

Finance Committee -

October 11, 2016

5:00 P.M.

Agenda



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.

Location: Justice & Municipal Center; Conference Room 200; 9002 Main Street, Bonney Lake, WA 98391

Call to Order: Deputy Mayor Randall McKibbin

Anticipated Attendees: Deputy Mayor Randall McKibbin, Councilmember Dan Swatman and Councilmember Tom Watson.

Anticipated Staff: Don Morrison, City Administrator; Harwood Edvalson, Administrative Services Director, Jenna Richardson, HR Manager and Cherie Gibson, CFO.

Updates and/or Reports:

1. Personnel Updates and/or Issues, Human Resources Manager Jenna Richardson

Old Business:

1. Approval of Finance Committee draft notes. (Pages 2-3)

New Business:

1. **AB16-122 – Resolution 2558** - Official Newspaper for 2016-2017, Administrative Services Director Harwood Edvalson (Pages 4-8)
2. **AB16-120 – Resolution 2556** – 2016 Expansion of Arts Commission Membership, City Administrator Don Morrison (Pages 9-10)

Closed Session:

Not anticipated

Adjournment:

There being no further business, the meeting adjourned approximately _____ P.M.



Finance Committee

September 27, 2016 Regular Scheduled Meeting

DRAFTED NOTES

The meeting was called to order at 5:02 P.M.

Roll Call:

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

Attendees:

City Administrator, Don Morrison
Chief Financial Officer, Cherie Gibson
Public Services Director, John Vodopich
Admin. Services Dir. /City Clerk, Harwood Edvalson
Human Resources Manager, Jenna Richardson
Special Events Coordinator, David Wells
Administrative Assistant, Debbie McDonald

Finance Committee

I. Update and/or Reports:

Personnel Updates and/or Issues

Human Resources Manager Richardson reported that as to date there has been eleven recruitments and nine new hires. There will be a job opening in Finance with the resignation of a current employee. Will re-evaluate that position to meet the needs in the Finance Department.

No additional action needed.

II. Old Business:

Approval of the August 23, 2016 Draft Notes

Councilmember Watson moved to approve the draft notes as written.

III. New Business/Action Items:

Bonney Lake Days Financial Report

City Administrator Morrison stated that Police salaries were \$2530.00 which gives Bonney Lake Days a total cost of \$26,669.34. After taking out revenues, Bonney Lake Days cost the City \$12,525.34.

Chief Financial Officer Gibson did explain that next year there will be a sign-in and sign-out sheet for tracking employee hours.

Committee Members were questioning the cost and the value to the City by having these events. Also discussed if City residents would prefer quality over quantity or do they want quantity over quality in regards to the bands hired to perform. They were also questioning if there is a set budget should sponsorships go towards covering the budget or be in addition to the budgeted amount.

Will continue to discuss at later date.

AB16 – 118 – Resolution 2554 – Award Myers Road S. Overlay Project to Tucci & Sons, Inc.

Public Services Director Vodopich presented the resolution with a brief description of the project.

Committee Members had no questions.

Item was moved to consent agenda.

AB16 – 119 – Resolution 2555 – Authorize the Contract with KPG for the Myers Road S Overlay Construction Management and Administration Services.

Public Services Director Vodopich presented the resolution with a brief description of the project.

Committee Members had no questions.

Item was moved to consent agenda.

IV. **Closed Session:** NONE

VI. **Adjournment:**

Deputy Mayor McKibbin adjourned the meeting at 5:51.

Debbie McDonald, Administrative Assistant

City of Bonney Lake
City Council Agenda Bill (AB)

Department / Staff Member: Administrative Services/ Edvalson	Meeting/Workshop Date: October 11, 2016	Agenda Bill Number: AB16-122
Agenda Item Type: Resolution	Ordinance/Resolution Number: Resolution 2558	Councilmember Sponsor: Deputy Mayor McKibbin

Agenda Subject: Awarding the Bid for Official Newspaper Services for 2016-2017.

Full Title/Motion:
 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/The Bonney Lake-Summer Courier Herald for 2016-2017.

Administrative Recommendation: Award bid to Sound Publishing/Courier-Herald

Background Summary:
 BLMC Section 1.20 provides that the City call for bids annually to provide official newspaper services to the City. Bids were recently solicited. The only response was received from Sound Publishing, the publishers of the Bonney Lake – Courier Herald.
Attachments: Bid materials received from Sound Publishing, Inc.

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
n/a				<input checked="" type="checkbox"/> General <input checked="" type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: The bid rate of \$9.85/column inch remains the same as the previous two years.				

COMMITTEE, BOARD & COMMISSION REVIEW				
Council Committee: Finance	<i>Approvals:</i>		Yes	No
	Chair/Councilmember	R. McKibbin	<input type="checkbox"/>	<input type="checkbox"/>
Committee Date: 10/11/16	Councilmember	D. Swatman	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember	T. Watson	<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):	Public Hearing Date(s):
Meeting Date(s): 10/25/16	Tabled to:

APPROVALS		
Director: <i>HTE</i>	Mayor: <i>NJ</i>	Date Reviewed by City Attorney: N/A (if applicable)



City of Bonney Lake

September 30, 2016
To: City of Bonney Lake
Re: Official Newspaper Bid

The weekly Courier Herald, a division of Sound Publishing, is pleased to submit a bid to continue to serve as the City of Bonney Lake's Legal Newspaper of Record.

Statement of Qualifications:

This newspaper meets all the qualifications of R.C.W. 65.16.020, and is recognized and listed with the King County, Washington, Superior Court as a Legal Newspaper (attached).

Publication Rate:

With our current circulation at just over 25,000 the legal rate of \$9.85 per column inch equates to less than .0003¢ per household. This translates to approximately \$34.47 per 100 words. This rate is for the first insertion and any subsequent publication.

Affidavits:

An affidavit of publication is mailed within one week after a notice is published and is free of charge.

Circulation

The Courier Herald meets the needs of the more than 52,730 readers within our distribution area. Our circulation widely covers the cities of Bonney Lake (zip code 98391) with a circulation of over 13,000 as well as Buckley and Sumner. This award winning newspaper is also available at newsstands and stores located within the circulation area as well as the libraries and city hall offices.

Reporting/News

The Courier Herald and its website will continue to feature editorial coverage dedicated to the City of Bonney Lake's events, activities, news and general interest stories as they pertain to the readers & citizens at the discretion of the editor.

Our Publisher

As Regional Publisher, Polly Shepherd has over 17 years in the newspaper industry. Polly is responsible for multiple publications for Sound Publishing including the Kent, Renton, Auburn, Covington/Maple Valley/Black Diamond and Tukwila Reporters as well as the Federal Way Mirror. Polly coaches a commitment to delivering relevant, local news that directly affects the lives of those who raise families and work in the communities that Sound serves.

We look forward to continuing to serve the City's needs.

Sincerely,

Polly A. Shepherd
Regional Publisher - Courier Herald
Sound Publishing
253-872-6600
Email: PShepherd@SoundPublishing.com

<i>Publication</i>		<i>Paid</i>	<i>Other Pd</i>	<i>Unpaid</i>	<i>Total Distribution</i>
Virginia					
<i>Mechanicsville</i>					
Goochland Gazette	Thurs.	61	6,084	2,457	8,591
Mechanicsville Local	Wed.	28	-	29,995	30,012
Washington					
<i>Aberdeen</i>					
The Daily World	E-Edition/Sat	42	171	-	212
The Daily World	E-Edition-Tues/T	41	171	-	212
The Daily World	Saturday	7,084	-	243	7,307
The Daily World	Tues/Thurs	6,874	-	488	7,361
<i>Bainbridge Island</i>					
Bainbridge Island Review	Fri.	2,348	-	103	2,450
<i>Bellevue</i>					
Bellevue Reporter	Fri.	18	-	35,511	35,527
Issaquah/Sammamish Reporter	Fri.	11	-	24,875	24,886
<i>Coupeville</i>					
South Whidbey Record	Wed/Sat	2,529	-	14	2,543
Whidbey Crosswind	Monthly	10	-	6,213	6,223
Whidbey Examiner	Wed.	1,104	-	40	1,144
Whidbey News Times	Wed/Sat	3,884	-	135	3,820
Whidbey News Times (TMC)	Wed.	-	-	6,747	6,747
<i>Eastsound</i>					
Island's Sounder	Wed.	1,242	-	-	1,242
<i>Enumclaw</i>					
 Bonney Lake & Sumner Courier Herald	Wed.	41	12	14,875	14,927
Enumclaw Courier Herald	Wed.	344	785	10,199	11,308
<i>Everett</i>					
La Reza	Fri.	-	-	21,757	21,757
<i>Federal Way</i>					
Federal Way Mirror	Fri.	827	377	28,428	29,431
<i>Forks</i>					
Forks Forum	Fri.	128	-	4,355	4,483
<i>Friday Harbor</i>					
Journal of the San Juan Islands	Wed.	1,509	-	38	1,544
<i>Kent</i>					
Auburn Reporter	Fri.	23	-	24,377	24,399
Kent Reporter	Fri.	18	-	25,110	25,128

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RECEIVED
KING COUNTY, WASHINGTON

JAN 30 2007

KNT DEPARTMENT OF
JUDICIAL ADMINISTRATION

SUPERIOR COURT OF WASHINGTON FOR KING COUNTY

In Re the Matter of,

KING COUNTY PUBLICATIONS LTD.,

Petitioner.

NO. **07-2-04096-0** KNT

PETITION FOR AN ORDER OF
APPROVAL AS A LEGAL
NEWSPAPER

Pursuant to RCW 65.16.040, King County Publications Ltd. ("KCP") petitions the Court for an order approving all of the newspapers of general interest and circulation that KCP publishes and distributes at least weekly in King County, Washington ("KCP Consolidated Newspaper Group"), including but not limited to the *Auburn Reporter*, *Bellevue Reporter*, *Covington and Maple Valley Reporters*, *Bothell and Kenmore Reporters*, *Kent Reporter*, *Redmond Reporter*, *Renton Reporter*, *Mercer Island Reporter* and *Snoqualmie Valley Record*, as "legal newspapers," as defined in RCW 65.16.020. This petition is supported by the records and files herein, and the following sworn Declaration of Don Kendall, Publisher of the KCP Consolidated Newspaper Group.

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PETITION FOR ORDER OF APPROVAL
AS A LEGAL NEWSPAPER - 1

122295.0001/1355913.1

LANE POWELL PC
1420 FIFTH AVENUE, SUITE 4100
SEATTLE, WASHINGTON 98101-2318
206.223.7000 FAX: 206.223.7107

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DATED: January 30, 2007

LANE POWELL PC

By Michael A. Nesteroff
Michael D. Dwyer, WSBA No. 00861
Michael A. Nesteroff, WSBA No. 13180
Attorneys for Petitioner

PETITION FOR ORDER OF APPROVAL
AS A LEGAL NEWSPAPER - 2

122295.0001/1355913.1

LANE POWELL PC
1420 FIFTH AVENUE, SUITE 4100
SEATTLE, WASHINGTON 98101-2338
206.223.7000 FAX: 206.223.7107

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 3 October 2016	Agenda Bill Number: AB16-120
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2556	Councilmember Sponsor: Minton-Davis

Agenda Subject: Expansion of Arts Commission Membership

Full Title/Motion: A Resolution 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.

Administrative Recommendation: Approve

Background Summary: In 2014, the Council increased the authorized maximum number of Arts Commission members from 7 to 9. There continues to be public interest in serving on the Commission, and more good applicants than current positions available. Moreover, the Arts Commission is a "working" commission in which the members actively engage in arts related projects. Thus, they need more members to help carry-out their work plan. It is proposed that the number of members of the Commission be increased by two (2), from Nine (9) to Eleven (11). As a side note, the Sumner Arts Commission also has 11 members.

Attachments: Resolution No. 2556

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: NA			

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	Other Date: 22 July 2014	Approvals: Chair/Councilmember Councilmember Councilmember	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):	Tabled to Date:

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

RESOLUTION NO. 2556

A RESOLUTION 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.

WHEREAS, the Arts Commission has requested, and the City Council concurs, to increase the number of members of the Arts Commission in order to provide additional commissioners who are willing to provide volunteer support and participation in the development and implementation of the work plan of the Arts Commission;

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

Section 2(A) of Resolution Nos. 2403 and 2356 are hereby amended to read as follows:

- A. The Arts Advisory Commission (hereafter "Commission") shall be composed of no fewer than five (5) and no more than ~~nine (9)~~ eleven (11) members, appointed by the Mayor.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2016.

Neil Johnson, Jr., Mayor

ATTEST:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney