

CITY COUNCIL MEETING

**July 22, 2014
7:00 P.M.**

AGENDA



“Where Dreams Can Soar”

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

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

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

- A. Flag Salute
- B. Roll Call: Mayor Neil Johnson, Jr., Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson.
- C. Announcements, Appointments and Presentations:
 - 1. Announcements: None.
 - 2. Appointments: *See Full Council Issues.*
 - 3. Presentations: None.
- D. Agenda Modifications

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

- A. Public Hearings: None.
- B. Citizen Comments:

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

III. COUNCIL COMMITTEE REPORTS:

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

IV. CONSENT AGENDA:

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

- p. 5 A. **Approval of Minutes:** July 1, 2014 Workshop Minutes and July 8, 2014 Meeting Minutes.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable checks/vouchers #69036-69066 (Including wire transfer # 2014070101) in the amount of \$230,724.54.
Accounts Payable checks/vouchers #69067 in the amount of \$125.49 for Accounts Receivable refunds.
Accounts Payable checks/vouchers #69068-69082 in the amount of \$1,275.84 for Utility refunds.
Accounts Payable checks/vouchers #69083-69118 in the amount of \$229,109.10.
- p. 17 C. **AB14-97 – Resolution 2402** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Contract Amendment No. 2 To Resolution 2286, Awarding The Professional Services Agreement For The Design SR 410 Sidewalk Improvements From Angeline Bridge To 192nd Avenue East Project To Shea, Carr, Jewell Alliance.
- p. 29 D. **AB14-93** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing Out Of State Travel For The City’s Financial Operations Supervisor To Attend A Government Finance Officers Association (GFOA) Training Class Titled “Budget Training Academy”.

V. FINANCE COMMITTEE ISSUES:

- p. 35 A. **AB14-90** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Supporting The Award By The City Of Sumner Of The Construction Management Services Contract For The Wastewater Treatment Facility (WWTF) Expansion To Gray & Osborne, Inc.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.**VII. ECONOMIC DEVELOPMENT COMMITTEE ISSUES:** None.**VIII. PUBLIC SAFETY COMMITTEE ISSUES:**

- p. 59 A. **AB14-98 – Ordinance D14-98** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 6.04 Of The Bonney Lake Municipal Code Relating To The Animal Appeals Hearing Examiner.

IX. FULL COUNCIL ISSUES:

- p. 65 A. **AB14-70 – Ordinance D14-70** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 2.20 Of The Bonney Lake Municipal Code And Ordinance No. 1213 Relating To The Park Commission.

- p. 73 B. **AB14-102 – Resolution 2403** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Resolution 2356 To Increase The Number Of Members Of The Arts Advisory Commission.
- p. 75 C. **AB14-101** – A Motion Of The City Of Bonney Lake, Peirce County, Washington, Confirming The Mayor’s Appointment Of Arts Advisory Commissioners Alison Hudson, JoAnn Taylor, Suzy Fontaine, Valerie Foucart, Melissa Deckman-McVicker, Tyler Ussery, Beverly Birmele, and Sarah Strickler To Terms Ending April 6, 2017.
- p. 77 D. **AB14-100 – Ordinance D14-100** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 802 Relating To The Compensation Of The Mayor And Council Members.
- p. 85 E. **AB14-96** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Confirming The Mayor’s Appointments of Jennifer Ferrell, Douglas Collins, And Steve Riggs To The Salary Commission.
- F. **Presentation:** Financial Model Update and Budget Projection Discussion.
(No advance materials.)

X. EXECUTIVE SESSION:
Pursuant to RCW 42.30.110, the City Council may hold an executive session. The topic(s) and the session duration will be announced prior to the executive session.

XI. ADJOURNMENT

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

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

**CITY COUNCIL
WORKSHOP**

July 1, 2014
5:30 P.M.

MINUTES



“Where Dreams Can Soar”

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

Website: www.ci.bonney-lake.wa.us

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

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

II. ROLL CALL:

Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Mayor Johnson, elected officials attending were Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, and Councilmember Jim Rackley, and Councilmember Tom Watson. Councilmember Minton-Davis arrived at 5:38 p.m.

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

III. AGENDA ITEMS:

A. Presentation: State of the Library – Executive Director Neel Parikh

Pierce County Library System Executive Director Neel Parikh provided a very informative presentation regarding the “State of the Library,” and particularly at the Bonney Lake Library. There were a few questions asked by the Council and staff and Ms. Parikh responded accordingly, namely regarding their capital facilities plan update. There was no action taken, as this item was for presentation purposes only.

B. Discussion: WSU Commercial Property.

Council advised they had reviewed the answers to the questions that were provided in the agenda packet, and said the answers responded to the questions they presented to Quadrant and Visconsi Companies, Ltd. Councilmember Rackley asked what the next step was to move this forward. Wally Costello, Sr. Vice President of Quadrant Homes said the next step would be to draft an amendment to the development agreement. Councilmember Hamilton said the key to him is in the synchronization of the signals. He said he is skeptical due to the size of the proposal development and he feels that they will need to mitigate that.

Councilmember Watson asked about the light at SR410 and South Prairie and the congestion already taking place. Mr. Costello said the proposal of development is for 300,000 square feet. Mr. Reed said the number was more like 325,000, and so that was considered in their analysis including commercial and residential and regarding the range of trip generations of the site and peak p.m. trips. He spoke regarding Councilmember Watson's concerns at the light at South Prairie and said there could be a wide variety of reasons why that traffic flow is not functioning properly, but there are some portions that are controlled by Pierce County. He spoke regarding some of the issues and concerns at the 214th intersection and ways to measure the traffic and tests they used to evaluate for their analysis. Councilmember Hamilton said he wants to know if the proposed development would cause no harm to the traffic flow and is worried about it exceeding the TIA. Bradley Goldberg, Vice President of Development of Visconsi Companies, Ltd said that he is not a traffic expert but the logic is that the project has to be something that is convenient for the community, and their intention is to do what is best for the community and the success of the project. They are willing to proceed with the information the traffic consultant provided. He said, if they are wrong in their analysis, then it would be a huge loss for the developer. He understands Council's concern, but they believe in their project and said a lot of information and data put into this.

Deputy Mayor Swatman asked if additional information was provided during the pre-application meeting to include a route to access to the City's property. Deputy Mayor Swatman provided slides to demonstrate his questions and concerns regarding ingress and egress access. Mr. Costello said the development agreement would include language about the plan for the east phase of the commercial project would have lanes that would come to the property lines so that the connection could happen between the parking lots. Councilmember Hamilton and Deputy Mayor Swatman spoke regarding the stormwater detention pond and additional access and what WSDOT will and will not approve. Mr. Goldberg clarified the connectivity issue. He said they will contact all of the property owners that will be affected by the proposed project with the intention to have all property owners' benefit from the plan. Councilmember Hamilton would like to see 204th connect with 211th, which would be important for the residential property owners.

Councilmember Hamilton then asked why the proposal is not going to WSDOT first. Mr. Costello said with the history of this project it is important to show WSDOT that the City is supportive of this project. There was discussion about whether a dedicated road would be built behind the cinema and the Fred Meyers, and if so, it would have to be built to City specs to include sidewalks. Council consensus was to bring a proposed amendment to the development agreement back to the Council for their review at an upcoming Council meeting. No action was taken as this item was for discussion purposes only.

B. Council Open Discussion.

Medical Marijuana Laws and Ordinances. Deputy Mayor Swatman spoke regarding the AWC Conference Marijuana Workshop and the affects Initiative 502 has with the conflicts with the Federal Preemption Act, as well as the revenue figures for cities who permit these businesses. Councilmember Rackley spoke of some of the serious problems he saw and heard with their tour of the marijuana retailer. Councilmember Hamilton said it is just like adult entertainment; if it is a permitted business, then you have to make sure the City has some control. Councilmember Lewis said a number of cities have outright banned it and that it is scheduled to be for sale in cities that permit it early next week.

Beautify Bonney Lake. Councilmember Watson spoke regarding Beautify Bonney Lake.

Fireworks. Councilmember Watson spoke regarding a letter the Council received regarding fireworks.

Debris in Ditches. Councilmember Watson spoke regarding the illegal dumping of yard waste and debris in the City's ditches. Public Works Director said a modification to the city code may be required to enforce compliance with illegal dumping.

White River Families First Coalition (FFC). Councilmember Lewis gave an update to the White River Families First Coalition meeting. He provided a summary of a number of local recognitions by the FFC.

Victor Falls Parks Property. City Administrator Morrison spoke regarding improvements to the Victor Falls property and the needs for maintenance and upkeep. He suggested purchasing a mower to leave on the property. Council suggested using an older mower out there and, if a new one is necessary, to have the new one used City wide. The money would be paid out of the budgeted funds for the Victor Falls property improvements.

Open Government Webinar. Deputy Mayor Swatman asked who all attended the Open Government Webinar. Councilmember Watson said it was a good webinar and they discussed doing a future webinar/conference call for everyone to attend.

C. Review of Council Minutes: June 3, 2014 Workshop, June 10, 2014 Meeting, and June 24, 2014 Council Meeting.

Council noted no corrections to the draft minutes. The minutes were forwarded to the July 8, 2014 Council Meeting for action.

D. Discussion: AB14-80 – 186th Corridor Improvements 30% Probable Costs Review.

Public Works Director said four costs options were provided and there was input from several difference sources. He summarized the four options, as laid out in the agenda packet materials. Deputy Mayor Swatman asked for clarification of the post office property. Councilmember Watson asked about option 1 and the use of the property included there. Public Works Director Grigsby said no further work will be done until staff have direction from Council. Councilmember Lewis said the Community Development Committee recommended the option that allowed expansion of the current roadway and start attaining right-of-way. He said basically CDC's position would be to recommend a portion of options 1, 2 and 3. He said they would want to start with what can be done now and build from

there. Councilmember Watson and Deputy Mayor Swatman agreed, however, Deputy Mayor Swatman said he was concerned that if the big picture isn't realized that the complete improvements would not be made. Councilmember Watson asked about widening 89th to help with any congestion. Director Grigsby asked for clarification of Council's desire and intentions. City Administrator asked about the Council's intentions to acquire the property that is necessary. Councilmember Hamilton asked if there has been communication yet with the post office and Director Grigsby advised that, to date, there has not yet been communication with the post office.

Deputy Mayor Swatman asked if Council would entertain moving on Agenda Bill 14-94 which is Resolution 2400, to amend the agenda to take action on Agenda Item III.E. and Mayor Johnson advised that a motion would be necessary to suspend the rules to amend the agenda to add an action item to the Workshop agenda. Deputy Mayor Swatman said he would entertain a motion to suspend the rules for Council to take action for Council's agenda items

Councilmember Watson moved to suspend the rules and to add Agenda Bill 14-94/Resolution 2400 to the Council Workshop agenda. Councilmember Lewis seconded the motion

Motion to suspend the rules and add AB14-94/Resolution 2400 to the Agenda approved 7 - 0.

E. Discussion: AB14-94 – Resolution 2400 – Authorize Agreement with Cascade Right-of-Way Services for the 186th Ave - 88th St -188th Ave Option Project.

Having had previous Council discussion in Agenda Item III.D, Council agreed to approve Resolution 2400.

Councilmember Rackley moved to approve AB14-94 – Resolution 2400. Councilmember Watson seconded the motion

Motion to approve AB14-94/Resolution 2400 approved 7 – 0.

Director Grigsby asked for clarification of whether the Council intended to include the City moving utilities underground, and Council agreed it was. City Administrator Morrison stated for the records said he had initial concerns for this project, as this agreement was not procured competitively, but to go through that process would set the project back at least 4 months, and Director Grigsby assured him that this company has been utilized in the past and they have done good work on behalf of the City.

IV. EXECUTIVE SESSION: None.

V. ADJOURNMENT:

**At 7:26 p.m., Councilmember Watson moved to adjourn the Council Workshop.
Councilmember Lewis seconded the motion.**

Motion to adjourn approved 7 - 0.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the July 1, 2014 Workshop: None.

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

CITY COUNCIL MEETING

**July 8, 2014
7:00 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 7:02 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 Dan Swatman, Councilmember Mark Hamilton, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember Jim Rackley, and Councilmember Tom Watson. Councilmember Donn Lewis was absent.

Deputy Mayor Swatman moved to approve Councilmember Lewis' absence. Councilmember Rackley seconded the motion.

Motion approved 6 – 0.

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

C. Announcements, Appointments and Presentations:

- 1. Announcements:
- 2. Appointments:
- 3. Presentations:
 - a. **Proclamation:** SwimSafe – Summer 2014.

Mayor Johnson read the proclamation aloud and invited Police Sergeant Ryan Boyle to speak. Sergeant Boyle introduced and thanked several students who were instrumental to the SwimSafe Coalition and educating the public about safety for swimmers in Lake Tapps. Mayor Johnson thanked the group and noted several projects over the past year including installation of an emergency phone, a memorial, and educational programs.

D. Agenda Modifications: None.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

- A. Public Hearings: None.

B. Citizen Comments:

Eddie Westmoreland, Vice President of Governmental Affairs for D. M. Disposal, spoke about the proposed contract amendment on the current agenda (Resolution 2401). He described the improvements and services included in the proposed contract amendment, and said D. M. Disposal appreciates the trust the City has shown in their company.

Chris Crew, Attorney, spoke on behalf of his clients and provided Councilmembers with a handout about potential sales taxes generated by recreational marijuana sales. He spoke about the economic factors to the City and business owners by not allowing sales. He said his client plans to file for damages before the next Council meeting and he is bringing lawsuits against other cities.

Mayor Johnson noted that a moratorium is currently in place in Bonney Lake, and that the issue is under discussion by the Planning Commission.

Dan Decker, 20401 70th St E, Bonney Lake, spoke in favor of the City's moratorium against the sale of recreational marijuana. He spoke in favor of a moratorium against the sale of other addictive drugs such as alcohol and tobacco, as well.

C. Correspondence: None.**III. COUNCIL COMMITTEE REPORTS:**

- A. Finance Committee: Deputy Mayor Swatman said the committee met at 5:30 p.m. earlier in the evening and forwarded proposed training for financial staff, reviewed meeting notes, and discussed internet services for hosting financial data. He said they plan to set up a webinar with OpenGov to preview their services.
- B. Community Development Committee: Councilmember McKibbin said the Committee met on July 1, 2014 and forwarded five agenda items to the current Consent Agenda for consideration.
- C. Economic Development Committee: Councilmember Minton-Davis said the Committee met earlier in the day and discussed a possible senior housing project, and revisions to the land use map. She said Berk Consulting will attend the next EDC meeting to discuss the Economic Development Plan and Market Analysis project.
- D. Public Safety Committee: Councilmember Watson said the committee met on July 7, 2014 and discussed Independence Day public safety reports with Assistant Police Chief Kurt Alfano and East Pierce Fire & Rescue Deputy Chief John McDonald. The Committee discussed complaints and fireworks regulations, and suggestions that the City hold its own public fireworks display to reduce fireworks in neighborhoods. The Probation Officer provided a quarterly report and introduced his interim replacement, and the Committee discussed the Probation Officer position and work schedule. Deputy Chief McDonald provided a report on emergency signs for Lake Tapps properties. The City Prosecutor presented proposed changes to the municipal code which were forwarded for Council consideration.
- E. Other Reports:

Arts Commission: Councilmember Minton-Davis said she and the City Administrator have met with four Arts Advisory Commission applicants, and will meet a few more next week. She said they have a great group of applicants for the new Commission, and they are considering recommending appointing a larger number of commissioners.

IV. CONSENT AGENDA:

- A. **Approval of Minutes:** June 3, 2014 Workshop, June 10, 2014 Meeting, June 24, 2014 Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable checks/vouchers #68922-68968 (Including wire transfer #'S 6162014, 13505924, 20140602, 20140603, 20140605, 20140606, 20140616, and 2014060201) in the amount of \$475,433.26.
Accounts Payable checks/vouchers #68969-68994 in the amount of \$3,381.50 for Utility refunds.
Accounts Payable wire transfer #2014061701 in the amount of \$39,117.66 for p-card purchase payment.
Accounts Payable checks/vouchers #68995-69033 (including wire transfer #'s 20140604, and 20140617) in the amount of \$1,912,487.18.
Accounts Payable checks/vouchers #69034-69035 in the amount of \$486.85 for Utility refunds.
VOIDS: Check #65661 – replaced with check #69034; Check #65838 – replaced with check #69034.
- C. **Approval of Payroll:** Payroll for June 1st – 15th, 2014 for checks #31822-31846 including Direct Deposits and Electronic Transfers is \$ 464,301.440.
Payroll for June 16th-30th, 2014 for checks # 31847-31877 including Direct Deposits and Electronic Transfers is \$ 762,878.99.
- D. **AB14-84 – Ordinance D14-84** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 15.16 Of The Bonney Lake Municipal Code And Ordinance No. 1462 Relating To Automatic Fire Extinguishing Systems.
- E. **AB14-74 – Resolution 2388** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Professional Services Agreement With Stripe Rite, Inc. For The 2014 Street Striping And Pavement Markings Project.
- F. **AB14-75 – Resolution 2389** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Contractor Agreement With Doolittle Construction, LLC For The 2014 Chip Seal Application.
- G. **AB14-91 – Resolution 2399** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Approving The Orchard Grove II Plat Alteration.
- H. ~~**AB14-95 – Resolution 2401** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign Amendment No. 2 To The Agreement With D. M. Disposal For Collection And Disposal Of Solid Waste, Recyclables, And Yard Waste. Moved to Full Council Issues, Item A.~~

- I. **AB14-89** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Approving The City Of Sumner’s Award Of The Construction Contract For The Sumner Wastewater Facility Expansion Project To Prospect Construction, Inc.

Mayor Johnson said Councilmembers McKibbin and Hamilton requested that Item H., Resolution 2401, be moved to Full Council Issues for discussion.

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

Consent Agenda approved as amended 6 – 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. **AB14-95 – Resolution 2401** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign Amendment No. 2 To The Agreement With D. M. Disposal For Collection And Disposal Of Solid Waste, Recyclables, And Yard Waste. *Moved from Consent Agenda Issues, Item H.*

Councilmember Rackley moved to approve Resolution 2401. Councilmember Hamilton seconded the motion.

Mayor Johnson thanked the members of the ad-hoc committee who worked on contract amendments with D. M. Disposal. Councilmember Hamilton said he would have preferred the City put the solid waste disposal contract out for bid, but he feels this is a good contract and plans to vote in favor of the proposed resolution.

Councilmember McKibbin asked for clarification on services outlined in the proposed amendments. Mr. Westmoreland said D. M. Disposal is coordinating with City staff to determine the location of three glass drop off locations around the City, and are considering placing containers at the Bonney Lake Park & Ride and in the Tall Firs shopping area. Mr. Westmoreland explained that the fuel surcharge only applies if fuel prices go above \$3.25 per gallon, which is based on the wholesale market price. He commented that one of their other facilities is now generating electricity and they plan to make their own CNG fuel for trucks in the future.

Councilmember Watson asked about the paper shredding service. Mr. Westmoreland said this event will be coordinated with the City as part of the yearly Spring Clean-Up event. Councilmember Minton-Davis asked about automation. Mr. Westmoreland said D. M.

Disposal will automate residential garbage collection, and provide all customers with free garbage bins and remove old bins on or before November 1, 2014.

Mayor Johnson thanked all those who worked to negotiate the contract amendments. Mr. Westmoreland thanked the Council for taking time to work with his company and the ad-hoc committee members for visiting their facilities to learn more.

Resolution 2401 approved 6 – 0.

X. EXECUTIVE SESSION: None.

XI. ADJOURNMENT:

At 7:35 p.m., Councilmember Rackley moved to adjourn the Council Meeting. Councilmember Watson seconded the motion.

Motion to adjourn approved 6 – 0.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the July 8, 2014 Meeting:

- Chris Crew – *Bonney Lake Average Monthly/Yearly Sales Tax Generated from Recreational Marijuana Sales.*

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

Department/Staff Contact: PW / John Woodcock. P.E.	Meeting/Workshop Date: 22 July 2014	Agenda Bill Number: AB14-97
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2402	Councilmember Sponsor: Donn Lewis

Agenda Subject: Authorizing a Contract Amendment No. 2 to Resolution 2286 Awarding The Professional Services Agreement For The Design SR 410 Sidewalk Improvements From Angeline Bridge To 192nd Avenue East Project To Shea, Carr, Jewell Alliance

Full Title/Motion: A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Contract Amendment No. 2 To Resolution 2286 Awarding The Professional Services Agreement For The Design SR 410 Sidewalk Improvements From Angeline Bridge To 192nd Avenue East Project To Shea, Carr, Jewell Alliance.

Administrative Recommendation:

Background Summary: The Public Works Department (PWD) applied for and received a \$445,000 matching (50/50) grant from the Transportation Improvement Board (TIB) in the latter half of 2012. An additional \$220,000 (50/50 match) was added to the grant in May of 2014. Design has continued per Resolution 2286 although changes in the scope of work have occurred. The city addressed some of those scope additions per Resolution 2358 under Amendment No. 1.

SCJ prepared a technical memorandum in April 2013 for WSDOT review presenting options for constructing the sidewalk across the Angeline Road Bridge. WSDOT reviewed the memorandum and selected Option 4. SCJ moved forward with that design option. During final Plans, Specifications, and Estimate (PS&E) review by WSDOT, the WSDOT Bridge Office determined it would be unacceptable to add any weight to the existing bridge after performing a more detailed girder capacity analysis. A last minute change by WSDOT required raising the ridge railing height from 42 inches to 54 inches. The weight restriction required detailed redesign of sidewalk and bridge railing elements. This has required additional costs to the project that are covered under Amendment No. 2. These changes delayed advertisement of this contract.

The following task items were affected by the bridge design change, Project Management; Agency Coordination with WSDOT; Final Design alterations; and Bidding Service alterations.

Attachments: Resolution 2402, Map, Amendment No.2, Exhibit A - Detailed backup for additional costs

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
\$890,000	\$872,177	\$27,056	\$845,121
Budget Explanation: 301.054.032.595.30.63.10 - Construction = \$890,000			
Revenue Sources: TIF, TIB Grant, and Sewer SDC			

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	Community Development	<i>Approvals:</i>	Yes No
	Date: 15 July 2014	Chair/Councilmember	Donn Lewis <input checked="" type="checkbox"/> <input type="checkbox"/>
		Councilmember	Randy McKibbin <input checked="" type="checkbox"/> <input type="checkbox"/>
	Councilmember	James Rackley <input checked="" type="checkbox"/> <input type="checkbox"/>	

Forward to:

Consent

Agenda: Yes No

Commission/Board Review:

Hearing Examiner Review:

COUNCIL ACTION

Workshop Date(s):

Public Hearing Date(s):

Meeting Date(s):

Tabled to Date:

APPROVALS

Director:

Dan Grigsby, P. E.

Mayor:

Neil Johnson Jr.

Date Reviewed

by City Attorney:
(if applicable):

RESOLUTION NO. 2402

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, AUTHORIZING A CONTRACT AMENDMENT NO. 2 TO RESOLUTION 2286 AWARDED THE PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN SR 410 SIDEWALK IMPROVEMENTS FROM ANGELINE BRIDGE TO 192ND AVENUE EAST PROJECT TO SHEA, CARR, JEWELL ALLIANCE

WHEREAS, the City Council approved Resolution 2286 on April 9, 2013 to design sidewalk improvements along SR 410 completing the missing sidewalk link between Downtown and Mid-town; and,

WHEREAS, the Public Works Department added additional work to the original scope of work in order to repair the sewer line under the sidewalk to address future capacity that added traffic control and channelization revisions; and,

WHEREAS, the design team encountered changes to the original scope of work in reference to the structural design effort required for the sidewalk barrier both in complexity as well as length which required the hiring of a structural engineering firm; and,

WHEREAS, the City Council approved Resolution 2358 on February 11th 2014, the first amendment to the original scope of work, due to this additional effort; and,

WHEREAS, the design team was required to make further due to new constraints imposed by the WSDOT Bridge Office when they determined it would be unacceptable to add any additional weight to the existing bridge after performing a more detailed girder capacity analysis. This new weight restriction required detailed re-design of sidewalk and bridge railing elements that resulted in additional costs and time to the project that this Amendment No. 2 addresses.

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

That the City of Bonney Lake Council does hereby authorize the Mayor to sign the attached second amendment to the existing design contract with SCJ Alliance in the amount of \$27,056.

PASSED BY THE CITY COUNCIL this 22ND day of July, 2014.

Neil Johnson, Jr., Mayor

ATTEST:

APPROVED AS TO FORM:

Harwood T. Edvalson, MMC, City Clerk

Kathleen Haggard, City Attorney

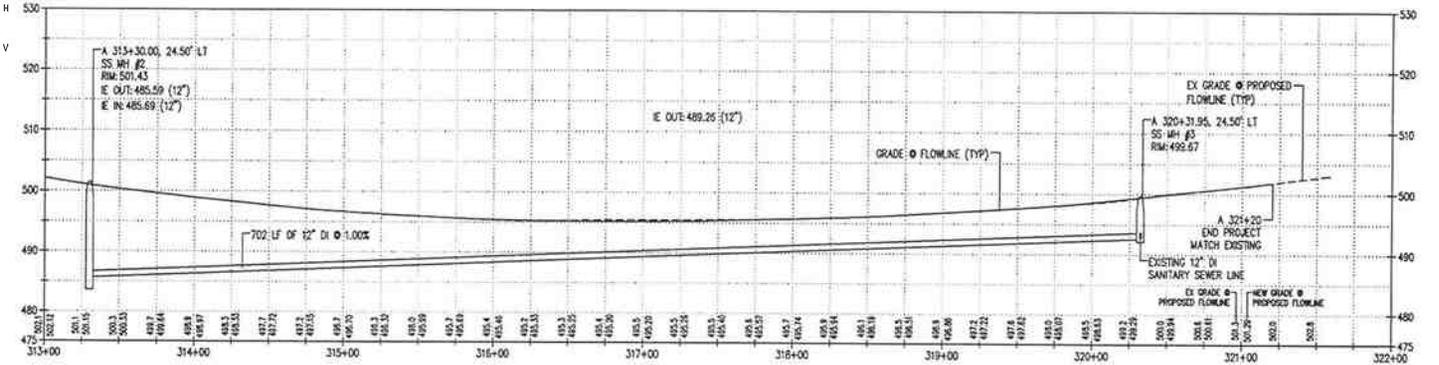
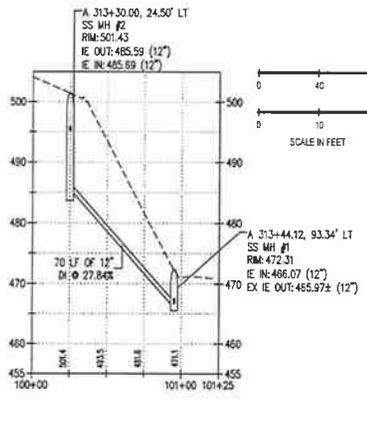
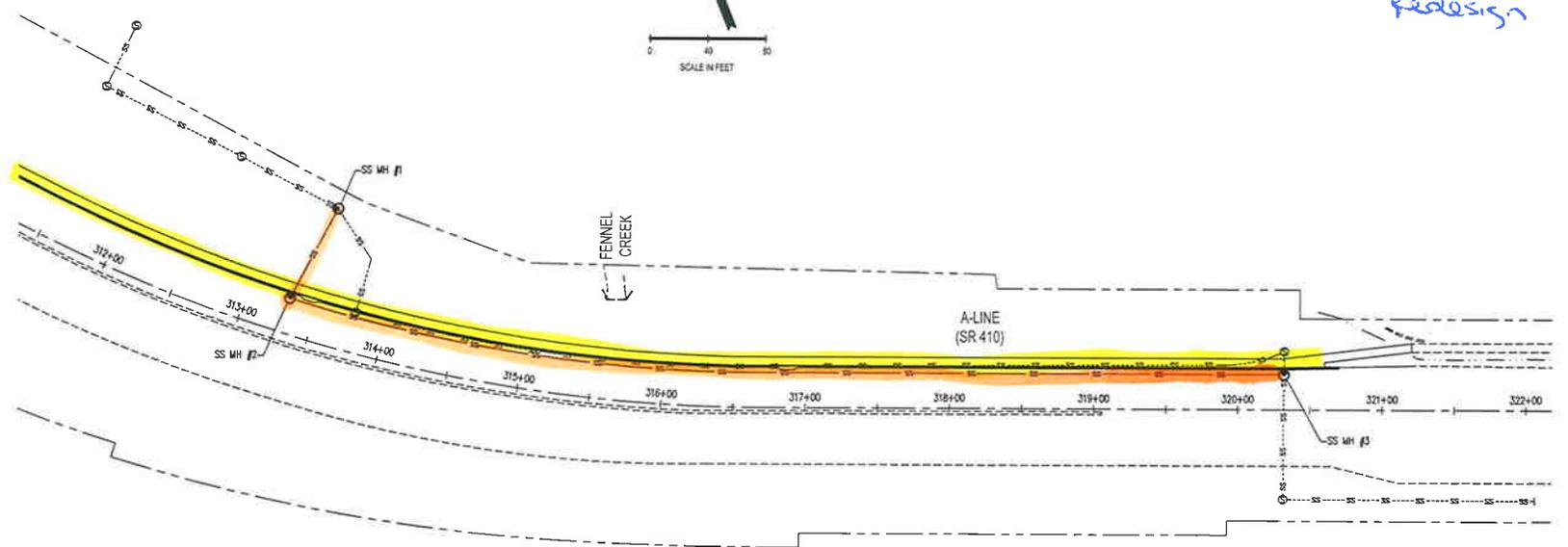
SANITARY SEWER LEGEND

- MANHOLE TYPE 3 WSDOT STD PLAN B-15.60-01
- 12" DUCTILE IRON (DI) SANITARY SEWER PIPE

T. 20N., R. 5 E., W.M.



new sewer line
Sidewalk Barrier
Redesign



ALL DIMENSIONS AND STATION OFFSETS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED
 ALL DIMENSIONS AND STATION OFFSETS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED

REVISIONS 1 1ST SUBMITTAL DATE: 01/14/14 BY: SCJ	APPROVED BY: D. RELAND E. STEWART S. SAWYER	DATE: 01/14/14 PROJECT NO: 810-14-SS-1	ALL DIMENSIONS AND STATION OFFSETS SHOWN IN FEET UNLESS OTHERWISE DESIGNATED	SCJ ALLIANCE CONSULTING SERVICES 2107 CARRIAGE ST SW, SUITE 41, OLYMPIA, WASHINGTON 98502 P: 360-360-1465 F: 360-333-1509 SCJALLIANCE.COM	BONNEY Lake	SR 410 PEDESTRIAN IMPROVEMENTS MP 13.91 SANITARY SEWER PLAN AND PROFILE	SHEET NO.: SS-1
							TOTAL SHEETS: 10 of 23

EXHIBIT A
SCOPE OF WORK
AMENDMENT 2
SR 410 SIDEWALK PEDESTRIAN IMPROVEMENTS
MP13.91
BONNEY LAKE, WA

Prepared for: John Woodcock, PE, City Engineer
City of Bonney Lake

Prepared By: Perry Shea, PE, Principal
Scott Sawyer, PE, Senior Project Manager

Date prepared: July 1, 2014

Overview

In April 2013, SCJ Alliance (SCJ) contracted with the City of Bonney Lake (City) to prepare final PS&E documents for the SR 410 Sidewalk Improvements from Angeline Bridge to 192nd Avenue East. The original scope and budget was based on the assumption structural modifications were not required for the existing bridge over Angeline Road (Assumptions #5), and on the assumption retaining walls would be structural earth walls (designed by the contractor) or standard plan cast-in-place concrete walls (Phase 3 Understanding bullet #2).

During the work, it was determined structural design was required for the following elements:

- Moment slab and barrier
- Barrier removal and new pedestrian barrier on the bridge and wing wall approaches.
- Geofam shotcrete covering (detailing only).

The City and SCJ executed Amendment #1 to provide scope and budget for the structural design.

SCJ prepared a technical memorandum in April 2013 for WSDOT review presenting options for constructing sidewalk across the Angeline Road Bridge. WSDOT selected Option 4 from the memorandum via email in May 2013. During final Plans, Specifications, and Estimate (PS&E) review by WSDOT in February 2014, the WSDOT Bridge Office determined it is unacceptable to add any weight to the existing bridge after performing a more detailed girder capacity analysis. The weight restriction requires detailed design of sidewalk and bridge railing elements as described in this Amendment 2.

The following task items are affected by the bridge design change:

- Project Management
- Agency Coordination
- Final Design
- Bidding Services

Assumptions

1. See “Assumptions” per the original contract dated April 9, 2013, except as noted below.
2. Amendment #1 Structural design is limited to the following elements:
 - a. Moment slab and barrier
 - b. Barrier removal and new pedestrian barrier on the bridge and wing wall approaches.
 - c. Geofoam shotcrete covering (detailing only).
3. Amendment #2
 - a. No dead load weight can be added to the existing bridge.

Phase 1 Project Management (existing phase)

This phase includes the additional time needed to manage the tasks to plan, manage, and administer the work; attend project meetings and City Council study sessions; and provide quality assurance/quality control.

Task 2 Project Management (existing task)

- 1) Project Management: Provide Project Management duties as described under Phase 1 of the original contract for Amendment 2 additional services.

Phase 1 Understanding

- Per the original contract.

Phase 1 Deliverables

- Per the original contract.

Phase 6 Agency Coordination (existing phase)

This phase provides services to package, submit, and coordinate with WSDOT for two additional Full Package Submittals as a result of changes in bridge design to meet the “no additional weight” requirement.

Task 1 WSDOT Full Package Submittal (FPS) (existing task)

- 4) Coordination: Attend up to six meetings with WSDOT to facilitate approval of a “no additional weight” bridge design. An average of two SCJ staff will attend each WSDOT meeting.

- 5) 3rd and 4th Review: Prepare transmittals and package exhibits and contract plan sheets for submittal to WSDOT.

Phase 6 Understanding

- None.

Phase 6 Deliverables

- Project contract plan sheets and special provisions printed and delivered to Olympic Region Headquarters Building in Tumwater, WA.
 - WSDOT Full Package Submittal #3
 - WSDOT Full Package Submittal #4

Phase 7 Final Design (existing phase)

Task 12 Final Comment Resolution (existing task)

- 1) Comment Resolution: Respond to WSDOT review comments in a matrix format. Attend meetings with WSDOT to resolve comments and reach agreement on final bridge design.

Task 14 Revise Final Contract Documents (new task)

- 1) Revise Final Contract Documents: Revise the following contract documents to incorporate changes in bridge railing design to meet the “no additional weight” requirements. Incorporate changes in WSDOT Amendments and General Special Provisions (GSPs) occurring subsequent to February 2014:
 - Summary of Quantities
 - Pedestrian Barrier/Geofoam/Illumination Plan
 - Bridge Railing Type BP Detail
 - Special Provisions
 - Engineer’s Estimate

Phase 7 Understanding

- None.

Phase 7 Deliverables

- Final Contract Documents.

Phase 11 Structural Design by Sargent (existing phase)

New tasks under this phase provide services to evaluate and select a pedestrian bridge railing and sidewalk combination that does not add any weight to the bridge. Initially, SCJ and WSDOT selected a 42” steel railing from Massachusetts, composite sidewalk decking, and light weight concrete. Subsequent to final design agreement, WSDOT required a 54” railing to account for the potential for bicycles on the sidewalk. The AASHTO criteria for pedestrian and bicycle railings is 42” whereas the WSDOT criteria is 42” for pedestrian railings and 54” for bicycle railings.

Task 2 Steel Railing Design (new task)

- 1) Research 42” Barriers: Research available 42” crash-tested steel barriers from other state departments of transportation and evaluate bridge railing and/or sidewalks alternatives to meet the “no additional weight” requirement.
- 2) Research 54” Barriers: Research available 54” crash-tested steel barriers from other state departments of transportation and evaluate bridge railing and/or sidewalks alternatives to meet the “no additional weight” requirement.
- 3) Structural Design/Calculations: Design the steel railing to bridge deck connection. Design the bridge deck replacement (outside edge of outside girder to edge of deck). Design concrete curb to deck connection. Design connection details for the composite sidewalk decking. Prepare detailed weight calculations to verify the design meets the “no additional weight” requirement.
- 4) Bridge Plans and Special Provisions: Prepare bridge plans and special provisions for steel railing and composite sidewalk decking for 42” barrier height (10 sheets). Revise the plans for the 54” barrier design.

Phase 11 Understanding

- None.

Phase 11 Deliverables

- Bridge Barrier Contract Plans, Special Provisions and Calculations.

END OF SCOPE OF SERVICE

N:\Projects\610 City of Bonney Lake\610-14 SR 410 Sidewalk Improvements from Angeline Bridge to 192nd\Contract\Amendments\Amendment 1\2014-0125_scope_amend 1_410 sidewalk_angeline to 192.doc

EXHIBIT B

Labor Hour Estimate

SCJ Alliance

Client: City of Bonney Lake
 Project: SR 410 - Pedestrian Improvements
 Job #: 610.14
 File #: 2014-0701_0610-14_fee_amend 2.xls

Task No.	Task Description	Principal Engineer	Principal Planner	Senior Project Manager	Project Engineer	Senior Eng. Tech	Senior Planner	Project Coord II	Total Hours
Phase 1 - Project Management (EXISTING)									
<i>Task 2 - Project Management (EXISTING)</i>									
1	Project Management			6.0	2.0				8.0
Phase 1 Total Hours:				6.0	2.0				8.0
Billing Rate by category:		\$203.00	\$190.00	\$190.00	\$135.00	\$105.00	\$100.00	\$90.00	
Total Phase Cost by Category:				\$1,140.00	\$270.00				\$1,410.00
Phase 6 - Agency Coordination (EXISTING)									
<i>Task 1 - WSDOT Full Package Submittal (FPS) (EXISTING)</i>									
4	Coordination			8.0	4.0				12.0
5	3rd and 4th Review			2.0	8.0	4.0			14.0
Phase 6 Total Hours:				10.0	12.0	4.0			26.0
Billing Rate by category:		\$203.00	\$190.00	\$190.00	\$135.00	\$105.00	\$100.00	\$90.00	
Total Phase Cost by Category:				\$1,900.00	\$1,620.00	\$420.00			\$3,940.00
Phase 7 - Final Design (EXISTING)									
<i>Task 12- Final Comment Resolution (EXISTING)</i>									
1	Comment Resolution			2.0	8.0	8.0			18.0
<i>Task 14- Revise Final Contract Documents (NEW)</i>									
1	Summary of Quantities				4.0	2.0			6.0
2	Pedestrian Barrier/Geofoam/Illumination Plan				4.0	8.0			12.0
3	Bridge Railing Type BP Detail				2.0	2.0			4.0
4	Special Provisions			4.0	16.0	2.0			22.0
5	Engineer's Estimate			2.0	2.0	4.0			8.0
Phase 7 Total Hours:				8.0	36.0	26.0			70.0
Billing Rate by category:		\$203.00	\$190.00	\$190.00	\$135.00	\$105.00	\$100.00	\$90.00	
Total Phase Cost by Category:				\$1,520.00	\$4,860.00	\$2,730.00			\$9,110.00
Phase 11 - Structural Design by Sargent (EXISTING)									
Total Hours All Phases:				24.0	50.0	30.0			104.0
Billing Rate by category:		\$203.00	\$190.00	\$190.00	\$135.00	\$105.00	\$100.00	\$90.00	
Total Cost by Category:				\$4,560.00	\$6,750.00	\$3,150.00			\$14,460.00

Consultant Fee Estimate

SCJ Alliance

Client: City of Bonney Lake
 Project: SR 410 - Pedestrian Improvements
 Job #: 610.14
 File #: 2014-0701_0610-14_fee_amend 2.xls

Consultant Fee Determination

DIRECT LABOR REVENUE

<u>Discipline</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal Engineer	0.0	\$203	\$0
Principal Planner	0.0	\$190	\$0
Senior Project Manager	24.0	\$190	\$4,560
Project Engineer	50.0	\$135	\$6,750
Senior Designer	30.0	\$105	\$3,150
Planner	0.0	\$100	\$0
Project Coordinator II	0.0	\$90	\$0

Subtotal SC&J:	104		\$14,460
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INDIRECT COSTS

Subconsultant Fees:		Sargent Engineers, Inc.	\$11,451
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Subtotal:			\$11,451
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	Subconsultant Admin Fee (10%)		\$1,145
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Total Subconsultant:			\$12,596
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Expenses:

	Copies, Reproductions, etc (2.5% of fee)		\$0
	Mileage	\$0.585)	\$0

Total Expenses:			\$0
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Management Reserve Fund (N/A)			\$0
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TOTAL ESTIMATED FEE			\$27,056
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**PROFESSIONAL SERVICES
CONSULTANT AGREEMENT**

SR 410 Sidewalk Improvements from Angeline Bridge to 192nd Avenue East
(Amendment No.2)

THIS Amendment No.2 to the Agreement dated July 22, 2014, is made and entered into this day, between the CITY OF BONNEY LAKE, a Washington municipal corporation (the "City"); and Shea Carr Jewell Inc., (hereinafter, "Consultant").

In consideration of their mutual promises set forth herein, the parties agree to amend the Agreement dated April 9, 2013, as set forth in the Amendment No.1 dated February 11, 2014. Except as modified by this Amendment No. 2 dated July 22, 2014, all other terms of the parties' Agreement dated April 9, 2013, remain in full force and effect.

AGREEMENT
AMENDMENT NO.2

1. Scope of Work:

The Consultant shall complete in a satisfactory and proper manner as determined by the City, the technical and professional services to provide services for utility undergrounding plans and coordination as described in the Scope of Services (Exhibit A).

3. Payment:

The City shall reimburse the Consultant in accordance with the Payment schedule described in Exhibit B for all allowable expenses agreed upon by the parties to complete the Scope of Services. In no event shall the total amount to be reimbursed by the City, for this additional work exceed the sum of **Twenty-seven Thousand and Fifty-Six Dollars (\$27,056.00)** for a total contract price of **Two Hundred and Eight Thousand, One Hundred Fifty-Five Dollars (\$208,155.00)**.

Original Contract	\$133,276.00
Amendment #1	\$47,823.00
Amendment #2	\$27,056.00
Contract Total	\$208,155.00

Reimbursement under this Agreement shall be based on billings, supported by appropriate documentation of costs actually incurred. It is expressly understood that claims for reimbursement shall not be submitted in excess of actual, immediate cash requirements necessary to carry out the purposes of the Agreement. The reimbursement paid shall constitute full compensation for all out-of-pocket expenses, including but not limited to, all equipment, materials, supplies or reproduction costs, all labor (including overtime), costs for travel, telephone, facsimile and computer use, and all profit and overhead costs. The City shall pay the amount approved for payment in each such invoice within 30 days of receipt.

14. Entire Agreement; Amendments. This Amendment, together with the Attachments, is added and incorporated into the Agreement dated October 25, 2011, and represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representation, or agreements. This Agreement may be amended only by a written instrument signed by both the City and the Consultant. The attachments to this Amendment are identified as follows:

Exhibit A consisting of 4 pages

Exhibit B consisting of 2 pages

IN WITNESS WHEREOF, the City and the Consultant have executed this Amendment No. 2 of the Agreement as of the date and year written below.

CITY OF BONNEY LAKE

SHEA, CARR JEWELL INC.

By: _____
Neil Johnson, JR., Mayor

By:  _____
Perry Shea

Date: _____

Date: _____

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

Department/Staff Contact: Finance / Al Juarez	Meeting/Workshop Date: 22 July 2014	Agenda Bill Number: AB14-93
Agenda Item Type: Motion	Ordinance/Resolution Number:	Councilmember Sponsor:

Agenda Subject: Authorization for out of State travel.

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing Out Of State Travel For The City's Financial Operations Supervisor To Attend A Government Finance Officers Association (G.F.O.A.) Training Class Titled "Budget Training Academy." .

Administrative Recommendation: Approve

Background Summary: This intensive three-and-a-half-day program is designed to provide participants with the necessary knowledge and skills to understand, impact and improve the public sector budgeting process. Knowledge gained will provide a better understanding between the budget and basic accounting principles; facilitate a better understanding of how capital planning, position budgeting, and salary forecasting relate to the budget preparation process; illustrate various tools and techniques that may be used to improve efficiency and effectiveness of services; and, demonstrate the importance of overall alignment of the budget to focus resources on community needs.

GFOA is a national organization whose mission is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and individual practices in a variety of specialized areas. GFOA offers a class titled "Budget Training Academy" on September 30 through October 3, 2014 at their GFOA training center in Chicago, IL. During this session participants will perform hands on training, in detail, and examine "Best Practices," format and contents of a Budget prepared in accordance with the program requirements of the GFOA Certificate of Achievement for Excellence in Budgeting Program.

The attached pages provide more detail about the class and also an estimate of travel expenses to be incurred. Funding is provided through the general fund, finance department that was adopted for the 2013/2014 biennium. No additional budget appropriation is being requested.

Attachments: Yes

BUDGET INFORMATION

Budget Amount	Current Balance	Required Expenditure	Budget Balance
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Budget Explanation: Funding is provided through the already adopted 2014 budget - detail attached.

COMMITTEE, BOARD & COMMISSION REVIEW

Council Committee Review:	Finance Committee Date: 8 July 2014	<i>Approvals:</i>		Yes	No
		Chair/Councilmember	Dan Swatman, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Councilmember	Randy McKibbin for Donn Lewis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Councilmember	Katrina Minton-Davis	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Forward to: 7/22/2014 Council Meeting

Consent Agenda: Yes No

Commission/Board Review:

Hearing Examiner Review:

COUNCIL ACTION

Workshop Date(s):

Public Hearing Date(s):

Meeting Date(s):

Tabled to Date:

APPROVALS

Director:
Al Juarez

Mayor:

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

City of Bonney Lake
Cost Estimate - GFOA's "Budget Training Academy"
Prepared 6/11/2014

I.	Class Registration: Sept. 30 through Oct. 3, 2014 See attachment for goals/objectives	\$735.00
II.	Hotel Room: Four nights - Monday through Thursday \$209 Per night <u>34.28</u> Taxes & fees - 16.4% <u>\$243.28</u> Total per night	\$973.10
III.	Air Fare: Roundtrip through Alaska Airlines	\$647.50
IV.	Ground Transportation: To and from airport Approximately \$45 one way	\$90.00
V.	Meals: Not included with seminar	<u>\$232.00</u>
	<u>Total Cost</u>	<u>\$2,677.60</u>



Budget Analyst Training Academy

For your convenience, the GFOA is offering this course two times:

September 30 – October 3, 2014

March 3 – 6, 2015

Course Level: Basic • Prerequisite: None

24 CPE Credits

**Classes will be held at the GFOA offices:
203 North LaSalle Street • Suite 2700 • Chicago, IL 60601-1210**



**GROUP-LIVE
COURSE**

Who Will Benefit: This course is designed for new and intermediate analysts or others new to government looking to gain important budgeting skills and improve their understanding of the public-sector budget process and budgeting best practices.

Program Overview: This intensive three-and-a-half-day program is designed to provide participants with the necessary knowledge and skills to understand, impact, and improve the public-sector budgeting process. Knowledge gained in the academy will improve participants' analytical, problem-solving, and communication abilities, and help them lead their organizations in making better use of resources.

Seminar Objectives:

- Understand the public-sector budget process, including budget preparation, budget adoption, and budget administration
- Understand the role of key stakeholders in the budget process
- Recognize the importance of overall alignment of the budget to focus resources on community needs
- Develop skills for long-term financial planning
- Learn how to develop and work with performance measures
- Become familiar with the link between the budget and basic accounting principles
- Understand key components of an effective budget process, including public participation, revenue forecasting, prioritization, performance measures, and service levels
- Understand how capital planning, position budgeting, and salary forecasting relate to the budget preparation process
- Hear what technologies are available for budget preparation
- Learn techniques for effective communication of budget and performance information
- Become familiar with tools and techniques used by governments to improve efficiency and effectiveness of services

Faculty: Please check www.gfoa.org for the faculty listing of GFOA staff and practitioners as it becomes available.

Recommended Reading:

GFOA Budgeting Series (includes the following 7 titles)

- *Benchmarking and Measuring Debt Capacity (Volume 1)*
- *Revenue Analysis and Forecasting (Volume 2)*
- *Decision Tools for Budgetary Analysis (Volume 3)*
- *Priority-Setting Models for Public Budgeting (Volume 4)*
- *Organization and Design of an Effective Budget Function (Volume 5)*
- *Cost Analysis and Activity-Based Costing for Government (Volume 6)*
- *Capital Project Planning and Evaluation: Expanding the Role of the Finance Officer (Volume 8)*

Building a Better Budget Document (second edition)

Financing the Future: Long-Term Financial Planning

The State and Local Government Performance Management Sourcebook

To learn more, order online, or register for this event, visit www.gfoa.org.

Budget Analyst Training Academy

Group-live course

Prerequisites: None

Course level: Basic

CPE credits: 24

Time: 4 Days (1st and last are 1/2 days)

[View current GFOA training schedule](#)

Who Will Benefit: This course is designed for new and intermediate analysts or others new to government looking to gain important budgeting skills and improve their understanding of the public-sector budget process and budgeting best practices.

Program: This intensive three-and-a-half-day program is designed to provide participants with the necessary knowledge and skills to understand, impact, and improve the public-sector budgeting process. Knowledge gained in the academy will improve participants' analytical, problem-solving, and communication abilities, and help them lead their organizations in making better use of resources.

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- Learn how to develop and work with performance measures
- Become familiar with the link between the budget and basic accounting principles
- Understand key components of an effective budget process, including public participation, revenue forecasting, prioritization, performance measures, and service levels
- Understand how capital planning, position budgeting, and salary forecasting relate to the budget preparation process
- Hear what technologies are available for budget preparation
- Learn techniques for effective communication of budget and performance information
- Become familiar with tools and techniques used by governments to improve efficiency and effectiveness of services

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- *Decision Tools for Budgetary Analysis* (Volume 3)
- *Priority-Setting Models for Public Budgeting* (Volume 4)
- *Organization and Design of an Effective Budget Function* (Volume 5)
- *Cost Analysis and Activity-Based Costing for Government* (Volume 6)
- *Capital Project Planning and Evaluation: Expanding the Role of the Finance Officer* (Volume 8)

Building a Better Budget Document (second edition)

Financing the Future: Long-Term Financial Planning

The State and Local Government Performance Management Sourcebook

Registration Fees

GFOA member: \$735 Nonmember: \$940

9/30 - 10/3/2014

City of Bonney Lake
City Council Agenda Bill (AB)

Department / Staff Member: PW/Doug Budzynski	Meeting/Workshop Date: July 22, 2014	Agenda Bill Number: AB14-90
Agenda Item Type: Motion	Ordinance/Resolution Number: N/A	Councilmember Sponsor: Dan Swatman

Agenda Subject: Approval for Sumner to Award the Construction Management Services Contract for the WWTF Expansion

Full Title/Motion: A motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Supporting award, by the City of Sumner, of the Construction Management Services Contract for the WWTF Expansion to Gray & Osborne, Inc.

Administrative Recommendation:

Background Summary: On July 8, 2014, the City Council approved a Motion for the City of Sumner to award of the construction contract for phase II of the WWTF to Prospect Construction (Phase I was built in 2004). The contract amount for construction of \$11,670,495.10 plus a 10% construction contingency of \$1,167,050.00 totals \$12,837,544.61. Bonney Lake's share of construction plus contingency is \$6,945,111.63. In April 2014, Sumner advertised a Request For Qualifications (RFQ) for Construction Management Services (CMS) on this contract. Gray & Osborne was selected to negotiate a fee with for these services. Gray and Osborne's CMS proposal is \$1,482,621. Bonney Lake's share of this contract is 54.1% or \$802,098. This contract includes full time onsite inspection by a resident engineer, materials testing, archeological review, submittal review, electrical/SCADA control system support, managing pay requests, and equipment startup support.

Attachments: CMS Statement of Work, Project Revenue Summary Table, CMS RFQ

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
\$5,000,000	-\$2,511,764.63	\$802,098.00	-\$3,313,862.63
Budget Explanation: 402.072.035.594.35.65.01– Sumner WWTF Expansion			
Revenue Sources: Sewer SDC, PWTF Loan			

COMMITTEE, BOARD & COMMISSION REVIEW				
Council Committee: Finance Committee	<i>Approvals:</i>		Yes	No
	Chair/Councilmember Dan Swatman		<input type="checkbox"/>	<input type="checkbox"/>
Committee Date: July 22, 2014	Councilmember Donn Lewis		<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember Katrina Minton-Davis		<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): July 22, 2014	Tabled to:

APPROVALS		
Director: Dan Grigsby, P.E.	Mayor: Neil Johnson, Jr.	Date Reviewed by
		City Attorney:
		(if applicable):



Gray & Osborne, Inc.

CONSULTING ENGINEERS

June 25, 2014

Mr. Charles Ted Hill, P.E.
Associate City Engineer
City of Sumner
1104 Maple Street
Sumner, Washington 98390

**SUBJECT: SCOPE OF WORK AND PROPOSAL FOR CONSTRUCTION
ADMINISTRATION SERVICES FOR THE WASTEWATER
TREATMENT FACILITY EXPANSION
CITY OF SUMNER, PIERCE COUNTY, WASHINGTON
G&O #20145.25**

Dear Mr. Hill:

Enclosed are a scope of work (Exhibit A) and estimated fee (Exhibit B) to provide construction administration services for the City of Sumner Wastewater Treatment Plant Expansion project. The attached scope of work includes reviewing submittals, responding to RFIs, processing change orders, preparing progress pay estimates, office support, scheduling, attending preconstruction and project progress meetings, meeting funding requirements, preparing record drawings and operation and maintenance manuals, PLC/HMI programming (by Conley Engineering, Inc.), and startup assistance and training. In addition, Gray & Osborne will be providing full-time on-site inspection throughout the course of the construction on this project.

We have also included the services of our geotechnical engineer, electrical engineer, structural and landscaping subconsultant, and other subconsultants. In addition, at the request of the City, we have included the services of an independent testing laboratory for gravel and asphalt materials and WABO special inspections, as specified, and as stipulated in the building permit requirements. We have estimated the costs for the independent testing services based on an estimate of the testing required and the fee schedule provided in the proposal from Construction Testing Laboratories, Inc. The actual cost for special inspections will vary from the \$35,000 included in our proposal based on the actual testing and inspection that is performed.

As indicated in Exhibit B, we are proposing to perform the requested construction administration services for a not-to-exceed cost of \$1,482,621. Please refer to the



Mr. Charles Ted Hill, P.E.

June 25, 2014

Page 2

attached Exhibit B for a breakdown of fees. We have also attached fee proposals from our subconsultants.

Please call me if you wish to discuss this proposal or need additional information. If this proposal is acceptable, we assume that the City would issue a construction administration services contract for this scope of work.

Thank you for the opportunity to provide these construction administration services to the City. We look forward to continuing to work with you and your staff on this expansion to the wastewater treatment plant.

Sincerely,

GRAY & OSBORNE, INC.

John P. Wilson, P.E.

JPW/hhj

Encl.

EXHIBIT "A"

SCOPE OF WORK

CITY OF SUMNER WASTEWATER TREATMENT PLANT EXPANSION CONSTRUCTION ADMINISTRATION SERVICES

The City of Sumner recently opened bids for the Wastewater Treatment Plant Expansion project. We understand that the Cities of Sumner and Bonney Lake would like full-time construction administration services provided for this project. Based on our understanding of the project, this scope of work presents the professional engineering services that Gray and Osborne proposes to provide to fulfill the Cities' construction administration needs. Included in the proposed services are the control programming services to expand or modify the existing WWTP supervisory control and data acquisition (SCADA) system to incorporate the new facilities and the materials testing and special inspection services that will be performed by a qualified third party firm. The construction schedule allows 390 working days to substantial completion and 40 additional working days to physical completion with construction expected to begin in July 2014. This scope of work includes work required before construction starts, during construction, project close-out, and on-call services after construction and is described in more detail below. The estimated cost for these construction administration services is the not-to-exceed amount of \$1,482,621, as shown in Exhibit B.

PROJECT ADMINISTRATION

Preconstruction Activities

Item 1 – Survey and Legal Descriptions for the Treatment Plant Land Exchange between the City of Sumner and the WDFW

Conduct on-site survey to establish property lines for the property currently owned by the City of Sumner that is being deeded to the WDFW as part of the treatment plant land exchange. An on-site survey of the property lines for the easement that is being granted to the WDFW along the Puyallup River Trail will also be performed and legal descriptions for both of these properties and the associated easements will be developed.

Item 2 – Preconstruction Conference

Coordinate and conduct a preconstruction conference with City staff and the selected Contractor to establish administrative procedures for the project, including requirements of the Public Works Board and Ecology.

Item 3 – Construction Management Software (CMS) Setup

Set up all participants with the necessary CMS software for communication used during the project. Populate the CMS database with the information associated with the project. Update the CMS system as necessary.

Construction Contract Administration

Item 4 – Schedule, Conduct, and Record Job Meetings

Conduct regularly scheduled job meetings with the Contractor and the Cities. Bi-weekly construction meetings have been assumed. Prepare and distribute meeting minutes to the Cities and the Contractor.

Item 5 – Monitor Construction Schedule

- Review the Contractor's construction schedule.
- Monitor the Contractor's progress in relation to the schedule.
- Issue weekly reports (electronic or hard copy) to the Cities and Contractor on construction time consumed on the project to keep all parties involved advised on the time limit as it relates to penalties for failure to perform on schedule.

Item 6 – Prepare Monthly Progress Estimates

Review the Contractor's monthly progress payment requests and prepare monthly progress estimates based on the Resident Engineer's judgment of the value of work completed during the pay period.

Item 7 – Project Administration

- The Owner's instructions to the Contractor will be issued through the Engineer, who will have authority to act on behalf of the Owner to the extent provided in the contract documents.
- Coordinate and verify project costs. Maintain project accounting to aid in successful audits.
- Provide documentation to satisfy Public Works Trust Fund requirements.

- Verify submission of intents to pay prevailing wages. Verify that contractors have not been debarred by obtaining printouts from federal and Washington State Department of Labor & Industries (L&I) web sites.
- Assist the City in community relations and public meetings, including city council meeting, to include responding to questions and concerns regarding the project construction. A total of three public meetings is included.
- Provide project completion paperwork to initiate clearance from L&I and process to release retainage.
- Provide notices of substantial completion and final acceptance for the construction of the project. Obtain closeout documentation and record drawings from the Contractor. Prepare the Certificate of Completion of Public Works Contract form and assist the Owner with release of the retained percentage or Bond in Lieu of Retainage.

Item 8 – Coordinate and Review the Work of Subconsultants

Obtain the services of specialty subconsultants. Coordinate and review subconsultants' work.

Item 9 – Prepare and Maintain Project Records

Prepare and maintain daily logs, weekly schedule reports, jobsite photographs, quantity measurements, and correspondence.

Item 10 – Conduct Project Closeout

Obtain from the Contractor all bonds, guarantees, operation and maintenance manuals, and record drawings. Prepare certificate of completion in accordance with Public Works Trust Fund and Ecology requirements.

OFFICE ENGINEERING

Item 11 – Prepare and Distribute Conformed Contract Documents

- Prepare conformed plans and specifications including all addenda for the project.
- Distribute conformed plans and specifications to the Contractor and Cities.

Item 12 – Review Shop Drawing Submittals

- Review shop drawing submittals for compliance with design intent and general conformity to the contract drawings and specifications.
- Distribute submittal review including manufacturers' literature, shop drawings, design calculations, test reports, and equipment manuals to the Contractor and the Cities. Gray and Osborne's Construction Management System website will be used to manage project documentation.
- Review Contractor's schedule of values as a basis for monthly pay estimates.

Item 13 – Coordination with Manufacturer Representatives

Coordinate and meet with manufacturer's representatives regarding equipment functionality and integration into the process train and control system.

Item 14 – Review of Manufacturers Operation and Maintenance Manuals and Test Reports

- Review manufacturer operation and maintenance manuals and test reports for compliance with contract documents and design intent.
- Review material inspection reports provided by a third-party testing laboratory.

Item 15 – Review “Or Equal” Products

Review proposals from the Contractor to substitute an “or equal” product for a specified product based on design intent and general conformity to the contract drawings and specifications.

Item 16 – Clarify Design Intent

Respond to the Contractor's Requests for Information (RFIs) and provide interpretation of the contract specifications and drawings, which address and clarify design intent. Prepare supplementary sketches to clarify conditions. Maintain records of telephone meetings concerning design intent.

Item 17 – Evaluate and Negotiate Change Orders

Estimate the added or reduced cost of changes during construction to be used in negotiation of contract change orders as directed and in the best interests of the

Cities. Provide engineering design for change orders, if required. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions. Prepare change orders for execution by the Contractor subject to approval and authorization by the City.

CONSTRUCTION MONITORING

Item 18 – Provide Field Observation

- Provide a full-time resident engineer, and other specialty inspectors as needed, to observe, in general, conformance of the Contractor's work to plans and specifications. Serve as a liaison between the Contractor and Cities' Public Works Departments. 390 days of full time inspection and 40 days of half-time inspection have been assumed.
- Describe daily construction activities in the daily log and take job photographs to record construction progress. Prepare and maintain daily reports, list of construction deficiencies or other construction issues, weekly schedule reports, jobsite photographs, quantity measurements, and correspondence. Distribute daily reports electronically.
- Inspect the condition of equipment and materials used by the Contractor as they arrive on site, and monitor the Contractor's care and maintenance of stored and installed materials and equipment. Also monitor the Contractor's required startup, testing, and commissioning of equipment.
- Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule. Issue weekly reports to the Owner and Contractor with respect to construction time consumed on the project. Keep the Owner and Contractor advised on the time limits as they relate to the Contractor's construction schedule.

Item 19 – Materials Testing and Special Inspection Services

- Include as a subconsultant, the services of a third party firm that is qualified to perform the materials testing and special inspection (MTSI) services that are required by the Contract Specifications. Schedule, coordinate and manage the on-site activities of the MTSI subconsultant as needed to support the Contractor's schedule.

Item 20 – Conduct Final Inspections

- Conduct substantial completion inspections, issue punch lists, review compliance, and recommend acceptance by the City.

- Obtain from the Contractor all bonds, guarantees, O&M manuals and record drawings. Prepare certificate of completion in accordance with Ecology Requirements.

OTHER SERVICES

Item 21 – Startup and Training

- Assist the treatment plant operations staff with the initial startup of the new facilities, including on-site training for the process control and system operation of the new wastewater treatment plant systems.
- Monitor the Contractor's compliance with contract startup and training requirements for equipment. Attend and assist at equipment startup and training sessions.
- Respond to inquiries and requests for assistance from City operations personnel.

Item 22 – Update Operation and Maintenance Manual

- Update the existing operation and maintenance manual as required to incorporate the facilities and systems that will be constructed as part of this project in accordance with Ecology WAC 173-240 requirements.
- Submit the manual to the Cities and Ecology for review and approval. Provide four copies of the final, bound, updated manual to the Cities.

Item 23 – Prepare Record Drawings

Prepare reproducible record drawings from marked up sets of drawings and AutoCAD files maintained and prepared by the Contractor and reviewed by the Resident Engineer. Furnish the City two sets of reproducible sheets and AutoCAD files of record drawings.

Item 24 – PLC/HMI Programming

- Provide PLC/HMI programming for the new facilities and systems associated with the wastewater treatment plant expansion, including observation of shop and field tests, development of control algorithms, troubleshooting of equipment and software, development of new and modifications to existing HMI monitor screens, and preparation of documentation for incorporation into the updated operation and maintenance manual.

- Provide support services for the HMI and PLC programming throughout the phases of startup and for 1 year after completion of startup.

Item 25 – On-Call Services

Provide on-call consultation services to the City's operations staff during the initial year of operation to assist staff with process control and system operation of the completed plant. Assist City personnel with startup, operational, and warranty issues as they arise during this period.

EXHIBIT "B"

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of Sumner - Wastewater Treatment Plant Expansion Construction Administration Services

Tasks	Principal Hours	Project Mgr. Hours	Project Eng. Hours	Civil Eng. Hours	Structural Eng. Hours	Resident Inspector Admin. Hours	Resident Inspector Field Hours	Senior CADD Tech. Hours	CADD Tech. Hours	Professional Land Surveyor Hours	Survey Crew Hours
Project Administration, including Pre-construction Activities and Construction Contract Administration											
1 Survey and Legal Description for Land Exchange										16	8
2 Preconstruction Conference		4	4				4				
3 Construction Management Software (CMS) Setup			16								
4 Schedule, Conduct and Record Job Meetings	16	180	40		16	80					
5 Monitor Construction Schedule		40				40					
6 Prepare Monthly Progress Estimates		20	40			80					
7 Project Administration	16	80	48								
8 Coordinate and Review the Work of Subconsultants	8	40	32		16						
9 Prepare and Maintain Project Records		16	24								
10 Conduct Project Closeout		8				20					
Office Engineering											
11 Prepare and Distribute Conformed Contract Documents		24	16		8			40			
12 Review Shop Drawing Submittals		120	200	200	280						
13 Coordination with Manufacturer Representatives		60	40								
14 Review of Manufacturer's O & M Manuals and Test Reports		40	80	120							
15 Review "Or-Equal" Products		32	40		8						
16 Clarify Design Intent		60	60		32						
17 Evaluate and Negotiate Change Orders	8	32	48		24	40					
Construction Monitoring											
18 Provide Field Observation							2900				
19 Materials Testing and Inspection Services (Subconsultant)											
20 Conduct Final Inspections							80				
Other Services											
21 Startup and Training	4	60		40							
22 Update Operation and Maintenance Manual		40	40	120							
23 Prepare Record Drawings		16	16	32	24	40		40	100		
24 PLC/HMI Programming (Subconsultant)											
25 On-Call Services		32		40							
Hour Estimate:	52	904	744	552	408	300	2984	80	100	16	8
Fully Burdened Billing Rate Range:*	\$112 to \$188	\$112 to \$180	\$106 to \$155	\$75 to \$113	\$98 to \$158	\$74 to \$160	\$74 to \$160	\$92 to \$115	\$45 to \$85	\$108 to \$121	\$144 to \$193
Estimated Fully Burdened Billing Rate:*	\$176	\$152	\$125	\$105	\$120	\$156	\$156	\$100	\$75	\$118	\$175
Fully Burdened Labor Cost:	\$9,152	\$137,408	\$93,000	\$57,960	\$48,960	\$46,800	\$465,504	\$8,000	\$7,500	\$1,888	\$1,400

Total Fully Burdened Labor Cost: \$ 877,572
 Direct Non-Salary Cost:
 Mileage & Expenses (Mileage @ \$0.56/mile) \$ 21,500
 Printing \$ 5,000
 Subconsultants (breakdown to the right) \$ 578,549

Subconsultant Breakdown:
 Electrical (Conley Engineering, Inc.)
 Construction Administration Services \$ 189,955
 PLC/HMI Programming Services \$ 163,000
 Startup/Commissioning Services \$ 96,980
 Subtotal Electrical Engineering Services \$ 449,935
 Geotechnical (GeoEngineers, Inc.) \$ 11,000
 Architectural (TCA Architects) \$ 19,948
 Structural/Lanscaping (Parametrix, Inc.) \$ 53,690
 Environmental Subconsultant (SWCA Environmental) \$ 8,976
 Materials Testing and Special Inspections Subconsultant (CTL, Inc.) \$ 35,000
 Subconsultant Total Cost \$ 578,549

TOTAL ESTIMATED COST: \$ 1,482,621

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

CONLEY ENGINEERING, INC.
City of Sumner WWTF
Projected costs of
Construction Administration

Construction Administration Services	Labor Dollars	Admin Hrs	CAD Hrs	Proj Eng Hrs	PE Hrs	Sr PE Hrs	Princ PE Hrs	Total Hrs
Conformed drawings and specifications	\$ 13,440.00		48		60			108
Electrical equipment submittals	\$ 19,140.00	48		60	60			168
Electrical equipment re: submittals	\$ 12,100.00	20		40	40			100
Process Equipment submittals	\$ 11,715.00	33		36	36			105
Process Equipment re: submittals	\$ 3,960.00	12		12	12			36
Testing submittals	\$ 11,880.00	36		36	36			108
Electrical equipment O&M submittals	\$ 7,920.00	24		24	24			72
Electrical equipment O&M re: submittals	\$ 2,640.00	8		8	8			24
Process equipment O&M submittals	\$ 11,880.00	36		36	36			108
Process Equipment re: O&M submittals	\$ 3,960.00	12		12	12			36
Construction observation visits (17)	\$ 25,000.00	8		60	8	60	48	184
Panel tests (2)	\$ 6,240.00			24		24		48
RFI evaluation and response	\$ 10,960.00	8		48	16	8	8	88
PCO/CO preparation and review	\$ 9,480.00	8	16	24	16	8	8	80
O&M Manual	\$ 4,720.00	16	16		8		8	48
Record drawings (includes interim submittal records)	\$ 34,920.00	24	240		60		30	354
Totals for CA Services	\$ 189,955.00	293	320	420	432	100	102	1667
Hourly rates		\$ 55.00	\$ 80.00	\$ 115.00	\$ 160.00	\$ 145.00	\$ 160.00	
Programming services (HMI, PLC)	Labor Dollars	Eng Tech Hrs	PE Hrs	Sr PE Hrs	Princ PE Hrs	Total Hrs		
Initial new PLC programming	\$ 51,300.00	80	150	120	50	400		
Initial new OI programming	\$ 11,960.00	80	24	8	8	120		
Initial new HMI programming	\$ 7,720.00	40	16	8	8	72		
Modification to existing PLC	\$ 53,800.00		211	130	47	388		
Modification to existing OI	\$ 3,860.00	20	8	4	4	36		
Modification to existing HMI	\$ 34,360.00		200	40	16	256		
Totals for programming services	\$ 163,000.00	220	609	310	133	1272		

CONLEY ENGINEERING, INC.
City of Sumner WWTF
Projected costs of
Construction Administration

Hourly rates		\$ 80.00	\$ 130.00	\$ 145.00	\$ 160.00		
Start Up and Commissioning Services	Labor Dollars	Proj Eng Hrs	PE Hrs	Sr PE Hrs	Princ PE Hrs	Total Hrs	
Test I/O equipment/circuits in field with contractor and suppliers	\$ 23,200.00	180	40	16	8	244	
Place new panels programming in service	\$ 15,480.00	40	40	40	8	128	
Place modified panels/MCC in service	\$ 40,820.00	160	120	68	16	364	
Tune and adjust settings and algorithmys	\$ 17,480.00		80	40	8	128	
Totals for start up and commissioning services	\$ 96,980.00	380	280	164	40	864	
Hourly rates		\$ 80.00	\$ 130.00	\$ 145.00	\$ 160.00		

Contract Amendment

<table border="0"> <tr> <td style="width: 150px;">PROJECT NAME</td> <td>Sumner Wastewater Treatment Facility</td> </tr> <tr> <td>CLIENT</td> <td>Gray and Osborne</td> </tr> <tr> <td>ADDRESS</td> <td>701 Dexter Ave N, Suite 200 Seattle, WA 98109</td> </tr> </table>	PROJECT NAME	Sumner Wastewater Treatment Facility	CLIENT	Gray and Osborne	ADDRESS	701 Dexter Ave N, Suite 200 Seattle, WA 98109	<table border="0"> <tr> <td colspan="2">AGREEMENT</td> </tr> <tr> <td>NAME/DATE</td> <td>IPN # 12538, 9/12/12</td> </tr> <tr> <td>FILE #</td> <td>0588-004-03</td> </tr> <tr> <td>AMENDMENT #</td> <td>1</td> </tr> <tr> <td>AMENDMENT DATE</td> <td>6/19/14</td> </tr> </table>	AGREEMENT		NAME/DATE	IPN # 12538, 9/12/12	FILE #	0588-004-03	AMENDMENT #	1	AMENDMENT DATE	6/19/14
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NAME/DATE	IPN # 12538, 9/12/12																
FILE #	0588-004-03																
AMENDMENT #	1																
AMENDMENT DATE	6/19/14																

The services covered by this Amendment will be performed in accordance with the provisions set forth in the above-referenced Agreement together with any attachments.

<u>AMENDMENT REQUESTED BY</u>
Doug Welch
Name
Telephone: 206.284.0860

<u>AMENDMENT AFFECTS</u>
<input checked="" type="checkbox"/> Scope of Services <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Time of Performance <input checked="" type="checkbox"/> Compensation

I. **SCOPE OF SERVICES AND COMPENSATION:**

The Scope of Services and/or budget are hereby modified as follows:

DESCRIPTION	BUDGET
1. Construction observation for excavations and foundation bearing surfaces, assuming five full-day site visits, including travel	\$6,500
2. Review of submittals for temporary shoring and dewatering	\$2,500
3. Ongoing construction consultation	\$2,000
Subtotal for Amendment No. 1	\$11,000
Original Authorized Budget	\$17,600
Total Revised Budget	\$28,600

II. **TIME OF PERFORMANCE:**

June 20, 2014 through March 31, 2015

III. **OTHER:** Services will be performed on a time and materials basis in accordance with the attached 2014 Schedule of Charges.

All terms, covenants and conditions of the above-referenced Agreement remain in full force and effect except if duly modified by this Amendment.

IN WITNESS HEREOF, the parties hereto have caused this Amendment to be executed and instituted on the first date above written.

CLIENT
 By _____
 Title _____
 Date _____

ACKNOWLEDGEMENT & ACCEPTANCE
GeoEngineers, Inc.
By _____
Title _____
Date _____

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

EXHIBIT "B"
TCA ARCHITECTURE + PLANNING
CONSTRUCTION ADMINISTRATION SERVICES
SCOPE AND ESTIMATED COST

SUMNER WWTF ADDITIONS
Sumner, WA

Tasks	Principal Hours	Project Architect Hours	Job Captain Hours	Tech. Drafter Hours	Admin. Clerical Hours
Construction Administration					
Review and response to Contractor shop drawings & submittals	8	20	19		3
Response to Contractors request for information	6	12	8		
Supplemental Instructions and Change Order documentation as required.	6	8	2		3
2 Site Visits to monitor construction	6	12			
Project closeout / punch list		6	2		1
Hour Estimate:	26	58	31	0	7
Hourly Rates:	\$150.00	\$125.00	\$105.00	\$90.00	\$75.00
Cost per classification	\$3,900	\$7,250	\$3,255	\$0	\$525
Creation of Conforming / As-built record drawings					
Creation of conforming drawings		10		42	
Hour Estimate:	0	10	0	42	0
Hourly Rates:	\$140.00	\$115.00	\$105.00	\$90.00	\$70.00
Cost per classification	\$0	\$1,150	\$0	\$3,780	\$0

Subtotal for Construction Administration: **\$14,930**

Subtotal for creation Conforming Drawings: **\$4,930**

Direct Non-Salary Cost: **\$88**

Mileage & Expenses (Mileage @ \$0.55/mile) 80 miles * 2 site visits = \$88

TOTAL ESTIMATED COST: **\$19,948**

Client: Gray Osborne, Inc.
 Project: Sumner WWTF Expansion Construction Services
 Project No: 216-2564-012

Principal Consultant	Sr Engineer	Sr Engineer	Sr Planner	Publications Specialist II	CADD Operator II	Sr Project Control Specialist	Project Accountant
Michael Ollivant	Allan C. Maas	Steven Wagner	Darren Sandeno	Amanda B. Lucas	Kathleen M. Braaten	Heidi Still	Marriah K. Harse

Burdened Rates:

Phase	Task	Description	Labor Dollars	Labor Hours	Michael Ollivant	Allan C. Maas	Steven Wagner	Darren Sandeno	Amanda B. Lucas	Kathleen M. Braaten	Heidi Still	Marriah K. Harse
05		Construction Services	\$52,943.17	317	30	76	68	34	3	36	62	8
	01	Project Management & Meetings	\$13,483.39	76	20	22					26	8
	02	Submittal Review	\$7,445.67	46		8	14	8			16	
	03	Site Support	\$9,209.62	48	4	16	16	12				
	04	Assist with RFIs, RFPs, COs	\$10,813.11	60	3	16	24	5			12	
	05	O&M Inserts	\$2,232.37	14		6		5	3			
	06	Conformed & Record Drawings	\$9,759.01	73	3	8	14	4		36	8	
	EXP	Expenses	\$0.00	0								
Labor Totals:			\$52,943.17	317	30	76	68	34	3	36	62	8
Escalation Amt:			\$2,158.15		\$323.31	\$612.66	\$537.02	\$218.08	\$10.56	\$126.20	\$298.94	\$31.38
					\$7,931.31	\$15,029.86	\$13,174.14	\$5,349.70	\$259.08	\$3,095.84	\$7,333.46	\$769.78

DIRECT EXPENSES:

Description	Amount
B & W 8.5 x 11	\$150.00
B & W 11 x 17	\$100.00
Plotter Bond/Mylar	\$52.00
Mileage	\$45.00
Misc	\$400.00
Expense Total:	\$747.00

Project Total: \$53,690.17

Project Name Phase 01: Sumner WWTP CR Monitoring Project Start (est.): 7/1/2014 Project End (est.): 12/31/2014	SWCA <small>ENVIRONMENTAL CONSULTANTS 10000 13th Avenue S.W. Everett, WA 98203</small>			
	Task 01	Task 02	Task 03	Task 04
	Monitoring & Discovery Plan/Pre-Field Briefing	Monitoring	Report Preparation	Project Management, Safety

LABOR										
Project Role	Name	Rate	Hours	Charge	Hours	Charge	Hours	Charge	Hours	Charge
Project Archaeologist	Michael Shong	\$ 86.92	16.00	\$ 1,391	2.50	\$ 217	24.00	\$ 2,086	4.00	\$ 348
Project Archaeologist	Jessie Piper	\$ 88.84	1.00	\$ 89	-	\$ -	-	\$ -	3.00	\$ 267
Field Archaeologist	Chris Yamamoto	\$ 59.96	-	\$ -	50.00	\$ 2,998	8.00	\$ 480	-	\$ -
GIS/Production	Johonna Shea	\$ 92.27	1.00	\$ 92	-	\$ -	4.00	\$ 369	-	\$ -
Graphics	Erik Anderson	\$ 67.29	-	\$ -	-	\$ -	4.00	\$ 269	-	\$ -
Admin. Assistant	Mary Andrews	\$ 68.22	-	\$ -	-	\$ -	-	\$ -	-	\$ -
		\$ -	-	\$ -	-	\$ -	-	\$ -	1.00	\$ -
Labor Subtotal			18.00	\$ 1,572	52.50	\$ 3,215	40.00	\$ 3,204	8.00	\$ 614
Communication Fee - % of Labor			0%	\$ -	-	\$ -	-	\$ -	-	\$ -
Labor Total			18.00	\$ 1,571.83	52.50	\$ 3,215.30	40.00	\$ 3,204.00	8.00	\$ 614.20

EXPENSES										
Description	Unit	Rate	# Units	Charge						
Copies (B&W)	per page	\$ 0.10	-	\$ -	-	\$ -	-	\$ 100	-	\$ -
Copies (Color)	per page	\$ 1.00	25.00	\$ 25	-	\$ -	-	\$ 25	-	\$ -
Mileage	per mile	\$ 0.56	-	\$ -	350.00	\$ 196	-	\$ -	-	\$ -
Supplies, Misc	enter rate/units or lum	\$ 25.00	-	\$ -	1.00	\$ 25	-	\$ -	-	\$ -
Expenses Subtotal			-	\$ 25	-	\$ 221	-	\$ 125	-	\$ -
Markup			0%	\$ -	-	\$ -	-	\$ -	-	\$ -
Expenses Total			-	\$ 25	-	\$ 221	-	\$ 125	-	\$ -

SUBCONTRACTORS										
		Rate	Units	Charge	Units	Charge	Units	Charge	Units	Charge
	enter rate/units or lum	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
	enter rate/units or lum	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
	enter rate/units or lum	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
	enter rate/units or lum	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Subcontractor Fee Subtotal			-	\$ -	-	\$ -	-	\$ -	-	\$ -
Markup			20%	\$ -	-	\$ -	-	\$ -	-	\$ -
Subcontractor Fee Total			-	\$ -	-	\$ -	-	\$ -	-	\$ -
Project Phase Totals			-	\$ 1,597	-	\$ 3,436	-	\$ 3,329	-	\$ 614

Note: Communication expense is not subject to 15% administrative fee.

TOTAL THIS PHASE	Charges
SWCA Labor Total	8,605
Expenses Total	371
Subcontractors Total	-
Total Phase	\$ 8,976
Tax Total	-
Total Including Taxes	\$ 8,976

Enter Tax Rate	0.00%
Tax	\$ -
Total with Tax	\$ 1,597

Enter Tax Rate	0.00%
Tax	\$ -
Total with Tax	\$ 3,436

Enter Tax Rate	0.00%
Tax	\$ -
Total with Tax	\$ 3,329

Enter Tax Rate	0.00%
Tax	\$ -
Total with Tax	\$ 614

SUMNER WWTF UPGRADE: Revenue Expenditure Summary

Date: Updated 6/25/2014

SUMNER WWTF PHASE II: Cost Sharing Review

Item	Engineers Estimate	Current Projected Costs	% COBL Share	Projected COBL Share	% Sumner Share	Projected Sumner Share
Costs to date		2,988,010	50%	1,494,005.0	50%	1,494,005
Estimated Construction Services Costs		1,500,000	50%	750,000.0	50%	750,000
Construction - Alternative A: Flow Capacity of 5.4MGD						
Base Construction Bid	\$ 8,595,308.80	\$ 9,138,626.62	48.33%	\$ 4,416,698.25	51.67%	\$ 4,721,928.37
Additive Bid Item 1: Solids Storage Building	\$ 583,385.60	\$ 476,544.00		\$ 230,313.72		\$ 246,230.28
Additive Bid Item 2: Equipment Storage Building	\$ 784,992.00	\$ 698,496.00		\$ 337,583.12		\$ 360,912.88
Additive Bid Item 3: Turbo High Speed Blower	\$ (230,656.00)	\$ (239,360.00)		\$ (115,682.69)		\$ (123,677.31)
Total Costs For Alt. A WWTF Construction	\$ 9,733,030.40	\$ 10,074,306.62	48.33%	\$ 4,868,912.39	51.67%	\$ 5,205,394.23
Total Costs For Alt. A WWTF Construct + 10%	\$ 10,706,333.44	\$ 11,081,737.28		\$ 5,355,803.63		\$ 5,725,933.65
Construction - Alternative B: Flow Capacity of 6.1MGD						
Base Construction Bid	\$ 10,166,924.80	\$ 10,734,815.10	54.10%	\$ 5,807,534.97	45.90%	\$ 4,927,280.13
Additive Bid Item 1: Solids Storage Building	\$ 583,385.60	\$ 476,544.00		\$ 257,810.30		\$ 218,733.70
Additive Bid Item 2: Equipment Storage Building	\$ 784,992.00	\$ 698,496.00		\$ 377,886.34		\$ 320,609.66
Additive Bid Item 3: Turbo High Speed Blower	\$ (230,656.00)	\$ (239,360.00)		\$ (129,493.76)		\$ (109,866.24)
Total Costs For Alt. B WWTF Construction	\$ 11,304,646.40	\$ 11,670,495.10	54.10%	\$ 6,313,737.85	45.90%	\$ 5,356,757.25
Total Costs For Alt. B WWTF Construct + 10%	\$ 12,435,111.04	\$ 12,837,544.61		\$ 6,945,111.63		\$ 5,892,432.98
PWTF Loan Requested				\$ 4,728,000.00		
Alternative A: Total Projects Costs +10%		\$ 15,569,747.28		\$ 7,599,808.63		
Alternative A: SDC Funds Required				\$ 2,871,808.63		
Alternative B: Total Projects Costs + 10%		\$ 17,325,554.61		\$ 9,189,116.63		
Alternative B: SDC Funds Required				\$ 4,461,116.63		



CITY OF SUMNER

**REQUEST FOR QUALIFICATIONS
FOR**

Construction Administration Services

April 2014

**CITY OF SUMNER
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION
ADMINISTRATION SERVICES**

INTRODUCTION

The City of Sumner is requesting qualifications for construction administration of the Wastewater Treatment Facility (WWTF) expansion.

BACKGROUND AND DISCUSSION

The project is to expand the WWTF from its current capacity to either 5.41 million gallons per day (MGD) or to 6.10 MGD based on the two alternatives that will be bid. The alternatives will include replacement of pumps at the influent pump station, installation of new grit handling equipment, modifications to the existing primary sludge pump station, modifications to existing Aeration Basin Nos. 1 & 2, construction of the new Aeration Basin No. 3, installation of a fourth aeration blower, construction of a new secondary clarifier with aluminum dome cover, construction of a new RAS/Scum pump station and chemical construction storage building, installation of additional UV effluent disinfection equipment, construction of a new sludge truck canopy, construction of a new centrate pump station and new centrate holding tank, construction of a new dried solids storage building, and the construction of a new equipment storage building.

We will be selecting one (1) administrative team. We want the team to include an inspector, a file specialist, and a project manager. The project manager will work alongside the city staff to manage the project. The file specialist will make sure that the project is ready for auditing (producing and tracking all needed documents). The inspector will need to be familiar with construction standards be able to coordinate office and field involvement. We would prefer that the team size be limited to no more than five (5) individuals.

CONSULTANT QUALIFICATION

The Statement of Qualifications (SOQ) should include detailed information regarding the Consultant's experience on similar projects. Submit five (5) hard copies of the SOQ along with a PDF and please limit the SOQ to twenty (20) total pages without the optional brochure.

Please include a statement to the effect the consultant's project lead and key team members, as well as sub consultants. These key team members will not be replaced without prior approval of the City. The Consultant's qualifications should include the following information:

- a. List at least five (5) but no more than seven (7) projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference. Federally Funded projects need to be emphasized.

- b. Provide resumes of no more than five (5) key members of the proposed project team and no more than four key members of each sub consultant who will work on this project. Each resume should be limited to no more than one (1) page in length.
- c. Of the referenced projects, list the involvement of the proposed project team members for who resumes have been submitted.
- d. Familiarity with relevant codes.
- e. The consultant may submit a brochure or narrative discussion, not to exceed two (2) 8.5" x 11" single sided pages, that provides any further information describing the firm's qualifications for this project (not included in the 20 pages).
- f. The SOQ should be accompanied by a brief introductory letter stating your firm's interest in the project (not included in the 20 pages).

Selection Procedure: After the deadline for acceptance of proposals, the cities of Sumner and Bonney Lake will evaluate the SOQ and determine rankings based upon materials submitted and oral interviews using the selection criteria. If a contract cannot be negotiated with the top ranked firm, the City of Sumner will contact the firm with the next ranked SOQ and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Selection Criteria: The Consulting Team selected for this project should have demonstrated experience in construction administration. Selection shall be based on the following:

- a. Consultant's understanding of the Cities' desires and general approach to the project as demonstrated in the project description and scope of work.
- b. Completeness of the work included in the SOQ.
- c. Consultant's experience with projects of similar complexity and function.
- d. Qualifications of the Consultant's staff assigned to this project.
- e. Demonstrated ability of the Consultant to perform high quality work, to control costs, to meet schedules, and approach to this project.
- f. Demonstrated understanding of relevant funding source requirements..

Interviews of the top firms will be conducted in person. References will be solicited and their feedback will be incorporated into the scores for the interview.

Written proposals will be reviewed and evaluated by an Evaluation Committee which may be comprised of, but not limited to, City staff, appointed or elected officials, and other planning or environmental professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

Submittal Deadline: Five (5) hard copies and one (1) electronic copy of the Technical Proposal must be forwarded to the attention of Charles Ted Hill, PE, Associate City Engineer, at the following address no later than 10:00 a.m. on April 23rd, 2014:

City of Sumner
1104 Maple Street
Suite 260
Sumner, WA 98390

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

Proposal Contact Person: All questions regarding this solicitation should be directed to Charles Ted Hill, PE, Associate City Engineer, at (253) 299-5703 or tedh@ci.sumner.wa.us.

The City of Sumner in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit statement of qualifications in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

ORDINANCE NO. D14-98

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 6.04 OF THE BONNEY LAKE MUNICIPAL CODE RELATING TO THE ANIMAL APPEALS HEARING EXAMINER.

WHEREAS, the City Council recognizes the need for the Bonney Lake Municipal Code to address the role of animal related hearing examiners pursuant to BLMC Chapter 6.04; and

WHEREAS, allowing for the City of Bonney Lake to designate the Municipal Court Judge to act as hearing examiner will expedite the process of administrative hearings;

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

Section 1. BLMC Section 6.04.182 is hereby amended to read as follows:

6.04.182 Declaration of dogs as potentially dangerous – Procedure.

A. The animal control authority shall classify potentially dangerous dogs. The authority may find and declare a dog potentially dangerous when, based on the preponderance of the evidence, the animal control officer believes that the dog falls within the definition set forth in BLMC [6.04.010](#). The written finding must be based upon:

1. The written complaint of a citizen who is willing to testify that the dog has acted in a manner which causes it to fall within the definition of BLMC [6.04.010](#); or
2. Dog bite reports filed with the animal control authority; or
3. Actions of the dog witnessed by any animal control officer or law enforcement officer; or
4. Other substantial evidence.

B. Exclusions. A dog may not be declared potentially dangerous if the animal control authority determines, by a preponderance of the evidence, that the threat, injury, or bite alleged to have been committed by the dog was sustained by a person who was at the time committing a willful trespass or other tort upon the premises occupied by the owner of the dog, or who was tormenting, abusing, or assaulting the animal, or who has been in the past observed or reported to have tormented, abused, or assaulted the dog, or who was committing or attempting to commit a crime.

C. The declaration of potentially dangerous dog shall be in writing and shall be served on the owner in one of the following methods:

1. Certified mail sent to owner's last known address; or
2. Personally; or
3. If the owner cannot be located by one of the first two methods, by publication in a newspaper of general circulation.

D. The declaration shall state at least:

1. The description of the dog.
2. The name and address of the owner of the dog, if known.
3. The whereabouts of the dog if it is not in the custody of the owner.
4. The facts upon which the declaration of potentially dangerous dog is based.
5. The availability of a hearing in case the owner objects to the declaration, if a request is made within 10 days.
6. The restrictions placed on the dog as a result of the declaration of potentially dangerous dog. The restrictions shall include confinement of the dog from the time the declaration is served to the dog owner.
7. The penalties for violation of the restrictions, including the possibility of destruction of the dog, and imprisonment or fining of the owner.

E. If the owner of the dog wishes to object to the declaration of potentially dangerous dog:

1. The owner may request a hearing before the director of the animal control authority or the director's designee by submitting a written request and payment of a \$25.00 administrative review fee to the animal control authority within 10 days of receipt of the declaration, or within 10 days of the publication of the declaration pursuant to subsection C of this section.
2. If the director or the director's designee finds that the declaration is not supported by a preponderance of the evidence, it shall be rescinded and the restrictions imposed thereby annulled.
3. If the director or the director's designee finds sufficient evidence to support declaration, the owner may appeal such decision pursuant to a hearing examiner; provided, that the appeal and the payment of appeal fee of \$75.00 must be submitted to the animal control authority within 10 working days after the director or the director's designee finds sufficient evidence to support the declaration. The hearing examiner shall have the authority to enter the following finding:
 - a. Deny the designation as potentially dangerous;

- b. Uphold the designation as potentially dangerous; or
- c. Condition the designation as potentially dangerous for a period not to exceed 12 months, at which time the hearing examiner shall review the designation to determine if sufficient evidence to maintain the designation continues to exist. The hearing examiner shall require that during the period of conditional designation the owner shall comply with all provisions set forth in BLMC 6.04.183 and 6.04.184.

4. The City may designate the Municipal Court Judge as the Hearing Examiner for appeals.

~~4.~~ 5. An appeal of the hearing examiner's decision must be filed in superior court by means of a writ of review.

~~5.~~ 6. During the entire appeal process, it shall be unlawful for the owner appealing the declaration of potentially dangerous dog to allow or permit such dog to:

- a. Be unconfined on the premises of the owner; or
- b. Go beyond the premises of the owner unless such dog is securely leashed and humanely muzzled or otherwise securely restrained.

~~6.~~ 7. During the entire appeal process, should the owner fail to follow the restrictions outlined in subsection (E)(5) of this section, the animal control authority is authorized to seize and impound such dog for the remainder of the appeal process. The owner shall be responsible for the daily boarding fee.

Section 2. The city clerk shall sign and file with the adopting ordinance a copy of the statutes and regulations referenced herein and shall also file and maintain the city clerk's office one copy of each of the adopted laws in the form in which they were adopted for use and examination by the public.

Section 3. The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 4. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication, as required by law.

PASSED by the City Council and approved by the Mayor this 22nd day of July, 2014.

Neil Johnson, Mayor

ATTEST:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 22 July 2014	Agenda Bill Number: AB14-70
Agenda Item Type: Ordinance	Ordinance/Resolution Number: D14-70	Councilmember Sponsor: Watson

Agenda Subject: Update of Park Commission Ordinance

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 2.20 Of The Bonney Lake Municipal Code And Ordinance No. 1213 Relating To The Board Of Park Commissioners.

Administrative Recommendation: Approve

Background Summary: The Board of Park Commissioners was first established in 1974. The ordinance was updated in 2006 and the board reconstituted in 2012. The ordinance establishing the park board is very brief, and does not provide much guidance on the roles and responsibilities of the commission or how it is to operate. The city council desires to further clarify the organization, duties and responsibilities of the board of park commissioners, and rename it as simply the park commission, similar to the planning, design, and arts commissions.

Attachments: Ordinance D14-70; BLMC 2.20; Draft Park Work Plan

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

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	<i>Approvals:</i>		Yes No
Date:	Chair/Councilmember NAME		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember NAME		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember NAME		<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): May 20, 2014, July 15, 2014	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

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

ORDINANCE NO. D14-70

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 2.20 OF THE BONNEY LAKE MUNICIPAL CODE AND ORDINANCE NO. 1213 RELATING TO THE PARK COMMISSION.

WHEREAS, the city council desires to further clarify the organization, duties and responsibilities of the park commission, and

WHEREAS, it is not the intent of this ordinance to replace any of the current members of the park board, or to modify any existing terms of existing park board members;

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

Section 1. BLMC Chapter 2.20 and Section 2 of Ordinance No. 1213 are hereby amended to read as follows:

2.20.010 Created – General Purpose.

~~There is created a board of park commission(ers) to study and recommend park policies and rules, assist in the development of the parks element of the comprehensive plan and make other recommendations to the mayor and city council regarding related systems such as trails. The general purposes of the park commission are to act as a channel of communication for the general public on matters related to parks, trails, and public open space; to promote the development of robust and well-rounded parks and recreational opportunities; to serve as an advisory tree board per BLMC 2.24.030; and to advise on matters which the Council, Mayor, or administration have referred to the commission in regard to parks, trails, and public open space.~~

2.20.020 Membership.

~~The board commission shall consist of seven members who shall be appointed by the mayor, with the consent of the city council. The members so appointed shall either reside within the 98391 zip code or own a business establishment within the Bonney Lake city limits. Four members shall constitute a quorum. The terms of the members shall be three years, with initial terms staggered so that not more than three terms expire in any given year.~~

2.20.030 Powers and duties.

~~The board of park commissioners shall act in an advisory capacity to the mayor and city council and shall make recommendations from time to time concerning the acquisition, improvement and use of parks, playgrounds and recreational equipment and facilities. It shall recommend rules and regulations governing the use and management thereof to the city council. The board of park commissioners may adopt appropriate rules governing the organization and conduct of its meetings~~

The park commission shall act in an advisory capacity to the mayor, city council and parks administration and shall offer advice or make recommendations on park, trail, and open space issues referred to the commission for consideration. Matters so referred for recommendation or advice may include such issues as:

- A. Acquisition of land for parks, trails, or open space;
- B. Development, design, and operation of parks, trails, or open space;
- C. Provision of concessions or refreshments at city parks;
- D. Contracts, inter-local agreements, or lease agreements regarding park facilities or activities;
- E. Advising city staff on development of the parks element of the comprehensive plan and serving as a liaison to the planning commission and city council on the adoption of the parks plan;
- F. Serving as an advisory community tree board to advise the tree department, mayor, and city council on the community forestry plan, heritage trees, and related community tree issues;
- G. Serving as a sounding board for administrative policies and procedures governing the administration and maintenance of the City park system;
- H. Reviewing fees and charges for use of park facilities;
- I. Assisting with the adjudication of complaints, conflict, disputes or other grievances related to park use;
- J. Recommending appropriate regulations on the use of city parks by the public;
- K. Other matters as from time to time may be referred to the commission by the city council, mayor, or administrative staff.

2.20.040 Compensation.

The ~~board of~~ members of the park commissioners shall serve without salary.

2.20.050 statutory authority.

The ~~board of~~ park commissioners is created pursuant to RCW 35A.11.020.

2.20.060 Organization.

The park commission shall elect from its members a chair and vice chair, each of whom shall serve for a period of one year. Chairs and vice chairs may be elected for consecutive years. The Commission may adopt such procedures and guidelines, consistent with this ordinance and state law, as necessary or desirable, for the conduct of its business and shall keep written minutes of its proceedings. The Commission procedures shall include

provisions for the date, time and place of regular meetings of the Commission. The rules of procedure shall provide for the election of the Chair and Vice Chair. Provisions shall be made for maintaining minutes of Commission meetings and records of all Commission reports, conclusions and recommendations.

2.20.070 Meetings.

- A. Meeting schedule. In consultation with assigned city staff, the commission shall establish a fixed meeting date, time, and location for its regular meetings and will meet at least monthly, provided that meetings may be canceled for lack of business upon advance notice. Special meetings may be held in accordance with the Open Public Meetings Act. All meetings of the commission shall be open to the public and shall be governed by the rules and operating procedures as established by the commission.
- B. Votes. Each commissioner shall have one vote. The chair may also vote. A simple majority of the commission shall constitute a quorum for the transaction of commission business.
- C. Attendance at meetings. Regular attendance by commissioners is necessary for the efficient operation and effective completion of business. Two non-excused absences from regular meetings in a year shall constitute grounds for dismissal from the Commission. A commissioner may request that an absence be excused either before or after the absence occurs.
- D. Staff support. The Mayor shall be responsible for assigning administrative staff support to the Commission within the limits of available resources.

2.20.080 Reports.

The park commission shall annually provide to the mayor and city council a report on the commission's activities. Periodic reports may also be submitted when deemed appropriate by the commission or when requested by the mayor or city council.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Effective Date. This Ordinance shall take effect thirty (30) days after its passage, approval, and publication as required by law.

PASSED by the City Council and approved by the Mayor this 22nd day of July, 2014.

Neil Johnson, Jr.
Mayor

ATTEST:

Harwood T. Edvalson
City Clerk, CMC

APPROVED AS TO FORM:

Kathleen Haggard
City Attorney

Passed:

Valid:

Published:

Effective Date:

City of Bonney Lake

2014 - 2016 Parks, Trails and Open Space Work Plan

Year	Description	Department	Tentative Completion Date	Notes	Priority	Primary Responsibility	Park Board Role
2014	Mid-Town Park picnic structure, road & parking	Exec	4th Quarter	Estimated costs \$199,000 (pending funding)	HIGH	Staff	Monitor Progress
	Create a realistic funding plan for Mid-Town and Allan Yorke Parks and then develop master plans based on expected funding	Exec	4th Quarter	Community outreach; continue work into 2015	MEDIUM	PB/Staff	Develop plan with staff assistance
	Examine Ropes Course and Disk Golf Course proposals to see if they are financially feasible; work with potential vendor(s) to implement	Exec	3rd Quarter	Contact private groups to see if there are funds to implement; consider gravel road access and parking area; ensure uses are compatible with trails and each other	HIGH	Staff	Make Recommendation to Council
	Support parks related City events	Exec	3rd Quarter	Participate in these two events as a group	MEDIUM	PB/Staff	Staff event
	Install new sidewalk and picnic shelter at Allan Yorke Park next to existing picnic shelter	PW	4th Quarter	Includes concrete work and assumes PW labor; cost \$18,000	MEDIUM	Staff	Monitor Progress
	Allan Yorke Park improvements: portable fences, dugouts at Field 4, portable lighting	Exec	3rd Quarter	Purchase fences now; pursue donations for dugouts & lighting (\$157,000 combined cost)	MEDIUM	Staff	Monitor Progress
	Wal-Mart pocket park: develop plan for trail; explore acquisition of pocket park from developer	Exec	3rd Quarter	Requires agreement with HOA and developer; concept design will cost \$3,400	HIGH	Staff	Make Recommendation to Council
	Design and acquire ROW for 1.5 mile segment of Fennel Creek Trail between SRTS Trail & SBH	Exec/PW	4th Quarter	Design will cost \$343,000 (City portion 20%)	HIGH	Staff	Monitor Progress
2015	Construct lookout at Victor Falls	CD	4th Quarter	Estimated cost \$150,000	MEDIUM	Staff	Monitor Progress
	Allan Yorke Park beach area pavilion	PW	2nd Quarter	Estimated cost \$40,000	MEDIUM	Staff	Monitor Progress

Year	Description	Department	Tentative Completion Date	Notes	Priority	Primary Responsibility	Park Board Role
	"Sun Shelters" at Mid-Town Park, field memorial next to Field 4	PW	3rd Quarter	Estimated costs - sun shelters \$32,000 and field memorial \$1,000	MEDIUM	Staff	Make Recommendation to Council
	Cover for existing stage at Allan Yorke Park	Exec	3rd Quarter	Estimated cost \$57,000; seek donations	MEDIUM	Staff	Make Recommendation to Council
	End-of-year joint meeting with Arts Commission	Exec	4th Quarter	Discuss role of arts in city parks	MED	PB	Discussion Meeting
	Review 6-year Parks CIP	Exec, Fin	3rd Quarter	Review CIP and make suggestions	MED	PB/Staff	Make Recommendation to Council
	Park user fee review	Exec	4th Quarter	Review boat launch fees; field rentals, etc.	MED	PB/Staff	Make Recommendation to Mayor
	2015 city-wide Comp Plan update (parks portion)	CD	4th Quarter	Comment as needed. Continue work into 2016-2017 as needed	MED	PC/PB/Staff	Work with Planning Manager to develop and recommend updated plan to Planning Comm.
2015	Develop parks gift-giving brochure	Exec	4th Quarter	Work with staff to develop new brochure	MED	PB/Staff	Make Recommendation to Mayor
2016	Develop long term site plan for Mid-Town Park	Exec	2nd Quarter	Estimated cost \$130,000	LOW	Staff	Make Recommendation to Council
	BMX facility	Exec	4th Quarter	Estimated cost \$58,000	LOW	PB/Staff	Make Recommendation to Council

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 22 July 2014	Agenda Bill Number: AB14-102
Agenda Item Type: Ordinance	Ordinance/Resolution Number: 2403	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 No. 2356 To Increase The Number Of Members Of The Arts Commission. .

Administrative Recommendation: Approve

Background Summary: Earlier this year, the City Council created an Arts Commission. There has been considerable public interest in serving on the Commission, and more good applicants than current positions available. In order to provide broader representation among the arts community, etc. it is recommended that the number of members of the Commission be increased by two (2)
Attachments: Resolution No. 2403

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. 2403

A RESOLUTION OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING RESOLUTION NO. 2356 TO INCREASE THE NUMBER OF MEMBERS OF THE ARTS COMMISSION.

WHEREAS, the City Council desires to increase the number of members 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 No. 2356 is 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 ~~seven (7)~~ nine (9) members, appointed by the Mayor.

PASSED BY THE CITY COUNCIL this 22nd day of July, 2014.

Neil Johnson, Jr., Mayor

ATTEST:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 22 July 2014	Agenda Bill Number: AB14-101
Agenda Item Type: Appointment	Ordinance/Resolution Number: NA	Councilmember Sponsor: Minton-Davis

Agenda Subject: Informal Confirmation of Mayor's Appointments to the Arts Commission

Full Title/Motion: n/a

Administrative Recommendation: Approve

Background Summary: Earlier this year the City Council passed Resolution No. 2356 which established an advisory Arts Commission. Applications for the new commission were solicited by the City. Applicants who responded were interviewed by Councilmember Minton-Davis and City Administrator Morrison. They recommended to the Mayor the persons included on the attached sheet. Appointment letters have been sent to these individuals. While not required to do so, the Mayor has brought these names to the City Council for ratification per the Mayor's standard practice. It is recommended that the Council pass a motion ratifying these 8 appointments of the Mayor to the Arts Commission. Once proposed Resolution No. 2403 passes increasing the number of commission seats, there will be one additional opening to be filled.

Attachments: Information Sheet on Arts Commission Appointees

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

COMMITTEE, BOARD & COMMISSION REVIEW											
Council Committee Review:	Other Date: 22 July 2014	<i>Approvals:</i> Chair/Councilmember Councilmember Councilmember	<table style="width: 100%; border: none;"> <tr> <td style="padding: 0 5px;">Yes</td> <td style="padding: 0 5px;">No</td> </tr> <tr> <td style="text-align: center; padding: 0 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 0 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 0 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 0 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center; padding: 0 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 0 5px;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>					
Yes	No										
<input type="checkbox"/>	<input type="checkbox"/>										
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<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):

Initial Arts Commission Appointees

<u>Applicant Name, Address, Phone, and E-Mail</u>	<u>Bonney Lake Resident</u>	<u>County Resident</u>	<u>Student</u>	<u>Work / Art Related Jobs</u>	<u>Degree in Arts</u>	<u>Previous Commission Experience</u>	<u>Date of Application</u>	<u>Affiliations</u>
Alison Hudson 7713 211th Avenue E Bonney Lake, WA 98391	X			Semi-retired (City Administrative Assistant)	Associates Degree - Liberal Arts (Monticello College)		2/11/2014	
JoAnn Taylor 4928 197th Avenue E Bonney Lake, WA 98391	X			Retired (KC Housing Authority)	Highline Community College		2/14/2014	GBLHS, Altar Society at St. Andrews, Bonney Lake Senior Center, Relay for Life
Suzy Fontaine 8214 209th Ave Ct E Bonney Lake, WA 98391	X			Classy Pazazz Design/Prime Fitness	Fine Arts, Digital Design, Web/Graphic/Multimedia Design		2/13/2014	Arts Alive Gallery of the Arts, Bonney Lake Elementary Art Docent, Spectrum Creative Alliance, Auburn Arts and Events, Bonney Lake Street Art Project, Art Beating Cancer, Bonney Lake Relay 4 Life
Valerie Foucart 20904 76th St E Bonney Lake, WA 98391	X			JoAnn Fabrics and Hobby Lobby	BSE in Arts Education, Masters Equivalency in Fibers & Crafts, MFA in Weaving & Fibers		3/1/2014	PAEA Board Member; Red Cross, and former union rep.
Melissa Deckman-McVicker 17610 108th St Ct E Bonney Lake, WA 98391	X			Summer School District	Seattle Pacific Univ - Professional Teaching Certificate; Central WU - Teaching Certificate; WSU - Bachelor of Fine Arts		3/25/2014	Summer Education Association, North of the Tracks Artist Group; Rainier Hills Photography
Tyler Ussery 21205 123rd St Ct E Bonney Lake, WA 98391			X	White River High School			4/21/2014	Key Club (Kiwanis), Band Leadership, ASB Representative
Beverly Birmele 11306 222nd Ave Ct E Buckley, WA 98321		X		RN 32 years; Art classes/painting/photograph	BA in French & Secondary Education; Nursing Degree		5/1/2014	Eastside (now Evergreen) Fine Arts Association in Bellevue
Sarah Strickler 12013 221st Ave Ct E Bonney Lake, WA 98391			X	Bonney Lake High School-Graduates in 2016	Has taken an abundance of art classes		5/8/2014	National Honor Society; Founder and President of Science Club; Buckley Youth Activity Center Volunteer, Humanitarian Club Public Relations Officer, Key Club, Future Leo Club President, Co-Chair of Foothills Healthy Community Coalition, Youth Advisory Board Member for Congressman Dave Reichert and community volunteer

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 22 July 2014	Agenda Bill Number: AB14-100
Agenda Item Type: Ordinance	Ordinance/Resolution Number: D14-100	Councilmember Sponsor:

Agenda Subject: Stipend for Elected Officials

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 802 Relating To The Compensation Of The Mayor And Council Members.

Administrative Recommendation: This is an alternate action if the Mayor withdraws his appointments to the Salary Commission, or they are not confirmed.

Background Summary: Since the compensation for the positions of mayor and council was last adjusted in 1999 – 15 years ago, the City has nearly doubled in population, along with a corresponding increase in governance requirements, state and federal regulations, budget complexity, service demands, and constituent needs. Serving as an elected official of the City of Bonney Lake requires several hours each week to attend council, committee, commission, and regional meetings, as well as devoting considerable time to studying various issues and meeting with constituents. Bonney Lake is a mayor-council form of government in which the Mayor is both the chief executive officer of the City and chairman of the council, which duties places extensive time demands on the mayor. The current compensation for the positions of mayor and council is considerably lower than that paid to similarly sized cities in the region, and should be adjusted. If passed, the salary of the mayor would increase August 1, 2014. For council members, the increase would not go into effect until the beginning of their next term. The monthly compensation in this ordinance was set based on what the City of Sumner currently pays its mayor and councilmembers.

Attachments: Ord D14-100; AWC Salary Survey Data

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: Additional annual budget impact once the increase applied to the mayor and all councilmembers would be: \$12,000 for the mayor, \$29,400 for the council. For the next two (2) years there would be no increased budget impact on council salaries as no position would be eligible for an increase under RCW 35A.12.070.			

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	Other Date: 22 July 2014	<i>Approvals:</i> 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):**

ORDINANCE NO. D14-100

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 802 RELATING TO THE COMPENSATION OF THE MAYOR AND COUNCIL MEMBERS.

WHEREAS, since the compensation for the positions of mayor and council was last adjusted in 1999, the City has nearly doubled in population, along with a corresponding increase in governance requirements, state and federal regulations, budget complexity, service demands, and constituent needs; and

WHEREAS, serving as an elected official of the City of Bonney Lake requires several hours each week to attend council, committee, commission, and regional meetings, as well as devoting considerable time to studying various issues and meeting with constituents; and

WHEREAS, Bonney Lake is a mayor-council form of government in which the Mayor is both the chief executive officer of the City and chairman of the council, which duties places extensive time demands on the mayor;

WHEREAS, the current stipend for the mayor and council is considerably lower than that paid to similarly sized cities in the region; and

WHEREAS, the City Council desires to establish a reasonable level of compensation comparable to other Cities;

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

Section 1. Section 1 of Ordinance No. 802 is hereby amended to read as follows: ~~Elected positions shall receive an increase of 1/3 to equal a monthly salary of \$400 and \$800 for Councilmembers and Mayor, respectively. Elected positions shall also have the option to participate in the City's health plan by direct payment or contribution of salary. The Mayor shall be compensated at the rate of \$1,800 per month. Councilmembers shall be compensated at the rate of \$750 per month. Neither the Mayor nor Councilmembers shall receive any benefits other than those mandated by state or Federal law. Changes in salary are to be implemented in accordance with RCW 35A.12.070.~~

Section 2. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication, as required by law.

PASSED by the City Council and approved by the Mayor this _____th day of _____, 2014.

Neil Johnson, Jr.
Mayor

ATTEST:

Harwood T. Edvalson
City Clerk, CMC

APPROVED AS TO FORM:

Kathleen Haggard
City Attorney

Passed:
Valid:
Published:
Effective Date:



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[35A.12.065](#) << [35A.12.070](#) >> [35A.12.080](#)

RCW 35A.12.070

Compensation of elective officers — Expenses.

The salaries of the mayor and the councilmembers shall be fixed by ordinance and may be revised from time to time by ordinance, but any increase in the compensation attaching to an office shall not be applicable to the term then being served by the incumbent if such incumbent is a member of the city legislative body fixing his or her own compensation or as mayor in a mayor-council code city casts a tie-breaking vote relating to such ordinance: PROVIDED, That if the mayor of such a city does not cast such a vote, his or her salary may be increased during his or her term of office.

Until the first elective officers under this mayor-council plan of government may lawfully be paid the compensation provided by such salary ordinance, such officers shall be entitled to be compensated in the same manner and in the same amount as the compensation paid to officers of such city performing comparable services immediately prior to adoption of this mayor-council plan.

Until a salary ordinance can be passed and become effective as to elective officers of a newly incorporated code city, such first officers shall be entitled to compensation as follows: In cities having less than five thousand inhabitants, the mayor shall be entitled to a salary of one hundred and fifty dollars per calendar month and a councilmember shall be entitled to twenty dollars per meeting for not more than two meetings per month; in cities having more than five thousand but less than fifteen thousand inhabitants, the mayor shall be entitled to a salary of three hundred and fifty dollars per calendar month and a councilmember shall be entitled to one hundred and fifty dollars per calendar month; in cities having more than fifteen thousand inhabitants, the mayor shall be entitled to a salary of twelve hundred and fifty dollars per calendar month and a councilmember shall be entitled to four hundred dollars per calendar month: PROVIDED, That such interim compensation shall remain in effect only until a salary ordinance is passed and becomes effective as to such officers, and the amounts herein provided shall not be construed as fixing the usual salary of such officers. The mayor and councilmembers shall receive reimbursement for their actual and necessary expenses incurred in the performance of the duties of their office, or the council by ordinance may provide for a per diem allowance. Procedure for approval of claims for expenses shall be as provided by ordinance.

[2009 c 549 § 3008; 1971 ex.s. c 251 § 5; 1967 ex.s. c 119 § [35A.12.070](#).]

Notes:

Severability -- 1971 ex.s. c 251: See RCW [35A.90.050](#).

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2014 AWC Salary Survey - Western Washington Cities 7,500 pop. to 30,000 pop.

CITY	POPULATION	FORM OF GOVERNMENT	PROFESSIONAL CITY ADMIN/MGR?	MAYOR'S SALARY/MO.
Edgewood	9525	* Council-Manager	Yes - Full Time	\$338
Mercer Island	23310	* Council-Manager	Yes - Full Time	\$400
Covington	18480	* Council-Manager	Yes - Full Time	\$500
Fife	9405	* Council-Manager	Yes - Full Time	\$632
Mill Creek	18780	* Council-Manager	Yes - Full Time	\$700
Snohomish	9270	* Council-Manager	Yes - Full Time	\$700
Woodinville	11240	* Council-Manager	Yes - Full Time	\$700
Kenmore	21370	* Council-Manager	Yes - Full Time	\$750
Newcastle	10850	* Council-Manager	Yes - Full Time	\$800
Maple Valley	24230	* Council-Manager	Yes - Full Time	\$825
Mountlake Terrace	20530	* Council-Manager	Yes - Full Time	\$1,000
Bainbridge Island	23360	* Council-Manager	Yes - Full Time	\$1,250
Bonney Lake	18520	Mayor- Council	Yes - Full Time	\$800
Enumclaw	11110	Mayor- Council	Yes - Full Time	\$1,000
Lake Stevens	29170	Mayor- Council	Yes - Full Time	\$1,200
SeaTac	27620	Mayor- Council	Yes - Full Time	\$1,200
DuPont	9175	Mayor- Council	Yes - Full Time	\$1,300
Gig Harbor	7985	Mayor- Council	Yes - Full Time	\$1,500
Tumwater	18800	Mayor- Council	Yes - Full Time	\$1,530
Lynden	12920	Mayor- Council	Yes - Full Time	\$1,800
Sumner	9545	Mayor- Council	Yes - Full Time	\$1,800
Arlington	18360	Mayor- Council	Yes - Full Time	\$1,900
Snoqualmie	12130	Mayor- Council	Yes - Full Time	\$2,500
Yelm	7915	Mayor- Council	Yes - Full Time	\$2,500
Ferndale	12710	Mayor- Council	Yes - Full Time	\$2,618
Monroe	17660	Mayor- Council	Yes - Full Time	\$3,000
Lake Forest Park	12750	Mayor- Council	Yes - Full Time	\$3,000
Port Orchard	13150	Mayor- Council	No - Mayor is full-time city exec.	\$5,343
Poulsbo	9775	Mayor- Council	No - Mayor is full-time city exec.	\$5,749
Mukilteo	20540	Mayor- Council	No - Mayor is full-time city exec.	\$5,900
Tukwila	19210	Mayor- Council	Yes - Full Time + FT Mayor	\$8,279

* Mayor has no executive duties in council-manager form of government

2014 AWC Salary Survey

Jurisdiction	Councilmembers Compensation/Mo	Population	Notes
Tukwila	1250	19210	
Bainbridge Island	1000	23360	
SeaTac	1000	27620	
Mountlake Terrace	800	20530	
Sumner	750	9545	
Newcastle	700	10850	
Tumwater	660	18800	
Kenmore	650	21370	
Monroe	600	17660	
Gig Harbor	600	7985	
Lake Forest Park	600	12750	
Woodinville	600	11240	
Yelm	600	7915	
Ferndale	572	12710	
Maple Valley	550	24230	
Fife	526	9405	
Port Orchard	500	13150	
Mill Creek	500	18780	
Mukilteo	500	20540	
Poulsbo	500	9775	
Snoqualmie	500	12130	
Covington	450	18480	
Snohomish	450	9270	
Bonney Lake	400	18520	
Arlington	400	18360	Plus \$50/other meetings, up to 8/month
DuPont	375	9175	
Enumclaw	325	11110	
Lake Stevens	300	29170	Plus \$50/other meetings up to 4/month
Edgewood	250	9525	
Lynden	200	12920	
Mercer Island	200	23310	

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 8 July 2014	Agenda Bill Number: AB14-96
Agenda Item Type: Appointment	Ordinance/Resolution Number: NA	Councilmember Sponsor: NA

Agenda Subject: Appointments to Salary Commission

Full Title/Motion: A Motion Confirming The Mayor's Appointments Of Jennifer Ferrell, Douglas Collins, And Steve Riggs To The Salary Commission.

Administrative Recommendation: Approve

Background Summary: The City Council adopted a Salary Commission in 2004 (BLMC 2.68) to take the politics out of the process of setting salaries for the City's elected officials. To date the Commission has been inactive as commissioners have never been appointed and confirmed. The stipend for Bonney Lake's elected officials has not been adjusted since 1999. The salary commission would review the number of hours involved in governing the City (including the number of hours required to attend all the meetings, study the issues, respond to constituents, etc.) and make a determination as to a reasonable stipend for the elected officials of the City.

Attachments: Applications for Appointment; Memo

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: This may have some budget impact depending on the findings of the Commission			

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



Memo

Date : July 3, 2014
To : Council Members
From : Mayor Neil Johnson, Jr.
Re : Appointments to Salary Commission

The City Council adopted a Salary Commission in 2004 (BLMC 2.68) to take the politics out of the process of setting salaries for City elected officials. To date the Commission has been inactive as commissioners have never been appointed and confirmed.

After discussion with various members of the community and council, I am proposing that you ratify my appointments of Jennifer Ferrell, Douglas Collins, and Steve Riggs to the Salary Commission to review the salaries of our elected officials.

The salary for Bonney Lake's elected officials has not been adjusted in 15 years (Ordinance No. 802 adopted in February 1999). Bonney Lake is now the 5th largest City in Pierce County. Of the five (5) largest cities in the County, the average Councilmember salary is \$1,444 per month, yet Bonney Lake council salaries remain at \$400 per month, according to the 2013 AWC salary survey, as follows:

- Tacoma \$3,429/month (part-time) pop. 200,400
- Lakewood \$700/month pop. 58,310
- Puyallup \$1,142/month pop. 37,980
- University Place \$1,539/month pop. 31,340
- Bonney Lake \$400/month pop. 18,452

- Sumner \$750/month pop. 9,520

While I am not suggesting that councilmembers should be paid the average of the other 5 largest cities in the county, I do believe councilmembers should be paid at least as much as the councilmembers for Sumner, especially given that our population is now almost double that of Sumner.

I believe that pay for elected officials should remain modest and reasonable in accordance with our concept of community service, but given the travel and other out-of-pocket expenses councilmembers incur, and the number of hours required to serve effectively and attend all our meetings, I do believe a review should be made.

Accordingly, I am recommending that the Council ratify my appointments to the salary commission in order to look at what all is involved (including the number of hours required to attend all the meetings, study the issues, respond to constituents, etc.) and make a determination as to a reasonable stipend for the elected officials of the City.

Thanks.



APPLICATION FOR MEMBERSHIP

SALARY

Name of City Board, Commission or Council

(Please print or type)

Full Name Douglas Collins

Home Phone

Address 8006 183rd Ave. E.

Cell / Other

City Bonney Lake State WA Zip 98391 E-mail

City Resident? NO YES - How Long? 14 years Registered Voter? YES NO

Name of Employer Continental Mills

Employer Address 18100 Andover Park W. Tukwilla, WA 98188

Education Background High School

Professional Experience Laborer 25 years (Leadership WA Certified Forklift Trainer)

Organization Affiliations None

Why Are You Seeking Appointment? To help the city.

General Remarks None

Doug Collins Applicant's Signature

4-15-14 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

SALASPY

Name of City Board, Commission or Council

(Please print or type)

Full Name Steve C. Riggs Home Phone [redacted]

Address 7605 191st Ave E Cell / Other

City Bonney Lake State WA Zip 98391 E-mail [redacted]

City Resident? [] NO [x] YES - How Long? 27 years Registered Voter? [x] YES [] NO

Name of Employer The Boeing Company

Employer Address Seattle, WA 98124

Education Background High school, some college.

Professional Experience 36 years in the Aviation industry (Technician, Instructor, Lead, Project Manager)

Organization Affiliations

Why Are You Seeking Appointment?

General Remarks

Applicant's Signature

4/12/14 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

Salary Commission
Name of City Board, Commission or Council

(Please print or type)

Full Name Jennifer M. Ferrell Home Phone

Address 11423 178th Ave. Ct. E. Cell / Other

City Bonney Lake State WA Zip 98391 E-mail

City Resident? [X] NO [] YES - How Long? Registered Voter? [X] YES [] NO

Name of Employer Jennifer Ferrell Agency

Employer Address

Education Background

Professional Experience

Organization Affiliations

Why Are You Seeking Appointment?

General Remarks

Applicant's Signature

Date 12/13/13

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



Agenda Placeholder

For the Council Meeting of July 22, 2014

FULL COUNCIL ISSUES

Item IX. F. Presentation: Financial Model Update and Budget Projection Discussion.

No advance materials. Information will be provided at the Meeting.

