

CITY COUNCIL WORKSHOP

**March 3, 2015
5:30 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.
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The City Council may act on items listed on this agenda, or by consensus give direction for future action. The Council may also add and take action on other items not listed on this agenda.

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

I. Call to Order: Mayor Neil Johnson

II. Roll Call:

Elected Officials: 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.

III. Agenda Items:

- A. Council Open Discussion**
 - p. 3 **B. Review of Draft Minutes:** February 17, 2015 Council Workshop, February 21, 2015 Special Council Meeting (Retreat), and February 24, 2015 Council Meeting.
 - p. 15 **C. Discussion:** AB15-27 – Resolution 2348 – 2014-2019 Hazard Mitigation Plan Update.
 - p. 27 **D. Discussion:** AB15-28 – Resolution 2439 – Amending the Interagency Agreement with Department of Enterprise Services. (Scope of Work to be provided at later date)
- IV. 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.
- V. Adjournment**

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

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**CITY COUNCIL
WORKSHOP**

**February 17, 2015
5:30 P.M.**

DRAFT MINUTES



"Where Dreams Can Soar"

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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 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 Randy McKibbin, Councilmember Donn Lewis, Councilmember James Rackley, and Councilmember Tom Watson. Councilmember Katrina Minton-Davis arrived at 5:39 p.m.

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

III. Agenda Items:

A. Presentation: Pierce County Conservation District.

Ryan Mello, Executive Director of the Pierce County Conservation District (PCCD) provided a PowerPoint presentation regarding the PCCD Partnership with the City and other local jurisdictions that they serve. He summarized who the PCCD are and provided a brief summary of how conservation districts were born. He advised that PCCD are not an agency of Pierce County and they are 110% non-regulatory authority. He said they are problem solvers who work with municipalities and private land owners to solve natural resource problems to provide technical and financial assistance when needed. He spoke regarding the funding and governance of PCCD and explained they leverage funds through private philanthropy, earned revenue, and state and federal grant programs. He explained how revenues and assigned staff would work for the City and the core programs that PCCD would assist with, if the City chose to join the PCCD. He said the PCCD's mission is to do hands-on work, and they engage the community on habitat issues. He provided a next steps timeline if the City chooses to join the PCCD, and advised that the deadline is October 2015 so that fees would be billed on the PC property tax statement in 2016. He advised that the fees are not a property tax. He provided Council with the current PCCD annual report.

Councilmember Watson asked about the cost per residence and Mr. Mello advised that each residence would be charged \$5.00 on their annual property tax statement, though the fee is not a tax. There were questions from the Council and Mayor regarding lake water monitoring, community garden(s) support, Beautify Bonney Lake assistance, and assistance with plantings for Tree City USA. Mr. Mello said many jurisdictions consider PCCD on-call consultants to give advice to the participating jurisdictions.

Mayor Johnson said obviously the decision on whether the City should join the PCCD is in educating the public and community as to their habitat needs and the ways the PCCD can assist the community. Mr. Mello said assistance with educating the community public is key, but advised that PCCD's current website is not what it should be. He said they spend their

resources on other communication items, but more importantly the program on the ground. City Administrator said if the Council approved joining the PCCD by October 2015, fees would be incurred in 2016 tax statements, and assistance and work would begin between the City and PCCD in 2016. Mr. Mello advised how the rates were derived and that the state caps the rate to \$5.00. If the City determines the program is no longer beneficial, the City has the option to opt out of the program. No action was taken, as this item was for presentation purposes only.

B. Council Open Discussion.

White River Communities for Families Meeting. Councilmember Watson said he attended the February 5th meeting and they discussed the Beyond the Borders Program, with South Sound 211 Program working to help those in need of transportation/bus service. He said the upcoming Community Summit will have speaker Jim Martinson, who is a Vietnam Veteran who lost both of his legs during the war. Mr. Martinson shows disabled veterans all the programs that are available to them and is very inspirational. Councilmember Lewis said Mr. Martinson will also be speaking at another meeting he will soon be attending, and he give a report at the next workshop.

Project Homeless Connect. Councilmember Watson said the Project Homeless Connect event will be held at the Washington State Fairgrounds on March 31st.

Prairie Ridge Food Bank. Councilmember Watson said the Prairie Ridge Food Bank will be graduating their first family from the One Gen Central program, and discussed the program and the goal to help families succeed.

Death by Chocolate Event. Councilmember Watson said the Death by Chocolate Dinner/Event will be on March 21st and The Coats will be performing. He said tickets are currently available, and if Council want to attend, they can coordinate getting a table. He said the funds raised all go the plateau helping needy people. Mayor Johnson said for those who cannot attend the event, that donations are welcome.

Mayor Johnson thanked Deputy Mayor Swatman for covering for him while he was out last week. He advised that he would be able to attend the retreat on February 21st as scheduled.

C. Review of Draft Council Minutes: February 3, 2015 Council Workshop, February 6, 2015 Special Council Meeting, and February 10, 2015 Council Meeting.

Councilmember Lewis noted a suggested correction on the February 10th minutes, Council agreed with the revision. Other minor corrections were made to the minutes, which were forwarded to the February 24, 2015 Meeting for action.

D. Discussion: Council Retreat Agenda

City Administrator Morrison advised that the retreat is scheduled for February 21st at C.I. Shenanigans. He said Council consensus was first to focus on the three main vision statements will be discussed regarding Parks and Community Center, Transportation, and Community Outreach. He said those three items were worked into the agenda and he then summarized the remaining agenda topics and time allocated for discussion. No action was taken, as this item for discussion purposes only. Council consensus was that if retreat time is not sufficient to complete the agenda, they will continue discussion during a Council Workshop. It was determined that City Administrator Morrison will be the facilitator for the retreat. The retreat is scheduled to adjourn at 4:45 p.m.

IV. EXECUTIVE SESSION: None.

V. ADJOURNMENT:

Councilmember Lewis moved to adjourn the Workshop at 6:34 p.m. Councilmember Watson seconded the motion.

Motion to adjourn approved 7 - 0.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council for the February 17, 2015 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.

**SPECIAL CITY COUNCIL
MEETING – PLANNING
RETREAT**

**February 21, 2015
8:30 A.M.**



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DRAFT MINUTES

Location: C.I. Shenanigans, 3017 Ruston Way, Tacoma, Washington and Duke’s, 3327 Ruston Way, Tacoma, Washington

I. CALL TO ORDER – The Council and staff were served breakfast at 8:40 a.m. Mayor Neil Johnson, Jr. called the business portion of the meeting to order at 9:04 a.m.

- A. In attendance: Mayor Johnson, Deputy Mayor Dan Swatman, Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Community Development Director John Vodopich, Police Chief Dana Powers, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Assistant Public Works Director Charles Simpson, Court Administrator Kathy Seymour and Facilities and Special Projects Manager Gary Leaf.

II. MEETING AGENDA:

- A. How to Make Toast – An exercise in Systems Thinking.

City Administrator Don Morrison played a short TED video demonstrating a process for developing nodes and links in a systems model for decision making.

- B. Vision Update – Parks and Community Center.

Using a large scale printout of the Council’s current vision statement related to parks and a community center, the Council used the “making-toast” systems model to identify essential elements and changes to the vision statement. The vision statement was broken down into the following six representative concepts: parks, community center/recreation center, trails, recreation, open space, and finally, special events. After Council discussion, it was determined that City Administrator Morrison would take the feedback given regarding the six representative statements and propose to the Council a refined vision statement for future discussion.

- C. Vision Update – Transportation.

The Council followed the same process used on the previous vision statement to give descriptions of their vision related to transportation as represented by the following concepts: streets, corridors, public transportation, non-motorized transportation, streetscapes, as well as, street lights. Based on the pattern established with the first vision statement, City Administrator Morrison took the Council’s comments for further development of a draft updated vision statement.

- D. Recap of 2013-2014 Biennium; Caveats for 2015-2016 Biennium; Forecast for 2017-2018 Biennium.

Finance Director Gibson and City Administrator Morrison reviewed the ending General Fund balance for the past biennium with the City Council. They noted that the expenditures were very close to the adjusted budget allocations. They also noted that with some revenue assumptions coming to fruition in the current biennium they felt comfortable projecting a balanced budget at the close of the 2015-2016 Biennium. They expressed concern for the 2017-2018 biennium, suggesting the Council would need to consider new sources of revenue, or be prepared to make some changes or cuts to current service levels.

Running slightly ahead of their planned schedule for the retreat, the City Council took the opportunity to expand their discussion regarding revenue sources. They discussed the concepts of contracting services to other jurisdictions, possible new sources of revenue and the need to develop a plan now. There was a consensus that the City's core identity and mission should not be diluted as service cuts may be considered, and that new revenue sources will require public engagement.

At 12:30 p.m., the City Council recessed their meeting for lunch. The meeting discussion started again at 1:30 p.m.

- E. Post Inaugural Review of the Committee-of-the-Whole (COW) Meetings and the Economic Development Committee.

Administrative Services Director/City Clerk Edvalson facilitated a discussion with the Council about the expansion of the Council Finance Committee meetings into a special meeting of the Council known as the Committee-of-the-Whole. The Council discussed the origin and the purpose of the special meetings and concluded to take finance-related items that would have generally been discussed at the Finance Committee/COW meeting to the regularly scheduled workshops. The Finance Committee will continue to perform its function to review the expenditure vouchers/checks, and will meet as needed to consider personnel and other items not requiring the initial attention of the full Council.

City Administrator Morrison led the Council in a review of the accomplishments of the Economic Development Committee. The Council remains supportive of the Committee in its current structure, but can envision a change in the future which might reshape the Committee to include representation from the business community.

- F. Vision Update – Community Outreach.

Following the same format as the other vision update items on the agenda, the City Council wrote their brief thoughts about community outreach focusing on the following representative concepts: outreach, access, engagement, participation, transparency and sense-of-community. The Council directed that the vision statement be renamed to “community engagement” or some name other than outreach. The City Administrator was again tasked with synthesizing a new vision statement for the Council to consider.

G. General Council Discussion.

1. Revenue Sources. The City Council discussed possible new revenue sources and encouraged staff to research a Transportation Benefit District, reviewing the potential for bringing business licensing back in-house and requiring that all businesses doing business within the City of Bonney Lake be required to have a local business license. Creative uses of the water/sewer/storm water utilities to accomplish some needed improvements in the City was also discussed.

2. City properties. The City Council discussed the current state of the Reed Farm and prior direction to sell the house and a portion of the property. They also asked that the Mayor and staff have discussions with the Food Bank about use of the City’s building and the plans for relocation to allow for the demolition of the existing building.

3. Status of UGA and Joint Planning with Pierce County. City Administrator Morrison and Community Development Director Vodopich updated the City Council on the current status of the City’s requested urban growth area changes and the joint-planning efforts with Pierce County. The Council was reminded of the County Executive, Pat McCarthy’s direction that no further joint-planning on these issues occur prior to resolution of a dispute with the City over the relocation of water lines in 198th Ave. E.

At 4:45 p.m., the City Council recessed in order change the venue and reconvene at Duke’s for a retreat summary dinner. The Council reconvened at 5:30 p.m. for the dinner meeting. Councilmember Rackley participated in the earlier portion of the retreat, but did not attend the dinner.

H. Retreat Summary Dinner. The City Council held their retreat summary dinner and had small group discussions on issues related to the retreat.

III. ADJOURNMENT:

At approximately 7:30 p.m., the City Council adjourned the planning retreat by common consent.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the February 21, 2015 Special Meeting:

- Don Morrison, City of Bonney Lake – *Retreat Agenda Packet.*

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

**February 24, 2015
7:00 P.M.**

DRAFT MINUTES



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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 7:00 p.m.

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

Deputy Mayor Swatman moved to approve Councilmember Hamilton’s absence. Councilmember Rackley seconded the motion.

Motion approved 6 – 0.

Staff members in attendance were City Administrator Don Morrison, Assistant Public Works Director Charles Simpson, Community Development Director John Vodopich, Chief Financial Officer Cherie Gibson, Administrative Services Director/City Clerk Harwood Edvalson, City Attorney Kathleen Haggard, Records & Information Specialist Susan Haigh, and Senior Planner Jason Sullivan.

C. Announcements, Appointments and Presentations:

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

D. Agenda Modifications: None.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

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

Craig Spencer, Sumner School District Assistant Superintendent, thanked the Council for taking action on the School Impact Fee ordinance, which he said is important to the District. He noted that he is retiring in June 2015 and introduced Steve Sjolund, who has worked as a teacher and principal in the District and will move into the Assistant Superintendent position in June 2015. Mr. Sjolund said he had information about where students in the school district live, based on previous questions from the Council. He said of about 8,000 total students, about 2,200 live in the valley, about 2,000 of whom live

inside the Sumner city limits. He said about 5,550 students come from the area around the plateau, 3,300 of whom live inside the Bonney Lake city limits.

- C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

- A. Finance Committee: Deputy Mayor Swatman said the Committee did not meet on February 24, 2015. He said the Committee forwarded three items to the current agenda at their previous meeting on February 10, 2015.
- B. Community Development Committee: Councilmember Lewis said the Committee met on February 17, 2015 and forwarded four items to the current Consent Agenda for action.
- C. Economic Development Committee: Councilmember Minton-Davis said the Committee met earlier in the afternoon and had guests from the Chamber of Commerce. The group discussed partnering on future projects.
- D. Public Safety Committee: Councilmember Watson said the committee has not met since the last Council Meeting.
- E. Other Reports:

Council Retreat: Councilmember Watson thanked the Mayor and Council for a good Council Retreat on February 21, 2015.

Community Events: Mayor Johnson reminded the Council of the Communities for Families Summit on March 19th. He said the City is sponsoring again this year, and representatives from the City will participate in various breakout sessions.

IV. CONSENT AGENDA:

- A. **Approval of Minutes**: February 3, 2015 Council Workshop, February 6, 2015 Special Council Meeting, and February 10, 2015 Council Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**: Accounts Payable checks/vouchers #70508-70526 (including wire transfer #'s 20150201, 20150202, 20150203, and 20150204) in the amount of \$118,851.87.
Accounts Payable checks/vouchers #70527-70586 (including wire transfer # 2015021101) in the amount of \$278,690.95.
- C. **Approval of Payroll**: Payroll for February 1st – 15th, 2015 for checks #32255-32271 including Direct Deposits and Electronic Transfers is \$ 448,972.49.
- D. **AB15-04 – Ordinance 1508 [D15-04]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Portions Of Chapter 10.16 And Section 15.08.040 Of The Bonney Lake Municipal Code Related To The Regulation Of Recreational Vehicles.
- E. ~~**AB15-16 – Ordinance 1509 [D15-16]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Section 18.39.070 Of The~~

~~Bonney Lake Municipal Code Related To Building Design Standards In Midtown. Moved to Full Council Issues, Item A.~~

- F. **AB15-19 – Ordinance 1510 [D15-19]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Sections 13.12.010 And 13.12.320 Of The Bonney Lake Municipal Code And The Corresponding Portions Of Ordinance Nos. 1266 And 1333 Relating To Fat, Oil, And Grease Deposits.
- G. **AB15-23 – Resolution 2435** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Agreement With Bonney Lake Community Resources For Operation Of The Bonney Lake Community Garden.
- H. **AB15-24 – Resolution 2436** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding A Professional Services Agreement To GG Systems, Inc. For The 2015 Cla-Valve Rebuilds.

Deputy Mayor Swatman requested that item E. be moved to Full Council Issues, Item A.

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

Consent Agenda approved as amended 6 – 0.

V. FINANCE COMMITTEE ISSUES:

- A. **AB15-26 – Ordinance 1511 [D15-26]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 19.08 Of The Bonney Lake Municipal Code And Ordinance No. 1478 Relating To School Impact Fees.

**Councilmember Rackley moved to approve Ordinance 1511 [D15-26].
Councilmember Watson seconded the motion.**

Deputy Mayor Swatman said he supports the School District and the proposed ordinance. Mayor Johnson said impact fees are important to help school districts to keep up with changes and new students. He said all jurisdictions in the School District, including Sumner, must pass the appropriate fees, otherwise there would be an imbalance with some areas paying more than others to support students.

Ordinance 1511 approved 6 – 0.

- B. **AB15-30 – Resolution 2440** – A Resolution Of The City Council Of The City of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Lease Termination For the Former City Hall Annex Building.

Councilmember Watson moved to approve Resolution 2440. Councilmember Lewis seconded the motion.

City Administrator Morrison said he is waiting to receive the confirmed and signed agreement from Coldwell Banker Bain; he recommended the Council approve the resolution but that the Mayor not sign it until the City receives confirmation. Deputy

Mayor Swatman said this opens up a vacant building in the Downtown area, and he hopes it will be filled by a new business as soon as possible.

Resolution 2440 approved 6 – 0.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. ECONOMIC DEVELOPMENT COMMITTEE ISSUES: None.

VIII. PUBLIC SAFETY COMMITTEE ISSUES: None.

IX. FULL COUNCIL ISSUES:

- A. **AB15-16 – Ordinance 1509 [D15-16] – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Section 18.39.070 Of The Bonney Lake Municipal Code Related To Building Design Standards In Midtown.** *Moved from Consent Agenda Issues, Item E.*

Councilmember Watson moved to approve Ordinance 1509. Councilmember Rackley seconded the motion.

Deputy Mayor Swatman expressed concern that the proposed ordinance removes language that does not allow parking lots along the frontage of 204th Ave E in Midtown. He suggested the requirement be amended rather than stricken. He said this amendment was not on the Planning Commission's Work Plan and he is unsure how it came forward for Council action.

Councilmember Lewis said the Community Development Committee discussed the proposed ordinance in depth and had many questions for staff. He said the Planning Commission reviewed the proposed ordinance after the CDC due to scheduling issues, but the CDC members had a chance to review the change proposed by the Planning Commission and there were no concerns.

Senior Planner Sullivan explained that the existing Midtown standards state there can be no parking between a building and the frontage of 204th Ave E. He said it was not clear why this decision was made previously or that it is needed. He said the primary purpose of 204th is to provide access to parking for businesses when the area is developed. He said it is difficult to design development in this location with parking and loading docks behind buildings that front the street. He described tree screening and other requirements to mitigate parking around these developments. He said developments with buildings along the sidewalk are intended for pedestrian friendly or a 'downtown' feel. Community Director Vodopich noted that other City regulations allow a maximum of two rows of parking between a building and SR 410 frontage, so there will not be large parking areas along SR 410 in Midtown.

Deputy Mayor Swatman described other developments in the region such as Lakeland and Junction 192 which do not have parking lots fronting the roads, with all parking

behind the buildings. He said he does not want to have a ‘sea’ of parking in Midtown and questioned whether this requirement should be eliminated from the Midtown Plan.

Senior Planner Sullivan noted that this proposed change was staff initiated and came up during the course of the year, which is allowed outside the Work Plan. He said the amendment went through the regular process to the Planning Commission, public hearing, and Council Committee review. Councilmember Minton-Davis said design standards should apply to the entire area, rather than calling out one particular road. Deputy Mayor Swatman noted this is the only undeveloped street left in the Midtown area. Councilmembers continued discussion about design options and anticipated types of development in the Midtown area.

Councilmember Minton-Davis called for the question. Councilmembers and the City Attorney discussed rules of procedure and whether Deputy Mayor Swatman could make a new motion to table the item to Workshop, after the question had been called. The City Attorney confirmed that when a member calls for the question it stops the debate and the Council should vote on the main motion on the floor, which in this case was the ordinance itself.

**Ordinance 1509 approved 4 – 2.
Deputy Mayor Swatman and
Councilmember Watson voted no.**

X. EXECUTIVE SESSION: None.

XI. ADJOURNMENT:

**At 7:32 p.m., Councilmember Watson moved to adjourn the Council Meeting.
Councilmember Lewis seconded the motion.**

Motion to adjourn approved 6 – 0.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the February 24, 2015 Meeting: None.

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

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 3 March 2015	Agenda Bill Number: AB15-27
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2438	Councilmember Sponsor: Swatman

Agenda Subject: Hazard Mitigation Plan Update

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Adopting An Updated Hazard Mitigation Plan For The City.

Administrative Recommendation: Approve

Background Summary: The City of Bonney Lake adopted its first Hazard Mitigation Plan in 2004 by Resolution 1347. This made the City eligible for FEMA grants for hazard mitigation. A subsequent Federal requirement was that cities must also have an approved Hazard Mitigation Plan in order to receive FEMA Disaster funds. The Plan was again updated by Resolution 2106 in 2010. In late 2012 the City participated in a county-wide effort to again update the plan again for 2014-2019. The latest update has been completed, pre-approved the FEMA, and is ready for adoption by the City of Bonney Lake and the other Pierce County participating agencies. A full copy of the 156 page plan can be downloaded from the City's website at http://www.ci.bonney-lake.wa.us/section_community/public_safety/emergency_preparedness.shtml
Attachments: Resolution No. 2438; FEMA pre-adoption approval letter; Hazard Mitigation Plan Summary

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

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):

RESOLUTION NO. 2438

A RESOLUTION OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ADOPTING THE REGION 5 ALL HAZARD MITIGATION PLAN – 2014-2019 EDITION AND THE CITY OF BONNEY LAKE ADDENDUM TO THE REGION 5 HAZARD MITIGATION PLAN; AND UPDATING THE 2010 PIERCE COUNTY NATURAL HAZARD MITIGATION PLAN.

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires that for all disasters declared on or after November 1, 2004, applicants for sub-grants following any disaster must have an approved Natural Hazard Mitigation Plan in accordance with 44CFR 201.6 prior to receipt of Hazard Mitigation Grant Program project funding; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 requires that for Pre-Disaster Mitigation grant program project funding on or after November 1, 2003, applicants must have an approved Natural Hazard Mitigation Plan in accordance with 44CFR 201.6 prior to receipt of project funding; and

WHEREAS, the All Hazard Mitigation Plan Update represents the commitment of the City of Bonney Lake along with other surrounding government entities to reduce the risks from natural, man-made and technological hazards, serving as a guide for decision makers as they commit resources to reducing the affects of hazards, and it is in the public interest to proceed with the planning process in a timely manner; and

WHEREAS, City of Bonney Lake has participated with the Pierce County Department of Emergency Management in the development of the City's All Hazard Mitigation Plan Update, and recognizes the economic loss, personal injury, and damage that can arise from these hazards; and

WHEREAS, reduction of these impacts can be achieved through a comprehensive coordinated planning process which includes an updated risk assessment that provides the factual basis for activities proposed in the mitigation strategies to reduce losses and vulnerabilities, a five-year cycle for plan maintenance, and documentation of formal adoption by City of Bonney Lake; and

WHEREAS, the 2014-2019 Region 5 All Hazard Mitigation Plan Edition has been completed and approved by the State and the Federal Emergency Management Agency; and

WHEREAS, the City could risk not receiving future disaster funding if the All Hazard Mitigation Plan Update is not adopted;

WHEREAS, the City has reviewed the All Hazard Mitigation Plan Update; and

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

Section 1. The Region 5 Hazard Mitigation Plan, 2014-2019 Edition, is hereby adopted as set forth in Exhibit A, which is attached.

Section 2. The Bonney Lake Addendum to the Region 5 Hazard Mitigation Plan, an update to the Bonney Lake Natural Hazard Mitigation Plan is hereby adopted and shall be in full force and effect upon passage and signatures hereon.

PASSED BY THE CITY COUNCIL this 10th day of March, 2015.

Neil Johnson, Jr., Mayor

ATTEST:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney



FEMA

February 2, 2015

Mr. Tim Cook
Hazard Mitigation Programs Manager
Washington State Emergency Management Division
Building 20, MS TA-20
Camp Murray, Washington 98430-5122

Dear Mr. Cook:

As requested, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) has completed a pre-adoption review of the *Region 5 Hazard Mitigation Plan*. The plan successfully contains the required criteria, excluding the adoption, for hazard mitigation plans, as outlined in 44 CFR Part 201. This letter serves as Region 10's commitment to approve the plan upon receiving documentation of its adoption by the participating jurisdictions.

The plan will not be formally approved by FEMA until it is adopted. Each jurisdiction is not eligible for mitigation project grants until the plan is formally approved by FEMA.

Please contact our Regional Mitigation Planning Manager, Kristen Meyers, at (425) 487-4543 with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamra Biasco".

Tamra Biasco
Chief, Risk Analysis Branch
Mitigation Division

KM:bb

**SECTION 1
REGION 5 HAZARD MITIGATION PLAN
2014-2019 UPDATE
CITY OF BONNEY LAKE
PLAN PROCESS**

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Changes To Jurisdiction Plan in this Document

This Addendum to the Region 5 Hazard Mitigation Plan includes the following changes that are documented as a result of a complete review and update of the existing plan for the City of Bonney Lake. The purpose of the following change matrix is to advise the reader of these changes updating this plan from the original document approved in November 2008.

The purpose for the changes is three-fold: 1) the Federal Law (Code of Federal Regulations (CFR), Title 44, Part 201.4) pertaining to Mitigation Planning has changed since the original Plan was undertaken; 2) this Plan will be an Addendum to the 2013 comprehensive and FEMA approved Region 5 Hazard Mitigation Plan and 3) the Local Mitigation Planning Requirements of the Disaster Mitigation Act of 2000 201.6 (d) (3) Plan Review states Plans **must** be reviewed, revised if appropriate, and resubmitted for approval within five years in order to continue to be eligible for HMGP project grant funding. This document when completed and approved will become an additional Addendum to the other jurisdictions encompassed in the 2013 approved Region 5 Hazard Mitigation Plan.

Change Matrix

This Matrix of Changes documents the pertinent changes made from the November 2008 City of Bonney Lake Hazard Mitigation Plan to the 2013 Region 5 Hazard Mitigation Plan-2013-2018 Update. The November 2008 plan was facilitated by Pierce County Department of Emergency Management. Most of the changes are a matter of additional detail, more information provided and reformatting to the current Pierce County DEM format. This 2013 version represents a complete review and update by Pierce County Department of Emergency Management using a detailed process for development and following an established format.

Table 1-1 Change Matrix for Bonney Lake

Section 1 – Plan Development, Process Section	
Section or Part of Plan	New in 2013 Plan
Section 1 – Process Section	Section 1 – Process Section
	The 2013 Process Section contains this Change Matrix Table.
	The 2013 Process Section contains a revised Risk Section to include nine (9) Technological Hazards.
	The 2013 Process Section contains a description of the new process to define goals and objectives for this jurisdiction in the Mitigation Strategy.

Section 1 – Plan Development, Process Section (Continued)	
	The 2013 Process Section contains a Mitigation Measure Matrix that reviews all the prior Mitigation Measures and shows those complete, those still viable and those no longer retained for further action.

Section 2 – Participating Jurisdiction Profiles		
Section or Part of Plan	Previous	2013 Plan
Section 2 – Profile	Information was current as of 2000 Census Data.	The 2013 version of the Profile has been updated using 2010 Census Data and most current GIS information from Pierce County.

Section 3 – Capability Identification		
Section or Part of Plan	Previous	2013 Plan
Section 3 – Capability	The Capability Tables shown in the previous plan are in a similar format.	The 2013 Capability Section has been improved and updated to show current information from the jurisdiction.

Section 4 – Vulnerability, Risk Analysis	
Section or Part of Plan	2013 Plan
The previous version of the plan contained a chart for previous history of disaster declarations broken down into Geological and Meteorological Hazards.	The 2013 Risk Section includes this same chart but it has been updated to show all additional declarations and expanded to include Technological Hazards as well.
The previous version of the plan contained four hazard maps.	The 2013 Risk Section includes updated maps and may contain additional hazard maps according to the specific jurisdiction's hazards.
The previous version included specific analysis showing vulnerability of population, land and infrastructure according to Census 2000.	The 2013 Risk Section includes completely updated tables showing vulnerability of population, land and infrastructure using Census 2010 data.

Section 5 – Mitigation Strategy	
Section or Part of Plan	2013 Plan
The previous document used the standard goals as outlined for the entire project.	The 2013 Mitigation Section was drafted using specific goals and objectives written by the jurisdictions to their specific hazards and concerns.
The previous document contained a Mitigation Measure Matrix chart followed by written descriptions of each individual measure.	The new document uses the same format as the original plan but with emphasis on new goals and objectives. New measures have been added to both the Matrix and the individual measure descriptions. Measures completed in the past five years have been deleted with explanation of same in the Process Section.

Section 6 – Infrastructure	
Section or Part of Plan	2013 Plan
The previous plan used a full table with detail on each piece of infrastructure as well as summary information on hazards and dependencies.	The 2013 plan uses the same table but with additional technological hazards now included. This table has been completely updated as have the accompanying tables.

Section 7 – Plan Maintenance	
Section or Part of Plan	2013 Plan
The previous Plan Maintenance for the jurisdiction was very similar in format to the newer version for 2013.	The 2013 version of the Plan Maintenance borrows from the format and content of the original; however the entire document has been reviewed and updated to current information.

Section 8 – Other Changes	
Section or Part of Plan	2013 Plan
The previous document contained three Appendices.	The 2013 Plan contains three Appendices including place for the final resolution and approval letter from FEMA and also the team members for the jurisdiction and a chart for any changes. The Acronym list appears in the Base Plan for the entire project.

Plan Process

The Region 5 Hazard Mitigation Plan Process Section is a discussion of the planning process used to update the Region 5 Hazard Mitigation Plan (Pierce County is Region 5 for Homeland Security (HLS) in Washington State, including how the process was prepared, who aided in the process, and the public involvement.

The Plan update is developed around all major components identified in 44 CFR 201.6, including:

- **Public Involvement Process;**
- **Jurisdiction Profile;**
- **Capability Identification;**
- **Risk Assessment;**
- **Mitigation Strategy;**
- **Infrastructure Section; and,**
- **Plan Maintenance Procedure.**

Below is a summary of those elements and the processes involved in their development.

Public Involvement Process

Public participation is a key component to strategic planning processes. Citizen participation offers citizens the chance to voice their ideas, interests, and opinions.

“Involving stakeholders who are not part of the core team in all stages of the process will introduce the planning team to different points of view about the needs of the community. It will also provide opportunities to educate the public about hazard mitigation, the planning process, and findings, and could be used to generate support for the mitigation plan.”¹

In order to accomplish this goal and to ensure that the updated Region 5 Hazard Mitigation Plan be comprehensive, the seven planning groups in conjunction with Pierce County Department of Emergency Management developed a public participation process of three components:

1. A Planning Team comprised of knowledgeable individual representatives of HLS Region 5 area and its hazards;
2. Hazard Meetings to target the specialized knowledge of individuals working with populations or areas at risk from all hazards; and
3. Public meetings to identify common concerns and ideas regarding hazard mitigation and to discuss specific goals, objectives and measures of the mitigation plan.

This section discusses each of these components in further detail below with public participation outlined in each. Integrating public participation into the development of the

Region 5 Hazard Mitigation Plan update has helped to ensure an accurate depiction of the Region's risks, vulnerabilities, and mitigation priorities.

Planning Team

The Planning Team was organized early in 2012. The individual Region 5 Hazards Mitigation Planning Team members have an understanding of the portion of Pierce County containing their specific jurisdiction, including how residents, businesses, infrastructure, and the environment may be affected by all hazard events. The members are experienced in past and present mitigation activities, and represent those entities through which many of the mitigation measures would be implemented. The Planning Team guided the update of the Plan, assisted in reviewing and updating goals and measures, identified stakeholders, and shared local expertise to create a more comprehensive plan. The Planning Team was comprised of:

Table 1-1 Planning Team – City and Town Group

NAME	TITLE	JURISDICTION
Brian Hartsell	Executive Assistant	City of Bonney Lake
Don Morrison	City Administrator	City of Bonney Lake
Alan Predmore	Fire Chief/Emergency Manager	City of Buckley
Jim Arsanto	Chief of Police	City of Buckley
Bob Sheehan	Fire Chief	City of DuPont
Ed Knutson	Chief of Police	City of Edgewood
Kevin Stender	Community Development Senior Planner	City of Edgewood
Mark Mears	Assistant Police Chief	City of Fife
John Cheesman	Chief of Police	City of Fircrest
Mike Davis	Chief of Police	City of Gig Harbor
Paul Rice	Building and Fire Safety Director	City of Gig Harbor
Christine Badger	Emergency Management Coordinator	City of Lakewood
Dana Herron	Building Official	City of Milton
Jim Jaques	Assistant Chief	City of Milton/East Pierce Fire and Rescue
Mark Bethune	City Manager	City of Orting
Karen Yates	Mayor	City of Roy
Bill Llewellyn	Council Member	City of Roy
Ryan Windish	Planning Manager	City of Sumner
Ute Weber	Emergency Manager	City of Tacoma
Tricia Tomaszewski	Clerk-Treasurer	Town of Carbonado
Dailene Argo	Town Clerk	Town of Carbonado
Bob Hudspeth	Fire Chief	Town of Eatonville
Doug Beagle	Town Administrator	Town of Eatonville
Kerry Murphy	Public Works	Town of Eatonville
Peggy Levesque	Mayor	Town of South Prairie
Marla Nevil	Town Clerk	Town of South Prairie
Paul Loveless	Town Administrator	Town of Steilacoom
Melanie Kohn	Clerk/Treasurer	Town of Wilkeson

The Planning Team held 10 Planning Team Meetings for the following Planning Groups: City and Town Group, Fire Group, School Group, Special Purpose Group, and Utility Group for a total of 50 meetings from March of 2012 to February of 2013.

Table 1-2 Planning Team Meetings – Cities and Towns Group

<p>Planning Team Meeting #1 - Pierce County Library Administration Bldg-March 21, 2012</p> <p>Planning Team members Katie Gillespie and Debbie Bailey conducted the meeting and the Planning Team discussed the following items: Introduction of Planning Team, Review of the history of the Grant Application, Defining the Planning Requirements, How We Establish the In-Kind Match, Benefits of Developing a Plan, Defining the Planning Process, Establishing the Planning Team Meetings, Elected Official Meetings and Public Comment Meetings, reviewing each jurisdiction's profile information, and defining next steps.</p>
<p>Planning Team Meeting #2 – Pierce County Emergency Operations Center-May 1, 2012</p> <p>Planning Team members Katie Gillespie and Debbie Bailey conducted the meeting and the Planning Team discussed the following items: Introduction of Planning Team as there were new members present, review of items presented at previous meeting, Defining the Planning Requirements, Defining the Process, Establishing the Planning Team Meetings, Elected Official Meetings and Public Comment Meetings, and explaining the next steps.</p> <p>This meeting focused on continuing review of the Profile Section, an introduction to begin thinking about mitigation strategies to include a review of what measures from their original plan have already been completed and thinking about new measures they may like to add, and a review of existing infrastructure for accuracy or necessary changes. It was explained how the Homeland Security sectors correlate with the information on the Infrastructure Forms and the potential uses of the information as a means of populating a database of resources for future use. There was also information handed out on dependencies and how important it is to know who depends on you and who you depend on. Everyone was reminded to set up their Elected Official meetings. Everyone was given a copy of their original Section 6 – Infrastructure Information.</p>
<p>Planning Team Meeting #4 - Pierce County Emergency Operations Center-July 10, 2012</p> <p>Planning Team members Katie Gillespie and Debbie Bailey conducted the meeting and the Planning Team discussed the following items: Reminder to set up Elected Official meetings. There was a recap of the Infrastructure Forms and the information necessary and some forms were collected at the meeting. Because this group missed one meeting in April, there were two areas of focus for this meeting; the Capability Section and the Risk Section. There was a discussion on how to recognize capabilities that already exist within the jurisdiction. Copies of existing Capability Sections were handed out and a discussion followed regarding making this section more comprehensive for everyone. The discussion continued, focusing on an explanation of the Risk Assessment and beginning to look at the local hazards for each jurisdiction. There was also some discussion about hazard maps and jurisdiction hazard maps were shown for the first time since they were updated. These now include technological hazards.</p>
<p>THERE WERE NO PLANNING TEAM MEETINGS IN JUNE OF 2012</p>
<p>Planning Team Meeting #5 - Pierce County Emergency Operations Center-Aug 7, 2012</p>

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

Department/Staff Contact: Executive / Gary Leaf	Meeting/Workshop Date: 3 March 2015	Agenda Bill Number: AB15-28
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2439	Councilmember Sponsor: Mark Hamilton

Agenda Subject: Public Safety Building Boiler, Controls, & Domestic Hot Water Tank

Full Title/Motion: A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Amended Scope Of Work Attached To An Interagency Agreement With The Department Of Enterprise Services.

Administrative Recommendation: Approve

Background Summary: The City's 2015 budget funds replacement of the Public Safety Building boiler, controls, and domestic hot water tank. In 2014 the City established an Interagency Agreement with the Washington Department of Enterprise Services expecting to apply for energy conservation grants. While grants did not materialize, the same DES agreement can still be used to procure the boiler, controls, and hot water tank. Staff believes using the DES agreement is the best approach: it is a well-established contracting method (for 25 years); saves the cost of developing specifications and advertising since DES has already pre-qualified (through its own RFQ) 11 firms that can accomplish this work; and results in a maximum guaranteed cost. The maximum guaranteed cost to replace the boiler, controls, and hot water tank using the DES agreement is estimated to be about \$450,000.

Attachments: Yes - resolution and amendment to Interagency Agreement

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
\$460,000.00	\$460,000.00	\$29,000.00	\$431,000.00

Budget Explanation:

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee Review:	<i>Approvals:</i>		Yes No
Date:	Chair/Councilmember Dan Swatman		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember Donn Lewis		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember Katrina Minton-Davis		<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): 3/3/2015	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

APPROVALS		
Director:	Mayor:	Date Reviewed by City Attorney: February 10, 2015 (if applicable):

RESOLUTION NO. 2439

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

WHEREAS, the Public Safety Building boiler, controls, and domestic hot water tank are at the end of their useful lives; and

WHEREAS, the City established an agreement with the Department of Enterprise Services on May 27, 2014 that is the most effective tool to procure the boiler, controls, and hot water tank; and

WHEREAS, the current estimated maximum cost of this project is within budget.

NOW THEREFORE, BE IT RESOLVED; that the City Council of the City of Bonney Lake, Washington, does hereby authorize the Mayor to sign an amended Scope of Work to the Interagency Agreement with the Department of Enterprise Service attached hereto as Exhibit "A."

PASSED by the City Council this _____ day of April, 2015.

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney