

**CITY COUNCIL WORKSHOP**

**September 1, 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.*  
[www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)

*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 Council Minutes:** August 18, 2015 Workshop and August 25, 2015 Council Meeting.

p. 11 **C. Discussion:** AB15-98 – Resolution 2478 – Real Estate Listing with Coldwell Banker Commercial/Offenbecher for former City Hall Annex.

p. 17 **D. Presentation/Discussion:** AB15-99 – Ordinance D15-99 - Non-Represented Employees Salary and Benefits Schedule.

p. 27 **E. Discussion:** AB15-100 - AB15-100 – Ordinance D15-100 - Authorizing a Non-Represented Employee Paid Time Off (PTO) Bank.

**IV. EXECUTIVE/CLOSED SESSION:**

Pursuant to RCW 42.30.110 and/or RCW 42.30.140, the City Council may hold an executive or closed session. The topic(s) and duration will be announced prior to the 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.**

*This Page Intentionally Left Blank*

**CITY COUNCIL WORKSHOP**

**August 18, 2015  
5:30 P.M.**

**DRAFT MINUTES**



*“Where Dreams Can Soar”*

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

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

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

- I. CALL TO ORDER** – 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, Councilmember James Rackley, and Councilmember Tom Watson.

Staff members in attendance were City Administrator Don Morrison, Public Works Director Dan Grigsby, Community Development Director John Vodopich, Assistant Police Chief Kurt Alfano, Administrative Services Director/City Clerk Harwood Edvalson, City Attorney Kathleen Haggard, Records & Information Specialist Susan D. Haigh, Human Resources Manager Jenna Richardson, and Administrative Specialist II Melissa Johnson.

**III. AGENDA ITEMS:**

**A. Council Open Discussion:**

Comprehensive Plan Amendments: Councilmember Hamilton asked about the status of the City’s proposed Urban Growth Area (UGA) amendments with Pierce County. Community Development Director Vodopich explained that the Pierce County Council recently acted on the proposed County Comprehensive Plan amendments, but these did not include any of the City of Bonney Lake’s eight proposed amendments. He said the County’s Planning Commission did not recommend approval of any of Bonney Lake’s UGA amendments, and apparently they were not moved forward to Committee or County Council, so they were not acted on. He said one proposed amendment would add the Tehaleh development to the City’s UGA, and another would add the Southern Sewer Service area. He said a joint planning agreement is required to annex these areas, and there is an ongoing dispute between the County and City that is limiting the County’s cooperation.

Tehaleh: Deputy Mayor Swatman said he spoke with residents from the Tehaleh area at Bonney Lake Days. He questioned whether Tehaleh can fulfill their promise of adding new jobs and commercial development within the development. He said it doesn’t seem feasible and may create issues in moving on to future planned phases. Councilmember Hamilton noted there is no sewer system in Tehaleh which negatively affects development. He said a review of census numbers shows that the majority of development and population growth is happening in unincorporated Pierce County, which is not in line with the Growth Management Act. He said

County's dispute with the City has nothing to do with the City's UGA proposals and the City should be wary of negotiating with County Executive Pat McCarthy.

Bonney Lake Days: Deputy Mayor Swatman said Bonney Lake Days was well-attended on Saturday and he spoke with many residents from both inside and outside the City limits. Mayor Johnson thanked staff and Councilmembers who participated in and supported Bonney Lake Days on August 14-15, 2015. He said the parade gets bigger each year and the event was a lot of fun.

- B. **Review of Draft Council Minutes:** July 21, 2015 Workshop, July 28, 2015 Meeting, and August 11, 2015 Meeting.

The minutes were forwarded to the August 25, 2015 meeting for action with minor corrections.

- C. **Presentation:** Certified Safety Coordinator presented to Administrative Specialist II Melissa Johnson by the Association of Washington Cities.

Brian Bishop, representing the Association of Washington Cities Worker's Compensation Retro Program, thanked the Council and City for their support of workplace safety. He said Melissa Johnson completed 12 safety courses to gain the Safety Coordinator certification, which improves safety at the City. He said several City staff members are actively involved in risk management and safety issues. He presented the certificate of achievement to Melissa Johnson.

- D. **Presentation:** New Public Works Center Update – ARC Architects.

Rex Bond from ARC Architects presented an overview of the site planning history for a Public Works facility on city-owned property in Easttown. He displayed the several proposed plans and estimated costs for building and site development. A proposal to construct all facilities at the 225th St site would require 6 new acres of wetlands for mitigation, as well as a difficult and stringent permit process with the Army Corps of Engineers.

The current proposal is to split Public Works facilities between two city-owned sites – the Peaking Storage Tank site (217th Ave) and a parcel on 225th Ave. The 217th Ave site is smaller and would be used for storage of bulk materials and equipment. The 225th Ave site would be home to the main Public Works Center building with offices, parking, storage, vehicle shops, and a wetland area. He showed two site options with entrances off 96th St or from a frontage road off SR 410. The site plan would allow all Public Works staff to come to the same single site to park, work, hold meetings, and pick up and maintain equipment and vehicles.

Councilmembers discussed the site plans and access options. Deputy Mayor Swatman said the City should make maximum infrastructure improvements during this project to provide flexible development options for Easttown. He said the proposed site plan seems to cut off access to the commercial parcels north of SR 410. Director Grigsby described the proposed access routes, which were also laid out in the City's the mobility plan. He also described options to extend and expand public roads.

Mayor Johnson said the focus for this project is to move existing staff from the old City Hall building on Bonney Lake Blvd to a new facility, and provide some space for future growth, but he does not want the facility to be too large and have empty space. City Administrator Morrison and Director Grigsby said the proposed plan provides extra space in the shop and parking areas, but only a few extra administrative staff work spaces. Mr. Bond explained the layout of the building and garage bays. He said they evaluated other Public Works buildings and yards in developing this design.

Councilmembers reviewed the estimated costs for site development and facility construction, which totaled about \$20 million. Council consensus was to move forward to complete the facility at 217th (Peaking) as soon as possible, so equipment and materials can be relocated from locations at Allan Yorke Park and the Reed property. Councilmembers discussed completing the project in two phases and potential funding sources. Councilmembers reviewed reasons for splitting facilities across two sites, and noted that the sites allow for future growth if needed.

Council consensus favored the 2015 “Option B” site plan as shown in the Agenda Packet (with the administrative building on the southeast side of the parcel). Several Councilmembers preferred the 2014 “Option B” road plan from the Agenda Packet, which connects the SR 410 frontage road to 225th Ave to 96th St.

Mayor Johnson said staff will now review funding sources. City Administrator Morrison said some funds were set aside in the current biennial budget, and rough estimates of utility bonds show the funding is probably feasible. Deputy Mayor Swatman reiterated it is important for the City to settle on the site plan for the 225th parcel, to provide the footprint for roads and utilities in this part of Easttown. City Administrator Morrison said staff will provide information on funding to the Council at a future meeting or workshop.

**IV. EXECUTIVE/CLOSED SESSION:** None.

**V. ADJOURNMENT:**

**At 6:29 p.m., Councilmember Watson moved to adjourn the Council Meeting.  
Councilmember Leewis seconded the motion.**

**Motion to adjourn approved 7 – 0.**

---

Harwood Edvalson, MMC  
City Clerk

---

Neil Johnson, Jr.  
Mayor

Items presented to Council at the August 18, 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.*



## CITY COUNCIL MEETING

August 25, 2015  
7:00 P.M.

### MINUTES



“Where Dreams Can Soar”

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

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

---

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

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

- A. Flag Salute: Deputy Mayor Swatman led the audience in the Pledge of Allegiance.
- B. Roll Call: Administrative Services Director/City Clerk Harwood Edvalson called the roll. In addition to Deputy Mayor Swatman, elected officials attending were Councilmember Mark Hamilton, Councilmember Donn Lewis, Councilmember Randy McKibbin, Councilmember Katrina Minton-Davis, Councilmember James Rackley, and Councilmember Tom Watson. Mayor Johnson was not in attendance.

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, Administrative Services Director/City Clerk Harwood Edvalson, City Attorney Kathleen Haggard and Administrative Specialist II Renee Cameron.

C. Announcements, Appointments and Presentations:

- 1. Announcements: None.

Deputy Mayor Swatman reported that Councilmember Tom Watson and Councilmember Donn Lewis have both been awarded the Advanced Certificate of Municipal Leadership (CML) from the Association of Washington Cities.

- 2. Appointments: None.

- 3. Presentations: None.

D. Agenda Modifications: None.

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

- A. Public Hearings: None.

B. Citizen Comments:

Tess Stewart, 6359 South Island Drive, Bonney Lake, said she was present to support a total ban on fireworks in Bonney Lake. She said it seems apparent via the Courier Herald, that Council believe greater enforcement by the Bonney Lake Police Department may solve issues and concerns with fireworks and advised she is not in agreement. She spoke regarding how police would determine whether a firework is legal or illegal, and does not believe it is simple to differentiate between the various types of fireworks, so does not believe enforcement of illegal fireworks is possible without a ban. She believes the Bonney Lake Municipal Code is too complicated for a police officer to issue illegal

fireworks citations. She read sections of the Washington Administrative Code (WAC) relating to fireworks.

Dennis Stevenson, 10108 231<sup>st</sup> Avenue E, Buckley, stated he lives in UGA 3, which is being considered as an urban growth area and possible annexation into the City of Bonney Lake. He spoke regarding the recognition the cities of Buckley and Enumclaw, and other communities in the area give in support of Veterans. He wants to see the City of Bonney Lake provide more recognition to the Veterans and would like to see a monument placed at the Veterans Memorial Park. Deputy Mayor Swatman spoke regarding the ongoing work at the Veterans Memorial Park by the Veterans Memorial Committee. Councilmember McKibbin said the City renamed Sumner Buckley Highway to Veterans Memorial Drive in recognition of Veterans. Councilmember Watson said the Lions Club is working on a program and funding for a monument to be placed at the Veterans Memorial Park, and Councilmember Minton-Davis said the Veterans Memorial Committee is working on a grant for work the monument. Mr. Stevenson encouraged the Council to get provide more recognition to the Veterans who are part of the community. It appears to him and other Veterans that nothing is happening with the memorial and he thinks communication with the community and the Veterans would be beneficial and appreciated.

Richard Alexander, 10808 180<sup>th</sup> Avenue E, Bonney Lake, spoke supporting a complete ban on fireworks in Bonney Lake, and supported Tess Stewart's comments. He said there appears to be a large yearly gathering of his neighbor's friends who don't live in the neighborhood, and they all bring a trunk load of fireworks and proceed to blow off fireworks until approximately 3:00 a.m. He stated he is tired of the fireworks, and frustrated that this year he received firework burns on the hood of his car. He said he also spoke with local veterinary clinics, who also support a ban on fireworks due to the fear that it causes in pets within the City. Deputy Mayor Swatman advised him of the Town Hall Meeting regarding fireworks regulations that will be held on September 29, 2015 at 6:00 p.m. at the Justice & Municipal Center, and encouraged him to attend and share the concerns he has stated.

Mary Alexander, 10808 180<sup>th</sup> Avenue E, Bonney Lake, spoke regarding the possibility of the concern for the non-profits who have made monies for fundraising efforts through the sale of fireworks, and how the ban may affect them. She stated she gathered the information through a public records request regarding the permitting for fireworks stands, which she summarized. She also stated that she spoke with the City of Auburn and their efforts to enforce their ban on fireworks, and Auburn's desire to enhance their ban.

- C. Correspondence: None.

### **III. COUNCIL COMMITTEE REPORTS:**

- A. Finance Committee: Deputy Mayor Swatman advised that the August 25<sup>th</sup> Finance Committee was cancelled.
- B. Community Development Committee: Councilmember Lewis said the Committee met on August 18, 2015. He advised that the Committee did a tour of the Grainger Springs site, discussed the 186<sup>th</sup> Corridor update, and received an update to the SR410 Pedestrian Improvements. They forwarded for approval the AB15-97, Resolution 2477,

Amendment to Agreement (Res. 2383) with Transpo Group for the SR 410 / Veterans Memorial Drive Intersection Improvement Project to the Council meeting.

- C. Economic Development Committee: Councilmember Minton-Davis said the Committee met earlier in the afternoon at 4:00 p.m. She said the group will be inviting the Master Builders Association to a future meeting to discuss incentives for small housing, the possibility of an Incubation Business Center at the City Annex. She said they continued to discuss forming an Economic Development Commission.
- D. Public Safety Committee: Councilmember Watson said the Committee has not met since the last Council Meeting.
- E. Other Reports: None.

#### IV. **CONSENT AGENDA:**

- A. **Approval of Minutes**: July 21st Workshop, July 28th Meeting, and August 11th Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**:  
Accounts Payable checks/vouchers #71775-71827 (including wire transfer #'s 20150801, 20150802, 20150803, and 20150804) in the amount of \$244,103.08; Accounts Payable checks/vouchers #71828-71830 in the amount of \$1,155.00;  
Accounts Payable checks/vouchers #71831-71871 (including wire transfer #2015081001) in the amount of \$69,707.42; and Accounts Payable check/voucher 371872 in the amount of \$450.00. There were no VOIDS.
- C. **Approval of Payroll**:  
Accounts Payroll for July 1-15th, 2015 for checks #32501-32524 including Direct Deposits and Electronic Transfers is \$ 502,297.58; Payroll for July 16th-31st, 2015 for checks #32525-32552 including Direct Deposits and Electronic Transfers is \$ 693,817.92; and payroll for August 1-15th, 2015 for checks #32553-32576 including Direct Deposits and Electronic Transfers is \$ 538,309.59.
- D. **AB15-44 – Ordinance D15-44** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Portions Of Title 16 Division II (Critical Areas) And Title 16 Division III (Shoreline Code) Of The Bonney Lake Municipal Code Related To Regulation Of Wetlands, Floodplains, And Fish And Wildlife Conservation Areas.
- E. **AB15-95 – Resolution 2476** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign A Memorandum Of Understanding With AFSCME #120 To Reclassify The Permit Coordinator Position To That Of A Permit Center Lead.
- F. **AB15-97 – Resolution 2477** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing An Amendment To Agreement (Resolution 2383) With Transpo Group For The SR 410-VMD Intersection Improvements Project.

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

**Consent Agenda approved 7 – 0.**

- V. **FINANCE COMMITTEE ISSUES:** None.
- VI. **COMMUNITY DEVELOPMENT COMMITTEE ISSUES:** None.
- VII. **ECONOMIC DEVELOPMENT COMMITTEE ISSUES:** None.
- VIII. **PUBLIC SAFETY COMMITTEE ISSUES:** None.
- IX. **FULL COUNCIL ISSUES:** None.
- X. **EXECUTIVE/CLOSED SESSION:** None.
- XI. **ADJOURNMENT:**

**At 7:24 p.m., Councilmember Watson moved to adjourn the Council Meeting. 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 August 25, 2015 Meeting:

- Tess Stewart – *Washington State Legal Consumer Fireworks For Sale in In Tents and Stands Per RCW 70.77.136; Ms. Stewart's notes to address the Council regarding her support of banning fireworks within the City; and WAC212-17-025.*
- Mary Alexander – *Non-profit organizations fireworks stands fundraising information gathered by Mary Alexander and presented in support of banning fireworks within the City.*

*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)**

<b>Department/Staff Contact:</b> Executive / Don Morrison	<b>Meeting/Workshop Date:</b> 1 September 2015	<b>Agenda Bill Number:</b> AB15-98
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 2478	<b>Councilmember Sponsor:</b> Swatman

**Agenda Subject:** Real Estate Listing Agreement with Coldwell Banker Commercial Offenbecher

**Full Title/Motion:** A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Professional Services Agreement With Coldwell Banker Commercial Offenbecher To Provide Real Estate Listing Services For The City Of Bonney Lake. .

**Administrative Recommendation:** Approve

**Background Summary:** The City was in the process of attempting to lease the old City Hall Annex, but put it temporarily on hold to explore the possibility of turning it into a type of virtual office, executive center, or incubator type facility. We have found that the firms, such as Regus, which lease entire buildings and then sublease them as furnished offices with support staff wherever and whenever a client needs it require larger and more upscale buildings than the Annex. Also, those firms which primarily provide marketing and brokering services (such as DaVinci), require that the building be staffed with a dedicated phone line and full-time receptionist to handle clients usage of the facility. Given that the net income from lease of the building would likely be no more than \$23,000/year, these options are not cost-effective. Therefore, it is proposed that Offenbecher be retained to lease-out the space in the traditional manner. We would continue to explore options to make the Annex a type of incubator in the future.

**Attachments:** Resolution; Agreement

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

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

<b>COUNCIL ACTION</b>	
Workshop Date(s): June 16, 2015	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

<b>APPROVALS</b>		
<b>Director:</b>	<b>Mayor:</b>	<b>Date Reviewed by City Attorney:</b>



**Coldwell Banker Commercial  
OFFENBECHER**  
929 East Main  
Puyallup, WA 98372  
Phone: (253) 840-5574  
Fax: (866) 232-1602

© Commercial Brokers  
Association 2011  
ALL RIGHTS RESERVED



CBA Form XL  
Exclusive Lease  
Rev 1/2011  
Page 1 of 6

**EXCLUSIVE LEASE LISTING AGREEMENT**

CBA Text Disclaimer: Text deleted by licensee indicated by strike. New text inserted by licensee indicated by small capital letters.

This Agreement is made by and between City of Bonney Lake ("Owner") and Coldwell Banker Commercial Offenbecher ("Firm"). Owner hereby grants to Firm the exclusive and irrevocable right to lease and to receipt for deposit in connection therewith Owner's commercial real estate legally described as set forth on attached Exhibit A and commonly described as 8720 East Main Street, City of Bonney Lake, Pierce County, Washington (the "Property").

1. **DURATION OF AGREEMENT.** This Agreement shall commence on \_\_\_\_\_, 20\_\_\_\_ and shall expire at 11:59 p.m. on \_\_\_\_\_, 20\_\_\_\_\_.
2. **PRICE AND TERMS.** Owner agrees to list the Property at a lease price of \$17.50 per SQ. FT and shall consider offers that include the following terms:  
 Term of Lease: 3 - 5 years  
 Terms: Modified Gross
3. **DEFINITIONS.** As used in this Agreement, (a) "CBA" shall mean the Commercial Brokers Association; (b) "lease" shall mean lease, sublease, sell, or enter into a contract to lease, sublease, or sell the Property; and (c) "lessee" shall include sublessees, if applicable. The phrases "this Agreement" and "during the term hereof" include extensions or renewals of this Agreement.

4. **AGENCY / DUAL AGENCY.** Owner authorizes Firm to appoint Steve Dorenbush as Owner's Listing Broker. This Agreement creates an agency relationship with Listing Broker and any of Firm's brokers who supervise Listing Broker's performance as Owner's agent ("Supervising Broker"). No other brokers affiliated with Firm are agents of Owner, except to the extent that Firm, in its discretion, appoints other brokers to act on Owner's behalf as and when needed.

If the Property is leased to a tenant represented by one of Firm's brokers other than Listing Broker ("Tenant's Broker"), Owner consents to any Supervising Broker who also supervises Tenant's Broker acting as a dual agent. If the Property is leased to a tenant who Listing Broker also represents, Owner consents to Listing Broker and Supervising Broker acting as dual agents. Owner has received from Listing Broker the pamphlet entitled "The Law of Real Estate Agency."

If any of Firm's brokers act as a dual agent, Firm shall be entitled to the entire commission payable under this Agreement plus any additional compensation Firm may have negotiated with the tenant.

5. **PROPERTY OWNERSHIP AND INFORMATION.** Owner warrants that Owner has the right to lease the Property on the terms set forth in this Agreement, and that the Property is free and clear of any encumbrances which would interfere therewith. Owner also warrants that the information on the Property Information pages of this Agreement is correct. Owner understands that Firm and other members of CBA will make representations to prospective lessees based solely on the property information in this Agreement and agrees to indemnify and hold Firm and other members of CBA harmless in the event the foregoing warranties are incorrect. Owner acknowledges receipt of a copy of this Agreement, with the Property Information pages of this Agreement fully completed.
6. **COMMISSION.** Firm shall be entitled to a commission if: (a) Firm leases or procures a lessee on the terms of this Agreement, or on other terms acceptable to Owner; (b) Owner leases the Property directly or indirectly or through any person or entity other than Firm during the term of this Agreement; (c) Owner leases the Property within six months after the expiration or sooner termination of this Agreement to a person or entity that submitted an offer to purchase or lease the Property during the term of this Agreement or that appears on any registration list provided by Firm pursuant to this Agreement or an "Affiliate" of such a person or entity that submitted an offer or that appears on the registration list; (d) the Property is made unleaseable by Owner's voluntary act; or (e) Owner cancels this Agreement, or otherwise prevents Firm from leasing the Property. The commission shall be calculated as follows: 6% of the total rent paid for the term of the lease, 50% paid at the lease signing, 50% paid



**Coldwell Banker Commercial**  
**OFFENBECHER**  
929 East Main  
Puyallup, WA 98372  
Phone: (253) 840-5574  
Fax: (866) 232-1602

© Commercial Brokers  
Association 2011  
ALL RIGHTS RESERVED



CBA Form XL  
Exclusive Lease  
Rev 1/2011  
Page 2 of 6

### EXCLUSIVE LEASE LISTING AGREEMENT

upon occupancy.

Firm shall submit any registration list to Owner within 15 days after the expiration or sooner termination of this Agreement and shall only include on the registration list persons or entities to whose attention the Property was brought through the signs, advertising or other action of Firm, or who received information secured directly or indirectly from or through Firm during the term of this Agreement. Owner shall provide the registration list to any other brokers that assist the Owner with this Property. "Affiliate" means, with respect to any person or entity that submitted an offer during the term of this Agreement or that appears on the registration list, a person or entity which has more than a 10% ownership or voting interest in such an entity or any entity in which more than 10% of the ownership or voting interests are owned or controlled by such a person or entity.

7. **FIRM/MULTIPLE LISTING.** Firm shall cause this listing to be published by CBA for distribution to all CBA members through CBA's listing distribution systems. Firm shall cooperate with all other members of CBA in working toward the lease of the Property. Owner understands and agrees that all property information contained in this Agreement or otherwise given to CBA becomes the property of CBA, is not confidential, and will be given to third parties, including prospective lessees, other cooperating members of CBA who do not represent the Owner and, in some instances, may represent the lessee and other parties granted access to CBA's listing systems. Owner agrees that Firm may record this Agreement. Regardless of whether a cooperating member is the firm of the lessee, the Owner, neither or both, the member shall be entitled to receive the selling office's share of the commission as designated by the listing office. **IT IS UNDERSTOOD THAT CBA IS NOT A PARTY TO THIS AGREEMENT, AND ITS SOLE FUNCTION IS TO FURNISH THE DESCRIPTIVE INFORMATION SET FORTH IN THIS LISTING TO ITS MEMBERS, WITHOUT VERIFICATION AND WITHOUT ASSUMING ANY RESPONSIBILITY FOR SUCH INFORMATION OR IN RESPECT TO THIS AGREEMENT.**
8. **ATTORNEY'S FEES.** In the event either party employs an attorney to enforce any terms of this Agreement and is successful, the other party agrees to pay a reasonable attorney's fee and any costs and expenses incurred. In the event of trial, venue shall be in the county in which the Property is located, and the amount of the attorney's fee shall be as fixed by the court.
9. **ADDITIONAL TERMS.** In addition to the Property Information pages of this Agreement and Exhibit A (legal description), the following amendments or addenda (which are also attached hereto) are part of this Agreement:  
None.



Coldwell Banker Commercial  
OFFENBECHER  
929 East Main  
Puyallup, WA 98372  
Phone: (253) 840-5574  
Fax: (866) 232-1602

© Commercial Brokers  
Association 2011  
All Rights Reserved



CBA Form XS  
Exclusive Sale Listing  
Rev. 6/2011  
Page 3 of 8

**EXCLUSIVE SALE LISTING AGREEMENT  
(CONTINUED)**

**SELLER**

\_\_\_\_\_  
Seller/Authorized Signature

\_\_\_\_\_  
Seller/Authorized Signature

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FIRM**

Coldwell Banker Commercial Offenberg  
(Office)

By: \_\_\_\_\_  
(Authorized Representative)

Date: \_\_\_\_\_

**RESOLUTION NO. 2478**

**A RESOLUTION OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH COLDWELL BANKER COMMERCIAL OFFENBECHER TO PROVIDE REAL ESTATE LISTING SERVICES FOR THE CITY OF BONNEY LAKE.**

WHEREAS, the City is in the process of attempting to lease the old City Hall Annex, and

WHEREAS, City staff have not yet been successful in leasing or selling the property on their own; and

WHEREAS, City staff have not found it cost-effective to turn the Annex into a type of virtual office or incubator type facility at this time; and

WHEREAS, the City completed a request for proposal process to solicit commercial real estate firms to provide listing services for this property; and

WHEREAS, it is recommended that the firm of Coldwell Banker Commercial Offenbecher be retained to help lease or sell the former City Hall Annex;

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Bonney Lake, Washington, does hereby authorize the Mayor to sign the attached agreement with Coldwell Banker Commercial Offenbecher to provide real estate assistance to lease the former City Hall Annex building.

**PASSED BY THE CITY COUNCIL this 1<sup>st</sup> day of September, 2015.**

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

AUTHENTICATED:

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

APPROVED AS TO FORM:

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

*This Page Intentionally Left Blank*

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

<b>Department/Staff Contact:</b> Executive / Don Morrison	<b>Meeting/Workshop Date:</b> 1 September 2015	<b>Agenda Bill Number:</b> AB15-99
<b>Agenda Item Type:</b> Ordinance	<b>Ordinance/Resolution Number:</b> D15-99	<b>Councilmember Sponsor:</b>

**Agenda Subject:** FY 2015-2016 Salary and Benefit Package for Non-represented Employees

**Full Title/Motion:** An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 1471 Relating To Salaries For Non-Represented Employees..

**Administrative Recommendation:** Approve. Note: The Mayor will be absent from the 9/1/2015 Workshop, but would like to participate in the deliberations. So it is recommended that the Council hear the proposal, ask questions and otherwise discuss, but suggest no action or amendments until it can be further considered in a Council meeting with the Mayor present.

**Background Summary:** In November of 2014, the Council deferred acting on a cost-of-living-adjustment (COLA) for non-represented employees for 2015 until collective bargaining agreements with the City's unions were settled for multi-year agreements. The agreements are now settled, and the non-represented employees have met and made recommendations to the Mayor regarding their salary and benefit package. The mayor accepted some of the non-represented employee committee recommendations, and modified/reduced others. Since it is now so close to 2016 and we have already adopted a 2015-2016 budget, it is recommended that the Council act on a salary and benefit package for nonrepresented employees for both 2015 and 2016.

**Attachments:** Ordinance No. D15-99; Employee Committee Recommendation; Cost Memo

<b>BUDGET INFORMATION</b>			
<b>Budget Amount</b>	<b>Current Balance</b>	<b>Required Expenditure</b>	<b>Budget Balance</b>
<b>Budget Explanation:</b> See the cost memo for budget impacts. The cost to implement is less than what is contained in the adopted 2015-2016 salary budget			

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

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

<b>APPROVALS</b>		
<b>Director:</b>	<b>Mayor:</b>	<b>Date Reviewed</b>



Administrative  
Services/HR

## Memo

**Date :** August 14, 2015  
**To :** Mayor Neil Johnson; City Administrator Don Morrison  
**From :** Non-Represented Benefits Review Committee: Jenna Richardson, Terrina Marchant, David Wells, Kathy Seymour, and Doug Budzynski  
**Re :** Non-Represented Benefits Review Committee

---

As requested, a committee to review the Non-Represented Benefits (comprised of me, Terrina Marchant, David Wells, Kathy Seymour and Doug Budzynski) met to review the benefit options for non-represented staff in order that the group has an opportunity to make a request to Council for the 2015/2016 salary ordinance. We reviewed medical plans, COLA, deferred compensation, life insurance and time off as those were the top areas to address for the majority of non-represented staff who responded to the two surveys that were completed over the past couple of months. In order to develop our recommendation the group reviewed the following information:

- Surveys completed by non-represented staff
- Medical plan differences
- Historical COLA for non-represented staff and historical CPI-U for the last nine years
- AFSCME and Guild contracts to include medical plan changes, employee contributions and COLA awards for 2015, 2016 and 2017
- Costs and savings of changes to existing medical plans
- Parameters set by City Administrator Morrison
- Non-Represented staff input at a variety of locations/meetings

The group understands the need to change existing medical plans as the current HealthFirst plan will be eliminated at the end of 2017. In addition, non-represented staff recognizes that all other employees will be making a change to their benefit plans effective either this month (Guild) or at the beginning of 2016 (AFSCME). The committee reviewed the cost of the current medical plan, HealthFirst 250, and the projected increases for 2016. With the current composition of the non-represented staff (does not include vacant positions) and their families, the cost savings to switch to HealthFirst 250 from HealthFirst will be approximately \$37,071 (this amount includes is calculated based on the current contribution rate for medical coverage for each non-represented staff member at \$360/annually). In addition, the committee and non-represented staff recognize that their contribution towards the cost of

their medical insurance has not increased for quite some time. As such, the committee recommended and most staff agreed that a 5% contribution towards to cost of all on the plan is appropriate. This will be a big change for staff as the plan covers most expenses at 90% (rather than 100% on the current plan), has a \$250 deductible per person up to \$750/annually (HealthFirst currently has no deductible), and a maximum out of pocket expense of 3,000 for individual and \$6,000 for a family/annually (HealthFirst currently has \$1,100 for individual and \$2,200 for a family) associated with the HealthFirst 250 plan.

The committee asks that you consider the following recommendations to the non-represented plans:

- Switch medical plans in 2016 from HealthFirst to HealthFirst 250 with a 5% employee contribution towards the cost of all (employee and eligible spouse/dependents) that are on the plan
  - A savings to the City of \$51,112/annually
- Increase Deferred Compensation match from \$100 per month to \$200 per month
  - A cost of \$33,600/annually
- Increase City paid Term Life Insurance policy through AWC from \$20,000 to \$50,000
  - A cost of \$1,500/annually
- Develop an annual Paid Time Off (use or lose annually with no cash-out if the employee leaves service) leave bank of four (4) days for all non-represented staff
  - No cost to the City
- COLA of 3% for 2015 (retroactive to January 1, 2015) and 2% in 2016
  - A cost of \$85,278 in 2015
  - A cost of \$58,558 in 2016

There was considerable discussion at the various meetings regarding the COLA as the average amount received by non-represented staff has been below the CPI for the last nine (9) years. The average CPI was 2.32% and the non-represented staff have received 2.16%. The group does recognize that what they are asking may seem high; however, the City does not have to pay a labor attorney for contract negotiations with non-represented staff and thus, has saved money when working with the non-represented group. The approximate cost of the contract negotiations with the AFSCME and Police Guild was \$36,250. In addition, most non-represented staff feel some sense of unease in that they do not have a Union to protect them in the event of major changes at the City. While they are not hugely concerned by the issue, it was still a topic of discussion.

All staff expressed appreciation for this process and we want to thank you for allowing us the opportunity to speak on behalf of the non-represented staff group as it relates to salary and benefits. As you can imagine, this is an extremely important issue and staff feel very appreciative of having the opportunity to provide input. We welcome any discussion or feedback you may have regarding the recommendations and would like an opportunity to meet with you to discuss our recommendations/reasoning.

## Don Morrison

---

**From:** Neil Johnson Jr <neiljohnsonjr@comcast.net>  
**Sent:** Thursday, August 20, 2015 10:26 AM  
**To:** Jenna Richardson  
**Cc:** Terrina Marchant; Don Morrison; Kathy Seymour; David Wells; Doug Budzynski  
**Subject:** RE: Non-Represented Benefits

Good morning,

Thank you all for thoughts and insight regarding a very sensitive topic and in taking the time to meet with your colleagues to garner their input. My main goal is to find something that is fair, competitive and will allow us to retain / recruit today and into the future.

Here is what I am proposing to present to council -

- \* The health care savings as proposed in 2016 (note, I will be looking for 10% in 2017)
- \* \$150 deferred comp match for 2016
- \* The increased paid life insurance as proposed for 2016
- \* The PTO plan as proposed for 2016
- \* Cola increase of 2% in 2015 (retro to January 1)
- \* Cola increase of 2.25% in 2016

Please let me know if you have any questions.

Thank you,

Neil

---

**From:** Neil Johnson [mailto:johnsonn@ci.bonney-lake.wa.us]  
**Sent:** Friday, August 14, 2015 9:10 AM  
**To:** neiljohnsonjr@comcast.net  
**Subject:** FW: Non-Represented Benefits

---

**From:** Jenna Richardson  
**Sent:** Friday, August 14, 2015 9:09:53 AM (UTC-08:00) Pacific Time (US & Canada)  
**To:** Neil Johnson; Don Morrison  
**Cc:** Terrina Marchant; Doug Budzynski; Kathy Seymour; David Wells  
**Subject:** Non-Represented Benefits

Good Morning,

Attached is a memo from the committee assigned to review and make a recommendation on the non-represented employee benefits. We would like to meet with you to discuss the recommendations if you have some time within over the next week. Thank you for the opportunity!

Sincerely,

*Jenna Richardson, SPHR*



Administrative Services  
Department/HR

## Memo

**Date :** August 25, 2015  
**To :** Mayor Johnson  
**From :** Jenna Richardson  
**CC :** Don Morrison; City Councilmembers; Terrina Marchant; Doug Budzynski; Kathy Seymour; David Wells  
**Re :** 2015/2016 Non-Represented Benefits Proposal

---

As you know, the Non-Represented Benefits Review Committee met with you on August 19, 2015 to discuss their recommendation regarding the changes to benefits for non-represented staff. During that meeting, you requested a synopsis of the costs and savings regarding the changes. Below is the information you requested.

The following projections are based on the number of non-represented employees (29) at the beginning of August 2015. At that time, there were two (2) non-represented staff (Accountant and Probation Officer) positions vacant (one of which will not be filled in 2015) and another position (Executive Assistant) that is not approved in the 2015 budget, but is in the 2016 budget; however, it has not been included in the following cost projections.

### **Medical:**

The rate increase for the AWC Regence HealthFirst plan is anticipated to be 5% for 2016 and the savings listed below are based on the 2016 rates for the HealthFirst and HealthFirst 250 plan. The current cost of the HealthFirst plan and the employee contribution towards the premium (\$360 annually) is approximately \$718,881 annually for a family of four (the cost based on the *current* family structure of the non-represented staff/family on the plan shows an approximate cost of \$502,569 annually). The Mayor is recommending that all non-represented staff switch to the AWC HealthFirst 250 plan, which is the next best plan and increase the employee contribution from \$360 annually to 5% towards the cost of all on the plan. The projected cost of the switch in medical plans is approximately \$634,134 annually for a family of four (the cost based on the *current* family structure of the non-represented staff/family on the plan shows an approximate cost of \$451,456 annually). **This change will save the City \$51,113 in 2016.** It would be hard to project the cost savings of increasing the employee contribution to 10% in 2017; however, if based on the 2016 rates and current family size, the City will save \$23,761.

Note: If an employee elected to switch to the HDHP with an HSA in the first year, the savings would be approximately \$4000 per year from the cost of the HealthFirst 250 plan.

**Deferred Compensation:**

Deferred compensation match is currently \$100 per month or \$1200 annually. There are currently 26 non-represented employees contributing to a deferred compensation account and all receive the maximum matching contribution.

The current cost of the deferred compensation program for all non-represented staff to participate in the plan is \$34,800. The increase in the matching contribution would cost the City an **additional \$17,400** for a total cost of \$52,200.

**Life Insurance:**

The current level of the term life insurance policy for non-represented staff is \$20,000 and costs \$1,114 annually (at a rate of \$38.40 annually for each employee). An increase to \$50,000 has been proposed and would cost approximately \$2,610 annually (\$90 annually for each employee). This increase in life insurance would cost the City an **additional \$1,496 annually**.

**Cost of Living Adjustment:**

2% in 2015 = \$56,852

2.25% in 2016 = \$65,238

Note: Estimated based on salary as of 7/15/15, which does not include potential increase for the last half of 2015 and/or any increases in 2016 (there are only 11 of 29 employees that would be eligible for a full 3% step increase in 2016).

**Paid Time Off**

The current proposal of four (4) Paid Time Off (PTO) days for all non-represented staff would not have a direct financial impact as there is no allowance to roll the time over annually or a pay out if an employee chooses to leave. One could consider the loss of productivity; however, most non-represented staff attend meetings in the evening and respond to requests or answer calls during off hours.

Please do not hesitate to contact me should you have any questions regarding the information.

**ORDINANCE NO. D15-99**

**AN ORDINANCE OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING ORDINANCE NOS. 1267 AND 1471 RELATING TO SALARIES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES.**

**WHEREAS**, the wage and benefit adjustment proposed last December for non-represented employees was put on hold pending resolution of new bargaining agreements with the City's existing bargaining units; and

**WHEREAS**, the City's two bargaining units have recently agreed to new multi-year labor agreements; and

**WHEREAS**, the non-represented employees have met to review their salary and benefit package and have made recommendations to the Mayor; and

**WHEREAS**, the Mayor has reviewed and accepted the recommendations of the committee with some modifications; and

**WHEREAS**, the City Council desires to amend the salary schedule for non-represented employees in order to keep the compensation plan competitive with comparable agencies, and to maintain compensation at a level which will attract and retain quality employees;

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

**Section 1.** Section 2 of Ordinance No. 1471 is hereby amended to read as follows:

**Section 2.** Attachment "A1," last updated by the City Council May 14, 2013 by Ordinance No. 1460, consisting of a Position Classification Matrix, is hereby readopted and incorporated herein by this reference. These position classifications and salary grades for non-represented employees remain in effect until amended by subsequent ordinance of the City Council. A new Attachment "A2" of Ordinance No. D13-132 for 2015 and 2016 attached hereto and incorporated herein by reference, is hereby adopted, and shall remain in effect until amended by subsequent ordinance of the City Council. Said Attachment "A2" reflects the salary rates and pay ranges for non-represented employees for 2014, and is a 2% across the board increase over the previous salary schedule. 2015 and 2016. This schedule includes a 2.0% cost-of-living-adjustment (COLA), retroactive to January 1, 2015, and a 2.25% cost-of-living-adjustment (COLA), effective January 1, 2016. All non-represented employees shall be granted a 2.0% cost-of-living-adjustment, effective January 1, 2014.

**Section 2.** Section 5 of Ordinance No. 1267 is hereby amended to read as follows:

**Section 5.**

A. Employee Benefits. ~~City approved health, dental, vision, life, and Employee Assistance Plan benefit premiums will be provided for full-time non-represented employees,~~

~~however each employee shall pay \$30.00 per month towards coverage for medical premiums via an agreed payroll deduction. Dental and vision care coverage will be provided through A WC for all non-represented employees currently covered by A WC medical plans.~~

~~Employees shall also be responsible for paying any applicable deductible and co-pay amounts.~~

The City will provide non-represented employees with medical, dental, vision, life, long term disability, and employee assistance plan (EAP) benefits. Employees will be responsible for paying any applicable deductibles or copay amounts. Benefits will be provided as follows:

- i. Medical - AWC High Deductible Health Plan (HDHP) with Health Savings Account (HSA), AWC HealthFirst 250, or AWC Group Health \$20 copay effective 1/1/2016. For the HealthFirst 250 and Group Health \$20 copay Plan, each employee shall contribute 5% of the total premium (employee, spouse and dependent) costs toward the AWC HealthFirst 250 medical plan. Effective 1/1/2017 employees shall contribute 10% of the total medical premium. For those employees who opt for the High Deductible Health Plan (ADHP) with a Health Savings Account, the following shall apply:

- a. Premiums for employees (and spouse/dependents) participating in the High Deductible Health Plan (HDHP) with Health Savings Account (HSA) will be 100% paid by the employer. Enrollment is subject to AWC's participation / enrollment rules.

- b. Effective January 1, 2016 and onward, employees who select the HDHP/HSA option will have the following seed money (the "seed money") deposited into their HSA accounts by the City as a one-time lump sum deposit:

Employee only	=	\$2,000
Employee + 1	=	\$2,500
Employee + 2	=	\$3,000
Employee + 3 (or more)	=	\$3,500

- c. On an annual basis thereafter (January 1, 2017 and onward), the City will contribute the following amounts (the "annual contribution") into each employees' HSA accounts:

Employee only	=	\$1,000
Employee + 1	=	\$1,750
Employee + 2	=	\$2,250
Employee + 3 (or more)	=	\$2,500

- d. Employees who select the HDHP/HSA option are entitled to the seed money contribution by the City only once during their employment, and do not earn both the seed money and the annual contribution in the same year (i.e. an employee who selects the HDHP/HSA option earns the seed money in the first year, and then receives the annual contribution in subsequent years). HSA seed money and annual contributions will be pro-rated for part-time employees and new hires. Annual contributions made by the City will be divided into four deposits at the start of each quarter.

- e. Effective January 1, 2017 onward, the amounts listed in subsection "c" above will increase annually based on the percentage increase applied to the IRS maximum contribution limit. For example, if the 2017 IRS contribution limit increases by 5% over the 2016 maximum, the City will increase its contribution for each category by 5% (e.g. \$1,000 for employee-only + 5% = \$1,050).

- ii. Dental - Willamette \$10 Copay or Delta Plan F with Orthodontia Rider III
- iii. Vision - VSP \$0 copay
- iv. Life Insurance - AWC \$50,000
- v. Long Term Disability - AWC 90 day with 67% benefit.
- vi. AWC Employee Assistance Plan - Benefit premiums will be provided for full-time non-represented employees.

B. Premium Cost Savings Sharing. In accordance with the AWC Employee Benefit Trust underwriting rules, eligible employees who choose to waive City medical and/or dental coverage for themselves or their dependents because of coverage in another plan may receive 50% of the premium cost savings (what the City would pay for the employee and eligible dependents), which shall be added to their paycheck. For current employees the premium savings will be based upon their current plan. For new employees, the premium savings will be based on the least costly plan available (e.g. Regence, GHC, Delta, or Willamette). The Mayor is authorized to develop administrative policies and procedures to implement the cost saving sharing policy.

C. ~~The Chief of Police, who had previously opted out of the City's medical coverage in exchange for \$500 of additional base salary, is authorized to enroll in the city's medical insurance plan without any corresponding reduction in pay.~~ Non-represented police employees may enroll or remain, as applicable, in the Police Guild's negotiated Law Enforcement Officers and Fire Firefighters Trust medical plan provided the Guild agrees, and the cost to the City is no greater than the least expensive medical plan offered to non-represented employees generally.

**Section 3.** Section 6 of Ordinance No. 1267 is hereby amended to read as follows:

**Section 6.** The City shall provide matching contributions to a Deferred Compensation Plan for regular full-time employees, not to exceed one hundred and fifty dollars (~~\$100.00~~ \$150.00) per month per employee from available plans provided by the City.

**Section 4.** This Ordinance concerns compensation and working conditions of city employees and is not subject to referendum. It shall take effect five (5) days after its passage, approval and publication as required by law.

**PASSED by the City Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2015.**

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

AUTHENTICATED:

APPROVED AS TO FORM:

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

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

*This Page Intentionally Left Blank*

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

<b>Department/Staff Contact:</b> Executive / Don Morrison	<b>Meeting/Workshop Date:</b> 1 September 2015	<b>Agenda Bill Number:</b> AB15-100									
<b>Agenda Item Type:</b> Ordinance	<b>Ordinance/Resolution Number:</b> D15-100	<b>Councilmember Sponsor:</b>									
<b>Agenda Subject:</b> FY 2015-2016 Paid Time Off (PTO) for Non-represented Employees											
<b>Full Title/Motion:</b> An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Adding A New Section 2.32.025 To Blmc Chapter 2.32 Relating To A Paid Time Off (Pto) Bank For Non-Represented Employees.											
<b>Administrative Recommendation:</b> Approve.											
<b>Background Summary:</b> This is part of the recommendation for salary/benefits for non-represented employees for 2015. However, sick leave, vacation, and holidays are addressed in BLMC Chapter 2.32 rather than the salary ordinance (which is not codified), thus a separate ordinance is needed. Non-represented employees have met to review their salary and benefit package and have made recommendations to the Mayor. The Mayor has reviewed and accepted the recommendations of the committee as it relates to a proposed Paid Time Off (PTO) bank. Most non-represented employees are salaried and even when these employees go on vacation, often is often spent during vacation to respond to messages or otherwise take care of business, and that long hours are often required before or after vacation in order to catch up. A modest leave bank of paid time off would partially compensate non-represented employees for frequent night meetings, long hours, and work time expended during vacation and training. As written, the time would be used or lost, would not accrue, and could not be carried over or paid off at separation or otherwise. This would be in addition to the regular vacation time provision.											
<b>Attachments:</b> Ordinance No. D15-100											
<b>BUDGET INFORMATION</b>											
<b>Budget Amount</b>	<b>Current Balance</b>	<b>Required Expenditure</b>	<b>Budget Balance</b>								
<b>Budget Explanation:</b> NA											
<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>											
<b>Council Committee Review:</b>	Other Date:	<i>Approvals:</i> Chair/Councilmember  Councilmember  Councilmember	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;"><b>Yes</b></td> <td style="padding: 0 10px;"><b>No</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	<b>Yes</b>	<b>No</b>	<input type="checkbox"/>					
<b>Yes</b>	<b>No</b>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										
	Forward to:	<b>Consent Agenda:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>Commission/Board Review:</b>											
<b>Hearing Examiner Review:</b>											
<b>COUNCIL ACTION</b>											
Workshop Date(s):		Public Hearing Date(s):									
Meeting Date(s):		Tabled to Date:									
<b>APPROVALS</b>											
<b>Director:</b>	<b>Mayor:</b>	<b>Date Reviewed by City Attorney:</b> (if applicable):									

**ORDINANCE NO. D15-100**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 2.32 OF THE BONNEY LAKE MUNICIPAL CODE RELATING TO PAID TIME OFF FOR NON-REPRESENTED EMPLOYEES.**

**WHEREAS**, the non-represented employees have met to review their salary and benefit package and have made recommendations to the Mayor; and

**WHEREAS**, the Mayor has reviewed and accepted the recommendations of the committee with some modifications, including a recommendation for a modest paid-time off bank; and

**WHEREAS**, the City Council recognizes that most non-represented employees are salaried and that even when said employees go on vacation, often time is spent during vacation to respond to messages or otherwise take care of business, and that long hours are often required before or after vacation in order to keep up; and

**WHEREAS**, a modest leave bank of paid time off would partially compensate non-represented employees for frequent night meetings, long hours, and work time expended during vacation and training;

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

**Section 1.** A new section 2.32.025 is hereby added to Chapter 2.32 of the Bonney Lake Municipal Code to read as follows:

**2.32.025 Paid Time Off.** All regular full-time non-represented employees of the City shall be granted four days (32 hours) of paid-time off (PTO) per year in addition to vacation and sick leave. Said PTO must be used by the end of the year or lost. No PTO leave balances shall be paid-out upon separation from employment or otherwise.

**Section 2.** This Ordinance concerns compensation and working conditions of city employees and is not subject to referendum. It shall take effect five (5) days after its passage, approval and publication as required by law.

**PASSED by the City Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2015.**

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

**AUTHENTICATED:**

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

**APPROVED AS TO FORM:**

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