

## CITY COUNCIL WORKSHOP

January 17, 2017  
6:00 P.M.



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### MINUTES

**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 Katrina Minton-Davis, Councilmember James Rackley, Councilmember Dan Swatman, and Councilmember Tom Watson. Councilmember Donn Lewis was absent due to jury duty. Councilmember Rackley left prior to adjournment of the Workshop.

Staff members in attendance were City Administrator Don Morrison, Administrative Services Director/City Clerk Harwood Edvalson, Chief Financial Officer Cherie Gibson, Police Chief Dana Powers, Public Services Director John Vodopich, City Attorney Kathleen Haggard, Deputy City Clerk Susan Haigh, Public Works Superintendent Ryan Johnstone, Senior Planner Jason Sullivan, Permit Center Lead Jenn Francis, Information Services Manager Chuck McEwen, and Facilities & Special Projects Manager Gary Leaf.

### III. AGENDA ITEMS:

- A. **Presentation:** 2016 Year-End Development Activity Report.  
Permit Center Lead Jenn Francis presented a report on permit activity for 2016. She said the department saw an increase in pre-applications, planning permits, and business licenses. She described the transition to electronic plan submittals and review using BlueBeam software, and increased submittals on the web permit system. Ms. Francis provided a summary of civil permits, tenant improvements, multi-family projects, and building code updates, and discussed the City's work with the Master Builders Association and the new Chamber Collective for Sumner, Bonney Lake, Buckley, Enumclaw, Orting, and Tehaleh. Councilmember Watson asked about Costco; Public Services Director John Vodopich said the developer expects the property sale to close in February, after which they will begin cutting trees and clearing land. He said this includes a portion of the City-owned property for stormwater facilities, and the City negotiated \$50,000 for lumber on its property. Ms. Francis said there are several permits related to the WSU Forest commercial property that are in process and therefore not reflected in the report.
- B. **Presentation:** Decision Cards for 2017-2018 (Public Services-Public Works).  
Public Services Director Vodopich said staff will review the decision cards in groups since several items are related.

**1. Backup Generator Maintenance:** Public Works Superintendent Ryan Johnston described the City's generator equipment and maintenance routine. He said they received updated quotes that are lower than what was presented in the original Decision Cards before Council; the revised total is \$68,000 over two years for all 46 generators. He said the estimates do not include potential material costs incurred if they find equipment that needs repair or replacement. Councilmember Swatman asked how the proposed contract would improve staff productivity; Mr. Johnstone said four staff members currently perform maintenance, and though one person will still be needed to participate in maintenance with the contractor, remaining staff could be shifted to other tasks.

**2. Generator Replacements:** Mr. Johnstone reviewed generator replacement proposals for sewer lift station generators and water emergency generators in 2017 and 2018. Councilmember Watson asked if the City had a program in the past for generator replacements. Mr. Johnstone said most of the city's lift stations are relatively new (although at least one is from 1966) and the City is experiencing the first wave of generators that will need replacement. City Administrator Morrison said review of the sewer program showed a need for a replacement program. In response to a question from Councilmember Minton-Davis, Mr. Johnstone said old generators may have some surplus or resale value. Councilmember Evans suggested staff consider installing mobile generators so they can be moved if needed. Councilmember Swatman asked what kind of information staff have on the condition of generators; Mr. Johnstone said the City has not gathered good data on equipment status over time, but they hope to begin doing so as part of the equipment replacement program.

**3. Well Rehabilitation:** Mr. Johnstone explained proposals to rehabilitate Ball Park Treatment Well in 2017 and Tacoma Point Well in 2018. He said rehabilitation will increase productivity, as well as maintenance and monitoring capabilities. It may also improve water quality from the wells. He said decreased productivity is a concern especially during dry months. He confirmed this project would come back before the Council for a contract before moving forward.

**4. Ponderosa Water Tank Overflow Piping Replacement:** Mr. Johnstone said a temporary repair was made after damage was found, and permanent repairs are needed. This item was identified in a Department of Health survey. Deputy Mayor McKibbin asked whether this project would come to Council for action in the future. City Attorney Haggard said it depends whether work is done in-house, or on the cost of the proposed contract if they elect to go out for bids.

**5. Asset Management Software:** Information Services Manager Chuck McEwen reviewed the recommendations of a staff Asset Management Team/User Group. He said the City purchased Lucity (formerly GBA) software in 2006, but the program has proven difficult to configure and implement, and has not been fully implemented or embraced by staff. The staff team reviewed options to fully implement Lucity or switch to a different software, and in the end recommended that the City switch to Cityworks. Mr. McEwen said Cityworks provides more

robust GIS tie-ins, is more user-friendly for field operations staff, and is easier to implement out-of-the-box without requiring customization. He explained the difference between Lucity pricing (modules and maintenance fees) and Cityworks (flat annual cost). He said that, because the City does not own all the essential modules in Lucity, a full implementation will require a one-time cost of \$94,000, with annual maintenance costs of \$15,217. He said Cityworks would require a one-time purchase of \$48,345 and annual costs of \$24,620.

Councilmember Swatman asked what issues the software is intended to address. Mr. McEwen said an asset management system allows the City to build historical data on city facilities and equipment, provides better reporting tools, and should improve productivity. Mr. Johnstone said asset management software can help staff improve operations, use funds responsibly, and shift from dealing with issues as staff bring them up or repairs are necessary to a more intentional, well-reasoned maintenance program. City Administrator Morrison said the software will also help with work assignments and planning for maintenance projects.

In response to a question from Deputy Mayor McKibbin about integrations, Mr. McEwen said Lucity integrates fully with the City's Eden software system, while Cityworks ties in with some Eden modules, but not Payroll or Time Sheets. He said Cityworks tie-in costs for Eden software are much lower as compared to Lucity, however.

Councilmember Evans asked about Micropaver, an asphalt condition grading software. Mr. McEwen said in the past the City has hired a consultant to evaluate roads, but the report data eventually becomes out of date. He said Micropaver software is available from APWA and would allow staff to do this work in house and have up-to-date information. Councilmember Evans asked about expected return on investment for asset management software. Mr. McEwen said the staff team provided a general outline and recommendation, but not full cost calculations. He said it will take time to implement and realize savings. Mayor Johnson said he expects the program to provide better information and allow the City to make better decisions. He said he feels once it is fully implemented, it will not take long to see a return on the investment. Deputy Mayor McKibbin agreed and said he feels it shows the City is growing up and using better tools.

In response to a question from Councilmember Evans about the lease of tablet computers, Mr. McEwen explained that Pierce County allows the City to have field access to the GIS system, but since Pierce County controls the data they want full control over hardware that accesses the system. He said this is why the proposal is to lease, rather than buy, the hardware.

Mr. McEwen said the next step is for the staff team to coordinate with Cityworks to finalize a purchase proposal and implementation plan, and final costs for training will depend on the results of that process. He said Cityworks provides a fast-track implementation with no customization, and some cities opt to start with the fast-track implementation, with the option to add customization in future

years, if needed. Councilmember Swatman said he prefers a fast-track implementation, rather than a more complex implementation. Councilmember Watson asked whether implementing Cityworks will lead to more equipment needs in the future. Mr. McEwen said eventually the department will likely ask for additional hardware such as tablets or smart phones so crews in the field can access the system remotely.

Deputy Mayor McKibbin said this item is budgeted for 2017-2018 and confirmed that a contract would come to the Council for action at a future date.

C. **Discussion:** Proposed 2017-2018 Park Capital Improvement Project List.

Mayor Johnson summarized his revised proposal for the Phase 1 Parks Capital Improvement Projects (CIP) list for 2017 and 2018. The list includes adding a field, turf, and lights to the city-owned Moriarty Property, adding a mountain bike trail and loop trail, and improving parking areas and existing trails. Facilities & Special Projects Manager Gary Leaf said the projected costs presented to Council came from the original Park Master Plan provided by Bruce Dees in 2016.

Councilmember Watson asked how park projects will impact parking; Mayor Johnson said parking improvements are part of the plan, and the City will take steps to limit impacts to parking during construction and transitions. Deputy Mayor McKibbin confirmed the proposed plan will postpone work on the BMX bike track until after the Public Works Center is relocated.

In response to a question from Deputy Mayor McKibbin, Mr. Leaf explained the YAF grant listed on the agenda packet is a “Youth Athletic Facilities” matching grant, which is available for outdoor athletic facilities such as ball fields and bike trails. He said the City was invited to apply for this grant last year and he feels confident the City will receive funds. He suggested the City apply for two grants: one for the ball field and one for the BMX facility. He said the BMX track must also be in the City budget in order to qualify for YAF grant funds.

Deputy Mayor McKibbin spoke in support of the proposed CIP project list. He said he is still surprised by the high cost of ball fields. Mr. Leaf confirmed that moving forward with this CIP list has no negative impact on the previously approved Park Master Plan. He said Bruce Dees was waiting to move forward with a design contract until Council consensus was reached on the project list.

Mayor Johnson said the next step is to update the design contract and bring it forward for Council action. City Administrator Morrison said the design is budgeted first and may need to be amended to include the BMX track design. Chief Financial Officer Cherie Gibson said they already have the budget memo that outlines the various elements.

Council consensus was to bring a revised Resolution 2557 (AB17-01) for a contract with Bruce Dees to design Phase 1 improvements, using the Mayor’s proposed project list, forward for Council action as soon as possible. Deputy

Mayor McKibbin suggested if it is not ready by the January 24, 2017 Meeting, a special action item could be added to the January 31, 2017 Special Council/Planning Commission meeting or the February 7, 2017 Workshop.

**D. Review of Draft Minutes:** January 3, 2017 Workshop and January 10, 2017 Meeting.

The minutes were forwarded to the January 24, 2017 Meeting for action with minor corrections from Councilmember Watson.

**E. Council Open Discussion:**

Community Updates: Councilmember Watson said he attended the January 5, 2017 Communities for Families (CFF) meeting. The group heard reports on the area Pastoral Association, the Prairie Ridge play house, and the next meeting agenda. He said the Community Summit is on March 7, 2017 and asked if the Council wants to cancel the regular workshop to allow attendance. Councilmembers Watson, Swatman, and Lewis plan to attend; Councilmember Minton-Davis said she would attend if the workshop was cancelled. Council consensus was to take action on January 24, 2017 Meeting to cancel the March 7, 2017 Council Workshop.

Storm Cleanup: Councilmember Watson thanked Public Works staff for their work to clean up following recent winds and stormy weather.

Self-Storage Units: Councilmember Swatman said several self-storage units are planned for construction in Bonney Lake. He said these facilities are not ideal for commercial frontage and provide a lower tax base than other potential uses of commercial property. He asked whether staff can review options for zoning or placement of these facilities. Senior Planner Jason Sullivan said the draft 'Centers Plan' updates to the Comprehensive Plan will include land use aspects, and the Council could make changes to zoning. He noted that the Land Use Matrix on the current Workshop agenda is another way the council can amend what types of uses are allowed in different zones.

Puget Sound Regional Council: Councilmember Evans said he attended the PSRC Growth Management Policy Board meeting on January 5, 2017. They discussed Enumclaw's Comprehensive Plan amendment, the regional centers framework, and conditional certifications for small cities. He said an Executive Board meeting to discuss Bonney Lake's and Covington's requests for large city approval was postponed from December 2016 until March 2017.

Tehaleh: Mayor Johnson said he met with the Trilogy 55+ community coffee group recently. He said about 150 people attended and many expressed interest in incorporating into Bonney Lake. He noted that others in Tehaleh have taken initial action to try and incorporate as a new city in Pierce County. He said Tehaleh residents expressed concerns to him about traffic, codes, and other issues related to incorporation. He said he explained some of the costs and complexities

of becoming a new city, and plans to keep in contact with the community. Councilmember Swatman said some residents want to join Bonney Lake while others want to incorporate as a new city and they will have an opportunity to vote, but they need to be aware of the process, costs, and requirements of being a city. Councilmember McKibbin said he has spoken with residents in the past who were in favor of creating a new city, but were unaware of some of the costs and issues. Councilmember Watson said the Trilogy community has done a good job to reach out to the community and provides space in their newsletter for groups like the Bonney Lake Lions Club, to help residents connect with the wider community. Deputy Mayor McKibbin said Trilogy also contacted the local Kiwanis group.

Community College: Councilmember Minton-Davis said she met with a representative from Green River Community College and they are interested in discussing options to expand in the Bonney Lake area. She said she would like to set up a meeting to have an initial conversation with them. She noted Green River CC is in King County, but they did not have concerns about expanding to a location in Bonney Lake; she said Pierce College had not shown interest in expanding to the area in the past. Mayor Johnson said he will work with Councilmember Minton-Davis and get more information.

F. **Discussion:** AB17-04 – Ordinance D17-04 – Land Use Matrix Amendment to add NAICS Codes. [Previously AB16-35.]

Mr. Sullivan said proposed Ordinance D17-04 comes from the Bonney Lake 2035 Comprehensive Plan, and provides consistency across City codes, as well as examples to help with code interpretation. He said the Planning Commission and City Council has fully reviewed these amendments through multiple meetings, and the Planning Commission held a public hearing. He noted that the proposed ordinance before Council allows for warehouse/industrial uses in Easttown only.

Councilmember Evans asked whether zoning issues arise for a church use of a school building. Mr. Sullivan said different zoning applies to churches versus schools, but he said church use or rental of a school building would not normally be an issue.

City Attorney Haggard said if the Council wants to consider amending the zoning matrix it may require an additional Planning Commission public hearing. She said she will need to evaluate the requirements with Planning staff. Councilmember Swatman asked for confirmation about zoning for mini-storage. Mr. Sullivan said there is an error in the proposed ordinance, as mini-storage facilities should be listed as a conditional use in C-2 zones (along with permitted for Easttown and Conditional in the Midtown Core).

Councilmember Swatman said he does not want to prohibit mini-storage in all commercial zones, and is not opposed to storage units that are set at the back of a lot and not on main frontage roads. Mr. Sullivan said that this type of amendment would be best addressed in the Centers Plan, where performance standards can be

added to require different setbacks or other requirements, and provide policies and justifications. He said the Centers Plan allows the Council to better define the types of development they want to see in different parts of the city. He said the draft Centers Plan is in process and he estimates full adoption in June 2017. Councilmember Swatman said he would support adding language to the Centers Plan to address his concern rather than amending the NAICS ordinance.

Councilmember Watson asked whether proposed ordinance D17-04 will amend zoning around Allan Yorke Park. Mr. Sullivan said the proposed zoning change he is referring to is part of the Allan Yorke Park Center Plan, and is not connected to ordinance D17-04 that the Council is discussing.

Council consensus was to forward proposed Ordinance D17-04 to the January 24, 2017 Meeting for action as a Consent Agenda item.

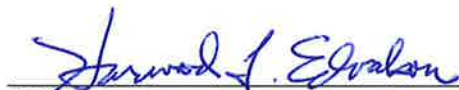
**G. Discussion:** AB17-08 – Ordinance D17-08 – Amending BLMC 2.04 to Eliminate the Economic Development Committee.


Deputy Mayor McKibbin said eliminating the EDC will remove it from required meeting calendars, but if the Council wants to hold meetings focusing on economic development it can still do so in another form. Mayor Johnson said it seems most Councilmembers want to be involved in discussions about economic development, and recommended that these topics should be discussed at full Council Workshops. He said if there is a major or complex issue the Council can always set up an ad hoc committee. Council consensus was to forward this item to the January 24, 2017 meeting for action on the Consent Agenda.

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

**V. ADJOURNMENT:**

**At 7:49 p.m., the Workshop was adjourned by common consensus.**

  
 Harwood Edvalson, MMC  
 City Clerk

  
 Neil Johnson, Jr.  
 Mayor

Items presented to Council at the January 17, 2017 Workshop:

- *Permit Center Activity Report and Maps* – Permit Center Lead Jenn Francis.

*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.*