



# CITY ADMINISTRATOR REPORT

December 18, 2006 Council Meeting

## NOVEMBER ACTIVITIES

The purpose of this report is to provide the Mayor and all City Council Members with a brief summary of activities and projects by departments that occurred during last month. Also included are updates on ongoing projects and important items planned for the current month. If you have any questions about any of the information, please contact the department head or me.

### OFFICE OF THE CITY ADMINISTRATOR & PUBLIC WORKS

- Economic Development
  - The City of Hoquiam has been preparing a professional advertisement for the Visitor Choice Guide, which is distributed heavily by Tourism Grays Harbor and the Chamber of Commerce. The purpose of our advertisement is to promote Hoquiam as “Great Place to Live, Work, Play and Grow a Business.” The advertisement will be in the annual soft copy visitor’s guide, along with a new hard cover guide which will be on display in hotel rooms in Ocean Shores, Westport and throughout the County.
  - Hometown Hoquiam Phase 2 – Berk and Associates is currently preparing a draft scope of work. Once the draft is completed, staff and members of the business district will fine-tune the proposal for presentation and consideration to the City Council in early January.
- Sidewalk Grants – The City was unsuccessful in our two grant applications to the Washington State Transportation Improvement Board. The sidewalks we applied for are adjacent to Central Play Park on Emerson and at the intersection of Simpson and 7<sup>th</sup>, plus 7<sup>th</sup> in front of Mo B’s. The application process is very competitive for the limited funds available.
- Personnel – Adam Burtenshaw, a graduate of Hoquiam High School has been hired as a Utility Maintenance Worker for the Street/Sewer and Storm Department. He begins work on January 2<sup>nd</sup>.
- Wastewater Plan & Transmission Main Replacement – Albert Watters, Al Gregory, Al Telecky, Chris McMullen and I met with several engineers at HDR to discuss our water, sewer and storm water issues. HDR is preparing a scope and budget for our consideration for the Wastewater Facility Plan based upon our Public Works Trust Fund Loan and the needs of the waste water system. They will also prepare a scope and budget to assist us with our 2007 budgeted water project to drill a test well with the possibility of transferring some of our surface water rights.
- Hoquiam School District Partnerships– City staff have been coordinating with the Hoquiam School District regarding possible services the district could provide the City such as facility and network maintenance. Starting this month, the City is partnering with the district on the Making Connections Newsletter that the district sends to all residents. The City has several informative stories included in this publication.
- Sustainable Grays Harbor – The City has been partnering with Grays Harbor Paper, the Chamber, EDC and other business and government leaders since the Sustainable Grays Harbor workshop in

October. The group is working together to promote how people, planet and profit can all work together.

- Train Depot – City staff is working on the draft RFP for the leasing of the facility, which will be presented to Council prior to advertisement. Bob McKenzie, our project manager from Washington State General Administrator will be talking with the state agencies about leasing the Train Depot. Currently, the Department of Licensing has on open solicitation for space. Also, the plans and specifications for the renovations are on schedule and we are planning for an early February bid. They believe we have tailored a bid package that will produce a project on budget.

## **CITY ATTORNEY**

- **WCIA:** A lawsuit against the City was resolved by WCIA on our behalf:
- Dorothy Bradley v. City of Hoquiam – This case involved personal injuries and vehicle damage caused by a collision with a City police vehicle. WCIA settled for \$25,000.00, which was much less than the Plaintiff was seeking.
- Drafted Resolution renaming Pacific Avenue Playground “Mario Park.”
- Drafted Resolution requesting Port of Grays Harbor to do a commercial feasibility study of Bowerman Field at request of Council.
- Interlocal Purchasing Agreement with Grays Harbor Fire District 5.
- Drafted Resolution declaring City owned building (“Blue Building”) and miscellaneous items of personal property of various departments to be surplus.
- Drafted Resolution declaring emergency, waiving the bid requirements for painting of Olympic Stadium.
- Drafted Resolution declaring personal property stored in “Blue Building” to be surplus.
- Drafted Resolution authoring the Finance Department to establish credit account with GH county Auditor’s Office.
- Drafted agreement between City and HDA for “Santa Comes to Town.”
- Drafted Ordinance amending our flood control regulations, as required by DOE. I sent a copy of the draft to DOE for their review. Must be adopted February 1, 2007.
- Drafted Quit Claim Deed and excise tax affidavit for donation of “Fluckinger Bldg. (516 8<sup>th</sup> St.) To City by owner, Calico Financial Group, Inc.
- Drafted Ordinance increasing compensation for City Councilmembers and Mayor.
- Drafted agreement with Hoquiam Youth Baseball.
- Filed liens against properties which were the subject of nuisance abatement actions taken by the City.
- Attended Civil Service Meeting on November 27<sup>th</sup>.

- Attended Public Safety Committee Meeting on November 27<sup>th</sup>.
- Attended hearing before the Hoquiam Building Code Council (abatement appeal) on November 30<sup>th</sup>.

## **FINANCE DEPARTMENT**

The following highlights the more newsworthy activities the Finance Department was involved with in November:

- November water shut-off's were 97, increased from the 91 accounts requiring disconnection of service in October.
- Month-end October financials were finalized, and a report of the year to date activity was provided to Council.
- Completed two Public Hearings on the 2007-2008 Biennial Budget.
- Presented the Mayor's Recommended Budget for 2007-2008 without any use of reserves in either year.
- Began production of the 2007-2008 Biennial Budget document and subsequent submission to the Washington Finance Officers Association (WFOA) and the Government Finance Officers Association (GFOA) for recognition and award.
- Completed an evaluation for the City's grant funded Community Development Plan.
- Completed the evaluation of a final supplemental budget for the 2006 fiscal year.
- Presented an Events and Festivals Policy to the City Council.
- Presented a draft Asset Policy to the Regulatory Committee
- Began working with the Hoquiam School District to maximize shared resources between our two entities.

## **FIRE DEPARTMENT**

- Chiefs Pumphrey and Dean met with representatives from Imperium Renewables in Federal Way. The purpose of the meeting was to discuss firefighting equipment, secondary tank containment and fire response plans for the bio-diesel refinery.
- Sent letters to the fire districts reminding them that their contracts with the City for fire service expire at the end of this year. Also notified them that the City would like to extend the current contract for one year with the addition of a CPI clause. This clause would change the amount that is charged per run and also the maximum annual charge.

The CPI would be based on the July to July, West (CPI-U), All Urban Consumers and is 4.1%.

- Received estimates from Viking Sprinkler Co. to complete repairs, additions and maintenance to the existing sprinkler system below the bleachers and also to add a sprinkler system to the bleachers and areas below the roof. This would provide complete sprinkler protection for the very last wood structure of its type in the United States. See the attached estimates.

- Chuck Bates was honored as the VFW Fire Fighter of the Year. Chuck received this award at the annual Police and Fire Fighter Banquet that is hosted by the Hoquiam VFW. Chuck is a Captain/Paramedic at the Eastside Fire Station and is in charge of our fire training and High School CPR programs. He is also involved with our EMS Training, Fire Prevention and station maintenance. He is highly respected by his peers and is a pleasure to work with. It was a privilege to recommend chuck for this award.
- Tsunami Siren:
  - Pole has been delivered
  - Utility locating has been completed
  - Placement of the pole in Pole in the ground has been delayed due to the recent weather conditions.
- Assistant Chief Dean has been working with the Building Department to abate 920 Arnold and 3732 Sumner.
- The crews completed fire safety inspections at 31 hoquiam businesses in November.
- Runs for November:
  - Total – 211
  - Fire – 28
  - Amb – 183

September 27, 2006

City of Hoquiam Fire Department  
 Attn: Paul Dean  
 625 8th Street  
 Hoquiam, WA 98550

RE: Olympic Stadium, Hoquiam, WA

Dear Mr. Dean

We offer the following quotations to add sprinklers, make repairs and flush the piping at the referenced property. Items were discovered during our inspection of the property on 8/29/06.

Additional Sprinklers and Repairs

We offer our quotation of **\$18,331.00 (eighteen thousand three hundred thirty-one dollars)**, plus applicable taxes for the design, fabricated materials and installation labor to add sprinklers to rooms and offices and make repairs to items found during our inspection of the property. Work will be done in accordance with NFPA 13 standards. Quote does not include local permit or plan review fees. Scope of work is as follows:

1. Add sprinkler protection to two electrical rooms.
2. Add sprinkler protection to three storage rooms.
3. Replace thirteen dry pendent sprinklers that have been painted.
4. Add sprinkler protection to the combustible entrance canopy.
5. Add dry pendent sprinkler protection to the team offices/concession area.
6. Rebuild three accelerators and test them to ensure that they operate correctly.
7. Replace missing pipe hangers as needed.
8. Replace a broken pipe that is plugged off.
9. Work will be done during regular working hours.

Hydropneumatic Back Flush

We offer our budgetary quotation of **\$5,850.00 (five thousand eight hundred fifty dollars)**, plus applicable taxes to flush the automatic sprinkler piping on the dry system that covers the west side of the stadium. The flushing procedure will consist of flowing water from the ends of the system mains and branch lines back through the faceplate of the dry pipe valve. The pressurized water will be pushed through the piping with our hydropneumatic-flushing machine clearing the piping of debris. Work will be done during regular working hours. Because it is difficult to determine the amount of debris inside the piping and the number of flushes it will take to clear the piping we propose to do this work on a time and material cost plus basis. Also, if it is determined that flushing is required on the other two dry pipe systems you can apply this amount to each of the other systems.

We appreciate the opportunity to work with you on this project. Please call me if you have questions or if you need additional information.

Thank You,  
Viking Automatic Sprinkler Company

Robert D. Hash



December 5, 2006

City of Hoquiam Fire Department  
Attn: Paul Dean  
625 8th Street  
Hoquiam, WA 98550

RE: Roof Area - Olympic Stadium, Hoquiam, WA

Dear Mr. Dean,

Budget **\$95,000.00 (ninety-five thousand dollars)**, for a new dry pipe automatic sprinkler system for the roof area over the bleachers. Budget is based on approximately 455 sprinkler heads supplied by a new system riser located adjacent to the existing system riser. System will meet NFPA 13 and the City of Hoquiam standards.

Add **\$10,000.00 (ten thousand dollars)**, for a shop coat of paint with field touch up.

Add **\$10,000.00 (ten thousand dollars)**, to upgrade the cross connection control device, if required. The City of Hoquiam may require that the water backflow prevention device be upgraded to meet current standards.

Add **\$10,000.00 (ten thousand dollars)**, to extend the existing electronic monitoring system to the new dry system for the roof area. You will need to verify that the existing monitoring system has the capacity to be expanded.

Add **\$20,000.00 (twenty thousand dollars)**, for the mark up in price if you decide to use a general contracting firm to manage this project.

Includes:

1. Upright sprinkler protection with associated mild steel pipe, fittings and pipe hangers.
2. 1 – Dry pipe valve assembly with control valve.
3. Connection to the existing water line in the sprinkler riser room, water motor alarm, air supply, fire department connection and main drain.
4. Lift rental.
5. Work will be done during regular working hours.
6. Shop drawing submitted to the City of Hoquiam for review and acceptance.

Not Included:

1. Sales tax.

2. Determination that the building structure is capable of handling the weight of the sprinkler system piping filled with water.

If you decide to pursue this project further we are more than willing to provide you with a firm quotation. Please call me if you have questions or if you need additional information.

Thank you,  
Viking Automatic Sprinkler Company

Robert D Hash

Document faxed to +1 (360) 532-3340 December 5, 2006

## **POLICE DEPARTMENT**

- The department handled a total of 1179 documented Law Incidents during the month, to include 337 “routine” traffic stops. Overall Law Incidents were down 6.7% from the prior month. Self-initiated traffic stops were up 17.9% and the officers conducted 42 officer-initiated subject stops/ field interviews.
- For the month of November, 39.6% of the Law Incidents were in East Hoquiam, 34.6% in Downtown/ West Hoquiam and 25.7% in North Hoquiam.
- Of the total Law Incidents handled, 82 were “Animal Problem” calls; Animal Control Officer Hill was responsible for 70.7% of the calls.
- The department handled a total of 38 “Abandoned Vehicle” Law Incidents during the month, an increase of 39.5% over the prior month. As one of ACO Hill’s additional assigned code enforcement duties, he processed 81.5% of the abandoned vehicles.
- The department handled nine “controlled substances problems” during the month as well as four “DUI Alcohol/ Drug” incidents or arrests.
- Detective Sergeant Kinney worked a theft/ stolen property case which originated on the 1000 Block of Wheeler Ave back in August 2006. At the conclusion of the investigation, Detective Sergeant Kinney was able to locate and recover over \$4000 in stolen property from around Grays Harbor and Thurston Counties.
- With information gathered off of a routine traffic stop, the department was able to clear a commercial burglary/ theft that had occurred in the 3100 Block of Simpson Ave. Detective Krohn was able to secure a search warrant for the suspect’s vehicle and recovered over \$1400 in stolen tools as well as over \$1200 in stolen telephone cable. The stolen spools of cable were likely stolen so they could be traded in for cash as copper scrap.
- One of the department’s current focus point continued to be targeting “drug houses/ locations” in the city. As yet another example of the patrol division’s excellent efforts, Officer Mitchell, Officer Gaddis, Officer Strong and Sgt. Blodgett secured a search warrant and disassembled a suspected indoor marihuana grow at a residence in the 100 Block of Jefferson Street. In addition to 61 mature marihuana plants inside the residence, the department also seized several thousands of dollars worth of sophisticated growing equipment. The case is still under investigation.

## FACILITY/ EQUIPMENT:

- The remodel of the upstairs portion of the police department continued during the month. By the end of November, the space was almost completed with the drywall completely finished, textured and painted. Most of the lighting was also installed; the carpet and heating systems should be installed in December. Earlier in the month, the department obtained free surplus tables and chairs for the conference room from The Evergreen State College. The department is looking forward to holding the first ‘all-hands’ department meeting in the new conference room in January.
- During the month of November, the last new Ford Crown Victoria patrol car was put into service. The Finance Department will submit the expenditure report to the USDA for reimbursement under the \$25,000 rural development grant.
- As a result of the training Chief Myers and Sgt. Fretts attended at The National Center for Missing and Exploited Children, the department received approximately \$900 in electronic equipment donated by the Canon Company this month. The free equipment included a flatbed scanner, a photo quality color printer, a digital camera and a digital camcorder. This equipment will enhance the department’s response to cases of missing and exploited children.

## BUDGET:

- For the month of November, the department continued to be down one unfilled Patrol Officer position. This was the first month of the trial period for the 3 on- 3 off, 12 hour schedule for the Patrol Officers. For the month, 155.5 hours of overtime was expended as follows (20.5 hours was reimbursed or grant funded):

Shift extension	0 hours
Court appearance	4 hours
Patrol coverage	85.5 hours (note: prior month was 100 hours)
Investigations	9 hours
Training	4.5 hours
Range	13.5 hours (10.5 hours reimbursed)
Meetings	7 hours
Evidence	3 hours
Alumni Dance	10 hours (reimbursed)
Drug case (call-out)	7 hours
K-9 call-out	3 hours
SRT Training	8 hours
Miscellaneous	1 hour

### Overtime expended for the month that was not under patrol or investigations:

Animal Control	15 hours
Administration	14.5 hours (Administrative Assistant)
Drug Task Force	20.5 hours

- Due to the weather conditions and overtime costs, the driving portion of the Emergency Vehicle Operator’s Course (EVOC) instructed by Officer Strong was postponed to 2007.
- Chief Myers worked closely with the Finance Department in estimating final expenditures through the end of the year with the goal of being able to fully complete pending projects, such as the upstairs remodel.

## PERSONNEL:

- Officer Jeremy Mitchell was recognized on November 18<sup>th</sup> as the Hoquiam VFW's Officer of the Year.
- On November 27<sup>th</sup>, Chief Myers requested the Civil Service Commission remove one candidate from the lateral officer hiring list for cause. The balance of the list was terminated by the Commission in favor of a continuous open, lateral officer testing process. Lateral officers will be able to apply at any time and will be immediately scored and placed on an eligibility list according to prior training and experience. Chief Myers also requested an entry level officer test be conducted on or about January 31, 2007. The department currently has one open patrol position.
- Officer Joe Strong completed 12 years of service to the department on November 28<sup>th</sup>.
- According to preliminary feedback from the Hoquiam Police Association, the first month of the trial period under the 3 on- 3 off, 12 hour shift compressed work schedule was a positive experience. It would appear this schedule has advantages to both the City and Association.
- The fourth Department Leadership Meeting (DLM) was held on November 30<sup>th</sup> with Chief Myers, Lt. Maloney, Sgt. Hensley, Sgt. Kinney, Sgt. Wells, Sgt. Fretts and Sgt. Blodgett.

## PROGRAMS:

- Chief Myers attended a meeting at the WASPC office on November 2<sup>nd</sup> and again at the WASPC Conference November 14-16<sup>th</sup> in regard to the proposed new state accreditation program. The department is currently revising the entire policy and procedure manual and will later incorporate the new accreditation program (once it is completed and approved).
- The second Chief-Community Ward Meeting (covering Wards 1 and 6) was held at Washington Elementary School on November 5<sup>th</sup>. The turn-out was light due to the bad weather, but the input from the citizens in attendance was valuable and much appreciated.
- The department assisting in hosting the "Capital Christmas Tree" at Central Elementary School on November 8<sup>th</sup>.
- The department handed out several volunteer applications to citizens interested in the Senior Patrol program. There was also interest from a few students from HHS in restarting the department's Explorer Scout Post.
- The department was contacted by two students from the Grays Harbor College Criminal Justice Program who would like to intern with the department next quarter. This is an excellent way to recruit good entry level officers in the future.

## PARKS AND COMMUNITY SERVICES

### Administration

- Attended Shorebird Festival Planning Committee Meeting.
- Held our first RiverFestival meeting on November 16<sup>th</sup>.
- Submitted grant requests for Playground Equipment.
- Submitted grant request letters for AmeriCorps matching funds.

- Submitted donation letters for Blue Grass Festival (goal is to raise \$3,000).
- Hired Ryan Keeton as the Cemetery groundskeeper on November 19<sup>th</sup>.
- Working on Cemetery records and updating maps.

#### Recreation

- Co-Ed Volleyball program ended November 20<sup>th</sup>.
- Put together calendar for 2007.

#### Maintenance

- Cleaned-up parks: removed limbs and leaves all around town.
- Mowed most of parks all around town.
- Cleaned out old Gulls office under the Stadium (lots of water due to storms).
- Turned off water in parks and Stadium.

#### Cemetery

- Put out flags for Veterans Day.
- Poured three headstones and placed several others.
- Mowed a few areas.
- Cleaned-up and removed limbs and leaves.
- Seven Funerals for the month of November

#### AmeriCorps

- Major de-construction at Olympic Stadium in preparation for remodel including: tearing down walkway walls, walkway, and foundation (150 feet), Tearing down north bottom wall (shingles and siding).
- Cleaned-up under west and north grandstands.
- Help clean-up around town removing limbs and leaves after storm.
- Moved contents of the Senior Center to the Emerson Manor.
- Cleaned and pressure washed City Hall main entry and fountain, also weeded and maintain flowerbeds.
- Repeated and much needed assistance at Sunset Memorial Park for storm debris and preparation for funerals (holding tent posts, pall bearing, and other activities associated with cemetery preparation).
- Other duties assigned by Parks and Cemetery Foreman.

#### Community Service Department

#### **PUBLIC WORKS –WATER**

- Repair 2” main leak @ Rayonier 700 Block.
- Repair 2” main leak @ 24<sup>th</sup> Street 100 Block.
- Repair 2” main leak @ Karr Street 100 Block.
- Repair 2” main leak @ Simpson Avenue 2900 Block.
- Repair 2” main leak @ Sumner Avenue 2900 Block.
- Repair 1 fire hydrant.
- Install 1 new meter service @ 515 Emerson.
- Install new 3” meter on process waterline @ Water Treatment Plant.
- Replace 3” backflow prevention valve on process waterline @ Water Treatment Plant.
- Replace 2 – service shut off valves.
- Retrofit 4” meter service with 2” meter service @ Gable Park facility.

- Remove trees from roadways in watershed after windstorm on November 11/15.
- Inspect drainage areas and patrol roadways in watershed.
- Shut off 97 delinquent service accounts on 11/21.
- Turn on 35 service requests.
- Shut off 36 service requests.
- Investigate 3 low water p.s.i. complaints.
- Investigate 6 high water consumption inquiries.
- Investigate 5 water quality complaints.
- Performed 10 utility underground locate requests for identifying City waterlines.
- Produced 31.5 million gallons of treated water for consumption.

## PUBLIC WORKS – ELECTRICAL

- Had ras pump motor endbell repaired by machine shop. Inspected and cleaned up motor and clutch, reassembled and test run.
- Replaced bad relay on storm pump at 28th and bay.
- Replaced bad relay on supply fan motor also at 28th and bay.
- Still working on the installation of the two new varydrives at 28th and bay.
- During the storms we hooked up the second varydrive to help control the water that we were getting at 28th and bay.
- Replaced breaker at parks shop building.
- Bought three new sump pumps for the library and installed for the flooding problem.
- Replaced relay for main fire station.
- Replaced lighting ballast for east side fire station.
- Repaired 10 street lights through out town.
- Several traffic signal calls.
- Generator arrived for 2nd and bayveiw pump station.
- Worked on raw water pump at water treatment plant.
- Installed new 5 kw heater in chlorine room at the water treatment plant.
- Street light pole knocked down at Perry and Lincoln.

## PUBLIC WORKS – SEWER & STREET

### STREET, SEWER, STORM

- Sweeping – 28 hrs.
- Storm & Sewer locates – 10 hrs.
- Storm patrol for 11/06 & 11/07 - 64 hrs & 41 hrs. of over time
- **Pressure line leak** on 11/ 6 at 5<sup>th</sup> ext & Adams 2 million gallons a day , fixed on 11/8 when flows were down . City crews were able to make the repairs .
- Had to call Department of Ecology & Department of Health ( Shell Fish)
- Put sand dike on Myrtle ST. on 11/6 at 11:30 a.m. & removed on 11/7 at 2:00 p.m.
- **Pressure line leak** on 11/13 by the Waste Water Treatment Plant at the lagoon.
- Had to Department of Ecology & Department of Health ( Shell Fish)
- Wind Storm on 11/15 10 hrs. over time.
- Picking up down trees from wind storm 34 hrs.
- Snow & Ice patrol on 11/27, 11/28, & 11/29 120 hrs & 46 hrs. of over time.
- Cleaning storm lines - 22 hrs.
- Working on street signs – 14 hrs.

- Helping Water Dept. – 3 hrs.
- Helping Electrical Dept. 2 hrs.

## **Pump Stations**

- Made 450 station checks.
- Responded to numerous alarms during storms.
- Replaced drive belt at Emerson pump station.
- Regular maintenance on pumps at Woodlawn pump station.
- Shut down entire sewer pump station system twice for pressure line repairs.
- Responded to numerous alarms at stations because of power outages.
- Worked 4 shifts at WWTP.
- Disassembled sewer pump at Woodlawn , sewer clean out lid lodged in impeller & reassembled.
- Contractor finished installing new sheaves & belt tensioner at Emerson pump station.
- Prepped 2<sup>nd</sup> & Bayview pump station for new generator installation.
- Repaired water line at 28<sup>th</sup> & Bay pump station that broke during freeze.
- Insulated water lines at Emerson, & 28<sup>th</sup> pump stations in wet wells.
- Worked with Washington State DOT contractors at K ST. by pump station to get electricity & water to the ( K ST. PROJECT )
- Shoved snow from sidewalks at city hall.

## **PUBLIC WORKS - WASTEWATER TREATMENT PLANT**

- Weekly lab analysis of plant influent and effluent samples and in-plant process control sampling and testing.
- Filled out and mailed plant's Discharge Monitor Report for the month of November (treated 81.79 million gallons of wastewater with a average flow of 2.73 mgd and wasted 70,200 gallons of biosolids to lagoon @ about 1% solids).
- The 6<sup>th</sup> of November there was a force main leak at Adams St. and 5<sup>th</sup> St. and was repaired by city sewer crew on the 8<sup>th</sup>. The plant was down during the repair from 12:30 p.m. and back on line at about 5:10 p.m. and the repair was finished at about 4:45 p.m..
- November 9<sup>th</sup> installed motor for #1 RAS pump (return activated sludge) by St. and Sewer crew and plant operators.
- On the 12<sup>th</sup> of November I was notified by Al Telecky from the water dept. of a leak on the force main along the lagoon but I was able to divert the leak to the lagoon until repairs were made. It was dug up and filled with concrete around the pipe joint (the joint had separated). All flow was diverted to the lagoon so plant influent valve could be shut and repairs made. By the 14<sup>th</sup> of November all repairs had been completed and valve to plant was open, the plant was running during this time but was running lagoon water pumps (drawing water from lagoon) and the lagoon water went through the plant for treatment.

- Normal maintenance at plant – lubricating all rotor bearings, checking oil levels in all gear boxes, checking all motors, checking all valves, cleaning headworks, painting handrails, hosing down clarifier and chlorine contact basin, plus maintenance on lab and office and out buildings and also general clean-up of plant grounds.
- Month of November Rognlin's Construction Company worked on finishing up with burying and back filling water line, electrical conduit and drain pipe, also installed insulation around concrete slab. Star Electric working on installing conduit and receptical boxes in new building and outside of building. High winds tore off felt paper on new building but was reinstalled the week of the 20<sup>th</sup>.
- Took influent and effluent (raw and final) samples to Dragon Analytical lab in Olympia for analysis as per our NPDES permit, done quarterly during the year, testing for Cyanide, Oil and Grease and priority pollutant metals.
- Rainfall at the wastewater plant: monthly total as of November 30<sup>th</sup> was 19.75" and average daily rainfall was 0.66" and yearly total as of November 30<sup>th</sup> was 62.48".

**BUILDING, PLANNING & CODE COMPLIANCE DEPARTMENT**

**Code Compliance highlights of resolved cases as of October 31, 2006. Monthly reports are on a separate sheet and have a listing of total cases and status.**

- Resolved Cases
- Abandoned vehicles removed from City streets by Police. Waste disposed of by Public Works:
- Vehicles removed from City property by Code Compliance:
- Junk or Abandoned Vehicles removed from private property by Code Compliance:
  - a. 819 Perry                                    a junk pickup truck
  - b. 401 9<sup>th</sup>                                        a junk passenger vehicle
- Solid Waste removed from City property / City right of way by Code Compliance.
- Waste removed from private property after non compliance of property owner:
- Overgrown vegetation removed from private property after non compliance of property owner:
 

1. 2202 Pacific	Owner: John Gardner	Overgrown vegetation abate
2. 1002 Lincoln St.	Owner: John Gardner	Overgrown vegetation abate
- Structures demolished this month:

**B. Active cases**

- 1. Notice & Orders issued to remove vegetation / solid waste / abandoned or junk vehicles from private property:

October:

<u>Location</u>	<u>Owner</u>	<u>Type of violation</u>
1. 70 blk L Street	City Street	Discharge of vehicle fluids
2. 515 9 <sup>th</sup> St	Pratt	Solid Waste
3. 401 11 <sup>th</sup>	Perez	Junk vehicle
4. 509 J	Dianovich	Waste, Junk Vehicles
5. 2610 Sumner	Grundmann, Et Al	Overgrown vegetation
6. 2616 Sumner	Barrett, Et Al	Overgrown vegetation

- Notice and Orders issued for compliance with land use / zoning / building requirements
  1. 709 Bluff Ave                      Owner: Lundquist                      Substandard house
  2. 1220 Washington                      Owner: Dunlap                      Substandard house
  3. 1017 Monroe                      Owner: Wentworth                      Substandard house

- Active Notices and Orders to demolish structures:

November, 2006:

1. 516 8<sup>th</sup> Street                      Owner is now Calico Financial of Aberdeen  
September 30, 2006 status: Building Department is waiting for ownership transfer to City.

October, 2006:

1. 2521 Bay Ave                      Owner: Louise Hertzog/Micki Faggioli Trust.
2. 1002 Lincoln Street                      Owner: John Gardner
3. 720 ½ Lincoln Street                      Owner: Barbara Rydman
4. 511 Karr Ave                      Owner: Ed Rydman
5. 810 Lincoln St                      Owner: Ed Rydman

- Cases waiting for staff to apply for search warrant to abate nuisances
  1. 2209 Cherry                      Solid Waste Violation

**Month of: November, 2006**

<b>Types of Complaints</b>	<b>Respon ded To This Month</b>	<b>Resol ved This Month</b>	<b>Pendin g This Month</b>	<b>Respon ded To Year to Date</b>	<b>Resol ved Year to Date</b>	<b>Active Complain ts</b>
<b>Dangerous or Unmaintained Housing</b>		<b>1</b>		<b>7</b>	<b>4</b>	<b>6</b>
<b>Abandoned or Junk Vehicles</b>		<b>1</b>		<b>18</b>	<b>22</b>	<b>13</b>
<b>Substandard Rental Housing</b>		<b>1</b>		<b>6</b>	<b>10</b>	<b>4</b>
<b>Solid Waste Accumulation</b>	<b>2</b>	<b>3</b>		<b>69</b>	<b>73</b>	<b>43</b>
<b>Overgrown Vegetation</b>		<b>2</b>		<b>35</b>	<b>36</b>	<b>20</b>
<b>Illegal Dumping</b>	<b>2</b>		<b>2</b>	<b>16</b>	<b>13</b>	<b>7</b>
<b>Obstructing Streets or Sidewalks</b>				<b>3</b>	<b>6</b>	<b>13</b>
<b>Land Use Violations Illegal Signs</b>				<b>23</b>	<b>20</b>	<b>21</b>
<b>Occupying RV's</b>	<b>1</b>		<b>1</b>	<b>9</b>	<b>11</b>	<b>9</b>
<b>Garage &amp; Yard Sales</b>				<b>3</b>	<b>2</b>	<b>1</b>
<b>Work w/o Permit</b>	<b>1</b>		<b>1</b>	<b>6</b>	<b>4</b>	<b>4</b>
<b>No Business License</b>				<b>1</b>		<b>1</b>
<b>Miscellaneous</b>	<b>1</b>		<b>1</b>	<b>7</b>	<b>5</b>	<b>3</b>
<b>A. Totals</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>203</b>	<b>206</b>	<b>145</b>

1 Junk Vehicle removed by the City this month

```

.....
.....
I. INFRACTIONS                                TRAFFIC      NON.TRAF      PARKING
.....
A. MONTHLY          1.  INFRACTIONS FILED                84             4             14
   FILINGS
      2.  VIOLATIONS CHARGED          115             7             14
.....
B. PROCEEDINGS     1.  MITIGATION HEARING                32             1             1
   DURING THE
   MONTH           2.  CONTESTED HEARING                 9             1
      3.  SHOW CAUSE HEARING                 1
      4.  OTHER HEARING ON RECORD          31
.....
C. DEFERRED FINDINGS                                16 #####      #####
.....
D. INFRACTIONS     1.  PAID                             25             2             11
   DISPOSED
   DURING          2.  COMMITTED - FTR                  15
   MONTH          3.  COMMITTED                       37             13            13
      4.  NOT COMMITTED
      5A. DISMISSED                      15
      B. AMENDED                          6
      TOTAL                             98             15            24

(T.V.B. ONLY)  6.  TRANSFERRED TO TRIAL COURT #####      #####      #####
.....
E.  APPEALS TO SUPERIOR COURT
.....
F.  TOTAL REVENUE (EXCL TRUST AND 30% PSEA)      8,059          134           430
.....
G.  CASES CLOSED                                49             2             11
=====

```

II. CITATIONS/COMPLAINTS		D.W.I.	OTHER TRAF	MISDEM
A. MONTHLY FILINGS	1. CITATIONS FILED	5	30	30
	2. VIOLATIONS CHARGED	5	34	34
B. TRIAL SETTINGS	1. NON.JURY TRIALS SET			1
	2. JURY TRIALS			2
C. PROCEEDINGS DURING THE MONTH	1. ARRAIGNMENT	6	26	28
	2. NON. JURY TRIAL			
	3. JURY TRIAL			
	4. STIPULATION TO THE RECORD		1	4
	5. OTHER HEARINGS ON RECORD	25	57	154
D. CHARGES COMPLAINTS DISPOSED DURING THE MONTH	1. BAIL FORFEITURE			
	2. GUILTY	1	26	29
	3. NOT GUILTY			
	4A DISMISSED	1	9	22
	B AMENDED	#####	6	
	TOTAL	2	41	51
(T.V.B. ONLY)	5. TRANSFERRED TO TRIAL	#####	#####	#####
E. DISPOSITION UNDER OTHER CRIMINAL TRAFFIC			#####	#####
F. PROSECUTION/DIVERSION	1. DEFERRED/DIVER.(RCW 10.05)	1		7
	2. PROSECUTION RESUMED			
G. APPEALS TO SUPERIOR COURT				
H. REVENUE - PENALTY FINE FORF(EXC 30% PSEA)		1,795	1,103	1,319
I. REVENUE - PROB. ASSMT.(DWI+OTH TRAF+MISD)		631		
CRIMINAL COURT COST RECOVERED		3,001		
30% STATE PSEA ASSESSMENT (INF + CRIM)		1,549		
MISC. REVENUE (ALL CASE TYPES)				
J. CASES CLOSED			11	11

