Awards Ceremony.

D. Agenda Modifications

**II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:**

A. Public Hearings: None.

B. Citizen Comments:

*Citizens are encouraged to attend and participate at all Council Meetings. You may address the Mayor and City Council on matters of City business, or over which the City has authority, for up to 5 minutes. Sign-up is not required. When recognized by the Mayor, please state your name and address for the official record. Designated representatives recognized by the chair who are speaking on behalf of a group may have a total of 10 minutes to speak. Each citizen is allowed to speak only once during Citizen Comments.*

C. Correspondence

**III. COUNCIL COMMITTEE REPORTS:**

- A. Finance Committee
- B. Community Development Committee
- C. Economic Development Committee
- D. Public Safety Committee
- E. Other Reports

**IV. CONSENT AGENDA:**

*The items listed below may be acted upon by a single motion and second of the City Council. By simple request to the Chair, any Councilmember may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.*

- p. 21 A. **Approval of Corrected Minutes:** May 6, 2014 Workshop and May 13, 2014 Council Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:**  
Accounts Payable checks/vouchers #68695-68728 (Including wire transfer #'s 20140502, 20140505, 20140506 and 20140507) in the amount of \$338,401.73.  
Accounts Payable checks/vouchers #68729-68793 (Including wire transfer #'s 13333878 and 2014051401 in the amount of \$683,594.61.  
Accounts Payable wire transfer #2014051601 for p-card purchases in the amount of \$47,983.82.  
**VOIDS:** Check #67670 – replaced with check #68782.
- C. **Approval of Payroll:** Payroll for May 1st – 15th, 2014 for checks #31766-31790 including Direct Deposits and Electronic Transfers is \$ 449,771.91.
- p. 33 D. **AB14-44 – Resolution 2371** – Authorizing Police Laptop Lease Agreement with Panasonic Finance Solutions.
- p. 43 E. **AB14-63 – Resolution 2381** - Intergovernmental Agreement with Department of Enterprise Services for an Investment Grade Audit.
- p. 67 F. **AB14-67 – Resolution 2385** – Amending the 2014-2015 Planning Commission Work Plan.
- p. 79 G. **AB14-72 – Resolution 2387** – Awarding Church Lake Road Overlay Project to Miles Resources.
- p. 83 H. **AB14-71** – Motion to Authorize Recommended Write-Off Of Delinquent Account Receivable Accounts.

- V. **FINANCE COMMITTEE ISSUES:** None.
- VI. **COMMUNITY DEVELOPMENT COMMITTEE ISSUES:** None.
- VII. **ECONOMIC DEVELOPMENT COMMITTEE ISSUES:** None.
- VIII. **PUBLIC SAFETY COMMITTEE ISSUES:** None.
- IX. **FULL COUNCIL ISSUES:** None
- X. **EXECUTIVE SESSION:**  
Pursuant to RCW 42.30.110, the City Council may hold an executive session. The topic(s) and the session duration will be announced prior to the executive session.
- XI. **ADJOURNMENT**

**For citizens with disabilities requesting translators or adaptive equipment for communication purposes, the City requests notification as soon as possible of the type of service or equipment needed.**

**THE COUNCIL MAY ADD AND TAKE ACTION ON  
OTHER ITEMS NOT LISTED ON THIS AGENDA**

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## Proclamation Relay For Life of Bonney Lake

American Cancer Society Relay For Life® Proclamation for Bonney Lake

WHEREAS, Relay For Life is the signature activity of the American Cancer Society and celebrates cancer survivors and caregivers, remembers loved ones lost to the disease, and empowers individuals and communities to fight back against cancer; and

WHEREAS, money raised during Relay For Life of Bonney Lake supports the American Cancer Society's mission of saving lives and creating a world with less cancer and more birthdays – by helping people stay well, by helping people get well, by finding cures for cancer and by fighting back; and

WHEREAS, Relay For Life helped fund more than \$150 million in cancer research last year and over \$50,000 from our city alone;

NOW, THEREFORE, BE IT RESOLVED, that I, Neil Johnson, Jr., Mayor of Bonney Lake, do hereby proclaim June 6, 2014 as,

"Paint the Town Purple Day" and July 18th-19<sup>th</sup>, 2014 as the Relay event

in Bonney Lake and encourage citizens to help finish the fight against cancer by participating in the Relay For Life Extreme Panhandling event along Hwy410 on June 6th and again at Bonney Lake High School track on July 18th and 19th.

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

<b>Department/Staff Contact:</b> PW / Andrew Fonda	<b>Meeting/Workshop Date:</b> May 27, 2014	<b>Agenda Bill Number:</b> AB14-73
<b>Agenda Item Type:</b> Presentation	<b>Ordinance/Resolution Number:</b>	<b>Councilmember Sponsor:</b>

**Agenda Subject:** 2014 Stormwater Pollution Prevention Art Contests Award Ceremony

**Full Title/Motion:** N/A

**Administrative Recommendation:**

**Background Summary:** The City of Bonney Lake’s National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit is a federal permit authorized under the Federal Clean Water Act of 1972 that regulates stormwater discharges to waters of the State. One of the major requirements under the Municipal NPDES Permit is that all affected municipalities create and implement a Stormwater Management Program (SWMP) which addresses five required program elements: 1) Public Education & Outreach, 2) Public Involvement & Participation, 3) Illicit Discharge Detection & Elimination, 4) Construction Site Run-Off, and 5) Operations & Maintenance of Post Construction Stormwater Facilities. While the original permit went into effect in February of 2007, the current permit phases program implementation requirements through 2018. As a Stormwater Management Program Public Education & Outreach event, the City invited local K-12 students to participate in an art contest depicting the following stormwater pollution prevention and water conservation messages; 1.Pollution / Illegal Dumping Reporting 2.Friendly Vehicle Washing 3.Water Conservation 4.Pet Waste Disposal 5.Used Oil Recycling 6.Household Hazardous Waste Disposal. Two winning drawings from each of the six messages will be utilized to develop a calendar to promote stormwater pollution prevention and water conservation practices. To encourage student participation, the City will award a \$50 cash prize to each of the twelve winning artists. Each winning artist will be recognized at an award ceremony and presented a \$50 cash prize. Funding is paid for with an NPDES grant.

**Attachments:**

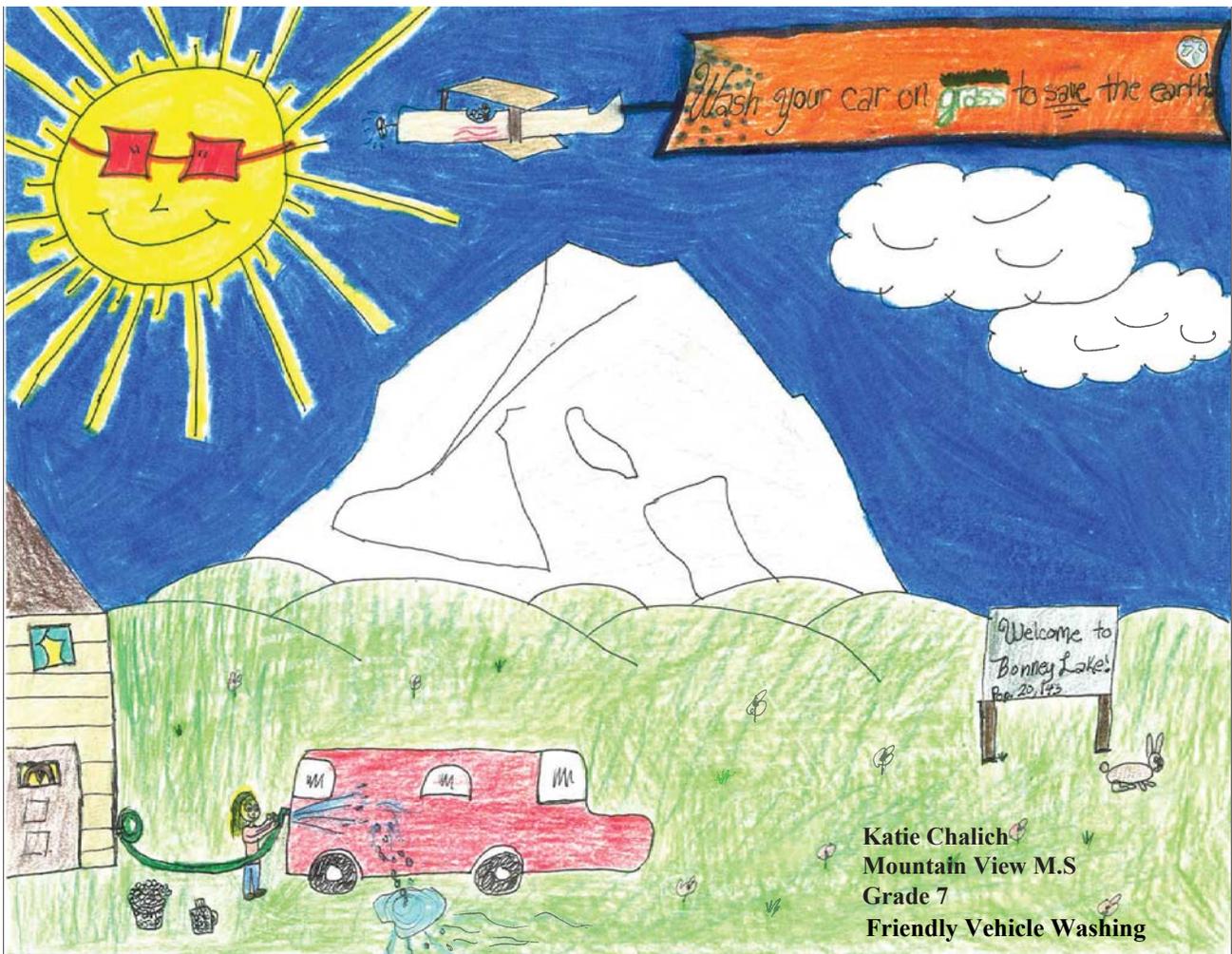
<b>BUDGET INFORMATION</b>			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
\$170,000	\$167,199	\$600	\$166,599
<b>Budget Explanation:</b> 415.048.038.538.50.31.01 – NPDES Grant			
Revenue: Stormwater NPDES Grant (\$170,000 grant total- \$120,000 LID Design + \$50,000 SWMP Implementation)			

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	Community Development <i>Approvals:</i>		<b>Yes No</b>
	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:	<b>Consent Agenda:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

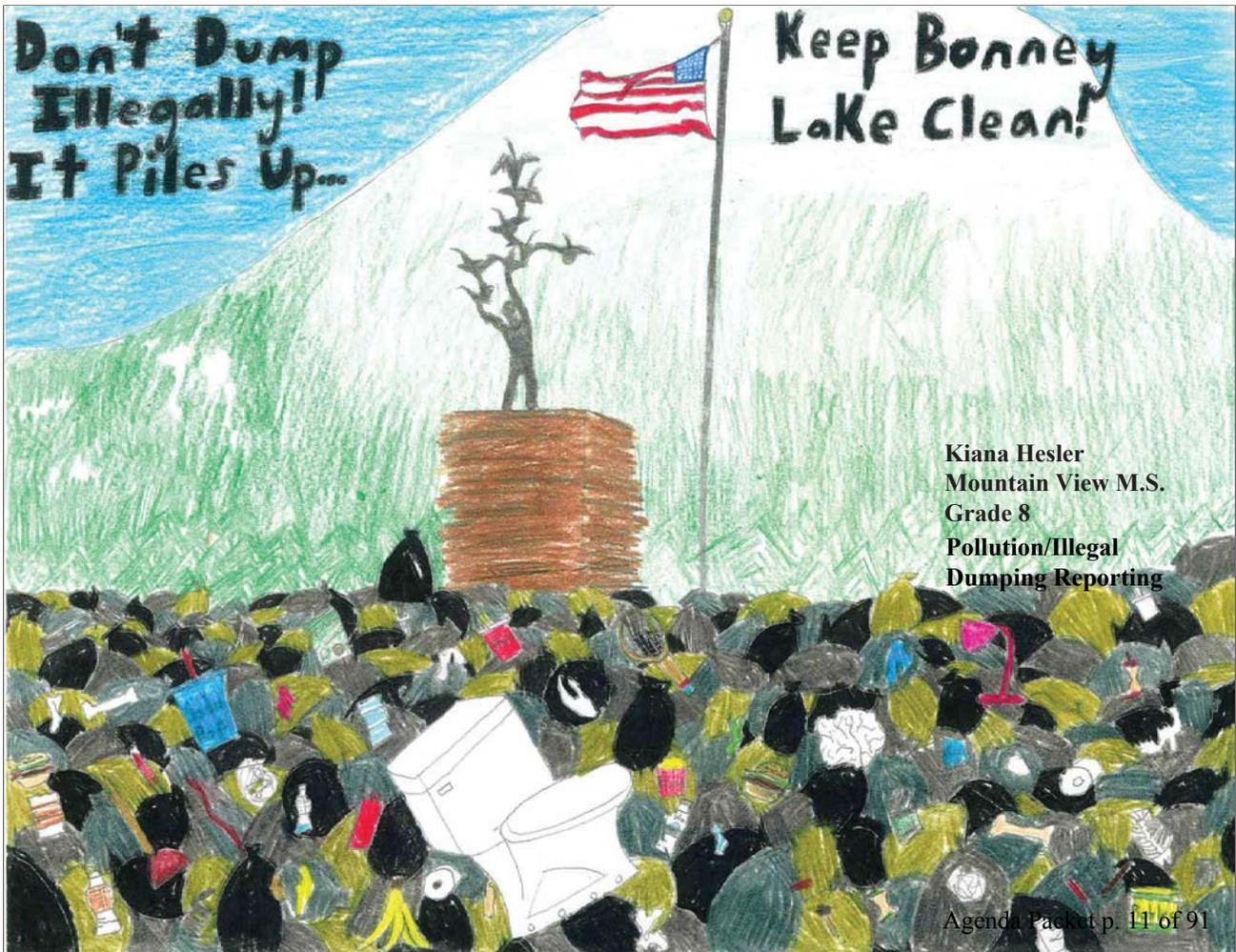
<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

<b>APPROVALS</b>		
<b>Director:</b>	<b>Mayor:</b>	<b>Date Reviewed by City Attorney:</b> (if applicable):

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Please   
do not  
dump  
your oil,  
Recycle  
it....

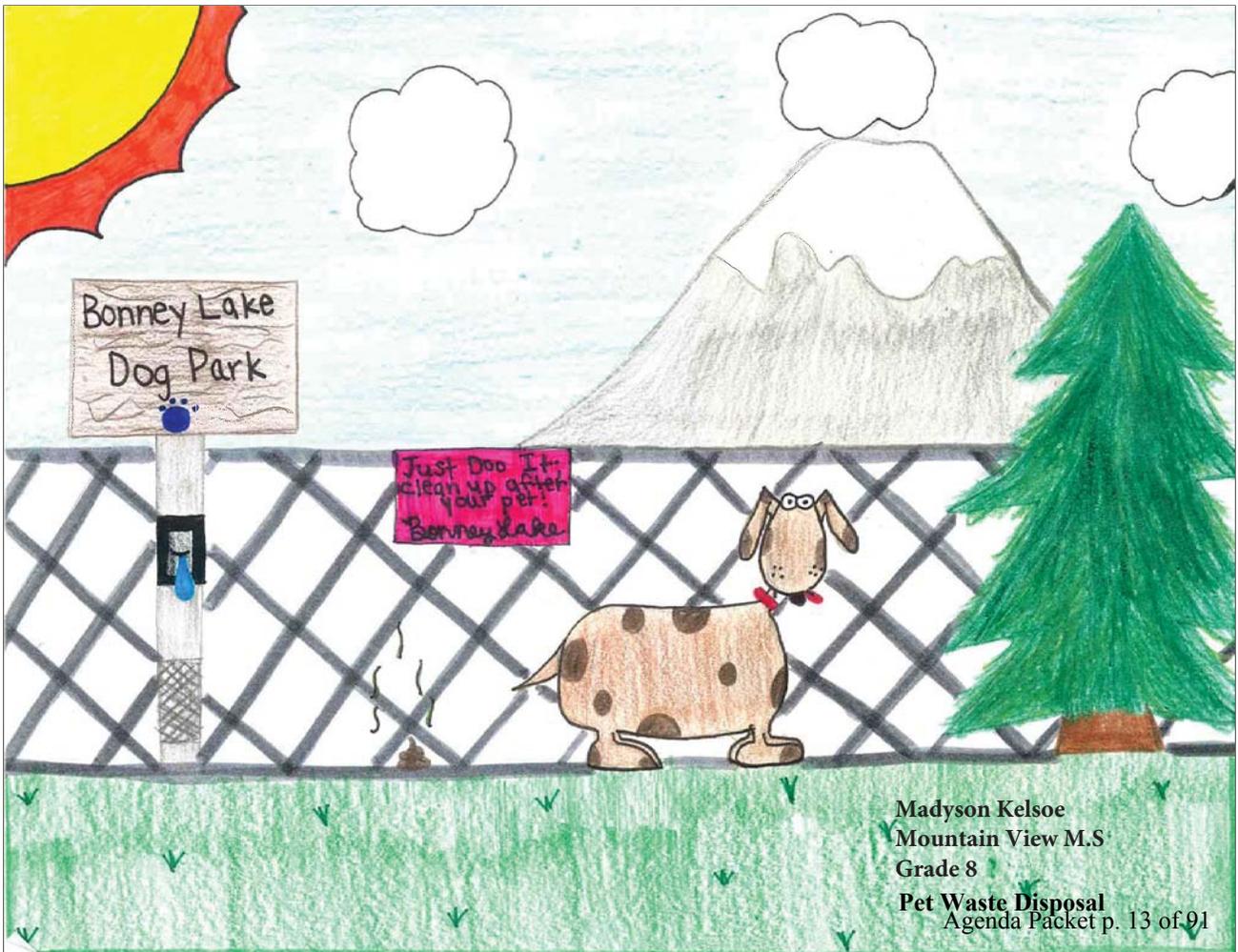


Look  
what  
we're doing  
to the

Earth!

Kenda Joseph  
Mountain View M.S.  
Grade 7  
Used Oil Disposal

Bonney Lake's  
Hour Glass!



Madyson Kelsoe  
Mountain View M.S.  
Grade 8  
Pet Waste Disposal  
Agenda Packet p. 13 of 91

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Beauty  
of

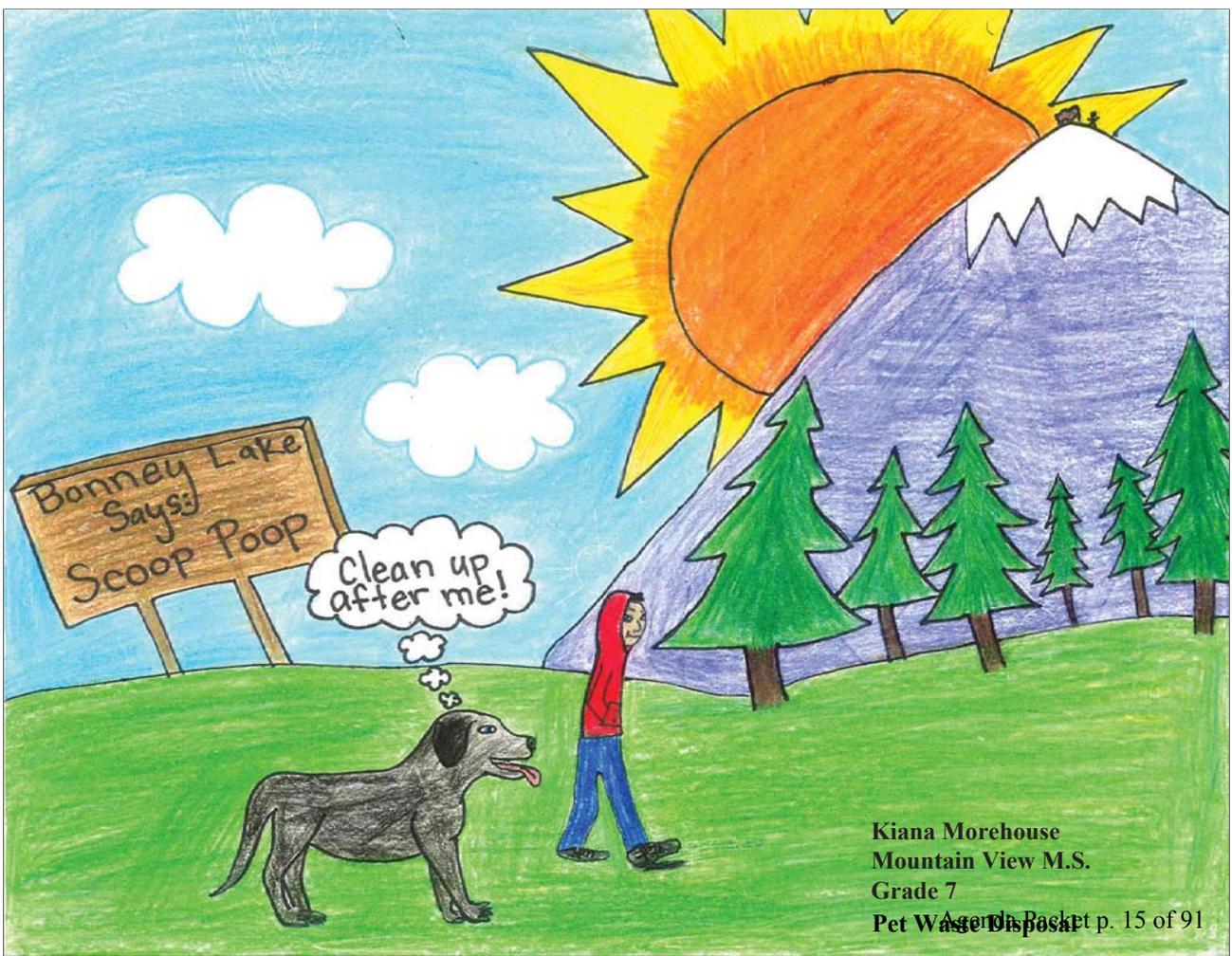
Bonney  
Lake



Conserve  
Water!  
It makes  
me,

**ME!**

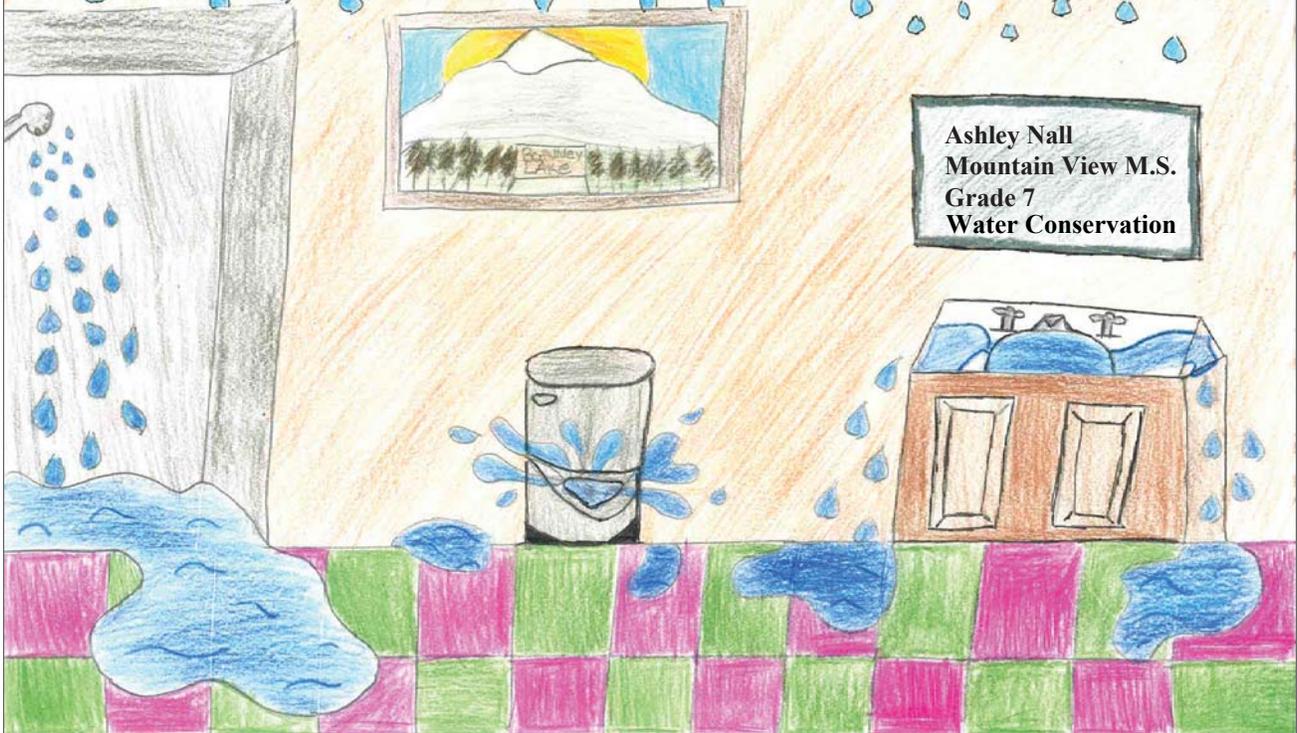
Hannah Lewandowski  
Mountain View M.S.  
Water Conservation



Kiana Morehouse  
Mountain View M.S.  
Grade 7

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# Save The Water



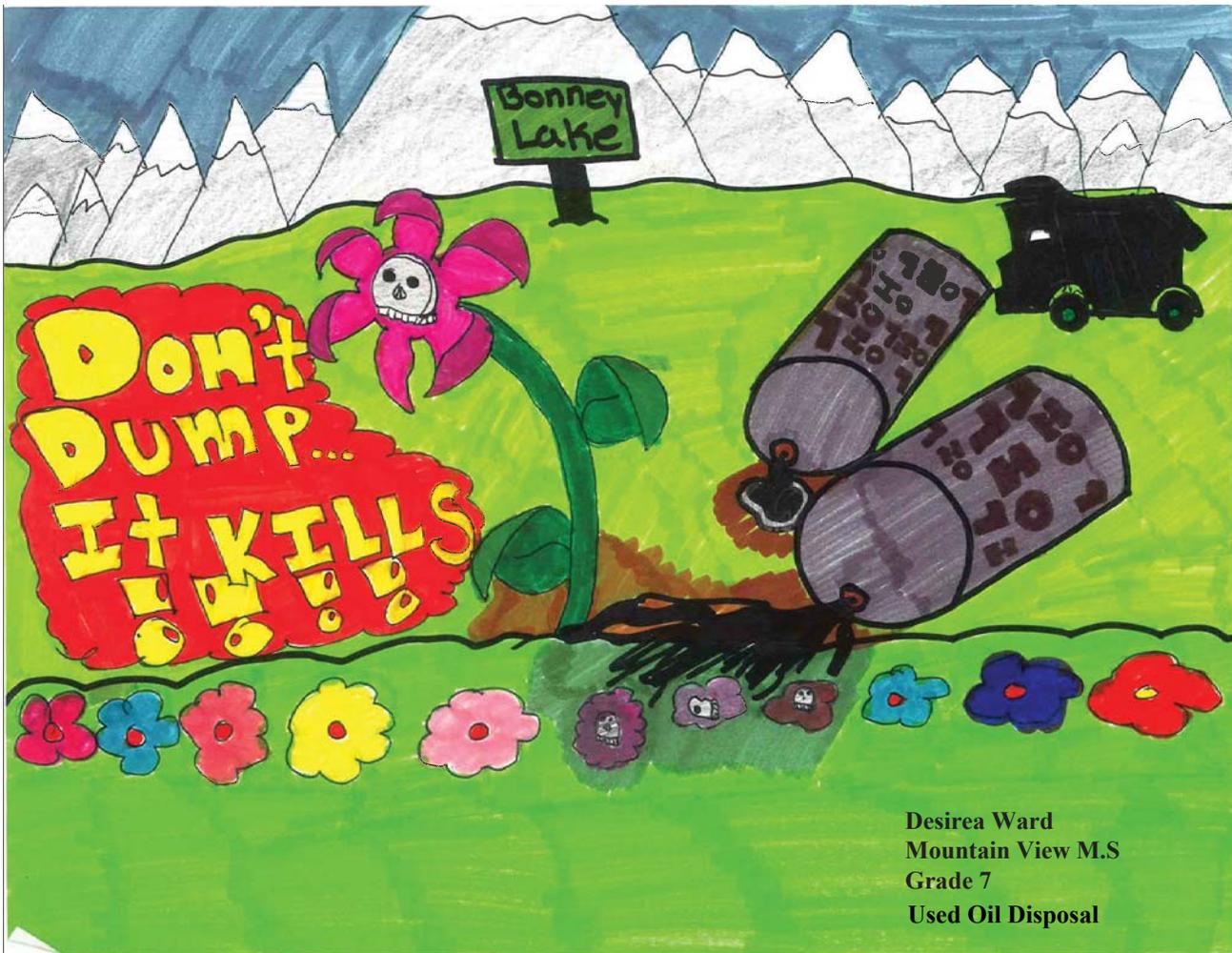
Ashley Nall  
Mountain View M.S.  
Grade 7  
Water Conservation



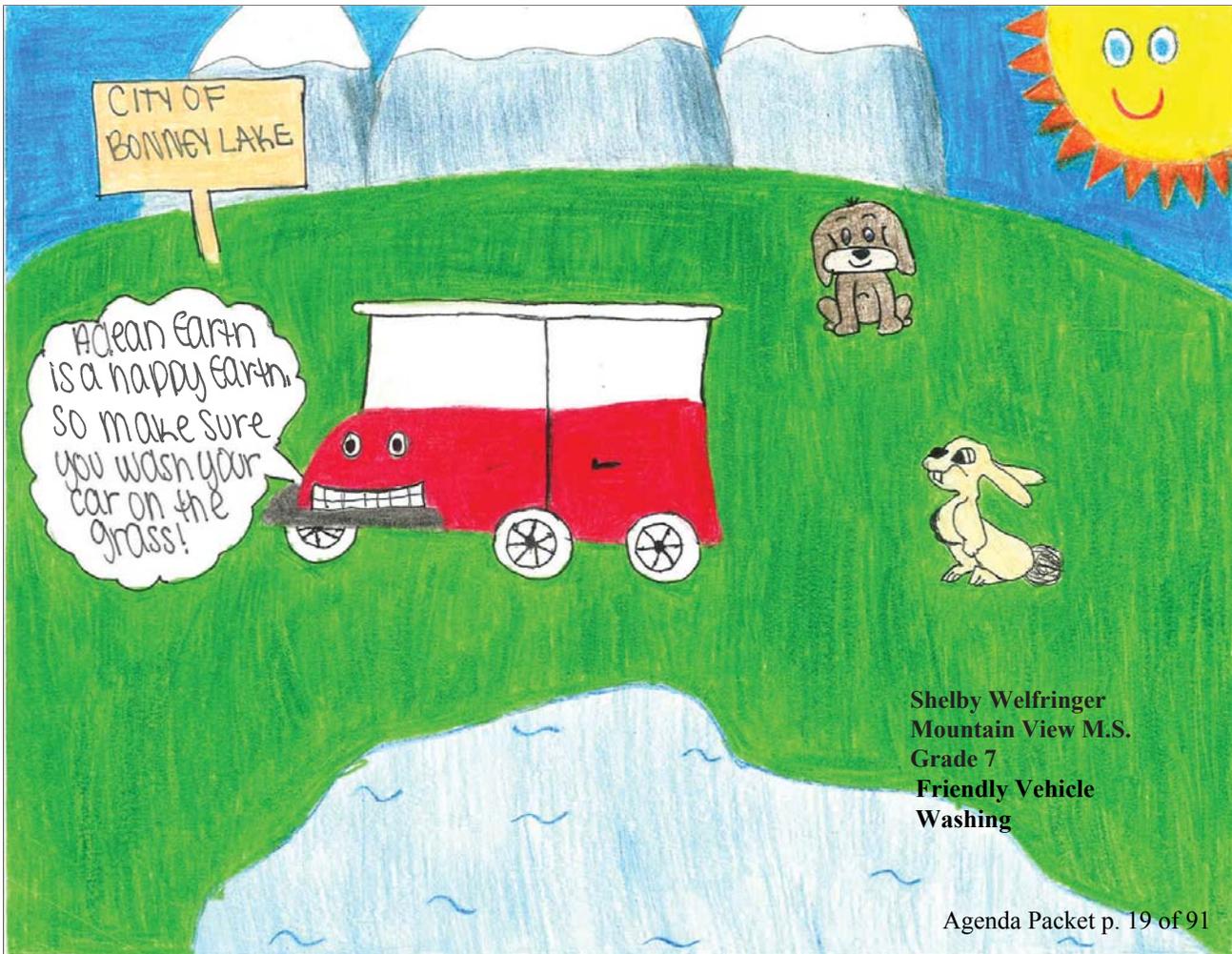
Amaya Udager  
Mountain View M.S.  
Grade 7

Agenda Packet p. 17 of 91  
Household Hazardous  
Waste Disposal

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Desirea Ward  
Mountain View M.S  
Grade 7  
Used Oil Disposal



Shelby Welfringer  
Mountain View M.S.  
Grade 7  
Friendly Vehicle  
Washing

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**CITY COUNCIL  
WORKSHOP**

May 6, 2014  
5:30 P.M.

**MINUTES**



*“Where Dreams Can Soar”*

*The City of Bonney Lake’s  
Mission is to protect the  
community’s livable identity and  
scenic beauty through responsible  
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*Website: [www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)*

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

**I. CALL TO ORDER** – Mayor Neil Johnson, Jr. called the workshop to order at 5:30 p.m.

**II. ROLL CALL:**

Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, and Councilmember Katrina Minton-Davis, Councilmember Jim Rackley, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Public Works Director Dan Grigsby, Community Development Director John Vodopich, Senior Planner Jason Sullivan, Chief Financial Officer Al Juarez, Assistant Chief of Police Kurt Alfano, Administrative Services Director/City Clerk Harwood Edvalson, City Attorney Kathleen Haggard, and Administrative Specialist II Renee Cameron.

**III. AGENDA ITEMS:**

**A. Presentation/Discussion:** WSU Commercial Property, Wally Costello. Wally Costello, Sr. Vice President of Quadrant Homes (Quadrant) and Bradley Goldberg, Vice President of Development of Visconsi Companies, Ltd. (Visconsi) gave a presentation regarding the potential development of the WSU Commercial property located in the City of Bonney Lake. Mr. Goldberg said Visconsi is very excited about the opportunities in Bonney Lake and the preferred developer sites for potential retail development, which will provide economic benefits to the City’s tax base. Councilmember Hamilton said his concern is to make sure development is with the needed type of retailer(s) for the City. He is loyal to the current retailers and does not want to jeopardize current retailers. Mr. Goldberg responded regarding potential retailers and the right demographics that retailers are currently not getting to because they are not located on the plateau. Mr. Goldberg discussed the development processes that would have to occur and the absolute need for a traffic signal to be installed at SR410 and 204<sup>th</sup> for large developers to commit to development. Councilmember Rackley inquired about the high end retailer, and Mr. Goldberg advised that the 30 acre site located at the WSU is not large enough for a Nordstrom, Macy’s, or JCPenney type retailer. Deputy Mayor Swatman said a significant change would have to occur before Council would change/authorize approval for a traffic signal at 204<sup>th</sup>, as well as getting approval from WSDOT. Mr.

Goldberg advised that Visconsi/Quadrant would be paying for the installation of the road, as well as the traffic signal and that all language would be addressed in a developer's agreement. He said tonight their intention was to introduce the project and they are not in a position to address all of the questions and concerns tonight. Councilmember Minton-Davis asked Mr. Goldberg about a project they currently are doing in Seattle and who their big retailers are. Mr. Goldberg spoke regarding the issues that he has faced with a project they are doing in Bainbridge Island. Councilmember Watson asked Mr. Costello about the traffic signal. Mr. Costello said a traffic signal is imperative for a large developer and said the cost of the signal and building a road/street would be paid for by private money and the City would not be responsible for any of the costs associated with any of the improvements either now or in the future. Allison Watson of Quadrant/Visconsi spoke to the Council to advise that the developer would not seek any TIF reduction or reimbursements of any kind from the City. Mr. Goldberg advised that all traffic signal along SR410 located in Bonney Lake would be synchronized by the developer, at absolutely no cost to the City or WSDOT. Mr. Costello asked the Council if they would like them to go into the details regarding the traffic signal tonight and Council consensus was they would like a detailed report when Council and Quadrant and Visconsi are prepared to have a thorough discussion. Councilmember Rackley asked for a written report regarding the traffic signal and provided prior to the next presentation allowing for thorough discussion regarding the traffic signal. There was no action taken, as this item was for discussion purposes only. There will be another discussion/presentation in approximately four weeks.

**B. Open Discussion.**

Bonney Lake High School Culinary Arts Team – ProStart Competition.

Councilmember Lewis advised that the Bonney Lake High School Culinary Arts Team took 5<sup>th</sup> in the nation at the ProStart Competition in Minnesota. He said everyone is very pleased and proud of them.

White River Families First Coalition. Councilmember Lewis said he went to the White River Committee Families First meeting on April 28<sup>th</sup>, at the Buckley Fire Station. He said there were many parent/teacher organizations there to help provide assistance around Buckley and out on the Prairie.

Family Fitness Day/3<sup>rd</sup> Annual Car Show. Councilmember Lewis attended the Family Fitness Day/3<sup>rd</sup> Annual Car Show and there were approximately 30 cars in the car show. Councilmember Watson said it was a really good event, he just wished there had been more in attendance.

Sumner Families First Coalition. Councilmember Watson said he attended the May 1<sup>st</sup> Communities for Families Coalition meeting at the Sumner School District and advised there is an event on May 7<sup>th</sup> at the Puyallup Fairground for Project Homeless Connect. He said Project Homeless Connect is an annual event that provides free services that address basic needs such as medical, dental, vision, education, employment, housing, benefits, haircuts, flu-shots and more.

Volcano Awareness Month. Councilmember Watson advised that the Library is hosting a Volcano Awareness Month and having a presentation on “Living With Volcanos” on May 7, 2014, at 7:00 p.m. at the Bonney Lake Library.

Lions Quest Skills for Adolescence. Councilmember Watson said Bill Cheauqui, the Lions Quest Co-Chairman of Washington will be speaker on May 8<sup>th</sup> about the Skills for Adolescence program which is a school wide program designed for middle school students (grades 6–8). The program was designed to promote good citizenship skills, core character values, and social-emotional skills and discourage the use of drugs, alcohol, and violence.

Beautify Bonney Lake Meeting. Councilmember Watson said there is a meeting tomorrow night, regarding Beautify Bonney Lake, which occurs every year on the 3<sup>rd</sup> Saturday in September.

ICSC Event. Councilmember Minton-Davis said she and Councilmember McKibbin attended an ICSC Event at the Kent ShoWare Center regarding “public private partnerships.” She said it was a great topic and they learned a lot. She said it was great to see Quadrant/Visconsi providing a presentation at tonight’s Workshop, which she believes shows that the City is doing something right to get development heading in the right direction.

3<sup>rd</sup> Annual Milotte Film Festival. Councilmember Hamilton discussed The 3<sup>rd</sup> Annual Milotte Film Festival that will be held at the Justice & Municipal Center on October 18, 2014. This year’s festival will include Bill Wallauer of the Jane Goodall Institute.

Park Board Work Plan. Deputy Mayor Swatman spoke regarding the Park Board Work Plan and whether the Park Commission are entitled to create issues to review on their own, or are they solely directed to make recommendations on items referred to them from the Council. Councilmember Watson thought the Park Board’s Work Plan should be at the direction of the Council. Councilmember Rackley and Councilmember Lewis agreed with Councilmember Watson.

King 5 Hazardous Mitigation Study. Deputy Mayor Swatman spoke regarding Victor Falls Elementary being listed on King 5’s hazardous mitigation study as high risk.

AWC Transportation. Deputy Mayor Swatman asked about the transportation to the AWC Conference. Administrator Services Director Edvalson advised he has not heard back from all of the Council regarding their needs. Council was directed to advise as soon as possible their transportation needs to the AWC Conference in June.

Planning Commission Minutes Re: Medical Marijuana. Deputy Mayor Swatman spoke regarding the minutes from a recent Planning Commission meeting. He said he was concerned with the questions to and responses of Senior Planner Sullivan during the Planning Commission meeting about the sales tax associated with medical marijuana retail businesses. Deputy Mayor Swatman said he is concerned about the

comments made, since there is a moratorium on permitting and regulating these types of businesses in the City.

Elected Officials – Oath of Office. Deputy Mayor Swatman spoke regarding taking an oath of office to uphold federal and state laws. City Attorney Haggard advised that there is not a clear answer, but that where it currently stands, Council are within their reasons to uphold the law.

Arts Advisory Committee. Mayor Johnson said he will review the applications for membership to the Arts Advisory Committee.

Justice & Municipal Center/Library Parking. Mayor Johnson advised that Administration is working on placing parking signs in the parking lot strictly for library patrons only.

- C. Review of Council Minutes:** April 15, 2014 Workshop and April 22, 2014 Meeting. The minutes were reviewed, minor corrections were made, and they were forwarded to the May 13, 2014 Council Meeting for action.
- D. Discussion:** AB14-57 – Resolution 2379 – Comprehensive Plan Update Consistency Report.

Senior Planner Jason Sullivan summarized the agenda bill regarding the proposed Resolution 2379 relating to the Comprehensive Plan Update Consistency Report. He said the City is required to review and, if needed, update its comprehensive plan and development regulations to ensure compliance with the Washington State Growth Management Act (GMA) by June 30, 2015. He said staff has completed the review directed by the City Council. He said the report identifies the mandatory amendments to the City's comprehensive plan and development regulations that are required to ensure consistency with the GMA, Vision 2040, and the County-wide Planning Policies.

Deputy Mayor Swatman inquired about some of the required actions regarding battery charging stations and the nuances for regulating it. Mr. Sullivan responded regarding the parking and signage requirements for battery charging stations and the required permitting. Councilmember Lewis said he agrees to be the Councilmember sponsor on this update. Councilmember Rackley stated that there is a lot of work to be done for this update and is concerned whether staff will have adequate time to complete the required tasks for the update. Mr. Sullivan assured Council that they are on task to have the update finalized by the required deadline in June 2015. He reminded Council that a consultant has been budgeted to assist with the review and report. Councilmember Hamilton spoke regarding the PCRC growth projections for unincorporated Pierce County. This item was forwarded to the May 13, 2014 Council Meeting for action.

**E. Presentation:** 2013 Mid-Biennial Budget Recap and Updated Budget Forecast. City Administrator Morrison provided a PowerPoint presentation and update on the 2013 Mid-Biennial Budget Recap and updated budget forecast. City Administrator Morrison invited Council to thoroughly review and let Administration know if they have any questions. Councilmember Watson asked about the schedule for next year's budget review and preparation, especially in light of Chief Financial Officer Juarez's upcoming retirement. Chief Financial Officer Juarez spoke regarding the updates and training for the Eden Budget Module to work on the upcoming budget applications and how they will work. No action was taken as this item was for informational purposes only.

**IV. EXECUTIVE SESSION:** None

**V. ADJOURNMENT:**

**At 7:16 p.m., Councilmember Watson moved to adjourn the Council Meeting. Councilmember Lewis seconded the motion.**

**Motion to adjourn approved 7- 0.**

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Harwood Edvalson, MMC  
City Clerk

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Neil Johnson, Jr.  
Mayor

Items presented to Council at the May 6, 2014 Workshop:

- City Councilmember Tom Watson, *City of Bonney Lake Court Report to Public Safety Committee dated 5/2/2014.*
- City Chief Financial Officer Al Juarez, *Revenue/Expenditure Status Reports and Financial Planning Model for Total Revenue & Expenditures for 2014-Quarter 1.*
- City Councilmember Mark Hamilton, *3<sup>rd</sup> Annual Milotte Wildlife Film Festival Announcement.*

*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

May 13, 2014  
7:00 P.M.

MINUTES



“Where Dreams Can Soar”

*The City of Bonney Lake’s Mission is to protect the community’s livable identity and scenic beauty through responsible growth planning and by providing accountable, accessible and efficient local government services.*

[www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)

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

**I. CALL TO ORDER** – Deputy Mayor Dan Swatman called the meeting to order at 7:00 p.m.

- A. Flag Salute: Deputy Mayor Swatman led the audience in the Pledge of Allegiance.
- B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. Elected officials attending were Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Jim Rackley, and Councilmember Tom Watson. Mayor Neil Johnson, Jr. and Councilmember Katrina Minton-Davis were absent.

**Councilmember Rackley moved to excuse Councilmember Minton-Davis.  
Councilmember Lewis seconded the motion.**

**Motion to excuse Councilmember  
Minton-Davis from the May 13, 2014  
Meeting approved 6 – 0.**

Staff members in attendance were City Administrator Don Morrison, Public Works Director Dan Grigsby, Community Development Director John Vodopich, Chief Financial Officer Al Juarez, Police Chief Dana Powers, Administrative Services Director/City Clerk Harwood Edvalson, City Attorney Kathleen Haggard, and Records & Information Specialist Susan Haigh.

C. Announcements, Appointments and Presentations:

- 1. Announcements: None.
- 2. Appointments: None.
- 3. Presentations:

a. **Proclamation:** Public Works Week – May 18-24, 2014.

Public Works Director Grigsby displayed the Public Works Week poster and explained the background information about the growth in work completed by staff. Deputy Mayor Swatman read the proclamation aloud.

D. Agenda Modifications: None.

**II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:**

A. Public Hearings:

1. **AB14-69** – A Public Hearing of the City Council of the City of Bonney Lake, Pierce County, Washington, to Consider Ordinance 1481, Extending the Moratorium Prohibiting the Production, Processing, and Retail Sales of Marijuana and Prohibiting the Granting of Any City License or Permit Related to Such Activities, and Establishing a Work Plan.

**Deputy Mayor Swatman opened the public hearing at 7:05 p.m.**

Deputy Mayor Swatman said no one had signed up to speak and invited others to speak.

Doug West, Member Management Services, 333 15th St NE, Auburn, WA 98002, said he works for a consulting company for initiative 502. He spoke on behalf of Forever Healing, the licensee who won the opportunity to have a retail business license in Bonney Lake. He offered to answer questions about the process and spoke about the company's plan for a safe business.

Dan Decker, 20401 70<sup>th</sup> St E, Bonney Lake, asked what the City plans to do when marijuana is no longer a Schedule 1 drug.

Brad Doll, 20212 101<sup>st</sup> St E, Bonney Lake, Councilmember Watson presented the City Clerk with a printed copy of an Email from Bonney Lake area resident Brad Doll to be entered into the records. Mr. Doll supports the ban, but advises the city to be prepared with appropriate zoning and design regulations in case the ban is challenged and ultimately fails at the legal level.

Dennis Munsterman, 10406 178<sup>th</sup> Ave E, Bonney Lake, spoke in opposition to licensing retail marijuana businesses in Bonney Lake. He provided the Council with information from the International Foundation for a Drug Free World regarding issues related to drug use.

**There being no further speakers, Deputy Mayor Swatman closed the public hearing at 7:12 p.m.**

B. Citizen Comments:

Dan Decker, 20401 70<sup>th</sup> St E, Bonney Lake, made a public disclosure request to the City Clerk regarding petition, initiatives and referendum records. He spoke about setback violations. He spoke in favor of reinstating the Council Ward system. He spoke about the financial consequences of HR 2847 at the federal level.

Ranjit Bassi, 12519 224<sup>th</sup> Ave E, Bonney Lake, said he is a citizen of Bonney Lake and is the person who won the State lottery for a retail marijuana business license for Bonney Lake. He said his proposed business would be legitimate and he believes will reduce crime and help medical patients in need of medicinal marijuana. He said he wants to work with the City.

C. Correspondence: None.

**III. COUNCIL COMMITTEE REPORTS:**

- A. Finance Committee/Committee of the Whole: Deputy Mayor Swatman said the Committee met at 5:30 p.m. earlier in the evening and discussed Resolution 2371 for a Police Department laptop lease program and agreement with Panasonic Finance Solutions; Resolution 2386 regarding a cost increase for SR410 Angeline Bridge sidewalk project which was recommended for passage and is on the current agenda. The Committee also discussed writing off old debts, reviewed meeting notes, and discussed financial reports and the timing of the 2015-2016 Biennial Budget preparation.
- B. Community Development Committee: Councilmember Lewis said the Committee met on May 6, 2014 and forwarded items E, F and G to the current Consent Agenda.
- C. Economic Development Committee: Councilmember Watson said the Committee met earlier in the day and discussed the Washington Alliance Program meeting attended by Community Development Director Vodopich and Councilmember Minton-Davis; discussed updating the City's Economic Development webpage link; they discussed the electronic plan review that appears to be going forward; and he said Permit Coordinator Jen Francis discussed the Chamber of Commerce luncheon, which she attends monthly.
- D. Public Safety Committee: Councilmember Watson said the Committee met on May 5, 2014. Police Chief Powers gave a report on the 2014 Citizen's Academy and how well it went and the thank you dinner that was to follow; he said East Pierce Fire & Rescue Deputy Chief McDonald discussed Lake Tapps Instant Location and Addressing Program, which is intended to provide location numbering information on lakefront homes to assist in emergency responses.
- E. Other Reports: None.

**IV. CONSENT AGENDA:**

- A. **Approval of Minutes**: April 15, 2014 Workshop and April 22, 2014 Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**:  
Accounts Payable checks/vouchers #68481-68544 (Including wire transfer #'s 20140410 and 409201401) in the amount of \$194,073.25.  
Accounts Payable checks/vouchers #68545-68575 for utility refunds in the amount of \$1,859.18.  
Accounts Payable wire transfer #2014041701 for p-card purchases in the amount of \$44,768.43.  
Accounts Payable checks/vouchers #68576-68623 (Including wire transfer #'s 13180399, and 20140415) in the amount of \$159,763.48.  
Accounts Payable checks/vouchers #68624-68679 in the amount of \$71,646.12.  
Accounts Payable checks/vouchers #68680-68693 for Utility refunds in the amount of \$772.26.  
Accounts Payable checks/vouchers #68694 for Accounts Receivable refunds in the amount of \$486.96.  
**VOIDS**: Check #68417 – replaced with check #68187.

- C. **Approval of Payroll:** Payroll for April 1st – 15th, 2014 for checks #31724-31739 including Direct Deposits and Electronic Transfers is \$ 450,649.27. Payroll for April 16th-30th, 2014 for checks #31740-31765 including Direct Deposits and Electronic Transfers is \$ 658,187.22.
- D. **AB14-58 – Ordinance D14-58** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 2.32 Of The Bonney Lake Municipal Code And Ordinance No. 1214 Relating To Holidays.
- E. **AB14-64 – Resolution 2382** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Southern Sewer ULA Easement Acquisition Contract To Universal Field Services.
- F. **AB14-65 – Resolution 2383** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Contract Agreement With The Transpo Group For The SR 410-Veterans Memorial Drive Intersection Improvements To Update Plans For Advertisement.
- G. **AB14-66 – Resolution 2384** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Grainger Springs Pump House Evaluation Contract To RH2 Engineering.

**Councilmember Lewis moved to approve the Consent Agenda. Councilmember Watson seconded the motion.**

**Consent Agenda approved 6 – 0.**

**V. FINANCE COMMITTEE ISSUES:**

- A. **AB14-68 – Resolution 2386** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing An Increase In The City's Portion For SR 410 Missing Link (Sidewalk) – 192nd Avenue To Main Street Budget From \$445,000 To \$665,000.

**Councilmember Rackley moved to approve Resolution 2386. Councilmember Watson seconded the motion.**

Deputy Mayor Swatman said this item was discussed in depth at the Committee of the Whole/Finance Committee meeting earlier in the evening. Councilmember Lewis said he has been an advocate for sidewalks and this is the important last piece to link from the west end of the City to the east end, and will provide safe options for pedestrians. Councilmember Rackley said another important piece is down to Myers Road. Councilmember Watson spoke in favor of the sidewalk project. Councilmember Lewis noted a part of this project will also improve the sewer flow in the area as well.

**Resolution 2386 approved 6 – 0.**

**VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.**

**VII. ECONOMIC DEVELOPMENT COMMITTEE ISSUES:** None.

**VIII. PUBLIC SAFETY COMMITTEE ISSUES:** None.

**IX. FULL COUNCIL ISSUES:**

- A. **AB14-57 – Resolution 2379** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington Adopting The Consistency Report For The Comprehensive Plan Periodic Update.

**Councilmember Lewis moved to approve Resolution 2379 Councilmember Watson seconded the motion.**

Councilmember Hamilton asked if residents are notified about the Comprehensive Plan updates. Community Development Director Vodopich said the City has put information on the website and will send a postcard to all residents in the City. Deputy Mayor Swatman said the Council reviewed the report at a previous Workshop and it is very well-written. In response to a question from Councilmember Hamilton about timing of the update, Senior Planner Jason Sullivan said the full update is due June 30, 2015 to the Pierce County Regional Council. Staff will bring it forward in sections so Council can review each section before making the final approval in 2015. He said the first Open House is on June 18, 2014 and the first elements will come forward to the City Council starting around July, 2014.

**Resolution 2379 approved 6 – 0.**

**X. EXECUTIVE SESSION:** None.

**XI. ADJOURNMENT:**

**At 7:30 p.m., Councilmember Lewis moved to adjourn the Council Meeting. Councilmember Watson seconded the motion.**

**Motion to adjourn approved 6 – 0.**

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Harwood Edvalson, MMC  
City Clerk

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Neil Johnson, Jr.  
Mayor

Items presented to Council at the May 13, 2014 Meeting:

- Brad Doll, Citizen – *Marijuana Laws-one man's view (email)*.
- Dennis Munsterman, Citizen – *The Truth About Marijuana – A pamphlet from Foundation for a Drug-Free World*.
- Dan Decker, Citizen – “Council and Mayor” – *Written comments verbally presented during the Public Comments portion of the meeting agenda*.

*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.*

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

<b>Department/Staff Contact:</b> PD / Dana Powers ASD / Chuck McEwen	<b>Meeting/Workshop Date:</b> 27 May 2014	<b>Agenda Bill Number:</b> AB14-44
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 2371	<b>Councilmember Sponsor:</b> N/A

**Agenda Subject:** Police Laptop Lease

**Full Title/Motion:** A Resolution Of The City Council Of The City of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Lease Agreement From Panasonic Finance Solutions.

**Administrative Recommendation:** Approve

**Background Summary:** The Police department have historically purchased General Dynamics ruggedized laptops. Gneraly Dynamics have closed their rugedized laptop manufacturing line. Panasonic ruggedized laptops are an industry standard. This is a 60 month lease agreement for 24 Panasonic CF-31 Toughbooks complete with all accessories (as described in Reseller's Proposal. This resolution was taken to Public Safety Committee on 7 April 2014. This item was approved by Public Safety Committee and forwarded to Finance Committee for discussion. See attached budgetary documentation. City budgets \$30,000 annually for Police Laptop replacments and has averaged \$27,745.37 as an averge Police Laptop expenditure 2008-2012.

**Attachments:** Resolution, Lease Agreement, Vendor Sheets

<b>BUDGET INFORMATION</b>			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
\$25,000.00	\$19,693.00	\$14,856.59	\$4,836.41

**Budget Explanation:** City has \$25,000 budgeted in 2014 for Police laptop replacements.

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	Finance Committee Date: 13 May 2014	<i>Approvals:</i> Chair/Councilmember Dan Swatman Councilmember Donn Lewis Councilmember Katrina Minton-Davis	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Forward to: Council Meeting	<b>Consent</b> <b>Agenda:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 27 May 2014	Tabled to Date:

<b>APPROVALS</b>		
<b>Director:</b> Dana Powers	<b>Mayor:</b>	<b>Date Reviewed by City Attorney:</b> N/A (if applicable):

**RESOLUTION NO. 2371**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH PANASONIC FINANCE SOLUTIONS TO ENTER INTO A 5 YEAR LEASE AGREEMENT FOR POLICE RUGGEDIZED LAPTOPS AND ACCESSORIES.

**WHEREAS**, the City has determined it is more economical and more efficient to lease police laptops versus purchasing disparate models over a course of five years; and

**NOW THEREFORE**, the City Council of the City of Bonney Lake, Washington, does hereby resolve that the Mayor is authorized to sign the Lease agreement between the City of Bonney Lake and Panasonic Finance Solutions, attached hereto and incorporated herein by this reference.

**PASSED BY THE CITY COUNCIL this 27<sup>th</sup> day of May, 2014.**

\_\_\_\_\_  
Neil Johnson, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathleen Haggard, City Attorney

**Preliminary Lease Proposal for Budgetary Purposes**

**City of Bonney Lake**

**February 20, 2014**

**LESSEE:** City of Bonney Lake

**LESSOR:** Panasonic Finance Solutions.

**RESELLER:** Datec, Inc.

**TRANSACTION TYPES:** Full Payout Lease

**EQUIPMENT DESCRIPTION:** Panasonic CF-31 Toughbooks complete with all accessories as described further in Reseller's Proposals

**TOTAL ACQUISITION COST:** \$127,374.08 CF-31 Units in quote #140220901

**DELIVERY & ACCEPTANCE DATE:** TBD.

**LEASE COMMENCEMENT DATE:** TBD.

**TERM:** 60 months or 5 years

**LEASE PRICING:**

**CF-31 Toughbooks \$127,374.08**

<b>Term</b>	<b>Full Payout Lease</b>
60 Months	\$2,561.83/month + applicable tax
5 Years	\$29,713.18/year + applicable tax

\*These are preliminary numbers for budgetary purposes.

<b>ADVANCE PAYMENTS:</b>	1
<b>INTERIM RENT:</b>	Interim rent shall be paid from the Delivery & Acceptance Date up to the Base Lease Term Commencement Date at the daily equivalent of the lease rate factor.
<b>SALES/USE/PROPERTY TAXES:</b>	Applicable tax will be added to the Lease Payments unless Lessee qualifies for tax exempt status.
<b>END OF TERM OPTIONS:</b>	At the end of a Full Payout Lease, the customer will own the equipment for \$1.
<b>DOCUMENTATION FEE:</b>	Lessee will be responsible for a documentation fee equal to \$150.00. per lease schedule.
<b>DOCUMENTATION:</b>	Master lease agreement with schedules to reflect the acquisition and funding of equipment takedowns over time.

**This proposal constitutes only a general, non-binding expression of interest on the part of Panasonic Finance Solutions. THIS PROPOSAL IS SUBJECT TO PANASONIC FINANCE SOLUTIONS' CREDIT, LEGAL AND INVESTMENT APPROVAL PROCESS AND IS NOT INTENDED TO, AND DOES NOT, CREATE A LEGALLY BINDING COMMITMENT OR OBLIGATION ON THE PART OF PANASONIC FINANCE SOLUTIONS. The creation of such a legally binding commitment or obligation is subject to, among other things, the completion by Panasonic Finance Solutions of an in-depth investigation of the proposed investment, the results of which are deemed satisfactory by Panasonic Finance Solutions and the negotiation, execution and delivery of definitive documents which shall be mutually agreed upon by all parties. IT IS UNDERSTOOD THAT NO PARTY HERETO SHALL BE LEGALLY BOUND TO THE OTHER BY REASON OF THIS LETTER, NOR SHALL RIGHTS, LIABILITIES OR OBLIGATIONS ARISE AS A RESULT OF THIS LETTER.**

Panasonic Finance Solutions believes that this proposal is a proprietary financing proposal. Accordingly, confidentiality is of great importance. Lessee agrees to treat all of the information concerning the structure, documentation and economics of the proposed lease as confidential.

I look forward to your early review and response. If there are any questions, I would appreciate the opportunity to discuss this proposal in more detail at your earliest convenience. Please do not hesitate to contact me directly at 267-960-4060.

This proposal expires on March 20, 2014

Very truly yours,

Jennifer Konte  
 Western Territory Manager  
 Panasonic Finance Solutions  
 267-960-4060 (Office)  
 267-960-2060 (Facsimile)  
 267-718-6971 (Cellular)  
[jkonte@leaserv.com](mailto:jkonte@leaserv.com)

AGREED TO AND ACCEPTED FOR  
 CITY OF BONNEY LAKE

\_\_\_\_\_  
 Your signature

\_\_\_\_\_  
 Please print your name here

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date



**Quote Prepared For:**

**Chuck McEwen**  
 City of Bonney Lake  
 253-447-3200  
[mcewenc@ci.bonney-](mailto:mcewenc@ci.bonney-)

**Contact:** Bob Stein  
 364 Upland Drive, Seattle, WA 98188  
 206/909-5272 cell: 206/575-1470 Office  
 Fed TAX ID 91-0930538

Email Po To: [bstein@datecinc.net](mailto:bstein@datecinc.net)  
 Fax PO To: 206-575-1475

**Contact:** Erik Sklover  
 364 Upland Drive, Seattle, WA 98188  
 206-575-1470

Email Po To: [erik.sklover@datecinc.net](mailto:erik.sklover@datecinc.net)

Quote# 140220901  
 Date: 02/20/14  
 Terms: Net 30 Days  
 Validity: 30 Days

Part Number	Description	Qty	Unit Price	Ext. Price
<b>Panasonic CF-31</b>				
CF-31WBLEXLM	Win7 (Win8 COA), Intel Core i5-3340M 2.70GHz, vPro, 13.1" XGA Touch, 500GB(7200rpm), 4GB, Intel WiFi a/b/g/n, TPM, Bluetooth, Dual Pass (Upper:WWAN/Lower:Selectable), GPS, Emissive Backlit Keyboard, No Drive, Toughbook Preferred	24	\$3,610.62	\$ 86,654.88
<b>Options</b>				
RAM Upgrade	4 GB RAM Upgrade for 8GB Total	24	\$119.00	\$ 2,856.00
CF-WEB301MB	Vehicle Mount Port Replicator (Dual Pass)	24	\$511.56	\$ 12,277.44
CF-LNDDC120	Lind 120 Watt 12-32 Volt Input Car Adapter for ToughBooks	24	\$125.16	\$ 3,003.84
CF-LNDBRK120	Lind Mounting Bracket for CF-LNDDC120	24	\$10.08	\$ 241.92
Warranty Upgrade	Protection Plus Warranty Upgrade Years 1,2,3	0	\$250.00	\$ -
Warranty Upgrade 7160-0043	Protection Plus Warranty Upgrade and Extension (5 Year incl accidental damage) GJ Interface Plate for Mobile docking station to pole mount	24	\$745.00	\$ 17,880.00
Install	Install labor billed at 4125 per hour of on job time estimate 24 hours labor	1	\$3,000.00	\$ 3,000.00
MS Ship	Freight / Handling / Shipping	1	260.00	\$ 260.00
			<b>Sub Total</b>	<b>\$127,374.08</b>
			<b>Sales Tax</b>	<b>\$ 11,208.92</b>
			<b>Total</b>	<b>\$138,583.00</b>

**Number:** 007025      **Customer number:**      **Type:** R  
**Last name:** GENERAL DYMANICS      **Status:** A  
**First name:**  
**Address:** 1000 SAWGRASS CORPORATE PARKWA  
                  SUITE 300  
**City:** SUNRISE      **State:** FL      **Zip:** 33323  
**Country:**  
**Contact:** Gord Elliott      **Contact Phone:**  
**Phone:** (954) 846-3400      **Fax:**  
**Email:** gord.elliott@gp-itronix.com      **Contact Cell:**  
**Fed tax ID:**      **State tax ID:**      **SIC code:**  
**First active:** 2/1/2011      **Last active:** 3/28/2013      **Release:**  
**Print 1099:** N      **Default 1099 box:**      **Take disc always:** N  
**Credit limit:**      **Max check:**      **Max invoice:**  
**Bus lic number:**

Defaults

**Item desc:**  
**Terms code:** n30      **Pay-to code:**      **Order-from code:**  
**Tax code:**      **F.O.B. point:**

Vendor Profile

**City Business Licens**  
**Local Vendor**  
**W-9**  
**Insurance Required?**  
**Contractors Lic#**  
**Blanket PO#**

*Vendor Purchase Order History*

PO#	Date	Invoice #	Amount	Balance
031677	12/31/2011	S0006625	2,033.04	0.00
032268	12/31/2012	S0018840	3,637.42	0.00
032849	2/4/2013	S0028609	2,573.54	0.00
<b>Total:</b>			<b>8,244.00</b>	<b>0.00</b>

*Vendor Item Purchase History*

Type	Item code	Item description	Invoice #	Date	Quantity
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Type	Item code	Item description	Invoice #	Date	Quantity
N		One year Warranty continuation	S0006625	2/3/2011	1.00
N		Renewal nofault warranty, and battery	S0018840	1/29/2012	1.00
N		1 Year no fault max service	S0028609	3/22/2013	1.00
N		BattWarriYr	S0028609	3/22/2013	1.00
N		NFMAX1Yr	S0028609	3/22/2013	1.00
N		NFMAX1YR	S0028609	3/22/2013	2.00
N		NFMAX1YR	S0028609	3/22/2013	1.00
N		NFMAX1YR	S0028609	3/22/2013	2.00

**Number:** 005182      **Customer number:**      **Type:** W  
**Last name:** WAT INC      **Status:** A  
**First name:**  
**Address:** PO BOX 5704  
**City:** BELLINGHAM      **State:** WA      **Zip:** 98227  
**Country:** USA  
**Contact:** Dale      **Contact Phone:** (360) 739-9119  
**Phone:** (360) 739-9119      **Fax:**  
**Email:** WATbellingham@comcast.net      **Contact Cell:**  
**Fed tax ID:** 65-1231862      **State tax ID:**      **SIC code:**  
**First active:** 12/4/2007      **Last active:** 2/8/2011      **Release:**  
**Print 1099:** N      **Default 1099 box:**      **Take disc always:** N  
**Credit limit:**      **Max check:**      **Max invoice:**  
**Bus lic number:**

Defaults

**Item desc:**  
**Terms code:** n30      **Pay-to code:**      **Order-from code:**  
**Tax code:**      **F.O.B. point:**

Vendor Profile

**City Business Licens**  
**Local Vendor**  
**W-9**  
**Insurance Required?**  
**Contractors Lic#**  
**Blanket PO#**

*Vendor Purchase Order History*

<u>PO#</u>	<u>Date</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Balance</u>
028606	1/1/2008	071130v1.1	9,904.39	0.00
029003	2/11/2008	259866	10,149.52	0.00
029040	2/29/2008	080225-a	2,115.62	0.00
029040	2/29/2008	080225b		
029558	7/7/2008	080605	4,982.66	0.00
029756	9/10/2008	080923	10,103.49	0.00
029793	9/26/2008	080929	723.52	0.00
029841	10/17/2008	081002	1,134.04	0.00

**Vendor Purchase Order History (continued)**

<u>PO#</u>	<u>Date</u>	<u>Invoice #</u>	<u>Amount</u>	<u>Balance</u>
029861	10/16/2008	081003	928.18	0.00
030004	1/1/2009	090325	6,371.61	0.00
030307	4/14/2009	090410	127.85	0.00
030347	4/30/2009	090522	103.84	0.00
030427	6/1/2009	091022	10,803.39	41.85
030427	6/1/2009	091022A		
030789	1/1/2010	091215	5,417.35	36.55
030789	1/1/2010	091215-a		
031005	2/18/2010	100217	10,798.37	76.11
031005	2/18/2010	100603		
031347	8/3/2010	100909	5,372.18	0.00
031549	11/3/2010	BonneyLakePD-1	447.23	0.00
<b>Total:</b>			<b>79,483.24</b>	<b>154.51</b>

**Vendor Item Purchase History**

<u>Type</u>	<u>Item code</u>	<u>Item description</u>	<u>Invoice #</u>	<u>Date</u>	<u>Quantity</u>
N		GOBook VR-2 Laptop w/ vehicle dock &	071130v1.1	12/31/2007	2.00
N		install laptop docking station-PD #052	080225-a	3/3/2008	1.00
N		Trip Charge	080225-a	3/3/2008	1.00
N		install laptop docking station-PD #053	080225b	3/3/2008	1.00
N		Police GOBook - 2 new hire	259866	3/6/2008	2.00
N		Hard Handle, Rear mount	259866	3/6/2008	2.00
N		GOBook VR-2	080605	7/25/2008	1.00
N		Docking Station install Dodge Charger	081002	10/2/2008	1.00
N		Crown Vic docking station install	081003	10/3/2008	1.00
N		universal vehicle adapter ~	080929	10/10/2008	7.00
N		GoBook VR-2 (Police)	080923	11/3/2008	2.00
N		Go Book MR-1 UMPC Intel 1.2GHZ	090325	4/6/2009	1.00
N		SVGA wide Touchscreen	090325	4/6/2009	1.00
N		80 GB Hard Disk Drive w/heater	090325	4/6/2009	1.00
N		Bluetooth class 2	090325	4/6/2009	1.00
N		Intel antenna connector	090325	4/6/2009	1.00
N		EVDO Sprint release	090325	4/6/2009	1.00
N		Legacy port expander	090325	4/6/2009	1.00

<u>Vendor Item Purchase History (continued)</u>					
<u>Type</u>	<u>Item code</u>	<u>Item description</u>	<u>Invoice #</u>	<u>Date</u>	<u>Quantity</u>
N		3 year no fault service warranty	090325	4/6/2009	1.00
N		3 year battery replacement	090325	4/6/2009	1.00
N		Mini Office Dock MR-1	090410	4/10/2009	1.00
N		Vehicle Power Adapter (Go Book MR1)	090522	6/22/2009	1.00
N		General Dynamics Ruggedized PD Laptop~	091022	12/2/2009	2.00
N		Vehicle Dock	091022	12/2/2009	2.00
N		AC adapter	091022	12/2/2009	2.00
N		3 Year no fault max service warranty	091022	12/2/2009	2.00
N		2GB Memory Kit	091022	12/2/2009	2.00
N		3 Year battery replacement	091022A	12/21/2009	2.00
N		Ruggedized Police Laptop GD6000	091215	2/17/2010	1.00
N		3 Year no fault max service warranty	091215	2/17/2010	1.00
N		3 Year battery replacement kit	091215	2/17/2010	1.00
N		2GB Memory Kit	091215	2/17/2010	1.00
N		AC Adapter	091215	2/17/2010	1.00
N		GD6000 Vehicle Rugged Notebook	100217	4/28/2010	2.00
N		3 year no fault max service warranty	100217	4/28/2010	2.00
N		3 year battery replacement	100217	4/28/2010	2.00
N		AC adapter	100217	4/28/2010	2.00
N		2 GB memory	100217	4/28/2010	2.00
N		vehicle dock	100603	6/3/2010	2.00
N		Vehicle Dock	091215-a	6/8/2010	1.00
N		Police General Dymanics replacement	100909	9/9/2010	1.00
N		Vehicle Dock, Non-RF w/persistent	BonneyLakePD-101110	11/10/2010	1.00

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

<b>Department/Staff Contact:</b> Executive / Gary Leaf	<b>Meeting/Workshop Date:</b> 27 May 2014	<b>Agenda Bill Number:</b> AB14-63
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 2381	<b>Councilmember Sponsor:</b> Deputy Mayor Swatman

**Agenda Subject:** Intergovernmental Agreement with Department of Enterprise Services for an Investment Grade Audit

**Full Title/Motion:** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Interagency Agreement With The Department Of Enterprise Services For Conservation Services.

**Administrative Recommendation:** Approve

**Background Summary:** Staff proposes applying for a Department of Commerce grant to help replace the Public Safety Building boiler and controls and other energy efficiency items. Securing a grant (typically 20% to 50%) requires an Investment Grade Audit. The City will apply for a larger grant in September, and if that fails apply for a smaller grant in 2015. The first step is to sign an Interagency Agreement with the (state) Department of Enterprise Services who will subcontract with Schneider Electric (IGA proposal is included in Attachment C). If the City does not pursue the full Audit the project may be terminated with a fee of \$22,000. Proceeding with the full grant project will incur larger project management fees which will be covered by the grant and likely an interfund loan.

**Attachments:** Yes

<b>BUDGET INFORMATION</b>			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
\$0.00	\$0.00	\$32,400.00	N/A

**Budget Explanation:** This Interagency Agreement fee assumes the City gets a grant and proceeds with the full conservation project.

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	Finance Committee Date: 13 May 2014	<b>Approvals:</b> Chair/Councilmember Dan Swatman Councilmember Donn Lewis Councilmember Katrina Minton-Davis	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Forward to:	<b>Consent Agenda:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

<b>APPROVALS</b>		
<b>Director:</b>	<b>Mayor:</b>	<b>Date Reviewed by City Attorney:</b> Standard (if applicable):



**RESOLUTION NO. 2381**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN INTERAGENCY AGREEMENT WITH THE DEPARTMENT OF ENTERPRISE SERVICES FOR CONSERVATION SERVICES.**

**WHEREAS**, the Public Safety Building boiler and controls are nearing the end of their useful lives; and

**WHEREAS**, the heat pumps at the Senior Center are also nearing the end of their useful lives; and

**WHEREAS**, there is potential to reduce energy costs by using LED lights in street light lamps; and

**WHEREAS**, the Department of Commerce is offering competitive energy assistance grants for measures that reduce energy usage, provided an Investment Grade Audit is performed; and

**WHEREAS**, a preliminary audit performed by Schneider Electric indicates the City has a good chance to receive a Department of Commerce grant that would supplement future energy bill savings and reduced maintenance costs;

**NOW THEREFORE, BE IT RESOLVED;** that the City Council of the City of Bonney Lake, Washington, does hereby authorize the Mayor to sign an Interagency Agreement with the Department of Enterprise Services and accompanying Funding Approval to hire Schneider Electric to complete an Investment Grade Audit attached hereto as Exhibit "A."

**PASSED** by the City Council this 27<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Neil Johnson, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathleen Haggard, City Attorney

# **Interagency Agreement**

Date: June 4, 2013

*Department of Enterprise Services*

Interagency Agreement No: K1557

**Interagency Agreement Between the  
Department of Enterprise Services  
and the  
City of Bonney Lake**

This Agreement, pursuant to Chapter 39.34 RCW, is made and entered into by and between the Department of Enterprise Services, Facilities Division, Engineering & Architectural Services, hereinafter referred to as “DES”, and the City of Bonney Lake, hereinafter referred to as the “CITY”.

The purpose of this Agreement is to establish a vehicle for DES to provide future Energy/Utility Conservation Project Management and Monitoring Services to the CITY and to authorize the development of the energy services proposal.

Now therefore, in consideration of the terms and conditions contained herein, or attached and incorporated by reference and made a part hereof, the above-named parties mutually agree as follows:

## **1. Statement of Work**

DES shall furnish the necessary personnel and services and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachment “A” and Attachment “C”, attached hereto and incorporated herein by reference. Unless otherwise specified, DES shall be responsible for performing all fiscal and program responsibilities as set forth in Attachment “A” and Attachment “C”.

Energy/Utility Conservation projects shall be authorized by Amendment to this Agreement.

## **2. Terms and Conditions**

All rights and obligations of the parties to this Agreement shall be subject to and governed by the terms and conditions contained in the text of this Agreement.

The CITY shall provide the Energy Services Company (ESCO) with any additional contract language necessary to comply with the requirements established under federal grants, the American Recovery & Reinvestment Act of 2009 (ARRA) and the Energy Efficiency and Conservation Block Grant (EECBG). The ESCO and their subcontractors are required to comply with all applicable federal regulations and reporting procedures.

### **3. Period of Performance**

Subject to its other provisions, the period of performance of this master Agreement shall commence when this Agreement is properly signed, and be completed on **December 31, 2016**, unless altered or amended as provided herein.

### **4. Consideration**

Compensation under this Agreement shall be by Amendment to this Agreement for each authorized project. Each Amendment will include a payment schedule for the specific project.

For Project Management Services provided by DES under Attachment "A" of this Agreement, the CITY will pay DES a Project Management Fee for services based on the total project value per Project Management Fees Schedule set forth in Attachment "B".

If the CITY decides not to proceed with an Energy/Utility Conservation project that meets CITY's cost effective criteria, then the CITY will be charged a Termination Fee per Attachment "B". The Termination Fee will be based on the estimated Total Project Value outlined in the Energy Audit and Energy Services Proposal prepared by the ESCO.

If monitoring and verification services are requested by the CITY and provided by DES under Attachment "C" of this Agreement, the CITY will pay DES \$2,000.00 annually for each year of monitoring and verification services requested.

Compensation for services provided by the ESCO shall be paid directly to the ESCO by the CITY, after DES has reviewed, approved and sent the invoices to the CITY for payment.

### **5. Billing Procedure**

DES shall submit a single invoice to the CITY upon substantial completion of each authorized project, unless a project specified a Special Billing Condition in the Amendment. Substantial completion of the project will include the delivery and acceptance of closeout documents and commencement of energy savings notification. Each invoice will clearly indicate that it is for the services rendered in performance under this Agreement and shall reflect this Agreement and Amendment number.

DES will invoice for any remaining services within 60 days of the termination of this Agreement.

### **6. Payment Procedure**

The CITY shall pay all invoices received from DES within 90 days of receipt of properly executed invoice vouchers. The CITY shall notify DES in writing if the CITY cannot pay an invoice within 90 days.

## **7. Non-Discrimination**

In the performance of this Agreement, DES shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 200d), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and Chapter 49.60 RCW, as now or hereafter amended. DES shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-Era and Disabled Veterans status, or the presence of any sensory, mental, or physical disability in:

- a) Any terms or conditions of employment to include taking affirmative action necessary to accomplish the objectives of this part and
- b) Denying an individual the opportunity to participate in any program provided by this Agreement through the provision of services, or otherwise afforded others.

In the event of DES's non-compliance or refusal to comply with the above provisions, this Agreement may be rescinded, canceled, or terminated in whole or in part, and DES declared ineligible for further Agreement with the CITY. DES shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth therein.

## **8. Records Maintenance**

The CITY and DES shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. DES will retain all books, records, documents, and other material relevant to this agreement for six years after expiration; and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

## **9. Contract Management**

- a. The CITY Representative on this Agreement shall be:

Gary Leaf  
City of Bonney Lake  
PO Box 7380  
Bonney Lake, WA 98391  
Telephone (253) 447-3282  
leafg@ci.bonney-lake.wa.us

The Representative shall be responsible for working with DES, approving billings and expenses submitted by DES, and accepting any reports from DES.

- b. The DES Project Manager on this Agreement shall be:  
Joseph Sullivan  
Department of Enterprise Services  
Facilities Division  
Engineering and Architectural Services  
PO Box 41476  
Olympia, WA 98504-1476  
Telephone (360) 407-9377

Joe Sullivan will be the contact person for all communications regarding the conduct of work under this Agreement.

#### **10. Hold Harmless**

Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this Agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this Agreement.

#### **11. Agreement Alterations and Amendments**

The CITY and DES may mutually amend this Agreement. Such Amendments shall not be binding unless they are in writing and signed by personnel authorized to bind the CITY and DES or their respective delegates.

#### **12. Termination**

Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) days written notification. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance rendered prior to the effective date of termination.

#### **13. Disputes**

If a dispute arises under this Agreement, it shall be determined in the following manner: The CITY shall appoint a member to the Dispute Board. The Director of DES shall appoint a member to the Dispute Board. The CITY and DES shall jointly appoint a third member to the Dispute Board. The Dispute Board shall evaluate the dispute and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

#### **14. Order of Precedence**

In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- a) Applicable Federal and State Statutes and Regulations
- b) Terms and Conditions
- c) Attachment "A", Project Management Scope of Work; Attachments "B", Project Management Fees; and Attachment "C", Monitoring Services Scope of Work, and
- d) Any other provisions of the Agreement incorporated by reference.

**All Writings Contained Herein**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

---

**AUTHORIZATION TO PROCEED**

---

Agreed to and signed by:

**City of Bonney Lake**

**Department of Enterprise Services  
Facilities Division  
Engineering & Architectural Services**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Bill Phillips, P.E.  
Name

E&AS Program Manager  
Title

\_\_\_\_\_  
Date

The Department of Enterprise Services provides equal access for all people without regard to race, creed, color, religion, national origin, age, gender, sex, marital status, or disability. Contract information is available in alternative formats. For more information, please call Andrea Faust at (360) 407-9365.

K1557af

# ATTACHMENT A

## Scope of Work Energy/Utility Conservation Projects Management Services

### Statewide Energy Performance Contracting Program Master Energy Services Agreement No. 2011-169

DES will provide the following project management services for each specific project for the CITY. Each individual project shall be authorized by Amendment to this Agreement.

1. Assist the CITY in the selection of an Energy Service Company (ESCO) consistent with the requirements of RCW 39.35A for local governments; or 39.35C for state agencies and school districts.
2. Assist in identifying potential energy/utility conservation measures and estimated cost savings.
3. Negotiate scope of work and fee for ESCO audit of the facility(s).
4. Assist in identifying appropriate project funding sources and assist with obtaining project funding.
5. Assist in negotiating the technical, financial and legal issues associated with the ESCO's Energy Services Proposal.
6. Review and recommend approval of ESCO energy/utility audits and Energy Services Proposals.
7. Provide assistance during the design, construction and commissioning processes.
8. Review and approve the ESCO invoice vouchers for payment.
9. Assist with final project acceptance.
10. Provide other services as required to complete a successful energy performance contract.

# ATTACHMENT B

## Fee Schedule

2011-13 Interagency Reimbursement Costs  
for Project Management Fees to Administer  
Energy/Utility Conservation Projects

<u>TOTAL PROJECT VALUE</u>	<u>PROJECT MANAGEMENT FEE</u>	<u>TERMINATION</u>
5,000,001 .....6,000,000.....	\$66,000.....	25,700
4,000,001 .....5,000,000.....	65,000.....	25,400
3,000,001 .....4,000,000.....	64,000.....	25,000
2,000,001 .....3,000,000.....	60,000.....	23,400
1,500,001 .....2,000,000.....	56,000.....	21,800
1,000,001 .....1,500,000.....	49,500.....	19,300
900,001 ..... 1,000,000.....	42,000.....	16,400
800,001 ..... 900,000.....	39,600.....	15,400
700,001 ..... 800,000.....	36,800.....	14,400
600,001 ..... 700,000.....	35,000.....	13,700
500,001 ..... 600,000.....	32,400.....	12,600
400,001 ..... 500,000.....	29,000.....	11,300
300,001 ..... 400,000.....	24,800.....	9,700
200,001 ..... 300,000.....	19,800.....	7,700
100,001 ..... 200,000.....	13,800.....	5,400
50,001 ..... 100,000.....	7,500.....	3,500
20,001 ..... 50,000.....	4,000.....	2,000
0 ..... 20,000 .....	2,000.....	1,000

The project management fee on projects over \$6,000,000 is 1.1% of the project cost. The maximum DES termination fee is \$25,700.

1. These fees cover project management services for energy/utility conservation projects managed by DES's Energy Program.
2. Termination fees cover the selection and project management costs associated with managing the ESCO's investment grade audit and proposal that identifies cost effective conservation measures if the CITY decides not to proceed with the project through DES.
3. If the project meets the CITY's cost effectiveness criteria and the CITY decides not to move forward with a project, then the CITY will be invoiced per Attachment B Termination or \$25,700 whichever is less. If the CITY decides to proceed with the project then the Agreement will be amended per Attachment B for Project Management Fee.
4. If the audit fails to produce a project that meets the CITY's established Cost Effectiveness Criteria, then there is no cost to the CITY and no further obligation by the CITY.

# ATTACHMENT C

## Scope of Work Energy/Utility Conservation Projects Monitoring Services

### Statewide Energy Performance Contracting Program Master Energy Services Agreement No. 2011-169

If requested DES will provide the following monitoring services for each specific project for the CITY.

1. Monitor actual energy use and dollar costs, compare with the ESCO's annual Measurement and Verification (M&V) report and any ESCO guarantee, resolve differences, if needed, and approve any vouchers for payment.
2. Monitor facility operations including any changes in operating hours, changes in square footage, additional energy consuming equipment and negotiate changes in baseline energy use which may impact energy savings.
3. Provide annual letter report describing the ESCO's performance, equipment performance and operation, energy savings and additional opportunities, if any, to reduce energy costs.



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501  
PO Box 41476, Olympia, WA 98504-1476

May 1, 2014

TO: Gary Leaf, City of Bonney Lake  
FROM: *TG* Terrie Glave, Contracts Specialist, (360) 407-9330  
RE: Agreement No. 2014-958 A (1)  
Detailed Investment Grade Energy Audit and Energy Services Proposal  
Schneider Electric  
SUBJECT: Funding Approval

The Department of Enterprise Services, E&AS, requires funding approval for the above referenced contract document(s). The amount required is as follows:

Energy Audit and Energy Services Proposal \$22,000.00

**In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the Facilities Division, Engineering & Architectural Services that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project.**

By \_\_\_\_\_ Date \_\_\_\_\_  
Name / Title

Please sign and return this form to E&AS. If you have any questions, please call me.

2014958Aauthfundingtg

**ENERGY SERVICES AUTHORIZATION NO. 2014-958 A (1)**  
 Detailed Investment Grade Energy Audit & Energy Services Proposal  
**City of Bonney Lake**

May 1, 2014

**MASTER ENERGY SERVICES AGREEMENT NO. 2013-133 J (10)**

The Owner and the Energy Services Company (ESCO) named below do hereby enter into this Authorization under terms described in the following sections:

Authorization to Proceed  
 Compensation for Energy Services

Project Conditions

**I. AUTHORIZATION TO PROCEED:**

Energy Services Company:

Owner:

Schneider Electric Buildings America Inc.  
 95 South Jackson Street, Suite 300  
 Seattle, WA 98104  
 Telephone No. (206) 583-0200  
 Fax No. (206) 582-8826  
 E-Mail [Jordan.lerner@schneider-electric.com](mailto:Jordan.lerner@schneider-electric.com)

City of Bonney Lake  
 acting through the  
 Dept. of Enterprise Services, Facilities Division  
 Engineering and Architectural Services  
 PO Box 41476  
 Olympia, WA 98504  
 Telephone No. (360) 902-7272

By \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

By \_\_\_\_\_  
 Name Roger A. Wigfield, P.E.  
 Title Energy Program Manager  
 Date \_\_\_\_\_

State of Washington Contractor's License No. SCHNEEB919QT  
 State of Washington Revenue Registration No. 601 749 949  
 Federal Tax Identification No. 75-2066352  
 MWBE Certification No. \_\_\_\_\_

**II. COMPENSATION FOR ENERGY SERVICES:**

<b>Name of Facility</b>	<b>COMPENSATION</b>
Energy Audit and Energy Services Proposal	\$ 22,000.00
Design	\$ 0.00
Construction Management	\$ 0.00
Overhead and Profit	\$ 0.00
Measurement and Verification – Year 1	\$ 0.00
<b>Grand Total (plus WSST as applicable)</b>	<b>\$ 22,000.00</b>

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**III. PROJECT CONDITIONS:**

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The Project Conditions contained in the Master Energy Services Agreement will be used unless specifically changed herein.

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**IV. SCOPE OF WORK:**

---

Per the fee proposal dated April 4, 2014 conduct a Detailed Investment Grade Energy Audit of the City of Bonney Lake to identify cost effective energy conservation measures and present a written Energy Services Proposal, including all energy audit documentation. The ESCO shall prepare the final Energy Services Proposal, detailing the actual energy services and ESCO equipment to be provided, energy savings and cost guarantees, measurement and verification plans, and commissioning plans for the proposed measures. Measures will include items that save energy, water and other resources. The Cost Effectiveness Criteria for this project shall be as established in the Master Energy Services Agreement or as modified in Section III above.

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**V. SCHEDULE FOR COMPLETION**

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Final completion of the Energy Audit and Energy Services Proposal within 90 calendar days after Authorization to Proceed.

2014958Aauthtg



April 4, 2014

Joe Sullivan  
Washington State Department of Enterprise Services  
1500 Jefferson Street SE  
Olympia, Washington, Olympia 98501  
PO Box 41476, Olympia WA 98504

CC: City of Bonney Lake staff

**SUBJECT: City of Bonney Lake Investment Grade Audit Proposal**

**REFERENCE:** A) State of Washington, Department of Enterprise Services, Agreement No 2013-133, dated June 24, 2013

Dear Mr. Sullivan,

Schneider Electric is pleased to provide this proposal to execute an Investment Grade Audit for the City of Bonney Lake, WA to determine the scope of work, guaranteed savings amount, energy efficiency measures, and project price for a comprehensive facility improvement project. This information will ultimately be presented in a final Energy Services Proposal that will include the following:

- A list of energy efficiency measures planned for each facility
- A description of how the energy efficiency measures would interact with the existing equipment in the facilities
- Financial analysis of the effect on annual cash flow by the energy efficiency measures
- Guaranteed energy savings for the facilities
- Utility analysis demonstrating effect of installed energy efficiency measures
- Performance Assurance Support Services (PASS) Plan for the facilities
- Project pricing for a turnkey installation of the proposed project scope that shall be firm for 90 days.

This Investment Grade Audit will consist of analyzing the existing use of energy in the City of Bonney Lake's buildings, identifying needs and desires for the facilities long term, and conceptualizing value-added energy measures. Additionally, Schneider Electric will assist the district in applying for available utility incentives and energy grants as they are available.

Cost effective criteria is determined to be Energy Conservation Measures that have a payback of no greater than 20 years unless approved by the city. If Schneider Electric is unable to find an ECM that meets cost effective criteria and the city of Bonney Lake decides not to proceed with an ESPC, then the City of Bonney Lake is under no payment obligation; otherwise the fee of \$22,000 would be due to Schneider Electric.

However, if a guaranteed performance-based contract with Schneider Electric is executed within ninety (90) days after receiving the Investment Grade Audit report, the IGA fee will be part of the overall turn-key project cost under "professional service" fees.

**Schneider Electric**  
Energy and Sustainability Services  
95 South Jackson St. – Suite 300  
Seattle, WA 98104



The City of Bonney Lake agrees to provide the following:

- A) Complete access to city facilities for ESCO's staff for the purpose of performing the energy efficiency analysis, measuring actual energy use, taking equipment inventory, determining operating schedules, identifying known operational deficiencies, building modeling, etc.;
- B) Access to key personnel to discuss operating requirements; and
- C) The loan of building plans, utility bills, and any other applicable data Schneider Electric requests for the purpose of facilitating understanding of the facility characteristics and the current sequences of operation.

The City of Bonney Lake agrees that, until the audit is paid for or the City of Bonney Lake executes a guaranteed performance-based contract with Schneider Electric, the engineering, data, and recommendations developed are the intellectual property of Schneider Electric and may not be shared with any third parties (WA Dept of DES Staff are not considered third parties) without the written permission of Schneider Electric.

The following is the list of facilities and systems to be audited:

*Public Safety Building  
Bonney Lake Senior Center  
Bonney Lake City Wide Street Lighting*

Attached to this proposal is a description of energy efficiency measures to be investigated during the Investment Grade Audit, including but not limited to: HVAC equipment upgrades, building control (EMS) upgrades, and Interior and Exterior Lighting Upgrades. Schneider Electric is allowed to investigate other opportunities during the IGA meeting cost effective criteria with permission from the DES and the city.

In finding this proposal acceptable, please provide Schneider Electric with an Energy Services Agreement followed by a notice to proceed. On behalf of our project team, we look forward to this opportunity to work with you and the City of Bonney Lake to provide lasting improvements to the city's facilities and infrastructure.

Respectfully,



Jordan Lerner  
Western Regional Director

## ATTACHMENT A: ENERGY SUMMARY AND ENERGY CONSERVATION MEASURES (ECMS)

The following is a snapshot of energy expenditures at the City of Bonney Lake and initial energy saving results. These results are non-binding; final energy savings and scope shall be determined in the Investment Grade Audit.

Annual Energy Savings - Per Site						
Site Name	Area (sq.ft)	Energy Use kWh	kW	Therms	Total Cost	Savings
Public Safety	31,000	497,400	168	12,133	\$ 57,280	\$ 12,221
Senior Center	5,426	112,604	45	1,805	\$ 13,224	\$ 2,013
	36,426	610,004	213	13,938	\$ 70,504	\$ 14,234

Opportunity Summary				
ID	Opportunity	Public Safety	Senior Center	Street Lighting
1.1	Lighting Retrofit	X	X	X
1.2	Lighting Controls	X	X	
2.0	HVAC Upgrades	X	X	
4.0	BAS Controls	X		
5.0	IT Infrastructure	X		

### ECM Descriptions

Upon surveying the building and discussions with district staff, several opportunities were identified and chosen as energy conservation measures (ECMs) that could be pursued for the City of Bonney Lake. These ECMs are non-binding, and their individual project feasibility will be determined in the Investment Grade Audit after ongoing discussions with district staff.

### Energy Conservation Measures

#### 1.1 AND 1.2 LIGHTING RETROFIT / REPLACEMENT AND CONTROLS

##### BACKGROUND

Lighting is a significant portion of a facility's energy consumption. Lighting technologies continue to evolve and upgrading represents a relatively simple strategy to conserve resources.

##### ENERGY CONSERVATION OPPORTUNITIES

Frequently interior spaces are over illuminated and are viable candidates for conversion from 32W lamps to more efficient 28W lamps.

Through the use of occupancy sensors, lighting in unoccupied areas is automatically controlled preventing unintended burn hours when the space does not have activity. In areas where there is natural

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 Energy and Sustainability Services  
 95 South Jackson St. – Suite 300  
 Seattle, WA 98104



light, daylighting controls automatically dim or turn off lights when the natural light is sufficient for that space, reducing energy cost.

The use of LEDs in exterior areas offers a reduction in energy consumption. Additional control strategies such as bi-level switching are also possible using the LED technology. Although not considered as part of the ECM, the facility also can realize a significant maintenance savings due to the extremely long life of LED technologies.

#### **IMPACT**

Energy conservation as well as increased visual comfort in interior spaces and security in exterior areas.

## **2.0 HVAC UPGRADES**

#### **BACKGROUND**

HVAC plays a key component in occupant comfort and can have a great effect on a person's productivity and satisfaction in the work place.

#### **ENERGY CONSERVATION OPPORTUNITIES**

The Public Safety building has the most pressing need for a HVAC upgrade, which could include complete system replacement. Other buildings surveyed also have needs, including heat pump replacements and system reconfiguration. Although not considered as part of the ECM, the facility also can realize a significant maintenance savings due to the amount of outsourced maintenance on the system.

#### **IMPACT**

Impacts include energy conservation as well as increased comfort. Maintenance and operational costs will be significantly lowered.

## **4.0 BUILDING AUTOMATION SYSTEM**

#### **BACKGROUND**

Based on initial walkthroughs and conversations, the control system in the Public Safety building is currently obsolete and is not fully functional.

#### **ENERGY CONSERVATION OPPORTUNITIES**

The purpose of most buildings is to provide an environment for its occupants which is suitable to the tasks those occupants are performing. This environment can only be provided economically if the building's systems are properly integrated with the needs and schedules of the people in it. This, along with tracking system performance, is the key function of an effective building automation system (BAS).

#### **SCHEDULING**

The most effective way to save energy is to turn off what is not needed. For this reason, the scheduling feature of an EMS system is its most powerful energy conservation feature.

#### **WEEKLY**

Daily building operations usually fall into a predictable pattern that may vary with the day of the week or with the seasons. A flexible Weekly Scheduling feature enables a building's equipment to start and stop in a pattern. Energy is thus consumed only when it is needed.

#### **HOLIDAY**

A holiday scheduling feature allows special schedules to be implemented on regularly occurring holidays. These days can usually be scheduled up to a year in advance. This feature prevents un-needed energy consumption by shutting down the buildings when unoccupied.

### **SPECIAL**

Exceptions to normal operations are a frequent occurrence. An EMS that can easily respond to these exceptions allows for maximum energy conservation. If special occasions can be quickly and easily addressed, then aggressive regular schedules can be implemented with the confidence that comfort can still be maintained when changes occur.

### **NIGHT SETBACK/SETUP**

During extremes of hot or cold weather, HVAC systems are frequently allowed to operate “around-the-clock” to prevent damage to the building. The night setback and setup features provide substantial savings by only operating heating or cooling equipment when it is actually needed to prevent damage. Temperature sensors monitor indoor temperatures and the EMS starts the needed equipment when these temperatures reach the low or high limits. After the building temperatures have returned within normal parameters, the EMS will shut down the equipment.

### **OPTIMAL START/STOP**

Equipment start times are normally set earlier than necessary to ensure proper comfort is maintained even during hot or cold weather. The Optimal Start feature automatically compensates building start times for changes in weather. If weather is extreme, then equipment is started early enough to properly condition the building before it is occupied. During mild weather, equipment start times can be delayed to obtain more energy savings.

A complementary feature, Optimal Stop, is used to save energy at the end of the day. This feature takes advantage of a building’s “flywheel” effect. In mild weather, equipment can be stopped earlier than usual without adversely effecting indoor temperatures.

### **SET POINT OPTIMIZATION**

Optimum comfort is usually best achieved by maintaining uniform temperatures throughout a facility. This reduces the occurrence of adjacent hot and cold spots that exaggerate sensations of discomfort. It also reduces the energy wasted when adjacent systems “fight” because they are in different operating modes (heating versus cooling).

Temperature uniformity is achieved by calibrating all thermostats to the same set point. Realizing that differences in rooms, systems and personal preference may not make this practical, some variation in set points is desirable. Our recommendation is to establish a minimum summer set point (74°) and a maximum winter set point (70°) with a 1 or 2 degree deviation up in the summer and down in the winter.

### **DEMAND CONTROLLED VENTILATION**

Common areas have a highly variable occupancy schedule. Outside air ventilation can be reduced during periods of low occupancy. When areas are unoccupied, outside air to the space is not required. This strategy involves measuring the CO<sub>2</sub> in the spaces and adjusting the outside air dampers on the air systems to only ventilate as necessary. Minimizing the ventilation air into the buildings reduces the heat and cooling energy required to condition the air.

### **HEAT AND COOLING MODE SELECTION**

By utilizing computer technology to accumulate large amounts of data instantaneously and with the constant vigilance of digital processing, a BAS can make up-to-the-minute decisions about the heating and cooling needs of a facility. The Heating/Cooling Mode Selection feature uses this process to decide whether heating, cooling or both are needed to condition a building. This results in a more comfortable building since the plant is always in the proper mode, and it saves energy by keeping systems which are not needed from running.

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95 South Jackson St. – Suite 300  
Seattle, WA 98104



### **HOT WATER RESET**

This feature adjusts hot water temperature so that the water is just hot enough to provide sufficient heat for the zone or coil with the most demand. Hot water reset saves energy even though its effect on boiler efficiency is actually quite negligible. This is accomplished through reduced radiation losses in system piping and elimination of waste resulting from water that is too hot to be controlled at low load conditions.

### **SUPPLY AIR RESET**

Air systems are designed to provide the air temperature needed to cool or heat a zone at worst-case conditions. Many systems can properly condition their area with tempered air when conditions are less extreme. Supply air reset works to adjust the air set point to its optimum value to satisfy the worst-case zone. This feature is particularly effective on constant volume reheat, double-duct, and multi-zone systems.

### **IMPACT**

The increased control of operation results in increased comfort during occupied hours while utilizing the system in the most effective manner possible during unoccupied periods.

## **5.0 IT Infrastructure**

### **Information Technology (IT) Enterprise Management**

#### **BACKGROUND**

IT systems are growing with the introduction of new technologies and are becoming a foundation in the work environment. Since these systems are becoming larger and more demanding on existing building infrastructure, the potential for upgrades that provide utility savings and improve infrastructure is increasing. Our preliminary observations show that city does not have any city-wide policies in place to schedule and monitor the power consumption and performance of computers and other peripheral devices.

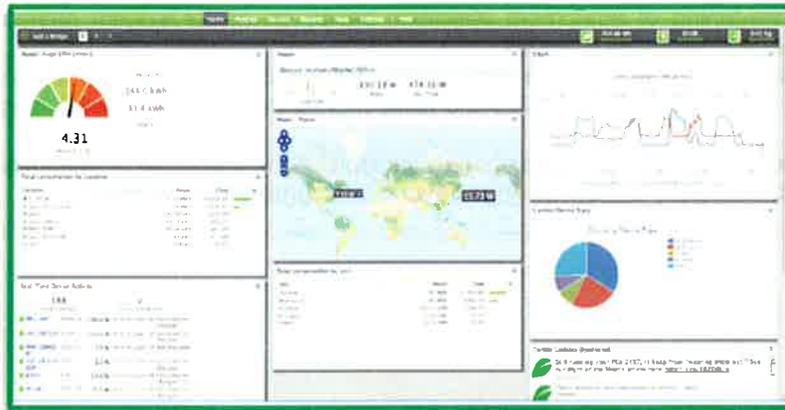
#### **ENERGY CONSERVATION OPPORTUNITIES**

##### **IT ENTERPRISE MANAGEMENT**

Most cities are not equipped with enterprise energy management systems for their computers and other networked peripherals. By using a computer energy management program, the City of Bonney Lake can ensure workstations are available when they are required, while conserving power during productivity downtimes. This platform is non-disruptive and integrates seamlessly with existing IT maintenance routines while providing the city with centralized PC power management and savings reporting.

The program is completely customizable. It separately controls the monitor and the computer allowing each to move to different power states as appropriate. A computer can be moved to the on, off, hibernate, or standby power state and a monitor can be on, off, or in sleep mode. A major added benefit to this system is the Asset Management component. During the audit, the city will be able to see and explore devices across the entire network from a central location. Devices will be identified and removed that are no longer on the system. This added benefit is part of the base package and included in the project.

The new system is expandable to control anything with an IP address. Through the audit process, the team will deploy the Joulex Enterprise Management software. The audit process is limited based on the access provided in this stage of the project. During formal installation, the engineering team will likely identify additional opportunities that will provide more savings and even better performance.



**IMPACT**

Implementing an automatic shut down system for the computer systems at each facility will reduce energy consumption and run hours of all networked computers.

**DATA CENTER**

**BACKGROUND**

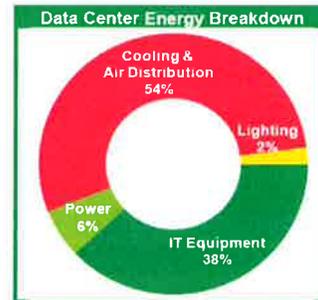
A data center is a facility used to house computer systems and associated components, such as telecommunications and storage systems. It generally includes redundant or backup power supplies, redundant data communications connections, environmental controls (e.g., air conditioning, fire suppression) and security devices.

**ENERGY CONSERVATION OPPORTUNITIES**

Schneider Electric recommends a holistic approach to address the current needs of the IT department as well as consider future needs.

In a matter of only ten years, energy consumption costs can total the original data center construction capital expense! However, minimal attention is given to energy efficiency and full life cycle costs in data center design. Energy costs can average as much as 42% of a data center's annual operating costs. The need for energy efficiency is higher than ever to reduce operating costs, as well as address the cooling, capacity and availability issues at the forefront of our customer's minds.

Energy consumption can be allocated into three major categories within the data center including: IT equipment, cooling and air distribution, and power transformation equipment. Other miscellaneous loads such as lighting, security and other functions have a minimal impact in comparison. Today, a typical data center with perimeter cooling units and minimal focus on energy efficiency could be expected to have an energy breakdown as shown in the graphic. With today's energy efficiency best practices, it is possible to achieve 25% to 50% energy savings in existing data centers.



Source: FEMP Best Practices Guide for Energy Efficient Data Center Design

**IMPACT**

The informational insights gained from the building analytics will:

- Maximize HVAC equipment uptime
- Improve power quality and preserve equipment
- Reduce costs through proactive maintenance and repair/replacement of equipment

**Schneider Electric**  
**Energy and Sustainability Services**  
 95 South Jackson St. – Suite 300  
 Seattle, WA 98104



- Allow for fine-tuning of equipment operation based on actual system operations, changes in building use, and seasonal changes
- Allow for active management of energy usage, cost, and performance by site personnel through integration of existing Schneider Electric utility monitoring systems with building automation and analytics
- Drive deeper energy savings. These analytics typically help achieve an additional 10% in energy savings and 15%-20% in O&M savings beyond traditional BAS upgrades.

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

<b>Department/Staff Contact:</b> Community Development / Jason Sullivan - Senior Planner	<b>Meeting/Workshop Date:</b> 27 May 2014	<b>Agenda Bill Number:</b> AB14-67
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 2347	<b>Councilmember Sponsor:</b>

**Agenda Subject:** Amendments to the 2014-2015 Planning Commission Work Plan

**Full Title/Motion:** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington Amending The Planning Commission Workplan For The 2014-2015 Beinnium.

**Administrative Recommendation:**

**Background Summary:** On January 7, 2014, the City Council and the Planning Commission held a joint meeting as required by BLMC 02.04.1040 to discuss the Work Plan for the Planning Commission for the 2014 – 2015 Biennium. Subsequently on January 14, 2014 the City Council approved Resolution 2347 adopting the Planning Commission's 2014 – 2015 Work Plan. Since the adoption of the Work Plan in January a number of items have been added: (1) Recreational Marijuana, (2) Senior Housing Zoning (3) Amending Title 14 BLMC – Development Code Administration and (4) Amending BLMC 16.04 BLMC – State Environmental Policy Act

As part of the process to amend the Work Plan, the Planning Commission must be given an opportunity to review and comment on the proposed changes pursuant to Resolution 2089 Section 4 – Changes to the Work Plan. The Planning Commission has reviewed the revised work plan and has recommended that the City Council pass Resolution 2385 amending the current work plan to add the identified items.

**Attachments:** Resolution 2347, Resolution 2385, Planning Commission Recommendation Memo

<b>BUDGET INFORMATION</b>			
<b>Budget Amount</b>	<b>Current Balance</b>	<b>Required Expenditure</b>	<b>Budget Balance</b>
n/a			
<b>Budget Explanation:</b>			

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	<i>Approvals:</i>	<b>Yes</b>	<b>No</b>
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:	<b>Consent Agenda:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Commission/Board Review:</b>	7 May 2014		
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s): 20 May 2014	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

<b>APPROVALS</b>		
<b>Director:</b> JPV	<b>Mayor:</b>	<b>Date Reviewed by City Attorney:</b> (if applicable):

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**RESOLUTION NO. 2347**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON ADOPTING THE PLANNING COMMISSION WORKPLAN FOR THE 2014-2015 BIENNIUM.**

**WHEREAS**, the City Council adopted Resolution 2089 to establish a policy for establishing and maintaining a Workplan for the Planning Commission to facilitate comprehensive planning and the development of land use regulation of the City pursuant to RCW 35.63; and

**WHEREAS**, the intention of Resolution 2089 is that the Workplan is adopted during either the last two months of the previous biennium or the first two months of the new biennium; and

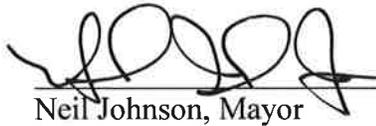
**WHEREAS**, the City Council and Planning Commission met in joint session on January 7, 2014 to review and discuss the proposed work plan for the current biennium.

**NOW, THEREFORE** City Council of the City of Bonney Lake do hereby resolve as follows:

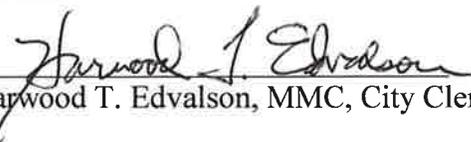
**Section 1. 2014-2015 Biennial Workplan Adopted.** The Planning Commission Workplan for the 2014-2015 biennium, attached hereto as Attachment "A", is hereby adopted.

**Section 2. Changes to the Workplan.** Modifications to the Workplan will be made consistent with the process provided in Resolution 2089 Section 4.

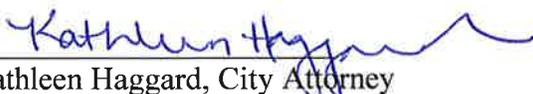
**PASSED** by the City Council and approved by the Mayor this 14<sup>th</sup> day of January, 2014.

  
Neil Johnson, Mayor

ATTEST:

  
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

  
Kathleen Haggard, City Attorney

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# ATTACHMENT A

## City of Bonney Lake 2014 - 2015 Biennium Planning Commission Workplan

	Description	Department	PC Review Completion Date	Note	Initiated By	Date Added	Date Completed
2014	Add "proposed UGA" to Zoning Map	CD	2014 Q2	City Administrator clarified that Falling Water needed to be added to the zoning map as well. The change has been made to the Future Land Use Map in 2012, but was not added to the Zoning Map	Exec	6/7/2011	
	Update the BLUGA on the Future Land Use Map	CD	2014 Q3	The City's request to add a portion of the Comprehensive Urban Growth Area (CUGA) to the Bonney Lake Urban Growth Area (BLUGA) has been approved by the County, subject to the completion of a Joint Planning Agreement between the City and the County. The City has also been informed that the City's maps did not reflect the existing BLUGA in Easttown (2 Parcels adjacent to SR 410). The Future Land Use Map and Zoning Map need to be updated to reflect the actual boundaries of the BLUGA.	Staff	11/13/2013	
	Modification Easttown Future Roads Map	CD/PW	2014 Q4	Requested by the Public Works Director. This work will be completed in conjunction with the Comprehensive Plan Periodic Update Phase 4	Staff	1/18/2013	
	Comprehensive Plan Periodic Update Phase 2.	CD	2014 Q1	Phase 2 of the Periodic Update is the Consistency Review. The Planning Commission will review the Consistency Report prepared by staff. This report identifies all of the mandatory changes that the City will have to make to the City's Comprehensive Plan and Development Regulations to ensure consistency with the Growth Management Act, Vision 2040, and the Countywide Planning Policies	Staff	11/13/2013	
	Comprehensive Plan Periodic Update Phase 3.	CD	2014 Q1	Phase 3 of the Periodic Update is the adopting of the City's Visioning and Growth Strategy. The Planning Commission will review the required and recommended changes to the Community Character Element, Land Use Element, and Economic Vitality Element. The Planning Commission will also host an open house as part of this phase to gather public input on the community's vision of the City in the future.	Staff	11/13/2013	
	Comprehensive Plan Periodic Update Phase 4.	CD	2015 Q1	Phase 4 of the Periodic Update will involve the Planning Commissions review the required and recommended changes to the Housing, Parks, Utilities, Transportation, Natural Environment, Capital Facilities, Community Health, Cultural Resources Elements and the City's adopted Sub-Area Plans.	Staff	11/13/2013	
	Review the side yard setbacks in the RC-5	CD	2015 Q2	Some Councilmembers are concerned that the setbacks are too small in the RC-5 zoning classification given that the properties are supposed to be larger 5 acre parcels.	Council	12/3/2013	
	Modify R-2 to add Single Family as a Permitted Use	CD	2014 Q4	The R-2 is intended to be a higher density residential zone and has been applied to the Comprehensive Urban Growth Area (CUGA) proposed to be annexed into the City. However, the R-2 does not allow single family residential which means upon annexation the entire area would be non-conforming.	Staff	4/8/2013	
2015	Add the parcels adjacent to 96th Avenue between 214th Ave. E and 223rd Ave. E; the parcels on the west side of 214th Ave. E. behind Home Depot, the Fennel Corridor (the area commonly referred to as the thumb), and Lakeridge Junior High as "proposed UGA" to Zoning Map and Future Land Use Map.	CD	2015 Q1	The areas were once part of the Bonney Lake Urban Growth Area (BLUGA), but were moved in 2004 due to a hearings board decision and were never added back as proposed urban growth area with a preferred land use designation.	Staff	1/18/2013	
	Comprehensive Plan Periodic Update Phase 4.	CD	2015 Q1	Phase 4 of the Periodic Update will involve the Planning Commissions review the required and recommended changes to the Housing, Parks, Utilities, Transportation, Natural Environment, Capital Facilities, Community Health, Cultural Resources Elements and the City's adopted Sub-Area Plans.	Staff	11/13/2013	
	Comprehensive Plan Periodic Update Phase 6.	CD	2015 Q2	The Planning Commission will hold the public hearings on the periodic update of the City's Comprehensive Plan.	Staff	11/13/2013	

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**RESOLUTION NO. 2385**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON AMENDING THE PLANNING COMMISSION WORKPLAN FOR THE 2014-2015 BEINNIUM.**

**WHEREAS**, the City Council adopted Resolution 2089 to establish a policy for establishing and maintaining a Work Plan for the Planning Commission to facilitate comprehensive planning and the development of land use regulation of the City pursuant to RCW 35.63;

**WHEREAS**, the intention of Resolution 2089 is that the Work Plan is adopted during either the last two months of the previous biennium or the first two months of the new biennium;

**WHEREAS**, the City Council passed Resolution 2347 on January 14, 2014 adopting the 2014 – 2015 Planning Commission Work Plan; and

**WHEREAS**, since the adoption of the 2014 – 2015 Planning Commission Work Plan additional items have been assigned to the Planning Commission; and

**NOW, THEREFORE** City Council of the City of Bonney Lake do hereby resolve as follows:

**Section 1. 2014-2015 Biennial Work Plan Amended.** The Planning Commission Work Plan for the 2014-2015 biennium, attached hereto as Attachment “A”, is hereby adopted and supersedes the Work Plan attached to Resolution 2347.

**PASSED** by the City Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Neil Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathleen Haggard, City Attorney

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# ATTACHMENT A

## City of Bonney Lake

### 2014 - 2015 Biennium Planning Commission Work plan

Description	Department	PC Review Completion Date	Note	Initiated By	Date Added	Date Completed
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Comprehensive Plan Periodic Update Phase 2.	CD	2014 Q1	The Consistency Report identifies all of the mandatory changes that the City will have to make to the City's Comprehensive Plan and Development Regulations to ensure consistency with the Growth Management Act, Vision 2040, and the Countywide Planning Policies	Staff	11/13/2013	2/5/2014
Update Planning Commission By-Laws	CD	2014 Q1	The Planning Commission By-Laws were updated to reflect changes in the City Council Rules, add public hearing procedures, voting rules, and to bring the by-laws into compliance with the adopted rules of order.	Staff	2/3/2014	3/19/2014
Amendment to the Land Use Matrix to separate Assisted Living Facilities and Nursing Homes into two lines instead of grouped together.	CD	2014 Q2	These uses are not the same and should not be included on the same line in the Land Use Matrix. The primary difference is that nursing facilities provide care for an extended period of time to individuals requiring nursing care by a permanent core staff of nurses; whereas, assisted living facilities provide meals, housekeeping, social, leisure, and other services available to assist residents in daily living for the elderly who are unable to fully care for themselves or do not desire to live independently.	Staff	4/18/2014	
Amendments Chapter 16.04 BLMC - State Environmental Policy Act (SEPA)	CD	2014 Q2	On April 9, 2014, the Department of Ecology issued the final rule changes related to the State Environmental Policy Act (SEPA) – Chapter 197-11 WAC as a result the City will need to make some modifications to Chapter 16.04 BLMC (SEPA).	Staff	4/22/2014	
Amendments to Title 14 BLMC - Development Code	CD	2014 Q2	The <i>Bonney Lake 2035 Consistency Report</i> identified some changes required to the City's land use review procedures in order to bring the City into compliance with the Local Project Review Act (Chapter 36.70B RCW). The City will also need to make some modifications to Title 14 BLMC (Development Code Administration) a in order to comply with some of the changes made by DOE during the rulemaking process.	Staff	4/22/2014	
Comprehensive Plan Periodic Update Phase 3.	CD	2014 Q2	Phase 3 of the Periodic Update is the adopting of the City's Visioning and Growth Strategy. The Planning Commission will review the required and recommended changes to the Community Character Element, Land Use Element, and Economic Vitality Element. The Planning Commission will also host an open house as part of this phase to gather public input on the community's vision of the City in the future.	Staff	11/13/2013	
Update the BLUGA on the Future Land Use Map	CD	2014 Q3	The City's request to added a portion of the CUGA to the BLUGA has been approved by the County, subject to the completion of a Joint Planning Agreement between the City and the County. The City has also been informed that the City's maps did not reflect the existing BLUGA in Eastown (2 Parcels adjacent to SR 410)	Staff	11/13/2013	
Regulations related to Recreational Marijuana	CD	2014 Q3	The Planning Commission will study and propose development regulations to the Council on or before the expiration of the moratorium. The Planning Commission was directed to study a range of approaches to regulation, including zoning, development regulations, and a complete or partial prohibition in all zones.	Council	4/8/2014	
Modification Eastown Future Roads Map	CD/PW	2014 Q4	Requested by the Public Works Director. This work will be completed in conjunction with the Comprehensive Plan Periodic Update Phase 4	Staff	1/18/2013	
Modify R-2 to add Single Family as a Permitted Use	CD	2014 Q4	The R-2 is intended to be a higher density residential zone and has been applied to the CUGA proposed to be annexed into the City. However, the R-2 does not allow SFR which means upon annexation the entire area would be non-conforming.	Staff	4/8/2013	
Comprehensive Plan Periodic Update Phase 4.	CD	2015 Q1	Phase 4 of the Periodic Update will involve the Planning Commissions review the required and recommended changes to the Housing, Parks, Utilities, Transportation, Natural Environment, Capital Facilities, Community Health, Cultural Resources Elements and the City's adopted Sub-Area Plans.	Staff	11/13/2013	

2014

# ATTACHMENT A

	Department	PC Review Completion Date	Note	Initiated By	Date Added	Date Completed	
2015							
		CD	2015 Q1	The areas were once part of the BLUGA, but were moved in 2004 due to a hearings board decision and were never added back as proposed UGA with a preferred land use designation.	Staff	1/18/2013	
	Comprehensive Plan Periodic Update Phase 4.	CD	2015 Q1	Phase 4 of the Periodic Update will involve the Planning Commissions review the required and recommended changes to the Housing, Parks, Utilities, Transportation, Natural Environment, Capital Facilities, Community Health, Cultural Resources Elements and the City's adopted Sub-Area Plans.	Staff	11/13/2013	
	Review the side yard setbacks in the RC-5	CD	2015 Q1	Some Councilmembers are concerned that he setbacks are too small in the RC-5 zoning classification given that the properties are supposed to be larger 5 acre parcels.	Council	12/3/2013	
	Comprehensive Plan Periodic Update Phase 6.	CD	2015 Q2	The Planning Commission will hold the public hearings on the periodic update of the City's Comprehensive Plan.	Staff	11/13/2013	
Add "proposed UGA" to Zoning Map	CD	2015 Q3	City Administrator clarified that Falling Water needed to be added to the zoning map as well. The change as been made to the Future Land Use Map in 2012, but was not added to the Zoning Map	Exec	6/7/2011		



# Memo

**Date** : May 7, 2014  
**To** : Mayor and City Council  
**From** : Grant Sulham, Planning Commission Chair  
**Re** : **Planning Commission Work Plan Amendments**

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On January 7, 2014, the City Council and the Planning Commission held a joint meeting as required by BLMC 02.04.1040 to discuss the Work Plan for the Planning Commission for the 2014 – 2015 Biennium. Subsequently on January 14, 2014 the City Council approved Resolution 2347 officially adopting the Planning Commission's 2014 – 2015 Work Plan. Since the adoption of the work plan in January a number of items have been added to the work plan including:

1. Recreational Marijuana
2. Senior Housing Zoning
3. Amending Title 14 BLMC – Development Code Administration
4. Amending BLMC 16.04 BLMC – State Environmental Policy Act

As required by Resolution 2089, the Planning Commission considered the proposed amendments to the 2014 – 2015 Work Plan at the May 7, 2014 Planning Commission meeting and voted **7-0** to recommend that the City Council approve Resolution 2385 amending 2014 – 2015 Planning Commission Work Plan

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

<b>Department/Staff Contact:</b> PW / Andrew Fonda	<b>Meeting/Workshop Date:</b> May 27, 2014	<b>Agenda Bill Number:</b> AB14-72	
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 2387	<b>Councilmember Sponsor:</b> Donn Lewis	
<b>Agenda Subject:</b> Award contract to Miles Resources, LLC for the construction of Church Lake Road Overlay project.			
<b>Full Title/Motion:</b> A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Award Contract To Miles Resources, LLC For The Construction Of Church Lake Road Overlay Project.			
<b>Administrative Recommendation:</b>			
<b>Background Summary:</b> The City received a TIB Grant in the amount of \$406,193 for construction of the Church Lake Road Overlay Project (located on Church Lake Road Between 197 <sup>th</sup> and 214 <sup>th</sup> ). The City opened bids for the project on May 7, 2014. Five bids were received and Miles Resources, LLC was the low bidder with a bid of \$491,062.80. The Engineer's Estimate is \$612,783.32. Staff has determined that the Miles Resources, LLC submittal is consistent with the requirements of the contract provisions.			
<b>Attachments:</b> Resolution, Bid Tabulation, Contract, Map			
<b>BUDGET INFORMATION</b>			
<b>Budget Amount</b>	<b>Current Balance</b>	<b>Required Expenditure</b>	<b>Budget Balance</b>
\$478,000	\$478,000	\$355,233	\$122,767
\$164,000	\$164,000	\$95,760	\$68,240
\$300,000	\$300,000	\$138,284.80	\$161,715.20
<b>Budget Explanation:</b>			
301.032.042.595.30.63.01 Overlay Church Lake Road East \$478,000			
301.002.042.595.30.63.01 Street Maintenance Overlay Program \$164,000			
402.020.035.594.35.63.05 Septic Reduction Program \$300,000			
Construction contract amount: \$491,062.80 + 15% Contingency \$73,660 + 5% Project Mgt.			
\$24,555 = Total \$589,277.80			
Revenue: TIB Grant, TIF, Sewer SDC			
<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	Community Development	<i>Approvals:</i>	<b>Yes No</b>
	Date: May 20, 2014	Chair/Councilmember Donn Lewis	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember Randy McKibbin	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember James Rackley	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Forward to:	<b>Consent</b>	
		<b>Agenda:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			
<b>COUNCIL ACTION</b>			
Workshop Date(s):		Public Hearing Date(s):	
Meeting Date(s):		Tabled to Date:	
<b>APPROVALS</b>			
<b>Director:</b> Dan Grigsby	<b>Mayor:</b> Neil Johnson Jr.	<b>Date Reviewed by City Attorney:</b> (if applicable):	

**RESOLUTION NO. 2387**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AWARING THE CHURCH LAKE ROAD OVERLAY CONTRACT TO MILES RESOURCES, LLC.**

**WHEREAS**, the City received a TIB Grant in the amount of \$406,193 for construction of the Church Lake Road Overlay Project; and

**WHEREAS**, the City Council approved the Church Lake Road Overlay Project design contract on July 23, 2013 by Resolution 2314 with Parametrix, Inc. to prepare the plans, specifications, and engineering package for advertisement; and

**WHEREAS**, the 2013 – 2014 budget has \$164,000 in Street Maintenance Overlay to be allocated toward the required local agency 15% match (\$71,700 maximum match) per the TIB grant agreement, as well as allocated toward the 10% Contingency and 5% Project Management; and

**WHEREAS**, the 2013 – 2014 budget has \$300,000 in Septic Reduction Program to be allocated toward Schedule B – Sewer Improvements in the construction contract; and

**WHEREAS**, the City opened bids on May 7, 2014 and the low bidder was determined to be Miles Resources, LLC;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Bonney Lake Council does hereby authorize the Mayor to sign the attached contract with Miles Resources, LLC in the amount of \$491,062.80 which includes tax.

**BE IT FURTHER RESOLVED** that the City of Bonney Lake Council does hereby authorize a 15% Construction Contingency (\$73,660) amount based on the contract bid amount as well as a 5% Project Management (\$24,555) amount based on the contract bid for a total amount of \$589,277.80.

**PASSED** by the City Council this 27th day of May, 2014.

\_\_\_\_\_  
Neil Johnson, Jr., Mayor

ATTEST:

\_\_\_\_\_  
Harwood T. Edvalson, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathleen Haggard, City Attorney

**CITY OF BONNEY LAKE**  
Church Lake Road Overlay

BID TABULATION		DATE	5/7/2014	Parametrix Engineers Estimate			Miles		Puget Paving		Lakeridge		ICON		TUCCI	
ITEM NO.	SPEC SECTION	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
<b>SCHEDULE A - Road Improvements</b>																
A1	1-04	Minor Change	1	FA	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
A2	1-07	SPCC Plan	1	LS	\$1,000.00	\$250.00	\$250.00	\$250.00	\$300.00	\$300.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
A3	1-07	Property Restoration	1	LS	\$1,500.00	\$500.00	\$500.00	\$500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
A4	1-09	Mobilization	1	LS	\$44,502.72	\$15,000.00	\$15,000.00	\$15,000.00	\$47,500.00	\$47,500.00	\$53,000.00	\$53,000.00	\$57,000.00	\$57,000.00	\$48,000.00	\$48,000.00
A5	1-10	Project Temporary Traffic Control	1	LS	\$10,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$29,000.00	\$29,000.00	\$23,000.00	\$23,000.00	\$20,000.00	\$20,000.00
A6	1-10	Flaggers and Spotters	720	HR	\$45.00	\$32,400.00	\$50.00	\$36,000.00	\$49.00	\$35,280.00	\$50.00	\$36,000.00	\$46.00	\$33,120.00	\$49.00	\$35,280.00
A7	2-01	Roadside Cleanup	1	FA	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
A8	2-02	Removing Asphalt Conc. Pavement	250	SY	\$10.00	\$2,500.00	\$7.00	\$1,750.00	\$6.00	\$1,500.00	\$5.50	\$1,375.00	\$9.00	\$2,250.00	\$7.85	\$1,962.50
A9	2-03	Select Borrow Incl. Haul	10	Ton	\$15.00	\$150.00	\$16.00	\$160.00	\$35.00	\$350.00	\$31.50	\$315.00	\$12.00	\$120.00	\$16.50	\$165.00
A10	4-04	Crushed Surfacing Top Course	50	Ton	\$25.00	\$1,250.00	\$30.00	\$1,500.00	\$38.50	\$1,925.00	\$36.00	\$1,750.00	\$51.00	\$2,550.00	\$36.00	\$1,800.00
A11	4-04	Crushed Surfacing Top Course For Shoulders	450	Ton	\$25.00	\$11,250.00	\$24.00	\$10,800.00	\$25.00	\$11,250.00	\$31.00	\$13,950.00	\$30.00	\$13,500.00	\$47.00	\$21,150.00
A12	5-04	Planting Bituminous Pavement	2,300	SY	\$5.00	\$11,500.00	\$5.80	\$13,340.00	\$6.50	\$14,950.00	\$8.50	\$19,550.00	\$14.00	\$32,200.00	\$6.00	\$13,800.00
A13	5-04	HMA CL 1/2 In. PG 64-22 for Overlay	2200	Ton	\$100.00	\$220,000.00	\$71.40	\$157,080.00	\$78.50	\$172,700.00	\$83.00	\$182,600.00	\$75.00	\$165,000.00	\$85.30	\$187,660.00
A14	5-04	HMA CL 1/2 In. PG 64-22 for Preleveling	550	Ton	\$100.00	\$55,000.00	\$80.00	\$44,000.00	\$88.50	\$48,675.00	\$77.50	\$42,625.00	\$83.00	\$45,650.00	\$114.00	\$62,700.00
A15	5-04	HMA CL 1/2 In. PG 64-22 for Ramp	2	Ton	\$200.00	\$400.00	\$250.00	\$500.00	\$150.00	\$300.00	\$100.00	\$200.00	\$350.00	\$700.00	\$500.00	\$1,000.00
A16	7-02	Class 50 Ductile Iron Culvert 12 In. Diam	55	LF	\$60.00	\$2,750.00	\$110.00	\$6,050.00	\$80.00	\$4,400.00	\$72.00	\$3,960.00	\$75.00	\$4,125.00	\$73.00	\$4,015.00
A17	7-05	Adjust Manhole	11	Each	\$500.00	\$5,500.00	\$375.00	\$4,125.00	\$450.00	\$4,950.00	\$400.00	\$4,400.00	\$400.00	\$4,400.00	\$430.00	\$4,730.00
A18	7-05	Adjust Catch Basin	12	Each	\$500.00	\$6,000.00	\$375.00	\$4,500.00	\$450.00	\$5,400.00	\$400.00	\$4,800.00	\$400.00	\$4,800.00	\$430.00	\$5,160.00
A19	7-12	Adjust Water Valve	24	Each	\$500.00	\$12,000.00	\$275.00	\$6,600.00	\$300.00	\$7,200.00	\$300.00	\$7,200.00	\$300.00	\$7,200.00	\$320.00	\$7,680.00
A20	8-01	Erosion Water Pollution Control	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$1,600.00	\$1,600.00	\$750.00	\$750.00	\$2,500.00	\$2,500.00
A21	8-04	Asphalt Extruded Curb	500	LF	\$15.00	\$7,500.00	\$2.00	\$1,000.00	\$2.00	\$1,000.00	\$1.50	\$750.00	\$5.50	\$2,750.00	\$2.00	\$1,000.00
A22	8-09	Raised Pavement Markers Type 1	0.44	Per Hund	\$350.00	\$154.00	\$450.00	\$198.00	\$500.00	\$220.00	\$500.00	\$220.00	\$600.00	\$264.00	\$550.00	\$242.00
A23	8-13	Monument Case and Cover	14	Each	\$500.00	\$7,000.00	\$275.00	\$3,850.00	\$400.00	\$5,600.00	\$500.00	\$7,000.00	\$400.00	\$5,600.00	\$500.00	\$7,000.00
A24	8-22	Plastic Stop Line	50	LF	\$5.00	\$250.00	\$12.00	\$600.00	\$13.00	\$650.00	\$13.00	\$650.00	\$16.00	\$800.00	\$6.00	\$300.00
A25	8-22	Paint Line	26,300	LF	\$0.35	\$9,205.00	\$0.15	\$3,945.00	\$0.17	\$4,471.00	\$0.18	\$4,734.00	\$0.20	\$5,260.00	\$0.17	\$4,471.00
A26	8-22	Painted Wide Lane Line	120	LF	\$1.25	\$1,500.00	\$0.75	\$90.00	\$0.85	\$102.00	\$0.80	\$96.00	\$1.00	\$120.00	\$0.20	\$24.00
A27	8-22	Plastic Traffic Letter	16	Each	\$100.00	\$1,600.00	\$45.00	\$720.00	\$50.00	\$800.00	\$50.00	\$800.00	\$60.00	\$960.00	\$50.00	\$800.00
A28	8-22	Plastic Traffic Arrow	8	Each	\$175.00	\$1,400.00	\$90.00	\$720.00	\$100.00	\$800.00	\$99.00	\$792.00	\$120.00	\$960.00	\$85.00	\$680.00
						<b>Construction Cost (Sched A)</b>	<b>\$464,461.72</b>	<b>\$352,778.00</b>	<b>\$406,323.00</b>	<b>\$436,867.00</b>	<b>\$435,579.00</b>	<b>\$455,619.50</b>				
<b>SCHEDULE B - Sewer Improvements</b>																
B1	2-02	Record Drawings (Minimum Bid \$500)	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$550.00	\$550.00	\$1,000.00	\$1,000.00
B2	2-02	Removing Asphalt Conc. Pavement	800	SY	\$10.00	\$8,000.00	\$7.00	\$5,600.00	\$6.00	\$4,800.00	\$5.50	\$4,400.00	\$12.00	\$9,600.00	\$7.85	\$6,280.00
B3	7-17	Removal and Replacement of Unsuitable Material	75	CY	\$68.00	\$5,100.00	\$65.00	\$4,875.00	\$53.00	\$3,975.00	\$48.00	\$3,600.00	\$20.00	\$1,500.00	\$52.00	\$3,900.00
B4	2-03	Select Borrow Incl. Haul	1,000	Ton	\$15.00	\$15,000.00	\$16.00	\$16,000.00	\$35.00	\$35,000.00	\$31.50	\$31,500.00	\$12.00	\$12,000.00	\$16.50	\$16,500.00
B5	4-04	Crushed Surfacing Top Course	400	Ton	\$25.00	\$10,000.00	\$30.00	\$12,000.00	\$38.50	\$15,400.00	\$35.00	\$14,000.00	\$19.00	\$7,600.00	\$36.00	\$14,400.00
B6	5-04	HMA CL 1/2 In. PG 64-22 for Patch	75	Ton	\$100.00	\$7,500.00	\$100.00	\$7,500.00	\$110.00	\$8,250.00	\$98.00	\$7,350.00	\$95.00	\$7,125.00	\$130.00	\$9,750.00
B7	7-05	Manhole 48 In. Diam. Type 2	3	Each	\$4,000.00	\$12,000.00	\$5,100.00	\$15,300.00	\$3,575.00	\$10,725.00	\$3,250.00	\$9,750.00	\$5,100.00	\$15,300.00	\$6,420.00	\$19,260.00
B8	7-05	Testing Manhole	3	Each	\$500.00	\$1,500.00	\$500.00	\$1,500.00	\$440.00	\$1,320.00	\$400.00	\$1,200.00	\$235.00	\$705.00	\$500.00	\$1,500.00
B9	7-08	Haul	1	LS	\$10,000.00	\$10,000.00	\$4,025.00	\$4,025.00	\$16,500.00	\$16,500.00	\$15,000.00	\$15,000.00	\$13,000.00	\$13,000.00	\$9,400.00	\$9,400.00
B10	7-17	Testing Sewer Pipe	650	LF	\$3.00	\$1,950.00	\$2.00	\$1,300.00	\$5.00	\$3,250.00	\$4.50	\$2,925.00	\$4.00	\$2,600.00	\$3.00	\$1,950.00
B11	7-17	PVC Sanitary Sewer Pipe 8 In. Diam. Incl. Trench	650	LF	\$100.00	\$65,000.00	\$90.00	\$58,500.00	\$78.00	\$50,700.00	\$71.00	\$46,150.00	\$118.00	\$76,700.00	\$141.00	\$91,650.00
						<b>Construction Cost (Sched B)</b>	<b>\$136,325.00</b>	<b>\$127,100.00</b>	<b>\$150,420.00</b>	<b>\$136,375.00</b>	<b>\$146,680.00</b>	<b>\$175,590.00</b>				
						<b>WSST (8.8%) On Subtotal Schedule B</b>	<b>\$11,996.60</b>	<b>\$11,184.80</b>	<b>\$13,236.96</b>	<b>\$12,001.00</b>	<b>\$12,907.84</b>	<b>\$15,451.92</b>				
						<b>Total Schedule B (Subtotal + Sales Tax)</b>	<b>\$148,321.60</b>	<b>\$138,284.80</b>	<b>\$163,656.96</b>	<b>\$148,376.00</b>	<b>\$159,587.84</b>	<b>\$191,041.92</b>				
						<b>TOTAL COST (Sched. A+B)</b>	<b>\$612,783.32</b>	<b>\$491,062.80</b>	<b>\$569,779.96</b>	<b>\$585,243.00</b>	<b>\$595,166.84</b>	<b>\$646,661.42</b>				

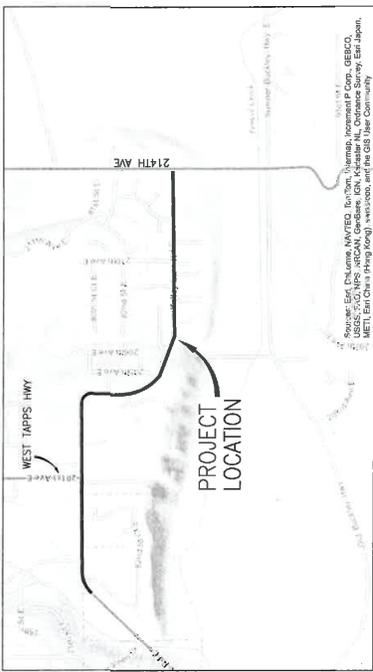
# CHURCH LAKE ROAD OVERLAY

CITY OF BONNEY LAKE, WASHINGTON

APPROVED  
 BY: *[Signature]*  
 DATE: 2/17/14  
 PUBLIC WORKS DEPARTMENT  
 CITY OF BONNEY LAKE, WASHINGTON



LOCATION MAP



VICINITY MAP

INDEX TO DRAWINGS

SHT NO.	DWG NO.	SHEET TITLE
1	G1	TITLE SHEET, LOCATION AND VICINITY MAPS, AND INDEX TO DRAWINGS
2	G2	GENERAL NOTES, LEGEND AND ABBREVIATIONS
3	G3	PRELIMINARY CONTROL PLAN
4	TS1	TYPICAL SECTIONS
5	OL1	OVERLAY PLAN CHURCH LAKE STA 10+00 TO STA 19+50
6	OL2	OVERLAY PLAN CHURCH LAKE STA 19+50 TO STA 23+00
7	OL3	OVERLAY PLAN CHURCH LAKE STA 23+00 TO STA 38+00
8	OL4	OVERLAY PLAN CHURCH LAKE STA 38+00 TO STA 48+00
9	OL5	OVERLAY PLAN CHURCH LAKE STA 48+00 TO STA 58+00
10	OL6	OVERLAY PLAN CHURCH LAKE STA 58+00 TO STA 62+00
11	OL7	OVERLAY PLAN CHURCH LAKE STA 62+00 TO STA 76+00
12	OL8	OVERLAY PLAN CHURCH LAKE STA 76+00 TO END
13	SS1	SEWER PLAN AND PROFILE STA 53+10 TO 58+00
14	SS2	SEWER PLAN AND PROFILE STA 58+00 TO 63+00
15	DT1	CITY STANDARD DETAILS
16	D12	PAVING DETAILS
17	D13	STANDARD DETAILS



DESIGNED BY: C. WOODCOCK  
 CHECKED BY: S. W. L. H. T.  
 APPROVED BY: *[Signature]*

DATE: 2/17/14  
 PROJECT NAME: CHURCH LAKE ROAD OVERLAY  
 CITY OF BONNEY LAKE, WASHINGTON

PROJECT NAME: CHURCH LAKE ROAD OVERLAY  
 CITY OF BONNEY LAKE, WASHINGTON

PARAMETRIX  
 CONSULTING, PLANNING, ENVIRONMENTAL, SCIENCE

1614 1ST AVENUE, SUITE 500  
 PLYMOUTH, WASHINGTON 98457  
 WWW.PARAMETRIX.COM

DRAWING NO. 1 OF 17  
 G1

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

<b>Department/Staff Contact:</b> Finance / Al Juarez	<b>Meeting/Workshop Date:</b> 13 May 2014	<b>Agenda Bill Number:</b> AB14-71
<b>Agenda Item Type:</b> Motion	<b>Ordinance/Resolution Number:</b>	<b>Councilmember Sponsor:</b> Deputy Mayor Swatman

**Agenda Subject:** Recommended write-off of three delinquent Accounts Receivable Accounts, each in excess of \$1,000; pursuant to Administrative policy #200-030.

**Full Title/Motion:** A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Finance Department To Write-Off Specific Delinquent Accounts Receivable Accounts As Illustrated In The Attached Spreadsheet; Pursuant To Administrative Policy #200-030..

**Administrative Recommendation:** Approve

**Background Summary:** The City Council ratified Accounts Receivable (AR) Policy #200-030 on July 23, 2013 via Motion AB13-69.  
 Our Accounts Receivable policy, as illustrated in the Government Finance Officers Association (GFOA) best practices manuals illustrates ways to take advantage of cash flows, assist in collection delays, minimize and control bad debts, valuation and subsequent liquidation of AR, and provide a fair presentation of AR in the City's Financial Statements.  
 Paragraph 6.8.9 (B) of our policy provides the following guidance for approving write-off of uncollectible accounts in excess of \$1,000 each: "The decision to approve the list of uncollectable accounts and authroize the write-off of said delinquent accounts shall be made by motion of the full City Council."  
 Our AR policy also clarifies that "write-off" does not constitute "foregiveness" of the debt.  
**Attachments:** Yes

<b>BUDGET INFORMATION</b>			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
<b>Budget Explanation:</b> N/A			

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	Finance Committee Date: 13 May 2014	<i>Approvals:</i>	<b>Yes No</b>
		Chair/Councilmember Dan Swatman	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember Donn Lewis	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember Katrina Minton-Davis	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Forward to: 5/27/14 Council Meeting	<b>Consent</b>	
		<b>Agenda:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

**APPROVALS**

**Director:**

**Mayor:**

**Date Reviewed  
by City Attorney:  
(if applicable):**

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

<b>Department/Staff Contact:</b> Finance / Al Juarez	<b>Meeting/Workshop Date:</b> 13 May 2014	<b>Agenda Bill Number:</b> AB14-71
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<b>Council Committee Review:</b>	Finance Committee Date: 13 May 2014	<b>Approvals:</b>	<b>Yes No</b>
		Chair/Councilmember Dan Swatman <i>[Signature]</i>	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember Donn Lewis <i>[Signature]</i>	<input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember Katrina Minton-Davis <i>[Signature]</i>	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Forward to: 5/27/14 Council Meeting	<b>Consent</b>	
		<b>Agenda:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

City of Bonney Lake

A/R Accounts Recommended for Write Off

Prepared on 4/16/2014

Amounts Over \$1000.00

Customer #	Customer Name	Project Name	Location	Account Balance	Original Invoice Date	Collection Attempts Made
00192	Walt Cowart	Cowart Short Plat	Vandermark Rd	2,093.05	12/21/2001	Sent several late notices. No response. Statute of limitations for collection agency is past
00411	Gary & Donna Peterson	Peterson Variance	6519 188th Ave E	1,675.79	3/11/2002	Late notices returned. Found current address in Utility system. Sent letter 5/15/13 requesting payment. Received refusal letters. Last one dated 8/19/2013. Too old for Collections agency to be able to report to credit bureaus. Recommend write off.
00710	Machiavelli LLC	Machiavelli SP	9202 184th Ave E	4,426.78	7/31/2007	Sent several late notices. No response. Statute of limitations for collection agency is past
<b>Sub-Total</b>				<b>8,195.62</b>		

Footnotes:

- 1) Current practice is that statements are mailed monthly
- 2) Relationship with a collection agency was established in 2010
- 3) After account is reconciled, we contact customer to advise of current disposition
- 4) No contact is made if the customer was billed erroneously.
- 5) No contact is made if the bill has passed statute of limitations.

I, the undersigned, authorize the above listed Accounts Receivable accounts to be written off of the City's Accounts Receivable books.

Signature  
  
 Al Juarez, CFO

5/15/2014  
 Date

Typed Name  


5/15/2014  
 Date

Signature  
 Don Morrison, City Administrator  
 Typed Name

Customer Transaction History  
 CITY OF BONNEY LAKE

Department: 0

Customer: COWART, WALT 00192  
 Phone:

On Account: 0.00  
 Balance: 2,093.05

Type	Date	Document No	Category/Description	Amount	Balance
ME	4/4/2013		<u>MEMOS</u> Account Reconciled by PKW. Sent Collections Notice		
IN	4/29/2004	prj-000129	Balance Forward	247.50	2,093.05
			Document Total	<u>247.50</u>	
IN	4/28/2004	prj-000068	Balance Forward	796.25	1,845.55
			Document Total	<u>796.25</u>	
IN	4/28/2004	prj-000067	Balance Forward	727.65	1,049.30
			Document Total	<u>727.65</u>	
IN	4/28/2004	prj-000055	Balance Forward	321.65	321.65
			Document Total	<u>321.65</u>	
			<b>Customer Total</b>	<u>2,093.05</u>	
			<b>Grand Total</b>	<u>2,093.05</u>	

Department: 0

Customer: PETERSON, GARY & DONNA 00411  
 Phone: (253) 863-4393

On Account: 0.00  
 Balance: 1,675.79

Type	Date	Document No	Category/Description	Amount	Balance
ME	5/15/2013		<u>MEMOS</u> Mailed letter and copy of o/s invoices -pkw		
			<u>MEMOS</u> late notice returned undeliverable. -pkp		
IN	4/30/2004	prj-000181	Balance Forward	580.80	1,675.79
			Document Total	<u>580.80</u>	
IN	4/28/2004	prj-000043	Balance Forward	691.29	1,094.99
			Document Total	<u>691.29</u>	
IN	4/28/2004	prj-000041	Balance Forward	403.70	403.70
			Document Total	<u>403.70</u>	
			<b>Customer Total</b>	<u>1,675.79</u>	
			<b>Grand Total</b>	<u>1,675.79</u>	

Department: 0

Customer: MACHIAVELLI LLC 00710  
Phone: (253) 208-0786

On Account: 0.00  
Balance: 4,426.78

Type	Date	Document No	Category/Description	Amount	Balance
ME	10/16/2013		<u>MEMOS</u> Unchecked box to send late notices-collections notice was mailed. -pkw		
RC	9/19/2013	000000010560	APPLY DEPOSITS TO INVOICES Reduce on-account	0.00 -1,952.00	4,426.78
			Document Total	-1,952.00	
ME	9/19/2013		<u>MEMOS</u> Mailed collections notice -pkw		
IN	7/24/2013	prj-004087	Developer Project Reimbmt	132.00	6,378.78
			Document Total	132.00	
ME	7/24/2013		<u>MEMOS</u> Account reconciled by PKW. Mailed letter with new inv to customer requesting payment. Will send collections notice 8/27/2013 if no contact. -pkw		
RC	11/5/2007	0603102	APPLY DEPOSIT Increase on-account	-1,320.00 1,320.00	6,246.78
			<u>MEMOS</u> Deposit collected on 2/1/06 prj#58100609. Document Total	0.00	
IN	9/30/2007	prj-003400	Developer Project Reimbmt	54.56	6,246.78
			Document Total	54.56	
IN	9/26/2007	prj-003382	Developer Project Reimbmt	3,109.17	6,192.22
			Document Total	3,109.17	
RC	9/26/2007	6312021	APPLY DEPOSIT Increase on-account	-250.00 250.00	3,083.05

Department: 0

MEMOS

Dep. on 11/8/06. PLN-2006-00791

Document Total 0.00

RC	9/26/2007	06312021	APPLY DEPOSIT	-250.00	3,083.05
			Increase on-account	250.00	

MEMOS

Dep. on 11/08/06. PLN-2006-00792.

Document Total 0.00

IN	9/15/2007	prj-003372	Developer Project Reimbmt	904.83	3,083.05
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Document Total 904.83

IN	7/31/2007	prj-003311	Developer Project Reimbmt	264.00	2,178.22
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Document Total 264.00

RC	7/19/2007	05305021	APPLY DEPOSIT	-132.00	1,914.22
			Increase on-account	132.00	

MEMOS

Dep. on 11/2/05. Pre-App. prj#58100609. PLN-2005-0069

Document Total 0.00

IN	2/28/2007	prj-002951	Developer Project Reimbmt	88.00	1,914.22
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Document Total 88.00

IN	1/31/2007	prj-002884	Developer Project Reimbmt	22.00	1,826.22
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Document Total 22.00

IN	1/15/2007	prj-002819	Developer Project Reimbmt	748.00	1,804.22
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Document Total 748.00

IN	12/15/2006	prj-002767	Developer Project Reimbmt	682.22	1,056.22
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Document Total 682.22

RC	11/21/2006	063240120146	November 2006 Payment	-220.00	374.00
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Department: 0

				Document Total	<u>-220.00</u>	
IN	10/31/2006	prj-002678	Developer Project Reimbmt		220.00	594.00
				Document Total	<u>220.00</u>	
IN	8/15/2006	prj-002488	Developer Project Reimbmt		88.00	374.00
				Document Total	<u>88.00</u>	
IN	5/15/2006	prj-002251	Developer Project Reimbmt		286.00	286.00
				Document Total	<u>286.00</u>	
RC	3/15/2006	060730110345	March 2006 Payment		-176.00	0.00
				Document Total	<u>-176.00</u>	
IN	12/30/2005	PRJ-001823	Developer Project Reimbmt		176.00	176.00
				Document Total	<u>176.00</u>	
				<b>Customer Total</b>	<u>4,426.78</u>	
				<b>Grand Total</b>	<u>4,426.78</u>	