

**FINANCE  
COMMITTEE**

**February 13, 2024  
5:00 p.m.**

**AGENDA**



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

Council Committees are primarily concerned with legislative/policy matters. They formulate and convey recommendations to the full council for action (BLMC 2.04.090).

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The public is invited to attend Finance Committee Meetings in person or over the internet. The information for attending is provided below.

Finance Committee Meetings attendance options:

In-Person: Bonney Lake Justice & Municipal Center, 9002 Main ST E, Ste 200, Bonney Lake

By internet: Chrome – Microsoft Teams Meeting Link - [Click here to join the meeting](#)

**A. CALL TO ORDER – Deputy Mayor Terry Carter, Chair**

**B. ROLL CALL:** Deputy Mayor Terry Carter, Councilmember Angela Baldwin, Councilmember Gwendolyn Fullerton

p.3 **C. APPROVAL OF MINUTES: January 23, 2024**

**D. DEPARTMENT REPORTS/PRESENTATIONS:**

p.5 1. Personnel Update

**E. DISCUSSION/ACTION ITEMS:**

p.7 1. **AB24-15 – Resolution 3198** – Authorizing Out of State Travel

p.23 2. Recreation Program

**F. OPEN COMMITTEE DISCUSSION:**

**G. PUBLIC COMMENTS:**

*Public comments can be made in-person or virtually during this portion of the meeting. Comments are limited to 5 minutes. Those planning to comment virtually will need to sign up prior to the meeting in order to comment. When signing up, please provide your name and screen name either by email to [lambersonb@cobl.us](mailto:lambersonb@cobl.us) or by phone at 253-447-4356. Virtual registrations need to be received by 4:00 p.m. the day of the meeting. During the meeting, your name will be called when it is your turn. Your microphone will be activated, and you will be able to comment. Those physically appearing at the Finance Committee meeting to speak during citizen comments do not need to sign up but will be asked to state their name and address for the meeting record.*

**H. ADJOURNMENT**

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**FINANCE COMMITTEE**

**January 23, 2024  
5:00 P.M.**

**DRAFT MINUTES**



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

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

Audio starts at:  
05:00:00

- A. CALL TO ORDER** – Deputy Mayor Terry Carter, Chair, called the meeting to order at 5:00 p.m.
- B. ROLL CALL:** Councilmember Angela Baldwin, and Councilmember Gwendolyn Fullerton.

Councilmember in virtual attendance was Deputy Mayor Terry Carter

Staff members in attendance at the physical location were City Administrator John Vodopich, Administrative Services Director Chuck McEwen, Human Resources Manager Brian Sandler, Development Services Manager Jason Sullivan, Deputy City Attorney-Prosecutor Dena Burke, Judicial Branch Manager Geri Resch, Recreation & Special Event Manager David Wells, Assistant to the City Administrator Leslie Harris, and Administrative Assistant III Brandy Lamberson.

Staff members in attendance virtually were Chief Financial Officer Cherie Reiersen and Administrative Specialist III Carol Paul

Audio starts at:  
05:00:00

- C. APPROVAL OF MINUTES:**

**Minutes from the January 9, 2024, Finance Committee Meeting were approved with minor corrections.**

- D. DEPARTMENT REPORTS/PRESENTATIONS:**

Audio starts at:  
05:01:00

1. Personnel Update – Human Resources Manager Brian Sandler  
Human Resources Manager Sandler presented Personnel Update.

- E. DISCUSSION/ACTION ITEMS:**

Audio starts at:  
05:05:00

1. **AB24-10 – Resolution 3195** – Murrey’s Disposal Notice of 2024 Rate Adjustment – Assistant to the City Administrator Leslie Harris.

Assistant to the City Administrator Harris presented Murrey’s Disposal Notice of 2024 Rate Adjustment. Presented annual rate adjustment and updated fees, effective March 1<sup>st</sup>.

**The Committee agreed to forward to the Council Consent Agenda.**

Audio starts at:  
05:12:00

2. **AB24-09 – Motion M24-09** – Simple Possession Advocacy and Representation (SPAR) Program Funding – Assistant to the City Administrator Leslie Harris.

Assistant to the City Administrator Harris presented Simple Possession Advocacy and Representation (SPAR) Program Funding. Presented the agreement for a city public defender, state funded program.

**The Committee agreed to forward to the Council Consent Agenda.**

Audio starts at:  
05:20:00

3. **AB24-11 – Ordinance D24-11** – Non-Represented Employees Market Wage Adjustment – City Administrator John Vodopich.

City Administrator Vodopich presented Non-Represented Employees Market Wage Adjustment. Presented market wage adjustments for non-represented employees.

**The Committee agreed to forward to Finance.**

Audio starts at: **F.**  
05:27:00

**OPEN COMMITTEE DISCUSSION:**

- ~~1. Recreation Program Revenue and Expenditures~~
2. Attendance for councilmember conference

Audio starts at: **G.**  
HH:MM:SS

**PUBLIC COMMENTS: None.** *For efficient use of city resources, comments will be a short summary and not verbatim. Video recordings will be uploaded to the city's YouTube channel and an audio recording to the state digital archives if needing a complete review of comments.*

Audio starts at: **ADJOURNMENT**  
05:29:00

**Deputy Mayor Carter adjourned the meeting at 05:29pm.**

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Brandy Lamberson, Finance Committee Clerk



## Human Resources Staffing Update – For Finance Committee

*February 7, 2024*

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### Hire Letters

- Brandy Lamberson – Promoted to Code Enforcement Officer – *01/16/2024*
- Lance Johnson – Promoted to Assistant Public Works Superintendent – *01/16/2024*
- Edward Coughlin, III – Entry Level Police Officer – *03/01/2024*
- Tristan Dayou Card – Entry Level Police Officer – *03/01/2024*
- Terri Terry – Promoted to Judicial Specialist III – *03/01/2024*
- Geri Reich – Promoted to Judicial Branch Manager *03/01/2024*
- Ken Gill – Promoted to City Engineer *02/16/2024*
- Cassidy Maples – Promoted to Maintenance Worker I – Water *02/16/2024*

### Conditional Letters

- None

### Receipt of Applications

- Police Officer - Entry, Exceptional Entry, Lateral - 2 Vacancies
- Youth Sports Official/Umpire
- Community Service Officer – *Interviews 01/30/2024*
- Facilities Crew Lead – *Closes 02/13/2024*
- Judicial Specialist I/II – *Closes 02/19/2024*
- Maintenance Worker – Water I/II – *Closes 02/14/2024*
- Sewer Lead – *Interviews 02/08/2024*

### Vacancy But Not Yet Posted

- Recreation Supervisor
- Maintenance Worker 3 – Water Production
- Assistant City Engineer
- Meter Reader I

### Recent/Upcoming Separations

- Ryan Johnstone, *01/30/2024*
- Kathy Seymour, *02/29/2024*
- Triss Weber, *02/29/2024*
- Kristine Yanez, *04/15/2024*

### Out of Class Assignments:

- Alex Lathan, Acting Recreation Supervisor – *As of 05/01/2023*
- Michael Claunch, Acting Crew Lead (Wastewater), *As of 07/17/2023*
- Jason Sullivan, Acting Public Services Director - *As of 01/31/2024*

- Geri Resch, Acting Judicial Branch Manager – As of 01/01/2024
- Terri Terry, Judicial Specialist III – As of 01/01/2024
- Brenda Martin, Acting Administrative Supervisor – As of 01/29/2024
- Robert Eaton, Maintenance Worker III – Water – As of 01/08/2024

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### Completed Staffing Changes - 2024

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**New Hires: 2**

**Promotions/Transfers: 7**

**Separations: 5**

*Note: This list does not include Seasonal positions.*

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### 2024 Part-Time/Seasonal Hires

**New Hires:**

- Ethan Haywood – Youth Sports Official 1/17/24
- Ramon Mendez – Youth Sports Official 2/01/24

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

<b>Department/Staff Contact:</b> Court / Joanna Daniels, Judge	<b>Meeting/Workshop Date:</b> 02/13/2024	<b>Agenda Bill Number:</b> AB24-15
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 3198	<b>Sponsor:</b>

**Agenda Subject: Authorizing Out of State Travel**

**Full Title/Motion: A Resolution of the City Council of The City of Bonney Lake, Pierce County, Washington, authorizing the Judge of the Bonney Lake Community Court, Community Court Case Manager, and City Prosecutor to attend the RISE24 Conference from May 21– 25, 2024, in Anaheim, California.**

**Administrative Recommendation: Approve**

**Background Summary:** RISE24 Conference provides direct access to the largest group of experts in the fields of treatment, evaluation, supervision, law, and other issues that impact the Community Court Program. Not only does this conference showcase the newest and most innovative services and products for the treatment court field, it also provides significant opportunities for peer idea exchanges. This conference gives a forum for the team members of community court to discuss tools, technologies and processes and how they might apply to improve our Community Court. It is being requested that the three team members of Community Court be approved for out-of-state travel to attend this conference which is funded through the Administrative Office of the Courts (AOC) Community Court Agreement 1AA24233. Approximate cost to attend this conference would be \$17,000 to cover registration, airfare, hotel, meals and transportation. The \$17,000 includes the re-imbursement of expenses of the Public Defender and the Peer Support contracted with the City who may attend upon the filing of receipts with the proper documentation.

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

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>			
<b>Council Committee Review:</b>	<i>Approvals:</i>		<b>Yes No</b>
Date: 02/13/2024	Chair/Councilmember Terry Carter		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember Angela Baldwin		<input type="checkbox"/> <input type="checkbox"/>
	Councilmember Gwendolyn Fullerton		<input type="checkbox"/> <input type="checkbox"/>
Forward to:	<b>Consent Agenda:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Commission/Board Review:</b>			
<b>Hearing Examiner Review:</b>			

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

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



May 22–25, 2024 | Anaheim, CA

Benefits of Attending RISE24 includes content for treatment courts of every size and region. You'll gain new tactics, insights, and increased ability to improve the success of your treatment courts. Five reasons you must attend: 1. Exclusive, practical content on topics for every discipline on your team. 2. Sessions covering every aspect of treatment courts. 3. Direct access to the largest group of experts in the fields of treatment, evaluation, supervision, law, and other issues impacting your program. 4. Significant opportunities for peer idea exchanges. 5. A superior RISE24 Expo showcasing the newest and most innovative services and products for the treatment court field. You'll benefit from: • Comprehensive content: All Rise will cover the topics that matter most to treatment court professionals. • A flexible program: We offer a combination of concurrent, discipline-specific, skills-building, training, and general sessions – providing you the ability to custom-build a tailor-made conference experience. • Current thinking in the heart of the treatment court communities: Come hear experts talk about what concerns them now and into the future.

## **RISE24 Registration is Open**

Registration will open on Thursday, January 18 at 1:00 p.m. ET. The link to register will appear on this page.

RISE24 will be held at the Anaheim Convention Center located at 800 W Katella Ave, Anaheim, CA 92802.

## **RISE24 Pricing and Payment Policy**

To receive early-bird pricing, the registration invoice must be dated on or before April 29 and payment must be received by May 10. After April 30,

registration is \$945 regardless of membership status.

**Speakers and exhibitors will be provided instructions on how to register.**

	<b>Before April 30</b>	<b>After April 30</b>
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**Member - \$795**

**Non-Member - \$895**

**Speaker - \$495**

**International - \$595**

**Mentor Boot Camp/Coordinator - \$495**

**Exhibitor - \$495**

**Registration Payment Deadline: May 10, 2024**

## Ger Resch

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**From:** Niccolocci, Leah <Leah.Niccolocci@courts.wa.gov>  
**Sent:** Monday, February 5, 2024 9:53 AM  
**To:** Kathy Seymour  
**Cc:** Riley, Janice; Geri Resch; Grace, TJ  
**Subject:** RE: AllRise Conference

yes

Leah Niccolocci (*she/her*)  
Program Analyst | Office of Court Innovation

Administrative Office of the Courts

Leah.Niccolocci@courts.wa.gov

www.courts.wa.gov



**From:** Kathy Seymour <seymourk@ci.bonney-lake.wa.us>  
**Sent:** Monday, February 5, 2024 7:21 AM  
**To:** Niccolocci, Leah <Leah.Niccolocci@courts.wa.gov>  
**Cc:** Riley, Janice <Janice.Riley@courts.wa.gov>; Geri Resch <reschg@ci.bonney-lake.wa.us>  
**Subject:** AllRise Conference

**External Email Warning!** This email has originated from outside of the Washington State Courts Network. Do not click links or open attachments unless you recognize the sender, are expecting the email, and know the content is safe. If a link sends you to a website where you are asked to validate using your Account and Password, **DO NOT DO SO!** Instead, report the incident.

Good  
Morning,

We are in process of registering staff to attend the conference and need confirmation that the grant would cover for our Public Defender Office and our Peer Support Liaison.

Thank you

*Katheryn Seymour, CCM  
Judicial Branch Administrator  
Bonney Lake, South Prairie and Sumner  
9002 Main Street East, Ste 100  
Bonney Lake, WA 98391  
253-862-6606*

**FIRST AMENDMENT TO INDIGENT DEFENSE SERVICES  
AGREEMENT WITH LAW OFFICE OF MICHAEL  
HARBESON**

**THIS FIRST AMENDMENT** to the Indigent Defense Services Agreement (“**First Amendment**” or “**Amendment**”), dated as of the later of the signature dates below (the “**Effective Date**”), is by and between **CITY OF BONNEY LAKE**, a Washington municipal corporation, having its principal place of business at 9002 Main Street East, Suite 200, Bonney Lake, WA 98391-0944 (hereinafter “**City**”), and **LAW OFFICE OF MICHAEL HARBESON**, a Washington sole proprietorship, having its principal place of business at 105 W. Main Aveune, Suite 117, Puyallup, WA 98371 (“**Public Defender**”) (individually a “**Party**” and collectively the “**Parties**”).

**RECITALS:**

**WHEREAS**, the Parties entered into the Indigent Defense Agreement on December 13, 2022 (“**Agreement**”); and

**WHEREAS**, the Agreement provides a scope of services for providing public defense services to indigent defendants; and

**WHEREAS**, there is a conference called “All Rise” that would provide a benefit to the Public Defender and to the City and for which grant funding is available to the City to cover the costs of indigent public defense counsel and peer support counselors; and

**WHEREAS**, Public Defender desires to attend the conference and be eligible for reimbursement from the City;

**NOW THEREFORE**, in consideration of the terms and conditions set forth herein, the Parties agree that the recitals set forth above are incorporated herein as if set forth in their entirety and further agree as follows:

**AGREEMENT:**

1. **Section 1. Appointment; Scope of Services.** A new Section 1.5 is hereby added to Section 1 of the Agreement to read as follows:
  - 1.5 **Conference Attendance; Eligibility for Reimbursement of Expenses.** At the option of Public Defender, Michael Harbeson or another attorney from the Public Defender Office (who serves as the City’s Public Defender) may attend the 2024 All Rise Conference in Anaheim, California (“**Conference**”). If Public Defender does attend the conference, he is eligible for City reimbursement of conference attendance expenses by the City as set forth below. Such reimbursement shall be limited to a single attorney and no other person. All reimbursement requests require original receipts. An expense reimbursement must be completed and provided to the City within ninety (90) days of completion of travel for the Conference in order to obtain expense reimbursement. Other than reimbursement of expenses as set forth in this section, attendance at the

Conference does make the Public Defender eligible for any additional compensation, nor require the City to pay additional compensation to the Public Defender for his attendance.

- 1.5.1 Registration Expense for Conference. Registrations should be made in a timely manner to take advantage of early registration discounts. A copy of the payment receipt and the agenda or program must be attached to the Expense Reimbursement Form.
- 1.5.2 Airline travel by coach class. Seat upgrades or changes to original purchase are not eligible. Payment for air travel shall be at actual cost from SeaTac Airport to destination and return. To take advantage of available discounts and avoid paying premium fares, travel arrangements should be booked sufficiently in advance. For airfare, required documentation includes an itinerary showing flight times, destination, and cost.
- 1.5.3 Ground Transportation and Car Rentals. Use of bus, taxi, subway, ferry, hotel shuttle service or other similar ground transportation between the airport and hotel are encouraged. Rental cars should only be used if the cost would be cheaper than the use of other transportation required to get to/from airport to hotel/conference. Mileage may be reimbursed for ground transportation expenses to and from SeaTac Airport. If a personal vehicle is used, reimbursement shall be at the established Federal reimbursement rate. Original receipts are required for all transportation expenses. This does not include mileage reimbursement. Car rentals, only if necessary, should be for compact cars or smaller. Public Defender is responsible for returning rental car with a full gas tank to avoid the costly refueling charges imposed by the rental companies. If a rental car has been reserved and is not needed, it is the Public Defender's responsibility to immediately cancel the car rental reservation. Public Defender must submit the original, detailed rental receipt with the expense claim.
- 1.5.4 Lodging Costs. The maximum lodging rates are set by size of metro area, with different rates as listed below. Reimbursement is limited to a standard room. Public Defender should try and secure the least expensive lodging. Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate", if available, any applicable sales taxes and/or hotel/motel taxes, and any tip or gratuity. It is the responsibility of the Public Defender to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available. If the Public Defender chooses to stay at a non-conference hotel and the rate exceeds the approved city rate, the Public Defender is responsible for the cost difference. Exception: When staying at the official conference hotel, the negotiated conference hotel rate is acceptable for a standard room. Also, in lieu of the below listed rates, actual and reasonable rates shall apply where the lodging is tied to a specific hotel, motel or other housing accommodation in connection with the seminar, convention or meeting being attended. If there



is no conference hotel or conference rate, the maximum rate approved shall be in accordance with GSA (Office of General Services Administration) approved rates [www.gsa.gov](http://www.gsa.gov).

1.5.5 Meal Reimbursement.

1.5.5.1 *Limited to Period of Travel.* For meals that are during the period of travel, there shall be a maximum rate of reimbursement for meals. The “period of travel” shall be defined as follows:

<b>Travel Status</b>	<b>Time Period</b>	<b>Reimbursable</b>
If travel status begin:	Before 6:30 AM	Breakfast, Lunch Dinner
	Between 6:30 AM and 12:00 PM	Lunch, Dinner
	Between 12:00 PM and 6:00 PM	Dinner
If Travel Status ends (by returning to work or home):	Before 12:00 PM	Breakfast
	Between 12:00 PM and 6:00 PM	Breakfast, Lunch
	After 6:00 PM	Breakfast, Lunch, Dinner

1.5.5.2 *Maximum rate of reimbursement.* The maximum rate for covered meals, including gratuity, are as follows: Breakfast: \$17.00; Lunch: \$18.00; and Dinner: \$34.00.

1.5.5.3 *Non-Reimbursable Meals.* The following meals will not be reimbursed if they are provided through another means, including but not limited to meals included in a lodging package or as part of a conference:

1.5.5.3.1 *Included Meals.* Meals included in the price of lodging, such as full breakfasts including buffets. Airline meals or "continental breakfasts" will not be considered a full meal, meaning the Public Defender will be reimbursed for that meal.

1.5.5.3.2 *Meals included in a registration fee.* For reimbursement of meals related to travel for conference or training attendance, a copy of the agenda or program must be attached to the Expense Reimbursement Form before meals will be reimbursed. Meals do not include finger foods, snacks or hors d'oeuvres.

1.5.5.3.3 *Reception Meals.* For agendas that indicate a lunch or dinner reception, it is the Public Defender’s responsibility to confirm with the event the type of food available and provide accounts payable with documentation of findings such as email correspondence from the event personnel or statement.

1.5.5.3.4 *Meals included at functions.* Any meal provided, regardless of whether or not consumed, at the function the Public Defender attended.

1.5.5.3.5 *Alcohol*. Reimbursement for alcoholic beverage expenses is prohibited. This includes beverages containing any alcohol (e.g. coffee cocktails).

1.5.5.3.6 *Gratuity*. Public Defender is authorized to grant a gratuity of up to 20% for the meal (including tax) or for a taxi ride or other service for which a gratuity is customary, unless otherwise included in the cost of service (i.e., automatic service charge). However, the gratuity is also subject to the total limits in 1.5.5.2 above.

1.5.5.3.7 *Ineligible Expenses*. The following expenses are not authorized City expenses and shall not be reimbursed. Travel expenses paid for by any other organization, alcoholic beverages, meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a guest in a privately owned car, trip insurance, personal expenses for entertainment or other purposes, air phone charges, child care, dry cleaning/laundry, fines or forfeitures, theater/sports tickets, in-flight/in-room movies, personal telephone calls, shoe shines, supplemental car rental insurance, theft or loss of personal property, toiletries, lost luggage, massage/spa charges, traffic, speeding, or parking tickets, valet parking and room service above the allowable per diem amount.

2. **Reaffirmation; Intention to be Bound.** Except as expressly amended by this Amendment, each and every term, condition and agreement contained in the Agreement shall remain in full force and effect. The Parties reaffirm that the representations and warranties made by each Party in the Agreement are true and accurate as of the Effective Date. The Parties executing this First Amendment on behalf of themselves, their assigns, and successors, hereby acknowledge and reaffirm their intention to be bound by the terms and conditions of the Agreement. Nothing in this Amendment shall be deemed to supersede or otherwise modify any other term or provision of the Agreement except as expressly stated herein.
3. **Recitals; Capitalized Terms.** The recitals set forth above are a part of this Amendment. Unless otherwise defined herein, capitalized terms used in this Amendment have the meanings assigned to them in the Agreement or as set forth in the Amendment.

IN WITNESS WHEREOF, the Parties have caused their properly authorized representatives to execute this First Amendment on the dates set forth below.

**CITY:**

**PUBLIC DEFENDER:**

**CITY OF BONNEY LAKE,**  
a Washington municipal corporation

**LAW OFFICES OF MICHAEL HARBESON**  
a Washington sole proprietorship

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**FIRST AMENDMENT TO INDIGENT DEFENSE AGREEMENT**

**Page 4**

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Mayor Michael McCullough

Michael Harbeson

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

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

**ATTEST:**

\_\_\_\_\_  
Sadie Schaneman, City Clerk

**FIRST AMENDMENT TO MEMORANDUM OF  
UNDERSTANDING WITH RAINIER RECOVERY  
CENTERS, LLC**

**THIS FIRST AMENDMENT** to the Memorandum of Understanding Agreement (“**First Amendment**” or “**Amendment**”), dated as of the later of the signature dates below (the “**Effective Date**”), is by and between **CITY OF BONNEY LAKE**, a Washington municipal corporation, having its principal place of business at 9002 Main Street East, Suite 200, Bonney Lake, WA 98391-0944 (hereinafter “**City**”), and **RAINIER RECOVERY CENTERS, LLC**, a Washington limited liability company, having its principal place of business at 18208 113th Avenue E., Puyallup, WA, 98374-8854 (“**Contractor**”) (individually a “**Party**” and collectively the “**Parties**”).

**RECITALS:**

**WHEREAS**, the Parties entered into the Memorandum of Understanding for comprehensive peer support services on January 24, 2024 (“**Agreement**”); and

**WHEREAS**, the Agreement provides a scope of services for providing peer support services to defendants in the Bonney Lake Municipal Court; and

**WHEREAS**, there is a conference called “All Rise” that would provide a benefit to the Contractor and to the City and for which grant funding is available to the City to cover the costs of indigent public defense counsel and peer support counselors; and

**WHEREAS**, Contractor desires to attend the conference and be eligible for reimbursement from the City;

**NOW THEREFORE**, in consideration of the terms and conditions set forth herein, the Parties agree that the recitals set forth above are incorporated herein as if set forth in their entirety and further agree as follows:

**AGREEMENT:**

1. **Conference Attendance; Eligibility for Reimbursement of Expenses.** A new Section is hereby added to the Agreement to read as follows:

**Conference Attendance; Eligibility for Reimbursement of Expenses.**

At the option of Contractor, one employee from the Contractor Office may attend the 2024 All Rise Conference in Anaheim, California (“**Conference**”). The chosen employee of Contractor must be an individual that regularly provides peer counseling services for the Bonney Lake Municipal Court. If Contractor does send an employee to attend the conference, then Contractor will be eligible for City reimbursement of conference attendance expenses by the City as set forth below. Such reimbursement shall be limited to a single individual as described above, and no other person. All reimbursement requests require original receipts. An expense reimbursement must be completed and provided to the City within ninety (90) days of completion of travel for

the Conference in order to obtain expense reimbursement. Other than reimbursement of expenses as set forth in this section, attendance at the Conference does make the Contractor eligible for any additional compensation, nor require the City to pay additional compensation to the Contractor for the attendance of its employee.

- A. Registration Expense for Conference. Registrations should be made in a timely manner to take advantage of early registration discounts. A copy of the payment receipt and the agenda or program must be attached to the Expense Reimbursement Form.
- B. Airline travel by coach class. Seat upgrades or changes to original purchase are not eligible. Payment for air travel shall be at actual cost from SeaTac Airport to destination and return. To take advantage of available discounts and avoid paying premium fares, travel arrangements should be booked sufficiently in advance. For airfare, required documentation includes an itinerary showing flight times, destination, and cost.
- C. Ground Transportation and Car Rentals. Use of bus, taxi, subway, ferry, hotel shuttle service or other similar ground transportation between the airport and hotel are encouraged. Rental cars should only be used if the cost would be cheaper than the use of other transportation required to get to/from airport to hotel/conference. Mileage may be reimbursed for ground transportation expenses to and from SeaTac Airport. If a personal vehicle is used, reimbursement shall be at the established Federal reimbursement rate. Original receipts are required for all transportation expenses. This does not include mileage reimbursement. Car rentals, only if necessary, should be for compact cars or smaller. Contractor is responsible for returning rental car with a full gas tank to avoid the costly refueling charges imposed by the rental companies. If a rental car has been reserved and is not needed, it is the Contractor's responsibility to immediately cancel the car rental reservation. Contractor must submit the original, detailed rental receipt with the expense claim.
- D. Lodging Costs. The maximum lodging rates are set by size of metro area, with different rates as listed below. Reimbursement is limited to a standard room. Contractor should try and secure the least expensive lodging. Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate", if available, any applicable sales taxes and/or hotel/motel taxes, and any tip or gratuity. It is the responsibility of the Contractor to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available. If the Contractor chooses to stay at a non-conference hotel and the rate exceeds the approved city rate, the Contractor is responsible for the cost difference. Exception: When staying at the official conference hotel, the negotiated conference hotel rate is acceptable for a standard room. Also, in lieu of the below listed rates, actual and reasonable rates shall apply where the lodging is tied to a specific hotel, motel or other housing accommodation in connection with the seminar, convention or meeting being attended. If there is no conference hotel or conference rate, the maximum rate

approved shall be in accordance with GSA (Office of General Services Administration) approved rates [www.gsa.gov](http://www.gsa.gov).

E. Meal Reimbursement.

1. *Limited to Period of Travel.* For meals that are during the period of travel, there shall be a maximum rate of reimbursement for meals. The “period of travel” shall be defined as follows:

<b>Travel Status</b>	<b>Time Period</b>	<b>Reimbursable</b>
If travel status begin:	Before 6:30 AM	Breakfast, Lunch Dinner
	Between 6:30 AM and 12:00 PM	Lunch, Dinner
	Between 12:00 PM and 6:00 PM	Dinner
If Travel Status ends (by returning to work or home):	Before 12:00 PM	Breakfast
	Between 12:00 PM and 6:00 PM	Breakfast, Lunch
	After 6:00 PM	Breakfast, Lunch, Dinner

2. *Maximum rate of reimbursement.* The maximum rate for covered meals, including gratuity, are as follows: Breakfast: \$17.00; Lunch: \$18.00; and Dinner: \$34.00.
3. *Non-Reimbursable Meals.* The following meals will not be reimbursed if they are provided through another means, including but not limited to meals included in a lodging package or as part of a conference:
  - a) *Included Meals.* Meals included in the price of lodging, such as full breakfasts including buffets. Airline meals or "continental breakfasts" will not be considered a full meal, meaning the Contractor will be reimbursed for that meal.
  - b) *Meals included in a registration fee.* For reimbursement of meals related to travel for conference or training attendance, a copy of the agenda or program must be attached to the Expense Reimbursement Form before meals will be reimbursed. Meals do not include finger foods, snacks or hors d'oeuvres.
  - c) *Reception Meals.* For agendas that indicate a lunch or dinner reception, it is the Contractor's responsibility to confirm with the event the type of food available and provide accounts payable with documentation of findings such as email correspondence from the event personnel or statement.
  - d) *Meals included at functions.* Any meal provided, regardless of whether or not consumed, at the function the Contractor attended.
  - e) *Alcohol.* Reimbursement for alcoholic beverage expenses is prohibited. This includes beverages containing any alcohol (e.g. coffee cocktails).

f) *Gratuity*. Contractor is authorized to grant a gratuity of up to 20% for the meal (including tax) or for a taxi ride or other service for which a gratuity is customary, unless otherwise included in the cost of service (i.e., automatic service charge). However, the gratuity is also subject to the total limits in 1.5.5.2 above.

g) *Ineligible Expenses*. The following expenses are not authorized City expenses and shall not be reimbursed. Travel expenses paid for by any other organization, alcoholic beverages, meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a guest in a privately owned car, trip insurance, personal expenses for entertainment or other purposes, air phone charges, child care, dry cleaning/laundry, fines or forfeitures, theater/sports tickets, in-flight/in-room movies, personal telephone calls, shoe shines, supplemental car rental insurance, theft or loss of personal property, toiletries, lost luggage, massage/spa charges, traffic, speeding, or parking tickets, valet parking and room service above the allowable per diem amount.

- 2. Reaffirmation; Intention to be Bound.** Except as expressly amended by this Amendment, each and every term, condition and agreement contained in the Agreement shall remain in full force and effect. The Parties reaffirm that the representations and warranties made by each Party in the Agreement are true and accurate as of the Effective Date. The Parties executing this First Amendment on behalf of themselves, their assigns, and successors, hereby acknowledge and reaffirm their intention to be bound by the terms and conditions of the Agreement. Nothing in this Amendment shall be deemed to supersede or otherwise modify any other term or provision of the Agreement except as expressly stated herein.
- 3. Recitals; Capitalized Terms.** The recitals set forth above are a part of this Amendment. Unless otherwise defined herein, capitalized terms used in this Amendment have the meanings assigned to them in the Agreement or as set forth in the Amendment.

**IN WITNESS WHEREOF**, the Parties have caused their properly authorized representatives to execute this First Amendment on the dates set forth below.

**CITY:**

**CONTRACTOR:**

**CITY OF BONNEY LAKE,**  
a Washington municipal corporation

**RAINIER RECOVERY CENTER, LLC**  
a Washington limited liability company

\_\_\_\_\_  
Mayor Michael McCullough

\_\_\_\_\_  
Jeremiah Dunlap, SUDP  
CEO & Clinical Director

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

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

**FIRST AMENDMENT TO MOU - RAINIER RECOVERY CENTER, LLC**

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**ATTEST:**

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Sadie Schaneman, City Clerk



**RESOLUTION NO. 3198**

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING BONNEY LAKE COMMUNITY COURT TEAM MEMBERS TO ATTEND THE RISE24 CONFERENCE IN ANAHEIM, CALIFORNIA MAY 21 – 25, 2024.**

The City Council of the City of Bonney Lake, Washington, does hereby resolve that the Bonney Lake Community Court Team Members are authorized to attend the RISE24 Conference, Anaheim, California, May 21 -25, 2024

**PASSED** by the City Council this 13<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Michael McCullough, Mayor

AUTHENTICATED:

\_\_\_\_\_  
Sadie A. Schaneman, CMC, City Clerk

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**From:** Cherie Reierson <reiersonc@ci.bonney-lake.wa.us>

**Sent:** Wednesday, February 7, 2024 9:21 AM

**Cc:** John Vodopich <vodopichj@ci.bonney-lake.wa.us>; David Wells <wellsd@ci.bonney-lake.wa.us>

**Subject:** recreation OT

Good morning Council, Mayor, John and David,

In preparation of the upcoming meetings on recreation, I was asked to run an overtime report. For 2023, there was a total of \$55,429 spent on overtime for the recreation coordinators.

I'm also including the revenue/expense from each month after we closed the Before & After program. These numbers are based upon collection date, not the date the program will be held. As such, if a program doesn't move forward, the money would need refunded (we pre-collect for programs).

As you can see below, the program was in the black for Jan-June while the City had a Before & After program. If the second half of 2023 is the projection and trajectory for 2024 first half, the City will be struggling to maintain the costs of the program. David had projected that the cost of the program would be about \$148K City funded for 2024 (or an 80% cost recovery rate).

From my finance and budget perspective, this program is not working without the Before & After program unless the Council wants to drastically change the program or reduce other City services. We are only receiving about 40% cost recovery the second half of the year. See details below.

**Jan-June with B&A**

Revenue: 548,276  
Expenditures: 528,426  
Total: 19,850

**July-Dec w/o B&A**

Revenue: 217,574  
Expenditures 543,825  
Total (326,251)

Monthly breakdown below.

July

Revenue: 32,063  
Expenditures: 85,506  
Total: (53,443)

August

Revenue: 14,287  
Expenditures: 123,276  
Total: (108,989)

September

Revenue: 66,917  
Expenditures: 122,470  
Total: (55,553)

October

Revenue: 55,963  
Expenditures: 57,267  
Total: ( 1,303)

November:

Revenue: 30,789  
Expenditures: 73,062  
Total: (42,273)

December:

Revenue: 17,555  
Expenditures: 82,244  
Total: (64,689)

**2023 Total:**

Revenue: 765,850  
Expenditures: 1,072,251  
Total: (306,401)

Cherie Reiersen, CPA  
Chief Financial Officer  
Bonney Lake Finance Department  
9002 Main St. E. Ste 250  
Box #4  
Bonney Lake, WA 98391

*Find us on [Facebook](#) and [Twitter](#), and at [www.citybonneylake.org](http://www.citybonneylake.org)*