



CITY ADMINISTRATOR REPORT

October 9, 2006 Council Meeting

SEPTEMBER 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. The data, information and statements below were generated by several different staff members so please do not assume they are direct quotes by the City Administrator. Anyone who desires additional information should contact the appropriate department head or the City Administrator

OFFICE OF THE CITY ADMINISTRATOR & PUBLIC WORKS

- Economic Development
 - Imperium Renewables has received their Conditional Use Permit from the Hoquiam Hearings Examiner regarding the height of the storage tanks. They should also have their FEMA map revision within 2 weeks, which will allow the City to issue their building permit. The pre-construction conference was held October 3rd.
 - City staff attended the Chamber Business Forum to hear the Department of Transportation's presentation on the Special Projects Site. The project manager revealed that it might not be until early next year that formal site selection is made. WSDOT continues to work on the IDD1 site weekly with core sampling and archeological research. In my opinion, we are still the number one site.
- US 101 Study – City staff participated in the second workshop held on September 12th to rank priority projects. The next open house is November 14th at 7pm at the Port of Grays Harbor Meeting room. For information on the project go to <http://www.wsdot.wa.gov/planning/studies/us101/aberdien>
- WWTP De-chlorinization Project- The City held a pre-construction project meeting with Rognlin's. They have been given a notice to proceed. They have proposed a change order to replace the small metal building with a stick frame building, with metal siding. This change will save both construction time and money, giving the City a \$3700 credit.
- 28th and Bay Variable Drive Project – Mike west is currently installing the equipment purchased for the sewer pump station variable drive. The City budgeted \$150,000 for this project and the bid for the major materials came in under \$90,000. Mike still plans to purchase and additional \$20,000 in materials, which will also help improve the flooding problem on Cherry Street.
- Olympic Stadium Painting Project – City staff has been monitoring the progress and bid compliance on this project. At this point, they are still scraping and priming the stadium.
- Timber Sale 2006-1. Draft Prospectuses were sent to potential bidders so that they could cruise the timber sale prior to the bid date. The City is waiting for our Forest Practices Permit and we will formally bid the project once we receive the permit.

CITY ATTORNEY

- Working on an agreement with Root/Bednarik in accordance with the Street Vacation Ordinance on Highland Avenue.
- Drafted several new ordinances relating to the criminal code, nuisance abatement and business licensing in accordance with the goals of the Council from the summer workshop.
- Attended Civil Service Commission meeting.

FINANCE DEPARTMENT

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

- September water shut-off's were fewer than the 97 we had in August, with only 72 accounts requiring disconnection of service.
- Month-end August financials were finalized, and a report of the year to date activity was provided to Council. A report for month-end September and the Third Quarter Financial Report will be out shortly.
- Continued to review and analyze the use of City Credit Cards.
- Compiled budget requests for the 2007-2008 Biennial Budget, met with all department heads on their budget requests and began a Preliminary Biennial Budget
- Opened requests for Statements of Qualifications to complete a Community Development Plan
- Began interviews to fill the vacant Account Clerk position
- Attended the Washington Finance Officers Association (WFOA) Annual Conference in Tacoma.

FIRE DEPARTMENT

- Fire Department, monthly report:
- Chief Pumphrey and Assistant Chief Dean attended a 3 day seminar in Kennewick on the International Fire Code.
- We completed our first full month of online training with Target Safety and found it to be very successful.
- Started the yearly fire inspections for all schools.
- The crews continued with the company inspections of all businesses and apartments in the city.
- Assistant Chief Dean scheduled meetings with the staff of each school to talk about fire safety.

- Met with Americorp workers to discuss the various jobs that they will be helping the fire department with.
- Calls for month of September:
 - Fire - 21
 - Ambulance - 216

POLICE DEPARTMENT

POLICE ACTIVITY:

- The department handled a total of 1134 documented Law Incidents during the month, to include 270 “routine” traffic stops. Overall Law Incidents were down slightly by 7.9% from the prior month, but self-initiated traffic stops were up 17%.
- For the month of September, 40.2% of the Law Incidents were in East Hoquiam, 34.3% in Downtown/ West Hoquiam and 25.4% in North Hoquiam.
- Of the total Law Incidents handled, 64 were “Animal Problem” calls; Animal Control Officer Hill was responsible for 73% of the calls.
- The department handled a total of 28 “Abandoned Vehicle” Law Incidents during the month. With this as one of ACO Hill’s additional assigned code enforcement duties, he processed 85% of the abandoned vehicles.
- The most significant police activity this month was Logger’s Playday. As with years past, the entire department worked to cover some portion of the event- from the parade detail to the logger’s show at Olympic stadium- in addition to covering the regular patrol shifts. The department is proud to report no major incidents or problems over the entire weekend. The parade went very smoothly and the logging show was well done.
- Detectives were called out for a death investigation in the 700 Block of Simpson Ave due to the fact the resident had apparently been dead almost a week.
- Detective Krohn has been rotating the shared Grays Harbor Sheriff- Hoquiam PD- Ocean Shores PD courtesy “radar trailer” among the school zones since the start of school. Patrol has also been actively enforcing speed and safety issues in the school zones during unassigned time. This has been one of the department’s “focus points” for the month.
- In an example of why it is important to “know your audience”, the department investigated a “cheerleader fundraiser” fraud this month. Several juvenile suspects went door-to-door collecting donations to apparently purchase new uniforms. The suspects inadvertently targeted an off-duty Hoquiam Sergeant at home- who later discovered his check cashed at a local business. Needless to say, the suspects were quite surprised to later again meet the victim/ investigator. The case has been concluded (with numerous victims around town) and submitted to the juvenile prosecutor for charges.

FACILITY/ EQUIPMENT:

- Building Official Su Mollett has been working with Grays Harbor NeighborWorks and the carpentry program at Grays Harbor College to create a proposal to complete the upstairs

portion of the police department (per the department's 2007-2008 proposed budget goals). It is possible this partnership with the college would allow the city to complete the meeting room, fitness room and evidence room for only the cost of materials.

- The two new silver Ford Crown Victoria patrol cars were delivered at the end of the month. With these two cars being placed into service in October, the department will have replaced 5 of the 6 vehicles assigned to the Patrol Division this year. Funds were budgeted into the Equipment Reserve and Rental Fund on behalf of the department in 2007-2008 to maintain a proper rotation schedule in the future.
- At the end of the month, the department applied for \$8,898 in state funds through the Criminal Justice Training Commission to purchase a comprehensive, field deployed, digital video surveillance system for the purpose of methamphetamine enforcement and interdiction. If awarded, this system would be used in conjunction with the digital video editing system requested in August from the Commercial Equipment Direct Assistance Program under the Department of Homeland Security. The final review of both requests is pending at this time.

BUDGET:

- For the month of September, the department was fully staffed at authorized levels. With the exception of overtime for Logger's Playday (54.5 hours), overtime was at lower levels than in past months during staffing shortages. With full staffing, vacation and time off requests were also accommodated during the month. Unfortunately, any illness, injury, disability or open position not only incurs overtime, but also results in inflated accrual of vacation time. For the month of September, 233.75 hours of overtime was expended as follows:

| | |
|------------------|---|
| Shift extension | 20.5 hours |
| Court appearance | 4 hours |
| Patrol coverage | 89 hours (240 hours in July when two officers were out) |
| Investigations | 18.25 hours |
| Training | 28 hours |
| Logger's Playday | 54.5 hours |
| Meetings | 11.5 hours |
| HHS Football | 7 hours (reimbursed to the city) |
| Miscellaneous | 1 hour |

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

| | |
|----------------|--|
| Animal Control | 9 hours |
| Administration | 16.25 hours (Administrative Assistant) |

PARKS AND COMMUNITY SERVICES

Administration

- Interviewed and hired all AmeriCorps members positions.
- Researched grant opportunities for facilities, prevention programs, and economic development projects.
- Hoquiam Business Association meeting at the 7th Street Sweet Shoppe on September 27, 2006.

Recreation

- Pacific Veneer company picnic September 17, 2006.
- Heritage Festival at Olympic Stadium September 23, 2006.
- Six teams registered for Co-Ed volleyball 2006.
- Punt, Pass, & Kick along with the Soccer Challenge (Co-Sponsored by Aberdeen Parks & Recreation) at Olympic Stadium September 27, 2006.
- Logger's PlayDay Celebration at Olympic Stadium September 9, 2006.
 - Vendor Fair on 7th Street.
 - Reynvaan Run.
 - Security at Olympic Stadium.

Maintenance

- Cemetery
 - Six funerals at Sunset Memorial Park.
 - Weedeated entire Cemetery.
 - Mowed upper & lower Section 7, Section 8, Section 9, Section 6, First Addition, back field, Caretakers field, & parts of Pioneer Section.
 - Placed & poured many headstones.
- Parks
 - Prepped football fields & laid lines on field (three times).
 - Mowed & weedeated Olympic Stadium weekly.
 - Mowed Triangle parks & other City owed land around town.
 - Placed Harbor Youth Soccer fields at John Gable Park & mowed John Gable Park twice.
 - Cleaned up after Logger's PlayDay & Heritage Festival.
 - Prepped Olympic Stadium for Logger's PlayDay & Heritage Festival.
 - Cleaned up after company picnic.

AmeriCorps Projects

- Pressure washing the Riverside Dyke.
- Clean up and sidewalk grinding on Sumner Avenue.
- Cemetery record keeping

HOQUIAM TIMBERLAND LIBRARY LIBRARIAN'S FAREWELL REPORT SEPTEMBER 2006

As I've said repeatedly, working here has been the best 14 years of my life (so far)!

Twenty-six years ago, my husband & I moved to Grays Harbor just a couple of months after Mt. St. Helens blew her top (the big one). I was starting a job at the Aberdeen Library, which was my introduction to the Timberland Regional Library. Of course, this was a very different Timberland. There weren't even computers! In the 36 years since I graduated from library school in Philadelphia, I've worked in several different libraries in a few different states. I can't think of another library system that measures up to this one. I've always been proud to say that I work for Timberland Regional Library.

This beautiful library has been my second home for the past 14 years & I've fretted & fussed over it as if it were. I'm sorry that the past two years have been so frustrating for all of us in terms of getting

things done here. I feel sure that you'll be seeing results now that Su is back as Building Official & Brian Shay is in charge.

Monday night's City Council meeting is a case in point. The Council voted to accept John Lupo's bid to finish the redoing of the rest of the roof (phase 3). I told Brian Monday night, after the meeting, that now I'll be able to sleep during stormy nights because I won't be worried about the library. Of course, I'll be in the desert, so how many stormy nights will there be?

The roof is just one of many examples of the City's & community's ongoing support of this library. City crews have always come through when there was a problem & the citizens of this community have proven many times over how much they value their library.

The staff here has been like family after working together all of this time. We've worked well as a team & provided good service, I hope. One of the best parts of my job has been meeting & getting to know so many people from all walks of life who pass through the library's doors. Helping people find answers to their questions & learn how to use the library for themselves has been one of the most rewarding aspects of my job,

The many volunteers who have served the library during my tenure have made my job a pleasure. Library Board members, Friends of the Library, book sale volunteers, & teen volunteers all have contributed to make the library what it is. A current example of activities of the Friends is their upcoming Book, Bake & Rummage Sale on Saturday, November 4 from 9 a.m. – 2 p.m. A recent example of an outcome of their fundraising efforts is the new security camera system that they're providing for the library. The staff & public will benefit from this additional security. Another example is the family program they're sponsoring put on by Wolf Haven International on Friday, October 13 from 1-2 p.m. The Page Turners book discussion group is in their second year & a true library experience for its members who read & discuss a new book each month on the first Tuesday from 7-8:30 p.m. I'm very sorry to be missing all of these upcoming events this fall!!!

PUBLIC WORKS –WATER

- Repair 2" cast iron watermain leak @ 2800 Block Simpson Ave.
- Repair 2" cast iron watermain leak @ intersection of Alder Street and Adams Street.
- Repair 4" cast iron watermain leak @ 200 Block Karr Ave.
- Repair 2" cast iron watermain leak @ intersection of Garfield Street & Chenault Ave.
- Install new 2" gate valve on 2" cast iron watermain @ intersection of Garfield and Chenault Ave.
- Replace 2" cast iron service with 2" polyethylene tubing service @ 92 US Highway 101.
- Replace 550' of 2" cast iron pipe watermain with 8" plastic pipe watermain @ 2500 Block Bay Ave.
- Replace 1 – ¾" service pressure regulating valve.
- Replace 2 - 5/8" service meters.
- Replace 1 – service shut off valve.
- Take 20 lead and copper drinking water samples for State water quality monitoring report.
- Shut off 77 delinquent service accounts on 09/21.
- Turn on 57 service requests.
- Shut off 42 service requests.
- Investigate 7 high water consumption inquiries.

- Investigate 1 water quality complaint.
- Performed 14 utility underground locate requests for identifying City waterlines.
- Produced 36.8 million gallons of treated water for consumption.

PUBLIC WORKS - ELECTRICAL

Sewer

- Stripping out old varydrive for installation of the new one.
- Replaced motor on exhaust fan at Emerson pump station.
- Tore down ras pump motor for sewer treatment plant,found bad end bel fit.Took to harbor machine for repair and changed out bearing.
- Replaced voltage regulator for generator at Ramor pump station.

Water

- Finished putting raw water pump back together and setting up.
- Street lighting conduit was dug up and damaged on Bay. Spent a day repairing and pulling wire.

Other

- Repaired football scoreboard and relamped some field lights.
- Relamped traffic signal at 30th and sumner and walk wait at Emerson and Lincoln.
- Worked with Hawkeye at jst relocating service.
- Installed 6 receptacles at police station.

PUBLIC WORKS – SEWER & STREET

- Sweeping - 44 hrs.
- Mowing - 43 hrs.
- Storm & Sewer Locates – 25 hours
- Working on Storm maps - 4 hrs.
- Painting cross walks- 26 hrs
- Painting curbs-10 hrs.
- Doing dig outs and installing asphalt at 400 blk 11th St., 100 blk Karr Ave., in alley at 300 blk of Cottage, 2600 blk of Sumner and at corner of Lincoln & Perry - 46 hrs.
- Setting up signs and working Loggers Play Day parade - 46 hrs.
- Sweeping Sunday morning 6:00 a.m. on all parade route and 7 th St. - 2 ½ hrs.
- Picking up barricades and signs from parade 16 hrs.
- Helping Electrical Dept. - 16 hrs. (Over all to date 363 hrs.)
- Helping Water Dept. 2 hrs
- Helping at Cemetery 2 hr

PUMP STATIONS

- Made 420 stations checks.
- 32 scheduled generator tests.
- Worked 3 shifts at WWTP.
- Worked with Pumptech and Caskeys Inc. on Emerson Pump Station belt drive tensioner issues.
- Worked with Pipe Experts LLC AT Emerson Pump Station repairing damaged stormwater line.
- Repaired stormwater pump lubrication unit at Emerson Pump Station.
- Work with city electrician at 28th Street Pump Station removing variable speed drive unit on #2 sanitary pump.

- Plainted storm pump motors and handrails at Adams Street Pump Station.
- Worked on new service truck # 64.
- Worked with street crew on Loggers Playday clean up. Painted handrails and building trim at Woodlawn Pump Station.
- Met with Summerhaven maintenance staff on pump issues at site
- Worked on budget with Stree/Sewer Foreman
- Ordered replacement pumps for 28th , Woodlawn, and Ramer Pump Stations.

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 August (treated 9.7 million gallons of wastewater with a average flow of 0.54 mgd and wasted 32,760 gallons of biosolids to lagoon).
- 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 mowing of lawns around plant and also general clean-up of plant grounds.
- During the month of August we added 2600 lbs. of Sodium Bicarbonate to the Oxidation Ditch to bring the PH up. Due to the low flows at the plant during the summer and the large capacity of the plant we sometimes have a hard time maintaining our PH in the Oxidation Ditch.
- Shut down plant during the week of the 14th so we could drain and clean our secondary clarifier and wirebrushed and painted areas of rust on steel sweep arms and launder trough supports also sealed gaps in fiberglass launder troughs, began filling up clarifier on the week of the 21st and the plant was back in operation on the 28th, all flow was diverted to the city's lagoon for storage during this time.
- Al Gregory and Dave Ditz attended the defensive driving class in city hall on the 16th.
- Removed #1 return activated sludge (RAS) pump and motor for maintenance/rebuild, it was last done July, 1998 and it should be reinstalled sometime during the month of Sept.

BUILDING, PLANNING & CODE COMPLIANCE DEPARTMENT

- There were 40 total permits issued generating **\$50,290** in revenue. The huge jump in permit fees is due to the piling permit for Imperium Renewables. Next month should be much larger with the issuance of the building permit.

Code Enforcement Resolved Cases

- **Abandoned vehicles removed from City streets by Police. Waste disposed of by Public Works:**
- a. 2000 blk Broadway 120 pounds of waste.

- **Junk or Abandoned Vehicles removed from private property by Code Compliance:**
- a. 3131 Aberdeen Avenue a junk trailer and camper

Active cases

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

- September:

| <u>Location</u> | <u>Owner</u> | <u>Type of violation</u> |
|-------------------------|--------------|-----------------------------|
| 1. 607 Kuhn | Wheeler | Solid Waste |
| 2. 520 28 th | Humm | Solid Waste |
| 3. 2209 Cherry | Erickson | Solid Waste & Aban Vehicles |

Active Notices and Orders to demolish structures:

- November: 516 8th Street Owner is now Calico Financial of Aberdeen

Cases waiting for staff to apply for search warrant to abate nuisances

- 1. 1002 Lincoln Gardner Vegetation & Waste
- 2. 2202 Pacific Gardner Vegetation & Waste

Monthly Code Compliance Report – September 2006

| Types of Complaints | Responded To This Month | Resolved This Month | Pending This Month | Responded To Year to Date | Resolved Year to Date | Active Complaints |
|--------------------------------------|-------------------------|---------------------|--------------------|---------------------------|-----------------------|-------------------|
| Dangerous or Un-maintained Housing | | 1 | | 7 | 3 | 7 |
| Abandoned or Junk Vehicles | 4 | 3 | 4 | 15 | 18 | 13 |
| Substandard Rental Housing | 1 | | 1 | 6 | 7 | 5 |
| Solid Waste Accumulation | 6 | 7 | | 59 | 63 | 43 |
| Overgrown Vegetation | 1 | 2 | 1 | 33 | 32 | 22 |
| Illegal Dumping | 1 | 2 | 1 | 11 | 10 | 5 |
| Obstructing Streets or Sidewalks | 1 | 1 | 1 | 3 | 6 | 13 |
| Land Use Violations Illegal Signs | 2 | 5 | 1 | 22 | 20 | 19 |
| Occupying RV's | 1 | 3 | 1 | 6 | 9 | 8 |
| Garage & Yard Sales | 1 | | 1 | 3 | 2 | 1 |
| Work w/o Permit | 1 | 1 | | 6 | 4 | 3 |
| No Business License | | | | | | |
| Miscellaneous | 1 | | 1 | 5 | 4 | 2 |
| A. Totals | 20 | 25 | 14 | 176 | 178 | 141 |

1 junk vehicle removed by the City this month.

Submitted by Brian Shay, City Administrator in coordination with Department Heads and Public Works Foremen.

COURT

DG7000PX AM1

HOQUIAM MUNICIPAL COURT

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C A S E L O A D R E P O R T

08/01/2006 THROUGH 08/31/2006

HOQ-CITY OF HOQUIAM

| I. INFRACTIONS | | TRAFFIC | NON. TRAF | PARKING |
|--|-------------------------------|---------|-----------|---------|
| A. MONTHLY FILINGS | 1. INFRACTIONS FILED | 67 | 1 | 34 |
| | 2. VIOLATIONS CHARGED | 90 | 1 | 34 |
| B. PROCEEDINGS DURING THE MONTH | 1. MITIGATION HEARING | 18 | | 2 |
| | 2. CONTESTED HEARING | 2 | | 1 |
| | 3. SHOW CAUSE HEARING | 1 | | |
| | 4. OTHER HEARING ON RECORD | 26 | | |
| C. DEFERRED FINDINGS | | 8 | ##### | ##### |
| D. INFRACTIONS DISPOSED DURING MONTH | 1. PAID | 21 | | 12 |
| | 2. COMMITTED - FTR | 16 | | |
| | 3. COMMITTED | 16 | 3 | 11 |
| | 4. NOT COMMITTED | | | |
| | 5A. DISMISSED | 9 | | 4 |
| | B. AMENDED | | | |
| | TOTAL | 62 | 3 | 27 |
| (T.V.B. ONLY) | 6. TRANSFERRED TO TRIAL COURT | ##### | ##### | ##### |
| E. APPEALS TO SUPERIOR COURT | | | | |
| F. TOTAL REVENUE (EXCL TRUST AND 30% PSEA) | | 5,214 | 14 | 725 |
| G. CASES CLOSED | | 28 | | 16 |

| II. CITATIONS/COMPLAINTS | | D.W.I. | OTHER TRAF | MISDEM |
|---|-------------------------------|--------|------------|--------|
| A. MONTHLY FILINGS | 1. CITATIONS FILED | 1 | 21 | 21 |
| | 2. VIOLATIONS CHARGED | 1 | 23 | 21 |
| B. TRIAL SETTINGS | 1. NON.JURY TRIALS SET | | | |
| | 2. JURY TRIALS | | 2 | 9 |
| C. PROCEEDINGS DURING THE MONTH | 1. ARRAIGNMENT | 1 | 19 | 23 |
| | 2. NON. JURY TRIAL | | 1 | |
| | 3. JURY TRIAL | | | |
| | 4. STIPULATION TO THE RECORD | 3 | | 3 |
| | 5. OTHER HEARINGS ON RECORD | 27 | 73 | 192 |
| D. CHARGES COMPLAINTS DISPOSED DURING THE MONTH | 1. BAIL FORFEITURE | | 1 | 1 |
| | 2. GUILTY | | 15 | 12 |
| | 3. NOT GUILTY | | | |
| | 4A DISMISSED | 1 | 5 | 22 |
| | B AMENDED | ##### | 7 | |
| | TOTAL | 1 | 28 | 35 |
| (T.V.B. ONLY) | 5. TRANSFERRED TO TRIAL | ##### | ##### | ##### |
| E. DISPOSITION UNDER OTHER CRIMINAL TRAFFIC | | 1 | ##### | ##### |
| F. PROSECUTION/DIVERSION | 1. DEFERRED/DIVER.(RCW 10.05) | 3 | 1 | 6 |
| | 2. PROSECUTION RESUMED | | | |
| G. APPEALS TO SUPERIOR COURT | | | | |
| H. REVENUE - PENALTY FINE FORF(EXC 30% PSEA) | | 1,694 | 1,348 | 1,408 |
| I. REVENUE - PROB. ASSMT.(DWI+OTH TRAF+MISD) | | 462 | | |
| CRIMINAL COURT COST RECOVERED | | 1,723 | | |
| 30% STATE PSEA ASSESSMENT (INF + CRIM) | | 1,327 | | |
| MISC. REVENUE (ALL CASE TYPES) | | 55 | | |
| J. CASES CLOSED | | 1 | 7 | 23 |