The purpose of the weekly update is to brief the city council, board/commission members and city staff on the highlights of the past week. While it is available to the public as a public record, the primary audience is the various boards, councils, commissions and employees of the City.

**EXECUTIVE DEPARTMENT**
- Received word that the Court of Appeals rejected Kanany’s arguments and affirmed the trial court. In other words, the City won this long standing code enforcement case.
- Received a couple of Proposals for public defender services. The reissued RFP closes Friday January 9th.
- Authorized some repairs and redecorating to a couple of City rental units that have become vacant. Most City rental properties are managed by Kalles Property Management.

**Facilities and Special Projects and Events**
- Molly Maid performed some annual cleaning services at the Justice & Municipal Center
- Gary Leaf and John Woodcock are working on a consulting agreement for Fennel Creek Trail Segment 2 design
- Pete Spain addressed a water leak in the Public Safety Building on Christmas Day
- Gary is soliciting input on Molly Maid’s custodial services
- Pete worked on issues related to the front door of the Senior Center and replacement of the damaged fence and greenhouse
- Pete is working with our HVAC contractor to analyze why one of the two (heat pump) compressors at the Senior Center keeps failing (three times in two years) – a proposed fix may be coming soon.

**FINANCE DEPARTMENT**
- Staff continues to identify account relationships in the General Ledger and reconcile outstanding transactions in an effort to enhance the level of reporting.
- Continuing to evaluating office procedures.
- Continuing work on the final budget document.
- Continue to monitor expenditures to ensure budget compliance.
- Evaluation of office furniture arrangement.
- Working on transitioning false alarms internally.
- Identified a coding error on legal fees which will save the general fund money each year.

**ADMINISTRATIVE SERVICES DEPARTMENT**
- Received 6 new public disclosure requests. Closed 3 requests, totaling 116 pages. Notified 1 requestor of installment available (973 pages) and fees due.
- Processed 2 boxes of pre-1990s water/sewer development files; identified and scanned several historic as-built plans in these files and notified PW & GIS staff.
- Posted social media updates on holiday closures, fireworks rules, burn ban status, and holiday recycling tips.
- Responded to questions from another local government agency on Smarsh archiving services.
- Prepared web pages and updated links for 2015 meetings and events. The CityBlog averages about 8,000 views per month and remains in the top 1-3 most frequently-viewed sections on the city website each month.
ADMINISTRATIVE SERVICES DEPARTMENT Continued

- Monday the seniors participated in Pinochle in the morning and Mexican Train Dominoes in the afternoon.
- Tuesday morning around 65 seniors participated in an open jam session and 8 seniors met in the afternoon for the writing group.
- 70 seniors celebrated New Year’s Eve on Wednesday the 31st with the music of Patty and the Traveling 4.
- Prepared, imaged, barcoded all new police laptops.
- Completed GoldKey implementation for Police Records.
- Installed Eden 5.12.1

Web & Social Media Year-End Report:

- City website numbers for 2014 were similar to 2013, with over 13,000 unique visitors, nearly 75,000 page views, and 1.2 million hits per month, on average.
- Facebook has 1,453 fans (increase of 501 or 52% over 2013)
- Twitter @CityBonneyLake has 455 followers (increase of 195 or 75% over 2013)
- Twitter @BLPoliceDept has 2,473 followers (increase of 1,118 or 83% over 2013)
- The CityBlog averages about 8,000 views per month and remains in the top 1-3 most frequently-viewed sections on the city website each month.

MUNICIPAL COURT

- Monday was reviews and hearings of prisoners in-custody
- Tuesday morning was spent hearing motions
- Wednesday was our busy day with pre-trial hearings, arraignments, and in-custody hearings
- Thursday was all day traffic court and infraction hearings
- Continue to process case files for Eatonville and South Prairie.
- Probation worked a number of cases and community service projects.

COMMUNITY DEVELOPMENT DEPARTMENT

Development Review Engineering

- Coordinated with SCJ Alliance regarding outstanding traffic light submittals for 198th.
- Coordinated with Pierce County to resolve location of force main along Barkubein for Bonney Lake Estates Phase 2 and 3.
- Continued road approach and right-of-way inspections.
- Signed final inspection sheets for Building H at Renwood.
- Coordinated plat completion requirements with DR Horton for GMG Plat (The Ridge at Lake Tapps).
- Continued road approach and right-of-way inspections.
- Continued assisting Building Department with building inspections.
- Enjoyed the Christmas Holiday.

Current Planning

- Continued working on sorting the planning archives.
- Provided information to a developer looking at locating a new commercial development in Midtown.
- Reviewed multiple building permits for consistency with the zoning code.
- Conducted the parking and landscaping inspection for buildings “H” and “J” at Renwood.
- Provided assistance to multiple customers trying to open home businesses.
- Continued working on sorting the planning archives.
- Reviewed multiple building permits for single family construction.
- Conducted the parking and landscaping inspection for multiple buildings at Renwood.
- Provided assistance to multiple customers trying to open home based businesses.
- Enjoyed the Christmas holiday.
**PUBLIC WORKS DEPARTMENT**

**Engineering and Contract Administration:**
- Staff met with Gary Leaf to discuss concerns from WSDOT about new Fennel Creek Trails design contract.
- Processed eight invoices ($30,738) for payment and prepared six requisitions ($1,538,514) for new contract awards.
- Assembled the Community Development Committee packet for the January 6, 2015 meeting.

**CIP Construction Contracts:**
- Sewer Manhole Rehabilitation- 2013/2014 ~ Prepared Notice of Completions of Public Works Contract to Department of Revenue, Department of Labor & Industries and Employment Security for NWCW. Marlyn prepared project completion report and Agenda packet information for CDC meeting and subsequently the January 13, 2015 Council Meeting for final acceptance.
- SR 410 Pedestrian Improvements ~ WHH Nisqually Federal Services, LLC has begun submitting material for approvals. The City will hold the preconstruction meeting next week.
- SCADA System Upgrades, Phase I ~ Scheduled Pre-construction meeting for January 7, 2015.
- Eastown Sewer Lift Station ~ Contractor finished punch list items over the Christmas-New Year holiday. Final testing and acceptance is planned for next week.
- CIP Planning and Design Contracts:
  - SR410-VMD Intersection Improvements ~ The first submittal to WSDOT for PS&E review is underway with staff reviewing package as well.
  - DOWNTOWN 186th Avenue Corridor Improvements ~ Preliminary “Fit-No Fit” Utility plans were completed by PSE and submitted to design team. Utility coordination meeting will be set up in January.

**Operations and Maintenance Division:**
- Director prepared 2015-2016 budget notes for the nine funds managed by Public Works staff.

**Fleet Operation & Maintenance:**
- Korum Ford serviced eight vehicles.
- Backhoe RS573 had warranty work on oil leakage from (NC machinery).
- RS566 Backhoe had brakes and discs replaced, performed drift test for stabilizer and boom cylinders. Set boom down relief, replaced rod and reseal RH outrigger cylinder.

**Stormwater System Maintenance**
- Removed dirt piles in stormwater ditch line at the SE corner of 191st and 75th.
- Reset stormwater birdcage at Brookwater storm pond.
- Continuation of catch basin cleaning.
- Clean and armor swales on SR410 from 197th Ave – 195th, 76th St Ct – Church Lake Drive.
- Removed a catch basin sock that was obstructing the pipe on Sky Island Drive at 184th Ave.

**Street Surface Maintenance**
- Blew debris from sidewalks.
- Repaired potholes on street shoulders throughout city.
- Responded to small spill of quarry spalls on Hwy 410.
- Rebuilt sand containment area to store underneath storage container.
- Swept Hwy 410 and several neighborhood streets.
- Traffic Sign Maintenance/Installation:
  - Accomplished routine sign maintenance.

**Parks Maintenance**
- Daily Garbage Collection: All Parks.
- Hard surface maintenance at the Senior Center, Public Works Center, Public Safety Building, Allan Yorke Park, Cedar View Park, Madrona Park and the Fennel Creek Trail
- Leaf and storm debris cleanup at Allan Yorke Park and beach areas, and at Madrona Park.
PUBLIC WORKS DEPARTMENT Continued

Sewer Collections System
- Performed maintenance, adjustments, and cleaning at Falling Water Community Drain field.
- Exercised portable emergency generators.
- Responded to grinder pump callout and repaired the pump.

Sewer Lift Station Maintenance
- Performed 25 preventative maintenance checks at lift stations.
- Replaced faulty control system floats at L.S. #19.
- Cleaned check valves and wet wells at L.S. #9, 12, 13, & 15.
- Checked L.S. #4 generator, and filled fuel tanks at L.S. #3 & 4.
- Picked up rebuilt lift station pumps.

Water Production
- Investigated and reported break-in to fenced compound at Tacoma Point Tank. Investigation revealed no theft or damage to City property other than minor fence damage. Cell phone providers’ property suffered large loss of metal and wiring. Police are investigating.
- Collected three routine coliform samples.
- Repaired leaking sensing line on Cedarview PRV.
- Replaced 8-inch gate valve at Victor Falls pump house and inspected clear well.
- Repaired leaks on piping at Pinnacle Estates Booster Pump Station.
- Repaired downspouts at two water stations.

Water Distribution
- Responded to water leak at Public Safety Building on Christmas Day. Located and shut water off to building while contractor made repairs to a waterline inside the building.
- Investigated high consumption and notified property owner on Angeline Road of a substantial leak on their side of the meter. This is on a ‘non-revenue’ water service.
- Inspected water line crossings of Lake Tapps lakebed.
- Performed five service line freezes to allow developers to increase service line sizes for residential fire sprinkler system installations.
- Pothole investigated two water lines for customers performing service line installs or upgrades.
- Investigated one low water pressure customer service request.
- Repaired one leaking water meter setter.

Water Customer Service
- Completed 25 Regular, 1 Short Notice, and 5 Emergency underground utility locate requests.
- Responded to 49 Customer Service requests from Finance, two from PW-Ops Admin, delivered seven NSF door hang- ers, and verified status of three delinquent meter lockouts.
- Performed one instantaneous fire flow test to confirm proper meter operation at multi-family development.
- Changed forty-three 5/8” meters from manual read to radio read.
- Installed one new 1” meter, and one new 5/8” meter.

Adopt A Street Volunteers:
- The Hemlock Club – cleaned 188th Ave and 190th Ave from Bonney Lake Blvd to Locust Ave and 75th Street from Locust turning north onto 194th AVE E ending at Bonney Lake Blvd
- The Murray Family - cleaned Angeline Road from Sumner-Buckley Hwy to 101st street