

CITY COUNCIL WORKSHOP

**November 15, 2016
6:00 p.m.**

AGENDA



“Where Dreams Can Soar”

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

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, Jr.

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:

p. 3 **A. Discussion:** AB16-112 – Ordinance D16-112 – Ad Valorem Property Tax Levy (Pursuant to Public Hearing AB16-111 held November 8, 2016)

p. 7 **B. Presentation:** AB16-133 – Centers Plan - Land Use Scenarios (BERK Consulting)

C. Council Open Discussion

p. 55 **D. Review of Draft Minutes:** October 18, 2016 Workshop, October 25, 2016 Meeting, and November 8, 2016 Meeting.

p. 71 **E. Discussion:** AB16-128 – Ordinance D16-128 – Donations of Money or Other Property

p. 75 **F. Discussion:** AB16-138 – Resolution 2567 – Agreement for Police Department Operations and Staffing Review.

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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City of Bonney Lake
City Council Agenda Bill (AB)

Department / Staff Member: Fin/Cherie Gibson	Meeting/Workshop Date: November 8 th 2016	Agenda Bill Number: AB16-111 / AB16-112
Agenda Item Type: Public Hearing	Ordinance/Resolution Number: D16-112	Councilmember Sponsor: McKibbin

Agenda Subject: Public Hearing of the Ad Valorem (Property Tax) Levy to be Collected in 2017.

Full Title/Motion: A Public Hearing of the City Council of the City of Bonney Lake, Pierce County, Washington to Receive Citizen Comment in Reference to Ordinance D16-112, Which Sets the Amount of the Annual Ad Valorem Tax Levy for Year 2017.

Administrative Recommendation:

Background Summary: Pursuant to Revised Code of WA (RCW) 84.52.020 the Mayor of the City of Bonney Lake must certify to the Pierce County Assessor-Treasurer and the Pierce County Council that the Bonney Lake City Council requests the following levy amounts be collected in year 2017.

The regular levy limit is \$3,005,624.59, which consists of the lawful regular tax levy multiplied by the 1% limit factor plus the current years assessed value of new construction and improvements and relevy. However, the property tax limit factor is the lesser of 101% or 100% plus inflation. The Pierce County Assessor has certified that the implicit price deflator (IPD) calculation has been established as 1.00953. Upon a finding of substantial need the legislative authority may provide for the use of a limiting factor of up to 101% as previously used, in order to maintain programs such as street maintenance, police & public safety service levels, animal control and senior services. After years of a recession, the City struggles to get back to pre-recession budget levels.

Based upon a Resolution of Substantial Need the following are keys details to the 2017 proposed levy: (a) the tax levy rate for 2016 per \$1,000 property value was \$1.36028 (rounded); the proposed rate for 2017 is \$1.2593 (rounded). (b) The total City assessed value for 2017 is \$2,376,734,321. The assessed value in 2016 was \$2,149,571,566. This is an increase of \$227,162,755 or 9.5% (c) The total tax levy collected in 2016 was \$2,936,103. To derive the proposed 2017 levy to be collected start with the previous year of \$2,936,103, add new construction and improvements of \$29,634 add the allowed increase pursuant to RCW with Substantial Need= \$27,338; add the amount of the relevy due to refunds \$12,549.19 for the net 2017 collection of \$3,005,625.

Attachments:

BUDGET INFORMATION			
Budget Amount	Current Balance	Required Expenditure	Budget Balance
Budget Explanation: Adopt Annual Ad Valorem Property Tax to be collected in 2017			

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

COUNCIL ACTION

Workshop Date(s): 11/15/2016

Public Hearing Date(s): 11/08/2016

Meeting Date(s): 11/22/2016

Tabled to:

APPROVALS

Director:

Cherie Gibson, CPA

Mayor:

Date Reviewed by

City Attorney:
(if applicable):

ORDINANCE NO. D16-112

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, SETTING THE AMOUNT OF THE ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2017 FOR THE PURPOSES SET FORTH BELOW.

WHEREAS, the City Council of the City of Bonney Lake is meeting and discussing the biennial budget for the fiscal years 2017 and 2018; and

WHEREAS, the City Council held a public hearing on November 8, 2016 to discuss the feasibility of an increase in property tax revenues for collection in year 2017; and

WHEREAS, the City Council passed a Resolution of Substantial Need;

WHEREAS, the City Council of the City of Bonney Lake after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Bonney Lake requires a regular levy in the amount of \$3,005,625, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest.

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

SECTION 1: The City Council of the City of Bonney Lake, Washington, does hereby resolve the city's actual levy amount from the previous year was \$2,936,103; and, the population is more than 10,000; and the City Council passed a separate Resolution 2563 of Substantial Need; and now therefore, that an increase in the regular property tax levy is authorized for the levy to be collected in the 2017 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$27,338 which is a percentage increase of .931085% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

SECTION 2: That the taxes to be collected from the levies hereby fixed and made, together with the estimated revenues from sources other than taxation, which constitutes the appropriation of the City of Bonney Lake for the fiscal year 2017, are hereby approved.

SECTION 3: A certified copy of this Ordinance and original Ad Valorem Levy Certification shall be transmitted on or before November 30th of the year preceding the year in which the levy amounts are to be collected to the Pierce County Assessor-Treasurer (Attn: Levy Department; 2401 S. 35th St. Rm. 142; Tacoma, WA 98409); and, the Pierce County Council (Attn: Clerk, Rm. 1046; County City Building; 930 Tacoma Ave. S.; Tacoma, WA 98402); and, any other governmental office as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF BONNEY LAKE
and approved by the Mayor this 22th day of November, 2016.

Mayor Neil Johnson, Jr.

AUTHENTICATED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

City of Bonney Lake
City Council Agenda Bill (AB)

Department / Staff Member: PS/Jason Sullivan	Meeting/Workshop Date: November 15, 2016	Agenda Bill Number: AB16-133
Agenda Item Type: Presentation	Ordinance/Resolution Number:	Councilmember Sponsor: Katrina Minton-Davis

Agenda Subject: Centers Plan - Land Use Scenarios

Full Title/Motion:

Administrative Recommendation:

Background Summary: In 2014, the City applied for and received a grant from the Department of Ecology under the National Estuary Program for the completion of the Bonney Lake Coordinated Watershed and Centers Plans. As part of this project the City is updating of the plans for four key areas of the City (Downtown, Midtown, Eastown, and Lake Tapps). The purpose of this presentation is to receive the City Council input on the draft land use scenarios that will be used to prepare/update the plans for the Lake Tapps, Downtown, Midtown and Eastown areas.

Attachments: Briefing Memo and Community Workshop Summaries

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General
				<input type="checkbox"/> Utilities
				<input type="checkbox"/> Other
Budget Explanation:				

COMMITTEE, BOARD & COMMISSION REVIEW			
Council Committee:	<i>Approvals:</i>	Yes	No
	Chair/Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
Committee Date:	Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
	Councilmember	<input type="checkbox"/>	<input type="checkbox"/>
Forwarded to:	Consent Agenda: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Commission/Board Review: Planning Commission – October 18, 2016			
Hearing Examiner Review:			

COUNCIL ACTION	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s):	Tabled to:

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

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Community Development Department Briefing Memorandum

Date: November 9, 2016
To: City Council
From: Jason Sullivan – Planning and Building Supervisor
Re: **Centers Plan - Land Use Scenarios**

PURPOSE:

The purpose of this memorandum is to brief City Commission on draft land use scenarios that will be used to prepare/update the plans for the Lake Tapps, Downtown, Midtown and Eastown.

BACKGROUND:

In 2014, the City applied for and received a grant from the Department of Ecology under the National Estuary Program for the completion of the Bonney Lake Coordinated Watershed and Centers Plans. In addition to developing a strategy for preserving, protecting, and mitigating impacts to Fennel Creek watershed, the project funded the update of the plans for four key areas of the City (Downtown, Midtown, Eastown, and Lake Tapps).

This summer, the City and its consultant, BERK, held four community workshops on the development of the Lake Tapps, Midtown, Downtown, and Eastown areas: thirty to forty people attended each of the workshops. The purpose of the workshops was to: (1) provide residents with information about the planning effort; (2) Gain input from the community on existing challenges and opportunities; and (3) hear input from the community on a future vision for each of the areas.

Group mapping exercises were used in each workshop to help participants think about the current challenges and assets in their neighborhood and to consider opportunities for future development in each area. The consultant also used live polling to gather input from the community to gauge how members of the community felt about different development types. This tool was also used to understanding the public vision for the different areas through the creation of word clouds.

A summary of each of the community workshops prepared by the consultant are attached to this memo.

The following guiding principles have been developed to guide the preparation of the Centers Plan.

Walkable and Connected	All Centers are designed for people to walk comfortably and are connected with pedestrian and bicycle facilities.
Activity Centers	The centers are the most active places in the community with many options for shopping, dining, services, recreation, civic and cultural events, and social activities.
Economic Activity and Opportunity	The centers are hubs for economic activity that support the City's tax base and provide most of the jobs, stores, restaurants, services, and parks in the City.
Healthy Neighborhoods	The centers support healthy neighborhoods by providing a mix of goods, services, jobs, housing, parks and other amenities within a comfortable walk.
Civic + Cultural Amenities	The centers provide civic and cultural amenities for new and existing civic uses.
Parks + Public Spaces	All of the centers have a network of connected parks and public spaces for recreation, events, and social gathering.
High-Quality Design	The centers are all defined by high-quality design including streets, parks, and public spaces and private development.
Coordinated Public Investments	The centers are supported by coordinated public investments in streets, parks, public spaces, and infrastructure to support desired private development and meet the City's goals for vibrant and attractive centers.
Unique Character and Identity	Each center has a unique identifying character that should be maintained and enhanced over time.
Safe and Inviting	The centers are safe and inviting for everyone.
Green Design	The centers include green design principles such as walkable streets, green storm water infrastructure, transportation options, and others to minimize environmental impacts and support integrated planning and design.

DISCUSSION:

BERK, in consultation with City Administration, has developed land use scenarios for each of the areas, which will serve as the basis for preparing/updating the plans for these four key areas of the City.

Lake Tapps Center

The Lake Tapps Center is primarily a recreational and residential center located on the shores of Lake Tapps, which includes Allan Yorke Park, the Senior Center, and the Interim Public Works Center. Currently, commercial uses are not allowed in the area except as limited accessory uses in the area zoned R-3 (Park Place). During the workshop for the area, nearly all of the participants supported the development of some sort of neighborhood commercial uses in the area. To address the desire to provide additional commercial areas in the City, two spots have been identified as potential areas to be rezoned to neighborhood mixed use zoning that would allow commercial development as illustrated on Figure 1. The areas identified are currently vacant properties without vested developments. This land use scenario is also consistent with recently adopted *Allan Yorke Park Master Plan*.

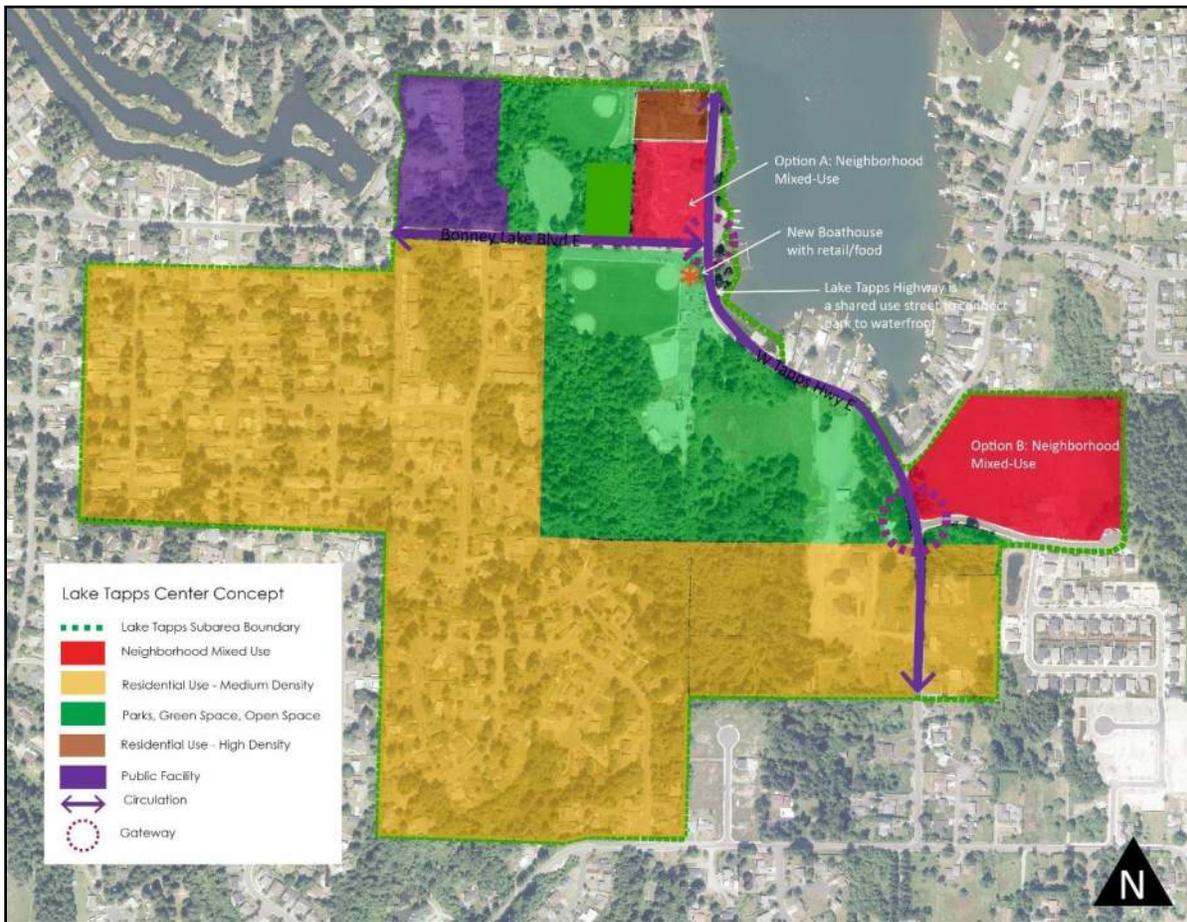


FIGURE 1: LAKE TAPPS CENTER LAND USE SCENARIO

Downtown Center

No changes are proposed to the land uses envisioned outside of the proposed Downtown civic campus. The plan for the civic campus has been updated to better leverage the City’s existing assets and address the public comments received during the community workshops. Nearly all of the participants at the workshop identified the need for a central plaza that would support a farmers market and provide community gathering spaces as one of the top ideas that they would like to see in Downtown.

As in the original Downtown Plan, a City Hall is envisioned to be constructed in the middle of the civic campus with a central plaza on the west of the City Hall, identified below as the civic green. A new public library is envisioned to the east of the City Hall, but could be incorporated into the City Hall building depending on the time of the construction of the facilities. Once the Police Department is moved into the City Hall, the old Public Services Building could be removed to make way for mixed-use development. The area to the south of the City Hall is envisioned to be a high-density residential area that would support the commercial uses in Downtown. The grid pattern for the streets is reestablished and developed to allow for on street parking to serve the uses in the Civic Campus.

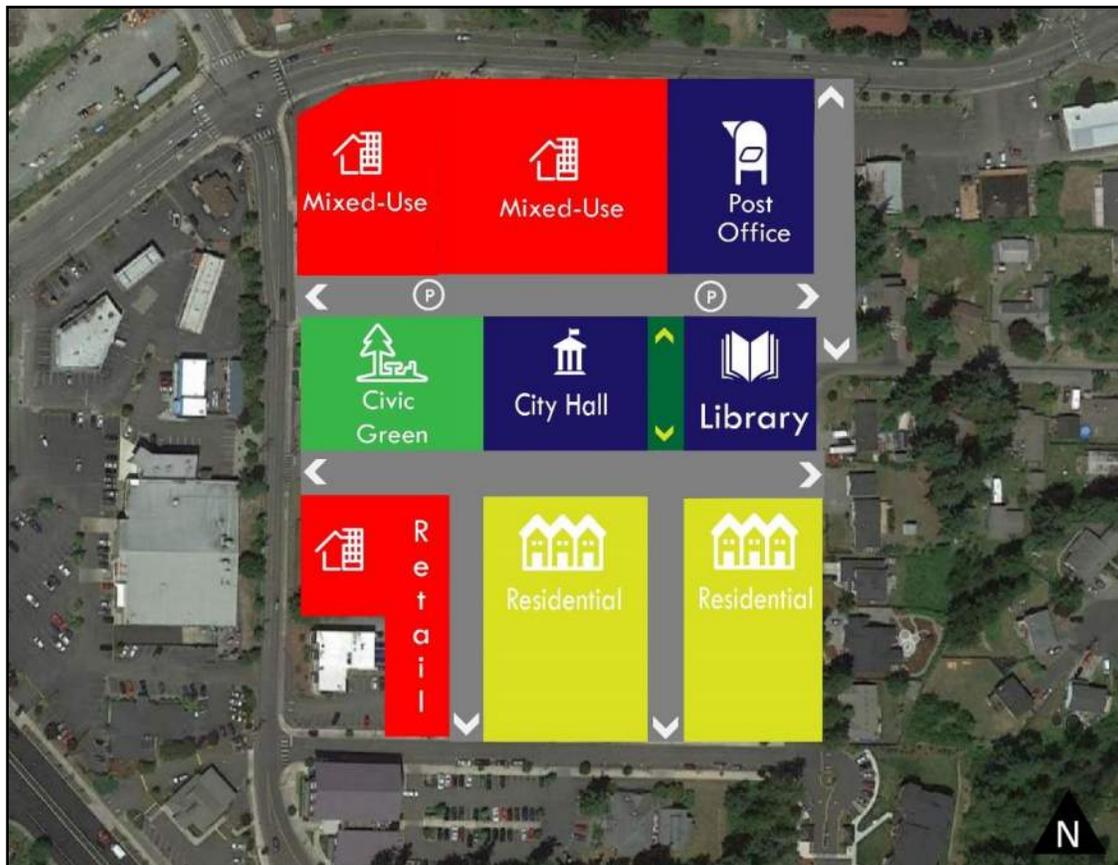


FIGURE 2: CIVIC CAMPUS ALTERNATIVE NUMBER 1

Midtown

As part of the update for the plan for the Midtown, three mixed-use overlay nodes are proposed which are discussed below:

- **Area 1:** This area consist of the Wal-Mart/Bonney Lake Plaza area and the residential areas to the west. This area has a high diversification of commercial and residential uses as envisioned in the current Midtown Plan. In addition, by providing pedestrian connections to the residential areas the south, the Wal-Mart/Bonney Lake Plaza area could eventually developed similarly to Kent Station, with a number of stores and pedestrian oriented spaces.
- **Area 2:** This area of the old Albertson shopping complex is nearly vacant and is a prime area for redevelopment following the development of the WSU property.
- **Area 3:** This area consists of the Safeway shopping complex and the northern portion of the WSU residential area. The idea would be to come up with a plan that could facilitate the development/redevelopment of the two areas and increase the amount of commercial development in the Midtown area.

As part of the planning project, additional focus will be given to the planning for these three subareas within in the Midtown Center.

In addition to the mixed-use overlay nodes, the Cedar View neighborhood is proposed to be up zoned from R-2 to R-3 to increase the likelihood that the area will be redeveloped. The area north of the Cedar View neighborhood (outlined in Pink) has been removed from the Midtown Center as the area is primarily lower density residential uses.

The Midtown Center has been expanded to include the commercial/residential area that is at the corner of 214th Avenue East (outlined in Yellow). This would allow the areas abutting 214th Avenue East to be in one planning area, versus splitting between two planning areas. East of these properties is a the WSDOT stormwater tract and a wetland, which serves as a natural break between Eastown and Midtown.



FIGURE 3: MIDTOWN LAND USE SCENARIO

Eastown

Very few changes are proposed to the current land use plan envisioned in the Eastown Subarea Plan. The current thinking is that Eastown not be included in the Centers Plan, but would instead that the subarea plan in the Comprehensive Plan be updated. The focus for Eastown area would to be to develop the area with primarily auto oriented commercial and other uses that require large tracts of lands (e.g. warehousing, industrial uses, etc.) consistent with the current intent of the Eastown Subarea Plan.



BONNEY LAKE CENTERS PLAN

Lake Tapps Visioning Summary

Final June 6, 2016

1.0 OVERVIEW

The Lake Tapps Center Workshop took place at the Bonney Lake Justice & Municipal Center from 6:00 to 8:00 PM on May 11th, 2016. The workshop included a presentation and a participatory exercise. There were 37 attendees at the meeting.

Notice to the public was provided in several ways, including:

- A postcard mailing to all residents of the Lake Tapps Center and those living within 300 feet of the center boundary.
- A newspaper advertisement in the Bonney Lake/Sumner Courier-Herald newspaper also advertised the event one week prior to the event.
- Online information was posted on the City's website. There was also a Facebook/Blog Post regarding the dates of all of the workshops and one specific to the Lake Tapps Center workshop.
- The Chamber of Commerce sent an email with all of the dates of the workshops.
- Notice of the workshop will also be emailed to the City's notification list, which includes the list of people that attended the open house.
- The poster with all four workshop dates is displayed at all of the civic locations.

1.1 Purpose

The purpose of the workshop was to:

- Provide residents with information about the planning effort
- Gain input from the community on existing challenges and opportunities
- Hear input from the community on a future vision for Lake Tapps Center

2.0 PRESENTATION

2.1 Presentation Content

The presentation provided an introduction to the Centers planning project, a discussion of how it relates to other planning efforts in Bonney Lake, and an overview of why Bonney Lake should plan for its centers. It also covered a brief summary of Lake Tapps' history, as well as existing demographics, transportation, and land use conditions. Lastly, there was a summary of the project progress and next steps, in addition to information about how to stay involved and continue to comment on the plan.

There were also short presentations from Bruce Dees & Associates on the Alan Yorke Park Master Plan and from the Tacoma – Pierce County Health Department on the health implications of the built environment.

2.2 Presentation Q & A

The following questions and comments were received after the presentation:

- Is the old public works building going to be turned into a civic campus? We need places for organizations to have a home base.
- Will there be more handicap access and ramps? For example, ADA access to the water and docks?
- What will happen to the amphitheater? We like having it for the summer events.
- Where will the trails be built? There is concern about the kinds of activities that will go on in the woods and on the trails that are right next to people's homes and property.
- Why will there be a second community garden? Can't that area just be more park area?
- Will there be more police presence with the new facilities?
- The senior center is not big enough. There are new seniors coming in all the time, and we need room to expand. It is fine for there to be new facilities coming to the park area, but we also need more facilities for the senior center.
- There are not enough sidewalks or transit. We can't get anywhere. Some people walk hours to the grocery store and back on no sidewalks.
- There is not enough parking for the senior center.
- We have the best senior center around.
- Will West Tapps Highway be widened? What does that mean for my front yard?
- Will people be sitting on the synthetic turf for concerts and events? There are concerns about the health implications.
- How do we pay for all of this? What's the process for the community deciding how we will pay?
- How old will this community be when everything is built?

3.0 ASSET MAPPING EXERCISE

A group mapping exercise was used to help participants think about the current challenges and assets in their neighborhood and consider opportunities for Lake Tapps Center's future. The following discussion questions were provided to participants as prompts:

- What types of activities happen in this center? Are these activities seasonal or year-round? What kind of shifts should be made in the balance between year-round and seasonal activities, if any?
- Where is the focal point of this center? Where should the focal point be? What kind of changes should happen to enhance the focal point of this center?
- City Council is considering this area for additional community and recreational uses. Who in the community is most able and who is least able to access these amenities? What would improve access?
- What kind of physical connections are needed to get people to this center and to move people around this center? Where should the physical connections be located? Should they be connections for pedestrians, bicycles, or cars?

3.1 Asset Map Results

The following sections provides photos of the asset mapping exercise and a summary of the comments made by participants. There were five groups and each group had 4-5 participants.

Group 1 Asset Map

LAKE
TAPPS

ASSET MAPPING

Tell us your thoughts by marking the map with these colors:

ASSETS:
Places to protect/enhance
Please note what you like about these places.

CHALLENGES:
Places to improve/change
Please note what you would like to see in these places.

CONNECTIONS:
Routes to add or improve
Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.

FUTURE DEVELOPMENT
Please cut out any photos of buildings, parks, or street types you like and place them on the map where you would most like to see them.

Group 4 Asset Map

LAKE TAPPS

ASSET MAPPING

#4

Tell us your thoughts by marking the map with these colors:

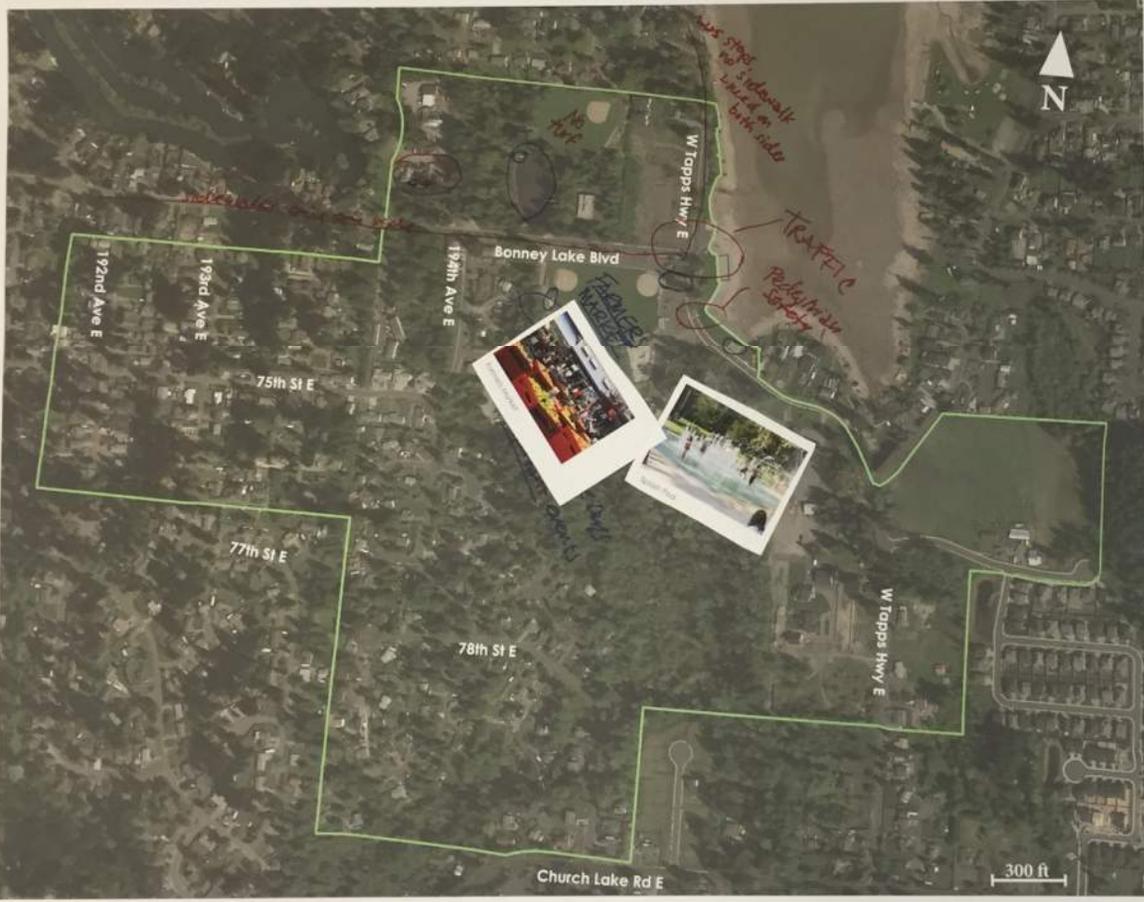
- **ASSETS:**
Places to protect/enhance
 Please note what you like about these places.
- **CHALLENGES:**
Places to improve/change
 Please note what you would like to see in these places.
- ↔
CONNECTIONS:
Routes to add or improve
 Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.
- FUTURE DEVELOPMENT**
 Please cut out any photos of buildings, parks, or street types you like and place them on the map where you would most like to see them.

Group 5 Asset Map

LAKE TAPPS

ASSET MAPPING

#5



Tell us your thoughts by marking the map with these colors:

- ASSETS:**
Places to protect/enhance
Please note what you like about these places.
- CHALLENGES:**
Places to improve/change
Please note what you would like to see in these places.
- CONNECTIONS:**
Routes to add or improve
Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.
- FUTURE DEVELOPMENT**
Please cut out any photos of buildings, parks, or street types you like and place them on the map where you would most like to see them.

3.2 Mapping Summary

The asset mapping activity provided a method to distill common themes and determine existing assets and challenges in the neighborhood, as well as future opportunities. Exhibit 1 provides a summary of the themes.

Exhibit 1. Asset Mapping Topics and Themes

Common Themes	Sample Comments
Sidewalks & Pedestrian Infrastructure	<ul style="list-style-type: none"> • Add sidewalks on residential streets and improve walking access from the south side of the center (residential area near 78th St E) • Intersection where Bonney Lake Boulevard meets West Tapps Highway is dangerous, busy • Add flashing crosswalks for pedestrians in major roads • Walking route down 75th Street to 194th Avenue to Bonney Lake Boulevard and West Tapps Highway • Sidewalks are only on one side of the road in many areas • Some of the bus stops have unsafe pedestrian sidewalks – safety concerns for children
Bike Infrastructure	<ul style="list-style-type: none"> • Build separated bike lanes • Bike storage and bike racks at park • Bike route and mileage wayfinding signage by park and the lake
Waterfront Access	<ul style="list-style-type: none"> • Need ADA accessible docks • Waterfront park is an asset • Boat parking is a concern
Senior Center/ Community Center	<ul style="list-style-type: none"> • Join the senior center and public works building with covered ramp • Build new space between the senior center and public works building to make more community space • Add drop box for utilities • Keep Historical Society in Lake Tapps • Debate about locating a food bank – some want a food bank at this location, but there is a lack of transit to this destination • Not enough parking at senior center • Need more space for expansion at senior center – already too crowded and more coming every day
Park/Trails	<ul style="list-style-type: none"> • Parks and trails are an asset

Common Themes	Sample Comments
	<ul style="list-style-type: none"> • LED lighting for trails – not too bright • Need appropriate lighting on streets, in the park, and on trails • Trails should be big enough for golf carts • Provide seating areas throughout the park • A Zen garden would be nice
Traffic and Transportation	<ul style="list-style-type: none"> • Traffic considerations in residential areas of the center • Intersection where Bonney Lake Boulevard meets West Tapps Highway is dangerous, busy • Concerns over increased traffic with new park plans • No access to transit
Ball fields	<ul style="list-style-type: none"> • Asset to the center • Concerns about turf/artificial surfacing • More fields would be good for Bonney Lake • Concerns over building new fields when the high school already has brand new fields, light pollution and noise they create
Wildlife & Natural Environment	<ul style="list-style-type: none"> • Preserve the Creek/wetland in park • Preserve wildlife in the wooded area, e.g. protect the bald eagle nest in the parking lot near the public works building
Community events	<ul style="list-style-type: none"> • Programming and events: keep the farmer’s market in the park; maintain and expand Summer Wednesdays • Preserve stage in Alan Yorke Park – community enjoys the concerts, Bonney Lake Days, etc. • Would like a public plaza or gathering space– local businesses may help
Commercial	<ul style="list-style-type: none"> • Would like to see a store of some kind, such as a grocery store, deli, coffee shop, or bakery • Could have commercial on the undeveloped area • Improve snack shack
Residential	<ul style="list-style-type: none"> • Should have senior housing and one-story housing for seniors • Residential streets should have sidewalks • Keep area surrounding park as residential
Services	<ul style="list-style-type: none"> • Ensuring safety for families through services • No access to a food bank in the Lake Tapps center

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BONNEY LAKE CENTERS PLAN

Downtown Visioning Summary

Final July 21, 2016

1.0 OVERVIEW

The Downtown Center Workshop took place at the Bonney Lake Justice & Municipal Center from 6:00 to 8:00 PM on June 15th, 2016. The workshop included a presentation and participatory activities, including interactive polling questions and a mapper exercise. There were 19 attendees at the meeting.

Notice to the public was provided in several ways, including:

- A postcard mailing to all residents of the Downtown Center and those living within 300 feet of the center boundary.
- Online information was posted on the City's website. There was also a Facebook/Blog Post regarding the dates of all of the workshops and one specific to the Downtown Center workshop.
- Notice of the workshop will also be emailed to the City's notification list, which includes the list of people that attended the open house.
- The poster with all four workshop dates was displayed at all of the civic locations.

1.1 Purpose

The purpose of the workshop was to:

- Provide residents with information about the planning effort
- Gain input from the community on existing challenges and opportunities
- Hear input from the community on a future vision for Downtown Center

2.0 PRESENTATION

2.1 Presentation Content

The presentation provided an introduction to the Centers planning project, a discussion of how it relates to other planning efforts in Bonney Lake, and an overview of why Bonney Lake should plan for its centers. It also covered a brief summary of Downtown's history, as well as existing demographics, transportation, and land use conditions. Lastly, there was a summary of the project progress and next steps, in addition to information about how to stay involved and continue to comment on the plan.

There was also a short presentation from the Tacoma-Pierce County Health Department on the health implications of the built environment.

4. Rate your opinion of this image. How much would you like to see something similar in Downtown Bonney Lake? (Online and paper survey totals)

Image	A – I Love it!	B- I Like it	C - Maybe	D- I wouldn't mind it	E - Not at all
<p>#1</p> 	4	1	4	1	1
<p>#2</p> 	4	4	2	2	1
<p>#3</p> 	0	2	2	1	6
<p>#4</p> 	3	0	1	2	6
<p>#5</p> 	1	1	4	2	4
<p>#6</p> 	0	0	2	2	7
<p>#7</p> 	2	6	2	0	0

Image	A – I Love it!	B- I Like it	C - Maybe	D- I wouldn't mind it	E - Not at all
<p>#8</p> 	4	4	3	0	0
<p>#9</p> 	0	2	4	1	4
<p>#10</p> 	2	2	1	1	5

4.0 ASSET MAPPING EXERCISE

A group mapping exercise was used to help participants think about the current challenges and assets in their neighborhood and consider opportunities for Downtown Center’s future. The following discussion questions were provided to participants as prompts:

- In what ways is the current vision for Downtown appropriate? In what ways should the vision change?
- What amenities and features are needed to support a community gathering space in Downtown? Which amenities and features are needed to support activity here for at least 16 hours a day? Which amenities and features are needed to create a place that people linger?
- What type of urban design features are preferred here to realize the Downtown vision and activate this space?
- Only 4% of Bonney Lake residents work in Bonney Lake. What opportunities are there for Downtown to provide a source of employment for Bonney Lake residents?

4.1 Asset Map Results

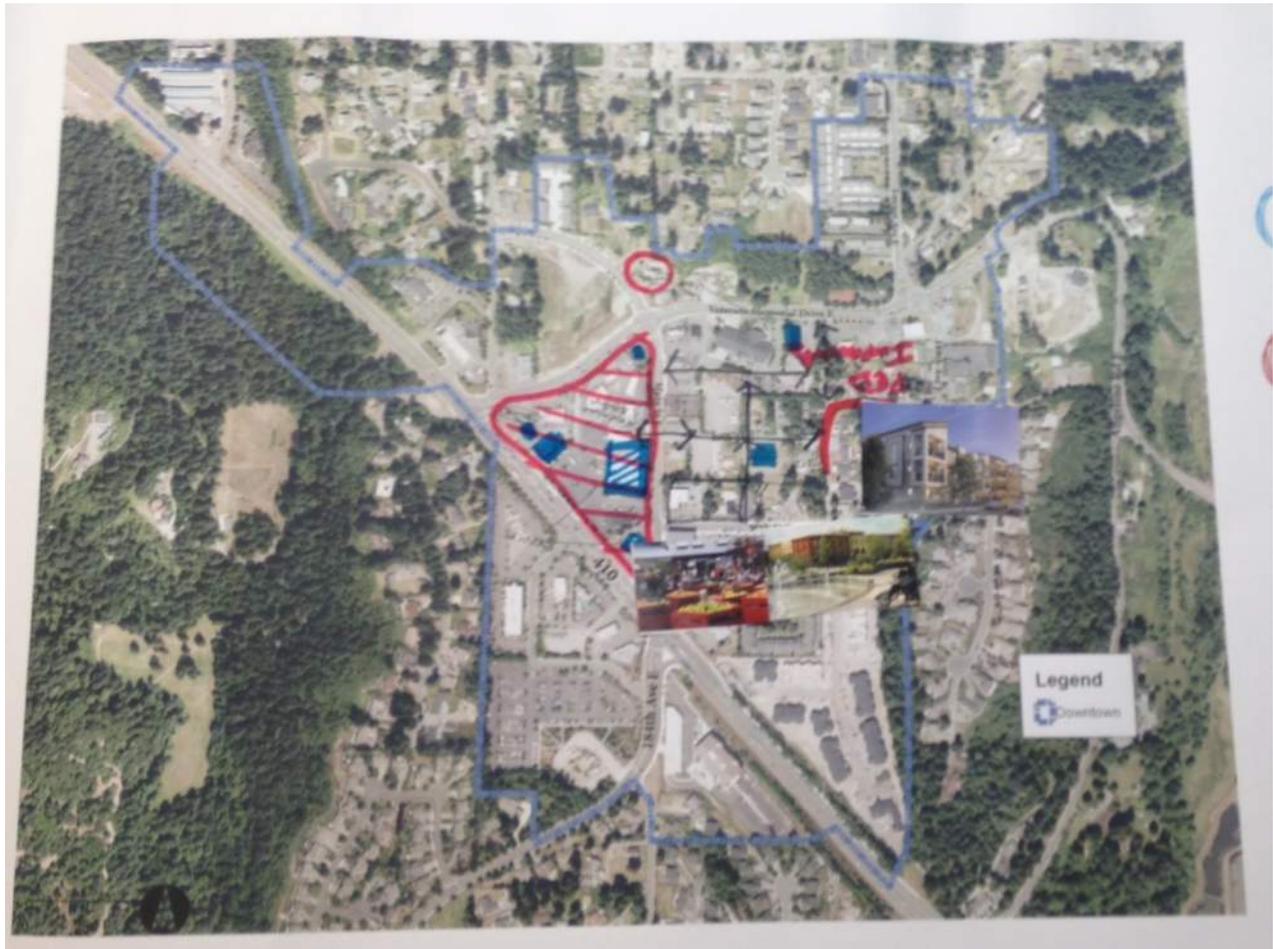
The asset mapping activity provided a method to distill common themes and determine existing assets and challenges in the neighborhood, as well as future opportunities. The table below provides a summary of the themes.

Asset Mapping Summary Topics and Themes

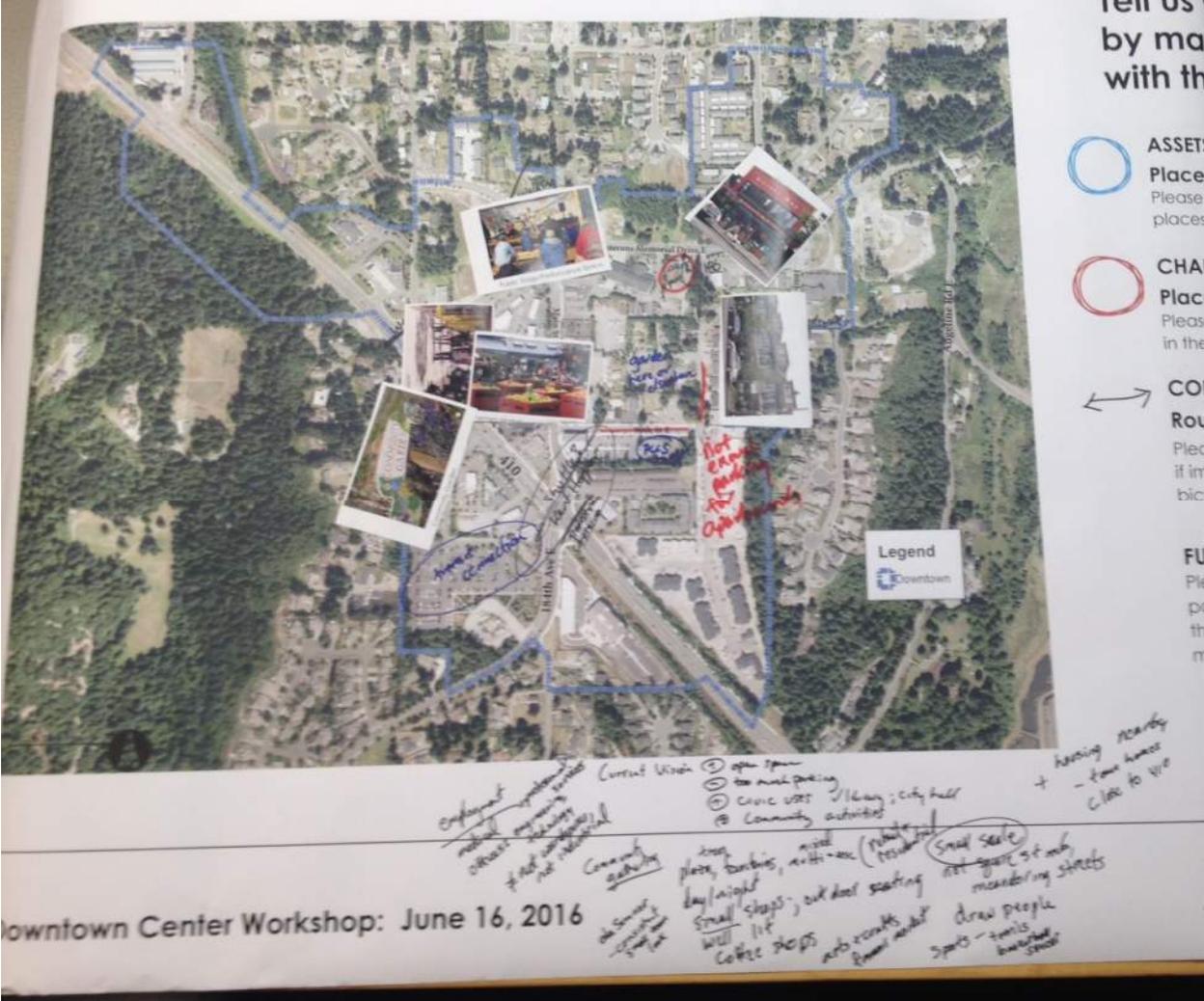
Comment Themes	Sample Comments
Assets	<ul style="list-style-type: none"> • Community garden – keep, but also open to moving the location • Civic services and uses (library, post office, city hall) • Transit connections
Challenges	<ul style="list-style-type: none"> • Too much parking currently in some areas, but not enough parking for apartments • The shopping plaza along SR 410
Connections	<ul style="list-style-type: none"> • Build sidewalks and pedestrian access from surrounding residential areas and throughout downtown • Make downtown safe to walk and bike • Build a shuttle to Kent
Central plaza	<ul style="list-style-type: none"> • A central space or plaza is needed with ideas to include a water feature, benches, etc. • Farmers market space would be nice to see • Community gathering space
Businesses	<ul style="list-style-type: none"> • Attract more restaurants and coffee shops • Attract more local businesses • Attract offices for professional and medical services
Design and Development	<ul style="list-style-type: none"> • Support for multi-use and mixed use (retail and residential) • Small scale development – consistent small town look (e.g. Sumner) • More landscaping and streetscaping throughout • Implement a “theme” for downtown • Orient the Main Street to preserve views of Mt. Rainier
Parks and Trails	<ul style="list-style-type: none"> • Build trail connection to Fennel Creek trail southeast of downtown area • Outdoor play structures • Sports fields

The following section provides photos of the asset mapping exercise and a summary of the comments made by participants. There were three groups and each group had approximately 3-5 participants.

Group 1 Asset Map



Group 3 Asset Map





BONNEY LAKE CENTERS PLAN

Midtown Visioning Summary

Final July 21, 2016

1.0 OVERVIEW

The Midtown Center Workshop took place at the Bonney Lake Justice & Municipal Center from 6:00 to 8:00 PM on June 29th, 2016. The workshop included a presentation and participatory activities, including interactive polling questions and a mapper exercise. There were 17 attendees at the meeting that signed the sign-up sheet and approximately 20 to 25 people that were at the meeting.

Notice to the public was provided in several ways, including:

- A postcard mailing to all residents of the Midtown Center and those living within 300 feet of the center boundary.
- Online information was posted on the City's website. There was also a Facebook/Blog Post regarding the dates of all of the workshops and one specific to the Midtown Center workshop.
- The Chamber of Commerce sent an email with all of the dates of the workshops.
- Notice of the workshop will also be emailed to the City's notification list, which includes the list of people that attended the open house.
- The poster with all four workshop dates was displayed at all of the civic locations.

1.1 Purpose

The purpose of the workshop was to:

- Provide residents with information about the planning effort
- Gain input from the community on existing challenges and opportunities
- Hear input from the community on a future vision for Midtown Center

2.0 PRESENTATION

2.1 Presentation Content

The presentation provided an introduction to the Centers planning project, a discussion of how it relates to other planning efforts in Bonney Lake, and an overview of why Bonney Lake should plan for its centers. It also covered a brief summary of Midtown's history, as well as existing demographics, transportation, and land use conditions. Lastly, there was a summary of the project progress and next steps, in addition to information about how to stay involved and continue to comment on the plan.

There was also a short presentation from the Tacoma-Pierce County Health Department on the health implications of the built environment.

2.2 Presentation Q & A

Questions and comments on the following topics were received during the presentation Q&A session

- How are new sidewalks being prioritized? Where are the sidewalks on 192nd?
 - Answer: The City has adopted prioritization plan as part of the comprehensive plan for sidewalk construction.
- Where is our sewer system?
 - Answer: The project is on the City's twenty year project list, but an exact date is not known.
- When will 192nd road be punched through? We heard part of the property may be bought as ROW and then could use the money for sewers.
 - Answer: The project is on the City's twenty year project list, but an exact date is not known.
- Originally there was going to be a YMCA where the new park is going?
 - Answer: The YMCA went to Sumner instead because the city pitched in \$5 million.
- Will a Costco be built in Bonney Lake?
 - Answer: We hear about Costco coming, but no permits have been submitted to the City.
- Will low income housing and apartments be built in Bonney Lake?
 - Answer: The City has a number of proposals for market rate apartments, but has not received any application for low income housing. The City's comprehensive plan does acknowledge a need for more work force housing.
- Concerns and comments about the elimination of the WSU forest.
 - One third of the property will be preserved (with trees)
 - Majority of trees have laminated root rot and are not healthy.
- For the acres of the WSU forest that the city does own, has the city considered mitigating the impact of the homeless population in the forest?
 - Answer: It's a problem and a challenge that the city is trying to find solutions for.
- Can the city stipulate cluster development at the WSU site?
 - Answer: No, because the development rules are vested.

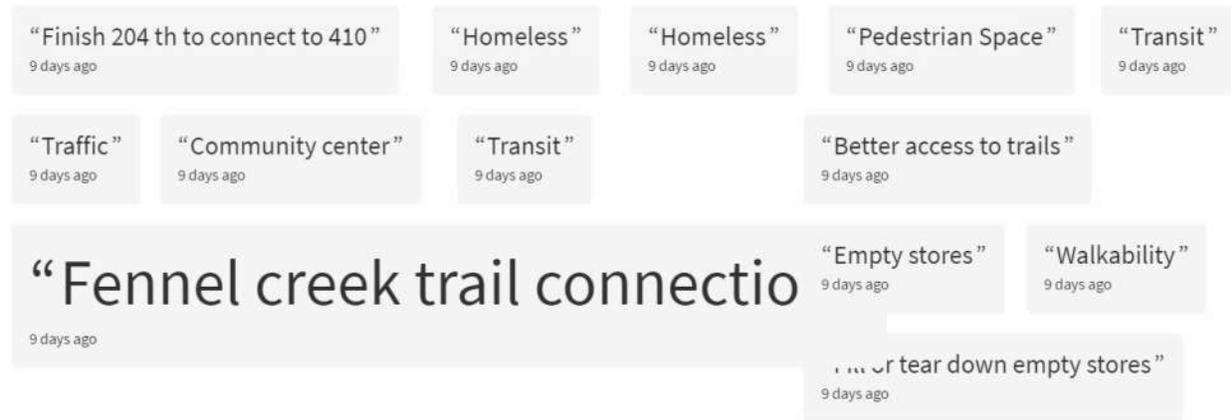
3.0 ONLINE POLLING QUESTIONS

Participants were asked to answer 13 interactive questions to hear their thoughts on future development of Midtown. Roughly half the attendees (7-10) participated in the online poll. Four participants completed responses on paper copies.

1. Please write 3 - 5 words that describe what you like best about Midtown (examples: clean, safe, prosperous, urban, etc.)



2. What are the top 1 or 2 things you want to change about Midtown?



3. Rate your opinion of this image. How much would you like to see something similar in Midtown Bonney Lake? (Online and paper survey totals)

Image	A – I Love it!	B- I Like it	C - Maybe	D- I wouldn't mind it	E - Not at all
<p>#1</p> 	0	2	3	3	1
<p>#2</p> 	1	0	1	4	2
<p>#3</p> 	0	0	1	5	3

4.0 ASSET MAPPING EXERCISE

A group mapping exercise was used to help participants think about the current challenges and assets in their neighborhood and consider opportunities for Midtown Center's future. The following discussion questions were provided to participants as prompts:

4.1 Asset Map Results

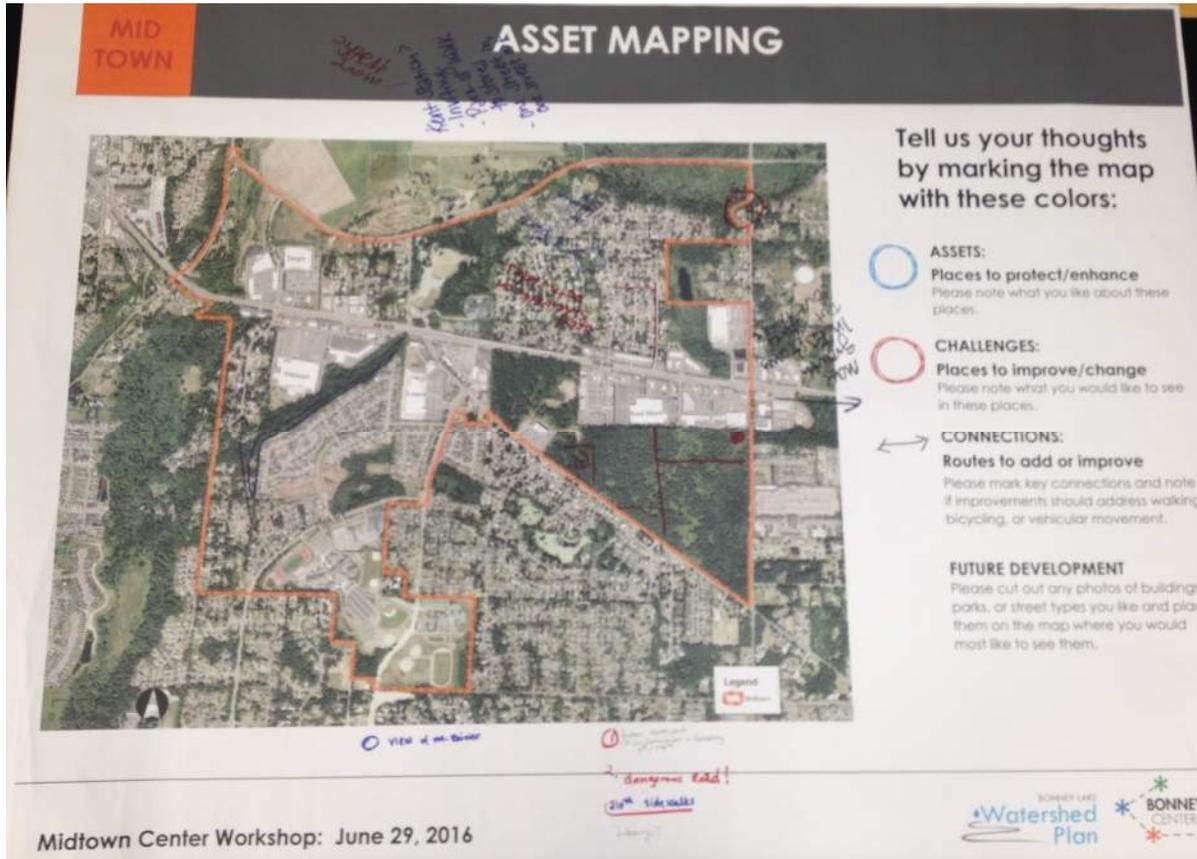
The asset mapping activity provided a method to distill common themes and determine existing assets and challenges in the neighborhood, as well as future opportunities. The table below provides a summary of the themes.

Asset Mapping Summary Topics and Themes

Comment Themes	Sample Comments
Assets	<ul style="list-style-type: none"> • Forested areas of WSU forest • Rural character with services • Commercial services near residential • City pocket park in residential area with ballfield
Challenges	<ul style="list-style-type: none"> • Homeless and drug use in WSU forest • Development agreement of WSU forest • Regional transportation improvements • Sharp curve on 214th Ave E
Connections	<ul style="list-style-type: none"> • Build sidewalks and pedestrian access from surrounding residential areas to commercial areas • Build sidewalks on 210th
Businesses	<ul style="list-style-type: none"> • Attract more high end restaurants • Support for small businesses • Farmers market • More professional employment opportunities
Design and Development	<ul style="list-style-type: none"> • Small scale development – consistent with small town look (the images of Kent Station, Renton’s Landing and Alderwood’s commercial areas did not resonate with participants) • Keep as many trees and green areas as possible; maintain existing vegetation along the roads • Add landscaping around city and residential areas • Community areas with outdoor seating, cafes and gathering spaces • Put more growth and stores in Eastown
Parks and Trails	<ul style="list-style-type: none"> • Connect to Fennel Creek Trail • Activities and areas for youth to play and hang out (YMCA, gaming, bowling alley) • Mountain biking trails through WSU forest • Green areas or large central park or open space (e.g. Auburn Game Farm, Bellevue Park south of the mall) • Build indoor waterpark at new/proposed park

The following section provides photos of the asset mapping exercise and a summary of the comments made by participants. There were three groups and each group had approximately 3-5 participants.

Group 1 Asset Map



Group 2 Asset Map

MID TOWN

ASSET MAPPING

Handwritten notes on map:

- ③ Transportation
- ③ Things/places for kids to go or do
 - YMCA
 - gaming
 - bowling alley
- + Rural character w/ services

Tell us your thoughts by marking the map with these colors:

○ **ASSETS:**
Places to protect/enhance
Please note what you like about these places.

○ **CHALLENGES:**
Places to improve/change
Please note what you would like to see in these places.

↔ **CONNECTIONS:**
Routes to add or improve
Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.

FUTURE DEVELOPMENT
Please cut out any photos of buildings, parks, or street types you like and place them on the map where you would most like to see them.

Handwritten notes on right side:

- ③ More bigger restaurants, one garden esp. Pub Lasser
- ③ More professional shops
- ③ Costco
- ③ Walking corridors on streets
- ③ Green Area/Large Central Park/Open Space
 - more centrally located
 - w/ places to park, gathering space
 - esp. Auburn Barn Farm, Bellevue Park, such as that

Midtown Center Workshop: June 29, 2016

Group 3 Asset Map

MID TOWN

ASSET MAPPING

Midtown Center Workshop: June 29, 2016

Tell us your thoughts by marking the map with these colors:

- **ASSETS:**
Places to protect/enhance
 Please note what you like about these places.
- **CHALLENGES:**
Places to improve/change
 Please note what you would like to see in these places.
- ↔
CONNECTIONS:
Routes to add or improve
 Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.
- FUTURE DEVELOPMENT**
 Please cut out any photos of buildings, parks, or street types you like and place them on the map where you would most like to see them.

lighting at 200th & 9

Regional transportation improvements

add landscaping around inter/ residential areas

Keep as many trees & greens as possible! maintaining existing vegetation along the roads

Development agreement of WSU forest is a challenge.

plan well it's advancement regard community's input

Support for small businesses!

Community Areas - Outlets, parking, cafes, gathering spaces

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BONNEY LAKE CENTERS PLAN

Eastown Visioning Summary

1.0 OVERVIEW

The Eastown Center Workshop took place at the Bonney Lake Justice & Municipal Center from 6:00 to 8:00 PM on May 25th, 2016. The workshop included a presentation and a participatory exercise. There were 37 attendees at the meeting.

Notice to the public was provided in several ways, including:

- A postcard mailing to all residents of the Eastown Center and those living within 300 feet of the center boundary.
- A newspaper advertisement in the Bonney Lake/Sumner Courier-Herald newspaper also advertised the event one week prior to the event.
- Online information was posted on the City's website. There was also a Facebook/Blog Post regarding the dates of all of the workshops and one specific to the Eastown Center workshop.
- The Chamber of Commerce sent an email with all of the dates of the workshops.
- Notice of the workshop will also be emailed to the City's notification list, which includes the list of people that attended the open house.
- The poster with all four workshop dates was displayed at all of the civic locations.

1.1 Purpose

The purpose of the workshop was to:

- Provide residents with information about the planning effort
- Gain input from the community on existing challenges and opportunities
- Hear input from the community on a future vision for Eastown Center

2.0 PRESENTATION

2.1 Presentation Content

The presentation provided an introduction to the Centers planning project, a discussion of how it relates to other planning efforts in Bonney Lake, and an overview of why Bonney Lake should plan for its centers. It also covered a brief summary of Eastown's history, as well as existing demographics, transportation, and land use conditions. Lastly, there was a summary of the project progress and next steps, in addition to information about how to stay involved and continue to comment on the plan.

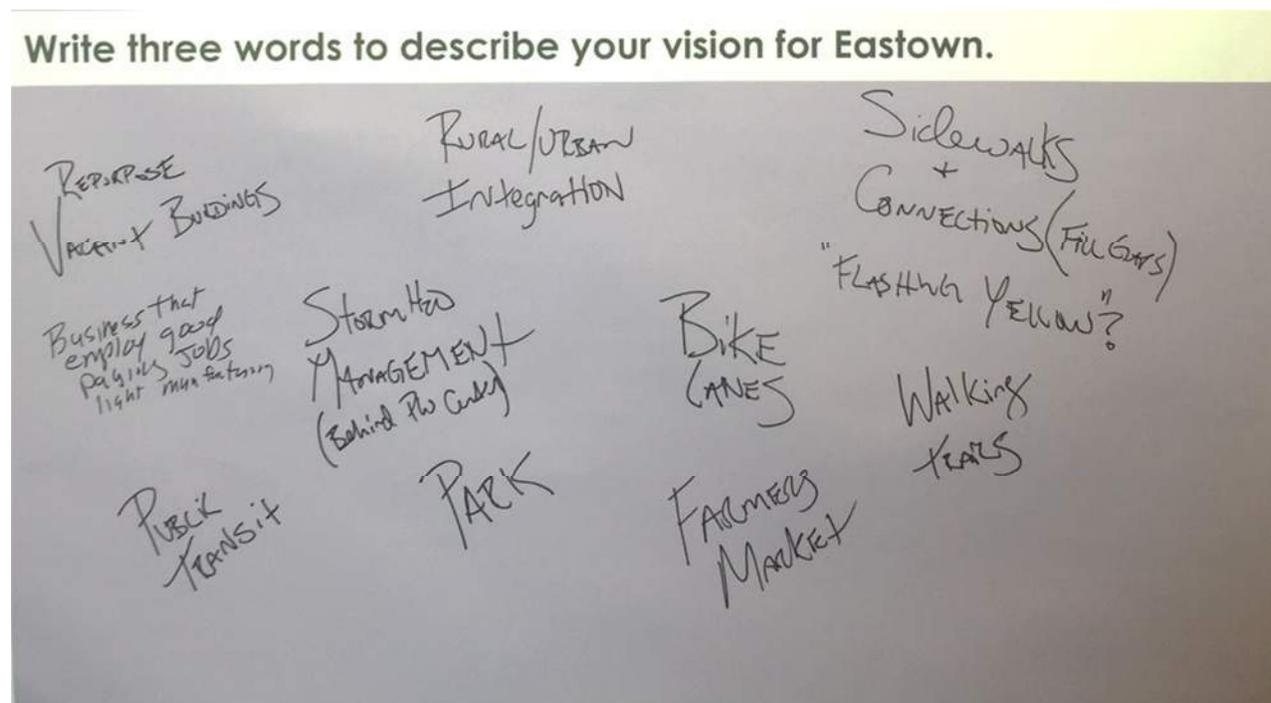
There was also a short presentation from the Tacoma-Pierce County Health Department on the health implications of the built environment.

2.2 Presentation Q & A

Questions and comments on the following topics were received during the presentation Q&A session (see Exhibit 1):

- Repurposing vacant buildings
- Rural/urban integration
- Sidewalks and connections (fill gaps, flashing yellow crosswalks)
- Businesses with livable wage jobs
- Light manufacturing businesses
- Stormwater management
- Public transit
- Park
- Bike lanes
- Farmers market
- Walking trails

Exhibit 1. Presentation Question Topics



3.0 ASSET MAPPING EXERCISE

A group mapping exercise was used to help participants think about the current challenges and assets in their neighborhood and consider opportunities for Eastown Center's future. The following discussion questions were provided to participants as prompts:

- The current Eastown plan describes a need for Eastown to develop a distinctive identity – what should that identity be? How does that identity build on what already exists in Eastown now? What new approach or new features are needed to build Eastown’s identity?
- Given that there will be limited access from 410, how do we create better circulation in Eastown? What is the role of cars, bikes, transit, and pedestrians in this circulation pattern? Where should these physical connections go?
- The current zoning allows almost anything in the Eastown zone. Which uses, if any, should be restricted here and why? How do we ensure compatibility between uses?
- Only 4% of Bonney Lake residents work in Bonney Lake. What opportunities are there for Eastown to provide a source of employment for Bonney Lake residents?
- There are a lot of vacant properties in Eastown. What role should environmental sustainability play in the future development of this area?

3.1 Asset Map Results

The following section provides photos of the asset mapping exercise and a summary of the comments made by participants. There were two groups and each group had 5-7 participants.

Group 1 Asset Map

ASSET MAPPING

What about a raised viaduct?

410
One way east from Vet's Mem. Drive to 234th
Old Summer-Buckley - one way West
(Safety issues?)

ASSETS: ○
Places to protect/enhance places.
Please note what you like about these places.

CHALLENGES: ○
Places to improve/change in these places.
Please note what you would like to see

CONNECTIONS:
Routes to add or improve
Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.

FUTURE DEVELOPMENT
Please cut out any photos of buildings, parks, or street type you like and place them on the map where you would most like to see them.

Tell us your thoughts by marking the map with these colors:

Land Use Ideas:

- Office bldg to employ local comm.
- Large format uses: churches, big box, Costco
- Any thing that will go
- Commercial on the bottom, residential above for views

Need a signal

City stop

Don't add:

- design standards or requirements that add costs, fees.

Lack of sewer utilities

Cost of dev't is high

Land must be consolidated to develop

Potential for Fennell Creek if sewer failure

All additional property for a larger development

Credibility to the City Plan

Make sure other plan is all right

Need better plan + alignment

Put it in Now

City bldg = too much future traffic

Build Eastway Park area for 1000+ people

410 from Veterans Memorial - Chubbey Avenue Blvd

East TOWN

Group 2 Asset Map

- Have Foothills trail go through Easttown/Bonney Lake

Assets:
- Easttown is quiet
rural feel, quality
wooded area

enough greenery sites available
more parks & trails
+ connect trail to South Prairie
Concerns that new dev will bring more traffic
- Nice restaurants - No loud bars or restaurants
Market w/ produce meats
fuel line - can you build near blackbarns
Woods, walk like here
will this be a road?
Potential concern about future road plans here
Concern about potential road hill

96th St E
192nd Ave E
214th Ave E
410
410
Emwhistle Rd E
24th Ave E

Legend
Easttown
Foothills trail

Tell us your thoughts by marking the map with these colors:

ASSETS:
Places to protect/enhance
Please note what you like about these places.

CHALLENGES:
Places to improve/change
Please note what you would like to see in these places.

CONNECTIONS:
Routes to add or improve
Please mark key connections and note if improvements should address walking, bicycling, or vehicular movement.

FUTURE DEVELOPMENT
Please cut out any photos of buildings, parks, or street types you like and place them on the map where you would most like to see them.

3.2 Mapping Summary

The asset mapping activity provided a method to distill common themes and determine existing assets and challenges in the neighborhood, as well as future opportunities. Exhibit 2 provides a summary of the themes.

Exhibit 2. Asset Mapping Topics and Themes

Comment Themes	Sample Comments
Land Use	<ul style="list-style-type: none"> • Large format uses – churches, big box, Costco • Commercial on the bottom, residential above for views • Office buildings to employ local commercial • 50% drop in assessed value
Route 410	<ul style="list-style-type: none"> • Remove 410 barrier • Need a signal at 225th and 410 – too much future traffic with the city building • One way east from Veteran’s Memorial Drive to 234th /One way west Old Sumner-Buckley – safety issues? • Raised viaduct? • Would like to discuss 410 with state rep – should be a discussion with city, state, etc. • 4 lanes from Veteran’s memorial – Old Sumner-Buckley Highway • Concerns that new development will bring new traffic • Hard to turn west on Meridian St
Businesses	<ul style="list-style-type: none"> • Bring in small business • New restaurants • No loud bars or restaurants
Parks & Trails	<ul style="list-style-type: none"> • Need a decent park – others are too crowded • Have Foothills Trail go through Easttown/Bonney Lake (walk, horse, etc.) • More parks and trails • Connect trail to South Prairie
Public Services Bldg	<ul style="list-style-type: none"> • Make sure city building is attractive
Services	<ul style="list-style-type: none"> • Sewer should be built in Easttown • Need sewer now • Potential for pollution of Fennel Creek if sewer failure • Fuel line – build near 214th and 410
Development	<ul style="list-style-type: none"> • Do not add design standards or requirements that add costs, fees • Reduce development charges
Assets	<ul style="list-style-type: none"> • Easttown is quiet and has a rural feel • Wooded area • Wooded and wildlife south of 410, north of Entwistle • Enough grocery stores available
Places to improve	<ul style="list-style-type: none"> • Mobile park

Comment Themes	Sample Comments
	<ul style="list-style-type: none"><li data-bbox="462 216 862 247">• Blind corner/hill on 104th Street<li data-bbox="462 258 1386 321">• Concern about potential road connections throughout the Center and into the adjacent unincorporated county areas.

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CITY COUNCIL WORKSHOP

**October 18, 2016
6:00 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.

DRAFT MINUTES

"Where Dreams Can Soar"

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 6:00 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 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 Services Director John Vodopich, City Attorney Kathleen Haggard, Deputy City Clerk Susan Haigh, Planning & Building Supervisor Jason Sullivan, and Facilities & Special Project Manager Gary Leaf. Police Chief Dana Powers arrived at 6:05 p.m.

III. AGENDA ITEMS:

- A. Discussion/Action: AB16-108 – Resolution 2552** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign The Second And Third Amendments To The WSU Development Agreement And Related Three Party Agreement With Visconsi Land Co., Ltd And Costco Wholesale Corporation. (Pursuant to Public Hearing AB16-107 held October 11, 2016).

Public Services Director Vodopich said the City has received a site plan which is in review and will be taken before the Design Commission in mid-November. He said staff are processing the water and sewer availability and traffic impact analysis currently. He summarized the proposed development agreement amendments, with Visconsi responsible to build the 204th Avenue extension and reconfigure traffic signals on SR 410, and the City providing them an impact fee credit. He said there was no testimony on this item during the public hearing held October 11, 2016, and the item is before the Council for discussion and possible action.

**Councilmember Swatman moved to approve Resolution 2552.
Councilmember Lewis seconded the motion.**

Councilmember Watson asked about timelines for completion of the traffic signals. Director Vodopich said the last attachment in the proposed agreement includes a timeline with completion anticipated in January 2018. Deputy Mayor

McKibbin said it would be helpful if the same company completed both the street extension and the traffic signal, noting that the City must follow a different process than private developers. Mayor Johnson said staff and the developers are working to streamline the process and move ahead without complications.

Director Vodopich noted that the resolution provided in the agenda packet had an error in the title, which references only the second amendment. He said the resolution document will be revised to reflect both the second and third amendment, but no changes will be made to the proposed agreements themselves.

Councilmember Lewis noted that original timelines estimated completion of the project in December 2017 but the updated estimate is January 2018. Director Vodopich said if everything moves ahead as planned the development will be completed in that time frame.

Resolution 2552 approved 7 – 0.

B. Council Open Discussion:

International Council of Shopping Centers (ICSC): Councilmember Watson and Evans attended the ICSC Conference in Portland on October 12-13, 2016. Councilmembers Watson and Evans said it was a good event with a lot of information and businesses attending, and they spoke with representatives from various businesses to encourage them to consider locating in Bonney Lake. Councilmember Lewis said there is a need for a hotel in the area. Mayor Johnson said City staff are attending the ICSC meeting in Tukwila on October 25, and will present information about opportunities for new businesses in Bonney Lake.

Communities for Families (CFF): Councilmember Evans said he attended the CFF meeting in Sumner on October 6. The group discussed the Bonney Lake Police Department no longer sponsoring the Giving Tree toy drive program this year, and options to fill the gap for needy families. He said many local groups are stepping up to support holiday giving for the valley and plateau regions.

Puget Sound Regional Council (PSRC): Councilmember Evans said he attended the PSRC Growth Management Policy Board Meeting on October 6. He said the City plans to propose a reclassification for Bonney Lake from small cities to larger city designation. Planning & Building Supervisor Jason Sullivan provided a comparison between Bonney Lake and Covington, which is a similar size. Councilmember Evans said items at the PSRC meeting included a presentation by the Regional Economic Strategy group and an update on the PSRC 2040 Vision titled "Taking Stock 2016". He said the next meeting is on November 3, 2016 and they will review comprehensive plan certifications and other items.

Meeting Attendance: Mayor Johnson said he will not attend the October 25, 2016 Council Meeting due to a family commitment.

C. **Review of Draft Minutes:** October 4, 2016 Workshop and October 11, 2016 Meeting.

The minutes were forwarded to the October 25, 2016 Meeting for action with minor corrections.

D. **Discussion:** 2017-2018 Biennial Budget (Proposed Ordinance D16-110; Public Hearing held October 11, 2016).

Chief Financial Officer Gibson explained major changes that were made to the previous draft budget: an increase of \$346,000 to the Wastewater Treatment Plant (WWTP) due to unanticipated increases, and costs for the stormwater plan which was approved in 2016 and is being carried over to 2017. City Administrator Morrison explained the notification from Sumner about a 47% increase in costs for the WWTP, and staff are reviewing the costs as they are higher than were anticipated. City Attorney Haggard said she can review the original agreement to determine options to handle disagreements in shared costs.

CFO Gibson reviewed the budget memo which outlines major program changes. Deputy Mayor McKibbin said he would like to sponsor this agenda item going forward. The CFO and City Administrator responded to questions from Councilmember Evans about increased credit card processing fee costs, and from Councilmember Watson about budgeted funds for website design, key card entry for the Justice & Municipal Center, and Senior Center facility costs.

Deputy Mayor McKibbin asked for clarification on non-departmental items. City Administrator Morrison explained that expenses that cross departmental lines such as insurance, bond payments, AWC registrations, and central supplies fall under this section. Deputy Mayor McKibbin asked about increases in the Executive Department budget. CFO Gibson outlined \$50,000 for a police study; \$15,000 for economic development, and filling the Executive Assistant position.

Councilmember Watson asked about funding for pedestrian improvements. Mayor Johnson said based on staff input no streets will be chip sealed in 2017 so staff can study the program, and those funds will instead go toward pedestrian safety projects like crosswalks, crossing lights, etc. City Administrator Morrison said past Public Works staff had differing opinions about the chip seal program, and the City must get its pavement management system running to make use of existing internal systems and resources. Councilmembers discussed the history of the chip seal program, the number of streets chip sealed each year, the difference between overlay and chip seal, and general street maintenance and repairs. In response to a question from Councilmember Watson Director Vodopich and City Administrator Morrison explained funds for right-of-way acquisition for future 214th Street improvements.

Councilmember Swatman noted there are multiple provisional items added to the budget such as Police Department scene scanning software, Office 365 upgrades,

Eden software, etc. He asked whether the Council should consider each of these requests individually. Councilmembers asked for more detailed information on these and other budget requests for 2017-2018. CFO Gibson, City Administrator Morrison, and Mayor Johnson said they can provide more detail and materials used in developing the budget. Mayor Johnson said departments spent significant time developing their budget requests and the Council should determine whether the budget is on the right track.

Mayor Johnson asked how the Council prefers to receive more information: more detailed presentations at a Workshop, meeting one-on-one with staff, or having the CFO provide more details. Councilmembers asked for more details and plan to correspond with the CFO to ask questions and get more information about specific budget items. Deputy Mayor McKibbin confirmed the budget will be discussed again at the November 1 Workshop. The City Administrator asked Council to review the draft budget and bring up any items they feel need additional discussion during the next Workshop.

E. **Discussion:** AB16-79 – Ordinance D16-79 – Establishing Process for Development Agreements.

Planning & Building Supervisor Sullivan explained the proposed ordinance provides a process for development agreements and offers added flexibility to authorize development agreements, similar to a planned unit development (PUD) code. He said he made adjustments after the Council reviewed on July 19, 2016 and based on input from legal counsel.

Deputy Mayor McKibbin asked how staff determined the \$300,000 dollar figure in the draft ordinance; Mr. Sullivan said this was based on the City of Bellevue code and concept of a ‘catalyst’ project. He said the ordinance addresses projects that have a significant impact, known as a ‘catalyst’ project. He said projects like the Renwood Multifamily and the original Greenwood development would have qualified as ‘catalyst’ projects under this definition. He said small projects can also fit into the framework.

Councilmembers asked about the current versus proposed code. City Attorney Haggard said the City’s current code refers to the State Code and this proposed ordinance provides more structure on which projects can be considered for a latecomer agreement, and provides a process.

Mr. Sullivan answered questions and explained that minor revisions are proposed to other sections of the code to ensure consistency and make references back to the new development agreement code. He said the changes will not impact fees elsewhere in the code. Councilmember Lewis suggested that this part of the municipal code be cleaned up to refer to the fee table, as other sections have been updated in the past. Director Vodopich confirmed that other planning and development fees are listed in BLMC 3.68. Mr. Sullivan said it may make more

sense to update all references to fees in this chapter at one time, rather than trying to address this in updates about the development agreement process.

The City Attorney provided background on Revised Code of Washington laws that address development agreements. She said this has been awkward in past situations when the City wishes to grant a credit for an impact fee when a specific project is not on the list. She said state law allows cities to have flexibility if they have passed an ordinance, such as providing credits against system development charges based on contributed infrastructure.

Mr. Sullivan said the proposed ordinance provides flexibility to determine which improvements should count toward a credit. He confirmed it does not guarantee a project will receive a credit, but provides the option. He noted that for the Costco development, the City updated the 20-year project list to add 214th Street so the Development Agreement made sense. He said Pierce County and many other cities have a similar process as this proposed ordinance.

Councilmembers discussed the concept of a ‘catalyst’ project and whether the proposed process should be limited only to ‘catalyst’ level projects. Councilmember Swatman said the current code offers flexibility, and expressed concern that a future Council may face issues with this code. Mr. Sullivan suggested that language about ‘catalyst’ projects be removed. City Attorney Haggard suggested retaining the phrase about projects that “significantly benefit the city”. He reiterated that the proposed process offers more flexibility for negotiating with developers.

Councilmembers reviewed specific language in the proposed ordinance, fees, and the size of a development that should fall under this process. Mr. Sullivan said staff can develop an approval process for small development agreements, and have it approved by Council before putting it into effect. Administrative Services Director/City Clerk Edvalson suggested section 14.70.070 for approval procedures be revised to receive Council approval by “action” rather than by “resolution” to get Council direction on individual development agreements.

Council consensus was to forward this item to the November 1, 2016 Workshop for review.

F. **Discussion:** AB16-121 – Resolution 2557 – Approving an Agreement with Bruce Dees for Allan Yorke Park Improvements, Phase I.

Special Projects Manager Gary Leaf described the draft agreement and items to consider for the 2017-2018 budget. He said a total of \$15 Million in improvements is proposed and the Council needs to provide guidance which of the items in the Phase 1 improvements to move forward with at this time. He said once this is outlined, staff can work on an agreement with Bruce Dees for design.

Councilmembers discussed the estimated cost and the scope of the contract. In response to Council questions, Mr. Leaf said staff expectation is that all the items

on the proposed list could be constructed at any time, prior to the Public Works Center relocation from the city-owned property. He said the BMX trail was not included in this proposal because it requires other items be completed. Mayor Johnson said the BMX trail is in the Capital Improvement Plan project list and asked staff to re-insert it in the proposed projects for design.

Councilmember Watson expressed concern that the proposed projects have a limited focus on ball fields and do not offer improvements, such as trails, for other groups. He suggested improvements be spread out to various types of recreation, and the Council also needs to address Midtown Park and funding for Special Events. Deputy Mayor McKibbin said the price tag for ball field improvements is significant. Councilmember Watson asked about maintenance costs for the new turf. Mr. Leaf explained the various improvements to the size, lighting, and turf for the ball fields. Councilmember Swatman said it will greatly increase the available use of these fields.

Councilmember Minton-Davis asked whether the proposed projects would decrease or increase available parking. Mr. Leaf explained improvements to Ball Field 4 will not decrease parking; Mayor Johnson said paving the trail between Ball Field 4 and the Public Works Center will provide easier access to additional parking.

Mayor Johnson said a lot of time has been spent reviewing options and developing this plan, and urged Council to move forward with those projects that can be completed without raising taxes, and be used by the public. He said these visible improvements will foster momentum for future projects. He said if the Council wants to spend the money on other projects, to lay out a plan. Mayor Johnson said he did not want the park improvements plan to sit on the shelf. He described community interest in multipurpose fields and places for children to play. He said the old City Hall building might someday become a community center, and there is a need for bike trails, fields, dog parks, and quiet park areas.

Councilmembers and Mayor Johnson discussed the various priorities and options and a desire to move forward on park improvements. Mr. Leaf said volunteer and community groups like the Kiwanis are interested in helping, and could work on smaller parts of the projects like trail improvements. Councilmember Evans noted the proposed projects for design are slightly different than the earlier version of the park plan.

Deputy Mayor McKibbin said the Council's current action is for design, and in the future they can decide which portions to construct. He noted the full Council supported the parks master plan concept, and the proposed contract will get project designs ready so the City can begin working on improvements. Councilmember Rackley spoke in support of starting improvements, but said he wants the Council to develop plans for Midtown Park (WSU Forest) as well. Mayor Johnson said he and the Council wanted 2016 to be the 'year of the park',

and though funds could be spent in other ways, the projects being proposed in Resolution 2557 will offer completed, visible improvements to the public.

Mr. Leaf said he will update the proposed budget and bring the design contract back for Council action after the 2017-2018 budget is approved. He said the contract is a commitment to move forward with design of the proposed improvements. Council consensus was to forward the proposed resolution to a future Council Meeting for action.

G. **Discussion:** Retail Sales of Marijuana (Previously Adopted Ordinance 1502)

Deputy Mayor McKibbin said Councilmembers requested discussion based on community input. Councilmember Watson noted it has been some time since the ordinance was adopted and a new councilmember has joined the Council, and there may be a change in the Council's position on this subject.

Councilmember Rackley said he is willing to consider the issue and wants to research youth use of marijuana first. He said retail marijuana is a huge potential revenue source for the city. Councilmember Watson said his main concern is education for children. Councilmember Evans said there are several stores in Buckley but none in Bonney Lake or Pierce County, so all sales tax from retail marijuana sales goes to the City of Buckley. He said Bonney Lake Police are impacted by marijuana use but the City receives no tax revenue. He added that most Bonney Lake voters voted in favor of legalizing marijuana. Councilmember Swatman spoke against allowing retail marijuana sales. He said it is illegal per federal laws and he is concerned about youth drug use.

Councilmembers discussed retail marijuana sales tax revenues, impacts to the community, and concerns about normalizing marijuana use amongst adults and youth. Mayor Johnson asked whether the City could levy a tax to fund education. City Attorney Haggard said Washington State plans to increase the number of available retail marijuana licenses.

Mr. Sullivan explained the previous review and proposals from the Planning Commission. He said the Planning Commission proposed zoning classifications and buffering requirements, and if those had been applied only a few locations in the City would have allowed retail marijuana sales. He said the Council could also enact design standards for crime prevention. He noted that the City received an application for a marijuana business but it was not approved due to the city's ban. Mr. Sullivan and the City Attorney responded to questions about allowed signage based on State regulations and case law.

Councilmember Minton-Davis said she is willing to sponsor a proposed agenda item to reconsider the ordinance. Mr. Sullivan said the Council would need to take action to add this as an item on the Planning Commission work plan. Mayor Johnson asked if the Council wants further discussion at a future workshop, and whether there was sufficient support from the Council to reconsider the ordinance,

otherwise it would not be worth staff time to work on this topic. Councilmembers Minton-Davis, Rackley, and Evans, and Deputy Mayor McKibbin said they would support placing the item on the Planning Commission work plan. Consensus was to forward a motion to the next Council Meeting.

IV. EXECUTIVE/CLOSED SESSION: None.

V. ADJOURNMENT:

At 8:14 p.m. the Workshop was adjourned by consensus of the Council.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the October 18, 2016 Workshop:

- Saranjit Bassi – *Marijuana information handouts.*

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

**October 25, 2016
6:00 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

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

I. CALL TO ORDER – Deputy Mayor Randy McKibbin called the Meeting to order at 6:00 p.m.

- A. Flag Salute: Deputy Mayor McKibbin 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 McKibbin, elected officials attending were Councilmember Justin Evans, Councilmember Donn Lewis, Councilmember Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson. Mayor Neil Johnson, Jr. was absent.

Staff members in attendance were City Administrator Don Morrison, Chief Financial Officer Cherie Gibson, Police Chief Dana Powers, Public Services Director John Vodopich, City Attorney Kathleen Haggard, and Deputy City Clerk Susan Haigh.

- C. Agenda Modifications: None.
- D. Announcements, Appointments and Presentations:

1. Announcements:

Councilmember Evans asked those in attendance to observe a moment of silence in remembrance of Captain Tim McCoy from East Pierce Fire & Rescue, who lost his life in an accident the previous weekend.

2. Appointments: None.

3. Presentations: None.

II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:

A. Public Hearings:

- 1. **Public Hearing** (Continued from October 11, 2016): AB16-109 – A Public Hearing To Consider The Proposed 2017-2018 Biennial Budget (Proposed Ordinance D16-110).

The Public Hearing was reopened at 6:00 p.m. Seeing no speakers, the hearing was continued to November 22, 2016 at 6:00 p.m.

B. Citizen Comments:

Kelly Denn, Sumner School District, 1202 Wood Ave, Sumner, provided a report from the Sumner School District including achievements in academics, partnerships, safety, and resource management.

Brian Wright, Puyallup, said he works with Sunny (Saranjit) Bassi and spoke about legal retail sales of marijuana and teen use of marijuana.

Joe Dombrowski, 23407 118th St, Buckley, spoke in support of Sunny (Saranjit) Bassi and said Mr. Bassi is interested in supporting education and the community.

William Zimmerman, 18502 Bonney Lake Blvd, Bonney Lake, spoke in opposition to proposed motion AB16-129 regarding retail sales of marijuana. He described several issues and concerns related to retail marijuana sales.

Mark Hamilton, 18003 83rd St E, Bonney Lake, spoke about the proposed 2017-2018 Biennial Budget, noting he had arrived too late to speak during the Public Hearing portion of the Meeting. He asked the Council to include improvements to Allan Yorke Park in the budget. He also spoke on behalf of the Friends of Fennel Creek and asked the City to fund water quality testing for Fennel Creek in the 2017-2018 budget. He said testing was completed as part of the 1999 study on the Fennel Creek corridor but has not been done since.

C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

A. Finance Committee: Deputy Mayor McKibbin said the Committee met earlier in the evening and forwarded two resolutions and one ordinance to the Full Council.

B. Community Development Committee: Councilmember Lewis said the Committee will meet again on November 1, 2016.

C. Economic Development Committee: No report.

D. Public Safety Committee: Councilmember Watson said the Committee will meet next on November 2, 2016.

E. Other Reports: None.

IV. CONSENT AGENDA:

- A. **Approval of Minutes:** October 4, 2016 Workshop and October 11, 2016 Meeting.
- B. **Approval of Accounts Payable and Utility Refund Checks/Vouchers:** Accounts Payable checks/vouchers #74927-74986 (including wire transfer #20161001, 20161002, and 20161003) in the amount of \$315,133.42.
Accounts Payable checks/vouchers #74987-75032 (including wire transfer #'s 18980291, 20160907, and 20161004) in the amount of \$990,567.14.
Accounts Payable wire #1017201601 in the amount of \$26,751.95 for p-card purchases.
- C. **Approval of Payroll:** October 1st -15th, 2016 for checks #33183-33198 including Direct Deposits and Electronic Transfers is \$ 514,158.90.
- D. **AB16-120 – Resolution 2556** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Resolution Nos. 2403 And 2356 To Increase The Number Of Members Of The Arts Commission.
- E. **AB16-122 – Resolution 2558** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Awarding The Bid For Official Newspaper Services To Sound Publishing Inc./Courier Herald For 2016-2017.

**Councilmember Rackley moved to approve the Consent Agenda.
Councilmember Watson 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. **AB16-129** – A Motion Of The City Council Of The City Of Bonney Lake, Pierce County, Washington Amending The Current 2016-2018 Planning Commission Work Plan To Add A Review And Reconsideration Of Marijuana Retail Sales Within The City Of Bonney Lake.

**Councilmember Rackley moved to approve motion AB16-129.
Councilmember Lewis seconded the motion.**

Councilmember Rackley said he has gathered information materials including the Washington State Impact Report from the School District as well as survey results from the School District. He said he plans to study these items and share information with the council. He said these studies found that marijuana use has not increased since retail sales were legalized. He said his opinion has changed and he does not think retail sales will impact Bonney Lake by creating new marijuana users, and noted it is widely available outside the City limits. He said that when the Bonney Lake Police Department arrests drivers impaired by marijuana in the City limits, the City pays for prosecution. Deputy Mayor McKibbin noted that the motion for Council consideration is simply to send the item to the Planning Commission for review.

**Motion AB16-129 approved 4 – 3.
Councilmembers Lewis, Swatman, and Watson voted no.**

X. EXECUTIVE/CLOSED SESSION: None.

XI. ADJOURNMENT:

At 6:22 p.m. the Meeting was adjourned by common consent of the City Council.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the October 25, 2016 Meeting: 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

**November 8, 2016
6:00 P.M.**

DRAFT MINUTES



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

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

- I. CALL TO ORDER** – Mayor Neil Johnson, Jr. called the Meeting to order at 6:00 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 Donn Lewis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson. Councilmember Justin Evans attended telephonically. Councilmember Katrina Minton-Davis was absent.

Councilmember Watson moved to excuse Councilmember Minton-Davis’ absence. Councilmember Lewis seconded the motion.

Motion approved 6 – 0.

Staff members in attendance were City Administrator Don Morrison, Administrative Services Director/City Clerk Harwood Edvalson, Assistant Police Chief James Keller, Public Services Director John Vodopich, City Attorney Kathleen Haggard, and Deputy City Clerk Susan Haigh.

- C. Agenda Modifications: None.
 - D. Announcements, Appointments and Presentations:
 - 1. Announcements: None.
 - 2. Appointments: None.
 - 3. Presentations: None.
- II. PUBLIC HEARINGS, CITIZEN COMMENTS & CORRESPONDENCE:**
- A. Public Hearings:
 - 1. **AB16-111** – A Public Hearing of the City Council of the City of Bonney Lake, Pierce County, Washington to Receive Citizen Comment in Reference to Ordinance D16-112, Which Sets the Amount of the Annual Ad Valorem Tax Levy for Year 2017.

Mayor Johnson opened the public hearing at 6:02 p.m. No speakers signed up or came forward. The public hearing was closed at 6:02 p.m.

- B. Citizen Comments: None.
- C. Correspondence: None.

III. COUNCIL COMMITTEE REPORTS:

- A. Finance Committee: Deputy Mayor McKibbin said the Committee will meet next on November 22, 2016 at 5:00 p.m.
- B. Community Development Committee: Councilmember Lewis said the Committee will meet next on November 15, 2016 at 4:30 p.m.
- C. Economic Development Committee: Director Vodopich said the Committee will meet next on November 15, 2016 at 4:00 p.m.
- D. Public Safety Committee: Councilmember Watson said the Committee will meet next on November 22, 2016 at 4:00 p.m.
- E. Other Reports: None.

IV. CONSENT AGENDA:

- A. **Approval of Accounts Payable and Utility Refund Checks/Vouchers**: Accounts Payable checks/vouchers #75033-75076 in the amount of \$259,331.01.
- B. **Approval of Payroll**: October 16th – 31st, 2016 for checks #33199-33220 including Direct Deposits and Electronic Transfers is \$609,096.91.
- C. **AB16-79 – Ordinance 1558 [D16-79]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Recodifying Chapter 14.70 And Amending Sections 19.04.070 And 19.06.070 Of The Bonney Lake Municipal Code Relating To Development Agreements.
- D. **AB16-125 – Ordinance 1559 [D16-125]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Ordinance No. 1471 Relating To The Salary Schedule For Non-Represented Employees.
- E. **AB16-132 – Ordinance 1560 [D16-132]** – An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 13.12 Of The Bonney Lake Municipal Code And Ordinance No. 1477 Relating To Mandatory Sewer Connections.
- F. **AB16-123 – Resolution 2560** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Establishing A Formal Cost-Share

For The Planned Public Works Center.

- G. **AB16-134 – Resolution 2564** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Professional Services Agreement With Bravo Environmental NW, Inc. For Sewer Main Video Inspection.

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

Consent Agenda approved 6 – 0.

V. FINANCE COMMITTEE ISSUES:

- A. **AB16-126 – Resolution 2561** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing A Professional Services Agreement With Financial Consulting Services Group (FCSG) To Undertake A Water And Sewer Rate And System Development Charge (SDC) Study.

Councilmember Rackley moved to approve Resolution 2561. Councilmember Watson seconded the motion.

Councilmember Watson said he was originally concerned about the expense for this study but feels it is important to complete the study for setting rates. City Administrator Morrison explained that the consultants will study several items, including water rates, sewer rates, and system development charges. Councilmember Swatman asked whether consultants can review various scenarios and rate-setting options. City Administrator Morrison said the Council could discuss scenarios in the Community Development Committee or at a workshop and provide them to the consultants as part of the scope of work. Councilmember Lewis noted the last study was completed in 2009 and it is important to have this review and keep up with expenses and infrastructure costs. He noted increasing costs for the Sumner Waste Water Treatment Plant (WWTP), due to federal requirements and adding staff.

Resolution 2561 approved 6 – 0.

VI. COMMUNITY DEVELOPMENT COMMITTEE ISSUES: None.

VII. ECONOMIC DEVELOPMENT COMMITTEE ISSUES: None.

VIII. PUBLIC SAFETY COMMITTEE ISSUES: None.

IX. FULL COUNCIL ISSUES:

- A. **AB16-131 – Resolution 2563** – A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Making A Declaration Of Substantial Need For The Purpose Of Setting The Limit Factor For The Property Tax Levy For 2017.

Councilmember Watson moved to approve Resolution 2563. Councilmember Lewis seconded the motion.

Councilmember Swatman spoke against the proposed resolution. He said others on the Council have backgrounds in finance and small business, and he does not feel this minor amount qualifies as a substantial need. Councilmembers Rackley and Watson spoke in support of the proposed resolution.

**Resolution 2563 approved 4 – 2.
Councilmembers Evans and Swatman voted no.**

X. EXECUTIVE/CLOSED SESSION: None.

XI. ADJOURNMENT:

At 6:09 p.m. the Meeting was adjourned by common consent of the City Council.

Harwood Edvalson, MMC
City Clerk

Neil Johnson, Jr.
Mayor

Items presented to Council at the November 8, 2016 Meeting: 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 of Bonney Lake, Washington
City Council Agenda Bill (AB)

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 15 November 2016	Agenda Bill Number: AB16-128
Agenda Item Type: Ordinance	Ordinance/Resolution Number: D16-128	Councilmember Sponsor: Swatman

Agenda Subject: Donations to the City

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending Chapter 3.93 Of The Bonney Lake And Ordinance No. 937 Relating To Donations To The City.

Administrative Recommendation: Approve

Background Summary: Councilmember Swatman requested that the Administration come up with a donations policy. There is a section of the municipal code (BLMC 3.93) developed in 2002, that deals with donations, but it is somewhat lacking and obsolete in other respects. This amended ordinance would be more like enabling legislation that contains a few basic principles, but calls for the establishment of donation policies by subsequent resolution. The draft resolution which would be adopted pursuant to this is attached as a reference, and would likely come before Council the first of the year after review by the Finance Committee.

Attachments: D16-128; Draft policy resolution

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
				<input type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: NA				

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

COUNCIL ACTION	
Workshop Date(s): 15 November 2016	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

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

ORDINANCE NO. D16-128

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AMENDING CHAPTER 3.93 OF THE BONNEY LAKE AND ORDINANCE NO. 937 RELATING TO DONATIONS TO THE CITY.

WHEREAS, the City Council finds it desirable to update its general policies related to donations of money or property to the City;

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

Section 1. BLMC Section 3.93 and the corresponding sections of Ordinance No. 937 are hereby amended to read as follows:

3.93.010 Donations of Money or Other Property – Policies to Be Established.

The city council may, ~~by ordinance,~~ accept any money or other property donated, devised, or bequeathed to it. ~~If a bequest of property to the city is made contingent on the city's compliance with terms contained in the bequest, the city may comply with those terms, provided such compliance is within the powers granted the city by law. If a bequest of real property to the City is contingent on certain terms or conditions, then the City Council shall determine by motion whether to accept the bequest and accompanying terms or conditions, provided such compliance is within the powers of the City.~~ Once a donation of property has been accepted in accordance with this chapter, such property may be used by the city for any municipal purpose, subject only to any agreed upon terms or conditions. The City Council, by Resolution, shall establish policies to govern the acceptance and disposition of money or other property donated to the City.

3.93.020 Disposition of Donated Property.

Money donated to the city shall be deposited in the appropriate city fund as determined by the ~~finance director~~ Chief Financial Officer or designee. Such money donations may be credited to the appropriate fund at the discretion of the ~~finance director~~ Chief Financial Officer or designee. Such financial donations received may be budgeted and subsequently expended in accordance with established purchasing policies and procedures. Upon receipt, donations to the city of property other than money shall be recorded in the city's gift catalogue as provided below, and then may be disposed of for any municipal purpose, at the discretion of the finance director or designee.

3.93.030 Gift catalogue— Receipt for items donated.

~~A gift catalogue for all donations of property other than money is hereby established, and is incorporated herein by reference. The city's gift catalogue shall contain, for each item donated, the date of the donation, a description of the item, the fair market value of the item as estimated by the finance director or designee, and the name and address of the donor. The finance director or designee shall issue the donor a receipt for any items donated to the city.~~

3.93.030 – Record Keeping - Receipts.

The City Council, by Resolution, shall establish policies regarding the recording of donations, maintenance of donation records, and the provision of receipts to donors.

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

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

PASSED by the City Council and approved by the Mayor this ____ 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)

Department/Staff Contact: Executive / Don Morrison	Meeting/Workshop Date: 15 November 2016	Agenda Bill Number: AB16-138
Agenda Item Type: Resolution	Ordinance/Resolution Number: 2567	Councilmember Sponsor: McKibbin

Agenda Subject: Police Department Staffing and Operations Review

Full Title/Motion: A Resolution Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Agreement Between The City Of Bonney Lake, Washington And The Center For Public Safety Management, Llc To Conduct A Staffing And Operations Review Of The Police Department.

Administrative Recommendation: Approve

Background Summary: The Police Department was last reviewed in 2004. At the Council budget retreat the Council agreed that a new staffing and operations review should be conducted. This review will focus on staffing and deployment of resources. The 2017-2018 biennial police department budget is \$12,781,894.88 dollars. This study will help assure that the nearly \$13 million dollars allocated to the police department for the next biennium will be spent in a manner that brings the greatest benefit and service to the citizens of Bonney Lake. Five firms submitted proposals to conduct the study. Two were interviewed by the City Administrator, Police Chief, and 2 Assistant Chiefs. It was a unanimous recommendation of the interview panel to select the Center for Public Safety Management to conduct the study.

Attachments: Resolution, Agreement, Proposal/Scope of Work

BUDGET INFORMATION				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
\$50,000 (2017)	\$50,000	+/- \$46,150		<input checked="" type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
Budget Explanation: \$46,150 plus expenses. Note: the City is receiving a \$5K discount because of its ICMA membership				

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

COUNCIL ACTION	
Workshop Date(s): 11/15/16	Public Hearing Date(s):
Meeting Date(s):	Tabled to Date:

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

RESOLUTION NO. 2567

A RESOLUTION OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT BETWEEN THE CITY OF BONNEY LAKE, WASHINGTON AND THE CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC TO CONDUCT A STAFFING AND OPERATIONS REVIEW OF THE POLICE DEPARTMENT.

WHEREAS, The Police Department was last reviewed in 2004, and

WHEREAS, at the Council budget retreat the Council agreed that a new staffing and operations review should be conducted in order to assure that police resources are deployed when and where most needed, and

WHEREAS, the proposed 2017-2018 biennial police department budget is \$12,781,894.88 dollars, and

WHEREAS, it is important for City to assure that the nearly \$13 million dollars allocated to the police department for the next biennium will be spent in a manner that brings the greatest benefit and service to the citizens of Bonney Lake;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES RESOLVE AS FOLLOWS:

Section 1. The Mayor is hereby authorized to sign an agreement with the Center for Public Safety Management, LLC to conduct a review of the police department.

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

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this ___th day of November, 2016, by and between the City of Bonney Lake (“City”) and Center for Public Safety Management, LLC (“Consultant”).

The parties hereby agree as follows:

1. **Scope of Work.** The Consultant shall perform all work and provide all materials described in the proposal and Scope of Work set out in Exhibit A attached hereto and incorporated herein by this reference. Such work shall be performed using facilities, equipment and staff provided by Consultant, and shall be performed in accordance with all applicable federal, state and local laws, ordinances and regulations. The Consultant shall exercise reasonable care and judgment in the performance of work pursuant to this Agreement. The Consultant shall make minor changes, amendments or revisions in the detail of the work as may be required by the City, such work not to constitute Extra Work under this Agreement.
2. **Ownership of Work Product.** Documents, presentations and any other work product produced by the Consultant in performance of work under this Agreement shall be tendered to the City upon completion of the work, and all such product shall become and remain the property of the City and may be used by the City without restriction; *provided*, that any such use by the City not directly related to the particular purposes for which the work product was produced shall be without any liability whatsoever to the Consultant.
3. **Payment.** The Consultant shall be paid by the City for completed work and services rendered under this Agreement pursuant to the charges set out in Exhibit A, attached hereto and incorporated herein by this reference. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work, exclusive of travel. All billings for compensation for work performed under this Agreement shall list the work that was performed and the compensation shall be figured using the rates set out in Exhibit A; *provided*, that payment for work within the Scope of Work (Exhibit A) shall not exceed the fee set out in Exhibit A without written amendment to this Agreement, agreed to and signed by both parties.

Acceptance of final payment by the Consultant shall constitute a release of all claims, related to payment under this Agreement, which the Consultant may have against the City unless such claims are specifically reserved in writing and transmitted to the City by the Consultant prior to acceptance of final payment. Final payment shall not, however, be a bar to any claims that the City may have against the Consultant or to any remedies the City may pursue with respect to such claims.

The Consultant and any sub-consultants shall keep available for inspection, by the City, for a period of three years after final payment, the cost records and accounts pertaining to this Agreement and all items related to, or bearing upon, such records. If any litigation, claim or audit is started before the expiration of the three-year retention period, the records shall be retained until all

litigation, claims or audit findings involving the records have been resolved. The three-year retention period shall commence when the Consultant receives final payment.

4. **Changes in Work.** The Consultant shall make all revisions and changes in the work completed under this Agreement as are necessary to correct errors, when required to do so by the City, without additional compensation.

5. **Extra Work.** The City may desire to have the Consultant perform work or render services in addition to or other than work provided for by the expressed intent of the Scope of Work. Such work will be considered Extra Work and will be specified in a written supplement which will set forth the nature and scope thereof. Work under a supplement shall not proceed until authorized in writing by the City. Any dispute as to whether work is Extra Work or work already covered by this Agreement shall be resolved before the work is undertaken. Performance of the work by the Consultant prior to resolution of any such dispute shall waive any claim by the Consultant for compensation as Extra Work.

6. **Employment.** Any and all employees of Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of said employees, while so engaged; any and all taxes arising out of Consultant's or Consultant's employees' work under this Agreement; and any and all claims made by a third party as a consequence of any acts, errors, or omissions on the part of the Consultant's employees, while so engaged, shall be the sole obligation and responsibility of the Consultant. The Consultant's relation to the City shall always be as an independent contractor.

7. **Nondiscrimination and Legal Compliance.** Consultant agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, gender, age or handicap except for a bona fide occupational qualification with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training; and rendition of services. The contractor represents and warrants that it is in compliance with and agrees that it will remain in compliance with the provisions of the Immigration Reform and Control Act of 1986, including but not limited to the provisions of the Act prohibiting the hiring and continued employment of unauthorized aliens and requiring verification and record keeping with respect to the status of each of its employees' eligibility for employment. The contractor shall include a provision substantially the same as this section in all contracts with subcontractors performing work required of the contractor under this contract. The contractor agrees to indemnify and hold the City harmless from all liability, including liability for interest and penalties, the City may incur because of the contractor failing to comply with any provisions of the Immigration Reform and Control Act of 1986. Consultant understands and agrees that if it violates this section, this Agreement may be terminated by the City, and that Consultant shall be barred from performing any services for the City in the future unless and until a showing is made satisfactory to the City that discriminatory practices have terminated and that recurrence of such action is unlikely.

8. **Term.** This Agreement shall become effective upon the day of its execution by both parties, and shall terminate upon completion of the work and delivery of all materials described in Exhibit A.

9. **Termination by City.** The City may terminate this Agreement at any time upon not less than ten (10) days written notice to Consultant, subject to the City's obligation to pay Consultant in accordance with subsections A, B, and C below.

A. In the event this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for actual cost of work complete at the time of termination of the Agreement. In addition, the Consultant shall be paid on the same basis as above for any authorize Extra Work completed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the termination notice. If the accumulated payment(s) made to the Consultant prior to the termination notice exceeds the total amount that would be due as set forth in this subsection, then no final payment shall be due and the Consultant shall immediately reimburse the City for any excess paid.

B. In the event the services of the Consultant are terminated by the City for fault on the part of the Consultant, subsection A of this section shall not apply. In such event the amount to be paid shall be determined by the City with consideration given to the actual costs incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or of a type which is usable by the City at the time of termination, the cost to the City of employing another person or firm to complete the work required and the time which may be required to do so, and other factors which affect the value to the City of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made if subsection A of this section applied.

C. In the event this Agreement is terminated prior to completion of the work, the original copies of all work products prepared by the Consultant prior to termination shall become the property of the City for its use without restriction; *provided*, that any such use by the City not directly related to the purposes for which the work product was produced shall be without any liability whatsoever to the Consultant.

10. **Termination by Consultant.** Consultant may terminate this Agreement only in response to material breach of this Agreement by the City, or upon completion of the work set out in the Scope of Work and any Extra Work agreed upon by the parties.

11. **Applicable Law; Venue.** The law of the State of Washington shall apply in interpreting this Agreement. Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Pierce County.

12. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or

omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Insurance

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

13. **Subletting or Assigning.** The Consultant shall not sublet or assign any of the work covered by this Agreement without the express written consent of the City.

14. **Entire Agreement.** This Agreement represents the entire Agreement between the parties. No change, termination or attempted waiver of any of the provisions of the Agreement shall be binding on any party unless executed in writing by authorized representatives of each party. The agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the parties.

15. **Waiver.** Failure by any party to this Agreement to enforce any provision of this Agreement or to declare a breach shall not constitute a waiver thereof, nor shall it impair any party's right to demand strict performance of that or any other provision of this Agreement any time thereafter.

16. **Severability.** If any provision of this Agreement or its application is held invalid, the remainder of the Agreement or the application of the remainder of the Agreement shall not be affected.

17. **Execution and Acceptance.** This Agreement may be executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The Consultant hereby ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in the supporting materials submitted by the Consultant, and does hereby accept the Agreement and agrees to all the terms and conditions thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

CITY OF BONNEY LAKE

By:
Neil Johnson, Jr. Mayor

CONSULTANT

By: 
Leonard A. Matarese
Managing Partner

Attachments:

PROPOSAL FOR

COMPREHENSIVE ANALYSIS OF LAW ENFORCEMENT SERVICES

BONNEY LAKE, WA



CPSM[®]

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW STE 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 800-998-3392

ICMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association

1. GENERAL AND LEGAL INFORMATION

THE ASSOCIATION & THE COMPANY

International City/County Management Association (ICMA)

The International City/County Management Association (ICMA) is a 101-year old, non-profit professional association of local government administrators and managers, with approximately 11,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to its citizens in an efficient and effective manner.

ICMA advances the knowledge of local government best practices its website icma.org, publications, research, professional development, and membership.

The **ICMA Center for Public Safety Management (ICMA/CPSM)** was launched by ICMA to provide support to local governments in the areas of police, fire, EMS, Emergency Management, 9-1-1- Dispatch and Homeland Security. The Center also represents local governments at the federal level and is involved in numerous projects with the Department of Justice and the Department of Homeland Security.

In 2014 **Center for Public Safety Management (CPSM) spun out as an LLC** and is now the exclusive provider of public safety technical assistance for ICMA. CPSM-provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as CALEA. The Center for Public Safety Management, LLC maintains the same team of individuals performing the same level of service that it had for ICMA.

CPSM's local government technical assistance experience includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 254 such studies in 39 states and provinces and 190 communities ranging in size from 8,000 population Boone, IA to 800,000 population Indianapolis, IN.

CPSM is a Limited Liability Partnership organized under the laws of Washington, DC EIN: 46-5366606.

2. CONTACT INFORMATION

Leonard Matarese is a managing partner of the company and will be the main contact for the project, as follows:

lmatarese@cpsm.us

716-969-1360

800-998-3392

www.cpsm.us

CPSM

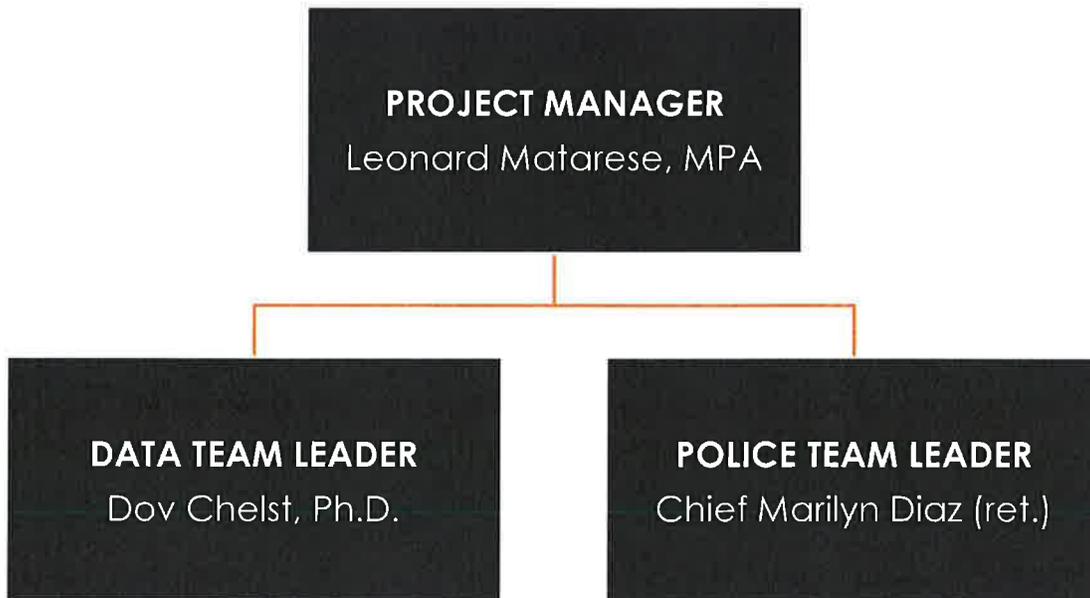
Center for Public Safety Management, LLC

3. STATEMENT OF QUALIFICATIONS AND STAFFING

PROJECT STAFFING

For this project CPSM will assemble a premier team of experts from a variety of disciplines and from across the United States. The goal is to develop recommendations that will enable it to produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a project team leader, two Operations Leaders and several senior public safety Subject Matter Experts selected from our team specifically to meet the needs of the municipality.

The management organizational chart for the project includes the following Key Team Members



PROJECT MANAGER

LEONARD A. MATARESE, MPA, ICMA-CM, IPMA-SCP

Director of Research and Project Development, Center for Public Safety Management

BACKGROUND

Mr. Matarese is a specialist in public sector administration with particular expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with particular attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71 agency, U.S. Customs Service anti-terrorist and narcotics task force and also as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association-Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments. Mr. Matarese is a life member of the International Association of Chiefs of Police and the ICMA.

DATA ASSESSMENT TEAM

DOV CHELST, PH.D.

Director of Quantitative Analysis

BACKGROUND

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national and international conferences, and participated in workshops across the country.

SENIOR PUBLIC SAFETY SUBJECT MATTER EXPERT

DAVID MARTIN, PH.D.

Senior Researcher in the Center for Urban Studies, Wayne State University

BACKGROUND

Dr. David Martin is Director of the Center for Urban Studies' Urban Safety Unit. He specializes in criminal justice research and program evaluation. He has had a close working relationship with the Detroit Police Department since 1993 and is currently working with Wayne State's police department on Midtown COMPSTAT, a collaborative policing and crime prevention initiative. He has developed real-time crime mapping and analysis tools to track crime, arrests and offender recidivism in Detroit and other communities. Dr. Martin has also conducted evaluations of innovative policing projects, including evaluations of Detroit Empowerment Zone Community Policing Initiative and federally-supported Weed and Seed Initiatives in the City of Detroit, City of Inkster and City of Highland Park, Michigan. He has also conducted several recidivism studies that examine the impact of offender rehabilitation programs in Wayne County.

SENIOR PUBLIC SAFETY DATA ANALYST

PRISCILA MONACHESI, M.S., B.A.

BACKGROUND

Priscila Monachesi is a Senior Data Analyst with CPSM and has worked on over 40 data analysis projects for city and county public safety agencies. She has over ten years' experience as a Project Leader/Senior System Analyst in auto manufacturing and financial systems.

She has a M.S in Statistics from Montclair State University, a B.A. in Economics from Montclair State University, and a Technical Degree in Data Processing from Pontificia Universidade Católica in Brazil.

SENIOR PUBLIC SAFETY DATA ANALYST

SARAH WEADON, B.A.

BACKGROUND

Sarah Weadon has over 15 years' experience consulting with local, state, and federal government agencies in the areas of data and geospatial analysis, database and application development, and project management. She has worked with over 40 public safety agencies across the U.S. and Canada, providing data and geospatial analysis of response times, call trends, and station locations. Her skill in understanding the results of the analyses in the broader context of each client's budget, political, and overall reality, supports the development of practical, actionable recommendations. Ms. Weadon holds a Bachelor's degree in Classical Languages.

PUBLIC SAFETY DATA ANALYST

SHAN ZHOU, PH.D.

BACKGROUND

Dr. Shan Zhou specializes in the analysis of police data. Shan brings extensive experience in scientific and clinical data analysis. Prior to CPSM, she worked as an associate scientist at Yale School of Medicine. Shan has a MS in Business Analytics and Project Management from University of Connecticut and a PhD in Cell biology, Genetics and Development from University of Minnesota.

PUBLIC SAFETY DATA ANALYST

RYAN JOHNSON, B.A.

BACKGROUND

Ryan Johnson is a new addition to the CPSM data analyst team, specializing in the analysis of fire data. He has helped complete fire analysis projects for several cities and has handled ad hoc requests for modeling optimum staffing levels for police departments. Ryan brings experience in financial data analysis from the telecom expense industry, where he was the lead analyst for four clients; 3 fortune 500 companies and the Top Architectural Engineering Firm in the country. He also brings experience in spatial analytics from his time with Homeland Security. Ryan has a B.S. in Economics from Georgia State University and he is completing his M.A. in Economics from Rutgers University.

OPERATIONS ASSESSMENT TEAM – POLICE UNIT

SENIOR ASSOCIATE & TEAM LEADER

CHIEF MARILYN DIAZ (RET.), B.S., M.S.

Retired Chief of Police, Sierra Madre, and Retired Commander, Pasadena, California Police Department.

BACKGROUND

In 1974 Marilyn Diaz began her career when she was hired as the first woman to be directly assigned as a patrol officer in the Pasadena Police Department. She promoted through the ranks, and in 2006 Marilyn retired as a Commander, where she led the Administrative Services and Field Operations Divisions.

In March of 2006 Marilyn was appointed as Sierra Madre's Chief of Police. Chief Diaz was the first woman in Los Angeles County to become chief of a municipal police department. Marilyn retired from the Sierra Madre Police Department in December 2011.

Ms. Diaz has a Master's degree in Education from the University of Southern California, and earned her Bachelor's degree in Police Science at California State University, Los Angeles.

Marilyn Diaz has served on the boards of Women at Work, Boy Scouts of America, Pacific Clinics, and the Caltech Women's Club. Marilyn also serves as a docent for the Caltech Architectural Tour Service, and is on the Caltech Women's Club Board. Marilyn is President of the Rotary Club of Sierra Madre for 2013-2014. She also teaches Youth Protection at the Rotary District level.

SENIOR ASSOCIATE

INSPECTOR JAMES E. MCCABE, (RET.) PH.D., M. PHIL., M.A., B.A.

Professor of Criminal Justice, Sacred Heart University, Retired NYPD Inspector

BACKGROUND

Dr. McCabe retired as an Inspector with the New York City Police Department after 20 years of service. As Inspector his assignments included Commanding Officer of the NYPD Office of Labor Relations and Commanding Officer of the Training Bureau. As a Deputy Inspector he was the Commanding Officer of the Police Academy with direct supervision of over 750 staff officers and 2,000 recruits. As Executive Officer, Police Commissioner's Office. His field experience includes, Commanding Officer, 110th Precinct, Executive Officer, 113th Precinct, assignment to the Operations Division/Office of Emergency Management and uniform patrol as an officer and Sergeant in Manhattan. He has published extensively and presented to numerous conference including Academy of Criminal Justice Sciences:

He holds a Ph.D. and M. Phil. in Criminal Justice, from CUNY Graduate Center, an M.A. in Criminal Justice, from John Jay College, an M.A. in Labor and Policy Studies, SUNY Empire State College, and B.A. in Psychology, CUNY Queens College, June, 1989. He is a graduate of the Executive Management Program, Harvard University's John F. Kennedy School of Government, and the FBI National Academy.

SENIOR ASSOCIATE

DEPUTY CHIEF WAYNE HILTZ (RET)

Former Interim Chief of Police at Pasadena and Irwindale Police Departments

BACKGROUND

Wayne has 33 years of experience in municipal law enforcement. This includes a broad range of experience in nearly every facet of policing from patrol, gang enforcement, and undercover narcotics to internal affairs investigations and community relations. The last 13 years were spent at command and executive levels. In his capacity as Deputy Police Chief, he served as the chief operating officer of the Pasadena Police Department, responsible for all day to day operations including internal audits and inspections. As well, he was responsible for operations related to the Tournament of Roses Parade and Rose Bowl events to include World Cup Soccer and BCS Championship games. For a period of nearly two years, he served in the capacity of Interim Chief of Police at both the Pasadena and Irwindale Police Departments.

He has extensive experience in managing budgets, and has served as a budget instructor for the California Commission on Peace Officer Standards and Training. He was selected by the Los Angeles County Police Chiefs Association to represent the 45 member agencies in negotiations for Homeland Security Grants for a three-year period. He also served as President of the San Gabriel Peace Officers Association. He has served on the boards of community based organizations with focus on addressing homeless issues, substance abuse, and juvenile violence. Wayne holds a Bachelor of Science degree in Police Science and Administration from California State University at Los Angeles. Executive training includes the FBI Southwest Command College and the Senior Management Institute for Police.

SENIOR ASSOCIATE

CAPTAIN CAROL E. RASOR-CORDERO, PH.D. (RET).

Retired Captain, Pinellas County, Florida Sheriff's Office, Associate Professor Public Safety Administration, St. Petersburg College

BACKGROUND

Dr. Rasor-Cordero is a retired Captain from the Pinellas County Sheriff's Office in Florida. During her 25-year career in law enforcement, she served in various divisions to include: Patrol Operations, Crimes Against Children, Economic Crimes, Training, Community Services, and Court Security. While serving as the Commander of the Community Services Division, she established the Domestic Violence Unit, the Sexual Predator and Offender Unit, and the Citizen's Community Policing Institute. She served as the agency's training advisor and played a significant role in transforming the Pinellas County Police Academy from a vocational program to a progressive program that offers college credit at St. Petersburg College. She served as team leader for the agency's Hostage Negotiation Team and implemented the agency's Critical Incident Stress Management Team.

Dr. Rasor - Cordero has conducted research examining the relationship between personality preferences of executive level and mid-level law enforcement/corrections leaders and exemplary leadership practices. She has an extensive background as an educator and trainer. As a program director for St. Petersburg College, Carol established the first and only academic on-line gang-related investigations track in the nation. She developed the course Evolving

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Leaders in a Changing World for the Southeastern Public Safety Leadership Institute at St. Petersburg College which is a six-part series and approved for college credit. She designed a three-part series for implementing, managing and evaluating community policing for the Florida Regional Community Policing Institute and delivered the training throughout Florida to mid-level and executive level leaders. Carol has developed and delivered training in the high liability areas of firearms, defensive tactics and driving. She has served as an evaluator for the project "An Evaluation of the National Justice Based After School Pilot Program" for the Office of Community Oriented Policing Services and a consultant for the Bureau of Justice Assistance evaluating the training needs of the Atlanta Police Department's Narcotics Unit. She has authored articles and presented at numerous conferences.

Dr. Razor - Cordero is currently an associate professor for the College of Public Safety Administration, St. Petersburg College. She holds a Ph.D. in Education, Master and Bachelor Degrees in Criminal Justice from the University of South Florida. She is a graduate of the Police Executive Research Forum Senior Management Institute for Police.

SENIOR ASSOCIATE

PROFESSOR PAUL E. O'CONNELL, PH.D., J.D.

Chair of Criminal Justice Department, Iona College, New Rochelle, New York, former NYPD Training Officer.

BACKGROUND

Dr. O'Connell is a leading expert on the application of Compstat model Police Management principles to public administration organizations. He has been a full time member of the Criminal Justice faculty at Iona College in New Rochelle since 1994. He received his Ph.D. from CUNY where his doctoral thesis was the history and development of the Compstat model of Police Management. Dr. O'Connell began his professional career in criminal justice in 1981, serving the New York City Police Department first as a police officer, and then as a Police Academy instructor, in-service trainer and curriculum developer. After receiving an MPA in 1984 and J.D. in 1989, he worked as a trial attorney with the firm of Cummings & Lockwood in Stamford, CT. Presently, he is the chair of Iona College's Criminal Justice department, where he also conducts funded research, publishes scholarly papers and lectures widely on the topics of police performance measurement, integrity management and law enforcement training systems.

Dr. O'Connell has provided consulting services to a variety of government agencies, including assessment of existing policing policies and practices and development of proactive management strategies. Over the years, he has collaborated with the Center for Technology in Government (Albany, NY), Giuliani Partners (New York, NY) and the Center for Society, Law and Justice (University of New Orleans). Dr. O'Connell recently was awarded a Fulbright Grant working with the Turkish National Police.

ASSOCIATE

CHIEF DEMOSTHENES M. LONG (RET.) ED.D. JD, MA

Former Assistant Chief of NYPD, Commanding Officer NYPD Police Academy, Former Deputy Commissioner / Undersheriff Westchester County Public Safety Department

BACKGROUND

Chief Long has 30 years' law enforcement experience, including 21 years with The New York City Police Department where he retired as Assistant Chief. His assignments included Commanding Officer, School Safety Division, where he managed 4,600 police officers and school safety agents and administered an operating budget of \$133 million. He served as Commanding Officer, Office of Deputy Commissioner Community Affairs where he was responsible for developing, implementing and assessing programs to strengthen police/community relations; Commanding Officer, Police Academy, responsible for providing entry-level, in-service, promotional and executive level training for 53,000 uniform and civilian members of the Department; Executive Officer, Office of the First Deputy Commissioner and Executive Officer, 47th Precinct and also assignment as Supervisor of Patrol for 17 Bronx Precincts, Transit Districts and Housing Police Service Areas.

After retiring from the NYPD he was appointed as First Deputy Commissioner / Undersheriff for the Westchester County Department of Public Safety. Responsibilities include the administrative planning, organization, coordination, execution and control of the fiscal, administrative, support and training functions of the 325 member police department.

He holds a Doctor of Education Degree in Executive Leadership from St. John Fisher College, a Juris Doctor Degree from New York Law School, and Master of Arts and Bachelor of Science degrees from John Jay College of Criminal Justice.

ASSOCIATE

CHIEF CRAIG JUNGINGER, BS, MPA

Chief of Police, Gresham, Oregon

BACKGROUND

Chief Junginger has 26 years' experience as a law enforcement professional. He has served as the Chief of the Gresham, Oregon Police since December 2008, a community of 110,000 population just to the east of Portland. He currently leads a department of 160 personnel both sworn and civilian with a budget of \$29 million.

Chief Junginger began his career at the Bell-Cudahy Police department in 1979. He worked as a K-9 Officer, Detective and Patrol Officer. In 1985 he transferred to the Huntington Beach Police Department where he remained until his retirement in November 2008. While at Huntington Beach, he was a Patrol Officer, Beach Detail Officer, Field Training Officer, SWAT Officer, Traffic Motor Officers, Community Policing Officer and Narcotics Detective. In 1999 he promoted to Sergeant where he worked Patrol, Downtown Foot Beat, Support Services, Vice and Intelligence and Internal Affairs. He promoted to Lieutenant in 2003 and worked as the Community Policing Commander responsible for all major event planning, Watch Commander and as the Chief's Executive Officer. In 2007 he promoted to the rank of Captain and was assigned to Administrative Operations consisting of Communications, Budget, Personnel, and Property and Evidence.

He holds a Master's Degree from California State University, Long Beach, a Bachelor's Degree from University of La Verne and an Associate's Degree from Rio Hondo Community College.

He attended the FBI National Academy Class 224 in Quantico Virginia, California Post Command College, West Point Leadership Program, POST Executive Development Program and the POST Supervisory Leadership Institute. While in Command College he was published for his article "How will we train police recruits of the millennial generation in the year 2012."

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He was awarded the Medal of Valor in 1989 for his encounter with an armed bank robber.

ASSOCIATE

CAPTAIN JOHN CLARK (RET.), B.A.

Los Angeles County Sheriff's Department

BACKGROUND

John Clark served with the Los Angeles County Sheriff's Department for over thirty-three years. His broad experience includes command, administrative, operational and tactical assignments in Patrol, Detective, Custody, Court, and Administrative divisions. The last eight years were spent at command level posts.

As Captain, he was in command of various units including internal investigations, financial and cybercrimes, custody operations and inmate transportation, responsible for the administrative and operational management of each. John also managed the Southern California High Tech Taskforce comprised of Federal, State and local agencies as part of his command duties.

Throughout his career, John was a command and operations level member of a county-wide team responsible for managing all department resources during natural disasters, civil disturbances and other high profile events such as political conventions and sporting events.

John was a member of the International Association of Financial Crimes Investigators, the Southern California Jail Managers Association, the Los Angeles Superior Court Management Group, and the San Gabriel Valley Peace Officers Association. He also served as an adjunct faculty member for a local community college.

John holds a Bachelor of Arts in Criminal Justice from the California State University, Fullerton.

4. LIST OF SIMILAR PROJECTS

Locality	State	Project
Anniston	AL	Comprehensive Analysis of Police Services
Auburn	AL	Comprehensive Analysis of Police Services
Dothan	AL	Comprehensive Analysis of Police Services
Casa Grande	AZ	Comprehensive Analysis of Police Services
Florence	AZ	Comprehensive Analysis of Police Services
Lake Havasu	AZ	Comprehensive Analysis of Police Services
Pinal County	AZ	Comprehensive Analysis of Sheriff's Office
Prescott	AZ	Comprehensive Analysis of Fire Services
Prescott	AZ	Comprehensive Analysis of Police Services
Queen Creek	AZ	Police Strategic Plan
Scottsdale	AZ	Comprehensive Analysis of Police Services
Tucson	AZ	Comprehensive Analysis of Police Services
Youngtown	AZ	Comprehensive Analysis of Police Services
Alameda	CA	Comprehensive Analysis of Police Services
Burbank	CA	Analysis of Investigations Workload / Staffing
Carlsbad	CA	Comprehensive Analysis of Police Services
El Centro	CA	Comprehensive Analysis of Police Services
Hermosa Beach	CA	Comprehensive Analysis of Police Services
Laguna Woods	CA	Review of Sheriffs Office Service
Morgan Hill	CA	Comprehensive Analysis of Police Services
San Jose	CA	SWOT Analysis of Police and Fire Services
Santa Ana	CA	Comprehensive Analysis of Police Services
Santa Clara	CA	Comprehensive Analysis of Police Services
Santa Monica	CA	Police Chief Selection
Stockton	CA	Comprehensive Analysis of Police Services
Yuba City	CA	Comprehensive Analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Police Services
Cheshire	CT	Police Management Review
Southington	CT	Comprehensive Analysis of Fire Services
Dover	DE	Comprehensive Analysis of Police Department
Alachua	FL	Expert Witness Law Enforcement Issues
BCCMA	FL	Analysis of Sheriff's Contract Services
Delray Beach	FL	Comprehensive Analysis of Police Services
Dunedin	FL	Police Consolidation Review
Hollywood	FL	Police Internal Affairs Review
Indian River Shores	FL	Public Safety Staffing Analysis
Indian River Shores	FL	Public Safety Study
Jacksonville Beach	FL	Police Chief Selection
Jupiter	FL	Police and Fire Study
Jupiter Island	FL	Public Safety Consolidation
Kenneth	FL	Comprehensive Analysis of Police Services

North Port	FL	Comprehensive Analysis of Police Services
Orange County	FL	Expert Witness Law Enforcement Issues
Pompano Beach	FL	Comprehensive Analysis of Police Services
Camden County	GA	Police Consolidation Study
Garden City	GA	Preliminary Analysis Public Safety Merger
Sandy Springs	GA	Comprehensive Analysis of Police Department
St. Marys	GA	Fire Consolidation Study
Boone	IA	Public Safety Consolidation
Hayden	ID	Comprehensive Analysis of Police Services
Jerome	ID	Analysis of Police Services
Algonquin	IL	Performance Measurement Analysis
Glenview	IL	Comprehensive Analysis of Police Services
Naperville	IL	Police Workload, Staffing & Schedule Design
Roselle	IL	Comprehensive Analysis of Police Services
Western Springs	IL	Comprehensive Analysis of Police Services
Indianapolis	IN	Analysis of Police Workload & Deployment Services
Plainfield	IN	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Fire Services
Annapolis	MD	Comprehensive Analysis of Police Services
Ocean City	MD	Dispatch Operations Review
Auburn Hills	MI	Comprehensive Analysis of Police Services
Benton Harbor	MI	Public Safety Consolidation
Chesterfield Twp.	MI	Comprehensive Analysis of Police Services
Delta Township	MI	Comprehensive Analysis of Police Services
Detroit Public Schools	MI	Police Department Review
Douglas	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Police Services
Grosse Pointe	MI	Public Safety Consolidation
Grosse Pointe Park	MI	Public Safety Consolidation
Kentwood	MI	Comprehensive Analysis of Police Services
Kentwood	MI	Analysis of Police Services Consolidation
Mott Community College	MI	Comprehensive Analysis of Public Safety Services
Novi	MI	Comprehensive Analysis of Police Services
Oshkemo Township	MI	Police Workload / Contract for Services Analysis
Petoskey	MI	Public Safety Consolidation
Plymouth	MI	Fire Services Consolidation
Plymouth	MI	Fire Service Analysis
Royal Oak	MI	Comprehensive Analysis of Police Services
Saginaw	MI	Comprehensive Analysis of Police Services
St. Joseph	MI	Public Safety Consolidation
Sturgis	MI	Public Safety Analysis
Troy	MI	Comprehensive Analysis of Police Services
Wyoming	MI	Comprehensive Analysis of Police Services 2012

Wyoming	MI	Comprehensive Analysis of Police Services 2009
Mankato	MN	Public Safety Study
St. Cloud	MN	Police Strategic Planning Review
St. Cloud	MN	Comprehensive Analysis of Police Services
Brentwood	MO	Comprehensive Analysis of Police Services
St. Louis	MO	Comprehensive Analysis of Police Services
Bald Head Island	NC	Public Safety Consolidation
Chapel Hill	NC	Comprehensive Analysis of police services
Oxford	NC	Comprehensive Analysis of Police Services
Rocky Mount	NC	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Police Services
Oradell	NJ	Comprehensive Analysis of Police Services
Paterson	NJ	Comprehensive Analysis of Police Services
South Orange	NJ	Comprehensive Analysis of Police Services
Westwood	NJ	Comprehensive Analysis of Police Services
Ruidoso	NM	Comprehensive Analysis of Police Services
Las Cruces	NM	Comprehensive Analysis of Police Services
Boulder City	NV	Police Organizational Study
Henderson	NV	Comprehensive Analysis of Police Services
Briar Cliff Manor	NY	Analysis of police consolidation
North Castle	NY	Comprehensive Analysis of Police Services
Orchard Park	NY	Comprehensive Analysis of Police Services
Ossining Town	NY	Analysis of police consolidation
Ossining Village	NY	Analysis of police consolidation
Rye	NY	Police Chief Selection
Cincinnati	OH	Police Dispatch Review
Dayton	OH	Police Internal Affairs Review
Huron	OH	Comprehensive Analysis of Police Services
Independence	OH	Comprehensive Analysis of Police Services
Sandusky	OH	Comprehensive Analysis of Police Services
Broken Arrow	OK	Comprehensive Analysis of Police Services
Edmond	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Police Services
Muskogee	OK	Comprehensive Analysis of Police Services
Bend	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Public Safety Strategic Plan Development
Ontario	OR	Comprehensive Analysis of Police Services
Cumru Township	PA	Comprehensive Analysis of Police Services
Cumru Township	PA	Police Chief Selection
Ephrata	PA	Comprehensive Analysis of Police Services
Farrell	PA	Comprehensive Analysis of Police Services
Jamestown	PA	Comprehensive Analysis of Police Services
Lower Windsor Twp.	PA	Comprehensive Analysis of Police Services
Tredyffrin Township	PA	Comprehensive Analysis of Police Services
Beaufort	SC	Comprehensive Analysis of Police Services

Walterboro	SC	Comprehensive Analysis of Public Safety Department
Johnson City	TN	Comprehensive Analysis of Police Services
Smyrna	TN	Comprehensive Analysis of Police Services
Addison	TX	Comprehensive Analysis of Police Services
Belton	TX	Comprehensive Analysis of Police Services
Belton	TX	Police Chief Selection
Belton	TX	Fire Chief Selection
Buda	TX	Comprehensive Analysis of Police Services
Cedar Park	TX	Comprehensive Analysis of Police Services
Prosper	TX	Comprehensive Analysis of Police Services
Victoria	TX	Comprehensive Analysis of Police Services
Washington City	UT	Comprehensive Public Safety Analysis
Hampton	VA	Police Chief Selection
Loudoun County	VA	Comprehensive Analysis of Sheriff Services
Snoqualmie	WA	Police Workload & Deployment Analysis
Spokane Valley	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Police Chief Selection
Wauwatosa	WI	Comprehensive Analysis of Police Services
Jackson Hole	WY	Police Consolidation Review
Laramie	WY	Comprehensive Analysis of Police Services
Teton County	WY	Police Consolidation Review

5. REFERENCES

City of Belton, TX

Comprehensive Analysis of Police Services
Sam Listi, City Manager
(254) 933-5819
slisti@BeltonTexas.gov

City of Vancouver, WA

Comprehensive Analysis of Police Services & Police Chief Selection
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Cumru Township, PA

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Town of Northborough, MA

Comprehensive Analysis of Police Services
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City of Sandy Springs, GA

Comprehensive Analysis of Police Services
John McDonough, City Manager
770-206-1414
jmcdonough@sandyspringsga.gov

Oshtemo Township, MI

Comprehensive Analysis of Workload & Deployment of SO
Chief Mark Barnes
269-216-5226
mbarnes@oshtemo.org

6. STATEMENT OF CONSULTANTS UNDERSTANDING OF PROJECT

THE CPSM APPROACH

The CPSM team developed a standardized approach to conducting analyses of police departments by combining the experience sets of dozens of subject matter experts.

We begin projects with a request for data, documents and worksheets.

Next, we extract raw data on calls for service from an agency's computer aided dispatch system. The data are sorted and analyzed to identify performance indicators (i.e., response times, workload by time, multiple unit dispatching, etc.) for comparison to industry benchmarks. Performance indicators are valuable measures of agency efficiency and effectiveness. The findings are shown in tabular as well as graphic form and follow a standard format for presentation of the analyzed data. While the format will be similar from community to community, the data reported are unique to the specific agency.

CPSM also conducts an on-site operational review. Here the performance indicators serve as the basis for the operational reviews. Prior to any on-site arrival of an CPSM team, agencies are asked to compile a number of key operational documents (i.e., policies and procedures, assets lists, etc.). Most on-site reviews consist of interviews with management and supervisors, as well as rank and file officers; attendance at roll calls and ride-alongs with officers. We review case files with investigators and observe dispatch operations to assess compliance with the provided written documentation.

As a result of on-site visits and data assessments, our subject matter experts produce a SWOT analysis (strengths, weaknesses, opportunities and threats of the department). We have found that this standardized approach ensures that we measure and observe all of the critical components of agencies.

Additionally, this methodology can be integrated with ongoing support customized to the unique needs of your community. Strategic planning, risk assessment, and training services are also available to assist with the implementation of CPSM recommendations and developing new processes and programs that may arise as implementation evolves.

The following information describes the CPSM approach to studying, understanding, evaluating, and reporting on police departments around the country. Although no two police departments are the same, a standardized approach to department evaluation ensures a rigorous and methodological process that permits benchmarking, comparing, and assessing within the context of the best practices of American law enforcement. However, each locality has unique characteristics that present policing challenges. Integrating a standardized approach within the context of local variability permits an accurate assessment of the organization in its political environment, and further permits CPSM to offer recommendations that comport with the best practices in policing, yet tailor-made for the client community.

I. Benchmark the community

It is essential to understand the service levels, protection needs, community dynamics, and overall environment within which the police department operates. If necessary to do so, the CPSM study may involve interviews directed at stakeholders in the community which could

include elected officials and employee labor representatives who would be contacted to solicit their opinions about the department, the public safety needs of their constituency, and the perceived gaps in service levels currently provided. CPSM may work with the agency to identify community members that can provide this important information. Additionally, the department will be compared to organizations of similar size with respect to crime, demographics, and cost-efficiency.

II. Patrol Operations

Police agencies routinely speak about "recommended officers per 1,000 population" or a "National Standard" for staffing or comparisons to other municipalities. There are no such standards, nor are there "recommended numbers of "officer per thousand". The International Association of Chiefs of Police (IACP) states; "Ready-made, universally applicable patrol staffing standards do not exist. Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions."

Staffing decisions, particularly in patrol, must be made based upon actual workload and very few police agencies have the capability of conducting that analysis. Once an analysis of the actual workload is made, then a determination can be made as to the amount of discretionary patrol time that should exist, consistent with the local government's ability to fund.

CPSM's team of doctoral level experts in Operations Research in Public Safety have created in **The CPSM Patrol Workload & Deployment Analysis System**© the ability to produce detailed information on workload even in those agencies without sophisticated management information systems. Using the raw data extracted from the police department's CAD system our team converts calls for service into police services workload and then effectively graphs workload reflecting seasonally, weekday / weekend and time of day variables. Using this information, the police department can contrast actual workload with deployment and identify the amount of discretionary patrol time available (as well as time commitments to other police activities).

Police service workload differentiates from calls for service in that calls for service is a number reflecting the incidents recorded. Workload is a time measurement recording the actual amount of police time required to handle calls for service from inception to completion. Various types of police service calls require differing amounts of time (and thus affect staffing requirements). As such, call volume (number of calls) as a percentage of total number of calls could be significantly different than workload in a specific area as a percentage of total workload. The graph below demonstrates this difference in units.

CPSM has found that the most effective way to manage operations, including policing, is to make decisions based upon the interpretation and analysis of data and information.

To achieve this, a data analysis of police department workload, staffing and deployment will be conducted. By objectively looking at the availability of deployed hours and comparing those to the hours necessary to conduct operations, staffing expansion and/or reductions can be determined and projected. Additionally, the time necessary to conduct proactive police activities (such as team-led enforcement, directed patrol, community policing and selected traffic enforcement) will be reviewed to provide the city with a meaningful methodology to determine appropriate costing allocation models.

Workload vs. deployment analysis sample

This is one of the ways we show the amount of available, non-committed patrol time compared to workload. As you can see we break out the various activities, convert them to time and then compare to available manpower. The deployment is based upon actual hours worked.

So in this example, at noon there are approximately 9 hours of work (including citizen initiated & officer initiated calls for services, including traffic) and administrative activities (meals, vehicle, reports, etc.). There are approximately 15 man hours of available resources meaning that at that hour, on average, of the 15 officers on duty 9 are busy on activities.

The area shown in green and brown is uncommitted time. This is the area where staffing decisions impact – it becomes a policy issue as to how much uncommitted time a city wants, and is willing to pay for.

Figure 7: Deployment and Main Workload, Weekdays, Summer

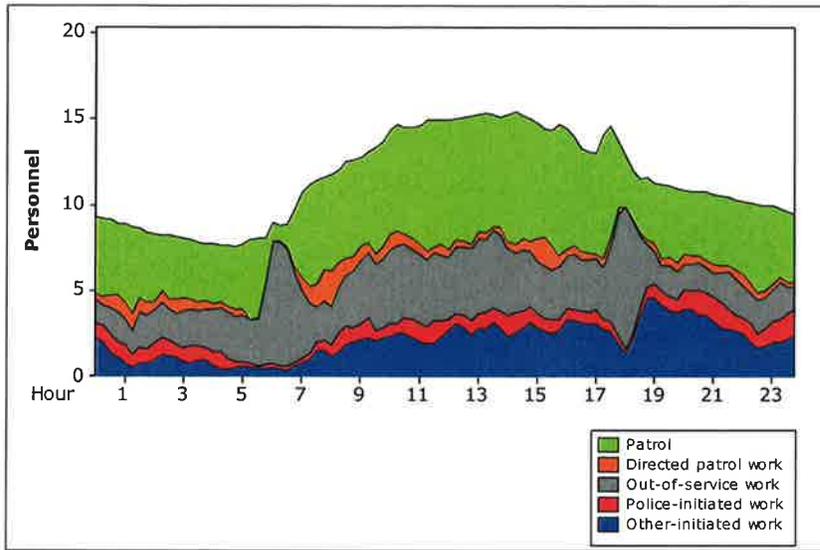
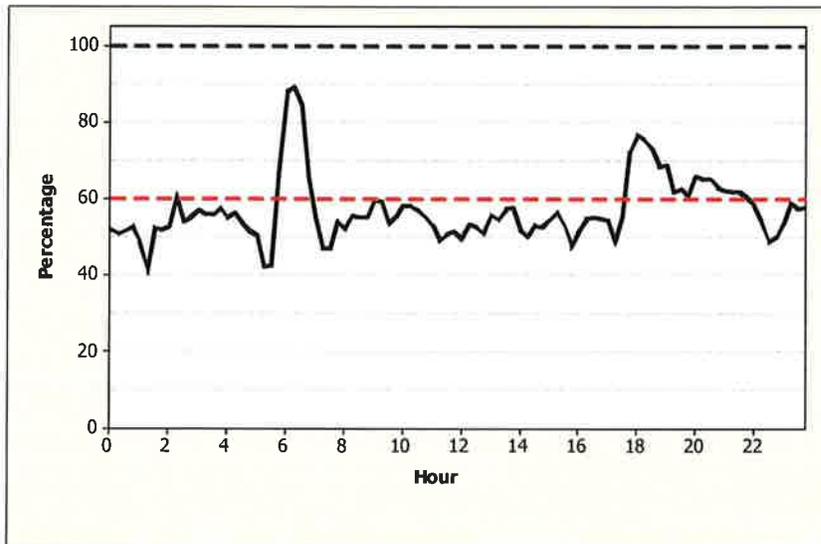


Figure 8: Workload Percentage by Hour, Weekdays, Summer



Workload vs. Deployment – Weekdays, Summer

Avg. Workload:	6.5 officers per hour
Avg. % Deployed (SI):	57 percent
Peak SI:	89 percent
Peak SI Time:	6:15 a.m.

The CPSM study will result in the calculation of service demands placed on the department, workload levels, service times for calls for service, and response times. This information is developed by first extracting data from the departments CAD system. The extracted information is then processed and workload is calculated. This workload is then compared to deployment levels. The product of this analysis is the variance between service demands and available personnel, and appropriate recommendations made for staffing levels and an optimal deployment schedule to meet these service demands. This permits exploration of the following questions:

- What are the service demands made by the public as measured through the CAD system?
- What is the workload?
- Based on this workload is the alignment of Districts and Divisions appropriate?
- Based on the workload is the shift schedule aligned appropriately and what alternatives to the current shift plan are most efficient?
- How many police officers and supervisors are need to staff the patrol function in order to meet the workload demands placed on the agency?
- How long does it take to respond to calls for service (both response time and total time) and what ways are there to reduce these times?
- How many officers are assigned to each call and what are the ways to minimize these assignments?
- What categories of call, and in what frequency, does the agency handle and what measures can be adopted to minimize unnecessary responses?
- How much time is spent on administrative duties?
- How much time is spent on directed patrol activities and specialized enforcement?

The study will determine the gaps in patrol coverage and recommendations for modifying temporal and spatial deployment. With the appropriate "best fit" of patrol coverage identified, a determination can be made about the exact number of officers required to meet service demands, and in what shift/district/division combinations to maximize resources.

In addition to the analysis of patrol operations from the CAD system and workload, the CPSM study will focus on the qualitative aspects of patrol. The study will observe officers on patrol through ride-alongs, interviews, and general observations. We will amass all available documents, plans, and data available to understand the patrol approach in the department. We will observe the special operations teams, the problem/nuisance unit, etc. to evaluate their role within the overall mission of the department and patrol operations. We will evaluate the performance of the units, identify improvement opportunities, and justify and recommend appropriate staffing levels

The CPSM study will also evaluate the implementation of technology on patrol, weapons available, and equipment used with opportunities for improvement.

CPSM advocates community policing as its operational philosophy. The CPSM study would evaluate the implementation of community policing, in quantifiable and anecdotal terms, and identify improvement opportunities where appropriate.

Similarly, the CPSM study would evaluate the relationship of patrol operations with the rest of the department. To what extent does this bureau work, coordinate, and communicate with the other operational and support functions of the department? How should it? What are the strategic, management, and planning functions of the department with regards to the patrol function and how does patrol operations respond to the mission of the organization? How are crime, traffic, disorder, and quality of life problems handled?

III. Investigations

The CPSM study will assess investigations – both reactive and proactive. The CPSM team will explore the following questions:

- Staffing – Are there sufficient investigators available to handle the workload?
- Workload – What is the workload; how many cases do investigators handle; is the specialization appropriate?
- Case management – Is there an effective case management system in place?
- Effectiveness & Efficiency – How much time does it take to investigate cases? Are victims kept informed? Are cases cleared and offenders held accountable? How much overtime is spent?
- Intelligence – How is intelligence gathered and disseminated (inside and outside the department)? Does the investigations function make use of intelligence?
- Civilianization opportunities – What are the potential areas for civilianization?
- Technological opportunities – Is technology being leveraged to improve investigations?
- Crime scene – Are crime scenes being processed efficiently, and are appropriate follow-up investigations being conducted?
- Proactive Investigations – the same approach and inquires found in sections above are applied to each specialized investigative unit in the department.
 - Narcotics
 - Violent Offenders
 - Warrants and Fugitives
 - Bombings and Arson
 - Fraud/Cyber crimes
 - All other specialized investigations units

CPSM will essentially evaluate each investigative unit operating in the agency. This evaluation will make an assessment of the performance of the unit, how the unit operates within the overall mission of the department, compare operations to best practices in law enforcement, identify improvement opportunities, and identify appropriate staffing levels.

IV. Administration and Support

Once again, CPSM will evaluate every administrative and support unit in the police department. This evaluation will involve:

- Staffing;
- Workload;
- Civilianization possibilities;
- Cost saving opportunities;
- Out-sourcing opportunities;

Best practice comparisons and opportunities for improvement.

The CPSM team has subject matter experts in police management and administration and will explore administration and support activities in the area of professional standards (Internal investigations, hiring and recruitment, disciplinary system, promotional system), training (both academy and in-service), records management, evaluating the critical, frequent, and high liability policies, facility, fleet, equipment, information technology, property management system, laboratory, planning and research, sick-time management, overtime, communications and dispatch, etc.

In general, we look at every unit identified as a discrete operational/support entity for the following:

- Describe the functions of the unit;
- Evaluate the performance of the unit. In most cases this is a quantitative; evaluation, but in units not appropriate for quantification, a qualitative evaluation is provided;
- Identification of improvement opportunities
- An evaluation and justification, and recommendation for appropriate staffing levels.

V. Organizational Culture

During the operational evaluation described above, organizational "themes" emerge. What does the department "think" about providing police service to the community and how does this thinking align with the stated mission and department policies? How does the department interact with the community and internally with its own members? In general, what is the culture of the organization?

The culture of a police organization is a reflection of its members and the community it serves. Through focus groups, interviews, and observations, the CPSM team will evaluate operational readiness and need. This part of the CPSM study is critical to the overall success of the project as it provides a better understanding of the police department and how the workload, staffing, and community dynamics shape the mission, goals, operations, and needs of the organization. In addition, as an option, every member of the department can be given the opportunity to participate in an anonymous survey. This survey is designed to understand the culture of the department, assess internal and external communications, and determine what it "thinks" about various elements of organizational life.

VI. Organizational Structure and Administration

Based on the above, we are able to analyze current management structure and practice and make recommendations to improve organizational administration. The product of this analysis is a proposed staffing mode. The product of this analysis also generally ends up with a leaner, flatter, and more efficient organizational design.

VII. Performance Management

The overarching philosophy of the CPSM approach is to evaluate the police department in terms of performance management. Identifying workload, staffing, and best practices is just the beginning. It is also important to assess the organization's ability to carry out its mission. Essentially, does the police department know its goals, and how does it know they are being met. It is very difficult for an organization to succeed at any given level of staffing unless it has a clear picture of success. How does the department "think" about its mission, how does it identify and measure what's important to the community, how does it communicate internally and externally, how does it hold managers accountable, and how does it know the job is getting done? The CPSM team will evaluate the department and make recommendations to assist with improving capacity in this area, if necessary. In addition, CPSM can offer performance management training and mentoring services to support organizational success.

7. TIMELINE AND PROPOSED SCHEDULE

PROJECT SCHEDULE

Milestone 1 – Full execution of the agreement

Agreement will identify Project Launch date.

Milestone 2 – Project Launch

We will conduct an interactive telephone conference with local government contacts. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, and commencing information gathering.

✓ **Milestone 3a – Information Gathering and Data Extraction – 30 Days**

Immediately following project launch, the police operations lead will deliver an information request to the department. This is an extensive request which provides us with a detailed understanding of the department's operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

Milestone 3b – Data Extraction and Analysis – 14 Days

Also immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from your department to ensure the timely production of required for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

Milestone 3c – Data Certification – 14 days

Milestone 4a – Data Analysis and Delivery of Draft Data Report – 30 days

Within thirty days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to each of the departments for their review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

Milestone 4b – Departmental Review of Draft Data Report – 14 days

The department will have 10 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The Department must specify all concerns with the draft report at one time.

Milestone 4c – Final Data Report – 10 days

After receipt of the department's comments, the data report will be finalized within 10 days.

Milestone 5 – Conduct On-Site Visit – 30 days

Subject matter experts will perform an on-site visit within 30 days of the delivery of the draft data report.

Milestone 6 – Draft Operations Report – 30 days

Within 30 days of the last on-site visit, the operations team will provide a draft operations report to each department. Again the departments will have 10 days to review and comment.

Milestone 7 – Final Report 15 days

Once the Department's comments and concerns are received by CPSM the combined final report will be delivered to the city within 15 days.

8. PROPOSAL COST

PROPOSED FEES

The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

CPSM will conduct the analysis of the police department for \$48,500 exclusive of travel. The project would be billed in three installments: 40% upon signing the contract; 40% with delivery of the police draft data analysis; 20% with delivery of the draft final report. Following delivery of the draft reports, the city will have 30 days to provide comments as to accuracy and a final report will be delivered within 30 days of the comment period.

Travel expenses will be billed as incurred as actual cost with no overhead or administrative fees.

NOTE: If the chief administrative officers is a member of ICMA the fee, exclusive of travel costs, will be reduced by 10% to \$43,650.

Deliverables

Draft reports will be provided for department review in electronic format.

In order to be ecologically friendly, CPSM will deliver the final report in computer readable material either by email or CD or both. The final reports will incorporate the operational as well as data analysis. Should the municipality desire additional copies of the report, CPSM will produce and deliver whatever number of copies the client request and will invoice the client at cost.

Should the local government desire additional support or in-person presentation of findings, CPSM will assign staff for such meetings at a cost of \$2,500 per day/per person along with reimbursement of travel expenses.

CONCLUSION

Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, Center for Public Safety Management, LLC acts as a trusted advisor, assisting local governments in an objective manner. In particular, CPSM's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes CPSM a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you further.