

## CITY COUNCIL WORKSHOP

February 2, 2016  
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 Randy McKibbin, Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson.

**III. AGENDA ITEMS:**

**A. Presentation:** DM Disposal

**B. Council Open Discussion**

**C. Review of Council Minutes:** January 19, 2016 Special Joint City Council/Planning Commission Meeting & City Council Workshop, January 23, 2016 Special Meeting, and January 26, 2016 Council Meeting.

**D. Discussion:** AB16-13 – Ordinance D16-13 - Amending BLMC 2.04 Relating to Council Rules of Procedure.

**E. Discussion:** AB16-17 – Ordinance D16-17 - Amending BLMC 2.08 Regarding Departments and Offices of the City.

**F. Discussion:** AB16-21 – Motion - Nomination for Zoo/Trek Authority Representative.

**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 communication purposes, the City requests notification as early as possible prior to the meeting regarding the type of service or equipment needed.*

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**SPECIAL JOINT CITY  
COUNCIL / PLANNING  
COMMISSION MEETING &  
CITY COUNCIL WORKSHOP**

**January 19, 2016  
5:30 P.M.**

**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** – Deputy Mayor Randy McKibbin called the workshop to order at 5:30 p.m.

**II. ROLL CALL:** Administrative Services Director/City Clerk Harwood Edvalson called the roll. Elected officials attending were Deputy Mayor Randy McKibbin, Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Dan Swatman, Councilmember Katrina Minton-Davis, and Councilmember Tom Watson. Councilmember James Rackley was absent. Mayor Neil Johnson, Jr. arrived at 5:34 p.m.

**Councilmember Watson moved to excuse Councilmember Rackley's absence.  
Councilmember Lewis seconded the motion.**

**Motion approved 6 – 0.**

Planning Commissioners in attendance were Chair Grant Sulham, Commissioner David Baus, Commissioner Craig Sarver, Commissioner Dennis Poulsen, and Commission Winona Jacobsen. Commission Debbie Strous-Boyd arrived at 5:48 p.m. Commissioner Brad Doll was absent.

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

**III. AGENDA ITEMS:**

**A. Discussion:** AB16-01 – Resolution 2510 – Planning Commissions 2016-2018 Work Plan.

Senior Planner Jason Sullivan summarized the proposed Work Plan. He said it has worked well in the past to have the Council and Commission together review and move the Work Plan forward for Council approval.

Deputy Mayor McKibbin said he would like to have the Work Plan gone through item by item. Councilmember Minton-Davis asked that each Work Plan item indicate which Councilmember or Committee initiated the item.

Planning Commission Chair Sulham asked for clarification of recommended setbacks, and Councilmember Swatman provided the Council's clarification of setbacks. Senior Planner Sullivan provided an explanation of setbacks, zoning, high density, and addressed the RC-5 side yard setbacks. He advised that the RC-5 side yard setbacks issue will be going to the Planning Commission for a public hearing in March, and to the Council Workshop on March 15, 2016.

Senior Planner Sullivan also provided information on the NAICS Land Use Matrix update, which will be coming to the Council for review in February

Senior Planner addressed each project item line by line. He addressed in further detail the Impact Deferral Ordinance, the Sign Code Update in regarding to the Reed v. Town of Gilbert case, and the possibility of a subdivision code update.

Mayor Johnson thanked the Commissioners for attending and proposed to move the Planning Commission Work Plan for 2016-2018 to the next the regular Council Meeting on Consent.

**Mayor Johnson adjourned the Special Joint Planning Commission/City Council Meeting at 5:52 p.m. and called the regular City Council Workshop to order at 5:56 p.m.**

**B. Council Open Discussion.**

Pierce County Regional Council Urban Study Forum/General Council Assembly:

Councilmember Lewis informed the Council that the Pierce County Regional Council (PCRC) 2016 Urban Studies Forum will be held on February 25, 2016 from 8:30 a.m. – 1:30 p.m. at the UW Tacoma Philip Hall; and the 2016 General Assembly will also be held on Thursday, February 25, 2016 from 6:00 p.m. – 9:00 p.m. at The Home Course, Bodenhamer Pavilion in DuPont, WA. He said all Councilmembers are invited and encouraged to attend, and PCRC has asked for a response from those Councilmembers planning to attend by February 8th.

Camron Cozzi Benefit: Councilmember Evans spoke regarding the Camron Cozzi foundation and benefit. Camron Cozzi is a Bonney Lake High School student who was recently diagnosed with Diffuse Intrinsic Pontine Glioma (DIPG) and the community wants to help support the Cozzi family and bring awareness to DIPG. He said there is an Angel Wings Foundation donation page at [www.awfdonate.org](http://www.awfdonate.org); from the website click on the Wings of Love link. Councilmember Evans said there are Team Camron t-shirts for sale at NW Custom Apparel, [nwcustomapparel.com](http://nwcustomapparel.com), as well as a fundraiser January 20<sup>th</sup>, at The Swiss in Tacoma, with the band Folsom Prism playing a benefit concert

Fireworks Ordinance. Councilmember Evans advised of an initiative going through the Washington State House regarding a proposed HB2348, to remove the one year waiting period for local governments to adopt firework ordinances. He said there will be a public hearing on January 21<sup>st</sup>, and he will be attending another meeting in Olympia, via Association of Washington Cities, on January 28<sup>th</sup>, to support HB2348.

Communities for Families Meeting: Councilmember Watson said he and Councilmember Evans attended the Communities for Families meeting in Sumner on January 7th. He said the new meeting location is the Gordon Family YMCA. He said they received a tour of the YMCA facilities. During the meeting they discussed the number of holiday meals that were served, the Drug Free Coalition spoke regarding the number of billboards that will be posted regarding drug abuse, and lock boxes that are available for prescriptions via the Fire Department. He said there was the first community summit meeting was held last week, and another meeting is scheduled for next week. He said they will have a full Spanish facilitated parenting program.

Death By Chocolate Fundraiser. Councilmember Watson reminded Council that the Lions

Club Death By Chocolate Fundraiser will be held on March 12, 2016 at Bonney Lake High School. He encouraged Council to attend and has tickets available.

Pierce County Council Marijuana Ban. Councilmember Lewis wanted Council to be aware of the Pierce Council lift of the ban on legalized marijuana, which would require a vote of the citizens before cities could enforce a ban. He asked Council to be aware of the controversial action and issues surrounding the different house bills relating to marijuana.

**C. Review of Draft Minutes:** January 5, 2016 Workshop, and January 12, 2016 Meeting.

The minutes were forwarded to the January 26, 2016 Council Meeting for action with corrections from Councilmember Watson and Councilmember Lewis.

**D. Discussion:** AB16-08 – Ordinance D16-08 – Wireless Communications Facilities - Update.

Associate Planner Ryan Harriman summarized the proposed draft ordinance advising that the amendment to Chapter 18.50 of the Bonney Lake Municipal Code would update the wireless communication facility standards, due to some deficiencies in the Bonney Lake Municipal Code.

Councilmember Watson asked about the height restrictions that were struck out on page 79. Senior Planner Jason Sullivan advised as to how and where staff incorporated that requirements into the code, and referred them to page 43 of the agenda packet.

Mayor Johnson asked about the flag that normally flies on the pole located behind Prime Fitness. Associate Planner Harriman addressed the requirements for camouflaging the wireless facilities.

Councilmember Lewis advised that the Planning Commission unanimously recommended approval of proposed ordinance D16-08. The ordinance was forwarded to the January 26, 2016 Meeting for action as a Consent Agenda item.

**E. Discussion:** AB16-12 – Resolution 2513 – Interlocal Agreement Between The City of Bonney Lake, Washington and Nisqually Tribal, For The Housing Of Inmates In The Nisqually Tribal Jail.

Chief of Police Dana Powers summarized the agenda bill and Jail Services Agreement between the City of Bonney Lake and Nisqually Tribal, and the purposes for entering into a new agreement, to replace the agreement entered in November 2015. Chief Powers compared the costs between Nisqually and South Correctional Entity (SCORE), and advised this jail services alternative agreement is a better option, and one that can and will take the City's inmates. Chief Powers advised that felony inmates are housed at Pierce County, and long term inmates are housed at Yakima County.

Proposed Resolution 2513 was forwarded to the January 26, 2016 Meeting for action as a Consent Agenda item.

**F. Discussion:** Review Council goal/project list for upcoming Council Retreat.

City Administrator Morrison asked about dinner following the retreat and ideas from the Council. Council consensus was to make a tentative reservation at Duke's.

Mr. Morrison summarized the goal/project list that was included in the Workshop agenda packet regarding the Council Retreat which is scheduled for Saturday, January 23, 2016 at C.I. Shenanigan's in Tacoma from 8:30 a.m. to 4:30 p.m. He gave Council the option to strike or remove items before Saturday morning's retreat. Council agreed to review and provide their input regarding the goals and projects for review.

Councilmember Watson asked about the status of an actual agenda for the retreat. City Administrator Morrison said he received feedback from the Finance Committee, as well as the feedback from tonight's Workshop, so will plan to provide a draft agenda to the Council tomorrow. Mayor Johnson said he would like to see the Council prioritize the projects, and then they can focus on funding of the projects, and how those projects will affect the budget.

Councilmember Watson asked about including discussion regarding the Community Development /Public Works reorganization, and Councilmember Lewis asked for information and discussion regarding disposition of the Reed property/house.

Councilmember Minton-Davis said she believes item 9 regarding working with the Chamber of Commerce can be stricken, as the City has worked hard to create a build a working relationship with the Chamber. She said she would like, however, to have discussion on how to spur additional residential growth.

**IV. EXECUTIVE SESSION:** Pursuant to RCW 42.30.110(1)(i), the Council adjourned to an Closed Session with the City Attorney at 6:31 p.m. for 15 minutes to discuss potential litigation. At 6:50 p.m. the Closed Session was extended an additional 5 minutes. At 6:55 p.m. the Closed Session was extended an additional 5 minutes. The Council returned to chambers at 7:00 p.m. and the meeting was brought back to order. No action was taken in the Closed Session.

**IV. ADJOURNMENT:**

**At 7:00 p.m., the Council Workshop was adjourned by common consent of the Council.**

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Harwood Edvalson, MMC  
City Clerk

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Neil Johnson, Jr.  
Mayor

Items presented to Council for the January 19, 2016 Special Joint Meeting/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**

**January 23, 2016  
8:30 A.M.**



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**DRAFT MINUTES**

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**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 8:30 a.m. Mayor Neil Johnson, Jr. called the business portion of the meeting to order at 9:00 a.m.

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

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

**II. MEETING AGENDA:**

A. Introduction to Retreat and Council Background.

City Administrator Don Morrison briefly outlined the proposed agenda for the day's working session. He then invited the City Council and Mayor to briefly share their motivations for running for office and what they hoped to accomplish in the remaining months of their terms. Most of the elected officials used a few minutes to describe their interests.

B. City's Goals and Projects – Visioning and Update of List from 2015.

Pursuant to discussion at the prior Council workshop, City Administrator Morrison presented an updated list of twenty-five of the Council's Goals and Projects. He asked the Council to suggest updates and new items to add to the list.

Councilmember Evans pointed to the percentage makeup of the General Fund for the Police Department, and suggested a review of the department during the upcoming biennial budget process. Councilmember Minton-Davis spoke of the need to establish an identity for Bonney Lake that would attract tourism and make Bonney Lake a destination. She mentioned the possibility of a minor-league baseball team in the City.

Councilmember Watson addressed the need for improved transportation and remediation of traffic congestion on SR410. Councilmember Minton-Davis suggested the removal of the historical museum as a development goal for the City. She urged continued support of the historical society, but felt it was not the City's responsibility to locate or provide a permanent home/museum. She felt the City should develop a policy addressing how the City will support community organizations. The Council concluded with a discussion

about annexations, comprehensive urban growth areas and water rights. At the conclusion of their discussion, the Councilmembers "voted" on individual items of interest to establish priorities for the Council.

C. Budget and Finance Presentation and Discussion.

Chief Financial Officer Cherie Gibson reviewed the latest version of the City's financial forecast. She noted the stress on the City's finances while waiting to sell property previously declared surplus by the Council. City Administrator Morrison noted the administration's reduced operating expenditures in 2015 by approximately one million dollars. Councilmember Swatman expressed concern that the City would balance its operating budget on the sale of a surplus property. He added there appear to be significant gaps between anticipated expenditures and revenues in the 2017-2018 biennium.

The Council discussed new sources of revenue to support the service levels provided by the City. Discussion centered on a transportation benefit district. A majority of the Council expressed interest in moving forward with a transportation benefit district. The Council also discussed the potential for pending development to have a positive impact on revenues in future years.

D. The Legislative Agenda of the City.

The City Council discussed a list of items/issues for a legislative agenda. From the draft list, they concluded by common consent to remove the Urban Growth Area amendments and the annexation of Tehaleh from the legislative agenda. It was acknowledged that work will continue on those issues at a staff level. The Council invited Mr. Shawn Bunney, representing Tehaleh and having previous experience on the Pierce County Council, to address the Council from the audience on his knowledge related to the Rhodes Lake Road corridor as a future means of access/egress to and from the plateau area. Mr. Bunney expressed confidence that this was still the main plan anticipated to enhance travel between the plateau and valley.

At 12:30 p.m., the City Council recessed their meeting for lunch. The meeting discussion started again at 1:15 p.m.

E. Merger of the Public Works and Community Development Departments/Other reclassifications.

City Administrator Morrison outlined the Mayor's proposed reorganization combining the Public Works and Community Development Departments into a Department of Public Services. He explained the general purpose for the reorganization as follows:

1. To increase staffing flexibility to mix and match skill sets as needed to meet workload demands;
2. To focus more attention on public works operations to further improve operating systems to meet service demands;
3. To improve infrastructure communication, coordination and staff utilization by putting all infrastructure development (public and private) under a single umbrella;

4. To streamline operations and reduce the number of direct reports; and
5. To dedicate engineering support to the operating utilities.

City Administrator Morrison explained that two additional positions are proposed for changes in their salary ranges. He explained that the administration would like to give greater responsibility to Susan Haigh, the current Records and Information Specialist, by reinstating the position of Deputy City Clerk. He noted that she had recently completed a Master's Degree in records and archives management. The other salary range to be moved is for the position held by Human Resources Manager, Jenna Richardson. Administrator Morrison explained that her position had originally been incorporated into the organization's table of positions at a lower range than was general for similar positions in comparable cities. He said that the duties of the administration public information officer are also being added to her position, further justifying recognition in an increased salary range. He added that details would first be submitted to the Finance Committee before further action of the Council.

F. New Public Works Center.

City Administrator Morrison described the current planning for a new public works center. The Council reviewed the options before them and by majority consensus expressed a desire to finalize and move forward with the 96<sup>th</sup> St. site, as well as taking advantage of the continuing low interest rates for bonds to complete the projects. Administrator Morrison indicated that the size of the administrative building would be reviewed in light of the department reorganization discussed earlier.

G. Economic Development – WSU Forest/Tarragon/Visconsi.

City Administrator Morrison discussed some of the proposals being put forward by developers of the WSU Forest property. The Council discussed possible inducements to encourage the proposed developments.

H. The Future of Parks and Recreation in Bonney Lake.

Mayor Johnson briefed the Council regarding ongoing discussions with the Sumner School District about the tripartite recreation agreement and how it may be modified in the future to better address the needs of the participating entities. These changes may impact the City's plans for Allan Yorke and Midtown Parks. He advised putting further development of these parks on hold until conversations and decisions are made regarding the joint park and recreation program.

At 3:40 p.m., the City Council recessed in order to change the venue and reconvene at Duke's for a retreat summary dinner. Less than a quorum of the City Council participated at 5:30 p.m. for the dinner portion of the meeting. In attendance were Mayor Johnson, Deputy Mayor McKibbin and Councilmembers Evans and Lewis. City Administrator Morrison and Community Development Director Vodopich also participated.

**III. ADJOURNMENT:**

**Without a Council quorum present at the retreat summary dinner, the special meeting concluded at 3:40 p.m. by common consent.**

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Harwood Edvalson, MMC  
City Clerk

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Neil Johnson, Jr.  
Mayor

Items presented to Council at the January 23, 2016 Special Meeting:

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

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CITY COUNCIL MEETING

January 26, 2016  
7:00 P.M.



*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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DRAFT MINUTES

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

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

C. Announcements, Appointments and Presentations:

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

a. **Police Department Annual Awards** – Police Chief Dana Powers.

Police Chief Powers announced the Bonney Lake Police Department's 2015 annual awards. Sgt. Robert Hoag received the annual DUI Victim Impact Award; Sgt. Ryan Boyle received the Outstanding Officer Service Award; and Community Service Officer Nathan Alvord received the Commitment to Community Support award. Letters of Commendation were presented to Sgt. Rob Hoag, Assistant Chief James Keller, Detective Brian Byerly, Detective Bob Kocher, Sgt. Ryan Boyle, School Resource Officer Daron Wolschleger, Officer Todd Green and Officer Brian Van Sickle. Officer Zach Kenyan and Officer Eric Alfano received the Lifesaving Merit award. Ten year service pins were presented to Sgt. Boyle, Officer Van Sickle, Detective Todd Morrow, and Community Service Officer Laura Miller. Fifteen year service pins were presented to Assistant Chief Kurt Alfano and Sgt. Ron Sasaki. A twenty year service pin was presented to Sgt. Kelly Maras.

Sgt. Boyle presented volunteer certificates to Reserve Officers Ben O’Leary and Justin Paulsen. CSO Alvord recognized citizen volunteers John Feneck, Glenn Wilson, Lori Kruzich, Eliazar Cardenas, Erika White, Steve Flaherty, Thomas Atwell, Kym Glover, Patricia Brooks, and David Glaab.

**b. Tehaleh Updates – Scott Jones, Newland Communities.**

Mr. Newland provided an overview of the progress at Tehaleh, including residential home construction, plans for commercial development, and two new restaurants. He said Newland is working on the Phase 2 Supplemental Environmental Impact Statement (SEIS) with plans to submit it to Pierce County by about July 2016. They are also working on design and planning for the wastewater treatment plant and transportation projects (198th Corridor and Rhodes Lake Road Corridor). They expect the 198th Street extension to open in April 2016, weather permitting. He presented CFO Cherie Gibson with mitigation payments of \$1 million for SR 410 improvements and \$180,000 for mitigation based on reaching the 650th building permit.

Councilmember Minton-Davis asked about the Rhodes Lake Road corridor. Mr. Jones said this is a priority project and they are pushing for completion by 2020. Councilmember Watson asked about the population demographics for Tehaleh. Mr. Jones said a number of homeowners are 55 years of age and older, with about 25% aged 35 and younger. He said many Tehaleh residents use the Bonney Lake Park and Ride and Sound Transit service, and the proposed park and ride facility in McMillin in ST3 is key to serving the area.

Mayor Johnson asked how the re-start of the Plateau 465 project will impact Tehaleh. Mr. Jones said he hopes the two projects can work together, noting the large size of Plateau 465 Phase 1. He said Pierce County needs to follow the same process as Tehaleh went through for planning and permitting.

In response to other questions Mr. Jones said Newland estimates it will take about 25 years for Tehaleh to be fully built-out, depending on market conditions. He noted that construction on a new dog park recently started and is expected to be complete in March 2016. Mayor Johnson and the Council thanked Mr. Jones for his time and presentation.

D. Agenda Modifications: None.

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

A. Public Hearings: None.

B. Citizen Comments:

Daniel Decker, 20401 70th Ave E, Bonney Lake, questioned the basis and calculation of sewer volumetric fees. He spoke about Council’s past approval of increased sewer fees and the interlocal agreement with Sumner for the Sewer Treatment Facility.

- C. Correspondence: None.

**III. COUNCIL COMMITTEE REPORTS:**

- A. Finance Committee: Deputy Mayor McKibbin said the Committee met at 5:30 p.m. earlier in the evening and forwarded one item to a future Meeting on the Consent Agenda.
- B. Community Development Committee: Councilmember Lewis said the Committee met on January 19, 2016 and he was re-elected as Chair. The Committee discussed the 186th Ave Corridor; a proposal for Council action will come forward in a few weeks. The Committee forwarded Resolution 2511 to the current agenda for action.
- C. Economic Development Committee: Councilmember Minton-Davis said the Committee has not met since the last Council meeting.
- D. Public Safety Committee: Councilmember Watson said the Committee met on January 25, 2016 and he was re-elected as Chair. The Committee discussed proposed fireworks regulations with staff and citizens. A proposed fireworks ordinance will come forward to Council on February 16, 2016. Councilmember Evans is gathering information about State fireworks proposals, and Councilmember Watson suggested the City hold an advisory vote on fireworks next year. The Committee also discussed planned installation of an LED sidewalk crossing in Sky Island. East Pierce Fire & Rescue provided information about their proposed Levy on the upcoming ballot. Per a request by Councilmember Rackley, the Committee will begin receiving a monthly report on concealed weapons permits. Councilmember Watson said the next meeting will be rescheduled to Tuesday, February 23rd due to the President's Day Holiday.
- E. Other Reports: None.

**IV. CONSENT AGENDA:**

- A. **Approval of Minutes**: January 5, 2016 Workshop, January 12, 2016 Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**: Accounts Payable checks/vouchers #72816-72869 (including wire transfer # 20151205, 20160101, 20160102, 20160103 and 201601101) in the amount of \$165,732.63. Accounts Payable checks/vouchers #72815 and 72870-72929 in the amount of \$172,532.81. Accounts Payable checks/vouchers #72930-72958 (including wire transfer # 17084788) in the amount of \$242,991.35. P-Card wire transfer # 2016011701 in the amount of \$34,651.83. Accounts Payable checks/vouchers #72959-72981 in the amount of \$442,585.97. VOIDS: 72632; 72449 – Replaced with Ck #72958; 72768 – Replaced with Ck #72936.
- C. **Approval of Payroll**: Special Run – Payroll January 15th 2016 for checks # 32781 – 32815 is \$29,544.69. Payroll for January 1st – 15th , 2016 for checks #32816-32834 including Direct Deposits and Electronic Transfers is \$ 529,812.91.

- D. **AB16-08 – Ordinance D16-08** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 18.50 Of The Bonney Lake Municipal Code Relating To The Regulation Of Personal Wireless Telecommunications Facilities.
- E. **AB16-01 – Resolution 2510** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Adopting The Planning Commission Work Plan For 2016–2018.
- F. **AB16-12 – Resolution 2513** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Interlocal Agreement Between The City Of Bonney Lake, Washington And Nisqually Tribal, For The Housing Of Inmates In The Nisqually Tribal Jail.

**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:**

- A. **AB16-09 – Resolution 2511** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing An Agreement With Parametrix For Design Of The 95th Street Park Connector Trail.

**Councilmember Rackley moved to approve Resolution 2511. Councilmember Watson seconded the motion.**

Councilmember Lewis said the Community Development Committee discussed this item which is needed to complete a trail which could later connect to the Fennel Creek Trail. He said the project would be funded by Parks Impact Fees. Councilmember Watson said he is glad the City is moving forward on trails.

**Resolution 2511 approved 7 – 0.**

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

**XI. ADJOURNMENT:**

**At 7:51 p.m., Councilmember Watson moved to adjourn the Council Meeting.  
Councilmember Lewis seconded the motion.**

**Motion to adjourn approved 7 – 0.**

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Harwood Edvalson, MMC  
City Clerk

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Neil Johnson, Jr.  
Mayor

Items presented to Council at the January 26, 2016 Meeting:

- Scott Jones, Newland Communities – *Tehaleh Updates Presentation.*

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

<b>Department/Staff Contact:</b> Executive / Don Morrison	<b>Meeting/Workshop Date:</b> 2 February 2016	<b>Agenda Bill Number:</b> AB16-13
<b>Agenda Item Type:</b> Ordinance	<b>Ordinance/Resolution Number:</b> Ord. D16-13	<b>Councilmember Sponsor:</b> Watson

**Agenda Subject:** Amendments to Council Rules of Procedure

**Full Title/Motion:** An Ordinance Amending Chapter 2.04 Of The Bonney Lake And Ordinance No. 1474 Relating To Council Rules Of Procedure.

**Administrative Recommendation:** Approve

**Background Summary:** The City Clerk has been maintaining a list of minor issues observed in the application of various council rules of procedure. Corrections to these are included in the Rules update. Also, for discussion purposes it is proposed to consider assigning Council Committee work based not on a detailed list of programs and services, but rather on the department that proposes the agenda bill or would be most affected by it. The vast majority of agenda items are proposed by staff, and it would be easier for the various department heads and key staff to work with the council committees if they were assigned to a specific committee. There is sometimes staff confusion as to which committee should consider a matter. This ordinance as currently proposed would thus clean up some problems noted by the City Clerk, allocate Council committee work according to the department which would administer the service, project or policy the committee is addressing, and discontinue the experiment with the Committee of the Whole. If there were significant finance related issues that additional council members wanted to discuss, additional review could be scheduled for a workshop.

**Attachments:** Ordinance D16-13

<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>	Other Date: 2015	<i>Approvals:</i> Chair/Councilmember Councilmember Councilmember	<table style="width: 100%; border: none;"> <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"/>					
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<b>Forward to:</b>	<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):

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**ORDINANCE NO. D16-13**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 2.04 OF THE BONNEY LAKE AND ORDINANCE NO. 1474 RELATING TO COUNCIL RULES OF PROCEDURE.**

**WHEREAS**, the City Council held a retreat in 2015 to consider, in part, certain Council Policies and Procedures; and

**WHEREAS**, the City Clerk has recommended a number of rule modifications to make the rules more consistent with recommended practices; and

**WHEREAS**, the City Council finds it appropriate to make certain changes to their operating rules;

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

**Section 1. Amendments.** The following sections of BLMC Chapter 2.04 are hereby amended to read as follows:

**2.04.020 Meetings to be public.**

All official meetings of the council shall be open to the public with the exception of closed sessions (e.g. discussions regarding labor negotiations), and executive sessions for certain limited topics (see types of council meetings section for topics defined per Open Public Meetings Act, Chapter 42.30 RCW). The journal of proceedings (minute book) shall be open to public inspection.

**2.04.030 Quorum.**

A majority of the current councilmembers shall be in attendance to constitute a quorum for transaction of business. If a quorum is not present, those in attendance shall be named and shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regularly scheduled meeting. When all councilmembers are absent from a regular meeting, workshop or special meeting, the city clerk may adjourn the meeting with notice provided as required for a special meeting.

**2.04.035 – Meeting Cancellation.**

Individual council meetings and workshops may be canceled with the concurrence of the mayor and deputy mayor following the procedure of BLMC 2.04.090 providing for 24 hours advance notice.

**2.04.310 Agenda issues through council committee and/or workshop.**

Issues coming before the city council shall first be placed on the agenda of the appropriate council committee or council workshop for discussion unless approved by motion by a majority of the council as an agenda amendment. An exception may be made when the mayor or deputy mayor deem an issue to be of a routine or administrative nature as to not require advance discussion by the council. (See Article XVI defining the role of council committees and issues approved for workshops.) The staff shall contact the chair of the appropriate council committee and request their issue be placed on the next committee agenda.

**2.04.420 Agenda order of business.**

The order of business for all regular meetings shall be transacted as follows unless the council, by a majority vote of the members present, suspends the rules and changes the order:

A. Call to Order. The mayor or, if absent, the deputy mayor calls to order.

1. Flag Salute. The mayor or, if absent, the deputy mayor, and at times invited guests, will lead the flag salute.

2. Roll Call. The city clerk or deputy clerk shall call the roll and the chair shall indicate those in attendance and state the reasons for absences. Council absences require a motion to excuse.

3. ~~Announcements, Appointments and Presentations.~~ Agenda Modifications

4. Announcements, Appointments, and Presentations

a. Announcements – By chair or councilmembers. Announcements are to be related to city business and limited to announcements of community or governmental actions, events, meetings or notices.

b. Appointments – By chair or councilmembers.

c. Presentations – By chair, councilmembers, staff or scheduled guests.

~~d. Agenda modifications.~~

B. Citizen Comments, Public Hearings and Correspondence.

1. Public hearings.

2. Citizen comments (for the good of the order).

3. Correspondence. Any correspondence received by a city official that said official wants reported at the meeting that is pertinent to an item on the agenda shall be submitted to the city clerk in advance of the meeting. The city clerk will report that a correspondence has been received from (note the author), and state the subject matter of the correspondence. No action or discussion is to be taken during the correspondence segment of the council meeting. The chair may refer said correspondence to the appropriate council committee or administration for consideration.

C. Council Committee Reports.

1. Finance committee.

2. Community development committee.

3. Public safety committee.

4. Other committees or reports. Councilmembers and the chair may give reports regarding board or committee meetings they have attended or to which they have been appointed. Special committees which have reports to make shall be scheduled under the presentations section of the agenda.

D. Consent Agenda. The items listed on the consent agenda may be acted upon by a single motion and second of the city council. By simple request made prior to the vote on the consent agenda, the mayor or any councilmember may remove items from the consent agenda for separate consideration after the adoption of the remainder of the consent agenda items. The chair, with council consent, shall determine the point on the agenda at which items pulled from the consent agenda will be considered, normally during the related council committee issue section of the agenda.

1. Minutes.

2. Vouchers and Claims.

a. Check No. voided in check lineup.

b. Check Nos. in the total amount of \$\_\_\_\_\_.

3. Ordinances to be adopted by consent.

4. Resolutions to be approved by consent.

5. Motions to be approved by consent.

E. Finance committee issues.

F. Community development committee issues.

G. Public safety committee issues.

H. Full council issues.

I. Executive/Closed sessions.

J. Adjournment.

For the public's benefit, the council agendas shall include the names and positions of all staff who are expected or scheduled to attend the meeting.

**2.04.690 Written communication.**

All material presented at council meetings, except confidential material not subject to disclosure under law, shall also be presented to the city clerk. ~~to be entered as an exhibit.~~ A copy of any written communications submitted to the council at council meetings under citizen comments or in reference to an agenda item shall also be provided to the city clerk who shall note in the minutes that said communication was received and include the subject of the communication and the person or group submitting it.

**2.04.710 Public hearing process.**

~~Council~~ The city clerk, with the concurrence of the deputy mayor, shall set public hearing dates to receive public testimony on all issues required by law or as the council may direct.

At the time of the public hearing, the chair introduces the agenda item, opens the public hearing and shall announce the following rules of order:

Discussions by council of public testimony shall normally be scheduled for the next regularly scheduled workshop. Final action by the council on all public hearings shall normally be scheduled for the next regularly scheduled council meeting; except where no public testimony was provided, the council may choose to take final action immediately following the public hearing (i.e., surplus property).

All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall state their name and address for the official record of the transcript of the public hearing.

No comments shall be made from any other location. Anyone making "out-of-order" comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the nearest staff member.

These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

The chair calls upon staff to present a brief staff report on the matter under consideration.

The chair calls upon proponents, opponents and all other individuals who have signed in to speak regarding the matter under consideration. After everyone that has signed in to speak has had their opportunity to do so, the chair shall ask if there is anyone else wishing to speak on this matter.

The chair inquires as to whether any councilmember has questions for the proponents, opponents, speakers or staff. If any councilmember has questions, the appropriate individual will be recalled to the podium.

The chair continues the public hearing to a specific date and time, or closes the public hearing. The council may choose to keep the public record open to a date and time set by the council to receive written testimony if they so desire.

#### **2.04.860 Definition and scope of council standing committees.**

The standing committees of the council and the scope of their duties are described as follows. The council may amend these committees as they deem necessary. All issues for council meeting agendas shall be reviewed by the appropriate council committee, except those issues identified as approved for council workshops or as council may approve, prior to submitting to the city clerk for scheduling. ~~Each council standing committee shall schedule a minimum of 12 meetings per year.~~

A. Finance Committee/~~Committee of the Whole (COW)~~. The finance committee / ~~committee of the whole (COW) exists for the purpose of considering matters that fall under the Executive, Administrative Services, and Finance Departments, including general administration, records management, human resources, information services, facilities, finance and accounting, parks planning, and city prosecution; provided however, that all significant financial issues, including budget amendments, shall be considered at a council workshop rather in the finance committee, advising the city council on matters concerning the general financial operations of the city. The finance committee/COW's jurisdiction includes budgetary and financial reports, policy matters related to city finances and personnel, including, but not limited to, the salary grade schedule, position classifications and salary changes in coordination with the mayor, city administrator, chief financial officer, and human resources manager. The COW shall serve as an expanded finance committee meeting in order to involve additional interested councilmembers in important financial considerations coming before the committee. As it is anticipated that the finance committee/COW will often involve a majority of councilmembers, notice of said meeting shall be provided as required by RCW 42.30.080 and BLMC 2.04.070. No official action may be taken by the COW regardless of the number of councilmembers present at the meeting. All items approved by the COW shall be moved forward to a subsequent workshop or regular meeting for action.~~

B. Public Safety Committee (PSC). The public safety committee exists for the purpose of considering matters that fall under the police department or municipal court, as well as fire-related matters brought forward by East Pierce Fire and Rescue. ~~advising the city council on matters concerning the overall safety of the citizens who live within our~~

community. The PSC's jurisdiction includes, but is not limited to, police and fire protection, safety and security in city parks, municipal court, emergency services, animal control, and civil and criminal penalties for conduct threatening public safety.

C. Community Development Committee (CDC). The community development committee exists for the purpose of considering matters that fall under the Public Services department, including but not limited to streets, stormwater, water, sewer, parks maintenance, planning, zoning, building, annexation, and other development regulations. advising the city council on matters related to the planning of the physical, aesthetic, cultural and social development of the city. The CDC's jurisdiction includes, but is not limited to, residential zoning, building codes, sign codes, annexations, utilities, transportation, streets, and other public facilities and services as they pertain to the growth and development of Bonney Lake.

D. Economic Development Committee (EDC). The economic development committee exists for the purpose of advising the city council on matters related to legislative policies regarding the development of the local economy. The EDC's jurisdiction includes business climate policies, economic incentives, downtown redevelopment, parking; business development; commercial zoning, tourism, and workforce development.

E. Voucher Review Committee. The purpose of the voucher review committee is to assist the auditing officer in assuring that claims against the city are just, due and unpaid, and that the goods and services have been received. The committee members may review all accounts payable and payroll and report to the city council as deemed appropriate. The committee need not meet as a body and may conduct individual claim review at a place and time appropriate for the committee member and the auditing officer.

#### **2.04.880 Composition of the council committees.**

Each council committee shall consist of three members appointed by the deputy mayor following consultation with, or caucus of, the councilmembers, ~~provided, however, that the committee of the whole shall consist of the finance committee and any other councilmember who desires to attend on a voluntary basis.~~ If there has been a change in council membership, committee assignments shall be made by the deputy mayor at the first meeting of the new year after the deputy mayor has been elected. If there has been no change in council membership, said election of the deputy mayor and subsequent committee assignments may be made at the last meeting of the year, provided the results of the election have been certified by that date. Each council committee shall select its own committee chair except that the chair of the finance committee/~~COW~~ and voucher review committee shall be the deputy mayor.

#### **2.04.910 Council committee meeting schedules.**

The days and times of all committees, including the committee of the whole, shall be fixed by resolution and may be amended as necessary by a majority vote of the council, or on a temporary basis by the committee chairperson. The schedule for committee meetings shall be posted on the city's website. All committee meetings are open to the

public. Committee meeting cancellations shall be posted on the city website and at the location of the committee meeting.

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

**Section 3. Administration.** The Mayor is hereby authorized to implement such administrative procedures as may be necessary to carry out the legislative intent of this ordinance.

**Section 4. Effective Date.** This Ordinance shall take effect thirty (30) days after its passage, approval, and publication as required by law.

**PASSED** by the City Council and approved by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

AUTHENTICATED:

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

APPROVED AS TO FORM:

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

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

<b>Department/Staff Contact:</b> Executive / Don Morrison	<b>Meeting/Workshop Date:</b> 2 February 2016	<b>Agenda Bill Number:</b> AB16-17
<b>Agenda Item Type:</b> Ordinance	<b>Ordinance/Resolution Number:</b> D16-17	<b>Councilmember Sponsor:</b>

**Agenda Subject:** Merger of the Public Works and Community Development Departments

**Full Title/Motion:** An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 2.08 Of The Bonney Lake Municipal Code And Ordinance Nos. 1399 And 1181 Regarding The Departments And Offices Of The City.

**Administrative Recommendation:** Approve

**Background Summary:** The Mayor has proposed to modify the organizational structure of the City by integrating the Public Works and Community Development Departments in order to increase staffing flexibility to mix and match skill sets as needed to meet workload demands, focus more attention on public works operations to further improve operating systems, improve infrastructure development communication, coordination and staff utilization by putting all infrastructure development under a single umbrella, streamline operations and reduce the number of direct reports, and otherwise attempt to make the City administration more efficient and effective.

**Attachments:** Ordinance D16-17

<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	<i>Approvals:</i>	<b>Yes No</b>
	Date: 1/23/16 Retreat	Chair/Councilmember NAME	<input type="checkbox"/> <input type="checkbox"/>
		Councilmember NAME	<input type="checkbox"/> <input type="checkbox"/>
		Councilmember NAME	<input type="checkbox"/> <input type="checkbox"/>
	Forward to: Workshop	<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): Council Retreat 1/23/16	Tabled to Date:

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

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**ORDINANCE NO. D16-17**

**AN ORDINANCE OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 2.08 OF THE BONNEY LAKE MUNICIPAL CODE AND ORDINANCE NOS. 1399 AND 1181 REGARDING THE DEPARTMENTS AND OFFICES OF THE CITY.**

**WHEREAS**, the Mayor has proposed to modify the organizational structure of the City in order to increase staffing flexibility to mix and match skill sets as needed to meet workload demands, focus more attention on public works operations to further improve operating systems, improve infrastructure development communication, coordination and staff utilization by putting all infrastructure development under a single umbrella, streamline operations and reduce the number of direct reports, and otherwise attempt to make the City administration more efficient and effective; and

**WHEREAS**, the Council agrees to authorize the Mayor make the adjustments to the City's general organizational structure outlined below;

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

Section 1. Chapter 2.08 BLMC and the corresponding portions of Ordinances No. 1399 and 1181 are hereby amended to read as follows:

**Chapter 2.08.010 – City Appointive Officers.**

A. Pursuant to RCW 35A.12.020, the following shall be appointive officers of the City: City Administrator, Administrative Services Director/City Clerk, Police Chief, City Attorney, Public Services Director, ~~Public Works Director~~, ~~Community Development Director~~, ~~Community Services Director~~, Chief Financial Officer and Prosecuting Attorney.

B. The general functions, powers and duties of appointive officers shall be as provided in this chapter; provided, however that the general functions, powers and duties of the municipal court judge shall be as provided in Chapter 2.16.

C. Persons appointed by the Mayor to an appointive office described in this section shall be subject to confirmation by a majority vote of the City Council. In the case of vacancies, the Mayor is authorized to employ an interim or acting officer for up to twelve (12) months without Council confirmation. Thereafter, any continued or new interim appointment shall be subject to Council approval.

D. All appointive officers shall serve at the pleasure of the mayor as per the provisions of RCW 35A.12.090.

**Chapter 2.08.020 - City Departments and Offices Created.**

A. There is hereby created in the City of Bonney Lake the following offices and departments of city government: Executive Department, Office of the City Attorney, Department of Finance, Department of Administrative Services, ~~Department of Public Works,~~ ~~Department of Community Development,~~ Department of Public Services, Police Department, and Municipal Court.

**Chapter 2.08.030 – Executive Department.**

A. The executive department shall consist of the Offices of the Mayor, City Administrator, Facilities and Special Projects and Events, and Prosecuting Attorney.

B. Salary. The salary for the Mayor shall be established by ordinance of the City Council.

C. Mayoral Powers and Duties.

1. The mayor is the chief executive officer of the city. All departments of the City are under the supervision and control of the Mayor.

2. Oath, Affidavit and Signature Powers. The mayor and the deputy mayor shall have power to administer oaths and affirmations, take affidavits and certify them. The mayor, or the deputy mayor when acting as mayor, shall sign all conveyances made by the city and all instruments which require the city seal.

D. City Administrator. The City Administrator shall be responsible to the Mayor for the general coordination and supervision of the activities of the various city departments and offices subject to the directives of the mayor. The City Administrator shall be generally responsible for promoting efficient and effective service delivery and to see that departments are coordinating their activities.

E. Office of the Prosecuting Attorney. The Office of the Prosecuting Attorney shall be under the general supervision of the Mayor and City Administrator. The Prosecuting Attorney shall be responsible for managing and prosecuting all misdemeanor criminal cases coming before the Bonney Lake Municipal Court, such as domestic violence, DUI, sexual assault, and child abuse cases; representing the city in bench and jury trials, arraignments, pre-trial hearings, sentencing hearings, appeals, forfeitures, and other court hearings; and coordinating with the public defender and city attorney as needed.

F. Office of Facilities and Special Projects and Events. The Office of Facilities, Special Projects, and Events shall be under the supervision of a Facilities and Special Projects and Events Manager. Said office may be organized into distinct sections including but not necessarily limited to the following: Facilities, Special Projects, and Special Events. The general functions of the office are to coordinate and/or sponsor recreation programs; planning municipal parks, trails, and open spaces; maintaining the buildings and grounds of the City; planning and coordinating community events and festivals, manage the solid waste contract of the City, and undertake special projects as assigned.

**Chapter 2.08.040 – Office of the City Attorney.**

A. Duties and Responsibilities. The Office of City Attorney shall be the legal advisor to the Mayor and Council and of all of the officers, commissions and boards of the City in relation to matters pertaining to their operations in a governmental capacity. The City Attorney shall represent the City in litigation, as assigned, in all courts in which the City is a party or directly interested and shall act generally as Attorney for the City and the several departments of the City government, together with such additional duties as the Council may prescribe by ordinance from time to time. In addition to the duties prescribed by the laws of the State of Washington, as hereinabove set forth, the City Attorney shall: attend all regular meetings of the Council, review and approve, as to form, all proposed ordinances, resolutions, leases, instruments of conveyances, contracts and agreements, and such other and similar instruments as may be required by the business of the City when requested to do so by the Council, Mayor, City Administrator, or department head; advise the Council, boards, commissions, department heads and other City officials and officers including the rendering of formal opinions when so requested, or when it appears to the Attorney advisable to do so; coordinate with the Prosecuting Attorney as required, consult with and participate with other City officials or representatives of the City concerning settlement of claims against the City or its officials, officers and employees while acting in their official, governmental capacities; attend, when requested to do so, official meetings of any board or commission in connection with the proposed drafting of any ordinances, resolutions or contracts.

B. Outside Legal Counsel. Nothing contained in this section shall be construed as to limit the authority of the mayor and city council to retain outside legal counsel when in the judgment of both the mayor and city council such counsel is needed or desirable, subject only to the availability of budgeted funds for such purposes, and subject to the limitations of state law for dealing with conflicts of interest.

**Chapter 2.08.050 - Department of Finance.**

The Department of Finance shall be under the supervision of a Chief Financial Officer who shall assist the Mayor and City Administrator in the preparation of the annual budget and all work incidental thereto and shall have all duties assigned by state law to a city treasurer; supervise and be responsible for the disbursement of all monies; monitor expenditures to ensure that budget appropriations are not exceeded and as otherwise provided by law and the rules and regulations of the State Auditor's office relating to municipal corporations; maintain a general accounting system for the City government and each of its offices and departments; administer the payroll system of the City; prepare and distribute to the city council and all department heads a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; prepare, as of the end of each fiscal year, a complete financial statement and report; supervise the collection of all taxes, special assessments, license fees and other revenues of the City; supervise investment of City funds; assist with, and facilitate, the purchase of supplies, materials, equipment and other articles used by any office or department of the City government.

**Chapter 2.08.060 – Department of Public Works.**

~~A. The department of public works shall be under the general supervision of a Public Works Director. The Mayor may organize said department into different divisions including but~~

not necessarily limited to the following: an Engineering Division headed by a City Engineer, and an Maintenance and Operations Division headed by an Assistant Public Works Director. The Public Works Director may serve as the manager of one or more divisions or offices of the department as needed or assigned.

~~—— B. The duties and responsibilities of the Department of Public Works shall include, but not necessarily limited to, the construction, operation and maintenance of all public streets, sidewalks, alleys, bridges, viaducts, highways and rights of way, including the placement and operation of signs, signals and lighting fixtures; the construction, operation and maintenance of all public water supply, storage and distribution facilities, including water mains, pumping stations, reservoirs, and wells; the construction, operation and maintenance of all sanitary sewers, sewer facilities and appurtenances, including sanitary sewers, and pumping stations; the construction and maintenance of all storm sewer facilities and appurtenances, including storm sewers, drains, ditches, culverts and streams and watercourses under jurisdiction of the city; the construction, maintenance and operation of all public parking lots; the cleaning of all streets and alleys including snow removal operations; the maintenance and repair of the city's fleet; and the making of necessary surveys, maps, drawings and documents and the preparation of contract drawings, specifications, cost estimates for public works projects.——~~

~~—— C. Engineering Division. The Engineering Division shall be under the supervision of a City Engineer. The major purpose of the Engineering Division shall be to oversee the environmental, transportation, utility, and other public work related engineering projects and programs of the City to ensure technical competence and compliance with standards and codes.——~~

~~—— D. Operations and Maintenance Division. The Operations and Maintenance Division shall be under the supervision of an Assistant Public Works Director. The general purpose of the Operations and Maintenance Division shall be to maintain and operate the water, sanitary sewer collection, street, and storm water systems of the City. The Operations and Maintenance Division shall also maintain the City's fleet, City parks and open space, and oversee the community forestry program of the City.——~~

**Chapter 2.08.070 — Department of Community Development.** A. The Department of Community Development shall be under the general supervision of a Community Development Director. The mayor may organize the Community Development Department into different divisions including but not necessarily limited to the following: a Planning Division headed by a Planning Manager, and a Building Division headed by a Building Official. The department director may serve as the manager of one or more divisions or offices of the department as needed.

~~—— B. The duties and responsibilities of the Department of Community Development shall include, but not necessarily limited to: supervise, administrate, and generally plan the physical development of the City; prepare the comprehensive and coordinated plans therefore; administrate, inspect, and enforce SEPA and all platting, zoning, environmental, and land use ordinances and regulations, and the establishment of proper liaison and cooperation thereof with other departments, commissions and agencies; prepare and administer department budget; provide information to the public, answer questions, advise clients, and staff the Permit Center; administer central permit issuance system and coordinate the review of permit applications and plans with other City departments or divisions; interpret, administer, and make recommendations for revisions to City building codes and assist the public with construction and development requirements; prepare reports and make presentations at dangerous building hearings; respond to citizen complaints and inquiries regarding code requirements; supervise field inspection of new and modified structures for conformity to codes; examine applications and enforce building~~

codes; recommend revisions to City ordinances pertaining to code enforcement, inspection services, and permit issuance. The Department of Planning and Community Development shall coordinate the geographical information systems (GIS) of the City.

~~\_\_\_\_\_ C. Planning Division. The Planning Division shall be under the supervision of a Planning Manager. The general purpose of the planning division shall be to administer the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies, to prepare and administer the official comprehensive plans and land use codes of the City, and to generally plan the physical development of the City.~~

~~\_\_\_\_\_ D. Building Division. The Building Division shall be under the supervision of a Building Official. The general purpose of the building division shall be to administer and enforce the various building and related codes of the City and coordinate plan reviews, inspections, and enforcement actions.~~

### **Chapter 2.08.060 - Department of Public Services.**

A. The department of public services shall be under the general supervision of a Public Services Director. The Public Services Director may serve as the supervisor of one or more divisions or offices of the department as needed or assigned. The Mayor may organize said department into different divisions or sections including but not necessarily limited to the following: an Engineering and Infrastructure Development Division headed by the City Engineer, a Public Works division headed by a Superintendent of Public Works, and a Planning and Building Division. Wherever the Bonney Lake Municipal Code refers to the position of Public Works Director, Director of Public Works, or Planning and Community Development Director, it shall mean Public Services Director until amended hereafter.

B. The duties and responsibilities of the Department of Public Services shall include, but not necessarily limited to: the construction, operation and maintenance of all public streets, sidewalks, alleys, bridges, viaducts, highways and rights-of-way, including the placement and operation of signs, signals and lighting fixtures; the construction, operation and maintenance of all public water supply, storage and distribution facilities, including water mains, pumping stations, reservoirs, and wells; the construction, operation and maintenance of all sanitary sewers, sewer facilities and appurtenances, including sanitary sewers, and pumping stations; the construction and maintenance of all storm sewer facilities and appurtenances, including storm sewers, drains, ditches, culverts and streams and watercourses under jurisdiction of the city; the construction, maintenance and operation of all public parking lots; the cleaning of all streets and alleys including snow removal operations; the maintenance and repair of the City's fleet; and the making of necessary surveys, maps, drawings and documents and the preparation of contract drawings, specifications, cost estimates for public works projects; oversee the environmental, transportation, utility, and other public works related engineering projects and programs of the City to ensure technical competence and compliance with standards and codes; supervise, administer, and generally plan the physical development of the City; prepare the comprehensive and coordinated plans therefore; administrate, inspect, and enforce SEPA and all platting, zoning, environmental, and land use ordinances and regulations, and the establishment of proper liaison and cooperation thereof with other departments, commissions and agencies; prepare and administer department budget; provide information to the public, answer questions, advise clients, and staff the permit center; administer central permit issuance system and coordinate the review of permit applications and plans with other City departments or divisions; interpret, administer, and make recommendations for revisions to

City building codes and assist the public with construction and development requirements; prepare reports and make presentations at dangerous building hearings; respond to citizen complaints and inquiries regarding code requirements; supervise field inspection of new and modified structures for conformity to codes; examine applications and enforce building codes; recommend revisions to City ordinances pertaining to code enforcement, inspection services, and permit issuance; coordinate the geographical information systems (GIS) of the City; administer the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies, to prepare and administer the official comprehensive plans and land use codes of the City, and to generally plan the physical development of the City; administer and enforce the various building and related codes of the City and coordinate plan reviews, inspections, and enforcement actions.

**Chapter 2.08.080070 - Police Department.**

A. The Police Development shall be under the supervision of the Police Chief, who shall serve as the Chief Law Enforcement Officer of the City as provided in RCW 3SA.12.020. The mayor may organize the police department into different divisions including but not necessarily limited to the following: Administration managed by a Lieutenant or similar command position, and Operations managed by a Lieutenant or similar command position. The Police Chief may serve as the manager of one or more divisions or offices of the department as needed.

B. Police Positions Exempted from Civil Service. The positions of Chief of Police, Assistant Police Chief, and Department Assistant shall be excluded from civil service and the Bonney Lake Civil Service Commission Rules and Regulations pursuant to RCW 41.12.020.

C. The duties and responsibilities of the Police Department shall include all duties and responsibilities prescribed by city ordinance or resolution, as well as the provisions of state and federal law. The Police Department has all such authority, responsibility, and duties as are normal to municipal police departments, including, but not limited to, maintenance of the peace, issuance of citations, arrest and detention of persons committing criminal offenses or who are mentally ill, investigation of criminal activity, establishment and maintenance of intelligence files, production of scientific evidence, crime prevention, animal control, and such other duties as are set by ordinance of the City or by the laws of the State.

D. Operations Division. The Operations Division shall be under the supervision of an assistant chief, police lieutenant or similar command position. The general purpose of the Operations Division shall be to carry out the patrol, traffic, school resource, crime prevention, and related operational programs of the police department.

E. Administrative Division. The Administrative Division shall be under the supervision of an assistant chief, police lieutenant or similar command position. The general purpose of the Administrative Division shall be to carry out the investigations, records, property, evidence, training, and support services activities of the police department.

**Chapter 2.08.090080 - Department of Administrative Services.**

A. The Department of Administrative Services shall be under the supervision of an Administrative Services Director. The Administrative Services Director shall supervise the divisions and offices of the department, shall provide administrative assistance to the mayor as needed, and provide legislative support to the Council as requested. The mayor may organize the Department of Administrative Services into various offices and divisions including but not necessarily limited to the following: Office of the City Clerk headed by a City Clerk which maybe the Administrative Services Director, Office of Human Resources headed by a Human Resources Manager, Office of Information Services headed by an Information Services Manager, and Senior Services Division, headed by a Senior Services Manager. The department director may serve as the manager of one or more divisions or offices of the department as required. If so designated by the mayor, the Administrative Services Director shall also serve as the City's designated risk manager. The powers, duties and responsibilities of the Department of Administrative Services and its various divisions and offices shall include, but not necessarily limited to the following:

B. Office of the City Clerk. The City Clerk shall be responsible for supervision of all city records, whether printed or electronic. The duties of the City Clerk shall include the performance of all duties as set forth in RCW 35A.42.040 and other statutes and ordinances applicable to the Office of the City Clerk.

C. Office of Human Resources. The Office of Human Resources shall be under the supervision of a Human Resources Manager. It shall be the duty and responsibility of the human resources office to recommend and administer the city's human resources policies and programs; ensure compliance with statutory requirements and city policies and procedures relative to employment law, collective bargaining, and safety issues; develop, maintain, and administer a comprehensive benefits program for the employees of the city; maintain and update the city's classification system; maintain the city's salary schedules; develop recruiting plans and administer the selection and hiring processes for all city employment; coordinate with departments on the use of contract employees and employment agencies; represent the city in all collective bargaining and grievance issues; investigate and resolve employee relations issues; develop and administer the city's safety programs; administer the city's equal employment opportunities programs; maintain the data in the city's human resources information system.

D. Office of Information Services. The Office of Information Services shall be under the supervision of the Information Services Manager. It shall be the duty and responsibility of the information services manager to manage the city-wide information technology/systems and telecommunications systems and activities; lead and develop technology strategic plans and implementation strategies; provide IT/IS leadership in integrating and aligning technology with city plans, goals and objectives; organize, manage and evaluate the Information Services Office and its operations to ensure effective support for organizational objectives and efficient and effective implementation of initiatives.

E. Senior Services Division. The Senior Services Division shall be under the supervision of the Senior Services Manager who shall have the duty and responsibility to plan, organize and administer a variety of services for senior citizens; manage the Bonney Lake Senior Center; coordinate with the Bonney Lake Area Senior Citizens non-profit

corporation and other groups who have a close relationship with the Senior Center; develop, schedule and oversee the programs and services which are offered at the senior center; work with community agencies and resources on the provision of senior services; work with private and public funding sources on continued funding, and develop fund raising ideas for the Senior Center; assist in writing grants for specific programs or capital expenditures; provide information and make appropriate referrals for Bonney Lake senior adults needing assistance; and supervise the activities, programs, and classes offered through the senior center.

**Chapter 2.08.100090 - Municipal Court.**

A. The Municipal Court shall be organized and operate in accordance with the provisions contained in Chapter 2.16 of the Bonney Lake Municipal Code and the General Rules prescribed by the Washington State Courts system.

B. The Municipal Court shall be under the general direction of the municipal court judge and day-to-day supervision of the Court Administrator who shall manage and oversee all court functions, other than judicial functions.

**Chapter 2.08.140100 – Auditing Officer.** Pursuant to the provisions of RCW 42.24.080, the position of auditing officer for the city is hereby established. The City Administrator or his/her designee is hereby designated as the Auditing Officer.

**Chapter 2.08.120110 - Job Descriptions.** Under the direction of the Administrative Services Director, the Human Resources Manager is authorized and directed to establish and maintain job descriptions for all regular full-time and part-time positions in the City. Said job descriptions shall include, at a minimum, the essential duties and responsibilities of the position and the desired minimum qualifications as may be described in this Chapter.

**Chapter 2.08.130120. Appointment of Department Heads, Officers and Employees.** A. All department heads, officers and employees of the City shall be appointed on the basis of their knowledge, ability, and skill to perform the essential duties and responsibilities of the position, as required by RCW 35A.12.090.

**Chapter 2.08.140130. Limitations.** This Chapter expresses the general organizational structure for the administration of the city, only, and is not intended to create any employment right or benefit for an individual employee or appointive officer.

**Section 2. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

**Section 3. Effective Date.** This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall take effect and be in force five days from and after its passage, approval and publication as required by law.

**PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2016.**

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

**AUTHENTICATED:**

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

**APPROVED AS TO FORM:**

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

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

<b>Department / Staff Member:</b> Admin Services/Edvalson	<b>Meeting/Workshop Date:</b> 02 February 2016	<b>Agenda Bill Number:</b> AB16-21
<b>Agenda Item Type:</b> Motion	<b>Ordinance/Resolution Number:</b> None	<b>Councilmember Sponsor:</b> Deputy Mayor McKibbin

**Agenda Subject:** Nomination for Position Two on the Zoo/Trek Authority Board

**Full Title/Motion:**  
 A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Nominating an Elected Official of the City of Bonney Lake for Position Two on the Zoo and Trek Authority Board.

**Administrative Recommendation:** Consider Nominating an Elected Official

**Background Summary:** The Zoo and Trek Authority has a vacancy on its Board in a position to represent the eleven largest cities in Pierce County, excluding Tacoma and the County who have designated positions on the Board. Bonney Lake is eligible to nominate an elected official to represent the eleven cities for a term ending December 31, 2018. Explanatory documents accompany the agenda bill. If there is a majority consensus to nominate an elected official from Bonney Lake, a motion to nominate an individual will be presented for action at the February 9<sup>th</sup> regular Council meeting.

**Attachments:** Zoo/Trek Authority Documents

<b>BUDGET INFORMATION</b>			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
<b>Budget Explanation:</b> No budget impact.			

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee:</b>	<i>Approvals:</i>		Yes No
	Chair/Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Date:</b>	Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
<b>Forwarded to:</b>	<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): 02 February 2016	Public Hearing Date(s):
Meeting Date(s):	Tabled to:

<b>APPROVALS</b>		
<b>Director:</b> HTE	<b>Mayor:</b> NJ	<b>Date Reviewed by City Attorney:</b> Not reviewed. (if applicable):



January 26, 2016

RE: Zoo and Trek Authority Board – Position Two

Dear Mayors:

The Zoo and Trek Authority (ZTA) Board has an opening for representation from the Pierce County Regional Council (PCRC). This representative is to be elected by the 22 cities and towns within the ZTA boundary, excluding the City of Tacoma. The representative will fill the vacant Position Two for a term of three years. Please present this item at your next Council meeting for action.

In accordance with the interlocal agreement, nominees must be an elected official from cities and towns, other than Tacoma, representing at least 60% of the combined populations of those cities. The following is the election procedure:

1. If your council wishes to submit a nomination, please complete the attached nomination form and email it to the PCRC Clerk, Cindy Anderson, at [cander5@co.pierce.wa.us](mailto:cander5@co.pierce.wa.us) by **4:00 p.m., Friday, February 26, 2016**.
2. On **February 29, 2016**, all cities and towns will receive a ballot by email with the prospective nominees. Please return your ballot by **March 18, 2016** with a copy of the motion or resolution.
3. After ballots are received, the PCRC Clerk will count and announce the results. The appointed individual must receive the approval of cities and towns “representing at least 60% of the combined populations of those cities” in Pierce County, excluding Tacoma.
4. In the event that no candidate obtains the required percentage, the top two names will be resubmitted for reconsideration. The ballot procedure will be repeated until a candidate is selected by a plurality vote.
5. If, at the close of nominations, no candidate has been nominated, the nomination will remain open for an additional 7 days and be available to any elected city or town official (excluding Tacoma).

There is a need for immediate attention to this issue. Attached are an informational sheet with a brief summary of the ZTA and the Nomination Form. Thank you for your prompt attention.

Sincerely,

Cindy Anderson  
Clerk, Pierce County Regional Council

Attachments

c: City/Town Clerks  
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**Position Two**  
**Brief Summary of Important Aspects of the Zoo and Trek Authority Board**  
**Pierce County Regional Council Appointment**

1. The Zoo and Trek Authority Board (ZTA) was created to represent sales tax collected throughout Pierce County for the Point Defiance Zoo & Aquarium and Northwest Trek Wildlife Park. Voters passed the sales tax in September 2000. One tenth of one cent in sales tax was approved for Zoo/Trek/Parks throughout the County. ZTA receives 50% of that collection, and oversees that portion.
2. The 2016 meetings are from 5:00-6:30 p.m. The meeting dates and locations are:
 

March 9, 2016	Metro Parks
June 8, 2016	Northwest Trek
September 14, 2016	Point Defiance Zoo
November 9, 2016	PDZA - joint meeting with Park Board
November 16, 2016	Metro Parks (if needed for budget approval)
3. Primary functions:
  - a. Understand ZTA biannual budget; formally pass the budget in concert with Metro Parks Board's parallel action.
  - b. Review each facility's business plan annually, connecting recommendations to the budget.
  - c. Gain an understanding and familiarity with the ZTA key issues and needs and advocate on their behalf.
4. Pierce County Council appoints three representatives; City of Tacoma appoints two representatives; and the PCRC appoints two representatives.

**Current Status of PCRC Representation to ZTA**

Steve Vermillion, Puyallup, held Position Two, which is currently vacant. The three-year term will expire December 31, 2018. Position Two represents the following large cities in Pierce County based on population:

Auburn	9,595 (in Pierce County)
Bonney Lake	19,490
DuPont	9,250
Edgewood	9,615
Fife	9,545
Gig Harbor	8,555
Lakewood	58,400
Orting	7,290
Puyallup	38,950
Sumner	9,660
University Place	31,720