

Council Workshop Meeting

January 6, 2026
6:00 PM



<http://www.bonneylake.gov/>

AGENDA

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

The public is invited to attend Council Meetings and Workshops. Options for attending are provided below.

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East in Bonney Lake

By phone: 323-792-6234 (Meeting ID: 678 478 69#)

By internet: Chrome-[TEAMS Meeting Link](#) (Meeting ID: 265 362 442 662 58)

(All public online cameras and microphones will be disabled except during public comments. Only staff and presenters will be visible and unmuted during the entire meeting.)

The City Council may act on items listed on this agenda, or by consensus give direction for future action, also add and take action on other items not listed on this agenda.

I. Call to Order

A. Pledge of Allegiance

B. Roll Call

Mayor Terry Carter, Deputy Mayor Dan Swatman, Councilmember Angela Baldwin, Councilmember Aaron Davis, Councilmember Gwendolyn Fullerton, Councilmember Kerri Hubler, Councilmember J. Kelly McClimans, and Councilmember Brittany Rock.

II. Announcements, Appointments and Presentations

A. Announcements

B. Appointments

1. Oath of Office - Mayor
2. Oath of Office - Councilmember 1
3. Oath of Office - Councilmember 3
4. Oath of Office - Councilmember 6
5. Oath of Office - Councilmember 7
6. Oath of Office - Judge
7. **AB26-0** - A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Electing The Deputy Mayor And Assigning Councilmembers To The Council Standing Committees.
8. **AB26-1** - A Motion of the City Council of the City of Bonney Lake, Pierce County,

Washington, Appointing The City's Representative To The Pierce County Regional Council.

9. **AB26-2** - A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Appointing The City's Representative To The South Sound 911 Board of Directors.

C. Presentations

III. Public Hearing

Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. All who comment will be asked to state their name for the meeting record.

IV. Review of Council Minutes

V. Council Open Discussion

VI. Discussion/Action Items

Public comments on the items only in this section will be taken during this section only.

VII. Discussion Items

- A. **AB26-3** - A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, Changing The Regular Meeting Start Time For The Council's Community Development Standing Committee.
- B. **AB26-4** - A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, Amending Administration And Police Department Sections Of The City's Fee Schedule Of Resolution 3282 To Add Clarifying Language And Update Fees In The Police Department Section.
- C. - A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Amending The Council Policies And Procedures To Update The Parliamentary Procedure, Parliamentarian, Public Comments, And Council Committees Sections.
- D. - Changing The Frequency Of Council Meetings

VIII. 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.

IX. Adjournment

Anything submitted at the Meeting will be added to the end of the packet the next day.

The City of Bonney Lake does not discriminate on the basis of disability, race, color, or national origin in its programs, services, or activities. If you need language assistance, translation, or an auxiliary aid, service, or policy modification to fully participate, please [email the City Clerk's Office](#) or call at 253-862-8062 (TTY 711) at least 5 business days before the event; later requests will be honored when feasible.

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Legislative (Council)

**Impacted Departments That Received
Notification:**

Agenda Subject: Oath of Office - Mayor

Full Title/Motion: Oath of Office - Mayor

Short Background Summary:

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Legislative (Council)

**Impacted Departments That Received
Notification:**

Agenda Subject: Oath of Office - Councilmember 1

Full Title/Motion: Oath of Office - Councilmember 1

Short Background Summary:

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Legislative (Council)

**Impacted Departments That Received
Notification:**

Agenda Subject: Oath of Office - Councilmember 3

Full Title/Motion: Oath of Office - Councilmember 3

Short Background Summary:

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Legislative (Council)

**Impacted Departments That Received
Notification:**

Agenda Subject: Oath of Office - Councilmember 6

Full Title/Motion: Oath of Office - Councilmember 6

Short Background Summary:

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Legislative (Council)

**Impacted Departments That Received
Notification:**

Agenda Subject: Oath of Office - Councilmember 7

Full Title/Motion: Oath of Office - Councilmember 7

Short Background Summary:

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: ASD Staff

**Impacted Departments That Received
Notification:**

Agenda Subject: Oath of Office - Judge

Full Title/Motion:

Short Background Summary:

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

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

Agenda Bill Number & Ordinance/Resolution/Motion Number: AB26-0

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Admin

Impacted Departments That Received Notification:

Agenda Subject: Electing The Deputy Mayor And Assigning Councilmembers To The Council Standing Committees

Full Title/Motion: A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Electing The Deputy Mayor And Assigning Councilmembers To The Council Standing Committees.

Short Background Summary:

The Deputy Mayor's position is elected from among the Council every two years at the first meeting of the year of even years. Coincident with that election is the assignment of Councilmembers to the Standing Committees. Article VIII of the Council Policies & Procedures describe the Deputy Mayor's duties and the composition of the Council Committees. Article XVII of the Council Policies & Procedures describes the Council Standing Committees.

Budget

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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

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1/6/2026

Article VIII. Deputy Mayor

Appointment.

The selection of deputy mayor will be biennially, by majority vote of the council, to serve in the absence or temporary disability of the mayor.

The biennial election shall occur during the even years at the first meeting of the council in January. If there has been no change in council membership said election of the deputy mayor and subsequent committee assignments may be made at the last meeting of the year, provided the results of the municipal election have been certified by that date.

Councilmembers shall make nominations for the appointment of deputy mayor. The nominator is permitted to give reasons for supporting the nominee. Nominations do not require a second, but the person nominated should accept or decline the nomination prior to the vote. Councilmembers nominated for this appointment are not required to abstain from voting.

Duties of deputy mayor.

The deputy mayor presides at meetings of the council, administers oaths and signs instruments in the absence of the mayor. When the deputy mayor presides over a council meeting they shall retain their councilmanic vote.

In addition to serving in the absence of the mayor, the deputy mayor shall serve as finance committee chair for the term of office as established for the deputy mayor, shall serve as voucher review committee chair, shall be responsible for overseeing council agendas with the city clerk or designee and the city administrator and shall perform any other duties prescribed by the council.

Article XVII. Council Committees

Definition and scope of council standing committees.

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

A. Finance Committee. The finance committee exists for the purpose of considering matters that fall under the executive, administrative services, and finance departments, including general administration, records management, human resources, information services, facilities, finance and accounting, parks planning, and city prosecution; provided, however, that all significant financial issues, including budget amendments, shall be considered at a council workshop rather than in the finance committee.

B. Public Safety Committee (PSC). The public safety committee exists for the purpose of considering matters that fall under the police department or municipal court, as well as fire-related matters brought forward by East Pierce Fire and Rescue.

C. Community Development Committee (CDC). The community development committee exists for the purpose of considering matters that fall under the public services department, including but not limited to streets, stormwater, water, sewer, parks maintenance, planning, zoning, building, annexation, and other development regulations.

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

Committee attendance.

Council committee members are to notify the committee chair of planned absences at least 24 hours in advance of the meeting and the chair of the committee may contact the deputy mayor or any other councilmember to serve in their absence.

Composition of the council committees.

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

Duties of council committees.

Standing committees shall be concerned primarily with policy matters. They shall review such matters within their general areas of jurisdiction or as determined by council direction or committee consensus and shall formulate recommendations to the full council for action.

The chair of each standing council committee shall be responsible for setting the agendas for each committee meeting and providing minutes of the meetings to all councilmembers, mayor and appropriate staff.

Required documentation.

The committee chair may require that all issues, prior to scheduling for any council committee agenda, shall include a completed council agenda bill, with required approvals of the mayor and the city attorney when legal review is necessary and all necessary documentation on the issue being reviewed, including budget information if applicable. Whenever possible, any documents requiring legal review and evaluation (ordinances, resolutions, contracts, agreements, any amendments to same, etc.) shall be completed and the city attorney's response and recommendations shall be provided in the council committee or workshop packets prior to being scheduled on those agendas.

Council committee meeting schedules.

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

Committee reports and agendas.

The chair of each council committee shall set committee agendas and provide committee agendas to the council, mayor, city clerk or designee.

The committee chair shall provide a verbal report of the committee meeting at the following regular council meeting.

The department directors shall be responsible for securing the required signatures of the appropriate council committee on the designated committee review form by the established deadline for submitting to the city clerk for inclusion on the forthcoming agenda.

Split decision by council committee.

If the decision of the committee is not unanimous, by those committee members present, on any issue presented to them for consideration, the chair of the committee shall request the issue be forwarded to the full council at the next scheduled workshop for further discussions and deliberations by the council, or may direct the issue be scheduled for further committee discussions and deliberations.

Ad hoc council committees.

From time to time, the council may, at its discretion, by resolution or motion appoint special council or resident committees to accomplish specific tasks of limited duration. Committee members shall be appointed by the council.

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

Agenda Bill Number & Ordinance/Resolution/Motion Number: AB26-1

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Admin

Impacted Departments That Received Notification:

Agenda Subject: Appointing The City's Representative To The Pierce County Regional Council

Full Title/Motion: A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Appointing The City's Representative To The Pierce County Regional Council.

Short Background Summary:

The Pierce County Regional Council is a sub-regional planning council affiliated with the larger Puget Sound Regional Council. Councilmember Fullerton has been serving as the City's representative. It is time to elect a Councilmember to serve as the City's representative. The Council has appointed representatives in the past by motion. Council Policies & Procedures Article XVI is the relevant Council rule on appointments to regional organizations. Meetings are held the third Thursday monthly.

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

Article XVI. Council Representation/ Appointments to Regional or Local Organizations, Committees or Task Forces

Appointments of councilmembers to regional organizations.

Appointments to regional or local organizations, committees or task forces may be made in two ways: (A) the regional or local organization, committee or task force may request recommendation for ultimate council appointment; or (B) the mayor may make direct appointments to a regional or local organization, committee or task force when asked to do so by the council.

Any councilmember may express an interest in a particular subject and interest in serving on a particular body.

When any of the above request council membership recommendations where that particular body makes the final appointment, the mayor shall ask councilmembers to state their interest for appointment and the council shall determine who their representatives shall be.

When the mayor has the authority to make direct appointments to a regional committee, discussion shall take place with the full council to determine interest. The councilmember receiving a majority vote will represent the city. The mayor may also be chosen to represent the city on regional committees.

Changes in representation to regional or local organizations, committees or task forces where the council has the authority to make direct appointment shall also be determined through full council discussion and majority vote of the council.

Commenting while representing the council.

If a councilmember appears on behalf of the city before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the councilmember shall state the majority position of the council, if known, on such issue. Personal opinions and comments which differ from the council majority may be expressed if the councilmember clarifies that their statements represent their personal position and do not represent the council's position.

Councilmembers appointed by the council to represent the council's positions on an issue must first acquire concurrence from the council prior to presenting to the media, another governmental agency or community organization.

Council travel arrangements and conference registration.

The city clerk or designee shall be responsible for handling and coordinating all travel arrangements and conference registrations.

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

Agenda Bill Number & Ordinance/Resolution/Motion Number: AB26-2

Agenda Item Type: Appointments

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Admin

Impacted Departments That Received Notification:

Agenda Subject: Appointing The City's Representative To The South Sound 911 Board of Directors

Full Title/Motion: A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Appointing The City's Representative To The South Sound 911 Board of Directors.

Short Background Summary:

The South Sound 911 Board of Directors help set policies for South Sound 911. A Councilmember needs to serve as the City's representative. The Council has appointed representatives in the past by motion. Council Policies & Procedures Article XVI is the relevant Council rule on appointments to regional organizations. Meetings are held the third Wednesday monthly.

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

Article XVI. Council Representation/ Appointments to Regional or Local Organizations, Committees or Task Forces

Appointments of councilmembers to regional organizations.

Appointments to regional or local organizations, committees or task forces may be made in two ways: (A) the regional or local organization, committee or task force may request recommendation for ultimate council appointment; or (B) the mayor may make direct appointments to a regional or local organization, committee or task force when asked to do so by the council.

Any councilmember may express an interest in a particular subject and interest in serving on a particular body.

When any of the above request council membership recommendations where that particular body makes the final appointment, the mayor shall ask councilmembers to state their interest for appointment and the council shall determine who their representatives shall be.

When the mayor has the authority to make direct appointments to a regional committee, discussion shall take place with the full council to determine interest. The councilmember receiving a majority vote will represent the city. The mayor may also be chosen to represent the city on regional committees.

Changes in representation to regional or local organizations, committees or task forces where the council has the authority to make direct appointment shall also be determined through full council discussion and majority vote of the council.

Commenting while representing the council.

If a councilmember appears on behalf of the city before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the councilmember shall state the majority position of the council, if known, on such issue. Personal opinions and comments which differ from the council majority may be expressed if the councilmember clarifies that their statements represent their personal position and do not represent the council's position.

Councilmembers appointed by the council to represent the council's positions on an issue must first acquire concurrence from the council prior to presenting to the media, another governmental agency or community organization.

Council travel arrangements and conference registration.

The city clerk or designee shall be responsible for handling and coordinating all travel arrangements and conference registrations.

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

Agenda Bill Number & Ordinance/Resolution/Motion Number: AB26-3

Agenda Item Type: Discussion

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Admin

Impacted Departments That Received Notification:

Agenda Subject: Changing Community Development Committee Start Time

Full Title/Motion: A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, Changing The Regular Meeting Start Time For The Council's Community Development Standing Committee.

Short Background Summary:

The Council's Community Development Standing Committee and administration is requesting the regular meeting start time be changed from 5:00 p.m. to 4:30 p.m. and does not conflict with any other Council committee.

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

1/13/2026

RESOLUTION NO. ####

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, CHANGING THE REGULAR MEETING START TIME FOR THE COUNCIL'S COMMUNITY DEVELOPMENT COMMITTEE.

WHEREAS, Article XVII of the Bonney Lake City Council Policy and Procedures provides that the regular meeting times and dates of all standing committees of the City Council shall be established by resolution; and

WHEREAS, the Council Community Development Standing Committee meets on the first and third Tuesday of the month; and

WHEREAS, the Council Community Development Standing Committee has expressed a desire to change their regular meeting start time from 5:00 p.m. to 4:30 p.m.; and

WHEREAS, the first and third Tuesday at 4:30 p.m. does not conflict with any other Council committee meeting.; and

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

The first and third Tuesday of the month is established as the regular meeting date for the Council Community Development Standing Committee and the start time will be 4:30 p.m. The Community Development Committee will establish additional special meetings during the month on an as-needed basis.

PASSED by the City Council this 13th day of January 2026.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, MMC, City Clerk

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

Agenda Bill Number & Ordinance/Resolution/Motion Number:	AB26-4
Agenda Item Type:	Discussion
Presenter:	Sadie Schaneman, City Clerk
City Strategic Goal Category:	None
Department/Division Submitting:	ASD Staff
Impacted Departments That Received Notification:	Finance Police Department

Agenda Subject: Updating Administration And Police Department Fee Schedule

Full Title/Motion: A Resolution of the City Council of the City of Bonney Lake, Pierce County, Washington, Amending Administration And Police Department Sections Of The City's Fee Schedule Of Resolution 3282 To Add Clarifying Language And Update Fees In The Police Department Section.

Short Background Summary:

The City Of Bonney Lake Reviewed The Fee Schedule And Needs To Add Clarifying Language For Specific Fees Within The Administration And Police Department Sections. Also, Some Fees In The Police Department Section Were Needing To Be Updated To Reflect Current Rates. These are needed to update current practices with disclosures.

Budget

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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action		
Date of Council Workshop	Date of Council Meeting	Date of Council Public Hearing
1/6/2026	1/13/2026	

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON AMENDING ADMINISTRATION AND POLICE DEPARTMENT SECTIONS OF THE CITY'S FEE SCHEDULE OF RESOLUTION 3282 TO ADD CLARIFYING LANGUAGE AND UPDATE FEES IN THE POLICE DEPARTMENT SECTION.

WHEREAS, the Washington State Public Records Act ("PRA"), Chap. 42.56 RCW, requires the City to disclose upon request all written materials meeting the definition of "public record"; and

WHEREAS, the City adopted the state legislature's approved fees and costs for public disclosures; and

WHEREAS, the City wants to ensure fees are clarified and understandable; and

WHEREAS, this resolution adds clarifying language to the administration and the police department sections, updates the police department fees to Resolution No. 3282.

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

To amend Administration and Police Department Sections of Resolution 3282 Exhibit A:

Administration Section. Adding fee clarifying language.

Police Department Section: Adding fee clarifying language and updating fees.

Section 2. Effective Date. This Resolution shall be effective upon its passage.

PASSED by the City Council this 13th day of January 2026.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, MMC, City Clerk

Exhibit A
City of Bonney Lake
Fee Schedule
Adopted by Resolution No. 3282

This Fee Schedule shall be considered the official fee schedule of the City of Bonney Lake.

Administration

[Fees can be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.](#)

1. Public Records Request Fee Schedule

Inspection of records at Justice Center	Free
Photocopies of records	\$0.15 per page
Records scanned into electronic format	\$0.10 per page
Electronic files and attachments uploaded to email, cloud-based storage service, or other means of electronic delivery	\$0.05 per 4 electronic files
Transmission size of public records in an electronic format	\$0.10 per gigabyte (GB)
Scans of large-format sheets-11"x17"-grayscale	.48 per impression, per side*
Scans of large-format sheets-11"x17"-color	.95 per impression, per side*
Maps and prints from plotter-18"x24"-grayscale	\$3.00 per map, per side*
Map and prints from plotter-18"x24"-color	\$6.00 per map, per side*
Maps and prints from plotter-24"x36" grayscale	\$6.00 per map, per side*
Map and prints from plotter-24"x36"-color	\$12 per map*
Maps greater than 24"x36"-grayscale	\$12 per map*
Maps greater than 24"x36"-Color	\$24 per map*
Postage/delivery services and other delivery methods	Actual costs. Advance payment may be required. The city will only provide fax copies if the city incurs no expense for long-distance charges.

*Alternatively, if services are provided by a vendor, then the actual costs of the vendor shall be passed along to the requester. For all other record requests, the city charges the default statutory fees for public records as established in the Revised Code of Washington.

2. Miscellaneous Fees

City of Bonney Lake Fee Schedule

Certification by the City Clerk	\$10 per cert
Notary (fee waived if for City business)	\$10 per stamp
Passport Application Fee	Based on Current Prices from the U. S. Department of State
Passport Execution Fee	\$35 per application
Passport Photos	\$15 per person
Passport Adult Renewal Mailing and Convenience Fee	\$15
1-2 Day Express Delivery to Dept of State	\$30.45

Police Department

Fees can be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

Black and white copies of collision reports to insurance companies	\$5.00
Collision reports to the involved parties	No charge
Fingerprinting – Inked hard copies (non-criminal)	\$10.00 + tax per card
Printed general Police incident/ collision reports (No charge for involved parties)	\$0.15 per page
Color copies/pictures	\$0.15 per page
Reports, electronic files, or attachments uploaded to email, cloud-based storage service or other means of electronic delivery	\$0.10 per scanned page or \$10 per GB for digital photographs
Electronic files and attachments uploaded to email, digital photographs; cloud-based storage service, or other means of electronic delivery	\$0.05 per 4 electronic files
Transmission size of public records in an electronic format	\$0.10 per gigabyte (GB)

City of Bonney Lake Fee Schedule

Body Worn Camera or In-Car Camera video <u>& audio</u> where redacting, altering, distorting, pixilating, suppressing, or otherwise obscuring any portion of a body worn camera video or in-car camera video is necessary as allowed under RCW 42.56.240 (14)(II)	\$52.00 per hour- prorated charge applies for less than a full hour <u>for non-directly involved parties</u> .
Peddler Fee	\$50
Resident <u>Boat Launch</u> Parking Pass	\$40 /year <u>+ tax and vendor fees</u>
Vehicle Parking at Allan Yorke Park (0-4 hrs)	\$4.00+ tax <u>and vendor fees</u> /transaction fee by vendor
Vehicle Parking at Allan Yorke Park (All Day – more than 4 hours)	\$10.00+ tax <u>and vendor fees</u> /transaction fee by vendor
<u>Allan Yorke Park – Paid Parking Season Pass</u>	\$50.00 per calendar year + tax <u>and vendor fees</u> /transaction fee by vendor
Allan Yorke Park Boat Launch Fee at Pay-Kiosk	\$20.00

Vehicle parking rates also apply to vehicles towing a watercraft trailer. The fee for a Resident Parking Pass includes the fee to launch watercraft at Allan Yorke Park.

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Discussion

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Admin

**Impacted Departments That Received
Notification:**

Agenda Subject: Updating Council Policies & Procedures

Full Title/Motion: A Motion of the City Council of the City of Bonney Lake, Pierce County, Washington, Amending The Council Policies And Procedures To Update The Parliamentary Procedure, Parliamentarian, Public Comments, And Council Committees Sections.

Short Background Summary:

At the Finance Committee meeting on 11/25/2025, the committee discussed and forwarded having the city clerk as acting parliamentarian during the council meeting to reduce contracted legal costs by limiting attorney's time spent attending council meetings to a 'as-needed' basis. At the Council orientation on 12/16/2025, council requested to have updates to change from Sturgis to Robert's Rules of Order during council meetings, to add that council can have open discussion right after public commenting on just the comments, and to add language for the council's standing committees to better clarify the process.

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action		
Date of Council Workshop	Date of Council Meeting	Date of Council Public Hearing
1/6/2026	1/13/2026	

Article II. General Rules

Meetings to be public.

All official meetings of the council shall be open to the public with the exception of closed sessions (e.g., discussions regarding labor negotiations), and executive sessions for certain limited topics as defined in [Chapter 42.30.110 RCW](#). All minutes of meetings and workshops shall be available on the Washington State Digital Archives Website.

Voucher and payroll review – Time and place.

The finance committee's voucher and payroll reviews shall be held as provided in Article XVII Council Committees.

Quorum.

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

Meeting cancellation.

Individual council meetings and workshops may be canceled with the concurrence of the mayor and deputy mayor following the procedure of Article III Types of Council meetings providing for 24 hours' advance notice.

Right of floor.

Any councilmember desiring to speak shall be recognized by the chair and shall confine their remarks to the subject under consideration or to be considered. No member shall speak until so recognized. All councilmembers desiring to speak on a subject shall have the opportunity to do so before a councilmember may seek to speak again. At the discretion of the chair, councilmembers may be recognized to speak again should there be pertinent new information to provide on the subject. No member shall address the presiding officer or demand the floor while a vote is being taken.

Parliamentary procedure.

Robert's Rules of Order ~~The Standard Code of Parliamentary Procedure, 4th Edition (by Alice Sturgis)~~, shall govern the proceedings of all regular council meetings, except where Robert's Rules of Order is in conflict with the Bonney Lake Municipal Code or other applicable law; however, any informal procedures or policies set by the council shall supersede that text. All councilmembers will familiarize themselves with the parliamentary rules ~~in the above edition~~ for efficiency of procedures at all council meetings.

Attendance of media at council meetings.

All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time; provided, that such arrangements do not interfere with the orderly conduct of the meetings.

Public notice.

The city shall comply with the provisions of [RCW 35A.12.160](#). The city shall establish a procedure for notifying the public of upcoming hearings and the preliminary agenda for the forthcoming council meetings. Such procedure may include, without limitation publication of a notice in the official newspaper, posting of upcoming council meeting agendas on the city's social media sites, website, lobby, or such other processes as the city determines will satisfy the intent of this requirement and applicable legal notice requirements.

Article IV. Council Meeting Attendance

Councilmembers.

All councilmembers will attend all regular meetings, workshops, special and emergency meetings and assigned council committee meetings of the council.

[RCW 35A.12.060](#) provides that a councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the council without being excused by the council. Members of the council may be so excused by complying with this section. The member shall contact the mayor, deputy mayor or city clerk prior to the meeting and state the reasons for the councilmember's inability to attend the meeting. If the notice is provided to the deputy mayor or city clerk, they shall advise the chair of this information prior to the meeting. During the roll call portion of the council meeting, the chair shall inform the council of the member's absence and state the reason. The council, by motion, may excuse the absence and the clerk will make appropriate notation in the minutes. If a councilmember fails to contact any of the above to advise of their absence, excluding emergency situations, the council, by motion, may vote ~~to~~ **not to** approve the absence and the clerk will note the minutes accordingly.

City clerk or designee.

The city clerk or designee shall attend all regular meetings, workshops, special and emergency meetings of the council unless excused by the council or mayor. If the city clerk and the designee are absent from any council meeting, the chair or person so designated by the chair, shall appoint a clerk pro tempore for that meeting only.

Administration/department directors.

The chair shall assure that all regular meetings, workshops, special and emergency meetings of the council are appropriately staffed. While the authority for requiring department heads to attend council meetings rests with the mayor, the council is free to refuse to take action on particular agenda items where necessary department directors are not present.

City attorney.

The city attorney or designee shall attend all regular council meetings, workshops, and special meetings ~~unless excused when requested, in advance,~~ by the deputy mayor or ~~person so designated by~~ the chair, ~~in advance,~~ or by a council majority at a meeting. Such attendance may be virtual with advance notice to the clerk. Attendance is not required for joint meetings with other legislative bodies, or for budget meetings, unless attendance is specifically requested in advance by the deputy mayor or mayor. Any member of the council may, at any time, during a meeting of the council at which the city attorney is present, call upon the city attorney for an oral opinion and a majority of the council may request a written opinion to decide any questions of law and may call upon any other city official present for a report or recommendation as to any matter before the council.

Parliamentarian.

The city ~~attorney clerk~~ or designee shall act as the council's parliamentarian and shall advise the chair as to correct rules of procedure or questions of specific rule application.

Sergeant at arms.

The chair shall assure that formal meetings of the council shall be staffed with the police chief or a police officer, when deemed necessary, who shall serve as the sergeant at arms to ensure order and peace of council meetings.

Article XIII. Public Comments

Citizen comments.

The public is encouraged to attend and participate at all council meetings. Any individuals who will have difficulty attending a meeting or who desire to comment virtually will be provided an opportunity to provide oral comment at the meeting remotely either by giving prior notice to the city clerk or designee before 5:00pm the night of the Council Meeting or during the public commenting section of the agenda. Under agenda item "public comments," members of the public may address the mayor and the council regarding any matter relating to city business or over which the city has authority, for up to five minutes per speaker, unless granted further time by the chair or a majority of the councilmembers present. Groups recognized by the chair, or action of the city council, who have a designated speaker may have a total of 10 minutes to speak. Following such comments, if action is required or has been requested, the chair shall refer the matter to staff or the appropriate council committee for review or investigation and report at a future meeting. Sign-up is not required for this portion of the council meeting. Each member of the public will be allowed to speak only once during the public comment portion in each council meeting.

Council public comments open discussion.

After all public comments have been heard, the council may have open discussion on the public comments for up to ten (10) minutes, or longer if the majority of council are in agreement but not to exceed fifteen (15) minutes in total, in order to continue with the meeting's agenda items.

Conduct and decorum when addressing council.

Any person addressing the council shall comply with the following rules of conduct and decorum:

- A. When recognized by the chair, each in-person attendee addressing the council shall go to the podium and remote attendees when recognized shall give their name and as a courtesy, but not mandatory, their address in an audible tone of voice for the record, and shall limit their remarks to the time specified, unless granted further time by the chair or requested by a majority of the councilmembers present. All remarks shall be addressed to the council as a body and not to any member thereof. This time is set aside for public comments on city business and not to allow individual conversations between citizens and councilmembers/chairperson. No questions shall be asked of a councilmember, except through the chair.
- B. Out of respect for the efficient use of council meeting time, no councilperson or the chairperson shall respond to citizen comments unless the matter is city business and that person wants to respond during the council meeting rather than some other time. No councilperson nor the chair should respond at a meeting to individual or personal matters unless that councilmember ~~nor~~ the chair believes the matter is city business that should or may be addressed by the full council at a council meeting, and that councilmember ~~nor~~ the chair wants to make a response at a council meeting rather than some other time.
- C. No person, other than the chair, councilmembers, and the person having the floor, shall be permitted to enter into any discussions, either directly or through the members of the council, unless recognized by the chair.
- D. All speakers are expected to deliver their comments in a courteous and efficient manner. Any person who is unruly or disruptive while addressing the council may be requested to leave the meeting or may be barred from further audience before the council during that council meeting by the chair.
- E. Any speaker who fails to comply with these limits and rules for speaking at council meetings, or otherwise acts in an unruly or disruptive manner, may be subject to removal from the meeting.
- F. The chair shall direct which department will follow up on each comment, if needed, and that department head shall follow up with the commentor to get contact information prior to the adjournment of the meeting.
- G. When public complaints or suggestions are brought before a council meeting, other than for items already on an agenda, the chair shall first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the council finds such complaint suggests a change to an ordinance or resolution of the city, the council may refer the matter to a committee, administration or the council of the whole for study and recommendation.
2. If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the mayor, the mayor should then refer the complaint to the appropriate department head for his/her review if said complaint has not been so reviewed. The city council may direct that the mayor brief or report to the council when his/her response is made.

Written communication.

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

Public hearing procedures.

- A. Speaker Sign-In. Up until five minutes to the start of a public hearing, all persons wishing to be heard are requested but not required, to sign in using the public hearing testimony sign-up sheet located at the entrance of the meeting room or by emailing the city clerk at clerk@bonneylake.gov for those attending virtually, giving their name, as a courtesy, but not mandatory, their address, screen name (for those attending by video) or phone number (for those attending by audio only), and whether they wish to speak as a proponent, opponent or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. Each speaker shall be given five minutes or when presenting the official position of any organization or group recognized by the chair or council action 10 minutes shall be allowed. As allowed by the chair or council action, anyone who has signed in to speak at a public hearing may relinquish his or her allotted time to any person who is also signed in to speak. If there are numerous items for public hearings on any council agenda, there will be a separate public hearing on each item. The chair may change the order of speakers so that testimony is heard in the most logical groupings..
- B. Conflict of Interest and Appearance of Fairness. Prior to the start of a public hearing any councilmember who has a conflict of interest or appearance of fairness doctrine concern, needs to step down and give the reason for recusing themselves from participation in the public hearing process. Another councilmember may ask a councilmember to step down from the public hearing process if they believe there is a conflict of interest or appearance of fairness doctrine concern. A councilmember who refuses to step down after challenge, upon the advice of the city attorney and after a ruling by the majority of the remaining members of the council that the member in question should step down, is subject to censure. A councilmember who has stepped down shall not participate in the council decision nor vote on the matter. The councilmember shall leave the council chambers while the matter is under consideration.

Public hearing process.

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

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

On the day of the public hearing, the city clerk or designee will print a separate public hearing testimony sign-up sheet for each item on the public hearing agenda for the public to have during the public hearing, along with the following notice:

1. Any individuals making comments in person or virtually shall state their name and as a courtesy, but not mandatory, their address for the official record of the transcript of the public hearing.
2. All comments from members of the public who are physically present shall be made from the podium and no other location. Comments that are not on the public hearing topic are out of order. Anyone making "out-of-order" comments shall be subject to removal from the meeting. If you have any special needs or require accommodation, please advise the nearest staff member.
3. All comments by members of the public attending by virtual video shall be made by using the "raised hand" icon virtually and wait for your name to be called on.
4. All comments by members of the public attending by audio only shall be made by waiting for your name to be called on.
5. Those attending virtually by video or audio are asked to mute your microphones until your name is called to keep background noise down and to give everyone an opportunity to be heard.
6. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.

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

The chair calls upon proponents, opponents and all other individuals who have signed in or signed-up with the city clerk or designee, to speak regarding the matter under consideration. After everyone that has signed in to speak has had their opportunity to do so, the chair shall ask if there is anyone else wishing to speak on this matter, including people who may choose to participate remotely.

The chair inquires as to whether any councilmember has questions for the proponents, opponents, speakers or staff. If any councilmember has questions, the appropriate individual will be recalled to the podium(or otherwise addressed if participating remotely).

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

Quasi-judicial public hearings.

The appearance of fairness doctrine applies to quasi-judicial hearings, not to legislative hearings. Council's decision on a quasi-judicial matter must be based on and supported by the "record" in that matter. The "record" consists of all testimony or comment presented at the hearing and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public hearing. All quasi-judicial hearings shall be recorded. Quasi-judicial hearings will be conducted in conformance to procedures outlined in other ordinances, such as the hearing examiner ordinance. Deliberations on a quasi-judicial matter can occur following the public hearing or at some other time. Deliberations and eventual decision shall fall within any applicable statutory timelines. Comments from the audience are not permitted during open meeting deliberations.

Comments in violation of the appearance of fairness doctrine.

The chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the council or its boards or agency or commissions. Such comments should be made only at the hearing on a subject matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.

Article XVII. Council Committees

Definition and scope of council standing committees.

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

- A. Finance Committee. The finance committee exists for the purpose of considering matters that fall under the executive, administrative services, and finance departments, including general administration, records management, human resources, information services, facilities, finance and accounting, parks planning, and city prosecution; provided, however, that all significant financial issues, including budget amendments, shall be considered at a council workshop rather than in the finance committee.
- B. Public Safety Committee (PSC). The public safety committee exists for the purpose of considering matters that fall under the police department or municipal court, as well as fire-related matters brought forward by East Pierce Fire and Rescue.
- C. Community Development Committee (CDC). The community development committee exists for the purpose of considering matters that fall under the public services department, including but not limited to streets, stormwater, water, sewer, parks maintenance, planning, zoning, building, annexation, and other development regulations.

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

Committee attendance.

Council committee members are to notify the committee chair of planned absences at least 24 hours in advance of the meeting and the chair of the committee may contact the deputy mayor or any other councilmember to serve in their absence.

Composition of the council committees.

Each council committee shall consist of three members appointed by the deputy mayor following consultation with, or caucus of, the councilmembers. The deputy mayor will strive to appoint councilmembers on committees that they have requested to be on. If there are more than three (3) wanting to be on the same committee and no agreed resolution can be made, the deputy mayor will have the final decision. If there has been a change in council membership, committee assignments shall be made by the deputy mayor at the first meeting of the new year after the deputy mayor has been elected. If there has been no change in council membership, said election of the deputy mayor and subsequent committee assignments may be made at the last meeting of the year, provided the results of the election have been certified by that date. ~~Each council committee shall select its own committee chair except that the chair of the finance committee and voucher review committee shall be the deputy mayor.~~

Chairs of committees.

Standing committee chairs must have one (1) years' experience as a councilmember to be eligible as chair. First year councilmembers will be members on the public safety committee.

Each council committee shall select its own committee chair except that the chair of the finance committee and voucher review committee shall be the deputy mayor. The chairs from public safety and community development committees shall also be the remaining members on the finance committee, unless the chairs agree as a whole for another committee member to be the representative.

Duties of council committees.

Standing committees shall be concerned primarily with policy matters. They shall review such matters within their general areas of jurisdiction or as determined by council direction or committee consensus and shall formulate recommendations to the full council for action.

The chair of each standing council committee shall be responsible for setting the agendas for each committee meeting and providing minutes of the meetings to all councilmembers, mayor and appropriate staff.

Required documentation.

The committee chair may require that all issues, prior to scheduling for any council committee agenda, shall include a completed council agenda bill, with required approvals of the mayor and

the city attorney when legal review is necessary and all necessary documentation on the issue being reviewed, including budget information if applicable. Whenever possible, any documents requiring legal review and evaluation (ordinances, resolutions, contracts, agreements, any amendments to same, etc.) shall be completed and the city attorney's response and recommendations shall be provided in the council committee or workshop packets prior to being scheduled on those agendas.

Council committee meeting schedules.

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

Committee reports and agendas.

The chair of each council committee shall set committee agendas and provide committee agendas to the council, mayor, city clerk or designee.

The committee chair shall provide a verbal report of the committee meeting at the following regular council meeting.

The department directors shall be responsible for securing the required signatures of the appropriate council committee on the designated committee review form by the established deadline for submitting to the city clerk for inclusion on the forthcoming agenda.

Split decision by council committee.

If the decision of the committee is not unanimous, by those committee members present, on any issue presented to them for consideration, the chair of the committee shall request the issue be forwarded to the full council at the next scheduled workshop for further discussions and deliberations by the council, or may direct the issue be scheduled for further committee discussions and deliberations.

Ad hoc council committees.

From time to time, the council may, at its discretion, by resolution or motion appoint special council or resident committees to accomplish specific tasks of limited duration. Committee members shall be appointed by the council.

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

**Agenda Bill Number &
Ordinance/Resolution/Motion Number:**

Agenda Item Type: Discussion

Presenter: Sadie Schaneman, City Clerk

City Strategic Goal Category: None

Department/Division Submitting: Admin

**Impacted Departments That Received
Notification:**

Agenda Subject: Changing Frequency Of Council Meetings

Full Title/Motion: Changing The Frequency Of Council Meetings

Short Background Summary:

Council at the council orientation on 12/16/2025, asked to have a discussion on the frequency of council meetings to be placed on an agenda. Per RCW 35A.12.110, council shall meet regularly at least once a month. The Clerks' Office gathered meeting frequencies for local cities and came up with 3 options for council to start the discussion.

Budget

Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
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Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: City Council

Date of Committee/Commission/Examiner Meeting:

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

1/6/2026

Council Meeting Options

Option #1:

Meet 2 Tuesdays a month. 1 Tuesday for Workshop and the other for a Meeting to adopt items.

Option #2:

Meet 3 Tuesdays a month. 2 Tuesdays as Workshops and 1 for a Meeting to adopt items.

Option #3:

Have Council as a Whole instead of Standing Committees. Have 1 Tuesday be focused on CDC items, 1 focused on Finance items, and 1 focused on Public Safety items.

Have full discussions, then either have it brought back the next month or vote and pass that night. Everything would be full discussion except we would have approval of payroll, approval of minutes, approval of accounts payable and utility refund checks/vouchers, and any items that are not needed for full discussion as consent on each agenda as needed.

This would make it so all council hears all the items, can ask questions together, and items can be passed the same night. This would also free up staff and council time without having the standing committee meetings.

Local Meetings and Workshops

<u>City / Town</u>	<u>Regular Meetings</u>	<u>Workshops / Study Sessions</u>	<u>Total Monthly</u>	<u>Format</u>
Algona	2nd & 4th Mon	Same nights (precede Regular)	2	Hybrid (In-person, with Live Stream on YouTube/TV)
Auburn	1st & 3rd Mon	2nd & 4th Mon	4	In-Person (Generally, with live streaming/cablecast)
Black Diamond	1st & 3rd Thu	2nd Thu	3	Hybrid (Generally, check agenda for specific details)
Bonney Lake	2nd & 4th Tue	1st & 3rd Tue	4	Hybrid (In-person at City Hall and via TEAMS)
Buckley	2nd & 4th Tue	1st Tue	3	Hybrid (In-person with published Zoom/Call-in info)
Carbonado	2nd Monday	As needed	1+	Likely In-Person (Due to small size, check agenda)

Covington	2nd & 4th Tue	2nd & 4th Tue (precede Regular)	2	Hybrid (Generally, check agenda for specific details)
DuPont	2nd & 4th Tue	1st & 3rd Tue	4	Hybrid (Generally, check agenda for specific details)
Edgewood	2nd & 4th Tue	1st, 3rd, & 5th Tue	5	Hybrid (In-person at City Hall and via Zoom)
Enumclaw	2nd & 4th Mon	Varies (Standing Committees)	2+	Hybrid (In-person at City Hall, or by video-conferencing)
Fife	2nd & 4th Tue	3rd Tue	3	Hybrid (In-person, with online viewing via YouTube/TV)
Lakewood	1st & 3rd Mon	2nd & 4th Mon	4	Hybrid (In-person in Chambers, with Zoom for public comment)
Milton	1st & 3rd Mon	2nd Mon	3	Hybrid (In-person, with live stream)
Orting	2nd & 4th Wed	1st & 3rd Wed	4	Hybrid (In-person with published Zoom link and Live Stream)
Pacific	2nd & 4th Mon	Same nights (as Workshop)	2	In-Person (Public encouraged to attend, usually live streamed)
Puyallup	1st & 3rd Tue	2nd Tue	3	Hybrid (In-person in Chambers, often with virtual access)
Sumner	1st & 3rd Mon	2nd & 4th Mon	4	Hybrid (In-person, Zoom, and Live Stream)
Tacoma	Every Tuesday	Every Tuesday (at Noon)	8*	Hybrid (Generally, check agenda for specific details)
University Place	1st & 3rd Mon	As needed (usually Mon)	2+	Hybrid (Generally, check agenda for specific details)
Wilkeson	2nd & 4th Wed	As needed	2+	Likely In-Person (Due to small size, check agenda)

RCW 35A.12.110 Council meetings. The city council and mayor shall meet regularly, at least once a month, at a place and at such times as may be designated by the city council. All final actions on resolutions and ordinances must take place within the corporate limits of the city. Special meetings may be called by the mayor or any three members of the council by written notice delivered to each member of the council at least twenty-four hours before the time specified for the proposed meeting. All actions that have heretofore been taken at special council meetings held pursuant to this section, but for which the number of hours of notice given has been at variance with requirements of RCW 42.30.080, are hereby validated. All council meetings shall be open to the public except as permitted by chapter 42.30 RCW. No ordinance or resolution shall be passed, or contract let or entered into, or bill for the payment of money allowed at any meeting not open to the public, nor at any public meeting the date of which is not fixed by ordinance, resolution, or rule, unless public notice of such meeting has been given by such notice to each local newspaper of general circulation and to each local radio or television station, as provided in RCW 42.30.080 as now or hereafter amended. Meetings of the council shall be presided over by the mayor, if present, or otherwise by the mayor pro tempore, or deputy mayor if one has been appointed, or by a member of the council selected by a majority of the councilmembers at such meeting. Appointment of a councilmember to preside over the meeting shall not in any way abridge his or her right to vote on matters coming before the council at such meeting. In the absence of the clerk, a deputy clerk or other qualified person appointed by the clerk, the mayor, or the council, may perform the duties of clerk at such meeting. A journal of all proceedings shall be kept, which shall be a public record. [2009 c 549 s 3011; 1993 c 199 s 3; 1979 ex.s. c 18 s 23; 1967 ex.s. c 119 s 35A.12.110.]

Severability—1979 ex.s. c 18: See note following RCW 35A.01.070.