

CITY COUNCIL MEETING

**November 22, 2016
6:00 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

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 Randy McKibbin, Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson.

C. Agenda Modifications

D. Announcements, Appointments and Presentations:

1. Announcements: None.

2. Appointments:

p. 5 a. **AB16-142** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayor’s Appointments Of Glory Cancro (Position #10) And Lucy Schwartz (Position #11) To The Arts Commission With Terms Ending April 6, 2019.

3. Presentations: None.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings:

Citizens are invited to present their views on specific issues being considered by Council. A public hearing sign-in sheet is available at the information table. Those who do not sign up will be given opportunity to speak only if time allows. Comments are limited to 5 minutes per individual or 10 minutes for the designated representative of a group.

p. 9 1. **Public Hearing:** AB16-109 – A Final Public Hearing Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Consider The 2017-2018 Biennial Budget (Proposed Ordinance D16-110) (Continued from October 25, 2016).

p. 17 2. **Public Hearing:** AB16-140 – A Public Hearing Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, To Consider A Resolution Authorizing The Mayor To Dispose Of Surplus Property In Accordance With The Provisions Outlined In Bonney Lake Municipal Code 2.70.100 (Proposed Resolution 2569).

- 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. 29 A. **Approval of Minutes:** October 18, 2016 Workshop, October 25, 2016 Meeting, November 1, 2016 Workshop, November 8, 2016 Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:**
Accounts Payable checks/vouchers #75077-75224 (including wire transfer #'s 19195792, and 20161005) in the amount of \$734,661.01.
Accounts Payable checks/vouchers #75225-75272 in the amount of \$341,010.94.
Wire transfer #20161117 in the amount of \$50,076.96 for p-card purchases.
- C. **Approval of Payroll:** November 1-15th 2016 for checks #333221-33235 including Direct Deposits and Electronic Transfers is \$ 515,445.47.
- p. 45 D. **AB16-102 – Resolution 2549** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Letter Of Understanding Between The City Of Bonney Lake, Washington And South Sound 911 For A Radio System Credit In 2017.
- p. 49 E. **AB16-138 – Resolution 2567** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Agreement Between The City Of Bonney Lake, Washington And The Center For Public Safety Management, LLC To Conduct A Staffing And Operations Review Of The Police Department.

p. 85 F. **AB16-139 – Resolution 2568** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Phase 3 - SCADA System Upgrades Contract To Technical Systems, Inc.

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:

p. 91 A. **AB16-112 – Ordinance D16-112** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Setting The Amount Of The Annual Ad Valorem Tax Levy Necessary For The Fiscal Year 2017 For The Purposes Set Forth Below. (Public Hearing held November 8, 2016)

X. EXECUTIVE/CLOSED SESSION:

Pursuant to RCW 42.30, the City Council may hold an executive or closed session. The topic(s) and duration will be announced prior to the session.

XI. ADJOURNMENT

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

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

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

Department/Staff Contact: Executive / Gary Leaf	Meeting/Workshop Date: 22 November 2016	Agenda Bill Number: AB16-142
Agenda Item Type: Motion	Ordinance/Resolution Number:	Councilmember Sponsor:

Agenda Subject: Ratifying the Mayor's Apointments of Glory Cancro and Lucy Schwartz to Arts Commission

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayor's Apointments Of Glory Cancro And Lucy Schwartz To The Arts Commission (Positions 10 And 11) For Three-Year Terms Ending April 6, 2019.

Administrative Recommendation: Approve.

Background Summary: Mayor Johnson invites the City Council to ratify the appointments of Glory Cancro and Lucy Schwartz to the Arts Commission. Both are local artists. Lucy previously served on Pierce County's Arts Commission and Glory has served as an art docent at Victor Falls Elementary School.
Attachments: Applications for Membership

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: No budget impact.				

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

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

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



APPLICATION FOR MEMBERSHIP

Arts Commission

Name of City Board, Commission or Council

(Please print or type)

Full Name Glory Cancro

Home Phone

Address 19920 104th st E

Cell / Other

City Bonney Lake State Wa Zip 98391 E-mail glorycancro.cg@gmail.com

City Resident? [] NO [x] YES - How Long? 8 years

Registered Voter? [x] YES [] NO

Name of Employer Self employed

Employer Address: glorycancro.wordpress.com or F.B. glory Hope Cancro

Education Background High school diploma from Wa state, Kazak language school of Almata, Kazakstan

Professional Experience I have been a semi professional artist for 10 years. I have volunteered as an art docent for Victor Falls Elemenary for three years as well as organize community art projects for non profit organizations and churches. I volunteered with Global Economic Outreach for four years serving in Western Mongolia from 2003-07

Organization Affiliations Spectrum Creative Alliance in Enumclaw. Artsts in the Round at the Fremont Abbey in Seattle. I have painted for the fund raising events of Serve the Children Organization and Orphan Relief and Rescue in Burien.

Why Are You Seeking Appointment? I have a passion for facilitating art and culture in Bonney Lake. As an active community member I want to apply my skills and knowledge of the arts and community organizing back into this town. To help in any way I can to give platform and voice to the local artists of all creative disciplines and ages. I have expirience networking with artists from Seattle and Tacoma that I think could be a great resource.

General Remarks My artwork has hung in the Arts Alive gallery in Enumclaw, the Lakewood city hall, Henschel Chiropractor and Ignite Hot yoga in Bonney lake. As well as in the office of Orphan Relief and Rescue in Burien and the Mad Hat Tea co. in Tacoma

Applicant's Signature

7-5-16
12/4/15
Date

Submit completed form to: Bonney Lake City Clerk, P.O. Box 7380, Bonney Lake, WA 98391-0944
9002 Main Street E • Phone (253) 862-8602 • Fax (253) 862-8538



APPLICATION FOR MEMBERSHIP

Arts & Cultural Heritage

Name of City Board, Commission or Council

(Please print or type)

Full Name Lucy Schwartz Home Phone [redacted]

Address 6107 189th av ct e Cell / Other

City Lake Tapps State wa. Zip 98391 E-mail lucyschwartzartist@gmail.com

City Resident? [] NO [x] YES - How Long? 5 years + Registered Voter? [x] YES [] NO

Name of Employer Self Employed

Employer Address

Education Background High School/ college 1 year arts

Professional Experience customer Service/salesman/buyer/ food service distrabution

Sysco Food Service/ Food services of America/ Kraft Foods/

Organization Affiliations Pierce County Arts Commission

Why Are You Seeking Appointment? This plan was designed to work and be successful. I have reviewed it. I have also made some contacts in this town for arts advocacy . I currently are giving lessons to all ages in the Pierce County Library System. I have 40 yearsbackground in the visual arts, Texas, Calif., Arizona, Wa.

General Remarks I am willing to help any way possible. I have a great way with people and consider myself an hone and reliable candidate for this purpose.

Lucy Schwartz Applicant's Signature

5/4/12 Date

Submit completed form to: Bonney Lake City Clerk, P.O. Box 7380, Bonney Lake, WA 98391-0944 19306 Bonney Lake Blvd • Phone (253) 862-8602 • Fax (253) 862-8538



May 7, 2012

P.O. Box 7380 • Bonney Lake, WA 98391
(253) 862-8602

Ms. Lucy Schwartz
6107 189th Av Ct E
Lake Tapps, WA 98391

Re: Application for Arts & Heritage Commission

Dear Ms. Schwartz:

Thank you for your recent application to serve on a Bonney Lake commission. Mayor Johnson asked me to communicate to you that the City has not yet made a decision to move forward with an arts & heritage-type of commission. However, we are pleased to retain your application for future consideration.

Again, thank you for your interest.

Sincerely,

Harwood T. Edvalson
Administrative Services Director/City Clerk

City of Bonney Lake
City Council Agenda Bill (AB)

Department / Staff Member: Finance/Gibson	Meeting/Workshop Date: November 22, 2016	Agenda Bill Number: AB16-109 Hearing / AB16-110 Ord.
Agenda Item Type: Public Hearing	Ordinance/Resolution Number: D16-110	Councilmember Sponsor: McKibbin

Agenda Subject: 2017-2018 Budget Public Hearing

Full Title/Motion:

Administrative Recommendation:

Background Summary: The workshop allows for continued discussion on the Mayor’s proposed revenue and spending plan (preliminary budget). There will be future meetings on the budget until Council adoption. On November 8 there will be a public hearing specifically for the ad valorem tax levy and revenues for the budget. Council discussion on the ad valorem tax levy is anticipated to take place at the workshop of November 15. The public hearing on the final budget should be conducted on November 22 and continued if necessary. Attached are the preliminary budget numbers and explanation for the 2017-2018 biennium.

Changes from prior Public Hearing include \$359K expenditures, \$142K revenues for Watershed & Land Use Plan not completed in 2016. Also an increase in the WWTP of \$346K due to Sumner operational increases. Also request an increase of \$15,000 in the Park CIP for a new entrance required by Pierce County.

Attachments: Preliminary Budget, Budget Memo,

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

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

COUNCIL ACTION	
Workshop Date(s): 10/18/2016	Public Hearing Date(s): 10/11/2016, 10/25/2016
Meeting Date(s): 10/25/2016	Tabled to:

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

City of Bonney Lake
 Summary of Revenues - All Funds
 For the Fiscal Years 2014 through 2018

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	Actuals	Final Actual	Budget	Requested Budget	Requested Budget
<u>General Fund (001)</u>					
Taxes	\$ 9,230,369	\$ 10,925,996	\$ 10,108,384	\$ 11,165,887	\$ 11,520,547
Licenses and Permits	1,145,272	701,165	1,309,946	860,664	967,509
Intergovernmental & Grants	632,660	1,090,672	805,658	1,207,111	1,221,237
Charges for Goods and Services	2,331,400	2,470,270	2,768,495	2,532,105	2,601,204
Fines and Forfeitures	524,512	481,312	549,606	483,276	483,276
Miscellaneous	484,962	358,172	343,781	270,250	270,650
Proprietary Funds Revenues	-	-	-	-	-
Non Revenues	-	-	-	-	-
Other Financing Sources	29,563	36,512	400,740	1,080,000	-
Total General Fund	\$ 14,378,737	\$ 16,064,099	\$ 16,286,610	\$ 17,599,293	\$ 17,064,423
<u>Drug Investigation Fund (120)</u>					
Taxes					
Licenses and Permits					
Intergovernmental & Grants					
Charges for Goods and Services					
Fines and Forfeitures	\$ 20,153	\$ 274	\$ 19,627	\$ 4,775	\$ 4,775
Miscellaneous	40	80	33	50	50
Proprietary Funds Revenues					
Non Revenues					
Other Financing Sources	-	-	-	-	-
Total Drug Investigation Fund	\$ 20,193	\$ 354	\$ 19,660	\$ 4,825	\$ 4,825
<u>Contingency Fund (126)</u>					
Taxes					
Licenses and Permits					
Intergovernmental & Grants					
Charges for Goods and Services					
Fines and Forfeitures					
Miscellaneous	1,152	1,601	1,494	2,000	2,000
Proprietary Funds Revenues					
Non Revenues					
Other Financing Sources	-	-	-	-	-
Total Contingency Fund	\$ 1,152	\$ 1,601	\$ 1,494	\$ 2,000	\$ 2,000
<u>Debt Service Fund (202)</u>					
Miscellaneous		7	-	500	500
Other Financing Sources		9,655,874	889,194	974,400	859,150
Total Debt Service Fund		\$ 9,655,881	\$ 889,194	\$ 974,900	\$ 859,650
<u>Debt Service Revenue Bonds Fund (210)</u>					
Miscellaneous		-	-	1,000	1,000
Other Financing Sources		-	-	1,603,700	1,502,530
Total Debt Service Fund		\$ -	\$ -	\$ 1,604,700	\$ 1,503,530
<u>Street CIP Fund (301)</u>					
Taxes	\$ 380,597	\$ 431,421	\$ 334,930	\$ 357,972	\$ 365,131
Licenses and Permits					
Intergovernmental/Grants	1,046,392	1,235,392	263,202	400,000	-
Charges for Goods and Services	470,174	248,535	500,000	248,535	248,535
Fines and Forfeitures					
Miscellaneous	5,414	1,542,667	16,255	13,075	13,075
Proprietary Funds Revenues					
Non Revenues					
Other Financing Sources	(811,454)	-	-	3,842,000	-
Total Street CIP Fund	\$ 1,091,123	\$ 3,458,015	\$ 1,114,387	\$ 4,861,582	\$ 626,741

City of Bonney Lake
 Summary of Revenues - All Funds
 For the Fiscal Years 2014 through 2018

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	<u>Actuals</u>	<u>Final Actual</u>	<u>Budget</u>	<u>Requested Budget</u>	<u>Requested Budget</u>
<u>Park CIP Fund (302)</u>					
Taxes	\$ 269,687	\$ 301,995	\$ 281,691	\$ 250,581	\$ 255,593
Licenses and Permits					
Intergovernmental/Grants	-	133,388	54,720	-	-
Charges for Goods and Services	1,079,578	219,785	1,000,000	310,000	417,000
Fines and Forfeitures					
Miscellaneous Revenues	492,264	5,090	3,661	6,072	6,133
Proprietary Funds Revenues					
Non Revenues					
Other Financing Sources	-	-	-	-	-
Total Park CIP Fund	<u>\$ 1,841,530</u>	<u>\$ 660,258</u>	<u>\$ 1,340,072</u>	<u>\$ 566,653</u>	<u>\$ 678,726</u>
<u>General Government CIP Fund (320)</u>					
Taxes	\$ 120,251	\$ 129,426	\$ 127,885	\$ 107,391	\$ 109,539
Licenses and Permits					
Intergovernmental/Grants					
Charges for Goods and Services					
Fines and Forfeitures					
Miscellaneous	103,366	104,359	89,541	101,900	101,900
Proprietary Funds Revenues					
Non Revenues					
Other Financing Sources	-	460,000	-	-	-
Total Government CIP Fund	<u>\$ 223,617</u>	<u>\$ 693,785</u>	<u>\$ 217,426</u>	<u>\$ 209,291</u>	<u>\$ 211,439</u>
<u>PWC CIP Fund (32X)</u>					
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous					
Proprietary Funds Revenues					
Non Revenues					
Other Financing Sources	-	-	-	6,500,000	1,500,000
Total PWC CIP Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,500,000</u>	<u>\$ 1,500,000</u>
<u>Water Fund (401)</u>					
Taxes					
Licenses and Permits					
Intergovernmental/Grants					
Charges for Goods and Services	10,129,202	8,173,110	9,220,799	6,755,919	6,816,048
Fines and Forfeitures					
Miscellaneous	46,055	48,164	133,762	84,130	84,630
Proprietary Funds Revenue	-	-	2,664	-	-
Non Revenues					
Other Financing Sources	\$ -	\$ 858,305	\$ -	\$ -	\$ -
Total Water Fund	<u>\$ 10,175,257</u>	<u>\$ 9,079,579</u>	<u>\$ 9,357,225</u>	<u>\$ 6,840,049</u>	<u>\$ 6,900,678</u>
<u>Sewer Fund (402)</u>					
Taxes					
Licenses and Permits					
Intergovernmental/Grants					
Charges for Goods and Services	7,739,862	6,447,244	5,784,599	7,114,237	7,185,364
Fines and Forfeitures					
Miscellaneous	7,918	3,747	10,834	12,000	12,000
Proprietary Funds Revenue	653	-	-	-	-
Nonrevenues	-	595,485	201,482	-	-
Other Financing Sources	\$ 478,388	\$ 6,228	\$ 672	\$ -	\$ -
Total Sewer Fund	<u>\$ 8,226,821</u>	<u>\$ 7,052,704</u>	<u>\$ 5,997,587</u>	<u>\$ 7,126,237</u>	<u>\$ 7,197,364</u>

City of Bonney Lake
 Summary of Revenues - All Funds
 For the Fiscal Years 2014 through 2018

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
	Actuals	Final Actual	Budget	Requested Budget	Requested Budget
<u>Storm Water Fund (415)</u>					
Taxes					
Licenses and Permits					
Intergovernmental/Grants	126,414	-	-	192,264	50,000
Charges for Goods and Services	\$ 1,777,099	\$ 1,719,292	\$ 1,892,617	\$ 1,734,286	\$ 1,751,269
Fines and Forfeitures					
Miscellaneous	\$ 2,021	\$ 3,241	\$ 1,826	\$ 4,000	\$ 4,000
Proprietary Funds Revenue					
Nonrevenues					
Other Financing Sources	-	189,097	-	-	-
Total Storm Water Fund	<u>\$ 1,905,535</u>	<u>\$ 1,911,630</u>	<u>\$ 1,894,443</u>	<u>\$ 1,930,550</u>	<u>\$ 1,805,269</u>
<u>Equipment Rental & Replacement Fund (501)</u>					
Taxes					
Licenses and Permits					
Intergovernmental/Grants					
Charges for Goods and Services					
Fines and Forfeitures					
Miscellaneous	1,085,180	915,319	901,301	1,343,015	1,376,965
Proprietary Funds Revenue		\$ -			
Nonrevenues	\$ 2,826	\$ -	\$ 16,090	\$ -	\$ -
Other Financing Sources	32,533	28,390	3,174	-	-
Total Equip Rental & Replacement Fund	<u>\$ 1,120,540</u>	<u>\$ 943,709</u>	<u>\$ 920,565</u>	<u>\$ 1,343,015</u>	<u>\$ 1,376,965</u>
<u>Insurance Fund (502)</u>					
Miscellaneous	429,064		-	-	-
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -
Total Insurance Fund	<u>\$ 429,064</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total All Funds	<u>\$ 39,413,568</u>	<u>\$ 49,521,615</u>	<u>\$ 38,038,662</u>	<u>\$ 49,563,095</u>	<u>\$ 39,731,611</u>

2017 PROPOSED BUDGET FOR MGMT

	`001	`120	`126	`202	`210	`301	`302	`320	`325	`401	`402	`415	`501
	General Fund	Drug Investigation Fund	Contingency Fund	Debt Service Fund	Revenue Bond Fund	Street CIP Fund	Park CIP Fund	General Govt CIP Fund	PWC Const Fund	Water Funds	Sewer Funds	Stormwater Funds	Equip Replacement Funds

RESOURCES

Operating Revenues

Taxes	11,165,887	-	-	-	-	357,972	250,581	107,391	-	-	-	-	-
Licenses and Permits	860,664	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	1,207,111	-	-	-	-	400,000	-	-	-	-	-	192,264	-
Charges for Goods and Services	2,532,105	-	-	-	-	248,535	310,000	-	-	6,755,919	7,114,237	1,734,286	-
Fines and Forfeitures	483,276	4,775	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	270,250	50	2,000	500	1,000	13,075	6,072	101,900	-	84,130	12,000	4,000	1,343,015
Proprietary Fund Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-
Non Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Financing Sources	1,080,000	-	-	974,400	1,603,700	3,842,000	-	-	6,500,000	-	-	-	-
Total Operating Revenues	17,599,293	4,825	2,000	974,900	1,604,700	4,861,582	566,653	209,291	6,500,000	6,840,049	7,126,237	1,930,550	1,343,015

TOTAL RESOURCES \$ 17,599,293 \$ 4,825 \$ 2,000 \$ 974,900 \$ 1,604,700 \$ 4,861,582 \$ 566,653 \$ 209,291 \$ 6,500,000 \$ 6,840,049 \$ 7,126,237 \$ 1,930,550 \$ 1,343,015

USES

General Fund

Legislative	127,984	-	-	-	-	-	-	-	-	-	-	-	-
Municipal Court & Probation	875,896	-	-	-	-	-	-	-	-	-	-	-	-
Executive	882,219	-	-	-	-	-	-	-	-	-	-	-	-
Finance	1,349,929	-	-	-	-	-	-	-	-	-	-	-	-
Legal	466,594	-	-	-	-	-	-	-	-	-	-	-	-
Information Services	532,698	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Services	503,244	-	-	-	-	-	-	-	-	-	-	-	-
Human Resources	192,379	-	-	-	-	-	-	-	-	-	-	-	-
Police	6,260,943	-	-	-	-	-	-	-	-	-	-	-	-
Public Works/Engineering Administration	1,367,118	-	-	-	-	-	-	-	-	-	-	-	-
Senior Center	415,155	-	-	-	-	-	-	-	-	-	-	-	-
Community Services	43,550	-	-	-	-	-	-	-	-	-	-	-	-
Beautification	11,200	-	-	-	-	-	-	-	-	-	-	-	-
Community Forest	33,722	-	-	-	-	-	-	-	-	-	-	-	-
Community Events	74,675	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	879,668	-	-	-	-	-	-	-	-	-	-	-	-
Facilities	510,326	-	-	-	-	-	-	-	-	-	-	-	-
Park Facilities	457,276	-	-	-	-	-	-	-	-	-	-	-	-
Non Departmental	2,610,240	-	-	-	-	-	-	-	-	-	-	-	-
Drug Investigation Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Fund	-	-	-	974,400	-	-	-	-	-	-	-	-	-
Revenue Bond Fund	-	-	-	-	1,604,120	-	-	-	-	-	-	-	-
Street CIP Fund	-	-	-	-	-	4,703,452	-	-	-	-	-	-	-
Parks CIP Fund	-	-	-	-	-	-	995,000	-	-	-	-	-	-
General Government CIP Fund	-	-	-	-	-	-	-	4,206,100	-	-	-	-	-
PCW Construction Fund	-	-	-	-	-	-	-	-	3,900,000	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-	11,771,400	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-	-	8,131,650	-	-
Storm Water Fund	-	-	-	-	-	-	-	-	-	-	-	2,557,465	-
Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-	-	-	1,572,245
Total Operating Expenses	17,594,816	-	-	974,400	1,604,120	4,703,452	995,000	4,206,100	3,900,000	11,771,400	8,131,650	2,557,465	1,572,245

TOTAL \$ 4,477 \$ 4,825 \$ 2,000 \$ 500 \$ 580 \$ 158,130 \$ (428,347) \$ (3,996,809) \$ 2,600,000 \$ (4,931,351) \$ (1,005,413) \$ (626,915) \$ (229,230)

2018 PROPOSED BUDGET FOR MGMT

	`001	`120	`126	`202	`210	`301	`302	`320	`325	`401	`402	`415	`501
	General Fund	Drug Investigation Fund	Contingency Fund	Debt Service Fund	Revenue Bond Fund	Street CIP Fund	Park CIP Fund	General Govt CIP Fund	PWC Const Fund	Water Funds	Sewer Funds	Stormwater Funds	Equip Replacement Funds

RESOURCES

Operating Revenues

Taxes	11,520,547	-	-	-	-	365,131	255,593	109,539	-	-	-	-	-
Licenses and Permits	967,509	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental	1,221,237	-	-	-	-	-	-	-	-	-	-	50,000	-
Charges for Goods and Services	2,601,204	-	-	-	-	248,535	417,000	-	-	6,816,048	7,185,364	1,751,269	-
Fines and Forfeitures	483,276	4,775	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	270,650	50	2,000	500	1,000	13,075	6,133	101,900	-	84,630	12,000	4,000	1,376,965
Proprietary Fund Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-
Non Revenues	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Financing Sources	-	-	-	859,150	1,502,530	-	-	-	1,500,000	-	-	-	-
Total Operating Revenues	17,064,423	4,825	2,000	859,650	1,503,530	626,741	678,726	211,439	1,500,000	6,900,678	7,197,364	1,805,269	1,376,965
TOTAL RESOURCES	\$ 17,064,423	\$ 4,825	\$ 2,000	\$ 859,650	\$ 1,503,530	\$ 626,741	\$ 678,726	\$ 211,439	\$ 1,500,000	\$ 6,900,678	\$ 7,197,364	\$ 1,805,269	\$ 1,376,965

USES

General Fund

Legislative	127,984	-	-	-	-	-	-	-	-	-	-	-	-
Municipal Court & Probation	921,538	-	-	-	-	-	-	-	-	-	-	-	-
Executive	872,648	-	-	-	-	-	-	-	-	-	-	-	-
Finance	1,355,658	-	-	-	-	-	-	-	-	-	-	-	-
Legal	504,222	-	-	-	-	-	-	-	-	-	-	-	-
Information Services	571,520	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Services	536,671	-	-	-	-	-	-	-	-	-	-	-	-
Human Resources	173,188	-	-	-	-	-	-	-	-	-	-	-	-
Police	6,520,952	-	-	-	-	-	-	-	-	-	-	-	-
Public Works/Engineering Administration	1,482,722	-	-	-	-	-	-	-	-	-	-	-	-
Senior Center	424,633	-	-	-	-	-	-	-	-	-	-	-	-
Community Services	43,550	-	-	-	-	-	-	-	-	-	-	-	-
Beautification	11,200	-	-	-	-	-	-	-	-	-	-	-	-
Community Forest	34,280	-	-	-	-	-	-	-	-	-	-	-	-
Community Events	74,675	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	932,509	-	-	-	-	-	-	-	-	-	-	-	-
Facilities	505,372	-	-	-	-	-	-	-	-	-	-	-	-
Park Facilities	448,086	-	-	-	-	-	-	-	-	-	-	-	-
Non Departmental	1,521,750	-	-	-	-	-	-	-	-	-	-	-	-
Drug Investigation Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Contingency Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service Fund	-	-	-	859,150	-	-	-	-	-	-	-	-	-
Revenue Bond Fund	-	-	-	-	1,502,850	-	-	-	-	-	-	-	-
Street CIP Fund	-	-	-	-	-	318,312	-	-	-	-	-	-	-
Parks CIP Fund	-	-	-	-	-	-	1,920,000	-	-	-	-	-	-
General Government CIP Fund	-	-	-	-	-	-	-	153,100	-	-	-	-	-
PCW Construction Fund	-	-	-	-	-	-	-	-	20,100,000	-	-	-	-
Water Fund	-	-	-	-	-	-	-	-	-	9,865,308	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-	-	7,943,770	-	-
Storm Water Fund	-	-	-	-	-	-	-	-	-	-	-	2,357,672	-
Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-	-	-	1,635,025
Total Operating Expenses	17,063,158	-	-	859,150	1,502,850	318,312	1,920,000	153,100	20,100,000	9,865,308	7,943,770	2,357,672	1,635,025
TOTAL	\$ 1,265	\$ 4,825	\$ 2,000	\$ 500	\$ 680	\$ 308,429	\$ (1,241,274)	\$ 58,339	\$ (18,600,000)	\$ (2,964,630)	\$ (746,406)	\$ (552,403)	\$ (258,060)
Biennium TOTAL	5,742	9,650	4,000	1,000	1,260	466,559	(1,669,621)	(3,938,470)	(16,000,000)	(7,895,981)	(1,751,819)	(1,179,318)	(487,290)

	FUND	2017	2018	BIENNIUM	Notes
GENERAL FUND	001	4,477.04	1,265.31	5,742.35	
DRUG INV FUND	120	4,825.00	4,825.00	9,650.00	
CONTINGENCY FUND	126	2,000.00	2,000.00	4,000.00	
LTGO FUND	202	500.00	500.00	1,000.00	
REVENUE BONDS	210	580.00	680.00	1,260.00	
STREET CIP	301	158,130.00	308,429.44	466,559.44	
PARK CIP	302	(428,347.00)	(1,241,274.28)	(1,669,621.28)	Using Fund balance
GEN GOVT CIP	320	(3,996,809.00)	58,339.00	(3,938,470.00)	Fund has held \$4M for PWC
PWC CONST	32x	2,600,000.00	(18,600,000.00)	(16,000,000.00)	*16M in funds received in 2016
WATER O&M	401	(513,126.11)	(386,459.63)	(899,585.74)	Change in Net Position
WATER CIP		(2,450,000.00)	(750,000.00)	(3,200,000.00)	
WATER DEBT		(1,968,225.00)	(1,828,170.00)	(3,796,395.00)	
SEWER O&M	402	1,334,996.00	1,513,446.28	2,848,442.28	
SEWER CIP		(838,436.00)	(781,919.00)	(1,620,355.00)	
SEWER DEBT		(1,501,973.00)	(1,477,933.00)	(2,979,906.00)	
STORM O&M	415	(208,685.00)	(134,528.13)	(343,213.13)	Change in Net Position
STORM CIP		(260,000.00)	(260,000.00)	(520,000.00)	
STORM DEBT		(158,230.00)	(157,875.00)	(316,105.00)	
ERR	501	(229,230.00)	(258,059.98)	(487,289.98)	*balance for replacement vehicles

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

Department/Staff Contact: Public Works / Ryan Johnstone	Meeting/Workshop Date: 22 November 2016	Agenda Bill Number: AB16-140
Agenda Item Type: Public Hearing	Ordinance/Resolution Number: 2569	Councilmember Sponsor: TBD

Agenda Subject: Surplus Property Hearing

Full Title/Motion: A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Dispose Of Surplus Property In Accordance With The Provisions Outlined In BLMC 2.70.100.

Administrative Recommendation: Approve Resolution No. 2569 following the public hearing

Background Summary: RCW requires a public hearing before any property acquired with utility funds may be declared surplus. There are various pieces of equipment, tools, supplies, and vehicles (referred to collectively as property) that are worn out, inoperable, have been replaced, or are otherwise of no continuing practical value to the operational needs of the City. Not all of it is utility property, but we have listed it altogether nonetheless. Normally, we would gather all the surplus property up and take it to the state surplus yard to be sold there. The proceeds of the sale would go back into the fund which originally acquired it.

Attachments: Resolution No. 2569 and Exhibit "A"

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: NA. Will result in net revenue TBD			

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

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

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

RESOLUTION NO. 2569

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO DISPOSE OF SURPLUS PROPERTY IN ACCORDANCE WITH THE PROVISIONS OUTLINED IN BONNEY LAKE MUNICIPAL CODE 2.70.100.

WHEREAS, there are various pieces of equipment, tools, supplies, and vehicles (hereafter referred to collectively as property) that are worn out, inoperable, have been replaced, or are otherwise of no continuing practical value to the operational needs of the City; and

WHEREAS, said property was acquired by various funds of the City, including utility funds; and

WHEREAS, on November 22, 2016 a public hearing was held to consider the surplus of said property shown on Exhibit "A"; and

WHEREAS, following the public hearing and council deliberation, the City Council has determined that said property is surplus to the needs of the City;

NOW THEREFORE, the City Council of the City of Bonney Lake, Washington hereby resolves as follows:

Section 1. That the property listed in Exhibit "A" is surplus to the City's needs and the mayor is authorized to dispose of said property through the Washington State Department of General Administration surplus program, or other suitable means as provided by law.

PASSED BY THE CITY COUNCIL this 13th day of December, 2016.

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

Request for Declaration of Surplus Property



Pursuant to BLMC 2.70.100, I hereby request that the City Property listed below and/or on the attached sheet(s) be declared surplus because of the following reason(s), which are duly noted:

1. The City has or soon will have no practical, efficient, or appropriate use for the property, nor will it have such a use for the property in the near future.
2. The property has been replaced.
3. The purpose served by the property is now being accomplished by use of a better, less costly, or more efficient alternative.
4. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the City Council.
5. The property is damaged, worn out otherwise inoperable and the cost of repairing the same is not cost-effective.

Instructions: Describe the item, the department which originally acquired the property (If a vehicle list the ERR Fund as the department), serial #, VIN or other ID # if applicable, reason(s) for declaring surplus (#1-5 above), and estimated market value of item. List value as "scrap" if the estimated cost of processing and selling the property would exceed the estimated fair market value. Leave the disposition column blank.

Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
Flygt Pump 20 HP 3152.091	Sewer	N/A	2	Scrap	
Flygt Pump 10 HP 3127.090	Sewer	N/A	2	Scrap	
Flygt Pump 5 HP 3102.090	Sewer	N/A	2	Scrap	
Flygt Pump 20 HP 3152.090	Sewer	N/A	2	Scrap	
Flygt Pump 20 HP 3152.090	Sewer	N/A	2	Scrap	
Sodium Hydroxide Tank x2	Water	N/A	3	\$50 ea.	
Tank Mixer x2	Water	N/A	3	\$35 ea.	
See attached list					

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

By  _____
Department Head or Designee

Date: 11/16/10

For Chief Contract Officer of Designee Use Only

The property listed above and/or attached is hereby declared surplus to the City's needs.

By _____
Chief Contract Officer or Designee

Date: _____

Request for Declaration of Surplus Property



Pursuant to BLMC 2.70.100, I hereby request that the City Property listed below and/or on the attached sheet(s) be declared surplus because of the following reason(s), which are duly noted:

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Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
HP dc5750 desktop	ASD/IT	N/A	2	\$50	
HP dc5700 desktop x3	ASD/IT	N/A	2	\$25 each \$75 total	
HP dc5800 desktop	ASD/IT	N/A	2	\$40	
HP Pro 4300 desktop	ASD/IT	N/A	2	\$75	
HP dx2000 desktop x4	ASD/IT	N/A	2	\$25 each \$100 total	
HP d330 desktop	ASD/IT	N/A	2	\$25	
HP Pro 4000 desktop x17	ASD/IT	N/A	2	\$40 each \$680 total	
See attached list					

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

By  _____
Department Head or Designee

Date: 11/17/16

For Chief Contract Officer of Designee Use Only

The property listed above and/or attached is hereby declared surplus to the City's needs.

By _____
Chief Contract Officer or Designee

Date: _____

**Supplemental Sheet
Request for Declaration of Surplus Property**

Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
HP TC1100 conv. laptop	ASD/IT	N/A	2	\$25	
HP Probook 6560b laptop	ASD/IT	N/A	2	\$125	
HP Probook 6550b laptop	ASD/IT	N/A	2	\$125	
HP Elitebook 8530p laptop	ASD/IT	N/A	2	\$150	
HP Elitebook 8460p laptop	ASD/IT	N/A	2	\$150	
HP Compaq 6530b laptop	ASD/IT	N/A	2	\$50	
HP Compaq nx9420 laptop	ASD/IT	N/A	2	\$50	
HP Compaq nc8000 laptop	ASD/IT	N/A	2	\$75	
HP Compaq nc6000 laptop	ASD/IT	N/A	2	\$50	
IBM ThinkPad A21m laptop	ASD/IT	N/A	2	\$50	
General Dynamics Itronix 6000 laptop (good) x12	ASD/IT	N/A	2	\$150 each \$1800 total	
General Dynamics Itronix 6000 laptop (parts only) x5	ASD/IT	N/A	5	\$100 each \$500 total	
General Dynamics Itronix VR2 laptop (good) x4	ASD/IT	N/A	2	\$100 each \$400 total	
General Dynamics Itronix VR2 laptop (parts only) x3	ASD/IT	N/A	5	\$70 each \$210 total	
Box misc HP & Itronix laptop power adapters	ASD/IT	N/A	1	\$100	
Box misc other laptop and other devices power adapters	ASD/IT	N/A	1	\$20	
HP LaserJet P2015dn printer	ASD/IT	N/A	5	\$65	
HP LaserJet 4300dtn printer	ASD/IT	N/A	5	\$200	
HP LaserJet 2550L printer	ASD/IT	N/A	5	\$100	
HP L1906 19" LCD monitor (bad)	ASD/IT	N/A	5	\$20	
Linksys Cisco SR2024 network 24 port switch	ASD/IT	N/A	2	\$75	

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

Request for Declaration of Surplus Property



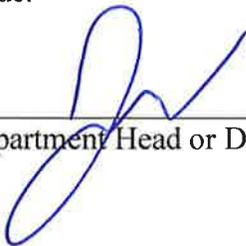
Pursuant to BLMC 2.70.100, I hereby request that the City Property listed below and/or on the attached sheet(s) be declared surplus because of the following reason(s), which are duly noted:

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2. The property has been replaced.
3. The purpose served by the property is now being accomplished by use of a better, less costly, or more efficient alternative.
4. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the City Council.
5. The property is damaged, worn out otherwise inoperable and the cost of repairing the same is not cost-effective.

Instructions: Describe the item, the department which originally acquired the property (If a vehicle list the ERR Fund as the department), serial #, VIN or other ID # if applicable, reason(s) for declaring surplus (#1-5 above), and estimated market value of item. List value as "scrap" if the estimated cost of processing and selling the property would exceed the estimated fair market value. Leave the disposition column blank.

Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
Motorola Base Station	ER&R	N/A	1	Scrap	
Midland 2-Way Radio	ER&R	00350	5	Scrap	
Midland 2-Way Radio	ER&R	00346	5	Scrap	
Midland 2-Way Radio	ER&R	00354	5	Scrap	
Midland 2-Way Radio	ER&R	00066	5	Scrap	
Midland 2-Way Radio	ER&R	00349	5	Scrap	
Midland 2-Way Radio	ER&R	00202	5	Scrap	
See attached list					

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

By  _____
Department Head or Designee

Date: 11/17/16

For Chief Contract Officer or Designee Use Only

The property listed above and/or attached is hereby declared surplus to the City's needs.

By _____
Chief Contract Officer or Designee

Date: _____

**Supplemental Sheet
Request for Declaration of Surplus Property**

Item Description	Dept.	ID #	Reason(s) #	*Est. \$ Value	Disposition
Midland 2-Way Radio	ER&R	00344	5	Scrap	
Midland 2-Way Radio	ER&R	00339	5	Scrap	
Midland 2-Way Radio	ER&R	086587/T	5	Scrap	
Midland 2-Way Radio	ER&R	147487	5	Scrap	
Midland 2-Way Radio	ER&R	086586/T	5	Scrap	
Midland 2-Way Radio	ER&R	00353	5	Scrap	
Midland 2-Way Radio	ER&R	00067	5	Scrap	
Plotter-XE Syst. Inc	IT	02129	3	\$900	Currently 1 unit
Plotter-XE Syst. Inc	IT	01395	3	\$200	that can be sold
Plotter-XE Syst. Inc	IT	02128	3	\$900	in 3 parts
Tire Chains/Cables x7	ER&R	N/A	1	\$10-\$15	
Grinder Pumps x61	Sewer	N/A	3	Scrap	Obsolete
Light Pole	Multi	N/A	5	Scrap	Vandalized
Vega Remote Control Console x2	ER&R	C-512	5	Scrap	
Cobra CB Radio	ER&R	W305036077	5	Scrap	
Cobra CB Radio	ER&R	G709176738	5	Scrap	
Cobra CB Radio	ER&R	103012529	5	Scrap	
Midland CB Radio	ER&R	611010464	5	Scrap	
Freightliner Cassette Deck	ER&R	12213680	5	Scrap	
Panasonic Cassette Deck	ER&R	7DAHAO8968	5	Scrap	
Motorola 2-Way Radio	Police	426ATJ0926	5	Scrap	
Motorola 2-Way Radio	Police	426ASS1403	5	Scrap	
Motorola 2-Way Radio HT750	Police	672TYU6997	5	Scrap	
Motorola 2-Way Radio HT750	Police	749HFN5974	5	Scrap	
1 Box Misc. Radio Accessories	ER&R	N/A	5	Scrap	
Makita Drill ½" – 9V	ER&R	00299	5	Scrap	
Makita Drill 90° - 9V	ER&R	00360	5	Scrap	
Makita Drill 3/8" – 9V	ER&R	114089E	5	Scrap	
Makita 9V Drill	Multi	3671178A	3	Scrap	
Lincoln Electric Welder SP-250	ER&R	01045	5	\$300	Broken
Homelite Hedge Trimmer	Sewer	HA3230203	5	\$10	Broken
Bulk Diesel Tank	E&R	N/A	1, 3	\$50	Obsolete
Chair Rack x2	Exec	N/A	1,3	Scrap	
Chairs x46	Multi	N/A	5	Scrap	Damaged
Desk x7	Multi	N/A	5	Scrap	Damaged
Desk Returns x7	Multi	N/A	5	Scrap	Damaged
Cell Dividers x10	Multi	N/A	5	Scrap	Damaged
Shelf x6	Multi	N/A	5	Scrap	Damaged
Table x3	Multi	N/A	5	Scrap	Broken
Filing Cabinet x6	Multi	N/A	1	\$10-\$15	
Milwaukee Sander/Grinder	ER&R	856H5072724	3	\$20	Broken

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

Check if registered with WA General Administration

Request for Declaration of Surplus Property



Pursuant to BLMC 2.70.100, I hereby request that the City Property listed below and/or on the attached sheet(s) be declared surplus because of the following reason(s), which are duly noted:

1. The City has or soon will have no practical, efficient, or appropriate use for the property, nor will it have such a use for the property in the near future.
2. The property has been replaced.
3. The purpose served by the property is now being accomplished by use of a better, less costly, or more efficient alternative.
4. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the City Council.
5. The property is damaged, worn out otherwise inoperable and the cost of repairing the same is not cost-effective.

Instructions: Describe the item, the department which originally acquired the property (If a vehicle list the ERR Fund as the department), serial #, VIN or other ID # if applicable, reason(s) for declaring surplus (#1-5 above), and estimated market value of item. List value as "scrap" if the estimated cost of processing and selling the property would exceed the estimated fair market value. Leave the disposition column blank.

Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
Pitney Bowes 1225 Heavy Duty Automatic Mail Opener with Tray and Power Cord. (Model #1225)	Administrative Services	n/a	1, 3	\$100-200	

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

By 
Department Head or Designee

Date: 11/17/16

For Chief Contract Officer of Designee Use Only

The property listed above and/or attached is hereby declared surplus to the City's needs.

By _____
Chief Contract Officer or Designee

Date: _____

Request for Declaration of Surplus Property



Pursuant to BLMC 2.70.100, I hereby request that the City Property listed below and/or on the attached sheet(s) be declared surplus because of the following reason(s), which are duly noted:

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2. The property has been replaced.
3. The purpose served by the property is now being accomplished by use of a better, less costly, or more efficient alternative.
4. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the City Council.
5. The property is damaged, worn out otherwise inoperable and the cost of repairing the same is not cost-effective.

Instructions: Describe the item, the department which originally acquired the property (If a vehicle list the ERR Fund as the department), serial #, VIN or other ID # if applicable, reason(s) for declaring surplus (#1-5 above), and estimated market value of item. List value as "scrap" if the estimated cost of processing and selling the property would exceed the estimated fair market value. Leave the disposition column blank.

Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
John Deere Under Mount Mower	Parks	N/A	5	Scrap	Poor
Shindaiwa Backpack Blower	Parks	N/A	5	Scrap	Poor
Grasshopper Mower	Parks	N/A	5	Scrap	Poor
Hot Paint Electric Stove	Facilities	N/A	5	Scrap	Poor
Whirlpool Washer	Facilities	N/A	5	Scrap	Poor
Whirlpool Dryer x2	Facilities	N/A	5	Scrap	Poor

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

By  _____
Department Head or Designee

Date: 11/17/16

For Chief Contract Officer of Designee Use Only

The property listed above and/or attached is hereby declared surplus to the City's needs.

By _____
Chief Contract Officer or Designee

Date: _____

Request for Declaration of Surplus Property



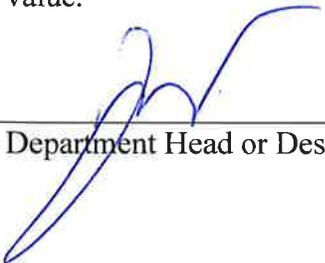
Pursuant to BLMC 2.70.100, I hereby request that the City Property listed below and/or on the attached sheet(s) be declared surplus because of the following reason(s), which are duly noted:

1. The City has or soon will have no practical, efficient, or appropriate use for the property, nor will it have such a use for the property in the near future.
2. The property has been replaced.
3. The purpose served by the property is now being accomplished by use of a better, less costly, or more efficient alternative.
4. The purpose served by the property or its use no longer exists as determined by a change of policy evidenced by an ordinance or resolution of the City Council.
5. The property is damaged, worn out otherwise inoperable and the cost of repairing the same is not cost-effective.

Instructions: Describe the item, the department which originally acquired the property (If a vehicle list the ERR Fund as the department), serial #, VIN or other ID # if applicable, reason(s) for declaring surplus (#1-5 above), and estimated market value of item. List value as "scrap" if the estimated cost of processing and selling the property would exceed the estimated fair market value. Leave the disposition column blank.

Item Description	Department	ID #	Reason(s) #	*Est. \$ Value	Disposition
2005 Clark Electric Forklift	Water	EQ507	3	\$ 3,000	Fair
2003 Ford Crown Vic	Police	PD021	2	\$ 1,300	Good
2005 Ford Crown Vic	Police	PD052	2	\$ 1,650	Good
1994 Chevy C/K 2500	Streets	RS297	2	\$ 900	Poor
1990 E-Z Go Paint Striper Cart	Streets	RS463	1	\$ 500	Poor
1979 GMC 7000 Series Hydraulic Boom Truck	Multi Dept	RS479	5	Scrap	Poor
1976 Ford F750 Oil Distributor	Streets	RS550	5	Scrap	Poor
1965 Browning/Continental Roller	Streets	RS562	5	Scrap	Poor
1994 John Deere LX186 Mower	Parks	RS608	5	Scrap	Poor

* List as scrap if the estimated cost of processing and selling the property would exceed the estimated fair market value.

By  _____
Department Head or Designee

Date: 11/17/16

For Chief Contract Officer of Designee Use Only

The property listed above and/or attached is hereby declared surplus to the City's needs.

By _____
Chief Contract Officer or Designee

Date: _____

CITY COUNCIL WORKSHOP

October 18, 2016
6:00 P.M.

MINUTES



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.

"Where Dreams Can Soar"

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. called the workshop to order at 6:00 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 Randy McKibbin, Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Public Services Director John Vodopich, City Attorney Kathleen Haggard, Deputy City Clerk Susan Haigh, Planning & Building Supervisor Jason Sullivan, and Facilities & Special Project Manager Gary Leaf. Police Chief Dana Powers arrived at 6:05 p.m.

III. AGENDA ITEMS:

A. Discussion/Action: AB16-108 – Resolution 2552 – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign The Second And Third Amendments To The WSU Development Agreement And Related Three Party Agreement With Visconsi Land Co., Ltd And Costco Wholesale Corporation. (Pursuant to Public Hearing AB16-107 held October 11, 2016).

Public Services Director Vodopich said the City has received a site plan which is in review and will be taken before the Design Commission in mid-November. He said staff are processing the water and sewer availability and traffic impact analysis currently. He summarized the proposed development agreement amendments, with Visconsi responsible to build the 204th Avenue extension and reconfigure traffic signals on SR 410, and the City providing them an impact fee credit. He said there was no testimony on this item during the public hearing held October 11, 2016, and the item is before the Council for discussion and possible action.

**Councilmember Swatman moved to approve Resolution 2552.
Councilmember Lewis seconded the motion.**

Councilmember Watson asked about timelines for completion of the traffic signals. Director Vodopich said the last attachment in the proposed agreement includes a timeline with completion anticipated in January 2018. Deputy Mayor

McKibbin said it would be helpful if the same company completed both the street extension and the traffic signal, noting that the City must follow a different process than private developers. Mayor Johnson said staff and the developers are working to streamline the process and move ahead without complications.

Director Vodopich noted that the resolution provided in the agenda packet had an error in the title, which references only the second amendment. He said the resolution document will be revised to reflect both the second and third amendment, but no changes will be made to the proposed agreements themselves.

Councilmember Lewis noted that original timelines estimated completion of the project in December 2017, but the updated estimate is January 2018. Director Vodopich said if everything moves ahead as planned the development will be completed in that time frame.

Resolution 2552 approved 7 – 0.

B. Council Open Discussion:

International Council of Shopping Centers (ICSC): Councilmember Watson and Evans attended the ICSC Conference in Portland on October 12-13, 2016. Councilmembers Watson and Evans said it was a good event with a lot of information and businesses attending, and they spoke with representatives from various businesses to encourage them to consider locating in Bonney Lake. Councilmember Lewis said there is a need for a hotel in the area. Mayor Johnson said City staff are attending the ICSC meeting in Tukwila on October 25, and will present information about opportunities for new businesses in Bonney Lake.

Communities for Families (CFF): Councilmember Evans said he attended the CFF meeting in Sumner on October 6. The group discussed the Bonney Lake Police Department no longer sponsoring the Giving Tree toy drive program this year, and options to fill the gap for needy families. He said many local groups are stepping up to support holiday giving for the valley and plateau regions.

Puget Sound Regional Council (PSRC): Councilmember Evans said he attended the PSRC Growth Management Policy Board Meeting on October 6. He said the City plans to propose a reclassification for Bonney Lake from small cities to larger city designation. Planning & Building Supervisor Jason Sullivan provided a comparison between Bonney Lake and Covington, which is a similar size. Councilmember Evans said items at the PSRC meeting included a presentation by the Regional Economic Strategy group and an update on the PSRC 2040 Vision titled "Taking Stock 2016". He said the next meeting is on November 3, 2016 and they will review comprehensive plan certifications and other items.

Meeting Attendance: Mayor Johnson said he will not attend the October 25, 2016 Council Meeting due to a family commitment.

C. **Review of Draft Minutes:** October 4, 2016 Workshop and October 11, 2016 Meeting.

The minutes were forwarded to the October 25, 2016 Meeting for action with minor corrections.

D. **Discussion:** 2017-2018 Biennial Budget (Proposed Ordinance D16-110; Public Hearing held October 11, 2016).

Chief Financial Officer Gibson explained major changes that were made to the previous draft budget: an increase of \$346,000 to the Wastewater Treatment Plant (WWTP) due to unanticipated increases, and costs for the stormwater plan which was approved in 2016 and is being carried over to 2017. City Administrator Morrison explained the notification from Sumner about a 47% increase in costs for the WWTP, and staff are reviewing the costs as they are higher than were anticipated. City Attorney Haggard said she can review the original agreement to determine options to handle disagreements in shared costs.

CFO Gibson reviewed the budget memo which outlines major program changes. Deputy Mayor McKibbin said he would like to sponsor this agenda item going forward. The CFO and City Administrator responded to questions from Councilmember Evans about increased credit card processing fee costs, and from Councilmember Watson about budgeted funds for website design, key card entry for the Justice & Municipal Center, and Senior Center facility costs.

Deputy Mayor McKibbin asked for clarification on non-departmental items. City Administrator Morrison explained that expenses that cross departmental lines such as insurance, bond payments, AWC registrations, and central supplies fall under this section. Deputy Mayor McKibbin asked about increases in the Executive Department budget. CFO Gibson outlined \$50,000 for a police study; \$15,000 for economic development, and filling the Executive Assistant position.

Councilmember Watson asked about funding for pedestrian improvements. Mayor Johnson said based on staff input no streets will be chip sealed in 2017 so staff can study the program, and those funds will instead go toward pedestrian safety projects like crosswalks, crossing lights, etc. City Administrator Morrison said past Public Works staff had differing opinions about the chip seal program, and the City must get its pavement management system running to make use of existing internal systems and resources. Councilmembers discussed the history of the chip seal program, the number of streets chip sealed each year, the difference between overlay and chip seal, and general street maintenance and repairs. In response to a question from Councilmember Watson, Director Vodopich and City Administrator Morrison explained funds for right-of-way acquisition for future 214th Street improvements.

Councilmember Swatman noted there are multiple provisional items added to the budget such as Police Department scene scanning software, Office 365 upgrades,

Eden software, etc. He asked whether the Council should consider each of these requests individually. Councilmembers asked for more detailed information on these and other budget requests for 2017-2018. CFO Gibson, City Administrator Morrison, and Mayor Johnson said they can provide more detail and materials used in developing the budget. Mayor Johnson said departments spent significant time developing their budget requests and the Council should determine whether the budget is on the right track.

Mayor Johnson asked how the Council prefers to receive more information: more detailed presentations at a Workshop, meeting one-on-one with staff, or having the CFO provide more details. Councilmembers asked for more details and plan to correspond with the CFO to ask questions and get more information about specific budget items. Deputy Mayor McKibbin confirmed the budget will be discussed again at the November 1 Workshop. The City Administrator asked Council to review the draft budget and bring up any items they feel need additional discussion during the next Workshop.

E. **Discussion:** AB16-79 – Ordinance D16-79 – Establishing Process for Development Agreements.

Planning & Building Supervisor Sullivan explained the proposed ordinance provides a process for development agreements and offers added flexibility to authorize development agreements, similar to a planned unit development (PUD) code. He said he made adjustments after the Council reviewed on July 19, 2016 and based on input from legal counsel.

Deputy Mayor McKibbin asked how staff determined the \$300,000 dollar figure in the draft ordinance; Mr. Sullivan said this was based on the City of Bellevue code and concept of a ‘catalyst’ project. He said the ordinance addresses projects that have a significant impact, known as a ‘catalyst’ project. He said projects like the Renwood Multifamily and the original Greenwood development would have qualified as ‘catalyst’ projects under this definition. He said small projects can also fit into the framework.

Councilmembers asked about the current versus proposed code. City Attorney Haggard said the City’s current code refers to the State Code and this proposed ordinance provides more structure on which projects can be considered for a latecomer agreement, and provides a process.

Mr. Sullivan answered questions and explained that minor revisions are proposed to other sections of the code to ensure consistency and make references back to the new development agreement code. He said the changes will not impact fees elsewhere in the code. Councilmember Lewis suggested that this part of the municipal code be cleaned up to refer to the fee table, as other sections have been updated in the past. Director Vodopich confirmed that other planning and development fees are listed in BLMC 3.68. Mr. Sullivan said it may make more

sense to update all references to fees in this chapter at one time, rather than trying to address this in updates about the development agreement process.

The City Attorney provided background on Revised Code of Washington laws that address development agreements. She said this has been awkward in past situations when the City wishes to grant a credit for an impact fee when a specific project is not on the list. She said state law allows cities to have flexibility, if they have passed an ordinance, such as providing credits against system development charges based on contributed infrastructure.

Mr. Sullivan said the proposed ordinance provides flexibility to determine which improvements should count toward a credit. He confirmed it does not guarantee a project will receive a credit, but provides the option. He noted that for the Costco development, the City updated the 20-year project list to add 214th Street so the Development Agreement made sense. He said Pierce County and many other cities have a similar process as this proposed ordinance.

Councilmembers discussed the concept of a ‘catalyst’ project and whether the proposed process should be limited only to ‘catalyst’ level projects. Councilmember Swatman said the current code offers flexibility, and expressed concern that a future Council may face issues with this code. Mr. Sullivan suggested that language about ‘catalyst’ projects be removed. City Attorney Haggard suggested retaining the phrase about projects that “significantly benefit the city”. He reiterated that the proposed process offers more flexibility for negotiating with developers.

Councilmembers reviewed specific language in the proposed ordinance, fees, and the size of a development that should fall under this process. Mr. Sullivan said staff can develop an approval process for small development agreements, and have it approved by Council before putting it into effect. Administrative Services Director/City Clerk Edvalson suggested section 14.70.070 for approval procedures be revised to receive Council approval by “action” rather than by “resolution” to get Council direction on individual development agreements.

Council consensus was to forward this item to the November 1, 2016 Workshop for review.

F. **Discussion:** AB16-121 – Resolution 2557 – Approving an Agreement with Bruce Dees for Allan Yorke Park Improvements, Phase I.

Special Projects Manager Gary Leaf described the draft agreement and items to consider for the 2017-2018 budget. He said a total of \$15 Million in improvements is proposed and the Council needs to provide guidance which of the items in the Phase 1 improvements to move forward with at this time. He said once this is outlined, staff can work on an agreement with Bruce Dees for design.

Councilmembers discussed the estimated cost and the scope of the contract. In response to Council questions, Mr. Leaf said staff expectation is that all the items

on the proposed list could be constructed at any time, prior to the Public Works Center relocation from the city-owned property. He said the BMX trail was not included in this proposal because it requires other items be completed. Mayor Johnson said the BMX trail is in the Capital Improvement Plan project list and asked staff to re-insert it in the proposed projects for design.

Councilmember Watson expressed concern that the proposed projects have a limited focus on ball fields and do not offer improvements, such as trails, for other groups. He suggested improvements be spread out to various types of recreation, and the Council also needs to address Midtown Park and funding for Special Events. Deputy Mayor McKibbin said the price tag for ball field improvements is significant. Councilmember Watson asked about maintenance costs for the new turf. Mr. Leaf explained the various improvements to the size, lighting, and turf for the ball fields. Councilmember Swatman said it will greatly increase the available use of these fields.

Councilmember Minton-Davis asked whether the proposed projects would decrease or increase available parking. Mr. Leaf explained improvements to Ball Field 4 will not decrease parking; Mayor Johnson said paving the trail between Ball Field 4 and the Public Works Center will provide easier access to additional parking.

Mayor Johnson said a lot of time has been spent reviewing options and developing this plan, and urged Council to move forward with those projects that can be completed without raising taxes, and be used by the public. He said these visible improvements will foster momentum for future projects. He said if the Council wants to spend the money on other projects, to lay out a plan. Mayor Johnson said he did not want the park improvements plan to sit on the shelf. He described community interest in multipurpose fields and places for children to play. He said the old City Hall building might someday become a community center, and there is a need for bike trails, fields, dog parks, and quiet park areas.

Councilmembers and Mayor Johnson discussed the various priorities and options and a desire to move forward on park improvements. Mr. Leaf said volunteer and community groups like the Kiwanis are interested in helping, and could work on smaller parts of the projects like trail improvements. Councilmember Evans noted the proposed projects for design are slightly different than the earlier version of the park plan.

Deputy Mayor McKibbin said the Council's current action is for design, and in the future they can decide which portions to construct. He noted the full Council supported the parks master plan concept, and the proposed contract will get project designs ready so the City can begin working on improvements. Councilmember Rackley spoke in support of starting improvements, but said he wants the Council to develop plans for Midtown Park (WSU Forest) as well. Mayor Johnson said he and the Council wanted 2016 to be the 'year of the park',

and though funds could be spent in other ways, the projects being proposed in Resolution 2557 will offer completed, visible improvements to the public.

Mr. Leaf said he will update the proposed budget and bring the design contract back for Council action after the 2017-2018 budget is approved. He said the contract is a commitment to move forward with design of the proposed improvements. Council consensus was to forward the proposed resolution to a future Council Meeting for action.

G. Discussion: Retail Sales of Marijuana (Previously Adopted Ordinance 1502)

Deputy Mayor McKibbin said Councilmembers requested discussion based on community input. Councilmember Watson noted it has been some time since the ordinance was adopted and a new councilmember has joined the Council, and there may be a change in the Council's position on this subject.

Councilmember Rackley said he is willing to consider the issue and wants to research youth use of marijuana first. He said retail marijuana is a huge potential revenue source for the city. Councilmember Watson said his main concern is education for children. Councilmember Evans said there are several stores in Buckley, but none in Bonney Lake or Pierce County, so all sales tax from retail marijuana sales goes to the City of Buckley. He said Bonney Lake Police are impacted by marijuana use, but the City receives no tax revenue. He added that most Bonney Lake voters voted in favor of legalizing marijuana. Councilmember Swatman spoke against allowing retail marijuana sales. He said it is illegal per federal laws and he is concerned about youth drug use.

Councilmembers discussed retail marijuana sales tax revenues, impacts to the community, and concerns about normalizing marijuana use amongst adults and youth. Mayor Johnson asked whether the City could levy a tax to fund education. City Attorney Haggard said Washington State plans to increase the number of available retail marijuana licenses.

Mr. Sullivan explained the previous review and proposals from the Planning Commission. He said the Planning Commission proposed zoning classifications and buffering requirements, and if those had been applied only a few locations in the City would have allowed retail marijuana sales. He said the Council could also enact design standards for crime prevention. He noted that the City received an application for a marijuana business, but it was not approved due to the city's ban. Mr. Sullivan and the City Attorney responded to questions about allowed signage based on State regulations and case law.

Councilmember Minton-Davis said she is willing to sponsor a proposed agenda item to reconsider the ordinance. Mr. Sullivan said the Council would need to take action to add this as an item on the Planning Commission work plan. Mayor Johnson asked if the Council wants further discussion at a future workshop, and whether there was sufficient support from the Council to reconsider the ordinance,

otherwise it would not be worth staff time to work on this topic. Councilmembers Minton-Davis, Rackley, and Evans, and Deputy Mayor McKibbin said they would support placing the item on the Planning Commission work plan. Consensus was to forward a motion to the next Council Meeting.

IV. EXECUTIVE/CLOSED SESSION: None.

V. ADJOURNMENT:

At 8:14 p.m. the Workshop was adjourned by consensus of the Council.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the October 18, 2016 Workshop:

- Saranjit Bassi – *Marijuana information handouts.*

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

**October 25, 2016
6:00 P.M.**

MINUTES



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

I. CALL TO ORDER – Deputy Mayor Randy McKibbin called the Meeting to order at 6:00 p.m.

- A. Flag Salute: Deputy Mayor McKibbin led the audience in the Pledge of Allegiance.
- B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Deputy Mayor McKibbin, elected officials attending were Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson. Mayor Neil Johnson, Jr. was absent.

Staff members in attendance were City Administrator Don Morrison, Chief Financial Officer Cherie Gibson, Police Chief Dana Powers, Public Services Director John Vodopich, City Attorney Kathleen Haggard, and Deputy City Clerk Susan Haigh.

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

1. Announcements:

Councilmember Evans asked those in attendance to observe a moment of silence in remembrance of Captain Tim McCoy from East Pierce Fire & Rescue, who lost his life in an accident the previous weekend.

2. Appointments: None.

3. Presentations: None.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings:

- 1. **Public Hearing** (Continued from October 11, 2016): AB16-109 – A Public Hearing To Consider The Proposed 2017-2018 Biennial Budget (Proposed Ordinance D16-110).

The Public Hearing was reopened at 6:00 p.m. Seeing no speakers, the hearing was continued to November 22, 2016 at 6:00 p.m.

B. Citizen Comments:

Kelly Denn, Sumner School District, 1202 Wood Ave, Sumner, provided a report from the Sumner School District including achievements in academics, partnerships, safety, and resource management.

Brian Wright, Puyallup, said he works with Saranjit (Sunny) Bassi and spoke about legal retail sales of marijuana and teen use of marijuana.

Joe Dombrowski, 23407 118th St, Buckley, spoke in support of Saranjit (Sunny) Bassi and said Mr. Bassi is interested in supporting education and the community.

William Zimmerman, 18502 Bonney Lake Blvd, Bonney Lake, spoke in opposition to proposed motion AB16-129 regarding retail sales of marijuana. He described several issues and concerns related to retail marijuana sales.

Mark Hamilton, 18003 83rd St E, Bonney Lake, spoke about the proposed 2017-2018 Biennial Budget, noting he had arrived too late to speak during the Public Hearing portion of the Meeting. He asked the Council to include improvements to Allan Yorke Park in the budget. He also spoke on behalf of the Friends of Fennel Creek and asked the City to fund water quality testing for Fennel Creek in the 2017-2018 budget. He said testing was completed as part of the 1999 study on the Fennel Creek corridor, but has not been done since.

C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

A. Finance Committee: Deputy Mayor McKibbin said the Committee met earlier in the evening and forwarded two resolutions and one ordinance to the Full Council.

B. Community Development Committee: Councilmember Lewis said the Committee will meet again on November 1, 2016.

C. Economic Development Committee: No report.

D. Public Safety Committee: Councilmember Watson said the Committee will meet next on November 2, 2016.

E. Other Reports: None.

IV. CONSENT AGENDA:

- A. **Approval of Minutes:** October 4, 2016 Workshop and October 11, 2016 Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable checks/vouchers #74927-74986 (including wire transfer #20161001, 20161002, and 20161003) in the amount of \$315,133.42.
Accounts Payable checks/vouchers #74987-75032 (including wire transfer #'s 18980291, 20160907, and 20161004) in the amount of \$990,567.14.
Accounts Payable wire #1017201601 in the amount of \$26,751.95 for p-card purchases.
- C. **Approval of Payroll:** October 1st -15th, 2016 for checks #33183-33198 including Direct Deposits and Electronic Transfers is \$ 514,158.90.
- D. **AB16-120 – Resolution 2556** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Resolution Nos. 2403 And 2356 To Increase The Number Of Members Of The Arts Commission.
- E. **AB16-122 – Resolution 2558** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Bid For Official Newspaper Services To Sound Publishing Inc./Courier Herald For 2016-2017.

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

Consent Agenda approved 7 – 0.

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:

- A. **AB16-129** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington Amending The Current 2016-2018 Planning Commission Work Plan To Add A Review And Reconsideration Of Marijuana Retail Sales Within The City Of Bonney Lake.

**Councilmember Rackley moved to approve motion AB16-129.
Councilmember Lewis seconded the motion.**

Councilmember Rackley said he has gathered information materials including the Washington State Impact Report from the School District as well as survey results from the School District. He said he plans to study these items and share information with the council. He said these studies found that marijuana use has not increased since retail sales were legalized. He said his opinion has changed and he does not think retail sales will impact Bonney Lake by creating new marijuana users, and noted it is widely available outside the City limits. He said that when the Bonney Lake Police Department arrests drivers impaired by marijuana in the City limits, the City pays for prosecution. Deputy Mayor McKibbin noted that the motion for Council consideration is simply to send the item to the Planning Commission for review.

**Motion AB16-129 approved 4 – 3.
Councilmembers Lewis, Swatman, and Watson voted no.**

X. EXECUTIVE/CLOSED SESSION: None.

XI. ADJOURNMENT:

At 6:22 p.m. the Meeting was adjourned by common consent of the City Council.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the October 25, 2016 Meeting: None.

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

CITY COUNCIL MEETING

**November 8, 2016
6:00 P.M.**

MINUTES



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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. called the Meeting to order at 6:00 p.m.
 - A. Flag Salute: Mayor Johnson led the audience in the Pledge of Allegiance.
 - B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Donn Lewis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson. Councilmember Justin Evans attended telephonically. Councilmember Katrina Minton-Davis was absent.

Councilmember Watson moved to excuse Councilmember Minton-Davis’ absence. Councilmember Lewis seconded the motion.

Motion approved 6 – 0.

Staff members in attendance were City Administrator Don Morrison, Administrative Services Director/City Clerk Harwood Edvalson, Assistant Police Chief James Keller, Public Services Director John Vodopich, City Attorney Kathleen Haggard, and Deputy City Clerk Susan Haigh.

- C. Agenda Modifications: None.
 - D. Announcements, Appointments and Presentations:
 - 1. Announcements: None.
 - 2. Appointments: None.
 - 3. Presentations: None.
- II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:**
- A. Public Hearings:
 - 1. **AB16-111** – A Public Hearing of the City Council of the City of Bonney Lake, Pierce County, Washington to Receive Citizen Comment in Reference to Ordinance D16-112, Which Sets the Amount of the Annual Ad Valorem Tax Levy for Year 2017.

Mayor Johnson opened the public hearing at 6:02 p.m. No speakers signed up or came forward. The public hearing was closed at 6:02 p.m.

B. Citizen Comments: None.

C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

A. Finance Committee: Deputy Mayor McKibbin said the Committee will meet next on November 22, 2016 at 5:00 p.m.

B. Community Development Committee: Councilmember Lewis said the Committee will meet next on November 15, 2016 at 4:30 p.m.

C. Economic Development Committee: Director Vodopich said the Committee will meet next on November 15, 2016 at 4:00 p.m.

D. Public Safety Committee: Councilmember Watson said the Committee will meet next on November 22, 2016 at 4:00 p.m.

E. Other Reports: None.

IV. CONSENT AGENDA:

A. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**: Accounts Payable checks/vouchers #75033-75076 in the amount of \$259,331.01.

B. **Approval of Payroll**: October 16th – 31st, 2016 for checks #33199-33220 including Direct Deposits and Electronic Transfers is \$609,096.91.

C. **AB16-79 – Ordinance 1558 [D16-79]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Recodifying Chapter 14.70 And Amending Sections 19.04.070 And 19.06.070 Of The Bonney Lake Municipal Code Relating To Development Agreements.

D. **AB16-125 – Ordinance 1559 [D16-125]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 1471 Relating To The Salary Schedule For Non-Represented Employees.

E. **AB16-132 – Ordinance 1560 [D16-132]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 13.12 Of The Bonney Lake Municipal Code And Ordinance No. 1477 Relating To Mandatory Sewer Connections.

F. **AB16-123 – Resolution 2560** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Establishing A Formal Cost-Share

For The Planned Public Works Center.

- G. **AB16-134 – Resolution 2564** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Professional Services Agreement With Bravo Environmental NW, Inc. For Sewer Main Video Inspection.

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

Consent Agenda approved 6 – 0.

V. FINANCE COMMITTEE ISSUES:

- A. **AB16-126 – Resolution 2561** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Professional Services Agreement With Financial Consulting Services Group (FCSG) To Undertake A Water And Sewer Rate And System Development Charge (SDC) Study.

Councilmember Rackley moved to approve Resolution 2561. Councilmember Watson seconded the motion.

Councilmember Watson said he was originally concerned about the expense for this study, but feels it is important to complete the study for setting rates. City Administrator Morrison explained that the consultants will study several items, including water rates, sewer rates, and system development charges. Councilmember Swatman asked whether consultants can review various scenarios and rate-setting options. City Administrator Morrison said the Council could discuss scenarios in the Community Development Committee or at a workshop and provide them to the consultants as part of the scope of work. Councilmember Lewis noted the last study was completed in 2009 and it is important to have this review and keep up with expenses and infrastructure costs. He noted increasing costs for the Sumner Waste Water Treatment Plant (WWTP), due to federal requirements and adding staff.

Resolution 2561 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. **AB16-131 – Resolution 2563** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Making A Declaration Of Substantial Need For The Purpose Of Setting The Limit Factor For The Property Tax Levy For 2017.

Councilmember Watson moved to approve Resolution 2563. Councilmember Lewis seconded the motion.

Councilmember Swatman spoke against the proposed resolution. He said others on the Council have backgrounds in finance and small business, and he does not feel this minor amount qualifies as a substantial need. Councilmembers Rackley and Watson spoke in support of the proposed resolution.

**Resolution 2563 approved 4 – 2.
Councilmembers Evans and Swatman voted no.**

X. EXECUTIVE/CLOSED SESSION: None.

XI. ADJOURNMENT:

At 6:09 p.m. the Meeting was adjourned by common consent of the City Council.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the November 8, 2016 Meeting: None.

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

RESOLUTION NO. 2549

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN LETTER OF UNDERSTANDING BETWEEN THE CITY OF BONNEY LAKE, WASHINGTON AND SOUTH SOUND 911 FOR A RADIO SYSTEM CREDIT IN 2017.

WHEREAS, Bonney Lake wishes to enter into an agreement with South Sound 911 to receive a \$60,000 credit for the lease of Bonney Lake's emergency services radio frequencies and supporting radio infrastructure in 2017; and

WHEREAS, the credit will be executed after Bonney Lake and South Sound 911 negotiate an agreement for the lease of Bonney Lake's emergency services radio frequencies and supporting radio infrastructure that will begin in 2018.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES RESOLVE AS FOLLOWS:

Section 1. The Mayor is hereby authorized to sign the Letter of Understanding with South Sound 911.

PASSED BY THE CITY COUNCIL this 22nd day of November, 2016.

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

To: Chief Dana Powers
City of Bonney Lake Police Department
18421 Veterans Memorial Drive E
Bonney Lake, WA 98391

RE: LETTER OF UNDERSTANDING – RADIO SYSTEM CREDIT

Dear Chief Powers:

This letter of understanding is in reference to a verbal agreement from Mark Mears, Deputy Director of Law Enforcement Services, regarding South Sound 911's commitment to maintaining 2017 fees for Bonney Lake Police radio and communications services at or below the amount paid in 2016.

It is mutually understood that the agreement between the City of Puyallup and the City of Bonney Lake for emergency dispatch services dated April 15, 2008, included a credit for use of Bonney Lake's emergency services radio frequencies and supporting radio infrastructure in order to provide adequate radio coverage. South Sound 911 has determined that the approximate credit to dispatch service fees afforded to Bonney Lake in this agreement is \$60,000 annually.

It is the intent of South Sound 911 to honor the \$60,000 radio system value as a credit to Bonney Lake's dispatch allocations for year 2017.

Bonney Lake agrees to work with Tim Hannah, Assistant Director of Communications Systems, to explore a possible agreement with the Radio System Owner for lease of Bonney Lake's emergency services radio frequencies and supporting radio infrastructure for subsequent years. If an agreement between Bonney Lake and the Radio System Owner is reached in 2017, it is mutually understood that any revenue received, up to the amount of any credit issued, shall be returned to South Sound 911. Bonney Lake shall provide a copy of any negotiated agreement with the Radio System Owner to South Sound 911.

South Sound 911 shall apply the annual credit of \$60,000 quarterly (\$15,000 per quarter) to Bonney Lake's invoice for dispatch services in 2017.

CITY OF BONNEY LAKE POLICE

SOUTH SOUND 911

Neil Johnson, Jr.
Mayor, City of Bonney Lake

Andrew E. Neiditz
Executive Director

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 22 November 2016	Agenda Bill Number: AB16-138
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2567	Councilmember Sponsor: McKibbin

Agenda Subject: Police Department Staffing and Operations Review

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Agreement..

Administrative Recommendation: Approve

Background Summary: The Police Department was last reviewed in 2004. At the Council budget retreat the Council agreed that a new staffing and operations review should be conducted. This review will focus on staffing and deployment of resources. The 2017-2018 biennial police department budget is \$12,781,894.88 dollars. This study will help assure that the nearly \$13 million dollars allocated to the police department for the next biennium will be spent in a manner that brings the greatest benefit and service to the citizens of Bonney Lake. Five firms submitted proposals to conduct the study. Two were interviewed by the City Administrator, Police Chief, and 2 Assistant Chiefs. It was a unanimous recommendation of the interview panel to select the Center for Public Safety Management to conduct the study.

Attachments: Resolution, Agreement, Proposal/Scope of Work

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
\$50,000 (2017)	\$50,000	+/- \$46,150		<input checked="" type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: \$46,150 plus expenses. Note: the City is receiving a \$5K discount because of its ICMA membership				

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

COUNCIL ACTION	
Workshop Date(s): 11/15/16	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

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

RESOLUTION NO. 2567

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT BETWEEN THE CITY OF BONNEY LAKE, WASHINGTON AND THE CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC TO CONDUCT A STAFFING AND OPERATIONS REVIEW OF THE POLICE DEPARTMENT.

WHEREAS, The Police Department was last reviewed in 2004; and

WHEREAS, at the Council budget retreat the Council agreed that a new staffing and operations review should be conducted in order to assure that police resources are deployed when and where most needed; and

WHEREAS, the proposed 2017-2018 biennial police department budget is \$12,781,894.88 dollars; and

WHEREAS, it is important for City to assure that the nearly \$13 million dollars allocated to the police department for the next biennium will be spent in a manner that brings the greatest benefit and service to the citizens of Bonney Lake;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES RESOLVE AS FOLLOWS:

Section 1. The Mayor is hereby authorized to sign an agreement with the Center for Public Safety Management, LLC to conduct a review of the police department.

PASSED BY THE CITY COUNCIL this 22nd day of November, 2016.

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this ___th day of November, 2016, by and between the City of Bonney Lake (“City”) and Center for Public Safety Management, LLC (“Consultant”).

The parties hereby agree as follows:

1. **Scope of Work.** The Consultant shall perform all work and provide all materials described in the proposal and Scope of Work set out in Exhibit A attached hereto and incorporated herein by this reference. Such work shall be performed using facilities, equipment and staff provided by Consultant, and shall be performed in accordance with all applicable federal, state and local laws, ordinances and regulations. The Consultant shall exercise reasonable care and judgment in the performance of work pursuant to this Agreement. The Consultant shall make minor changes, amendments or revisions in the detail of the work as may be required by the City, such work not to constitute Extra Work under this Agreement.
2. **Ownership of Work Product.** Documents, presentations and any other work product produced by the Consultant in performance of work under this Agreement shall be tendered to the City upon completion of the work, and all such product shall become and remain the property of the City and may be used by the City without restriction; *provided*, that any such use by the City not directly related to the particular purposes for which the work product was produced shall be without any liability whatsoever to the Consultant.
3. **Payment.** The Consultant shall be paid by the City for completed work and services rendered under this Agreement pursuant to the charges set out in Exhibit A, attached hereto and incorporated herein by this reference. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work, exclusive of travel. All billings for compensation for work performed under this Agreement shall list the work that was performed and the compensation shall be figured using the rates set out in Exhibit A; *provided*, that payment for work within the Scope of Work (Exhibit A) shall not exceed the fee set out in Exhibit A without written amendment to this Agreement, agreed to and signed by both parties.

Acceptance of final payment by the Consultant shall constitute a release of all claims, related to payment under this Agreement, which the Consultant may have against the City unless such claims are specifically reserved in writing and transmitted to the City by the Consultant prior to acceptance of final payment. Final payment shall not, however, be a bar to any claims that the City may have against the Consultant or to any remedies the City may pursue with respect to such claims.

The Consultant and any sub-consultants shall keep available for inspection, by the City, for a period of three years after final payment, the cost records and accounts pertaining to this Agreement and all items related to, or bearing upon, such records. If any litigation, claim or audit is started before the expiration of the three-year retention period, the records shall be retained until all

litigation, claims or audit findings involving the records have been resolved. The three-year retention period shall commence when the Consultant receives final payment.

4. **Changes in Work.** The Consultant shall make all revisions and changes in the work completed under this Agreement as are necessary to correct errors, when required to do so by the City, without additional compensation.

5. **Extra Work.** The City may desire to have the Consultant perform work or render services in addition to or other than work provided for by the expressed intent of the Scope of Work. Such work will be considered Extra Work and will be specified in a written supplement which will set forth the nature and scope thereof. Work under a supplement shall not proceed until authorized in writing by the City. Any dispute as to whether work is Extra Work or work already covered by this Agreement shall be resolved before the work is undertaken. Performance of the work by the Consultant prior to resolution of any such dispute shall waive any claim by the Consultant for compensation as Extra Work.

6. **Employment.** Any and all employees of Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of said employees, while so engaged; any and all taxes arising out of Consultant's or Consultant's employees' work under this Agreement; and any and all claims made by a third party as a consequence of any acts, errors, or omissions on the part of the Consultant's employees, while so engaged, shall be the sole obligation and responsibility of the Consultant. The Consultant's relation to the City shall always be as an independent contractor.

7. **Nondiscrimination and Legal Compliance.** Consultant agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, gender, age or handicap except for a bona fide occupational qualification with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training; and rendition of services. The contractor represents and warrants that it is in compliance with and agrees that it will remain in compliance with the provisions of the Immigration Reform and Control Act of 1986, including but not limited to the provisions of the Act prohibiting the hiring and continued employment of unauthorized aliens and requiring verification and record keeping with respect to the status of each of its employees' eligibility for employment. The contractor shall include a provision substantially the same as this section in all contracts with subcontractors performing work required of the contractor under this contract. The contractor agrees to indemnify and hold the City harmless from all liability, including liability for interest and penalties, the City may incur because of the contractor failing to comply with any provisions of the Immigration Reform and Control Act of 1986. Consultant understands and agrees that if it violates this section, this Agreement may be terminated by the City, and that Consultant shall be barred from performing any services for the City in the future unless and until a showing is made satisfactory to the City that discriminatory practices have terminated and that recurrence of such action is unlikely.

8. **Term.** This Agreement shall become effective upon the day of its execution by both parties, and shall terminate upon completion of the work and delivery of all materials described in Exhibit A.

9. **Termination by City.** The City may terminate this Agreement at any time upon not less than ten (10) days written notice to Consultant, subject to the City's obligation to pay Consultant in accordance with subsections A, B, and C below.

A. In the event this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for actual cost of work complete at the time of termination of the Agreement. In addition, the Consultant shall be paid on the same basis as above for any authorize Extra Work completed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the termination notice. If the accumulated payment(s) made to the Consultant prior to the termination notice exceeds the total amount that would be due as set forth in this subsection, then no final payment shall be due and the Consultant shall immediately reimburse the City for any excess paid.

B. In the event the services of the Consultant are terminated by the City for fault on the part of the Consultant, subsection A of this section shall not apply. In such event the amount to be paid shall be determined by the City with consideration given to the actual costs incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or of a type which is usable by the City at the time of termination, the cost to the City of employing another person or firm to complete the work required and the time which may be required to do so, and other factors which affect the value to the City of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made if subsection A of this section applied.

C. In the event this Agreement is terminated prior to completion of the work, the original copies of all work products prepared by the Consultant prior to termination shall become the property of the City for its use without restriction; *provided*, that any such use by the City not directly related to the purposes for which the work product was produced shall be without any liability whatsoever to the Consultant.

10. **Termination by Consultant.** Consultant may terminate this Agreement only in response to material breach of this Agreement by the City, or upon completion of the work set out in the Scope of Work and any Extra Work agreed upon by the parties.

11. **Applicable Law; Venue.** The law of the State of Washington shall apply in interpreting this Agreement. Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Pierce County.

12. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or

omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Insurance

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

13. **Subletting or Assigning.** The Consultant shall not sublet or assign any of the work covered by this Agreement without the express written consent of the City.

14. **Entire Agreement.** This Agreement represents the entire Agreement between the parties. No change, termination or attempted waiver of any of the provisions of the Agreement shall be binding on any party unless executed in writing by authorized representatives of each party. The agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the parties.

15. **Waiver.** Failure by any party to this Agreement to enforce any provision of this Agreement or to declare a breach shall not constitute a waiver thereof, nor shall it impair any party's right to demand strict performance of that or any other provision of this Agreement any time thereafter.

16. **Severability.** If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be affected.

17. **Execution and Acceptance.** This Agreement may be executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The Consultant hereby ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in the supporting materials submitted by the Consultant, and does hereby accept the Agreement and agrees to all the terms and conditions thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

CITY OF BONNEY LAKE

By:
Neil Johnson, Jr. Mayor

Attachments:

CONSULTANT

By: 
Leonard A. Matarese
Managing Partner

PROPOSAL FOR

COMPREHENSIVE ANALYSIS OF LAW ENFORCEMENT SERVICES

BONNEY LAKE, WA



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW STE 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 800-998-3392

ICMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association

1. GENERAL AND LEGAL INFORMATION

THE ASSOCIATION & THE COMPANY

International City/County Management Association (ICMA)

The International City/County Management Association (ICMA) is a 101-year old, non-profit professional association of local government administrators and managers, with approximately 11,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to its citizens in an efficient and effective manner.

ICMA advances the knowledge of local government best practices its website icma.org, publications, research, professional development, and membership.

The **ICMA Center for Public Safety Management (ICMA/CPSM)** was launched by ICMA to provide support to local governments in the areas of police, fire, EMS, Emergency Management, 9-1-1- Dispatch and Homeland Security. The Center also represents local governments at the federal level and is involved in numerous projects with the Department of Justice and the Department of Homeland Security.

In 2014 **Center for Public Safety Management (CPSM) spun out as an LLC** and is now the exclusive provider of public safety technical assistance for ICMA. CPSM-provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as CALEA. The Center for Public Safety Management, LLC maintains the same team of individuals performing the same level of service that it had for ICMA.

CPSM's local government technical assistance experience includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 254 such studies in 39 states and provinces and 190 communities ranging in size from 8,000 population Boone, IA to 800,000 population Indianapolis, IN.

CPSM is a Limited Liability Partnership organized under the laws of Washington, DC EIN: 46-5366606.

2. CONTACT INFORMATION

Leonard Matarese is a managing partner of the company and will be the main contact for the project, as follows:

lmatarese@cpsm.us

716-969-1360

800-998-3392

www.cpsm.us

CPSM

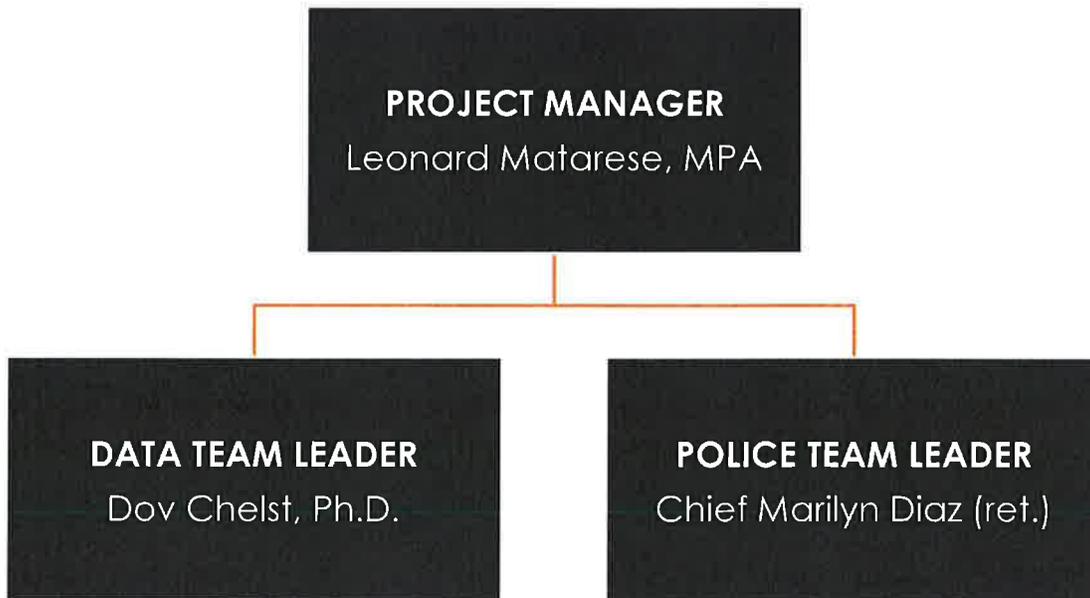
Center for Public Safety Management, LLC

3. STATEMENT OF QUALIFICATIONS AND STAFFING

PROJECT STAFFING

For this project CPSM will assemble a premier team of experts from a variety of disciplines and from across the United States. The goal is to develop recommendations that will enable it to produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a project team leader, two Operations Leaders and several senior public safety Subject Matter Experts selected from our team specifically to meet the needs of the municipality.

The management organizational chart for the project includes the following Key Team Members



PROJECT MANAGER

LEONARD A. MATARESE, MPA, ICMA-CM, IPMA-SCP

Director of Research and Project Development, Center for Public Safety Management

BACKGROUND

Mr. Matarese is a specialist in public sector administration with particular expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with particular attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71 agency, U.S. Customs Service anti-terrorist and narcotics task force and also as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association-Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments. Mr. Matarese is a life member of the International Association of Chiefs of Police and the ICMA.

DATA ASSESSMENT TEAM

DOV CHELST, PH.D.

Director of Quantitative Analysis

BACKGROUND

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national and international conferences, and participated in workshops across the country.

SENIOR PUBLIC SAFETY SUBJECT MATTER EXPERT

DAVID MARTIN, PH.D.

Senior Researcher in the Center for Urban Studies, Wayne State University

BACKGROUND

Dr. David Martin is Director of the Center for Urban Studies' Urban Safety Unit. He specializes in criminal justice research and program evaluation. He has had a close working relationship with the Detroit Police Department since 1993 and is currently working with Wayne State's police department on Midtown COMPSTAT, a collaborative policing and crime prevention initiative. He has developed real-time crime mapping and analysis tools to track crime, arrests and offender recidivism in Detroit and other communities. Dr. Martin has also conducted evaluations of innovative policing projects, including evaluations of Detroit Empowerment Zone Community Policing Initiative and federally-supported Weed and Seed Initiatives in the City of Detroit, City of Inkster and City of Highland Park, Michigan. He has also conducted several recidivism studies that examine the impact of offender rehabilitation programs in Wayne County.

SENIOR PUBLIC SAFETY DATA ANALYST

PRISCILA MONACHESI, M.S., B.A.

BACKGROUND

Priscila Monachesi is a Senior Data Analyst with CPSM and has worked on over 40 data analysis projects for city and county public safety agencies. She has over ten years' experience as a Project Leader/Senior System Analyst in auto manufacturing and financial systems.

She has a M.S in Statistics from Montclair State University, a B.A. in Economics from Montclair State University, and a Technical Degree in Data Processing from Pontificia Universidade Católica in Brazil.

SENIOR PUBLIC SAFETY DATA ANALYST

SARAH WEADON, B.A.

BACKGROUND

Sarah Weadon has over 15 years' experience consulting with local, state, and federal government agencies in the areas of data and geospatial analysis, database and application development, and project management. She has worked with over 40 public safety agencies across the U.S. and Canada, providing data and geospatial analysis of response times, call trends, and station locations. Her skill in understanding the results of the analyses in the broader context of each client's budget, political, and overall reality, supports the development of practical, actionable recommendations. Ms. Weadon holds a Bachelor's degree in Classical Languages.

PUBLIC SAFETY DATA ANALYST

SHAN ZHOU, PH.D.

BACKGROUND

Dr. Shan Zhou specializes in the analysis of police data. Shan brings extensive experience in scientific and clinical data analysis. Prior to CPSM, she worked as an associate scientist at Yale School of Medicine. Shan has a MS in Business Analytics and Project Management from University of Connecticut and a PhD in Cell biology, Genetics and Development from University of Minnesota.

CPSM

Center for Public Safety Management, LLC

PUBLIC SAFETY DATA ANALYST

RYAN JOHNSON, B.A.

BACKGROUND

Ryan Johnson is a new addition to the CPSM data analyst team, specializing in the analysis of fire data. He has helped complete fire analysis projects for several cities and has handled ad hoc requests for modeling optimum staffing levels for police departments. Ryan brings experience in financial data analysis from the telecom expense industry, where he was the lead analyst for four clients; 3 fortune 500 companies and the Top Architectural Engineering Firm in the country. He also brings experience in spatial analytics from his time with Homeland Security. Ryan has a B.S. in Economics from Georgia State University and he is completing his M.A. in Economics from Rutgers University.

OPERATIONS ASSESSMENT TEAM – POLICE UNIT

SENIOR ASSOCIATE & TEAM LEADER

CHIEF MARILYN DIAZ (RET.), B.S., M.S.

Retired Chief of Police, Sierra Madre, and Retired Commander, Pasadena, California Police Department.

BACKGROUND

In 1974 Marilyn Diaz began her career when she was hired as the first woman to be directly assigned as a patrol officer in the Pasadena Police Department. She promoted through the ranks, and in 2006 Marilyn retired as a Commander, where she led the Administrative Services and Field Operations Divisions.

In March of 2006 Marilyn was appointed as Sierra Madre's Chief of Police. Chief Diaz was the first woman in Los Angeles County to become chief of a municipal police department. Marilyn retired from the Sierra Madre Police Department in December 2011.

Ms. Diaz has a Master's degree in Education from the University of Southern California, and earned her Bachelor's degree in Police Science at California State University, Los Angeles.

Marilyn Diaz has served on the boards of Women at Work, Boy Scouts of America, Pacific Clinics, and the Caltech Women's Club. Marilyn also serves as a docent for the Caltech Architectural Tour Service, and is on the Caltech Women's Club Board. Marilyn is President of the Rotary Club of Sierra Madre for 2013-2014. She also teaches Youth Protection at the Rotary District level.

SENIOR ASSOCIATE

INSPECTOR JAMES E. MCCABE, (RET.) PH.D., M. PHIL., M.A., B.A.

Professor of Criminal Justice, Sacred Heart University, Retired NYPD Inspector

BACKGROUND

Dr. McCabe retired as an Inspector with the New York City Police Department after 20 years of service. As Inspector his assignments included Commanding Officer of the NYPD Office of Labor Relations and Commanding Officer of the Training Bureau. As a Deputy Inspector he was the Commanding Officer of the Police Academy with direct supervision of over 750 staff officers and 2,000 recruits. As Executive Officer, Police Commissioner's Office. His field experience includes, Commanding Officer, 110th Precinct, Executive Officer, 113th Precinct, assignment to the Operations Division/Office of Emergency Management and uniform patrol as an officer and Sergeant in Manhattan. He has published extensively and presented to numerous conference including Academy of Criminal Justice Sciences:

He holds a Ph.D. and M. Phil. in Criminal Justice, from CUNY Graduate Center, an M.A. in Criminal Justice, from John Jay College, an M.A. in Labor and Policy Studies, SUNY Empire State College, and B.A. in Psychology, CUNY Queens College, June, 1989. He is a graduate of the Executive Management Program, Harvard University's John F. Kennedy School of Government, and the FBI National Academy.

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SENIOR ASSOCIATE

DEPUTY CHIEF WAYNE HILTZ (RET)

Former Interim Chief of Police at Pasadena and Irwindale Police Departments

BACKGROUND

Wayne has 33 years of experience in municipal law enforcement. This includes a broad range of experience in nearly every facet of policing from patrol, gang enforcement, and undercover narcotics to internal affairs investigations and community relations. The last 13 years were spent at command and executive levels. In his capacity as Deputy Police Chief, he served as the chief operating officer of the Pasadena Police Department, responsible for all day to day operations including internal audits and inspections. As well, he was responsible for operations related to the Tournament of Roses Parade and Rose Bowl events to include World Cup Soccer and BCS Championship games. For a period of nearly two years, he served in the capacity of Interim Chief of Police at both the Pasadena and Irwindale Police Departments.

He has extensive experience in managing budgets, and has served as a budget instructor for the California Commission on Peace Officer Standards and Training. He was selected by the Los Angeles County Police Chiefs Association to represent the 45 member agencies in negotiations for Homeland Security Grants for a three-year period. He also served as President of the San Gabriel Peace Officers Association. He has served on the boards of community based organizations with focus on addressing homeless issues, substance abuse, and juvenile violence. Wayne holds a Bachelor of Science degree in Police Science and Administration from California State University at Los Angeles. Executive training includes the FBI Southwest Command College and the Senior Management Institute for Police.

SENIOR ASSOCIATE

CAPTAIN CAROL E. RASOR-CORDERO, PH.D. (RET).

Retired Captain, Pinellas County, Florida Sheriff's Office, Associate Professor Public Safety Administration, St. Petersburg College

BACKGROUND

Dr. Rasor-Cordero is a retired Captain from the Pinellas County Sheriff's Office in Florida. During her 25-year career in law enforcement, she served in various divisions to include: Patrol Operations, Crimes Against Children, Economic Crimes, Training, Community Services, and Court Security. While serving as the Commander of the Community Services Division, she established the Domestic Violence Unit, the Sexual Predator and Offender Unit, and the Citizen's Community Policing Institute. She served as the agency's training advisor and played a significant role in transforming the Pinellas County Police Academy from a vocational program to a progressive program that offers college credit at St. Petersburg College. She served as team leader for the agency's Hostage Negotiation Team and implemented the agency's Critical Incident Stress Management Team.

Dr. Rasor - Cordero has conducted research examining the relationship between personality preferences of executive level and mid-level law enforcement/corrections leaders and exemplary leadership practices. She has an extensive background as an educator and trainer. As a program director for St. Petersburg College, Carol established the first and only academic on-line gang-related investigations track in the nation. She developed the course Evolving

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Leaders in a Changing World for the Southeastern Public Safety Leadership Institute at St. Petersburg College which is a six-part series and approved for college credit. She designed a three-part series for implementing, managing and evaluating community policing for the Florida Regional Community Policing Institute and delivered the training throughout Florida to mid-level and executive level leaders. Carol has developed and delivered training in the high liability areas of firearms, defensive tactics and driving. She has served as an evaluator for the project "An Evaluation of the National Justice Based After School Pilot Program" for the Office of Community Oriented Policing Services and a consultant for the Bureau of Justice Assistance evaluating the training needs of the Atlanta Police Department's Narcotics Unit. She has authored articles and presented at numerous conferences.

Dr. Razor - Cordero is currently an associate professor for the College of Public Safety Administration, St. Petersburg College. She holds a Ph.D. in Education, Master and Bachelor Degrees in Criminal Justice from the University of South Florida. She is a graduate of the Police Executive Research Forum Senior Management Institute for Police.

SENIOR ASSOCIATE

PROFESSOR PAUL E. O'CONNELL, PH.D., J.D.

Chair of Criminal Justice Department, Iona College, New Rochelle, New York, former NYPD Training Officer.

BACKGROUND

Dr. O'Connell is a leading expert on the application of Compstat model Police Management principles to public administration organizations. He has been a full time member of the Criminal Justice faculty at Iona College in New Rochelle since 1994. He received his Ph.D. from CUNY where his doctoral thesis was the history and development of the Compstat model of Police Management. Dr. O'Connell began his professional career in criminal justice in 1981, serving the New York City Police Department first as a police officer, and then as a Police Academy instructor, in-service trainer and curriculum developer. After receiving an MPA in 1984 and J.D. in 1989, he worked as a trial attorney with the firm of Cummings & Lockwood in Stamford, CT. Presently, he is the chair of Iona College's Criminal Justice department, where he also conducts funded research, publishes scholarly papers and lectures widely on the topics of police performance measurement, integrity management and law enforcement training systems.

Dr. O'Connell has provided consulting services to a variety of government agencies, including assessment of existing policing policies and practices and development of proactive management strategies. Over the years, he has collaborated with the Center for Technology in Government (Albany, NY), Giuliani Partners (New York, NY) and the Center for Society, Law and Justice (University of New Orleans). Dr. O'Connell recently was awarded a Fulbright Grant working with the Turkish National Police.

ASSOCIATE

CHIEF DEMOSTHENES M. LONG (RET.) ED.D. JD, MA

Former Assistant Chief of NYPD, Commanding Officer NYPD Police Academy, Former Deputy Commissioner / Undersheriff Westchester County Public Safety Department

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BACKGROUND

Chief Long has 30 years' law enforcement experience, including 21 years with The New York City Police Department where he retired as Assistant Chief. His assignments included Commanding Officer, School Safety Division, where he managed 4,600 police officers and school safety agents and administered an operating budget of \$133 million. He served as Commanding Officer, Office of Deputy Commissioner Community Affairs where he was responsible for developing, implementing and assessing programs to strengthen police/community relations; Commanding Officer, Police Academy, responsible for providing entry-level, in-service, promotional and executive level training for 53,000 uniform and civilian members of the Department; Executive Officer, Office of the First Deputy Commissioner and Executive Officer, 47th Precinct and also assignment as Supervisor of Patrol for 17 Bronx Precincts, Transit Districts and Housing Police Service Areas.

After retiring from the NYPD he was appointed as First Deputy Commissioner / Undersheriff for the Westchester County Department of Public Safety. Responsibilities include the administrative planning, organization, coordination, execution and control of the fiscal, administrative, support and training functions of the 325 member police department.

He holds a Doctor of Education Degree in Executive Leadership from St. John Fisher College, a Juris Doctor Degree from New York Law School, and Master of Arts and Bachelor of Science degrees from John Jay College of Criminal Justice.

ASSOCIATE

CHIEF CRAIG JUNGINGER, BS, MPA

Chief of Police, Gresham, Oregon

BACKGROUND

Chief Junginger has 26 years' experience as a law enforcement professional. He has served as the Chief of the Gresham, Oregon Police since December 2008, a community of 110,000 population just to the east of Portland. He currently leads a department of 160 personnel both sworn and civilian with a budget of \$29 million.

Chief Junginger began his career at the Bell-Cudahy Police department in 1979. He worked as a K-9 Officer, Detective and Patrol Officer. In 1985 he transferred to the Huntington Beach Police Department where he remained until his retirement in November 2008. While at Huntington Beach, he was a Patrol Officer, Beach Detail Officer, Field Training Officer, SWAT Officer, Traffic Motor Officers, Community Policing Officer and Narcotics Detective. In 1999 he promoted to Sergeant where he worked Patrol, Downtown Foot Beat, Support Services, Vice and Intelligence and Internal Affairs. He promoted to Lieutenant in 2003 and worked as the Community Policing Commander responsible for all major event planning, Watch Commander and as the Chief's Executive Officer. In 2007 he promoted to the rank of Captain and was assigned to Administrative Operations consisting of Communications, Budget, Personnel, and Property and Evidence.

He holds a Master's Degree from California State University, Long Beach, a Bachelor's Degree from University of La Verne and an Associate's Degree from Rio Hondo Community College.

He attended the FBI National Academy Class 224 in Quantico Virginia, California Post Command College, West Point Leadership Program, POST Executive Development Program and the POST Supervisory Leadership Institute. While in Command College he was published for his article "How will we train police recruits of the millennial generation in the year 2012."

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He was awarded the Medal of Valor in 1989 for his encounter with an armed bank robber.

ASSOCIATE

CAPTAIN JOHN CLARK (RET.), B.A.

Los Angeles County Sheriff's Department

BACKGROUND

John Clark served with the Los Angeles County Sheriff's Department for over thirty-three years. His broad experience includes command, administrative, operational and tactical assignments in Patrol, Detective, Custody, Court, and Administrative divisions. The last eight years were spent at command level posts.

As Captain, he was in command of various units including internal investigations, financial and cybercrimes, custody operations and inmate transportation, responsible for the administrative and operational management of each. John also managed the Southern California High Tech Taskforce comprised of Federal, State and local agencies as part of his command duties.

Throughout his career, John was a command and operations level member of a county-wide team responsible for managing all department resources during natural disasters, civil disturbances and other high profile events such as political conventions and sporting events.

John was a member of the International Association of Financial Crimes Investigators, the Southern California Jail Managers Association, the Los Angeles Superior Court Management Group, and the San Gabriel Valley Peace Officers Association. He also served as an adjunct faculty member for a local community college.

John holds a Bachelor of Arts in Criminal Justice from the California State University, Fullerton.

4. LIST OF SIMILAR PROJECTS

Locality	State	Project
Anniston	AL	Comprehensive Analysis of Police Services
Auburn	AL	Comprehensive Analysis of Police Services
Dothan	AL	Comprehensive Analysis of Police Services
Casa Grande	AZ	Comprehensive Analysis of Police Services
Florence	AZ	Comprehensive Analysis of Police Services
Lake Havasu	AZ	Comprehensive Analysis of Police Services
Pinal County	AZ	Comprehensive Analysis of Sheriff's Office
Prescott	AZ	Comprehensive Analysis of Fire Services
Prescott	AZ	Comprehensive Analysis of Police Services
Queen Creek	AZ	Police Strategic Plan
Scottsdale	AZ	Comprehensive Analysis of Police Services
Tucson	AZ	Comprehensive Analysis of Police Services
Youngtown	AZ	Comprehensive Analysis of Police Services
Alameda	CA	Comprehensive Analysis of Police Services
Burbank	CA	Analysis of Investigations Workload / Staffing
Carlsbad	CA	Comprehensive Analysis of Police Services
El Centro	CA	Comprehensive Analysis of Police Services
Hermosa Beach	CA	Comprehensive Analysis of Police Services
Laguna Woods	CA	Review of Sheriffs Office Service
Morgan Hill	CA	Comprehensive Analysis of Police Services
San Jose	CA	SWOT Analysis of Police and Fire Services
Santa Ana	CA	Comprehensive Analysis of Police Services
Santa Clara	CA	Comprehensive Analysis of Police Services
Santa Monica	CA	Police Chief Selection
Stockton	CA	Comprehensive Analysis of Police Services
Yuba City	CA	Comprehensive Analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Police Services
Cheshire	CT	Police Management Review
Southington	CT	Comprehensive Analysis of Fire Services
Dover	DE	Comprehensive Analysis of Police Department
Alachua	FL	Expert Witness Law Enforcement Issues
BCCMA	FL	Analysis of Sheriff's Contract Services
Delray Beach	FL	Comprehensive Analysis of Police Services
Dunedin	FL	Police Consolidation Review
Hollywood	FL	Police Internal Affairs Review
Indian River Shores	FL	Public Safety Staffing Analysis
Indian River Shores	FL	Public Safety Study
Jacksonville Beach	FL	Police Chief Selection
Jupiter	FL	Police and Fire Study
Jupiter Island	FL	Public Safety Consolidation
Kenneth	FL	Comprehensive Analysis of Police Services

North Port	FL	Comprehensive Analysis of Police Services
Orange County	FL	Expert Witness Law Enforcement Issues
Pompano Beach	FL	Comprehensive Analysis of Police Services
Camden County	GA	Police Consolidation Study
Garden City	GA	Preliminary Analysis Public Safety Merger
Sandy Springs	GA	Comprehensive Analysis of Police Department
St. Marys	GA	Fire Consolidation Study
Boone	IA	Public Safety Consolidation
Hayden	ID	Comprehensive Analysis of Police Services
Jerome	ID	Analysis of Police Services
Algonquin	IL	Performance Measurement Analysis
Glenview	IL	Comprehensive Analysis of Police Services
Naperville	IL	Police Workload, Staffing & Schedule Design
Roselle	IL	Comprehensive Analysis of Police Services
Western Springs	IL	Comprehensive Analysis of Police Services
Indianapolis	IN	Analysis of Police Workload & Deployment Services
Plainfield	IN	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Fire Services
Annapolis	MD	Comprehensive Analysis of Police Services
Ocean City	MD	Dispatch Operations Review
Auburn Hills	MI	Comprehensive Analysis of Police Services
Benton Harbor	MI	Public Safety Consolidation
Chesterfield Twp.	MI	Comprehensive Analysis of Police Services
Delta Township	MI	Comprehensive Analysis of Police Services
Detroit Public Schools	MI	Police Department Review
Douglas	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Police Services
Grosse Pointe	MI	Public Safety Consolidation
Grosse Pointe Park	MI	Public Safety Consolidation
Kentwood	MI	Comprehensive Analysis of Police Services
Kentwood	MI	Analysis of Police Services Consolidation
Mott Community College	MI	Comprehensive Analysis of Public Safety Services
Novi	MI	Comprehensive Analysis of Police Services
Oshkemo Township	MI	Police Workload / Contract for Services Analysis
Petoskey	MI	Public Safety Consolidation
Plymouth	MI	Fire Services Consolidation
Plymouth	MI	Fire Service Analysis
Royal Oak	MI	Comprehensive Analysis of Police Services
Saginaw	MI	Comprehensive Analysis of Police Services
St. Joseph	MI	Public Safety Consolidation
Sturgis	MI	Public Safety Analysis
Troy	MI	Comprehensive Analysis of Police Services
Wyoming	MI	Comprehensive Analysis of Police Services 2012

Wyoming	MI	Comprehensive Analysis of Police Services 2009
Mankato	MN	Public Safety Study
St. Cloud	MN	Police Strategic Planning Review
St. Cloud	MN	Comprehensive Analysis of Police Services
Brentwood	MO	Comprehensive Analysis of Police Services
St. Louis	MO	Comprehensive Analysis of Police Services
Bald Head Island	NC	Public Safety Consolidation
Chapel Hill	NC	Comprehensive Analysis of police services
Oxford	NC	Comprehensive Analysis of Police Services
Rocky Mount	NC	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Police Services
Oradell	NJ	Comprehensive Analysis of Police Services
Paterson	NJ	Comprehensive Analysis of Police Services
South Orange	NJ	Comprehensive Analysis of Police Services
Westwood	NJ	Comprehensive Analysis of Police Services
Ruidoso	NM	Comprehensive Analysis of Police Services
Las Cruces	NM	Comprehensive Analysis of Police Services
Boulder City	NV	Police Organizational Study
Henderson	NV	Comprehensive Analysis of Police Services
Briar Cliff Manor	NY	Analysis of police consolidation
North Castle	NY	Comprehensive Analysis of Police Services
Orchard Park	NY	Comprehensive Analysis of Police Services
Ossining Town	NY	Analysis of police consolidation
Ossining Village	NY	Analysis of police consolidation
Rye	NY	Police Chief Selection
Cincinnati	OH	Police Dispatch Review
Dayton	OH	Police Internal Affairs Review
Huron	OH	Comprehensive Analysis of Police Services
Independence	OH	Comprehensive Analysis of Police Services
Sandusky	OH	Comprehensive Analysis of Police Services
Broken Arrow	OK	Comprehensive Analysis of Police Services
Edmond	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Police Services
Muskogee	OK	Comprehensive Analysis of Police Services
Bend	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Public Safety Strategic Plan Development
Ontario	OR	Comprehensive Analysis of Police Services
Cumru Township	PA	Comprehensive Analysis of Police Services
Cumru Township	PA	Police Chief Selection
Ephrata	PA	Comprehensive Analysis of Police Services
Farrell	PA	Comprehensive Analysis of Police Services
Jamestown	PA	Comprehensive Analysis of Police Services
Lower Windsor Twp.	PA	Comprehensive Analysis of Police Services
Tredyffrin Township	PA	Comprehensive Analysis of Police Services
Beaufort	SC	Comprehensive Analysis of Police Services

Walterboro	SC	Comprehensive Analysis of Public Safety Department
Johnson City	TN	Comprehensive Analysis of Police Services
Smyrna	TN	Comprehensive Analysis of Police Services
Addison	TX	Comprehensive Analysis of Police Services
Belton	TX	Comprehensive Analysis of Police Services
Belton	TX	Police Chief Selection
Belton	TX	Fire Chief Selection
Buda	TX	Comprehensive Analysis of Police Services
Cedar Park	TX	Comprehensive Analysis of Police Services
Prosper	TX	Comprehensive Analysis of Police Services
Victoria	TX	Comprehensive Analysis of Police Services
Washington City	UT	Comprehensive Public Safety Analysis
Hampton	VA	Police Chief Selection
Loudoun County	VA	Comprehensive Analysis of Sheriff Services
Snoqualmie	WA	Police Workload & Deployment Analysis
Spokane Valley	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Police Chief Selection
Wauwatosa	WI	Comprehensive Analysis of Police Services
Jackson Hole	WY	Police Consolidation Review
Laramie	WY	Comprehensive Analysis of Police Services
Teton County	WY	Police Consolidation Review

5. REFERENCES

City of Belton, TX

Comprehensive Analysis of Police Services
Sam Listi, City Manager
(254) 933-5819
slisti@BeltonTexas.gov

City of Vancouver, WA

Comprehensive Analysis of Police Services & Police Chief Selection
David Mercier, Assistant City Manager
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Cumru Township, PA

Jeanne Johnson, Township Manager
Comprehensive Analysis of Police Services & Police Chief Selection
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City of Jenks, OK

Comprehensive Analysis of Police Services
Christopher Shrout, Assist City Manager
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Town of Northborough, MA

Comprehensive Analysis of Police Services
John Coderre, Town Manager
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City of Sandy Springs, GA

Comprehensive Analysis of Police Services
John McDonough, City Manager
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Oshtemo Township, MI

Comprehensive Analysis of Workload & Deployment of SO
Chief Mark Barnes
269-216-5226
mbarnes@oshtemo.org

6. STATEMENT OF CONSULTANTS UNDERSTANDING OF PROJECT

THE CPSM APPROACH

The CPSM team developed a standardized approach to conducting analyses of police departments by combining the experience sets of dozens of subject matter experts.

We begin projects with a request for data, documents and worksheets.

Next, we extract raw data on calls for service from an agency's computer aided dispatch system. The data are sorted and analyzed to identify performance indicators (i.e., response times, workload by time, multiple unit dispatching, etc.) for comparison to industry benchmarks. Performance indicators are valuable measures of agency efficiency and effectiveness. The findings are shown in tabular as well as graphic form and follow a standard format for presentation of the analyzed data. While the format will be similar from community to community, the data reported are unique to the specific agency.

CPSM also conducts an on-site operational review. Here the performance indicators serve as the basis for the operational reviews. Prior to any on-site arrival of an CPSM team, agencies are asked to compile a number of key operational documents (i.e., policies and procedures, assets lists, etc.). Most on-site reviews consist of interviews with management and supervisors, as well as rank and file officers; attendance at roll calls and ride-alongs with officers. We review case files with investigators and observe dispatch operations to assess compliance with the provided written documentation.

As a result of on-site visits and data assessments, our subject matter experts produce a SWOT analysis (strengths, weaknesses, opportunities and threats of the department). We have found that this standardized approach ensures that we measure and observe all of the critical components of agencies.

Additionally, this methodology can be integrated with ongoing support customized to the unique needs of your community. Strategic planning, risk assessment, and training services are also available to assist with the implementation of CPSM recommendations and developing new processes and programs that may arise as implementation evolves.

The following information describes the CPSM approach to studying, understanding, evaluating, and reporting on police departments around the country. Although no two police departments are the same, a standardized approach to department evaluation ensures a rigorous and methodological process that permits benchmarking, comparing, and assessing within the context of the best practices of American law enforcement. However, each locality has unique characteristics that present policing challenges. Integrating a standardized approach within the context of local variability permits an accurate assessment of the organization in its political environment, and further permits CPSM to offer recommendations that comport with the best practices in policing, yet tailor-made for the client community.

I. Benchmark the community

It is essential to understand the service levels, protection needs, community dynamics, and overall environment within which the police department operates. If necessary to do so, the CPSM study may involve interviews directed at stakeholders in the community which could

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include elected officials and employee labor representatives who would be contacted to solicit their opinions about the department, the public safety needs of their constituency, and the perceived gaps in service levels currently provided. CPSM may work with the agency to identify community members that can provide this important information. Additionally, the department will be compared to organizations of similar size with respect to crime, demographics, and cost-efficiency.

II. Patrol Operations

Police agencies routinely speak about "recommended officers per 1,000 population" or a "National Standard" for staffing or comparisons to other municipalities. There are no such standards, nor are there "recommended numbers of "officer per thousand". The International Association of Chiefs of Police (IACP) states; "Ready-made, universally applicable patrol staffing standards do not exist. Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions."

Staffing decisions, particularly in patrol, must be made based upon actual workload and very few police agencies have the capability of conducting that analysis. Once an analysis of the actual workload is made, then a determination can be made as to the amount of discretionary patrol time that should exist, consistent with the local government's ability to fund.

CPSM's team of doctoral level experts in Operations Research in Public Safety have created in **The CPSM Patrol Workload & Deployment Analysis System**© the ability to produce detailed information on workload even in those agencies without sophisticated management information systems. Using the raw data extracted from the police department's CAD system our team converts calls for service into police services workload and then effectively graphs workload reflecting seasonally, weekday / weekend and time of day variables. Using this information, the police department can contrast actual workload with deployment and identify the amount of discretionary patrol time available (as well as time commitments to other police activities).

Police service workload differentiates from calls for service in that calls for service is a number reflecting the incidents recorded. Workload is a time measurement recording the actual amount of police time required to handle calls for service from inception to completion. Various types of police service calls require differing amounts of time (and thus affect staffing requirements). As such, call volume (number of calls) as a percentage of total number of calls could be significantly different than workload in a specific area as a percentage of total workload. The graph below demonstrates this difference in units.

CPSM has found that the most effective way to manage operations, including policing, is to make decisions based upon the interpretation and analysis of data and information.

To achieve this, a data analysis of police department workload, staffing and deployment will be conducted. By objectively looking at the availability of deployed hours and comparing those to the hours necessary to conduct operations, staffing expansion and/or reductions can be determined and projected. Additionally, the time necessary to conduct proactive police activities (such as team-led enforcement, directed patrol, community policing and selected traffic enforcement) will be reviewed to provide the city with a meaningful methodology to determine appropriate costing allocation models.

Workload vs. deployment analysis sample

This is one of the ways we show the amount of available, non-committed patrol time compared to workload. As you can see we break out the various activities, convert them to time and then compare to available manpower. The deployment is based upon actual hours worked.

So in this example, at noon there are approximately 9 hours of work (including citizen initiated & officer initiated calls for services, including traffic) and administrative activities (meals, vehicle, reports, etc.). There are approximately 15 man hours of available resources meaning that at that hour, on average, of the 15 officers on duty 9 are busy on activities.

The area shown in green and brown is uncommitted time. This is the area where staffing decisions impact – it becomes a policy issue as to how much uncommitted time a city wants, and is willing to pay for.

Figure 7: Deployment and Main Workload, Weekdays, Summer

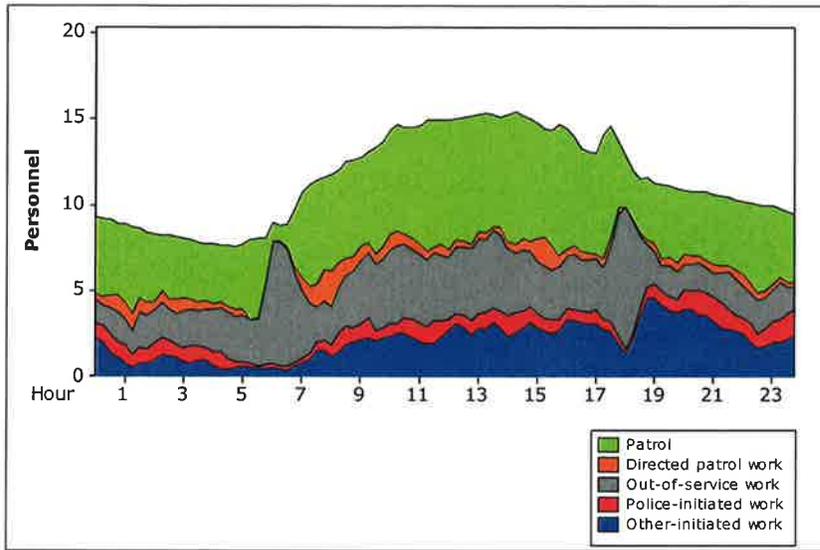
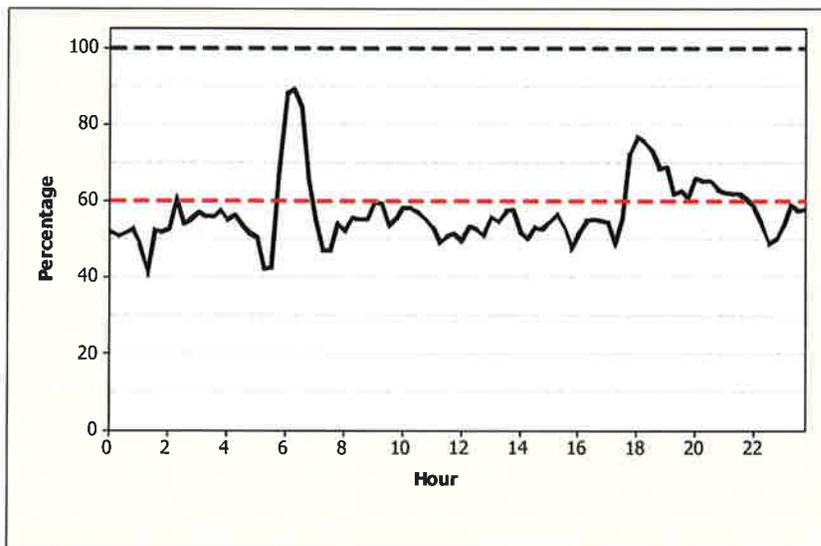


Figure 8: Workload Percentage by Hour, Weekdays, Summer



Workload vs. Deployment – Weekdays, Summer

Avg. Workload:	6.5 officers per hour
Avg. % Deployed (SI):	57 percent
Peak SI:	89 percent
Peak SI Time:	6:15 a.m.

The CPSM study will result in the calculation of service demands placed on the department, workload levels, service times for calls for service, and response times. This information is developed by first extracting data from the departments CAD system. The extracted information is then processed and workload is calculated. This workload is then compared to deployment levels. The product of this analysis is the variance between service demands and available personnel, and appropriate recommendations made for staffing levels and an optimal deployment schedule to meet these service demands. This permits exploration of the following questions:

- What are the service demands made by the public as measured through the CAD system?
- What is the workload?
- Based on this workload is the alignment of Districts and Divisions appropriate?
- Based on the workload is the shift schedule aligned appropriately and what alternatives to the current shift plan are most efficient?
- How many police officers and supervisors are need to staff the patrol function in order to meet the workload demands placed on the agency?
- How long does it take to respond to calls for service (both response time and total time) and what ways are there to reduce these times?
- How many officers are assigned to each call and what are the ways to minimize these assignments?
- What categories of call, and in what frequency, does the agency handle and what measures can be adopted to minimize unnecessary responses?
- How much time is spent on administrative duties?
- How much time is spent on directed patrol activities and specialized enforcement?

The study will determine the gaps in patrol coverage and recommendations for modifying temporal and spatial deployment. With the appropriate "best fit" of patrol coverage identified, a determination can be made about the exact number of officers required to meet service demands, and in what shift/district/division combinations to maximize resources.

In addition to the analysis of patrol operations from the CAD system and workload, the CPSM study will focus on the qualitative aspects of patrol. The study will observe officers on patrol through ride-alongs, interviews, and general observations. We will amass all available documents, plans, and data available to understand the patrol approach in the department. We will observe the special operations teams, the problem/nuisance unit, etc. to evaluate their role within the overall mission of the department and patrol operations. We will evaluate the performance of the units, identify improvement opportunities, and justify and recommend appropriate staffing levels

The CPSM study will also evaluate the implementation of technology on patrol, weapons available, and equipment used with opportunities for improvement.

CPSM advocates community policing as its operational philosophy. The CPSM study would evaluate the implementation of community policing, in quantifiable and anecdotal terms, and identify improvement opportunities where appropriate.

Similarly, the CPSM study would evaluate the relationship of patrol operations with the rest of the department. To what extent does this bureau work, coordinate, and communicate with the other operational and support functions of the department? How should it? What are the strategic, management, and planning functions of the department with regards to the patrol function and how does patrol operations respond to the mission of the organization? How are crime, traffic, disorder, and quality of life problems handled?

III. Investigations

The CPSM study will assess investigations – both reactive and proactive. The CPSM team will explore the following questions:

- Staffing – Are there sufficient investigators available to handle the workload?
- Workload – What is the workload; how many cases do investigators handle; is the specialization appropriate?
- Case management – Is there an effective case management system in place?
- Effectiveness & Efficiency – How much time does it take to investigate cases? Are victims kept informed? Are cases cleared and offenders held accountable? How much overtime is spent?
- Intelligence – How is intelligence gathered and disseminated (inside and outside the department)? Does the investigations function make use of intelligence?
- Civilianization opportunities – What are the potential areas for civilianization?
- Technological opportunities – Is technology being leveraged to improve investigations?
- Crime scene – Are crime scenes being processed efficiently, and are appropriate follow-up investigations being conducted?
- Proactive Investigations – the same approach and inquires found in sections above are applied to each specialized investigative unit in the department.
 - Narcotics
 - Violent Offenders
 - Warrants and Fugitives
 - Bombings and Arson
 - Fraud/Cyber crimes
 - All other specialized investigations units

CPSM will essentially evaluate each investigative unit operating in the agency. This evaluation will make an assessment of the performance of the unit, how the unit operates within the overall mission of the department, compare operations to best practices in law enforcement, identify improvement opportunities, and identify appropriate staffing levels.

IV. Administration and Support

Once again, CPSM will evaluate every administrative and support unit in the police department. This evaluation will involve:

- Staffing;
- Workload;
- Civilianization possibilities;
- Cost saving opportunities;
- Out-sourcing opportunities;

Best practice comparisons and opportunities for improvement.

The CPSM team has subject matter experts in police management and administration and will explore administration and support activities in the area of professional standards (Internal investigations, hiring and recruitment, disciplinary system, promotional system), training (both academy and in-service), records management, evaluating the critical, frequent, and high liability policies, facility, fleet, equipment, information technology, property management system, laboratory, planning and research, sick-time management, overtime, communications and dispatch, etc.

In general, we look at every unit identified as a discrete operational/support entity for the following:

- Describe the functions of the unit;
- Evaluate the performance of the unit. In most cases this is a quantitative; evaluation, but in units not appropriate for quantification, a qualitative evaluation is provided;
- Identification of improvement opportunities
- An evaluation and justification, and recommendation for appropriate staffing levels.

V. Organizational Culture

During the operational evaluation described above, organizational "themes" emerge. What does the department "think" about providing police service to the community and how does this thinking align with the stated mission and department policies? How does the department interact with the community and internally with its own members? In general, what is the culture of the organization?

The culture of a police organization is a reflection of its members and the community it serves. Through focus groups, interviews, and observations, the CPSM team will evaluate operational readiness and need. This part of the CPSM study is critical to the overall success of the project as it provides a better understanding of the police department and how the workload, staffing, and community dynamics shape the mission, goals, operations, and needs of the organization. In addition, as an option, every member of the department can be given the opportunity to participate in an anonymous survey. This survey is designed to understand the culture of the department, assess internal and external communications, and determine what it "thinks" about various elements of organizational life.

VI. Organizational Structure and Administration

Based on the above, we are able to analyze current management structure and practice and make recommendations to improve organizational administration. The product of this analysis is a proposed staffing mode. The product of this analysis also generally ends up with a leaner, flatter, and more efficient organizational design.

VII. Performance Management

The overarching philosophy of the CPSM approach is to evaluate the police department in terms of performance management. Identifying workload, staffing, and best practices is just the beginning. It is also important to assess the organization's ability to carry out its mission. Essentially, does the police department know its goals, and how does it know they are being met. It is very difficult for an organization to succeed at any given level of staffing unless it has a clear picture of success. How does the department "think" about its mission, how does it identify and measure what's important to the community, how does it communicate internally and externally, how does it hold managers accountable, and how does it know the job is getting done? The CPSM team will evaluate the department and make recommendations to assist with improving capacity in this area, if necessary. In addition, CPSM can offer performance management training and mentoring services to support organizational success.

7. TIMELINE AND PROPOSED SCHEDULE

PROJECT SCHEDULE

Milestone 1 – Full execution of the agreement

Agreement will identify Project Launch date.

Milestone 2 – Project Launch

We will conduct an interactive telephone conference with local government contacts. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, and commencing information gathering.

✓ **Milestone 3a – Information Gathering and Data Extraction – 30 Days**

Immediately following project launch, the police operations lead will deliver an information request to the department. This is an extensive request which provides us with a detailed understanding of the department's operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

Milestone 3b – Data Extraction and Analysis – 14 Days

Also immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from your department to ensure the timely production of required for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

Milestone 3c – Data Certification – 14 days

Milestone 4a – Data Analysis and Delivery of Draft Data Report – 30 days

Within thirty days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to each of the departments for their review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

Milestone 4b – Departmental Review of Draft Data Report – 14 days

The department will have 10 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The Department must specify all concerns with the draft report at one time.

Milestone 4c – Final Data Report – 10 days

After receipt of the department's comments, the data report will be finalized within 10 days.

Milestone 5 – Conduct On-Site Visit – 30 days

Subject matter experts will perform an on-site visit within 30 days of the delivery of the draft data report.

Milestone 6 – Draft Operations Report – 30 days

Within 30 days of the last on-site visit, the operations team will provide a draft operations report to each department. Again the departments will have 10 days to review and comment.

Milestone 7 – Final Report 15 days

Once the Department's comments and concerns are received by CPSM the combined final report will be delivered to the city within 15 days.

8. PROPOSAL COST

PROPOSED FEES

The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

CPSM will conduct the analysis of the police department for \$48,500 exclusive of travel. The project would be billed in three installments: 40% upon signing the contract; 40% with delivery of the police draft data analysis; 20% with delivery of the draft final report. Following delivery of the draft reports, the city will have 30 days to provide comments as to accuracy and a final report will be delivered within 30 days of the comment period.

Travel expenses will be billed as incurred as actual cost with no overhead or administrative fees.

NOTE: If the chief administrative officers is a member of ICMA the fee, exclusive of travel costs, will be reduced by 10% to \$43,650.

Deliverables

Draft reports will be provided for department review in electronic format.

In order to be ecologically friendly, CPSM will deliver the final report in computer readable material either by email or CD or both. The final reports will incorporate the operational as well as data analysis. Should the municipality desire additional copies of the report, CPSM will produce and deliver whatever number of copies the client request and will invoice the client at cost.

Should the local government desire additional support or in-person presentation of findings, CPSM will assign staff for such meetings at a cost of \$2,500 per day/per person along with reimbursement of travel expenses.

CONCLUSION

Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, Center for Public Safety Management, LLC acts as a trusted advisor, assisting local governments in an objective manner. In particular, CPSM's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes CPSM a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you further.

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

Department/Staff Contact: PW / Douglas Budzynski	Meeting/Workshop Date: 22 November 2016	Agenda Bill Number: AB16-139
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2568	Councilmember Sponsor: Donn Lewis

Agenda Subject: Notice of Award for Construction Effort of Phase 3 - SCADA System Upgrades.

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing to Award a Contract To Technical Systems, Inc. For The Construction Effort of Phase 3 - SCADA System Upgrades.

Administrative Recommendation: Recommend Approval

Background Summary: RH-2 completed the design of phase 3 of the program in October. Phase 3 will update the SCADA communications at the Tacoma Point Well Site, Victor Falls Pumping Station Site, LS-12, LS-15, and LS-16. With the completion of Phase 3, 11 of the 24 Sewer sites and 8 of the 13 water sites will be up to date. The City received and opened 2 bids on November 9, 2016. Technical Systems, Inc. was the apparent low bidder with a bid of \$183,019.01. The Engineer's Estimate was \$233,615.36. Staff has review the Contractor's bid and determined that their submittal is consistent with the requirements of the contract provisions.

Attachments: Resolution 2568, Contract, Map, Bid Tabulation

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Sewer \$689,365.00	\$282,173.32	\$155,756.89	\$126,416.43
Water \$258,845.00	\$126,717.39	\$54,714.97	\$72,002.42

Budget Explanation: Water: 401.018.034.594.34.65.01 - SCADA Telemetry Upgrade; Sewer 402.018.035.594.35.65.01 - SCADA Telemetry Upgrade
 Construction Contract: \$183,019.01 + 10% Contingency: \$18,301.90 + 5% Construction Services: \$9,151.95 for a Total = \$210,471.86
 Revenue Source: Water SDCs, Sewer SDCs

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	Other Date: 15 November 2016	Approvals: Chair/Councilmember Donn Lewis Councilmember James Rackley Councilmember Dan Swatman	Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Forward to:		Consent Agenda:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Commission/Board Review:			
Hearing Examiner Review:			

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): November 22, 2016	Tabled to Date:

APPROVALS

Director:
John Vodopich

Mayor:
Neil Johnson Jr.

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

RESOLUTION NO. 2568

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AWARDED THE PHASE 3 - SCADA SYSTEM UPGRADES CONTRACT TO TECHNICAL SYSTEMS, INC.

WHEREAS, the City Council adopted the SCADA System Upgrades project both in the water CIP and sewer CIP to the 2015-2016 budget; and

WHEREAS, the City opened bids on November 9, 2016 for the Phase 3 - SCADA System Upgrades construction and the low bidder was determined to be Technical Systems, Inc. for the amount of \$183,019.01 which includes tax;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:

That the City of Bonney Lake Council does hereby authorize the Mayor to sign the attached contract with Technical Systems Inc.

BE IT FURTHER RESOLVED that the City of Bonney Lake Council does hereby authorize a 10% Construction Contingency (\$18,302.00) amount based on the contract bid amount as well as a 5% construction services (\$9,151.00) amount based on the contract bid for a total amount of \$210,471.86.

APPROVED by the City Council this 22nd day of November, 2016.

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

CITY OF BONNEY LAKE CONTRACT

THIS CONTRACT, is made and entered into this ____ day of _____, 20__ by and between the CITY OF BONNEY LAKE, a Washington municipal corporation, hereinafter referred to as the "Owner" and _____, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner desires to have certain work, services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, the Contractor represents that the Contractor is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, to perform the work, services and/or tasks set forth in this Agreement; and

WHEREAS the Owner has heretofore caused to be prepared certain plans and specifications described as the _____ and the Contractor did on the ____ day of _____, 2016, file with the Owner a proposal to construct said work and agreed to accept as payment therefore the sum fully stated and set forth in the proposal; and

WHEREAS, the said Contract Documents fully and accurately described the terms and conditions upon which the Contractor proposes to furnish said equipment, labor, materials, and appurtenances and perform said work, together with the manner and time of furnishing same;

IT IS THEREFORE AGREED, first, the Contractor shall perform such work and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Contractor responsibilities throughout this Agreement and as detailed in the plans and specifications described as _____. It is agreed that a copy of said General Conditions and other Contract Documents filed with the Owner, as aforesaid, do, in all particulars, become a part of this Agreement by and between the parties hereto in all matters and things therein set forth and described;

AND FURTHER, that the Owner and the Contractor hereby accept and agree to the terms and conditions of said Contract Documents as filed as completely as if said terms and conditions and plans were herein set out in full.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

CITY OF BONNEY LAKE

CONTRACTOR: _____

Neil Johnson, Jr., Mayor

By _____
Title _____

Date: _____

Date: _____

CITY OF BONNEY LAKE

PHASE 3 - SCADA SYSTEM UPGRADES PROJECT

Bid Opening - November 9, 2016

Bid		SCHEDULE A - Base Bid	Engineers Estimate			Technical Systems, Inc		Northeast Electric	
No.	Units	Description	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	LS	Mobilization, Demobilization, Site Preparation and Cleanup (10% max of Schedule A)	1	\$ 4,040.00	\$ 4,040.00	\$4,062.00	\$ 4,062.00	\$7,000.00	\$ 7,000.00
2	LS	Electrical Installation at Victor Falls Water Treatment Facility	1	\$ 7,200.00	\$ 7,200.00	\$5,385.00	\$ 5,385.00	\$18,000.00	\$ 18,000.00
3	LS	Automatic Control at Victor Falls Water Treatment Facility	1	\$ 18,000.00	\$ 18,000.00	\$16,075.00	\$ 16,075.00	\$17,000.00	\$ 17,000.00
4	LS	Electrical Installation at Tacoma Point Wells Treatment Facility	1	\$ 7,200.00	\$ 7,200.00	\$5,385.00	\$ 5,385.00	\$18,000.00	\$ 18,000.00
5	LS	Automatic Control at Tacoma Point Wells Treatment Facility	1	\$ 8,000.00	\$ 8,000.00	\$12,823.00	\$ 12,823.00	\$12,000.00	\$ 12,000.00
Construction Cost: Schedule A					\$ 44,440.00		\$ 43,730.00		\$ 72,000.00
WSST @ 8.8%.....					\$3,910.72		\$3,848.24		\$6,336.00
Total Cost - Including WSST.....					\$ 48,350.72		\$ 47,578.24		\$ 78,336.00

Bid		SCHEDULE B - Deductive Bid	Engineers Estimate			Technical Systems, Inc		Northeast Electric	
No.	Units	Description	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	LS	Mobilization, Demobilization, Site Preparation and Cleanup (10% max of Schedule A)	1	\$ 15,480.00	\$ 15,480.00	\$10,369.00	\$ 10,369.00	\$15,000.00	\$ 15,000.00
2	LS	Electrical Installation at Lift Station No. 12	1	\$ 26,400.00	\$ 26,400.00	\$14,645.00	\$ 14,645.00	\$25,000.00	\$ 25,000.00
3	LS	Automatic Control at Lift Station No. 12	1	\$ 25,200.00	\$ 25,200.00	\$23,394.00	\$ 23,394.00	\$25,000.00	\$ 25,000.00
4	LS	Electrical Installation at Lift Station No. 15	1	\$ 26,400.00	\$ 26,400.00	\$14,645.00	\$ 14,645.00	\$25,000.00	\$ 25,000.00
5	LS	Automatic Control at Lift Station No. 15	1	\$ 25,200.00	\$ 25,200.00	\$23,394.00	\$ 23,394.00	\$25,000.00	\$ 25,000.00
6	LS	Electrical Installation at Lift Station No. 16	1	\$ 26,400.00	\$ 26,400.00	\$14,645.00	\$ 14,645.00	\$25,000.00	\$ 25,000.00
7	LS	Automatic Control at Lift Station No. 16	1	\$ 25,200.00	\$ 25,200.00	\$23,394.00	\$ 23,394.00	\$25,000.00	\$ 25,000.00
Construction Cost: Schedule B					\$ 170,280.00		\$ 124,486.00		\$ 165,000.00
WSST @ 8.8%.....					\$14,984.64		\$10,954.77		\$14,520.00
Total Cost - Including WSST.....					\$ 185,264.64		\$ 135,440.77		\$ 179,520.00

Total Cost - Schedule A + B including WSST.....	\$ 233,615.36	\$ 183,019.01	\$ 257,856.00
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City of Bonney Lake
City Council Agenda Bill (AB)

Department / Staff Member: Fin/Cherie Gibson	Meeting/Workshop Date: 22 November 2016	Agenda Bill Number: AB16-112 (Public Hearing AB16-111)
Agenda Item Type: Public Hearing	Ordinance/Resolution Number: D16-112	Councilmember Sponsor: McKibbin

Agenda Subject: Public Hearing of the Ad Valorem (Property Tax) Levy to be Collected in 2017.

Full Title/Motion: A Public Hearing of the City Council of the City of Bonney Lake, Pierce County, Washington to Receive Citizen Comment in Reference to Ordinance D16-112, Which Sets the Amount of the Annual Ad Valorem Tax Levy for Year 2017.

Administrative Recommendation:

Background Summary: Pursuant to Revised Code of WA (RCW) 84.52.020 the Mayor of the City of Bonney Lake must certify to the Pierce County Assessor-Treasurer and the Pierce County Council that the Bonney Lake City Council requests the following levy amounts be collected in year 2017.

The regular levy limit is \$3,005,624.59, which consists of the lawful regular tax levy multiplied by the 1% limit factor plus the current years assessed value of new construction and improvements and relevy. However, the property tax limit factor is the lesser of 101% or 100% plus inflation. The Pierce County Assessor has certified that the implicit price deflator (IPD) calculation has been established as 1.00953. Upon a finding of substantial need the legislative authority may provide for the use of a limiting factor of up to 101% as previously used, in order to maintain programs such as street maintenance, police & public safety service levels, animal control and senior services. After years of a recession, the City struggles to get back to pre-recession budget levels.

Based upon a Resolution of Substantial Need the following are keys details to the 2017 proposed levy: (a) the tax levy rate for 2016 per \$1,000 property value was \$1.36028 (rounded); the proposed rate for 2017 is \$1.2593 (rounded). (b) The total City assessed value for 2017 is \$2,376,734,321. The assessed value in 2016 was \$2,149,571,566. This is an increase of \$227,162,755 or 9.5% (c) The total tax levy collected in 2016 was \$2,936,103. To derive the proposed 2017 levy to be collected start with the previous year of \$2,936,103, add new construction and improvements of \$29,634 add the allowed increase pursuant to RCW with Substantial Need= \$27,338; add the amount of the relevy due to refunds \$12,549.19 for the net 2017 collection of \$3,005,625.

Attachments:

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: Adopt Annual Ad Valorem Property Tax to be collected in 2017			

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

COUNCIL ACTION

Workshop Date(s): 11/15/2016

Public Hearing Date(s): 11/08/2016

Meeting Date(s): 11/22/2016

Tabled to:

APPROVALS

Director:

Cherie Gibson, CPA

Mayor:

Date Reviewed by

City Attorney:
(if applicable):

ORDINANCE NO. D16-112

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, SETTING THE AMOUNT OF THE ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2017 FOR THE PURPOSES SET FORTH BELOW.

WHEREAS, the City Council of the City of Bonney Lake is meeting and discussing the biennial budget for the fiscal years 2017 and 2018; and

WHEREAS, the City Council held a public hearing on November 8, 2016 to discuss the feasibility of an increase in property tax revenues for collection in year 2017; and

WHEREAS, the City Council passed a Resolution of Substantial Need; and

WHEREAS, the City Council of the City of Bonney Lake after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Bonney Lake requires a regular levy in the amount of \$3,005,625, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

SECTION 1: The City Council of the City of Bonney Lake, Washington, does hereby resolve the city's actual levy amount from the previous year was \$2,936,103; and, the population is more than 10,000; and the City Council passed a separate Resolution 2563 of Substantial Need; and now therefore, that an increase in the regular property tax levy is authorized for the levy to be collected in the 2017 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$27,338 which is a percentage increase of .931085% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

SECTION 2: That the taxes to be collected from the levies hereby fixed and made, together with the estimated revenues from sources other than taxation, which constitutes the appropriation of the City of Bonney Lake for the fiscal year 2017, are hereby approved.

SECTION 3: A certified copy of this Ordinance and original Ad Valorem Levy Certification shall be transmitted on or before November 30th of the year preceding the year in which the levy amounts are to be collected to the Pierce County Assessor-Treasurer (Attn: Levy Department; 2401 S. 35th St. Rm. 142; Tacoma, WA 98409); and, the Pierce County Council (Attn: Clerk, Rm. 1046; County City Building; 930 Tacoma Ave. S.; Tacoma, WA 98402); and, any other governmental office as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF BONNEY LAKE
and approved by the Mayor this 22nd day of November, 2016.

Mayor Neil Johnson, Jr.

AUTHENTICATED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney