

August 13, 2013
Administrator's Report

Draft

Public Works

- Public works is having a spare sewer pump associated with the Number 2 lift station rebuilt – these types of pumps are no longer made - so its rebuilding will provide a needed backup protection. We are also acquiring a 5 horse power motor to serve as a backup to the Number 2 lift station.
- Carl Jones from the Washington State Department of Ecology was generous enough to help the City update its National Pollutant Discharge Elimination System (NPDES) Permit. The City will need to accomplish three [3] tests before we can submit for this permit renewal. The submittal will reactivate this important discharge permit for another five [5] years.
- Evergreen Rural Water of Washington will be assisting the City conduct water system leak tests starting next Tuesday, August 12.
- The Disc Golf gazebo is completed – this is a great addition to our park and disc golf course!
- Public works is looking to procure more Ultra Violet [UV] lights that are relied upon for treating the City's effluent prior to its discharge.
- The department is pursuing acquisition of a sump pump. This device is relied upon for pumping purposes when the City experiences a broken water pipe.

Building

- Dave continues to work with Hot Springs to facilitate that project, as well as processing miscellaneous permits. He has resolved the engineering issues associated with Silver Star.
- Dave and Tom are updating the construction codes.

Court

- The City is seeking options associated with the delivery of court services in light of Judge Nix's retirement.

Planning

- Tom continues fielding various development inquiries, and working with Dave on the Hot Springs permits.
- Otherwise, he has returned his focus back to the Shoreline Master Program update. He is currently working on draft goals, policies, designations and regulations. He will be holding a working group meeting on these topics in the near future.

Planning Commission / Heritage Trails Committee

- The Commission/Committee has submitted their 2014 lodging tax request.
- They will be working on a public outreach effort regarding the block house proposal in August.

Fire

- They need more volunteers – if you or someone you know is interested, please call JB at 360-433-1192.

Personnel

- The City has sent a letter to the Union representative along with an updated bargaining agreement for their review

Finance / Administration

- We are tightening City building security by establishing a key protocol for building access.
- I met at length with Tanya Crites who is the City's insurance representative for Washington Cities Insurance Authority [WICA]. She provided me an overview of our insurance coverages and the many services they provide for our community.
- The City's copy machine continues to act up. We will be replacing its sensors as a next step towards its repair. As a contingency - we are looking at a replacement copier. We will be evaluating the type of replacement machine needed [if one is needed]. In the event of a need to replace it - we will bring back quotes to Council from those vendors listed with the Washington State Purchasing Cooperative, which we are a member. Meantime, the Skamania County Chamber of Commerce was generous enough to lend us their spare copy machine.
- Request for Proposals for use of hotel/motel tax money are due August 9th.
- Toni Nelson, our financial services provider, affiliated with Vision Services, was able to clean up the City's 2012 annual financial report and re-file it with the State Auditor's office.

Sheriff / EDC / Chamber / Community Garden / Other

- Sherriff's monthly report is available for review