

# January 2005 Quarterly Report

City of Eureka



**OFFICE OF THE CITY MANAGER**  
**SPECIAL PROJECTS DIVISION**  
***2004 Final Report***  
January 18, 2005

***Overview***

The Special Projects Division is administered through the City Manager's Office. The division provides project oversight and management analysis in areas of environmental programs including recycling/waste reduction and brown fields cleanup, and provides direct assistance to the City Manager with a variety of special projects and programs. We provide staff support to the City's Trails Committee and Arts and Culture Commission. The office administers the City's solid waste disposal contracts, and provides grant management assistance for a variety of City projects including housing and economic development activities.

The following is a brief description of the projects and programs administered by the Special Projects Division during the fourth quarter of 2004:

1. MULTIPLE ASSISTANCE CENTER PROJECT (MAC)

Construction of the Multiple Assistance Center (MAC), located at 139 Y Street in Eureka, started in February 2004, and is now nearing completion. The MAC is scheduled for completion in March 2005. Working closely with city staff and Redwood Community Action Agency (RCAA), the architectural team at Matson and Vallerga Architects of Eureka did an incredible job creating an imaginative design which is both functional and aesthetically pleasing. Danco Builders of Arcata has brought the design to life, and has done well to keep the project on schedule and within budget.

The MAC project involves the purchase and rehabilitation of a large building in Eureka for a homeless service and resource center. The City purchased the site in February 2002 using CDBG grant funds. The project went out to bid in October 2003, and a contract was awarded by the City Council to Danco Builders of Arcata in December 2003. The project involves a consortium of entities, including the City of Eureka, RCAA County of Humboldt, health care organizations and private non-profit agencies. The MAC project will provide on-site housing, job training and care of homeless persons and their families, and is intended to provide a more efficient and effective distribution of existing homeless services. The MAC will accommodate approximately 75 persons, and is expected to serve over 400 annually.

2. BROWNFIELDS CLEANUP PROGRAM

In June 2003, the City was awarded a \$200,000 grant from the U.S. Environmental Protection Agency (EPA) to assist with cleanup of contaminated soils at the former foundry area of the Old Carson Mill Site (adjacent to Halvorsen Park). A Coastal Development Permit was approved in August 2004 for the cleanup work, and the City is currently working with EPA to secure additional studies and analysis required prior to going out to bid for the cleanup project. The project is expected to go out to bid in May and be completed in summer 2005. It will involve excavation of approximately 800 cubic yards of contaminated soil for disposal at a Class I hazardous waste facility.

The site's past industrial foundry operations caused varying levels of soil and groundwater contamination. The City's primary environmental concerns are to prevent potential human exposure to contaminated soil, and to prevent the migration of contaminants into Humboldt Bay. The objective in seeking EPA Brownfields funding is to eliminate these potential health hazards, and to implement long term monitoring programs. The project will work to protect human health and promote economic development, and it is a significant component in our continuing efforts to revitalize the Eureka waterfront.

### 3. FISHERMAN'S TERMINAL/BOARDWALK EXTENSION PROJECT

The Special Projects Division is administering a number of federal and state grants which will fund the construction of the Eureka Fisherman's Terminal Project at the foot of C Street in Old Town. The dock will in effect be an extension of the City's existing boardwalk (completed in 2002). The project is significant to the retention and expansion of Eureka's commercial fishing industry, which in turn is critical to the success of our regional economy. The project involves construction of public improvements along the Eureka waterfront including a new 420 foot long dock, and a 16,000 square foot fish buying and unloading area with four jib cranes including a public hoist. The project will have public access and viewing components, and will eventually include a public piazza at the foot of C Street. Construction is expected to begin in the spring of 2005, and be completed near the end of the calendar year.

### 4. PARCEL 4/PALCO MARSH

The City has been working closely with the State Coastal Conservancy to implement the conditions of a City Agreement with the Conservancy which allows development of Parcel 4 in Palco Marsh. Parcel 4 provides unique economic development opportunities because of its prime location on the Eureka waterfront, its coastal-dependant industrial zoning, and its proximity to Humboldt Bay's main shipping channel. The City continues to view Parcel 4 as a strategic component of our Waterfront Revitalization and Economic Development programs.

### 5. EUREKA TRAILS COMMITTEE

The Eureka Trails Committee continued its work on formulating an Urban Trails Strategy and Vision for Eureka which will develop standards for enhancing and expanding the City's trail systems. In formulating the strategy, the Committee is working with the many existing trails policies contained in the City's General Plan (1997). In 2004, Mr. Mike Buettner was appointed to the Committee, and Mr. Zuretti Goosby was elected by the Committee as chairman. The Committee's work primarily supports efforts to develop a continuous trail along the City's waterfront, and to integrate it within the regional trail network. The Committee is also working with private landowners on the Eureka Slough section of trail along the City's northern waterfront, and continuing work to restore/expand the existing Elk River Wildlife Trail. Regular meetings of the Trails Committee are open to the public, and are held on the second Tuesday of every month at 4:30 p.m. at Eureka City Hall, Room 207. The next three meetings are scheduled for February 8, March 8 and April 12, 2005.

### 6. ELK RIVER WILDLIFE TRAIL PROJECT

The City has contracted with the Redwood Community Action Agency (RCAA) to assist with development of the Elk River Wildlife Trail project. When complete, the project will restore the City's existing trail system which runs from Pound Road to approximately Hilfiker Lane, and expand the trail up to Truesdale Avenue. The trail system will include a trail head at the end of Truesdale Avenue with bathrooms, parking and an elevated vista point. The trail will generally run along the bay shoreline and will include interpretive signage. The project is scheduled to be funded primarily through grants and donations. The trail will require development of engineering and construction specifications, and a complex permit process involving several local, State and Federal agencies. The City is currently seeking grant funds necessary to complete the permitting processes. Potential trail construction is planned for 2006.

7. HUMBOLDT BAY INTERPRETIVE SIGNAGE

The City continues to partner with the County, the City of Arcata and Redwood Community Action Agency to implement a Humboldt Bay Interpretive Signage Program. The program is nearing completion, and should consist of roughly 17 thematic sign templates on artistic bases and kiosks. The signage program will use a variety of other interpretive tools. In Eureka, the signage is expected to be placed along the waterfront in several locations including the Elk River Wildlife Sanctuary and the Palco Marsh.

8. EUREKA ART AND CULTURE COMMISSION

The Commission continues to work with the Ink People Center for the Arts to assist the Commission with implementation and administration of its project activities. Administration of all funds generated by the Ink People in coordination with any Art and Cultural Commission activity are provided by the Ink People through its established network of grants, donations and programmatic fundraising activities. Ms. Barbara Groom and Ms. Jennifer Kincaid were appointed to the Commission in 2004. In December 2004, Ms. Virginia Niekrasz-Laurent was elected by the Commission as chairwoman. The Commission is currently inventorying and inspecting the City's existing art collection, and exploring mechanisms for more effective participation in the local process of review and recommendation for City art and culture projects. Regular meetings of the Art and Culture Commission are held on the third Tuesday of every month at 1:30 p.m. at Eureka City Hall, Room 207. The next three meetings are scheduled for February 15, March 15 and April 19, 2005.

9. DISASTER RESPONSE TRAINING

Together with all City Departments, the Special Programs office participates in a Disaster Response Training program. The office focuses primarily on public information roles. On-going training is an essential component of the City's ability to respond effectively to any local disaster or incident, and to ensure that roles and responsibilities during an incident are clearly understood and practiced. Additional Public Information Officer training is planned for 2005.

10. STORMWATER MANAGEMENT

The Special Programs office is responsible for important tasks associated with the City's Stormwater Management Plan update process, including Public Education and Outreach, and Public Involvement and Participation. The immediate tasks involve coordinating with local agencies and schools to establish educational programs and to coordinate local education strategy, and to coordinate potential water quality monitoring through the local university and community college, and potentially high school and/or grade schools.

11. 2005 COUNTY GENERAL PLAN UPDATE

The City Council has approved recommendations to the County for their 2005 General Plan update process, and further recommendations may be forthcoming as the City Council continues to discuss annexation ideas. Approved Council recommendations include policies on traffic circulation, alternate transportation, greenway open space, public safety, affordable housing, parkland, recycling programs and others. All Council recommendations are forwarded to County planners and decision makers to consider policies which help mitigate or lessen potential significant impacts to the City.

#### 12. REGIONAL COMPOSTING FACILITY

The City continues to explore mechanisms for establishing a regional composting facility in the Eureka area. This project is moving forward, and will involve primary coordination between the HWMA, the County of Humboldt and the City of Eureka. The HWMA has contracted with a local firm to perform a site feasibility and location study, and has examined several local sites. If successful, the inclusion of a regional compost facility will greatly increase our ability to divert solid waste from the waste stream, and assist the City in meeting the State's ambitious diversion goals.

#### 13. BACKYARD COMPOSTING BINS

The City has purchased a large quantity of backyard compost bins which are still for sale to all Eureka citizens for \$25.00. The bins may be purchased at the Eureka Recycling Center located at the Humboldt Waste Management Authority's (HWMA) transfer station on West Hawthorne Street in Eureka. The program is conducted in coordination with the County of Humboldt, local tribes and other jurisdictions in the County.

#### 14. RECYCLING TASK FORCE

The City participates on a regional committee of representatives from the County, the HWMA, and each incorporated city in the County. The Committee meets monthly, and works collectively to develop programs and ideas for promoting recycling, reuse and other measures designed to comply with the State's AB 939 requirements. Current projects include a telephone book recycling guide, mercury thermometer exchange program, zero waste management policies, update of the County Integrated Waste Management Plan, shopping guides for recycled products, sustainable behavior techniques, and other projects.

#### 15. NEIGHBORHOOD RECYCLING FACILITIES

The City currently maintains two neighborhood drop-off recycling facilities near the Armory on Russell Street near the Sequoia Park Zoo, and at the Municipal Auditorium at 12<sup>th</sup> and E Streets. These locations accept newspaper, plastics, aluminum and glass. There is no fee to drop off recyclables. The drop sites divert a significant amount of recyclable material from our waste stream, and assist the City in meeting our State and local recycling responsibilities.

#### 16. CITY SCHOOLS RECYCLING EDUCATION PROGRAM

The City continued its partnership with the Eureka City School District to facilitate a recycling educational program within the district's elementary schools. The program allows trained educators and student mentors to visit schools in the district, and involves school assemblies, take-home literature, on-site recycling days, and service learning activities designed to promote recycling, reuse, and food waste reduction. The program also provides support and information to assist the schools in achieving their own on-going, sustainable recycling program.

The City has contracted with the Recycling Education Team at the Arcata-Eureka Recycling Center to assemble the staffing and provide training necessary to facilitate the school program. The City contributes approximately \$3,000 annually to the program, and the County of Humboldt shares a portion of the costs for necessary materials. This collaborative program is consistent with the objectives in the City's adopted Source Reduction and Recycling Element (SRRE) which encourages cooperation with Eureka City Schools in the implementation of specific educational programs for all elementary grades.

#### 17. CURBSIDE RECYCLING PROGRAM

Through the City's Franchise Agreement contract with City Garbage Company of Eureka, a curbside recycling program is offered to all City residents and businesses for a nominal charge. The program currently takes glass, plastic, aluminum, tin, newspaper and cardboard. We have approximately 700 households participating in the program. All recycled materials are collected by the City Garbage Company and sorted and distributed at the new Hawthorne Street Recycling Center at the Transfer Station in Eureka. The City is actively seeking ways to increase participation, recycling tonnage and efficiency, and is currently exploring the potential/feasibility of implementing a more efficient two-stream or single stream collection/processing system.

#### 18. PUBLIC RECYCLING EDUCATION PROGRAM

The City continues to administer an annual campaign of advertisements and events promoting our on-going recycling programs for waste oil, telephone books, laser/inkjet cartridges, cardboard, Christmas trees, green waste and food waste (home composting), bulky items (free coupons), and other related events. In addition, the City continues to be a member of the regional Recycling Task Force, partnering with most of the other governmental jurisdictions in the County to promote public awareness, and share the cost of advertising for existing recycling programs and special events.

#### 19. FULLY AUTOMATED GARBAGE COLLECTION

In an effort to increase efficiency and reduce long-term costs for the City's garbage collection services, the City in 2004 implemented a fully automated collection system operated by the City Garbage Company of Eureka. As part of the implementation, standardized rolling trash bins were issued to each residential customer. The City Garbage Company has purchased an industrial "arm" attachment for their existing trucks, which then picks up each can from the curb when controlled by a single operator from inside the collection vehicle. The system enables a safer, more cost effective and efficient system of collection in the City.

#### 20. DOWNTOWN/HENDERSON CENTER/ZOO RECYCLING PROJECT

Providing additional opportunities for public recycling is a principal component in our efforts to increase the City's diversion percentage. The City recently implemented a new program which placed approximately 30 recycling bins at 25 locations in Old Town, Downtown, Henderson Center and the Sequoia Park and Zoo. The bins allow recycling of glass, plastic and aluminum containers. The new recycling bins are located near existing City garbage cans, and are collected about 3 times per week. The bins were purchased through a State grant provided by the CA Integrated Waste Management Board. The City previously had no sidewalk recycling bins in these areas. Many citizens and tourists (many of whom recycle in their own cities) have expressed support for the new recycling opportunities.

#### 21. ILLEGAL DISPOSAL PICKUP SERVICE

The City has experienced increased levels of illegal disposal of trash and bulky items (large appliances, furniture, etc.) into our gulches, alleys, vacant lands and neighborhoods. The City recently adopted a new program through the City Garbage Company which provides 208 illegal disposal pickups per year, and will work to assist community based beautification efforts to maintain cleanliness in the City.



# ***City of Eureka*** ***Community Development Department***

***First Quarter Report ~Calendar Year 2004***

## ***C*** ***urrent Planning/ Permitting***

The number of permits applied for in the first quarter of 2004 exceeded by 50% the first quarter of 2003.

We have noticed that, overall, the projects being submitted are becoming more and more complex. Arguably, two reasons to account for this are that all of the 'easy' land within the City has already been developed, and the rise in regulations and restrictions.

The perception that all of the 'easy' land has already been developed isn't too surprising considering that one of primary principals of Smart Growth is in-fill development; which Eureka has been practicing and promoting for the last half-century (at least).

I heard someone once say that rules only get added onto rules and no rules are ever taken away...I would have to agree when it comes to the regulations promulgated by the State and Federal agencies. I have been using all of my resources to keep up with the ever-changing tide of regulations, guidelines, court decisions, etc.,.

In Current Planning, we continue to process all of the applications submitted to us in as expeditious manner as possible. Based on the compliments we have been receiving from the public and developers, we must be doing it right.

## ***L*** ***ong Range Planning***

Joel has successfully completed a draft of the Housing Element of the General Plan and has secured the City Council approval of the document. The Council approved draft has been forwarded to the California Department of Housing and Community Development (HCD) meeting to their submission deadline of December 31, 2003. HCD has reviewed the draft and forwarded comments and suggested revisions in early March 2004. Staff has been working with state staff to address their comments and provide justification for the goals and programs included in the draft Housing Element. Staff has forwarded revisions to the draft, following the comment format provided by the state, that revises certain sections for clarity and strengthening the language of some policies to identify the City's commitment to housing issues. State staff is reviewing the revisions and is expected to provide their second set of comments soon in conformance with the legislated 90-day review deadline for second drafts. City staff has completed the environmental document for the draft Housing Element update, posted notice of the environmental document in the newspaper and forwarded copies to the State Clearing house for state agency review. No comments on the environmental document were received in this review period the document will be brought before the City Council for certification

along with the final draft of the Housing Element update when the state forwards their official approval. The successful adoption of the Housing Element and certification by the state is necessary for the City to continue very important housing programs funded by HCD through the community development block grant process. The public participation phase of the Housing Element update was extremely productive with citizens voicing their support or rejection of many of the housing "tools" proposed by staff. Citizens were very clear in their views on the need for continued, persistent, and long-term enforcement of City codes as a tool to reduce blight in neighborhoods. Their input resulted in a document that reflects the City's approach to housing and housing programs in the next seven-year Housing Element cycle, and staff thanks all those citizens who have used this process to express their views.

Long Range Planning has continued work with the Planning Commission subcommittee reviewing Greenway and Gulch issues. The subcommittee comprised of Planning Commissioners Ron Kuhnel and Dean Kessler has completed scheduled fact-finding meetings with eleven specific agencies and interest groups. These meeting were designed to provide a candid forum for the exchange of information and ideas relative to greenways and served to educate us all on the different perspectives agencies and individuals have

**City of Eureka ~ Community Development Department  
First Quarter Report, Calendar Year 2004**

regarding the management and preservation of gulches and greenways. City staff recruited and engaged the services of two geographic information system (GIS) students from HSU who developed a data base of gulch contours which will be useful in identifying what land areas may comprise "gulches". The data will be integrated into the City GIS system for use by staff of other City departments. This relationship has proved very rewarding for both the interns and the City. The subcommittee and staff are in the process of reviewing the information received in the eleven meetings and will prepare a report that will address the major themes of gulch management and development. Once prepared, it will be presented to the Planning Commission to provide an overview of the fact-finding effort and decisions on the next steps in the process can be made.

### ***E* Environmental Planning**

We are working with the Coastal Commission to finalize our permit for the "V" Street Traffic Congestion Relief Project. This project will improve traffic congestion on Highway 101 at the north end of Eureka by improving traffic operation at the 4<sup>th</sup> and 5<sup>th</sup> at "V" Street intersection.

We continue preparing and processing the environmental documents for the Martin Slough Interceptor project, and will be releasing the draft EIR for public review in the next few weeks. This project involves the installation of a gravity sewer main system within the Martin Slough drainage basin that will convey

wastewater to a pump station, where it will then be pumped through a force main to the existing sewage treatment plant. This project will result in a wastewater collection and conveyance system that will have significantly fewer incidences of sewage overflows due to the elimination of 16 lift stations, thus reducing negative impacts to water quality; is more economical to run; and will meet future capacity requirements for planned land uses within the project area.

We are finalizing the work plan, budget and schedule in conjunction with the State Coastal Conservancy and the Engineering Department, and are beginning preparation of the subsequent environmental document for the PALCO Marsh Phase 1A enhancement project. We will also be preparing and submitting permit applications to the regulatory agencies for that work.

We have prepared and are circulating the environmental document, and have submitted permit applications for the Fairway Drive Culvert Replacement Project. Once complete the new culvert system will provide enhanced anadromous fish passage as well as increased stormwater capacity.

The Target store has been under construction since last fall. We continue to provide assistance to the Public Works and Engineering Departments as well as to Target, to facilitate completion of this project by October.

We are in the very early stages of a complex environmental review process for the Waterfront Drive Extension project. The

project proposes to extend Waterfront Drive from Del Norte to Hilfiker along and within existing North Coast Railroad Authority and City of Eureka rights-of-way.

We have been assisting, and will continue to assist RCAA, in conjunction with the Engineering Department, with the implementation of their grant funded Martin Slough Restoration Project. The general goals of this project are to reduce flooding, enhance riparian habitat, and improve anadromous fish access and habitat in lower Martin Slough.

We continue to work with the Engineering and Public Works Departments on an on-going basis to facilitate the implementation of their many projects by assuring CEQA compliance and providing permitting assistance.

### ***E* Enforcement**

The primary goal of the Enforcement Program is voluntary compliance. We can achieve voluntary compliance for most situations. However, in some cases, efforts for voluntary compliance are not effective.

City staff from a number of Departments has formed the Community Improvement Team. Through a joint effort from all City Departments, we are hoping that we can more quickly handle the non-compliant violations that persist regardless of attempts at voluntary compliance. The joint approach is working well.



## **EUREKA – A VICTORIAN SEAPORT**

# **ENGINEERING DEPARTMENT**

## **Activities and Status Report Fourth Quarter and Year End 2004**

### **Summary of Activities**

#### **1. Construction Division**

The end of 2004 brings the retirement of long time City surveyor Richard Walter. In addition, Engineering Construction Division lost Jim Hilton and Steve Burroughs to greener pastures. This past year the Construction Division was able to provide technical support for other City departments and the public, as well as completing twelve substantial construction projects and four other design projects. Construction of two additional projects, the High Water Tank and the Multiple Assistance Center, are drawing to a close and will be completed in early 2005. Phase 2 of the Sanitary Sewer Flow Monitoring is continuing through this winter, as well as the Martin Slough Interceptor Final Design and the next phase of design of the Mad River Pipeline – the North Arcata Section.

#### **2. Stormwater Division**

The Engineering Department organized a local North Coast Storm Water Working group to focus on the public education/involvement requirements of the NPDES Stormwater Pollution Prevention Program. The group consists of the Cities of Arcata, Eureka, Fortuna; Humboldt State University; College of the Redwoods; Cal Trans; Coastal Commission; Humboldt County; and RCAA. Currently, the City of Eureka is group chair and early efforts have been focused on creating a cohesive and

comprehensive educational poster campaign for the north coast. The first posters from this effort should be appearing in mid to late February.

### **3. Development Division**

Since July, 2004, many yearly goals have been as anticipated. However, insurance reviews have increased to 442 where 250 were anticipated for the period. Also, Community Development referrals have increased to 249 where 125 were anticipated.

### **4. GIS Division**

A scope for CDBG Planning and Technical Assistance Phase 2 is being developed. Development of a web GIS application to display GIS data for City Staff, as well as the general public, is near completion.

### **5. Traffic/Signals Division**

The Traffic/Signals Division has had the opportunity to monitor the effectiveness of the new battery backup systems, which were installed at each of the signalized intersections in the City. The project has proven very successful this winter, with the battery backup systems working to keep the traffic signals operational during several PG&E outages.

### **6. Property Management**

Council authorized the purchase of five (5) properties at the corner of Myrtle Ave. and Sixth Street. The City intends to develop low and moderate income housing units.

# Construction Division

Kurt Gierlich  
Jim Hilton  
Virginia Beres

Jeff Tedder  
Kristen Goetz  
Angela Martindale

~~Rich 'Walt' Walter~~  
~~Steve Burroughs~~  
Angi Sorensen

## The following projects were completed in 2004:

- 1. Fairway Drive Culvert Replacement (\$558,595)**  
This project replaced the two 84" diameter culverts with a double 8' x 14' box culvert at the "Barnum Driveway Curve" on Fairway Drive. The project was designed by Omsberg & Preston and constructed by Mercer-Fraser Co. (Gierlich )
- 2. Mad River Pipeline, Indianola Section (\$1,104,500)**  
This is the second of the Water Transmission System Improvement projects to be constructed. It joins together the North and South pipelines completed earlier this year, and completes the parallel pipeline from Arcata to Eureka. Project was designed by OLA and constructed by Wahlund Construction. (Gierlich)
- 3. Manzanita and 'N' Storm Damage (\$268,485)**  
The City received approximately \$230,000 in OES Grant funding for construction and administration of this storm damage project. Project was designed by SHN and constructed by Mercer-Fraser Co. (Gierlich, Burroughs)
- 4. Campton Road Storm Damage (\$249,560)**  
The City received approximately \$212,000 in OES Grant funding for construction and administration of this storm damage project. Project was designed by SHN and constructed by John N. Petersen, Inc. (Gierlich, Burroughs)
- 5. Harris and P Storm Damage Repair (\$10,000)**  
The City received OES funding for this repair project. Project was designed in-house and constructed by Robert J. Frank Construction. (Tedder)
- 6. Progress Ave. Storm Damage (\$187,815)**  
The City received \$153,000 in OES Grant funds for design and construction to repair this slope failure. Project was designed by SHN and constructed by John N. Petersen, Inc. (Gierlich, Burroughs)
- 7. Sewer 2004 (\$662,050)**  
This maintenance project installed sewer main and lining in the gulch from Cottage St. to Fort Ave., and replaced the sewer mains on Washington Street from Summer to 'C' Street, 'F' Street between 6<sup>th</sup> and 8<sup>th</sup>, and I Street between 6<sup>th</sup> and the alley south of 6<sup>th</sup>. Project was designed in-house and constructed by Wahlund Construction. (Tedder, Beres, Sorensen)

8. **Emergency Response Plan**  
The City was required to update their emergency response plan. Plan was completed and submitted in December, 2004. (Beres, with input from Yerby, Duncan, Knight)
9. **Mad River Parallel Pipeline – North and South Sections (\$3,329,245)**  
Construction of approximately 5 miles of 24” HDPE Pipe, parallel to the existing Mad River Pipeline, was designed by OLA and constructed by Contri Construction. (Gierlich)
10. **Commercial Street Lift Station Reconstruction (\$150,000)**  
This project replaced the air-pot station with a new submersible pump station. Project was designed in-house and constructed by Contri Construction. (Gierlich)
11. **High Water Tank Drain Line (\$15,000)**  
This project constructed a new drain line for the High Water Tank prior to its construction. Project was designed in-house and constructed by RAO Construction. (Tedder)
12. **‘H’ Street Bypass Sewer (\$400,000)**  
This project constructed a gravity sewer line from the ‘H’ Street Lift Station to the Campton Road sewer as an emergency bypass line, which will become a permanent gravity sewer in the Martin Slough Interceptor project. Project was designed by SHN and constructed by John N. Petersen, Inc. (Gierlich)
13. **Phase 1 Flow Monitoring of Wastewater Collection System (\$200,000)**  
This project consisted of the installation and monitoring of flow meters to determine wastewater collection system capacity and to identify locations of excess Inflow and Infiltration. Project was designed in-house, with field work by SHN and City sewer crew. (Gierlich)
14. **Martin Slough Interceptor 10% Design (\$30,000,000)**  
The 10 percent design was completed in March and the Environmental Impact Report was completed and certified by Council in November. (Gierlich, SHN, Brown and Caldwell)
15. **Seventh Street Bikelanes (\$300,000)**  
Project was designed and put “on the shelf” due to changes in availability of grant funds. Anticipated grant funding appropriation is 2007-8. (Walter, Burroughs)

**The following projects are currently in construction:**

1. **Multiple Assistance Center (\$3,149,000)**

Project started in February, 2004, with completion scheduled for February, 2005. Project was designed by Matson Vallerger Architects and is being constructed by DANCO Builders (Gierlich, Guy Hooper inspector).

2. **High Water Tank Replacement (\$1,477,307)**

This project consists of constructing a new elevated tank to replace the High Water Tank, then abandoning and remove the existing tank in 2005. Pittsburgh Tank and Tower. (Tedder)

**The following projects are ongoing:**

1. **Phase 2 Wastewater Flow Monitoring**

Phase 2 consists of the installation and monitoring of flow meters to determine wastewater collection system capacity and to identify locations of excess Inflow and Infiltration (I/I). (Gierlich, Sorensen, SHN, Public Works sewer crew).

2. **Martin Slough Interceptor Final Design (\$30,000,000)**

The 10 percent design was completed in March and the Environmental Impact Report was completed and certified by Council in November. Final Engineering Design will be completed by December, 2005. Construction schedule will depend on additional grant funding. (Gierlich, SHN, Brown and Caldwell)

3. **'V' Street at 4<sup>th</sup> and 5<sup>th</sup> Streets (\$ 760,740)**

This project added turn lanes and widened the intersections. Project was designed in-house and constructed by RAO Construction. (Tedder)

**The following project was re-bid and is anticipated to start construction in the spring:**

1. **Fisherman's Terminal (\$5,100,000)**

This project will include; a floating dock at C Street; a fisherman's working dock and work area westerly of C Street; and, mitigation work. The project has been awarded and construction is expected to be completed by the end of fall 2005. (Siemer)

**The following projects are in design for 2005 construction:**

1. **Commercial Street Fuel Facility and Underground Storage Tank Removal (\$650,000)**

Soils remediation and design of above-ground fuel facility will be completed in early 2005, and will be advertised for construction for spring, 2005. SHN. (Gierlich, Zoppo)

2. **Waterfront Drive Connection (\$800,000)**

This project will extend Waterfront Drive from the Adorni Center to J Street for the State of California Boating Instructional Safety Center. Plans and specifications are

complete and the project will be advertised in the spring for bids to construct this summer. (Siemer)

3. **“C” Street and Piazza (\$1,500,000)**

This project will improve “C” Street from First Street to the Boardwalk, including a public piazza area. The project is being designed and construction is anticipated in summer/fall 2005. (Siemer)

4. **Third and ‘Y’ Sewer Lift Station (\$350,000)**

This project will replace the sewer siphon across the freeway at this location. Engineering design was awarded to Winzler and Kelly Engineers, with construction anticipated for spring, 2005. (Tedder, Beres)

5. **Water Improvements 2005 (\$400,000)**

This project was designed as Water Improvements 2004, was awarded, and cancelled in 2004 due to funding issues. Project will be reworked and re-bid this coming spring, for summer 2005 construction. (Tedder, Sorensen, Beres)

6. **Sewer Improvements 2005 (\$260,000)**

A portion of the design was completed last year and “put on the shelf” until funding became available. Project will be completed and advertised this coming spring, for summer 2005 construction. (Tedder, Sorensen)

7. **Old Carson Mill Site Foundry Cleanup – Brownfield Grant project (\$400,000)**

The City received a Brownfield Grant to cleanup the City property northeast of the Samoa Bridge. Project consists of removal of contaminated soil and debris, and long term soil monitoring. Project needs to be completed by September, 2005. (Gierlich, Gary Gird, ERM).

**Longer Term Projects:**

1. **Waterfront Drive Extension Project (\$10,800,000)**

The extension of Waterfront Drive from Del Norte Street to Hilfiker Lane is currently under environmental review. (Siemer, Gierlich)

2. **Water Reservoir Maintenance Project (\$400,000)**

The reservoir has not been inspected since it was reconstructed in 1997. It needs to be drained to have the liner inspected. At the same time the reservoir roof needs to be inspected, and several damaged yard valves need to be replaced. Preferred time

of construction is during low water demand periods starting October 1. (Gierlich Beres)

3. **Eureka Skate Park (\$650,000)**

This project consists of a 20,000 square foot skate facility at Cooper Gulch Park. Construction is dependent on securing funding and permits. Redwood Fields Committee has been fundraising and working with local contractors to begin construction. The City is working with the architect on the plans, and once plans and the environmental report are received, will apply for permits from the Corps of Engineers and the Department of Fish and Game. (Boughton)

4. **Anode Bed Replacement and Repair of Cathodic System Discontinuities (\$40,000)**

This is a continuing maintenance project on the cathodic protection system on the Cross Town Interceptor Sewer. The last system survey indicated there are approximately five discontinuities in the system. Construction is anticipated for summer, 2005. (Tedder, Beres, Sorensen)

5. **Mad River Pipeline, North Arcata Section (\$2,000,000)**

This section of the Mad River Pipeline Project will realign the pipeline around the HSU campus in Arcata. Design will be completed by spring, 2005. Construction schedule will depend on financing. (Gierlich, OLA)

6. **Mad River Pipeline Phases 4-6**

Design and construction of subsequent phases of the Mad River Pipeline project will progress as funding becomes available. (Gierlich)

7. **Sunny Ave and 14<sup>th</sup> & 'P' Embankment Repairs (\$400,000)**

Preliminary Construction Plans were completed in October, 2003, and have been placed "on the shelf." Construction funding for the projects has not been identified. City staff will continue to visually monitor the embankments for signs of new movement. (Gierlich)

8. **High Tank Pump Station (\$800,000)**

This project will construct a new pump station to provide a backup system to the new High Water Tank. Design will commence once the new High Tank construction is complete, with construction projected to occur sometime in 2005, depending on funding availability. (Tedder)

9. **McFarland Street Storm Drain (\$85,000)**

This project to replace a storm drain on McFarland Street just south of Myrtle Avenue has been designed and put “on the shelf” awaiting construction funding.

10. **Railroad Crossings (\$100,000)**

This project would replace the at-grade railroad crossings at various locations. Project has been put on hold due to lack of funding. (Walter, Boughton)

**Other Department Projects and Programs:**

1. **Wastewater Facilities Plan and Program (\$900,000)**

The Wastewater Facilities Plan will determine the current condition and capacity of all components of the wastewater collection, pumping, and treatment system. The result of this plan will be a long term program, which will also identify phased expansion of the wastewater treatment plant. This is an important program that needs to be initiated this year. (Gierlich)

2. **Water Distribution System Modeling**

This project will create a working model of the City of Eureka water system. The resulting model will be utilized in analyzing and designing future improvements to the water system, especially with respect to fire flow analysis and the impact of future development. (Tedder)

3. **5<sup>th</sup> and R Streets Project**

The Engineering Department will be the City liaison for this Caltrans project to realign 5<sup>th</sup> Street and Myrtle Avenue; install a traffic signal at the intersection of 5<sup>th</sup>, R and Myrtle; provide three lanes of through traffic to V Street; and, various other improvements including drainage and landscaping. The project will also result in excess lands that can be useful to the City and adjacent property owners. (Tedder)

# Stormwater Division

## 1. NPDES Phase 2 Stormwater Pollution Prevention Program

The City is *still* awaiting approval of its stormwater program by the Regional Water Quality Control Board (RWQCB). Our program is in review status with a State contractor and once it is approved the City will have five full years to implement the program. With verbal encouragement from the RWQCB, Engineering, Public Works and Environmental Programs continue to take proactive steps in implementing year one of the program. Public Works has begun actively fulfilling portions of the program, specifically in the area of municipal Best Management Practices and a draft Stormwater Ordinance is scheduled for review in January.

Engineering/Environmental Programs organized a North Coast Storm Water Group (NCSWG) comprised of other north coast NPDES Phase II entities and concerned organizations to jointly participate in the Public Involvement and Public Participation requirements of the permit. The NCSWG met in October and November and will be finalizing an area-wide poster education project in January. (Beres)

# Development Division

Brent Siemer  
Kristen Goetz  
Angela Martindale

Gary Boughton  
Laurie Shannon

Dan Moody  
Riley Topolewski

## Administration

Development and review of many private and public projects:

### Private:

1. Building Permit (review for PIRs and utilities)
2. C Street Reconstruction north of 1st Street
3. Mauer Marsh property donation processing
4. Eureka Pier (Ash-Vellutini)
5. Humboldt State University's Boating Instruction and Safety Center (BISC)
6. Monitoring Wells and Soils Borings (for contamination plume cleanups)
7. Referrals (City and County)
8. Seaport Village (Goldan)
9. Subdivisions (Bode, Brown, McKenny, St. Joseph Hospital)
10. Veterans Property Transfer

### Public:

1. Boating Instruction and Safety Center (state project)
2. Carson Mill Site Brownfield Cleanup
3. Eureka-Arcata Corridor (state project)
4. Eureka Skate Park
5. Fifth & R realignment (state project)
6. Fisherman's Terminal (3rd time out to bid)
7. 4<sup>th</sup> 5<sup>th</sup> and V Street Congestion Relief
8. Multiple Assistance Center (under construction)
9. Palco Marsh (environmental document approved by Council)
10. 7<sup>th</sup> & Myrtle Avenue site closure
11. Waterfront Drive Connection - G to K
12. Waterfront Drive Extension - Del Norte to Hilfiker

## Development Assistance

### Review of:

1. Agreement for Encroachments, Monitoring Wells and Subdivision Improvements, (11)
2. Building Permits, (56 permits, some with several reviews)
3. Certificate of Subdivision Compliance Descriptions, (0)
4. Coastal Development Permits, (3)
5. Conditional Use Permits, (7)
6. County of Humboldt Referrals, (10)

7. Descriptions for City Projects, (0)
8. Design Review, (6 meetings with 30 items total)
9. Development Coordination, (0)
10. Encroachment Permits (53) including Fence Permits, and Monitoring Wells and Soils Borings within Street right-of-ways
11. Historic Preservation, (0)
12. Indian Island Permits, (0)
13. Infrastructure Mapping and Document Archival, (0)
14. Insurance Reviews, (193, some with several reviews)
15. Lot Line Adjustments, (10)
16. Requests for Service or Complaints, (0)
17. Sewer Permits, (8)
18. Special Permits, (1)
19. Street and Alley Vacations, (2)
20. Tentative and final Parcel Maps, (1)
21. Tentative and final Subdivision Maps, (4)
22. Variances, (5)
23. Water Permits, (7)
24. Special Events Permits (4)

### **Regional Transportation Projects**

#### **1. Eureka-Arcata Corridor Improvement Project**

The Engineering Department continues to provide representation on the Project Development Team reviewing and responding to the impacts of the project, specifically those to businesses and residents within the City limits along the corridor. (Siemer)

### **Long Range Transportation Planning**

#### **1. Humboldt County General Plan Update**

Engineering and other City departments are working with County Planning and County Public Works staff to develop general traffic models to determine the traffic impacts associated with the land use plan. This work will eventually lead to a transportation management plan that will include mitigation projects and funding mechanisms, including development fees. (Siemer, Moody)

#### **2. Greater Eureka Transportation Strategy Plan**

Engineering and other City departments are working with County Planning and County Public Works staff to develop a focused traffic model for Route 101 through Eureka to determine long-range project needs and opportunities. (Siemer, Moody)

In addition to assisting citizens at the counter, and working on future projects, Staff also works on the following programs and attends the following meetings:

1. **Capital Improvements Program**

Each year, Engineering updates the City's Five-Year Capital Improvement Program (CIP), which is used to identify needed capital improvement projects and to coordinate the financing and timing of improvements. The primary purpose of the CIP is to assist in the orderly implementation of the broad and comprehensive goals of the adopted General Plan and for the maintenance and replacement of the City's infrastructure by establishing an orderly basis to guide local officials in making sound budget decisions and by focusing attention on community goals, needs and capabilities to maximize the benefit of public expenditures.

2. **City Council**

Staff attends the twice monthly Council meetings to answer questions Council may have on Engineering agenda items and to have a better understanding of Council directions and concerns for the City.

3. **Disadvantaged Business Enterprise Program (DBE)**

In order for the City of Eureka to receive Federal Financial Assistance from the U.S. Department of Transportation (DOT), the City of Eureka is required to sign an assurance that it will comply with 49 CFR Part 26. The City of Eureka has established a Disadvantaged Business Enterprise (DBE) Program in accordance with the regulations of the 49 CFR Part 26. Engineering updates the Program yearly to reflect proposed use of Federal monies during the next fiscal year and establishes a goal for Disadvantaged Business Enterprises participation on each federal financed project.

4. **Design Review**

Staff attends Community Development's twice monthly meetings and provides written comments. The comments are generally preliminary notification of conditions or permit requirements from Engineering, in order to perform certain work efforts.

5. **Development Coordination Committee**

Staff attends Community Development's meetings, along with other departments and utility representatives, to coordinate applicants projects and to set conditions.

6. **Emergency Operations**

Staff attends bi-monthly meetings to coordinate County and other agency preparedness and responses to emergency events such as earthquakes, fires, floods, etc.

7. **Humboldt County Association of Governments Technical Advisory Committee**

Staff attends monthly meetings coordinating county agency needs for transportation, pedestrian and bicycle projects.

8. **Humboldt County Liaison Committee**

Staff attends the monthly meetings to coordinate agency and utility projects. The County, cities and each utility company provide information to coordinate projects in the most efficient and costly manner.

9. **Insurance Reviews**

Staff reviews insurance certificates and endorsements for all City contracts and for contractors/persons wishing to work in City rights-of-way under Encroachment Permits. Reviews require a technical knowledge of insurance requirements and documentation which transfers the liability of the action of others working for the City or working within our right-of-ways.

10. **Open Space, Parks and Recreation Commission**

Staff attends the once a month meeting to update the Commission on Engineering projects of their concern and to answer questions the Commission may have.

11. **Parking Place Commission**

Staff prepares the agenda and attends the monthly meeting to answer Commission questions on the agenda items, and provides clerical support to the Commission.

12. **Planning Commission**

Staff attends Planning Commission meetings to answer City engineering questions the Commission may have on agenda items and to have a better understanding of the Commission's direction.

# GIS Division

The following projects or tasks have either been completed or are currently underway during the period of October 1st, 2004 to current:

## 1. **CDBG Planning and Technical Assistance: Phase 2**

A scope has been tentatively prepared for a second CDBG Planning and Technical Assistance grant. Impervious surface mapping, wastewater lateral mapping and development of a city-owned property database are some of the proposed elements.

- *Impervious Surface Mapping*- Mapping of the City's impervious surfaces. This phase of the project will assist with the recently developed Stormwater Permit standards set forth by the NPDES.
- *Wastewater Lateral Mapping*- Mapping of the City's wastewater laterals. Mapping of City's major wastewater infrastructure is complete, with the exception of laterals. 10,000 estimated connections to be attributed.
- *City of Eureka- owned Property Database*- Development of a spatial database representing properties (buildings, parks, etc...) owned/maintained by the City of Eureka.

## 2. **Parcel Database Updates**

Updates to the existing City of Eureka parcel database. Changes in parcel boundaries as dictated by the county assessor's office and various other sources. Ongoing.

## 3. **CDBG Planning and Technical Assistance Grant**

Pursued and awarded a community development block grant for the purpose of planning and technical assistance. This grant will be used to create, and make available on line, digital versions of the City of Eureka Zoning and General Plan Update maps. In addition, various other useful GIS applications will be developed through this contract. Grant was awarded to Geographic Resource Solutions (GRS) of Arcata, CA. GRS is 98% finished with phase 1 of the grant, which is new data creation. Phase 2 of the CDBG grant, application development, is currently underway. This phase will consist of the development and implementation of a City of Eureka GIS web application. At approximately 15% completion, application development is slated to be complete during this coming quarter. In progress.

## 4. **Stormwater Infrastructure Inventory**

Development of stormwater basin boundaries to assist in NPDES permit process, minor infrastructure inventory. Underway. Approximately 45% complete.

5. **City of Eureka Sidewalk Areas**

Approximately 70 percent complete. Digital representation of outdated City of Eureka walk area map. On hold.

6. **Web GIS Application Development**

Ongoing development of gis web applications to support various projects.

# Traffic/Signals Division

The Traffic/Signals Division of the Engineering Department has been busy completing projects and laying the groundwork for new projects scheduled to begin in 2005. Projects being worked on by this Division include:

## 1. **Traffic Signals**

During the last three months work on traffic signals has been confined to maintenance efforts since winter weather increases the need for signal maintenance.

The winter weather also increases the number of collisions at intersections and staff has had to respond to several signal pole knockdowns.

## 2. **Fourth/Fifth and “V” Street Improvement Project (continuing project).**

The City contractor is nearing completion on this project. Improvements on “V” Street between Third Street and Sixth Street have been completed with the additional southbound lane being installed. Comments regarding the project have been very positive and there has been an improvement in overall congestion. As soon as the weather allows, the new left turn lane will be placed on Fourth Street east of “V” Street. The addition of the left turn lane will further improve traffic flow on Fourth Street.

The project entails traffic signal modifications, which includes the implementation of the City’s first emergency vehicle pre-emption system and audible pedestrian signals. The emergency vehicle pre-emption system will aid emergency vehicles responding to calls by changing the traffic signal indication to green prior to the emergency vehicle arriving at the signal. This system will be expanded as other traffic signals are modified. The audible pedestrian signals will aid sight impaired users to safely cross this segment of busy streets

## 3. **Fifth and “R” Street Improvement Project (continuing project).**

This is a Caltrans project that has involved City staff coordination. Caltrans has advertised and awarded this project for construction. Construction is expected during the 2005 construction season.

This project will realign and signalize the 5<sup>th</sup> and “R” Street intersection. “R” Street between 5<sup>th</sup> and Myrtle will become a two way street and serve as a major connection from Myrtle Avenue to both 4<sup>th</sup> and 5<sup>th</sup> Streets. Emergency vehicle pre-emption and audible pedestrian signals will also be installed at the 4<sup>th</sup> and “R” and 5<sup>th</sup> and “R” Street intersections.

**4. Radar Speed Survey (continuing project)**

The Traffic/Signal Division completed the 2004 Radar Speed Survey, which was received by City Council in December, with a subsequent letter being sent to the Judges of the Municipal Court of Humboldt County.

Every 5 years the Traffic Division of the Engineering Department updates the Radar Speed Survey to allow the Police Department continued use of radar for traffic enforcement. For this project, vehicle speed information is collected at 72 locations on collector and arterial streets. The vehicle speed data is incorporated into the speed survey and used to set speed limits that are enforceable by radar.

**5. Traffic Signal Re-timing Project**

On a regular basis, data is collected at traffic signal locations to determine whether changes need to be made to the signal timing. During the first half of 2003 peak hour traffic counts and radar speed surveys were conducted at each traffic signal location. The data is being placed in a traffic simulation and modeling program, which will be used to upgrade the timing at each signal and improve traffic flow between signals. This project is currently on hold but Staff anticipates completion in early 2005.

**6. Traffic Studies**

Over the last quarter several traffic studies have been submitted for review. Some of the locations are as follows:

- A. Timber Falls Development in the County
- B. North Coast Co-op at 4<sup>th</sup> and B Streets
- C. Dutch Brothers Coffee at Broadway and Clark
- D. Tydd Street Apartment Complex
- E. City/County/State Traffic Analysis for Highway 101 through Eureka

**7. Grant Applications**

No new applications have been made during this quarter.

**8. Parking Items**

During this quarter the Parking Place Commission approved the request for one on-street blue zone. Two Parking Place Commission meetings were canceled due to lack of a quorum

**9. Comparison with Performance Measures**

	<u>Estimated</u>	<u>Actual</u>
Maintain and coordinate traffic signal system	25	25*
Coordinate street light program	1945	1945*
Perform Warrant Studies	10	3**
Perform Radar Studies	30	8**
Perform Parking Studies	10	6
Coordinate Parking Place Commission meetings	12	6
Provide review of project traffic studies	10	9**

\*These numbers will only change if the numbers of traffic signals or streetlights change.

\*\*There has been a significant increase in development issues. Much more time has been spent on review of new development traffic studies, which has resulted in less time being available for radar studies and warrant studies.

**10. Other**

In addition to the above items, regular items handled during the quarter included:

- 4 Special Event Requests
- 7 Transportation Permits
- 12 Street Light Requests/Complaints
- 18 Work Orders for new signs and/or parking controls
- Traffic Signal Monitoring and Maintenance
- Project Referrals

# Property Management Division

In addition to performing routine property management duties, which includes managing real property and administration of leases for the City of Eureka and the Eureka Redevelopment Agency, the following activities of interest occurred during the past quarter.

## 1. License Renewals and Terminations

Caito Fisheries Extended lease for one (1) additional year for Caito's use of the I Street dock.

Airport Bed & Breakfast The Airport Bed & Breakfast will be closing their doors as of December 31, 2004.

Humboldt State University The City and Humboldt State University Marine Advisory Office (HSU) executed a one year Lease Agreement for City owned property located at #2 Commercial Street, Suite #4.

## 2. Acquisition, Sale and Transfer of Property

Acquisition of Property at 1716/1722 5<sup>th</sup> Street (Fireside Motel) The city acquired this property from Caltrans with the intention of selling the property to the Veterans. Transfer of title is being delayed pending outcome of litigation.

Acquisition of Property on Myrtle Avenue between 6<sup>th</sup> and 7<sup>th</sup> Streets The City acquired this property from Caltrans with the intention of developing affordable housing units.

## 3. Activities of Interest

"K" Street Dock The California Department of Corrections at High Rock Camp provided the labor to remove and replace the upper deck planking. This dock will become available for public foot traffic upon completion of the Boating, Safety, and Instruction Center sometime in the Fall of 2005.

Humboldt Bay Boating Instruction and Safety Center The State of California Department of General Services (DGS) in association with California State University Humboldt and the City of Eureka has selected a contractor. Construction of a Boating Instruction and Safety Center (BISC) at the foot of "J" Street is scheduled to begin early in 2005. The City is pursuing Right of Way access to extend Waterfront Drive from "K" to "I" Streets to service the BISC.

Weed and Brush Abatement SWAP crews performed weed and brush removal at the following City locations:

- a. Parcel 4 – Behind the Bayshore Mall (4 days)

Community Service Work Referral Program Humboldt County's probation department places people with the City to perform community service work. The City currently has four individuals performing community service work. Two have completed their required number of hours.

#### 4. **Facilities Inspection**

Inspections of City facilities occur every year. The inspection team consists of representatives from the Fire, Building, Facilities Maintenance Departments, and the Property Manager. The inspections are very beneficial in identifying facility deficiencies and in anticipating future funding needs. The following properties were inspected this Quarter: NONE

Inspections are scheduled to begin in January, 2005.

#### 5. **Work Requests Completed**

Fireside Inn Boarded up rooms broken into by transients.

Intersection Hill & Searles Cleared brush to eliminate encampments.

Adorni Parking Lot Bonnie Gool Guest Dock sign placed in parking lot.

Eureka Boardwalk City crew removed outdated sign.

# Memo

To: David Tyson, City Manager  
From:Carolynn Thomas, Finance Director  
Date: December 31, 2004  
Re: Finance Department Quarterly Status Report

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The following activities and accomplishments took place in the Finance Department during the months of October, November and December 2004:

**Sales Tax Revenues:** Sales tax is the largest source of revenue to the City's General Fund. Reports from Hinderliter, de Llamas and Associates (HdL) for the quarter ending September 2004 were not available at press time but will be included in our next quarterly report.

**Investment Reports:** A quarterly investment report was provided to the City Council. As of December 31, 2004 the fair value of all investments totaled \$13,163,921 at an average yield of 5.24% and an average maturity of 1.90 years.

**Sewer Rate Increase:** In December the City Council approved an increase to sewer service rates for a five year period. Adjustments to the rates had not occurred for more than fourteen years and the rate increases begin on January 1, 2005 and were necessary to meet legal obligations under our sewer bond covenants. Increases in the areas of retirement costs and insurance caused the ratio between revenues and expenditures to drop below the 1.20 level required. To maintain the legal requirements established by the "Clean Water Act", constant maintenance of the sewer plant must occur. The increase in rates applies to all customer categories except for the Senior Citizen Single Family Residence rate. The senior rate was last changed in 1990 – 15 years ago – and no increase was approved at this time.

**New Financial Software:** Implementation of new financial software for the City's general ledger system, payroll, accounts payable, water/wastewater utility billing, and business licenses continues. New features for the public include use of credit cards to pay for water/wastewater bills at City Hall. Efficiency improvements have been experienced in each software module such as reporting of payroll directly to the finance department by each department.

**Annual Financial Reports Completed:** The annual report titled "The Statement of Indebtedness" regarding the Eureka Redevelopment Agency was filed in a timely manner with Humboldt County. This report is mandated and will assure that

Redevelopment Property Tax Increment revenue continues to fund the redevelopment activities of the City.

**Annual State Controller Financial Reports Completed:** Annual reports to the Office of the State Controller were completed and submitted during the quarter. Separate reports are filed for the city as a whole, Eureka Redevelopment Agency, Transit System, Financing Authority, and Gas Tax Street Expenditures

**Comprehensive Annual Financial Report (CAFR) for year ending June 30, 2003:** Notification was received from the Government Financial Officers Association of the United States and Canada that the City's Comprehensive Annual Financial Report (CAFR) has received certification that the City's financial statements conform to their program standards. This was the City's thirteenth year to receive such recognition from this prestigious organization.

**Comprehensive Annual Financial Report (CAFR) for year ending June 30, 2004:** Shortly after notification that the GFOA award was received for the prior year, finance staff submitted the City's Comprehensive Annual Financial Report (CAFR) to the Government Financial Officers Association of the United States and Canada for certification that the City's financial statements conform to their program standards. This is the City's fourteenth year to submit the CAFR for recognition from this prestigious organization. The CAFR was prepared and published in compliance with the Governmental Accounting Standards Board (GASB) Statement No. 34 and a "clean" audit opinion was received from our outside auditors, Moss, Levy & Hartzheim, CPAs.

**Annual Business License Renewals:** Over 2,000 business license renewals were mailed out at the end of December. Annual revenues from business license fees total \$213,000 which is a significant portion of the City's General Fund revenues. Business owners have a thirty day period in which to pay their fees each year.

**Application Submitted for Two New Buses:** Authorization was given by the City Council to prepare a claim for Regional Transportation Improvement funding for two new 35 foot diesel-electric hybrid transit buses for the Eureka Transit Service. The request for funding must be submitted two years in advance, so the buses are anticipated to be placed into service during the City's 06-07 fiscal year.

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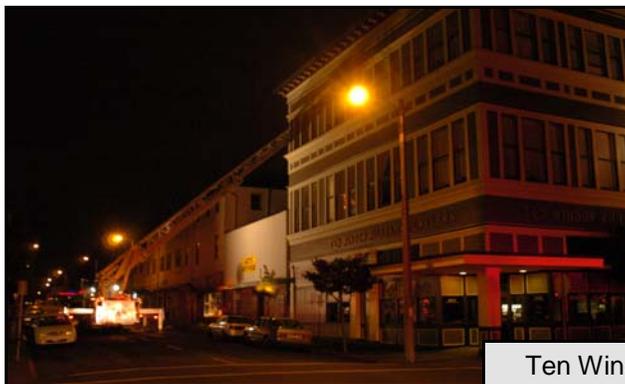
Quarterly Report: October-December 2004



715 8th Street



The Gator



Ten Window Williams Building



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## MEMORANDUM



To: David Tyson, City Manger  
From: Eric Smith, Fire Chief  
Date: January 16, 2005  
Re: Quarterly Report- 4<sup>th</sup> 2004

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The fourth quarter of 2004 was one of continued development, forward movement, and adaptation, all in an effort to dealing with the limiting effects of a sluggish economy. Even with these negative pressures, it was one of pride, satisfaction, and benefit, all related to the hard work and dedication of our committed employees and supporting community.

One example of adaptability was our approach to Fire Prevention Month this year. As you will read in Chief Bennett's attached approach, we were unable to afford our annual open house, so we went into our local schools science classes and informed them how science is used in the fire service.

Our continued development efforts resulted in the testing and subsequent promotion of two employees to the rank of fire engineer. The Engineer testing process is as difficult as they come and I am very proud of those that participated in the process. An additional benefit of the process was the related certification of two Apparatus Operators. These employees are now eligible to operate our fire engines after completing this first step of becoming a Fire Engineer. Additionally training success's included one employee receiving their Hazardous Materials Technician certification (160 hours of specialized and difficult training) and 8 employees successfully completing the Confined Space Operations course. In addition, we continued our efforts to maintain and met local, State, and Federal training mandates.

Your administrative staff continues to move forward on a number of issues and projects. These efforts include:

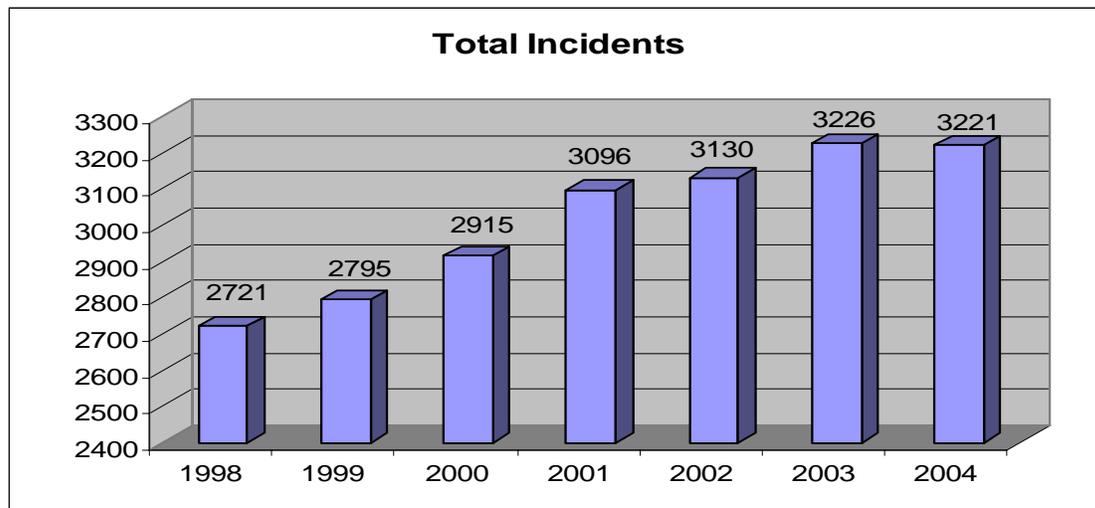
- False Alarm Ordinance update
- Municipal Code update as directed in the Council's Strategic Vision
- R-1 multi-family occupancy mandated inspection program fee implementation
- Palco Marsh restoration
- Regional Drill Facility
- Fire Services Committee
- Planning & Preparation
  - COE Emergency Plan
    - Tsunami Plan
  - GIS integration into the fire service

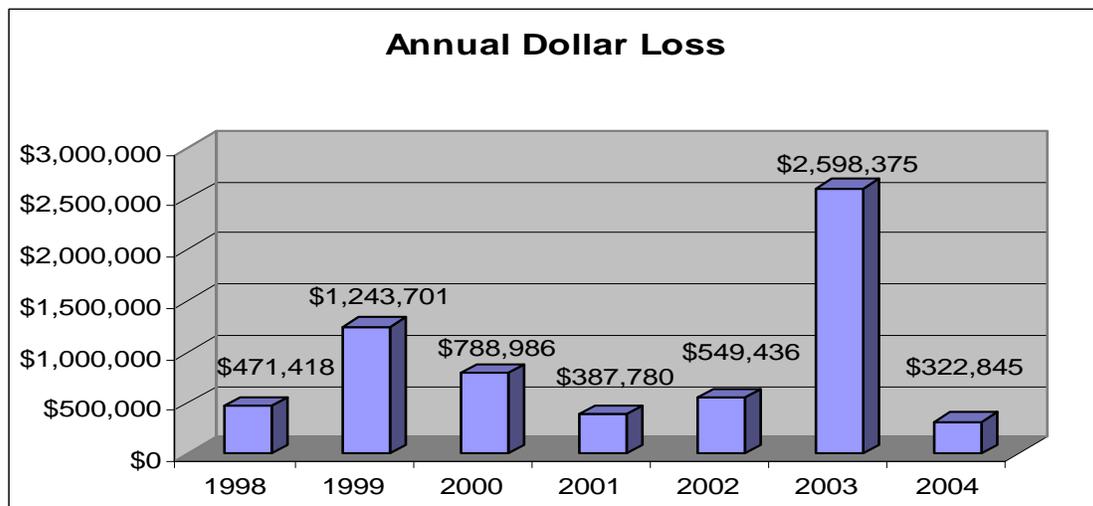
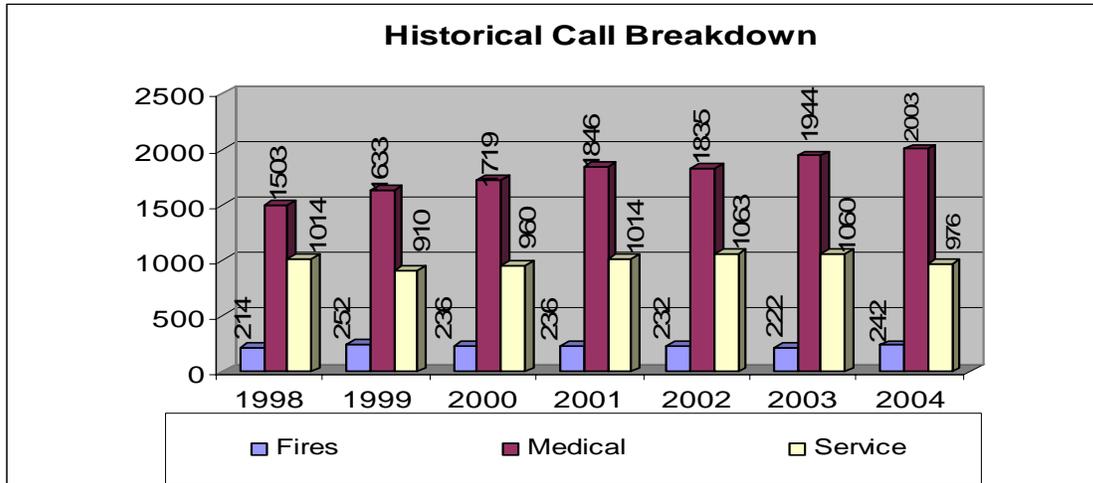
- Humboldt County Master Fire Plan
- Grants
  - Homeland Security
    - Radio System upgrade
    - Technical rescue capability enhancement
    - Hazardous Materials capability enhancement
  - FEMA
    - Air compressor
    - Live Fire mobile burn trailer
    - Development of 2005 grant request
- Facility Improvements
  - Fire Stations 3 & 4
  - Fire Museum (Fire Station 6)
  - Radio Vault- High water tank

Upon reviewing these projects in detail, many of these are in the planning phase and or have plans developed but are awaiting a funding mechanism. Unfortunately, due to the budgetary climate, these projects are on hold indefinitely.

One of our primary goals for this next quarter is to fill two of the three firefighter vacancies that are currently open due to employee separation. Currently, 31 of the 34 budgeted firefighter positions are filled. As mentioned, we have experienced a number of separations in 2004 and have held off filling them until a clearer picture of the budget was visible. With the recent release of the proposed State budget, it appears that we will be able to fill two of these vacancies in the near future and the third after the new fiscal year.

During the calendar year of 2004, EFD responded to a total of 3221 incidents, five less than the 3226 incidents in 2003. Of these, 242 were fires with a dollar loss of \$322,845. Based upon incident data collection, the dollar value saved amount totaled \*\$45,750,381, or in firefighter and insurance terms, the total loss associated to fire in the City of Eureka was \*2.6% or \*97.4% of the property value was saved. \*These figures are estimates only from raw incident data and are used for representation only.





The first quarter of the New Year appears to be another of challenge. Based upon our recent internal performance review, we have identified our priorities and uncompleted projects for this budget year and are working towards their completion. Our medium and long range planning efforts continue, but many of them are reliant upon an improved economy. At minimum however, it is our goal to have many of these in a state that should money become available, we can quickly move to realize our dreams.

On a closing note, the future for our department remains exciting. We are awaiting the fall delivery of our new Live-Fire burn trailer, the cornerstone of our regional training facility. Our partnership with Eureka Firefighters #652 continues to be a positive and productive collaboration. And probably most important, we will continue to develop our employees, our most important resource. Attached you will find Chief Bennett and Chief Yarnall's respective program reports for your review. I hope that you find them informative.

EUREKA FIRE DEPARTMENT  
FIRE PREVENTION BUREAU  
2004 Fourth Quarter Report

TO: ERIC SMITH, FIRE CHIEF  
FROM: RICK BENNETT, ASSISTANT CHIEF/FIRE MARSHAL  
DATE: JANUARY 11, 2005  
PERIOD: OCTOBER 1 THROUGH DECEMBER 31, 2004

**NARRATIVE:**

October was National Fire Prevention Month and Eureka Fire Department participated in local events to highlight fire prevention in our community. We coordinated a fire prevention display of multiple fire departments at the Bayshore Mall on October 2, which was well attended. We worked in cooperation with other Humboldt County fire agencies in producing media releases. The Eureka Fire Prevention Bureau met with City School's administration where we decided to present the fire prevention and education message through the science classes this year. During the month of October, we met with each 4<sup>th</sup> and 5<sup>th</sup> grade science class and presented an overview of the fire service and how we use science in the fire service. We were able to provide some free smoke alarms to each class for distribution by teachers after the children completed the assigned homework. Schools visited included:

- ❑ Alice Burney
- ❑ Grant
- ❑ Jefferson
- ❑ Lafayette
- ❑ Lincoln
- ❑ Washington

Police Chief Douglas, Fire Service Officer Pulver, and I have been working on updating and revising the current alarm ordinance in an effort to reduce the number of false alarms. This included significant research, meeting with interested parties, such as alarm purveyors, and coordinating with City staff. This culminated in an alarm ordinance and fee resolution being presented to the City Council on January 4, 2005 for consideration.

Inspector Moses and I are attempting to redesign the State-mandated inspections of R-1 Occupancies, which includes all apartments in Eureka. We have long had a fee on the City fee schedule for these inspections but we have never charged the fee. Due to budget needs and time management, we will be moving the R-1 inspection program from the suppression personnel to our Fire Inspector. To do so, we will need to impose the fee. This will shift the financial burden for this program to the property owners. We have been working on the methodology to accomplish this and will bring this issue to the City Council in February.

I have submitted a grant request to FEMA in the hopes of receiving funds for a public education model used to show the hazards to be found around the home. If this grant is successful, it will require matching funds of about \$2500.00. I plan to work with community groups to try to secure these funds. No further work is anticipated on this project pending approval from the granting agency. If this grant is successful, it will help to revitalize our public education program.

I met with a committee of the Humboldt County Grand Jury on October 12 to provide them an overview of what a Fire Marshal does. They had questions about fire prevention and how it was conducted on a countywide basis. This was only an informational meeting.

Our fire investigators are working on two areas in Eureka where we have had multiple fires by two different suspects. Eureka Police made an arrest of an arson suspect from a fire that occurred on December 6, which was initially investigated by EFD investigators. This arrest was possible because of the excellent cooperation between the Fire and Police Departments.

The regional Hazardous Material Response Team has been revising their procedures and training standards. These policies will be ready for Chief Smith to review in January. A Joint Powers Authority meeting was held on October 12 with no significant issues being raised.

During this quarter, I presented a State Fire Marshal (SFM) Fire Instructor 1B class in Crescent City, SFM Fire Instructor 2A class in Eureka, the National Fire Academy endorsed class "Firefighter Line of Duty Death and Injury" in Fresno, and conducted a Post Incident Analysis in Eureka.

#### **ISSUES:**

- We are working with other City departments on
  - BISC
  - MAC
  - Parcel 4
  - Sweazy Theater
  - Waterfront Development Projects
  - Lundbar Hill Subdivision
  - The Balloon Track
  - Veteran's Center
  - Code compliance with various occupancies

**FIRE PREVENTION BUREAU DATA:****FPB CAPTAIN:**

	Third Quarter		Year to Date	
	Number	Hours	Number	Hours
Code Enforcement	0	0	11	8
License	0	0	5	5
Complaints	0	0	12	7
Occupancy	2	1	26	31
Construction	4	3	22	6
Special	0	0	8	7
Miscellaneous	0	0	0	0
City Facilities	2	2	31	26
<b>TOTALS</b>	<b>8</b>	<b>6</b>	<b>115</b>	<b>90</b>

**FPB FIRE INSPECTOR:**

	Last Quarter	Year to Date
	Mandated Inspections R-1, 2, 6	59
Commercial Inspections	2	3
Weed/Trash Abatement	120	183
Complaints	9	12
Alarm/Sprinkler Systems	3	7
Classes/Meetings Attended	2	7

**FPB REVENUE:**

	Third Quarter	Year to Date
Plans	1978.75	7888.84
Permits	0	585.64

**SUPPRESSION DIVISION PRE PLAN INSPECTIONS:**

	Third Quarter	Year To Date:
Blocks	73	334
Inspections	275	1144
Re-Inspections	92	393
R-1 Occupancies	65	375
R-1 Re-Inspections	40	236

**EUREKA FIRE DEPARTMENT  
FIRE SUPPRESSION DIVISION  
2004 Fourth Quarter Report**

TO: ERIC SMITH, FIRE CHIEF  
FROM: JIM YARNALL, ASSISTANT CHIEF/OPERATIONS  
DATE: JANUARY 11, 2004  
PERIOD: OCTOBER 1 THROUGH DECEMBER 31, 2004

**PERSONNEL:**

During the final quarter of 2004 the suppression division saw the separation of two firefighters from the department. One left to pursue his former career and relocate closer to family while the second firefighter accepted a position with another fire agency out of the area for increased compensation, job security and family. This drops suppression line staffing to 31 total personnel split between three platoons. Minimum daily staffing to cover three stations with three engines and one truck requires 10 on duty firefighters. At our full staffing levels we would have 12 firefighters per platoon for a total of 36. Currently we are 5 firefighters below full staffing and have lost 4 firefighters in 2004. We also have one firefighter who is recovering from a worker's comp shoulder injury who will likely be off shift for 6-8 weeks total. This has left us with 10 firefighters per platoon which is also our minimum staffing level. This situation is far from ideal resulting in hiring overtime for every vacancy if we are to maintain our minimum staffing levels. The use of overtime to fill every vacancy does not significantly cost more than hiring additional employees due to the high employer roll up costs primarily caused by the increased PERS retirement contributions.

The department chose to utilize the salary savings of the first vacant position to meet the required budget reductions in the 2003-2004 budget. We have also chosen not to fill vacant positions because of the uncertainty of the budget and our desire not to lay off new employees after expending considerable funding and time recruiting and training personnel. With the reduction of personnel our dependence upon overtime has dramatically increased. I have projected anticipated vacancies based upon historical usage of sick leave, worker's comp and vacation through the current fiscal year. If my projections are correct and the department is able to utilize the salary savings from the vacant positions the salary savings will cover the increased overtime usage. This projection assumes that no additional personnel separate employment and no significant injuries or sick leave occur.

Presently there is not a current firefighter hiring list. Hiring lists are expensive to maintain and have a short effective shelf life. If in the next few months we have a better projection of the City's financial outlook I would recommend the establishment of a current hiring list. The time involved from establishing a list to completing a new firefighter's training and placing them on shift is approximately six months. The

establishment of a hiring list will shorten this period approximately 6-8 weeks. It is my goal that if the financial outlook allows the department would establish a hiring list and then if finances allow hire additional firefighters with the projection that we would be able to maintain those positions.

In December we held an engineer's exam and were able to fill the two vacant engineer's positions. Congratulations go to Matt McFarland and Tom Rathbun who were promoted to engineer on December 16<sup>th</sup>. The engineer's exam is the most difficult promotional exam within the department.

We continuing our efforts to recruit additional volunteer firefighters and will be in the selection process during January.

### **TRAINING:**

As mentioned in last quarter's report we were working with Susan Christie in the Personnel Department to establish training guidelines regarding training related to employees' off duty time. We have conducted research into this area and are close to finalizing guidelines that will protect both the City and the employee. These guidelines will change how the department will conduct its training. We will work diligently to bring outside instructors to the local area. This will maximize our very limited training budget and still provide as much quality training as possible. For those required courses that can not be offered locally it will be necessary for the department to expend additional funds. In future budgets we will be seeking additional funding for training. The training budget was reduced by more than 2/3 to meet budget reduction requirements.

During the quarter the following significant training was accomplished. Confined space training was provided to 8 newer employees. They participated in a 32 hour course that certified them to the operations level. All suppression employees are now trained to the confined space operations level. Local 40 hour courses that were taught include Strike Team Leader and Instructor 2A. One firefighter completed the four 40 hour courses required for HazMat Technician certification.

The total training hours for the third quarter was 2,060.

### **FACILITIES:**

Through grant funding the department was able to have a security surveillance system installed at the headquarters facility. The system covers the building exterior, doors and the lobby and evidence room. This improvement will help to provide an extra measure of security to one of the City's critical facilities.

At the rear of Station 3 (Henderson & Ocean) there was a large Monterey pine tree. The limbs of this tree have grown over the roof of the Safeway building dropping

needles, plugging the roof drains on this building and causing leaks resulting in damage and complaints. The tree was surveyed by Parks and Recreation personnel and identified as a hazard which will cause additional problems if left. The tree is scheduled to be removed by a private contractor this week.

The J Street fire station, Station 6, is the last "historical" firehouse still under City ownership. It currently houses antique fire apparatus and memorabilia. The foundation of this structure is post and pier and is currently in need of foundation rehabilitation. I hope that the City is able to at least stabilize the structure until funds become available to complete the job.

Significant progress has been made at the training facility site, formerly known as the Crowley property at the foot of Hilfiker. In a cooperative agreement with CDF they provided an inmate handcrew to thin and trim vegetation on the site. The 18 person crew worked the month of December and the results are dramatic and encouraging. They removed large areas of overgrown with blackberries and brush providing a site that is open. Following the vegetation management EFD personnel hauled off approximately 50 cubic yards of trash that was hauled in by transients camping on the site. We are hopeful that with the vegetation reduced the transients will not continue cutting the fence on the railroad grade, camping illegally and dumping trash.

#### **OTHER:**

I have been working closely with Lisa Shikany to facilitate a training burn of the invasive common reed in the Palco Marsh. A management burn is the most effective treatment to eradicate the non-native invasive reed and it will provide training opportunities to the department. To conduct the burn requires extensive planning and favorable weather conditions. We are currently working with personnel at the North Coast Unified Air Quality Management District to address their concerns. This project is on a tight timeline if we are to burn the areas during the dormant season when the vegetation is dry.

Hydrant testing was started and completed during this quarter with a minimal number of problems. This was the first year that the fire department utilized dechlorinating defusers provided by Public Works. The new defusers dechlorinate the water coming from the hydrant. This change was brought about by the new regulations on discharging into the storm water system. This was an example of the fire and public works departments working closely and cooperatively to accomplish the needed task.

A rotary rescue saw was stolen off the aerial truck while personnel were conducting inspections at 6<sup>th</sup> and J Streets in mid afternoon. EFD issued a press release and notified the Eureka Police Department. Several days later on a traffic stop an alert EPD officer recognized the stolen EFD saw and returned the saw to EFD. Our thanks go to the heads up work of EPD.

## **SIGNIFICANT INCIDENTS:**

There were several significant incidents ranging from medical aids to structure fires during the final quarter. The breadth of incidents is reflective of how diverse the job of firefighter is and how extensive the training to be prepared has become. Structure fires occurred at Wabash and Spring Streets and the roof/attic fire in the Ten Window Williams Building along with a log deck fire at Sierra Pacific Industries at the foot of West 14<sup>th</sup> Street. Firefighters responded to a single family residence for a medical aid involving a 13 year old child. In the process of treating and transporting the patient it became apparent the cause of the medical aid was a carbon monoxide level nearly 7 times the alarm threshold level. In the end all 8 family members were transported and treated at the hospital for carbon monoxide exposure. The carbon monoxide build up inside the residence was caused by improperly operating furnace. Fortunately there were no lasting effects of this incident.

Undoubtedly the most significant incident was the double fatality vehicle accident on Myrtle Avenue and Ryan Slough. This tragic event challenged firefighters from HFD and EFD. It involved elements of water rescue, extrication and medical aid in a single incident. The effects on involved personnel were apparent. Critical stress debriefing was held shortly after the incident and brought some relief to those who performed their jobs to the best of their abilities. The firefighters collectively still grieve for the families and friends.

**PERSONNEL DEPARTMENT**  
**4<sup>TH</sup> QUARTER STATUS REPORT**  
**October 1, 2004 – December 31, 2004**

The following status report covers the period of October 1, 2004 through December 31, 2004 for the Personnel Department.

**1. RECRUITMENT AND TESTING**

- **ACCOUNTANT SUPERVISOR** – Applications were accepted from November 18 to December 1, 2004. An oral examination was held on December 16, 2004.
- **COMMUNICATIONS DISPATCHER** – Applications are accepted on an ongoing basis. A written examination was held on October 5, 2004.
- **ENGINEERING TECHNICIAN I/II** – Applications were accepted from November 15 to December 1, 2004
- **FIRE ENGINEER (Closed Promotional)** – Applications were accepted for October 18 to November 19, 2004. Testing was held on December 7 and December 8, 2004. Appointments have been made.
- **FLEET SERVICES SUPERVISOR (Closed Promotional)** – Applications are being accepted December 21, 2004 to January 5, 2005.
- **HARBOR MAINTENANCE SUPERVISOR (Closed Promotional)** – Applications were accepted from October 7 to October 20, 2004. An oral examination was held on November 16, 2004. An appointment has been made.
- **HARBOR MAINTENANCE TECHNICIAN (Closed Promotional)** – Applications were accepted October 7 through October 20, 2004. An appointment has been made.
- **MAINTENANCE WORKER I/II** – Applications were accepted from September 13 through September 24, 2004. An oral examination was held on October 21, 2004. Appointments have been made.
- **PARKS MAINTENANCE WORKER I/II** - Applications were accepted November 8 through November 22, 2004. An oral examination was held on December 15, 2004.

- \* **POLICE OFFICER/LATERAL** - Applications are accepted on an ongoing basis. A written examination was held on October 2, 2004. Additional Lateral testing was held on December 3, 2004.
- \* **SPORTS ACTIVITIES COORDINATOR (Regular Part-time)** – Applications were accepted from September 13 to September 24, 2004. An oral examination was held on October 15, 2004. An appointment has been made.
- \* **SENIOR PARKS MAINTENANCE WORKER (Closed Promotional)** – Applications were accepted from December 13 through December 27, 2004.

## **2. NEW EMPLOYEE ORIENTATION**

Nine (9) new full-time and four (4) new regular part-time employees participated in the new employee orientation, which involves preparation of files and paperwork related to salaries, benefits and legal documents.

## **3. NEW HIRES**

Forty-five (45) new employees were hired during this period (includes regular, temporary, and seasonal employees).

## **4. SEPARATIONS**

Eighteen (18) employees were separated from the City during this period (includes regular, temporary and seasonal employees).

## **5. PERSONNEL ACTION FORMS**

One hundred sixty-five (165) personnel action forms were processed during this period.

## **6. LABOR NEGOTIATIONS/EMPLOYEE RELATIONS**

Negotiations are currently being held for successor MOU's with the Eureka City Employees' Association (ECEA), the Eureka Fire Local #652 (EFL), and the Eureka Police Officers' Association (EPOA).

One grievance was successfully resolved.

## **7. DISCIPLINARY ACTIONS**

During the months of October, November, and December, five employees were issued letters of warning; one employee resigned in lieu of discipline; and one employee's termination was upheld by the Personnel Board.

## **8. NEW WORKERS' COMPENSATION CLAIMS**

Eleven (11) new workers' compensation claims were opened during this period.

## **9. INSURANCE**

Over four hundred sixty (460) insurance certificates were examined and or issued through a commercial special events insurance company to insure appropriate insurance coverage that meets the established standards of acceptability with regard to conducting business with the City of Eureka or for using City facilities.

## **10. PROGRAMS/SEMINARS/ETC.**

\*The City hosted a 457 Deferred Compensation presentation by Harford representative John Bartholomew on Wednesday, November 10, 2004. John also made himself available for individual appointments with interested employees.





## EUREKA POLICE DEPARTMENT MEMORANDUM

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To: David W. Tyson, City Manager  
From: David A. Douglas, Chief of Police  
Date: January 14, 2005  
Subject: Quarterly Report – October through December 2004

We hope both Council Members and the Community who read the quarterly reports find this a comprehensive and meaningful summary of the services and activities being performed by your Police Department. As always, we invite feedback from you and look forward to any comments regarding the information we present.

### **WHAT AREAS SHOULD BE OF MOST CONCERN:**

#### **1. Called for Services (CFS):**

See our quarterly crime map (October, November and December) and CFS information. Service requests from our citizens is an area we have no control over. We continue attempts to target problems and encourage our citizens to assist in reporting crimes. This increases the time spent on handling individual calls for service. Our total workload increases as a result. Increased workload leaves less time for proactive activities (officer initiated activity, OIA) and increases mandatory overtime to handle the workload. Called for service now regularly exceeds Officer initiated activity.

The International City County Management Association ((ICMA) publication "Local Government Police Management" (2003) suggests patrol staffing should be structured so that no more than 25% of day-shift officers' time is committed to handling calls for service." Even if we allocate ONLY the time spent from dispatch to initial clearance without allowing time for report writing or immediate investigation of leads, our officers committed time is well in excess of 40% and is increasing.

The last 20 months each had over 3,000 calls for service, more 3,000 call months than the previous ten years combined, making this period the busiest months in the history of the Eureka Police Department for service requests from our citizens. **39,590** CFS were handled by Department personnel in 2004 and reflects the highest annual number of service requests in the Department's history. For comparison total called-for-service in 1999 was 28,638.

The previous high CFS was in 1994 when additional grant funded police officers were approved for neighborhood policing. Sworn police officer staffing was increased to 52 by 1995. Called for services trended downward as the assigned officers worked the problem areas until the grants ended in 1998. From 1999 to date service requests have increased an average of over 900 CFS per month while sworn officer,

uniformed support and non-uniformed support staff levels have all decreased. Each year, on a month to same month comparison, calls have increased in 60 of 62 months beginning in November of 1999.

Operational changes attempting to maintain critical and core service levels continue. This Quarter response criteria were modified in some areas with more changes to occur next Quarter. Additional level of service modifications and reductions were prepared based on projections for 2005 staffing /budget impacts

Police Service Officers (PSO) handled over 5300 (or 14%) of CFS in 2003 and continued at near that level during 2004. Despite a reduction in staff, PSOs are now handling all animal control field responses and a large percentage of traffic collisions in addition to what were already high caseloads. This has directly freed up police officers for other needed activities. PSOs are now participating as on-call evidence technicians in addition to their regular duties. .

As an additional point, the crime map reflects **only** selected crimes. Person and property crimes are shown. Total crime reports written are a much higher number as the "Other Crime" category typically reflects 55-60 percent of crime reports.

During this quarter arrests are down from last year. This is to be expected when officer initiated activity drops due to high called for service. Please refer to the activity charts. Activity reports showing calls for service and selected crime reports taken in the City are also attached. Call volume in the west side neighborhoods and the 101 corridor areas continue to require the most concentrated police officer allocations. (See Crime Maps)

With the loss of the Crime Analyst and two Senior Police Records Specialists in the third quarter, crime/offender tracking and information assistance is difficult to accomplish. The Records and Property Sections require overtime to meet even core required functions as workload increases.

## **2. Assaults and Robbery**

We are continuing to see high levels in some aspects of crimes against persons. People assaulting other people is not acceptable and any increase is cause for concern. Arrests are occurring. These crimes will continue to be worked very aggressively. As shown in the attached map and charts, all categories of person crimes are high and continue to require a high level of response and investigation activity.

## **3. Vehicle Crime**

A significant amount of the reported property crime in Eureka each year involves theft of or from vehicles. This issue is discussed in virtually all of the many public presentations or radio shows we do. Our citizens can do a lot to help themselves and us in this area. The volume of burglary vehicle, grand/petty theft and stolen vehicles continue to reflect this trend. Increased motel occupancy and transient criminals moving through the City during the summer months require additional patrol efforts each year.

#### 4. Property Crime

According to the Bureau of Criminal Statistics reports submitted to the Department of Justice, the following shows the type of property stolen and subsequently recovered by EPD:

	<i>October 2004</i>	
<u>Type of property</u>	<u>Stolen</u>	<u>Recovered</u>
Currency, notes, etc.	\$ 8,946	\$ 1,150
Jewelry and precious metals	4,786	-0-
Clothing and furs	5,010	778
Locally stolen motor vehicles	105,532	121,813
Office equipment	1,091	-0-
Televisions, radios, stereos, etc	34,979	3,099
Firearms	4,069	2,927
Household goods	167	15
Consumable goods	4,962	26
Livestock	-0-	-0-
Miscellaneous	<u>36,372</u>	<u>1,002</u>
Total	<u>\$205,914</u>	<u>\$130,810</u>

	<i>November 2004</i>	
<u>Type of property</u>	<u>Stolen</u>	<u>Recovered</u>
Currency, notes, etc.	\$ 3,497	\$ 180
Jewelry and precious metals	1,938	198
Clothing and furs	15,358	-0-
Locally stolen motor vehicles	86,200	67,700
Office equipment	7,022	40
Televisions, radios, stereos, etc	8,687	-0-
Firearms	930	-0-
Household goods	1,855	-0-
Consumable goods	1,889	110
Livestock	-0-	-0-
Miscellaneous	<u>39,491</u>	<u>2,781</u>
Total	<u>\$166,867</u>	<u>\$ 71,009</u>

	<i>December 2004</i>	
<u>Type of property</u>	<u>Stolen</u>	<u>Recovered</u>
Currency, notes, etc.	\$ 4,140	\$ -0-
Jewelry and precious metals	1,776	-0-
Clothing and furs	4,179	165
Locally stolen motor vehicles	83,095	61,001
Office equipment	4,735	250
Televisions, radios, stereos, etc	10,367	1,029
Firearms	3,870	-0-
Household goods	556	-0-
Consumable goods	1,657	266
Livestock	-0-	-0-
Miscellaneous	<u>44,170</u>	<u>2,252</u>
Total	<u>\$158,563</u>	<u>\$ 64,963</u>

4<sup>th</sup> Quarter Grand Totals

	<u>Stolen</u>	<u>Recovered</u>
Grand Total	<u>\$531,344</u>	<u>\$266,782</u>

**COMMUNITY RESPONSE SECTION:**

During the fourth quarter of 2004 the unit only conducted three neighborhood watch meetings. They were:

October 21<sup>st</sup>, we met with people from the area of the Library who were concerned about prostitutes and transients in the area and the messes the transients were creating. They were also concerned about a half-way house in the area as they believed there was a sex offender at the house. It turned out there were two.

October 28<sup>th</sup>, met with people in the 2300 block of B street. It was an informational meeting as they had had burglaries in the area and wanted the neighbors to all get to know one another and learn how they could harden the target.

November 3<sup>rd</sup>, the Fairfield and Buhne people have a regular quarterly meeting and they had no specific serious problem.

On October 6, the unit conducted a robbery seminar at the offices of A.G. Edwards and Sons in the new Arkley building. Also spoke on dealing with difficult people and intimidating transients who enter the building to pander.

On October 20<sup>th</sup> we conducted a talk on personnel safety, theft of identification and scams to the residents at Silvercrest.

On December 10<sup>th</sup> the Chief and this unit met with the management of the Bayshore Mall to talk about the Gang problem and the mall and how to resolve or deal with the problem.

On October 12<sup>th</sup>, we removed eight encampments from behind the mall in anticipation of escorting several persons from a Sacramento based historical society to check the historical value of buildings in the PALCO marsh area.

We removed 17 vehicles from the streets of Eureka that we deemed to be health and safety issues. These are removed immediately and not handled through the abatement program. We assisted in the eviction of four places that were causing a public nuisance. Before and after photographs of one such location are included in this report.



Fourth and D Streets – before



Fourth and D Streets - after

## TRAFFIC

During this quarter, injury traffic collisions have decreased 26% from last year. Total collision reports have decreased 25% over the last year (223 this year compared to 294). Citations for hazardous moving violations have decreased 58% (from 935 to 538 this year) and arrests for DUI have decreased 59% (from 92 to 55 this year). It appears our aggressive stance on traffic issues are decreasing our collision problem. Our statistics in other areas are lower due to the traffic grant overtime has run out.

### TRAFIC ANALYSIS SUMMARY

	This Quarter	Year-to-date
Total collisions	223	728
Total collisions involving fatality	0	0
collisions involving injury	81	261
Total persons injured	106	224
Total DUI collisions	6	23
Total bicycle collisions	6	16
Total pedestrian collisions	8	27
Total citations	620	2315
Enforcement index (should be 25-30)	6.7	7.6

Enforcement index is hazardous citations + DUI arrest / fatal + injury collisions.

### TRAFFIC SAFETY GRANT

During this quarter we acquired \$13425.69 worth of traffic equipment. The funding for this equipment came from our newest traffic grant that will start January 1<sup>st</sup>. 2005. We held several press conferences kicking-off our new grant. The Time Standard and the Eureka Reporter published several positive traffic related articles

### TOP 5 LEADERS

#### Collision locations

Broadway & Henderson	4
4th. St & L	3
4 <sup>th</sup> St & R	3
5 <sup>th</sup> St. & V	3
6 <sup>th</sup> St. & H	3
7 <sup>th</sup> St. & J	3
E St. & Harris	3

#### Street most collisions occurred on

Broadway	32
Fourth	15
5th	15
Harris	14
H Street	13

#### Primary collision factors

Unsafe speed	35
Fail to yield/Stop sign	29
Unsafe Turn	29
Red signal, failure to stop	15
Starting or Backing	12

### Violations most commonly cited

Unsafe speed	186
Not wearing seat belt	90
Signs & Signals	68
DUI	54
Failure to Yield	25

See the attachment for 4<sup>th</sup> quarter revenue/count summary for parking citations and collections.

### COMMUNICATIONS

Dispatcher Keziah Moss completed the training program and was assigned to weekday day watch on December 27, 2004.

Emily Brown, Miranda Chase, and Keziah Moss completed the 120 hours basic dispatch course on December 6<sup>th</sup>, 2004. Congratulations!

Dispatcher Trainee Shannon Tarpenny was hired October 12, 2004. She is currently in Phase Two of the training program and working weekday day watch.

Interviews for dispatch applicants were held October 21, 2004. Backgrounds on three candidates were started at that time. Two of the applicants have since dropped out and one candidate is still in the background process. Additional backgrounds were also started after the two applicants dropped out. Hopefully, someone will pass the background and be hired soon.

Dispatcher Elizabeth Schallon will be beginning her maternity leave sometime on or about March 9<sup>th</sup>, 2005.

Danah DeVries and DeeDee Wilson are continuing with the year long Master Instructor Development Program. They had a class meeting in November where they finalized their learning contracts for the program. Both will be completing a large amount of written work in adult learning concepts, emerging instructional technology, mentoring, the instructional system design, research and publications and become subject matter experts in their chosen course topics. Danah's course will be a Tactical Dispatch Course and DeeDee's course will be the Dispatcher's Response to High Profile/Critical Missing Person's.

All dispatcher's attended Mobile Data Browser (MDB) training on November 1<sup>st</sup> or 2<sup>nd</sup>, 2004. They are looking forward to the implementation of the new H T E MDB Software sometime in the future.

### TRAINING

An attachment is provided showing a detailed breakdown of the training given to department personnel. It is significant to note the decrease in training given to personnel during this quarter. Many classes had to either be dropped or have fewer personnel sent due to decreased staffing levels coupled with increased activity levels. In 2003, we sent 408 officers to 53 courses for 2,269.5 hours of training. In 2004, we sent 232 officers to 53 courses for 1,664 hours. We are starting to fall behind in state mandated training.

A few courses of special interest during this quarter are:

⊕ **Active Shooter Response** – Officers Tim Jones and Todd Wilcox provided training to all department “first responders” on active shooter situations. The two officers recently completed an instructor course for this subject, and were able to give two presentations this quarter.

⊕ **Court & Temporary Holding Facility** – Forty-one officers attended this mandated training. State law requires all personnel who supervise prisoners in the temporary holding facility to receive eight hours of training every two years. Lt. Tony Zanotti was sent to training to be the department's instructor. Doing this

allowed us to eliminate the costs involved with bringing in an instructor from outside the area, as well as any registration fees.

### **VOLUNTEER ACTIVITY AND OTHER DONATIONS:**

Our Volunteers continue to serve the Department with enthusiasm and generosity. They worked a total of 952 hours between October and December, logging over 1943 miles. The Volunteer Patrol Program, which depends on donations to operate, received \$1415 between October and December. Also, our K-9 Program received donations in the amount of \$50.00 for those months. We have a lot of friends in the Community who very generously continue to support the services of our Volunteers and the programs they assist with.

Volunteer Patrol Officer Gary Swanson tendered his resignation as administrative assistant to the EVP effective January 15 in order to attend to personal matters. He will still be a Patrol member and will put in his hours in patrol and special events. The responsibilities he relinquishes will be quite a challenge for the next person to handle.

After 12 ½ years, Volunteer Pat Schoolcraft has resigned as a clerical volunteer who normally assisted Public Information Officer Suzie Owsley. She will be sadly missed as her efforts given to the Department were extremely helpful.

### **COMMENDATIONS RECEIVED:**

- **To Chief David A. Douglas from Leslie McGill, Executive Director of California Police Chiefs' Association Inc., to congratulate him on his appointment to the Board of Directors of Cal Chiefs.**
- **To Sergeant Patrick O'Neill from Martin W. Pracht, Acting Director of USDOJ National Drug Intelligence Center to acknowledge the contribution of EPD in completing the National Drug Threat Survey 2004.**
- **For Communications Manager Dee Dee Wilson and Dispatchers Liz Schallon and Miranda Chase from Fire Chief Eric Smith to recognize them for outstanding performance involving a single vehicle off the roadway with three injured patients, one a child fatality.**
- **For Officer Rocky Harpham from the Department of Alcohol Beverage Control, a certificate of appreciation for his services to the program.**
- **To All Eureka Police Officers from a Thankful Eureka Citizen a thank you for doing such a good job in protecting and serving this City.**
- **To Officer Bob Martinez from a citizen, to commend him on his effectiveness in the Old Town Patrol.**
- **To Chief David Douglas from State Senator Wesley Chesbro, to thank him for his participation in the Identity Theft Town Hall Meeting.**
- **To Police Records Specialist Alisa Cudney from Officer Heather Selders to commend her on her work performance, particularly in they was she regularly goes out of her way to assist the officers.**
- **To Officer Krystal Griffith from Sergeant Lynne Soderberg, to commend her for auto theft recoveries, two of which occurred within a three-hour time frame.**
- **For Officer Danny Kalis from HC Deputy Public Defender Christina Allbright, who noticed his compassion and professionalism as he dealt with a very drunk individual.**
- **To Officer Rocky Harpham from Craig Ford, who stated that Officer Harpham is an extremely nice officer and thanked him for doing such a great job.**
- **For Detectives Dave Parris, Neil Hubbard, Curt Honeycutt, Ron Harpham and Officers Jim Armstrong, Wayne Cox and Gary Whitmer from Brad Gill, Deputy US Marshall, for their efforts and professional services during a coordinated warrant service and parole search in Eureka.**
- **To Officer Gary Whitmer from Sharon Walsh, to thank him for coming to her home to take a report and doing such a great job.**
- **To Sergeant Jim Armstrong and Officers Louis Altic and Rob Mengel, from Paul, Betsy and Melody Bareilles to thank them and reassure them that they did the right thing in an incident involving three bears that attacked their home and killed their dog.**
- **For Officer Gary Whitmer, Detectives Curt Honeycutt, Kevin Lawson, Neil Hubbard, Ron Harpham and Sergeant Jim Armstrong from Mark J. Mershon, Special Agent in Charge, FBI, to acknowledge their efforts in locating and apprehending a SF Bay area gang member.**

- To Sgt. Jim Armstrong, Officer Bryon Franco, Evidence Technician Bill Walser, Officer Kay Howden, and Detective Ron Harpham, from the Galle Family, a big thank you and a couple dozen donuts in recognition to how much work went into processing their crime scene and catching the suspects who ransacked their home and stole their possessions and car.
- To Chief David Douglas from Phyl Weiderman, Washington School Librarian, to thank him for the donation of the book “Let’s Meet Officer Frank” to the school library.
- To Police Services Officer Susan Strom, from a juvenile, to thank her for making such a huge difference in his world, based on her research as the sexual offender registration officer.
- For Officers Leah Alexander and Brian Stephens and Sgt. Patrick O’Neill from Detective Curt Honeycutt, to commend them for their work in apprehending three residential burglary suspects and recovering a loaded weapon. Also to commend Sgt. Patrick O’Neill and Officer Rodrigo Reyna-Sanchez for the arrest of the suspect wanted in the Renner Petroleum thefts.

**PERSONNEL APPOINTMENTS, TRANSFERS, PROMOTIONS, RESIGNATIONS, AND RETIREMENTS:**

Appointments:

Kerensa Hislop appointed Police Services Officer

Special Assignments:

Officer Todd Wilcox assigned as Field Training Officer

Officers Rocky Harpham, Louis Altic and Bill Dennison and Police Service Officers Rob Patten and Kerensa Hislop assigned as Assistant Evidence Technicians

Resignations, Retirements, Separations:

Police Officer Bill Honsal

Police Officer Krystal Griffith

Pat Schoolcraft, Volunteer



**BRAGGING RIGHTS!**



Shades of Oprah! On September 29, an email request was received from an individual in Minnesota asking if the Department might have any public record information we could provide her and her brother that might tell of the location of their father, whom they hadn’t seen since they were toddlers. With a little research, contact was made with some relatives who reside locally and information was shared that would allow them to make contact with each other. It was a heartwarming reunion for the family with promises to keep in touch and visit one another. Additionally, the father, who had been a drug and alcohol abuser in the past, had finally cleaned up his life and was working and living in another town. He was anxious to make contact with his children.



The Eureka Police Officers’ Association (EPOA) enjoyed their Annual Christmas Party at the Wharfinger Building this year. It is at this annual party when the officers choose Officer of the Year, Rookie of the Year, Non-Sworn of the Year, and a recipient of the Pat Mitchell award from several nominees.

The 2004 Officer of the Year Award went to Sergeant Mike Hislop. He was recognized because he is self-motivated, takes on extra duties, can handle several different duties, works for the troops and asserts himself as a Supervisor.

The 2004 Rookie of the Year Award went to Officer Louis Altic. Louis is the School Resource Officer, but he can be counted on to assist wherever he is needed. He has willingly worked all shifts.

The 2004 Non-Sworn of the Year Award went to two individuals who tied for the award. Police Records Specialist Jim Isaac won because the officers find him to be helpful at all times. He is efficient and a non-gossiper. He has a great attitude and wants to learn. He also volunteers to do more than he is called on to do.

Police Records Specialist Alisa Cudney is the co-winner of the award. She was voted in because she is very good at her job, always has a smile on her face and a good attitude. She is very efficient in her work.

The Pat Mitchell Award is given to someone outside EPOA who is very helpful to the Department. The 2004 recipient was Deputy District Attorney Worth Dikeman. He was selected because of his on-going assistance with this department. He is committed and puts out a lot of effort on behalf the officers in the DA's office.



In July 2004 Eureka Police Department added a new page to their web site. Under "What's New" is [Sex Registrant Information and Map](#). Eureka Police Department Police Records Specialist Jim Isaac designed the web page and assists in the monthly updating of the information. Police Services Officer Susan Strom is currently assigned to do the court ordered registration of sex offenders living within Eureka city limits and provides all the information for the monthly updates.

This new web page addition includes:

- [The History of Megan's Law](#); Did you know in 1947, California became the first state in the nation to establish laws requiring the registration of convicted sex offenders? Citizens are given information on how they can access Megan's Law locally.
- [Phone 1-900](#); In July 1995, California established the "900" Line service, the first program of its kind in the nation where citizens can call the 900 number for information on sex offenders. The California Department of Justice provides, for a fee, a telephone service for use by the public and organizations to identify "High Risk" and "Serious" sex offenders.
- [Map](#); This is a dot map that shows the general location of "High Risk" and "Serious" sex offenders living within the city limits of Eureka.
- [Registrants in Eureka](#); Provides the number of "High Risk", "Serious" and "Other" sex offenders living in Eureka and the definition of the three classifications of sex offenders.
- [Megan's Law](#); This is a direct link the Office of the Attorney General, State of California, Department of Justice web site.
- [Success Stories](#); Is just that! California Sex Offender Information "Hits" and Megan's Law success stories from around California including Eureka!
- [Protecting Your Family](#); Provides information on how you can protect yourself and your family from becoming a victim of a child molester.
- [Links](#); Offers direct access to the web sites provided by the Department of Justice, Stop Sex Offenders, National Center for Missing and Exploited Children and Amber Alert.
- [If You Are A Registrant](#); Gives the address of Eureka Police Department and the days and hours court ordered sex offenders could come in and register. The phone number to Eureka Police Department is also provided.
- So the next time you are on line, take a few moments to look over this new addition at [www.eurekapd.org](http://www.eurekapd.org) and see how we are making a difference!

## ATTACHMENT

### Training Summary

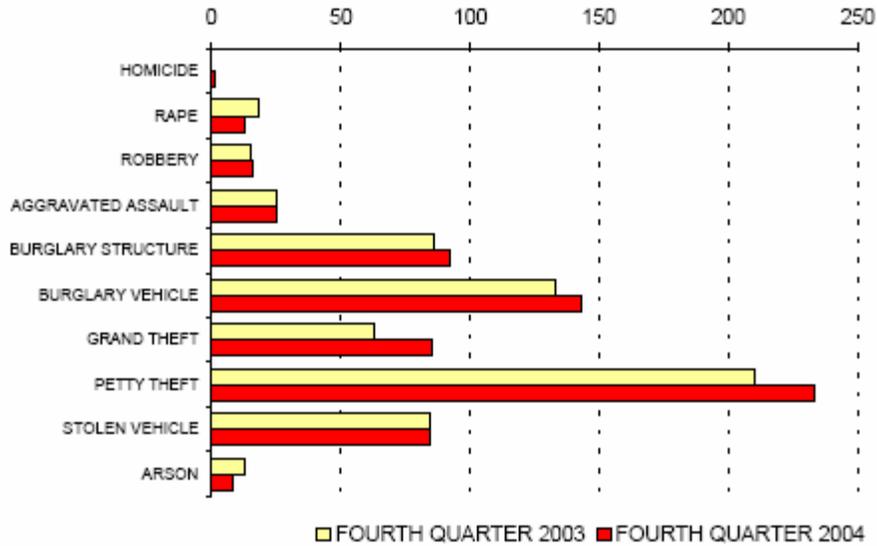
**October 1 – December 31, 2004**

Class Title	Ending Date	Course Hours	Certified by	Student Count	Student Hours
Active Shooter Response	10/14/04 10/21/04	6		21	126
Child Abuse *	10/19/04	14	POST	7	98
Court & Temporary Holding Facilities *	11/11/04 11/18/04 12/17/04	8		41	328
Crime Scene Investigation	11/13/04	50	POST	1	50
Domestic Violence for First Responders *	12/09/04	8	POST	7	56
Field Training Officer	12/17/04	40	POST	1	40
Firearms Training	11/15/04	2		5	10
P.S.P. Driving Skills *	10/01/04 11/04/04	8	POST	15	120
Public Records Act	12/10/04	8	POST	2	16
Sexual Assault for First Responders	12/10/04	8	POST	10	80
Southern Oregon Financial Fraud Training	10/22/04	14		1	14
Special Weapons & Tactics	10/15/04 10/18/04 11/22/04	80 6	POST	2 9	160 54
Stop Teaching our Kids to Kill	10/07/04	8	POST	17	136
Telecourse – Drug Influence	10/01/04	2	POST	38	76
Telecourse – Incident Supervision	12/31/04	2	POST	11	22
Telecourse – Warrant Service	11/30/04	2	POST	39	78
Traffic Accident Investigation	10/29/04	40	POST	5	200
<b>TOTAL – 23 Courses</b>				<b>232</b>	<b>1,664</b>

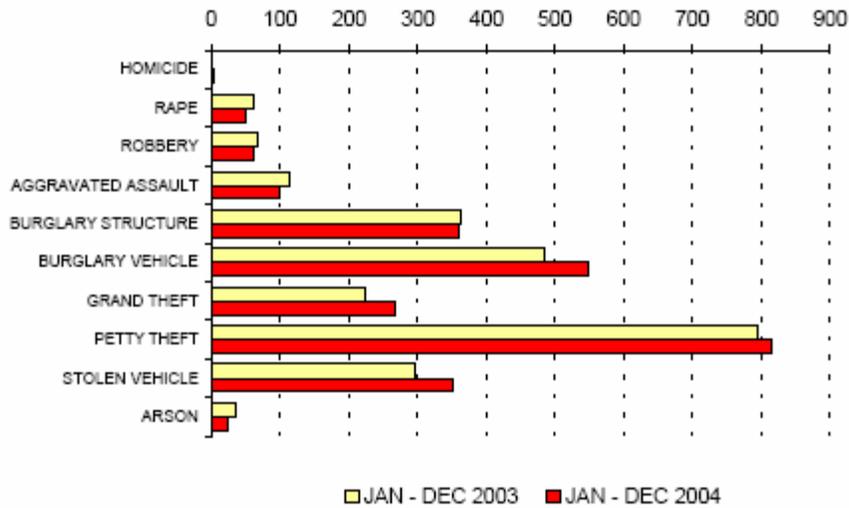
\* - Indicates mandated training by either department policy or state law

QUARTERLY CRIME REPORT  
 OCTOBER - NOVEMBER - DECEMBER  
 2004

MAJOR CRIME: FOURTH QUARTER  
 2004 COMPARED WITH 2003



MAJOR CRIME: YEAR TO DATE  
 2004 COMPARED WITH 2003



## POLICE ACTIVITY: CRIMINAL QUARTERLY REPORT

### FOURTH QUARTER

	4TH QUARTER 2003	4TH QUARTER 2004	PERCENT CHANGE
CALLED FOR SERVICE	<b>9400</b>	<b>9904</b>	<b>5.4%</b>
OFFICER INITIATED ACTIVITY	<b>9232</b>	<b>8218</b>	<b>-11.0%</b>
CRIME REPORTS WRITTEN	<b>2945</b>	<b>2819</b>	<b>-4.3%</b>
ARRESTS MADE	<b>1046</b>	<b>814</b>	<b>-22.2%</b>

### YEAR TO DATE (JAN - DEC)

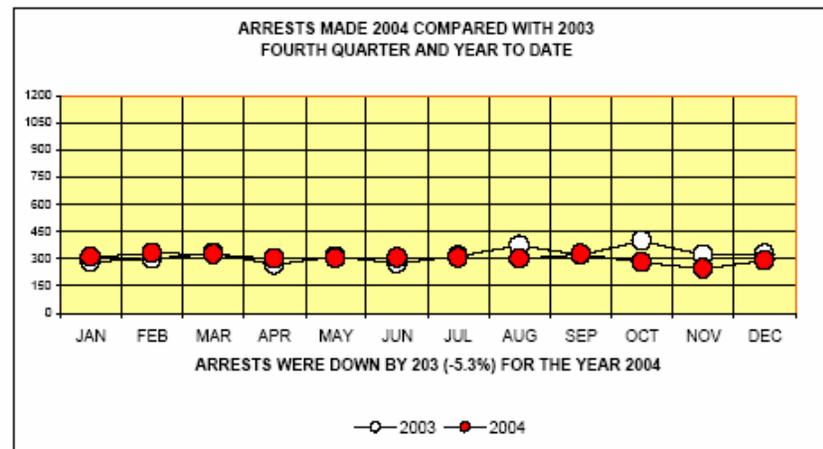
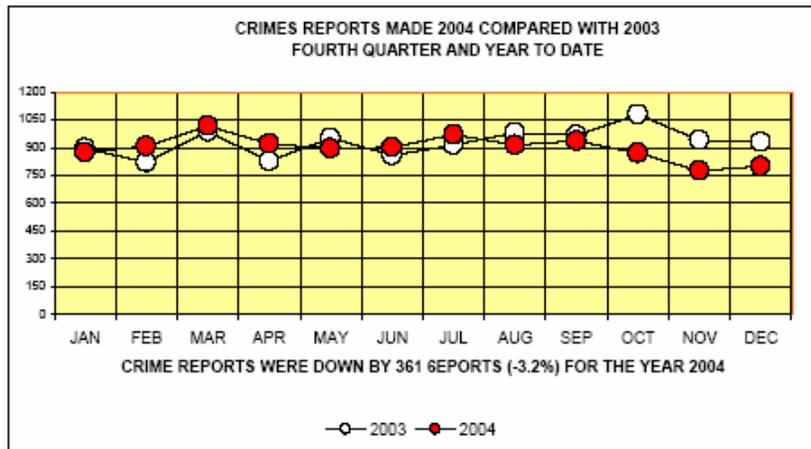
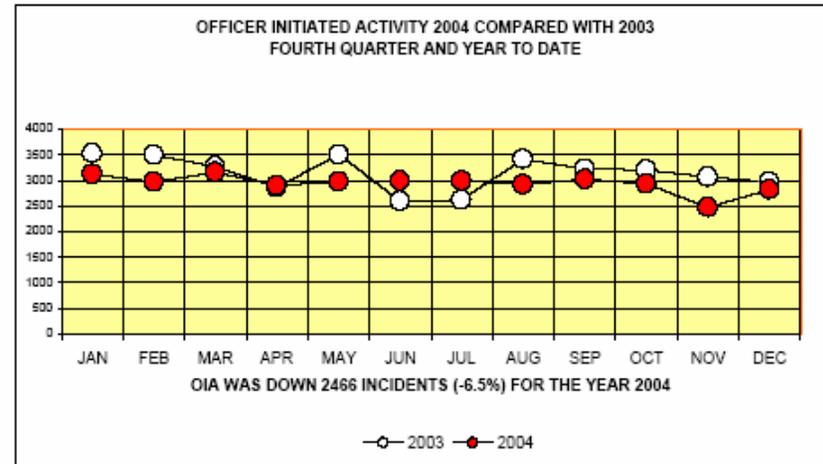
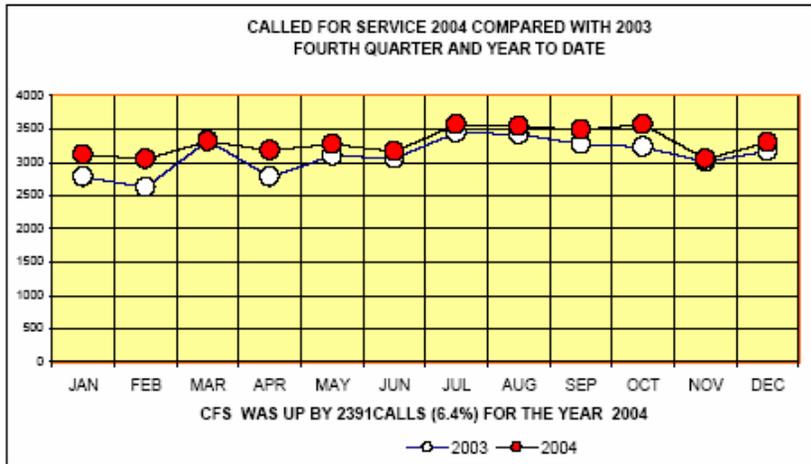
	JAN - DEC 2003	JAN - DEC 2004	PERCENT CHANGE
CALLED FOR SERVICE	<b>37199</b>	<b>39590</b>	<b>6.4%</b>
OFFICER INITIATED ACTIVITY	<b>37746</b>	<b>35280</b>	<b>-6.5%</b>
CRIME REPORTS WRITTEN	<b>11142</b>	<b>10781</b>	<b>-3.2%</b>
ARRESTS MADE	<b>3818</b>	<b>3615</b>	<b>-5.3%</b>

Eureka Police Department Internet Connection

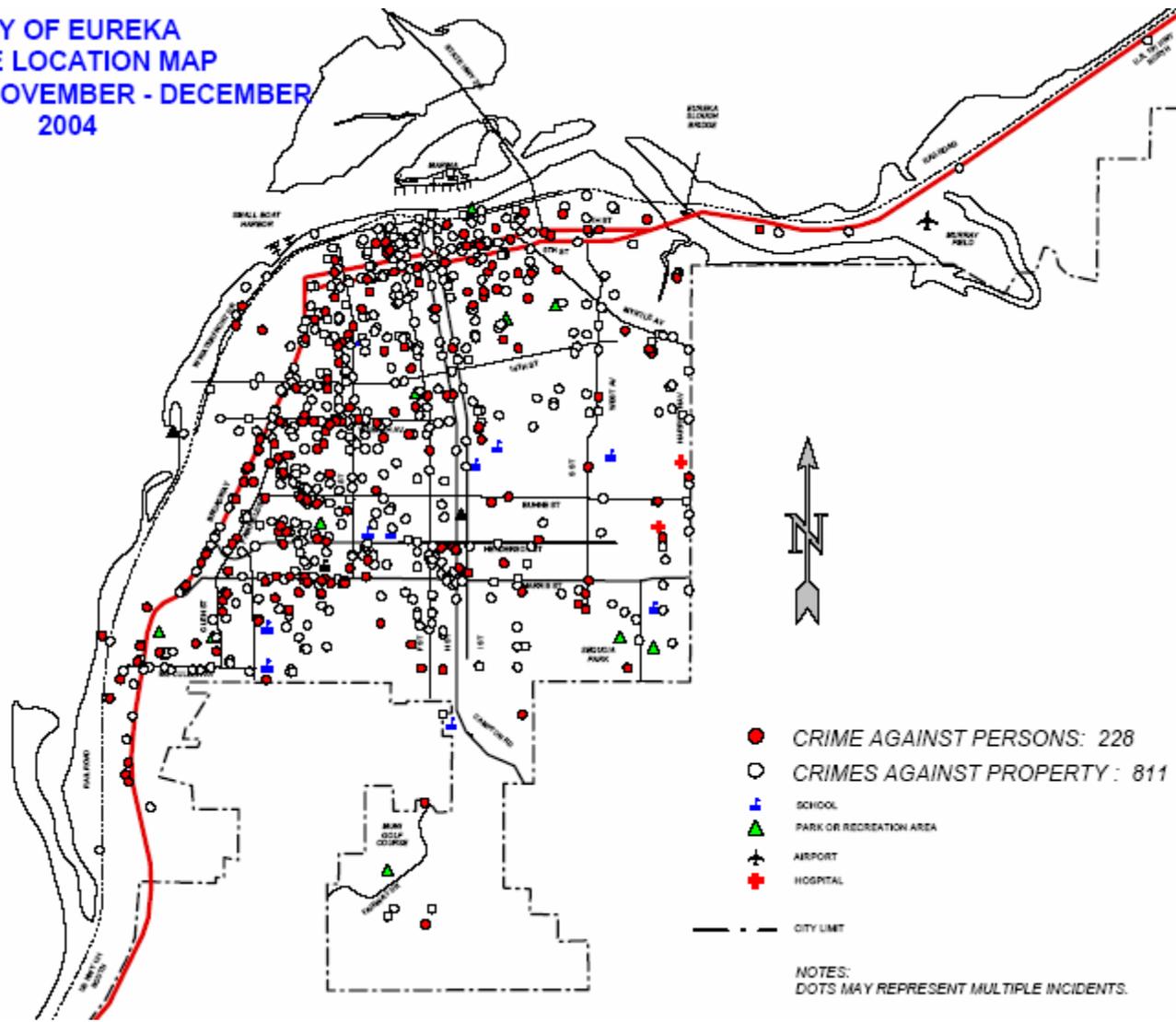
Web Site: [http:// www.eurekapd.org](http://www.eurekapd.org)

E-Mail: [webmaster@eurekapd.org](mailto:webmaster@eurekapd.org)

## FOURTH QUARTER REPORT 2004



**CITY OF EUREKA  
CRIME LOCATION MAP  
OCTOBER - NOVEMBER - DECEMBER  
2004**



## Revenue / Count by Month Summary

Year/ Month	Citations Issued		Citation Payment		Notices Issued*		Notice Payment		Late Pen Issued		Tows		# Sent To Collect		Collection Payments		Un- collectabl		Dismissals	
	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$
2004 10	503	11,355.00	201	4,135.00	454	10,719.00	212	5,054.00	141	3,607.00	39	1,538.00	151	4,428.00	24	954.00	7	279.00	30	1,756.00
2004 11	458	11,015.00	242	4,910.00	347	8,826.00	165	4,348.00	171	4,353.00	5	192.00	11	235.00	0	0.00	6	85.00	14	933.00
2004 12	333	8,500.00	143	3,110.00	335	8,687.00	152	3,831.00	95	2,395.00	22	810.00	100	2,835.00	51	1,772.00	5	249.00	17	771.00
<b>Year Total</b>																				
2004	1294	30,870.00	586	12,155.00	1136	28,232.00	529	13,233.00	407	10,355.00	66	2,540.00	262	7,296.00	75	2,726.00	18	613.00	61	3,460.00
<b>Overall Total for Date Range</b>																				
	1294	30,870.00			1136	28,232.00			407	10,355.00			262	7,296.00			18	613.00		
			586	12,155.00			529	13,233.00			66				75	2,726.00			61	3,460.00

Citations . . . . .	30,870.00	Citations Paid. . .	12,155.00	Uncollectable . . .	613.00
Late Fees . . . . .	10,355.00	Notices Paid . . . . .	13,233.00	Dismissals . . . . .	3,460.00
		Tows . . . . .	2,540.00		
		Collections Paid . .	2,726.00		
<b>Total Charges</b>	<b>41,225.00</b>	<b>Total Payment</b>	<b>30,654.00</b>	<b>Total WriteOffs . .</b>	<b>4,073.00</b>
				<b>Balance Outstanding . . . . .</b>	<b>6,498.00</b>

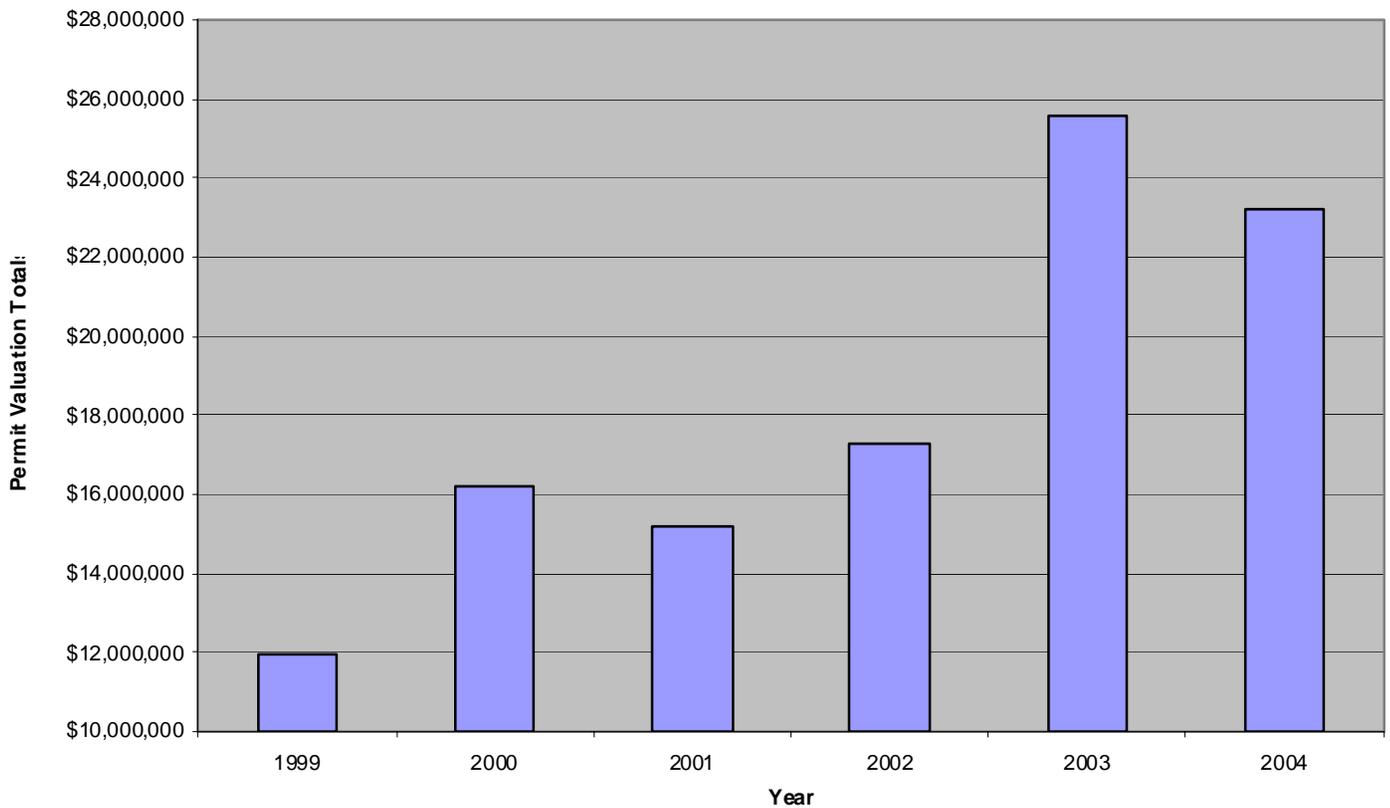
\* "Notices Issued" amounts are for already outstanding Citation Fees and Late Penalties

**CITY OF EUREKA  
PUBLIC WORKS/BUILDING DEPARTMENT  
4th QUARTER REPORT**

***BUILDING DEPARTMENT***

The 4th quarter valuation of \$3,436,908 is down from last years 4th quarter valuation of \$11,071,031 although this quarter represents an average fall/winter quarter building permit activity for Eureka. Last years 4<sup>th</sup> quarter total was greatly increased due to permits issued for the Target store. Eureka has experienced an increase in construction activity the last two years with a year end valuation total of \$23,230,631 which is slightly down from the 2003 valuation total of \$25,516,244.

**Total Permit Valuation  
By Year**



The Building Division issued 277 permits for the quarter. Staff conducted approximately 982 inspections, 48 plan reviews, and investigated 34 new code enforcement complaints. During the quarter 29 code enforcement cases were resolved.

#### 4th. Quarter Totals

	No. of Permits	Valuation	Fee's
Commercial	2	\$95,342.45	\$2,380.54
Demolition	1	0	\$47.00
Electrical	15	0	\$847.52
Improv. Commercial	7	\$1,055,853.60	\$14,561.17
Improvement Residential	13	\$147,943.04	\$3,723.60
Mechanical	7	0	\$329.50
Misc.	0	0	0
Multi-Family	2	\$307,792.00	\$4,515.35
Plumbing	4	0	\$141.85
Redevelopment	2	\$6,894.44	\$195.50
Re-roof Commercial	1	\$16,730.00	\$282.76
Reroof Residential	16	\$109,139.00	\$2,310.03
SFD or Duplex	0	0	0
Signs	1	\$,1450.00	\$113.10
T.I.	0	0	0
<b>TOTALS</b>	71	\$1,741,144.53	\$29,447.92

#### 4th QUARTER 2004 SUMMARY

	Oct	Nov	Dec	Quarter Totals
<b>Permits ISSUED</b>	99	107	71	277
<b>Permits FINALED</b>	79	73	73	225
<b>Valuation</b>	\$849,419	\$846,344	\$1,741,144	\$3,436,908
<b>Inspections Performed</b>	341	303	338	982
<b>Plan Reviews</b>	14	24	10	48
<b>Redevelop. Permits ISSUED</b>	1	2	2	5
<b>Redevelop. Permits FINALED</b>	0	3	0	3
<b>Redevelop. INSPECTIONS</b>	9	4	5	18
<b>Seismic Residential Fee's</b>	\$74.59	\$64.18	\$35.44	\$174.21
<b>Seismic Commercial Fee's</b>	\$33.37	\$78.39	\$300.64	\$412.40
<b>Fire Plan Check Fee's</b>	\$55.78	\$86.78	\$1,269.75	\$1,412.31

## 2004 Totals

	1 <sup>st</sup> qtr	2 <sup>nd</sup> qtr	3 <sup>rd</sup> qtr	4 <sup>th</sup> qtr	2004 Totals	LAST YEARS 2003
<b>Permits ISSUED</b>	278	317	327	277	1,199	1,250
<b>Permits FINALED</b>	174	200	237	225	836	923
<b>Valuation</b>	\$5,494,421	\$8,680,726	\$5,655,433	\$3,436,908	\$23,267,488	\$25,516,244
<b>Inspections Performed</b>	925	1,271	1,278	982	4,456	4,030
<b>Plan Reviews</b>	49	73	55	48	225	238
<b>Redevelop. Permits ISSUED</b>	55	3	3	5	66	26
<b>Redevelop. Permits FINALED</b>	4	5	3	3	15	27
<b>Redevelop. INSPECTIONS</b>	18	42	14	18	92	95
<b>Seismic Residential Fee's</b>	\$219.94	\$328.12	\$293.88	\$174.21	\$1,016.14	\$1,058.14
<b>Seismic Commercial Fee's</b>	\$415.03	\$1,120.90	\$243.30	\$412.40	\$2,191.63	\$3,014.37
<b>Fire Plan Check Fee's</b>	\$1,917.01	\$1,899.86	\$1,759.16	\$1,412.31	\$6,988.34	\$4,248.52

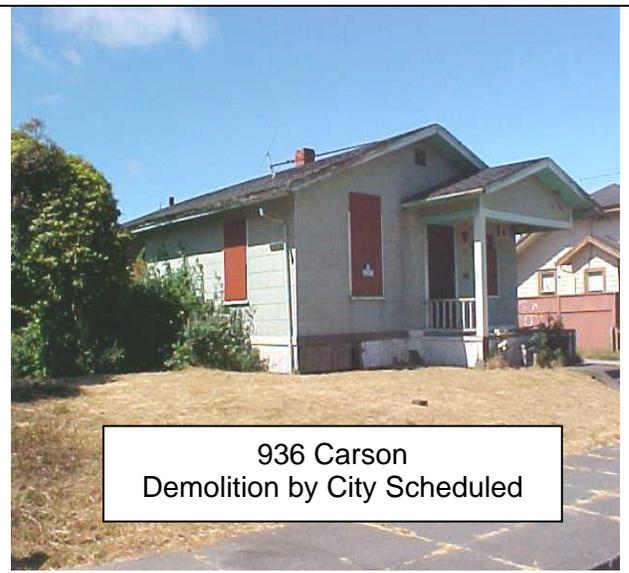
### ***Vacant and/or Boarded Buildings***

Since the adoption of the ordinance on March 6, 2001, 35 buildings have been placed on the list, 21 have been rehabilitated and removed from the list, and 13 remain on the list as of today.

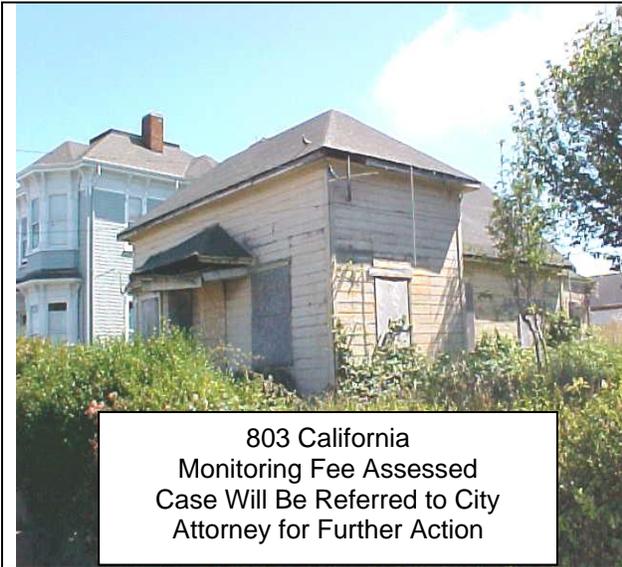
Fourth quarter Vacant and/or boarded building monitoring inspections were conducted in conformance with Eureka Municipal code § 150.095. **Thirteen** buildings/properties were inspected, and **eleven** buildings were not in conformance with the ordinance and a monitoring fee of \$200 assessed to each property owner. **Two** properties took affirmative action to have their buildings removed from the list.



1105 McCullens  
Monitoring Fee Assessed



936 Carson  
Demolition by City Scheduled



803 California  
Monitoring Fee Assessed  
Case Will Be Referred to City  
Attorney for Further Action



1522 Third Street  
Monitoring Fee Assessed



30 W 4<sup>th</sup>  
Monitoring Fee Assessed



3524 G  
Monitoring Fee



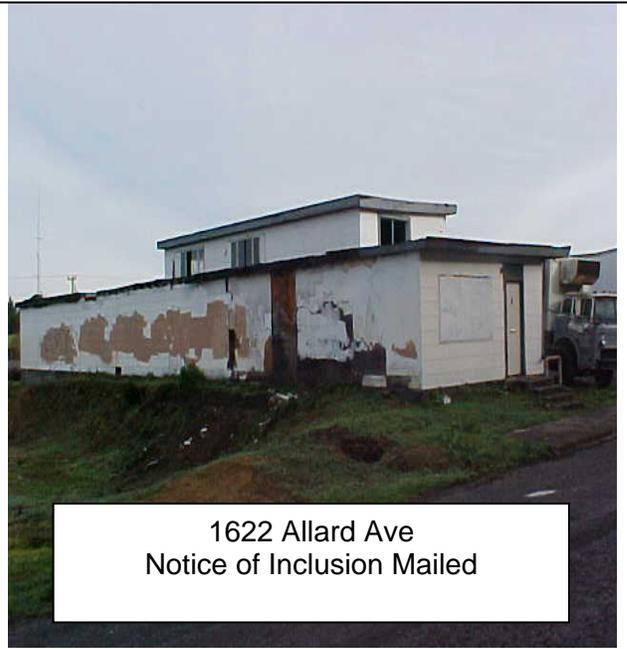
2104 A  
Monitoring Fee Assessed



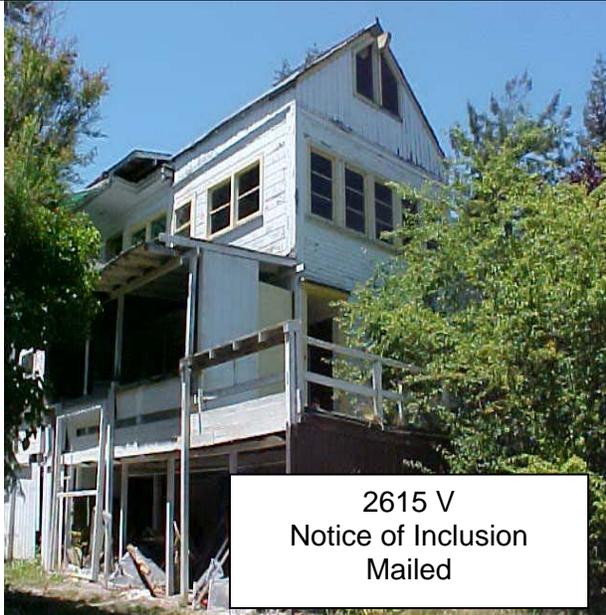
2154 Albee  
Monitoring Fee Assessed



2137 Albee  
Owners submitted plans for repairs



1622 Allard Ave  
Notice of Inclusion Mailed



2615 V  
Notice of Inclusion Mailed



3569 Spring  
Monitoring Fee Assessed



### 4<sup>th</sup> Quarter CODE ENFORCEMENT

	Oct	Nov	Dec	Qtr Total
<b>Complaints OPENED</b>	18	11	5	34
<b>Complaints CLOSED</b>	10	9	10	29
<b>Chronology Actions</b>	110	65	34	209
<b># of permits/code enforce.</b>	1	5	4	10
<b>Investigation Fee's/permits</b>	\$47.00	\$697.05	\$367.10	\$1,111.15

### CODE ENFORCEMENT SUMMARY

	1 <sup>st</sup> qtr	2 <sup>nd</sup> qtr	3 <sup>rd</sup> qtr	4 <sup>th</sup> qtr	2004 Totals	Last Years 2003
<b>Complaints OPENED</b>	45	53	41	34	173	212
<b>Complaints CLOSED</b>	34	51	50	29	164	198
<b>Chronology Actions</b>	242	226	306	209	983	939
<b># of permits/code enforce.</b>	15	16	13	10	54	-
<b>Investigation Fee's/permits</b>	\$1,257.15	\$10,973.77	\$1,480.27	\$1,111.15	\$14,822.34	-

## COMMERICAL PROJECTS

Address	Owner	Type	Valuation
1651 B	Mark Jones	Apartments	\$375,046
2612 Harrison Avenue	St. Joseph Hospital	"Urgent Care"	\$212,500
1715 Fifth	State of California	Demolish 7/8 of the Fireside Inn	\$0
3300 Broadway #20	General Growth	T.I. "Petco"	\$350,000
Harris & K Streets	City of Eureka	500,000 gal. Water Tower	\$1,600,000
1818 F	Pac Bell	A.C. Distribution upgrade	\$210,000
971 Myrtle Ave	Tomac, LLC	T.I. "Maly's Beauty Supply"	\$12,500
800 W. Harris	L&H Properties, LLC	T.I. "Subway Sandwich"	\$60,000
310 Fifth, Building #C	Security National	T.I. "Quiznos"	\$50,000
2330 Buhne	McKenny	Humboldt Radiology	\$1,500,000
2700 Dolbeer	St. Joseph Hospital	Modular	\$20,000
642 W. 14 <sup>th</sup>	Eureka City Schools	Convert Storage to Central Kitchen	\$1,300,000
625 Commercial	Read Investment Group	"Grocery Outlet"	\$903,158
3975 Broadway	Ocean View Cemetery	Fire Damage Repair	\$42,630
910 W Waterfront	Schneider	New Metal Warehouse	\$175,000
326 Fifth (bldg A)	Security National	T.I. "Starbucks"	\$130,000
507/509 Second	Moore	Renovation/Rehab "The Pearl"	\$413,000
412 G	Kramer	Seismic Upgrade	\$75,000
2039 E	First Nazarene Church	R&R Pews and Drywall existing ceiling	\$30,000
819 15 <sup>th</sup>	First Presbyterian Church	Demo ½ of Building & Remodel	\$900,000
112 W Third	Lundblade	Addition to Warehouse	\$107,253
2336 Third	Chin	Coffee Drive Thru "Goldrush"	\$80,342

## RESIDENTIAL PROJECTS

1605 Sunny Ave	Krela	New SFD	\$166,879
3550 G	Marvel	New SFD and Guest house	\$129,253
2713 A	Tix	Remodel	\$120,000
1417 Seventh	Johnston	Fire damage repair	\$112,549
1311 G	Hampson	2 story detached residence	\$70,000
3225 Ingley	Grace	SFR	\$248,710
2227 Wood	MacDonald	SFR	\$149,332
1905 Huntoon	Williamson	Tri-Plex	\$188,876
806 California	Dreyer	Duplex	\$125,941
2926 K	Elleman	SFR	\$207,000
1606 K	Edge	SFR	\$131,000
3677 Dolbeer	Sowa	SFR	\$155,846
3415 Glen	Lachowski	SFR	\$82,155
2610 V	Bide	SFR	\$152,147
4141 Campton	Wallach	SFR	\$168,544
1229 Williams	Snyder	Remodel	\$80,000
3471 California	Murguia	New Garage/shop/home office	\$80,000
215 Watson	Grodem	Rehab	\$44,805
3644 California	McClung	SFR	\$167,961
1110 B #a & #b	Brenman	Duplex	\$130,284
2936 M	Land	Addition	\$50,000
2009 O	Robbins	Kitchen remodel & enclose porch	\$37,000
1906 15th	Gradek	Rehab existing Bathroom	\$20,000
3339 Elizabeth	Poletski	SFR	\$135,079
1145 Leslie	Parris	SFR	\$101,273
2610 O	Pritchard	Addition	\$55,836
3225 P	Davis	Addition	\$38,712
3418 Cottage	Waddingham	Addition/Remodel	\$30,000
1638 D #a,b,c,d	Leonard	Four-Plex	\$297,792
1751 S	Sleight	Garage and Bedroom Addition	\$53,000

## ***PARKS/MAINTENANCE DIVISION***

### SEQUOIA PARK

For the first time in many years, the Sequoia Park Garden continued to have an impressive floral display completely through the month of October. The warm sunny weather early in the month extended the flowering season. The Larry Rien Day Lily collection completed one year of growth in the garden and the

plants are flourishing. The Day Lilies had a modest floral display during their first season and should produce twice as many flowers next season as the plants start to mature.

At the Zoo, park staff has been busy cleaning up the leaves and debris that fell from trees during recent stormy weather. The raked up material was taken into the forest and used to mulch over soil areas that were subject to erosion during the rainy season. Park staff installed a beautiful bench that was donated by the Eureka Fuchsia Club as a memorial for long time Eureka resident Chuck Hassett, who passed away a year ago. Chuck, his wife Mary, and other members of the Fuchsia Club have planted and cared for the park's fuchsias for many years. The hand-carved bench was built by Bruce Martin using three kinds of exotic hardwood material. The bench was placed in a shaded location in the southwest corner of the garden where it is surrounded by fuchsias that Chuck and Mary planted several years ago.

Facilities Maintenance staff, assisted by Parks personnel, disassembled the log structure in the Bear Grotto at the Zoo. The madrone logs that supported the structure had become rotted at the core and could no longer safely support the weight. A chainsaw was used to cut up the old logs, which were hauled off in sections using the park tractor. A new climbing structure will be built after the Zoo obtains additional hardwood logs for construction.

Brooke DeWitt, the head gardener at the Sequoia Park Garden, passed away unexpectedly on November 6, 2004, at the age of 27. Brooke was a native of Eureka who grew up attending local schools and recently graduated from Humboldt State University with a Bachelors Degree in Natural Resources. Brooke started working for the City of Eureka ten years ago as a Private Industry Council youth intern and then a summer seasonal Park Aide. She worked her way up to become a Senior Maintenance Worker assigned as the head gardener at the Sequoia Park Garden. While working, she attended Humboldt State University part time to earn her degree. Brooke was an unselfish young woman who never hesitated to share her time, energy and love with others. We will miss seeing her smiling face and big straw hat out in the garden. Brooke's gardening hat has been hung up on a wall in the Zoo Barnyard and a small bronze memorial plaque will be installed at the entrance to the Garden Gazebo that she helped build.

The entire parks crew pitched in to clean up the garden this fall season. All the summer annuals have been removed and the beds tilled and raked. The Dahlias have all gone dormant, so the dry stalks were cut down and the stakes removed. The Day Lilies are being trimmed and cleaned up as the summer growth fades.

In the Sequoia Park Garden, over 1,000 Trumpet Daffodil bulbs were planted in the four main garden beds and around the garden gazebo. Prior to planting, all the flower beds were cleaned and new amendments were tilled into the soil. The Daffodils should provide a late winter floral display for the public to enjoy around Easter season. An assortment of Primrose flowers were planted in the four small planters around the wishing well.

### PARK FACILITIES

At Ross Park, the cypress and pine trees around the park perimeter were pruned up to improve vehicle clearance on the nearby roadway. Some additional pruning work was done to remove dead branches and thin out the interior of the trees.

Halvorsen Park and Sacco Amphitheater were cleaned and prepared to host the annual "Bikes by the Bay" motorcycle celebration and also the Humboldt State Alumni "Paddlefest" at the Bonnie Gool Guest Dock. Both events had nice weather and attracted large crowds down to enjoy the waterfront.

At 20-30 Park, several sections of the low wooden fence had to be repaired due to vandalism. The Cypress trees at Carson Park along Buhne Street were pruned up to improve pedestrian and vehicle clearance. The

hedges near the Carson playground were also trimmed back. All large park turf areas are being mowed every other week as the growth rate of the grass starts to slow down in the fall season.

Park staff provided assistance to the Community Garden on Henderson Street by removing a large old Cottoneaster tree that had grown from City property over into a private backyard. The tree was cut down and the debris hauled out through the residence driveway.

All park areas have received routine maintenance. Painting over graffiti and cleaning up household garage or illegally dumped items were significant maintenance concerns during the holiday season. Homeless camping activity has increased at Clara May Berry Park and at several Old Town and waterfront facilities. The Eureka Police Department has been helpful in responding to requests for assistance when maintenance work has been disrupted by campers.

### LANDSCAPE FACILITIES

Park staff, working with Facilities personnel, removed the United States and Coast Guard flags from Henderson Center, Old Town and Downtown. The flags/poles will be disassembled and the flags taken in to be gently cleaned. After drying, the flags are inspected. If they are in good condition, they will be remounted on poles and stored in the park garage until installation next summer.

Street tree pruning work continued at various locations in the downtown area. A vehicle damaged tree at 5<sup>th</sup> and J Street was removed and a new tree planted. Several trees were damaged during winter storms and required limb removal and cleanup. Due to high wind conditions, many younger trees required additional staking and tying to keep them from being blown over.

Several large older trees were pruned back off buildings and thinned out to improve growth. Younger trees are being raised up to improve vehicle clearance and to establish structural branches and shape. Street tree pruning work will continue on a periodic basis for the next three months.

In Henderson Center, about half of the merchant banners were removed and winter holiday banners installed at the request of the Henderson Center Merchants Association. To help Main Street in Old Town, park staff installed holiday wreaths on lamp posts around the Gazebo Plaza and along Second Street.

### FACILITIES MAINTENANCE

Traffic control system maintenance included a wide variety of work activity. The traffic signal heads at 6<sup>th</sup>/E Street and at Harris/S Street both had to be repaired and remounted after being damaged by traffic collisions. New foundations were installed for the signal poles at Harris/E and Henderson/E Street. The signal poles at 7<sup>th</sup>/E and 14<sup>th</sup>/I Street were reset to strengthen their support foundations. Facilities staff also assisted the Traffic Engineer in field testing traffic system components as needed.

At the facilities shop, a parking meter work area was constructed for the repair and maintenance of City meters. Shop projects also included the fabrication of several book cases for the Eureka Police Department and the repainting of doors for the Sequoia Park Zoo. Another important project was the design and construction of a desk and cabinets to function as a Public Information Center on the third floor of City Hall. The solid Ok unit will be a handsome addition to the third floor and will enhance public access to information regarding services provided by the Public Works/Building, Engineering and Community Development Departments.

At the City Corporation Yard, a wireless computer system was installed to help street and water supervisors communicate and provide information to the Deputy Public Works Director. New wireless alarm systems were installed at sewer lift stations throughout the City. These new alarms communicate directly with the Corporation Yard computers to improve monitoring and safety of the wastewater system. The O Street lift station level controls were also repaired as needed.

Facilities custodial staff contributed to the success of numerous public activities and events held in City facilities. Staff provided both set up and take down services for the Adorni Center Veteran's Day celebration and the College of the Redwood Fundraising Gala. Ceiling sheetrock repair and repainting work was completed prior to the holiday season and the Christmas Crafts Fair.

At the Sequoia Park Zoo, staff cut down and removed the rotted old log structure in the bear grotto and repaired the access doors to the enclosure. The barnyard sewage pumps were unclogged several times. The roof and rain gutters of the Barnyard building were cleaned of winter storm debris that had fallen from nearby Redwood trees.

### WATERFRONT FACILITIES

At Dock B, crab season truck traffic caused numerous decking timbers to start breaking up. Harbor staff removed the damaged timbers and replaced them with new pressure treated material.

At the K Street dock behind the Adorni Center, a sink hole wash out had developed between the parking lot and the dock. The large hole was packed with gravel fill and covered with asphalt leveled to the original grade. The California Conservation Corps provided the manpower and the City provided materials to completely replace all of the wood decking material on the K Street Dock. The refurbished facility has become a popular fishing spot on the inner reach of Humboldt Bay.

### EUREKA PUBLIC MARINA

On December 1, 2004, Tim Sawyer was promoted to the position of Harbor Maintenance Supervisor to oversee the operation and maintenance of the marina and City waterfront facilities. Tim has worked for the City for three years and brings a wealth of experience to the supervisor position. He worked for San Mateo County for four years in Marina Operations and Harbor Patrol and for ten years was the owner and operator of Sawyer Marina and Boat Service Company that provided maritime services along the Oregon Coast down to Crescent City. Tim is an accomplished mariner who frequently competes in his 21 foot sailboat and lives aboard a 42 foot 1961 Mathews Yacht-Fisher that he is restoring. For the last twelve years, Tim has also been a Marine Surveyor specializing in vessel inspection, structural evaluation and repair. It is a pleasure to have someone with Tim's experience and ability to help the City enhance public services and improve facility operations on the Eureka waterfront.

The teak wooden deck at the Wharfinger Building was completely pressure washed and the exterior of all windows were cleaned. The Wharfinger Building has become increasing popular for public and private use and hosted a wide variety of events during the holiday season.

## PUBLIC WORKS ADMINISTRATION

Public Works has been developing a draft Storm Water ordinance in conformance with the Storm Water Management Plan submitted to the Regional Water Quality Board. The draft ordinance, when complete, will

be introduced to the City Council for consideration. In addition, Public Works is developing a Best Management Practices manual for municipal operations and working to coordinate a municipal operations working group.

The Administration Office has been busy keeping up with the ever increasing number of service requests. The use of facility rentals has slowed due to the cooler weather. The following rentals took place during the 4<sup>th</sup> quarter of 2004:

- 1 special event held on the Boardwalk
- 4 special events held at the Halvorsen/Sacco Amphitheater
- 10 rentals at Cooper Gulch
- 2 rentals at the Municipal Auditorium (This does not include the recreation programs)
- 2 rentals at Carson Park
- 8 rentals at Sequoia Park

Also, during the 4<sup>th</sup> quarter, the Water and Wastewater Treatment Divisions joined the Public Works Department. The Administration Office has been engaged in organizing and merging the added Divisions into the work flow. Measures to streamline work efforts are being reviewed. The number of personnel turnovers during the quarter has required an update of the Radio Identification Number and Emergency Call-Out Lists. The new lists are expected to be finalized in January 2005.

Public Works received 8 new citizen complaints that required opening cases to resolve four encroachment issues, three sidewalk defects and one sight obstruction.

## ***RECREATION & ZOO DIVISION***

### ***YOUTH PROGRAMS***

After school recreation activities highlighted a busy fourth quarter of youth programs. This successful program is in its sixth year of existence. We're now operating at eight sites and will receive approximately \$140,000 from Eureka City Schools during the 2004-05 school year.

The John Ryan Youth Center revamped its programming and started a Teen Club in the fourth quarter. A number of successful activities have already occurred. As a result, we have experienced significant growth in both attendance and revenue.

Hoopsters Basketball activities began in October with registration for the 2005 season. As in the past, Hoopsters Basketball is proving to be one of our most popular youth programs. We expect approximately 900 participants in the upcoming league. We've recruited approximately 150 volunteer coaches and 60 team sponsors.

Our annual Halloween Carnival was a big success. An estimated 800 participants enjoyed games, prizes, candy, and a haunted house.

Participation in youth programs totaled nearly 12,000 for the quarter.

### ***ADORNI RECREATION CENTER***

Community wide special events hosted at the Adorni Center included a RSVP luncheon, St. Joseph Hospital Foundation dinner, a College of the Redwoods fundraiser, and a number of Christmas functions. The annual Veteran's Day event attracted a large audience and was received well throughout the community. The City of Eureka employee recognition dinner was held on December 17.

An October membership drive resulted in fifty (50) new memberships. Monthly memberships averaged 195 throughout the quarter. Adorni Center activities attracted almost 8,000 participants during the quarter.

### ADULT PROGRAMS

Women's Volleyball and Men's Basketball Leagues highlighted fourth quarter adult sports activities. Both programs are well established and generally run smoothly. Fifteen teams participated in the volleyball league and ten teams participated in the basketball league. Our fall session of special classes included a number of offerings for adults. Tai chi, Yoga, dog obedience, and watercolor painting were popular with adults.

The Recreation Division's Christmas Crafts Bazaar was held on December 4. An excellent response from local vendors resulted in a wide variety of products for sale. The event was well attended and seemed to get the holiday season off to a good start. Participation in adult programs totaled 18,000 for the quarter.

### REVENUE

Recreation Division revenues exceeded \$71,000 during the fourth quarter of 2004. Adorni Center programs were our highest revenue producers.

### EUREKA PUBLIC MARINA

Holiday events highlighted Eureka Wharfinger Building activities during the fourth quarter of 2004. For the second consecutive quarter, over 80 rentals were hosted at the Wharfinger Building. Revenues from building rentals exceeded \$23,000.

The Wharfinger Building's popularity increased dramatically during the year and the outlook for 2005 is just as bright. An estimated 8,500 people attended Wharfinger Building events during the quarter.

### ZOO

The Entry Pavilion project has added an entirely new dimension to the Zoo! The project is almost completed. The benefactors have provided the community a tremendous addition to the Zoo. The Interpretive Center will be completed in April 2005. Other areas of the Entry Pavilion are expected to open in February. Included are zookeepers' offices and kitchen, snack bar/gift shop and a multi-purpose room.

Work on the Zoo's Veterinarian Center moved forward during the quarter. The remodeling project is being funded by a \$270,000 grant the City of Eureka received in 2002.

Zoo staff attention was focused on A.Z.A. accreditation renewal during the fourth quarter. The City must submit accreditation papers by March 1, 2005. The accreditation process will extend our A.Z.A. licensing for an additional five years.

## **STREETS/SEWER/WATER DIVISION**

The onset of winter weather causes Public Works staff to switch from the dry weather construction season activities to preparing, responding and protecting City infrastructure from storm related issues.

## STREETS

The Streets Division cleans cross culvert and cross street drains, along with the larger storm drain systems citywide in preparation for the wet weather. The early part of the storm season is dominated by the need to collect the materials that fall from trees (leaves, redwood needles and branches) that potentially could plug storm drain inlets. Between the street sweeping and manual removal, debris can total up to two tons of material a day. Crews check storm drain inlets prior to, during and after storm events in an effort to prevent accumulation of materials on these inlets. During storm events crews are kept busy responding to requests and for flooding, trees down and other related problems.

Streets personnel completed thirty-five (35) work requests from other City departments/divisions and responded to one hundred eight-one (181) calls for service from the public. These ranged from weed abatements, street marking painting, sign installations, and assisting Harbor staff in stabilizing/removing potentially hazardous abandoned vessels at City waterfront facilities.

Staff made repairs to a guard rail damaged by an auto accident on Fairway Drive with materials donated by a Cal Trans contractor who was replacing guard rails for the state. This allowed the job to be done at substantially reduced costs. The City was also able to purchase certified guard rail components from the same contractor for a very low price for future use.

Streets personnel removed debris from a drainage ditch on the balloon track behind Delreka Distributing in an effort to prevent potential flooding problems. Staff also got into the Christmas spirit by donning festive holiday hats and covering the two-hour parking signs in the Old Town area during the holidays.

Two Public Works employees deserve *special recognition* for their actions. On December 6, Streets Supervisor Dan Smith and Custodian Tom Leydecker happened upon a structure fire at 601 W. Wabash. They both stopped their vehicles and went to the house to see if anyone was inside. The men found a woman and her children inside of the house and helped them to safety preventing a potential tragedy.

**Eureka Police Department**  
Chief's Office

# Memo

**To:** David Tyson, City Manager  
**From:** David A. Douglas, Chief of Police   
**Date:** December 10, 2004  
**Re:** Arson Fire at 601 W Wabash



In the early afternoon on December 6, our Fire Department was called out on a structure fire at 601 W Wabash. The second story was actively engulfed in flames and smoke billowed from the windows.

It was very coincidental that at that time, in that location, two City employees were traveling in opposite directions, and happened to come upon the burning structure at the same time. Custodian Tom Leydecker and Maintenance Supervisor Dan Smith saw the situation and went straight to the house to look for people who may be in harm's way. A reluctant woman and her children on the first floor were urged to leave the house and the men assisted them to safety.

The Fire Department arrived shortly thereafter and took over. Interestingly enough, this was an arson fire, and Tom Leydecker actually saw the individual run from the building. His eye witness account has been helpful in the investigation.

I would like to commend these two valuable members of the City staff for putting their own safety aside while they made every effort to assist the residents of this location in getting out of the burning building. It makes me feel especially proud to work with individuals such as Tom and Dan, who go above and beyond what many people would fear to do. This is another reason by the City of Eureka is such a special place to live.

Another Public Works employee doing something noticeably right was Tim Ramon, Street Sweeper Operator. Tim found a wallet containing \$1,000 dollars in the Arcata post office. Tim, being the person he is, promptly took the wallet to the Arcata Police Department and it was returned to the very grateful owner.

## Eureka Times-Standard

### Man saves family Christmas when he finds and returns wallet

By Chris Durant The Times-Standard

Tuesday, December 28, 2004 -

Nels was busy running Christmas errands Dec. 17, going to the bank, mailing off Christmas cards and buying a gift for his wife.

It was at the Arcata Post Office when he bought stamps for his cards, stamped them and dropped them in a mailbox among the hustle and bustle when he forgot his wallet – and the more than \$1,000 cash that was in it.

Lucky for Nels, who did not want to give his last name, Tim Ramone was in line closest to the wallet.

Ramone said he picked the wallet up because no one was around and when he opened it up he only saw a wad of \$100 bills.

Because the line was too long at the Post Office, he decided to take it directly to the Arcata Police Department.

While his wallet was being returned to the police, Nels discovered it was missing. He was on his way to Eureka to purchase the gift for which he had withdrawn the cash from the bank.

"I stopped to get a sandwich and when it came time to pay I patted myself down," Nels said. "I had that feeling of absolute terror and panic."

He called the Post Office – no luck. He went back to the Post Office and surrounding area – no luck. He even checked where he parked his car – no luck.

"It was a sick empty feeling," Nels said.

Nels went home and thought about how to tell his wife the money was gone when the phone rang. It was the Arcata Police Department telling him his wallet, and money, was found and returned.

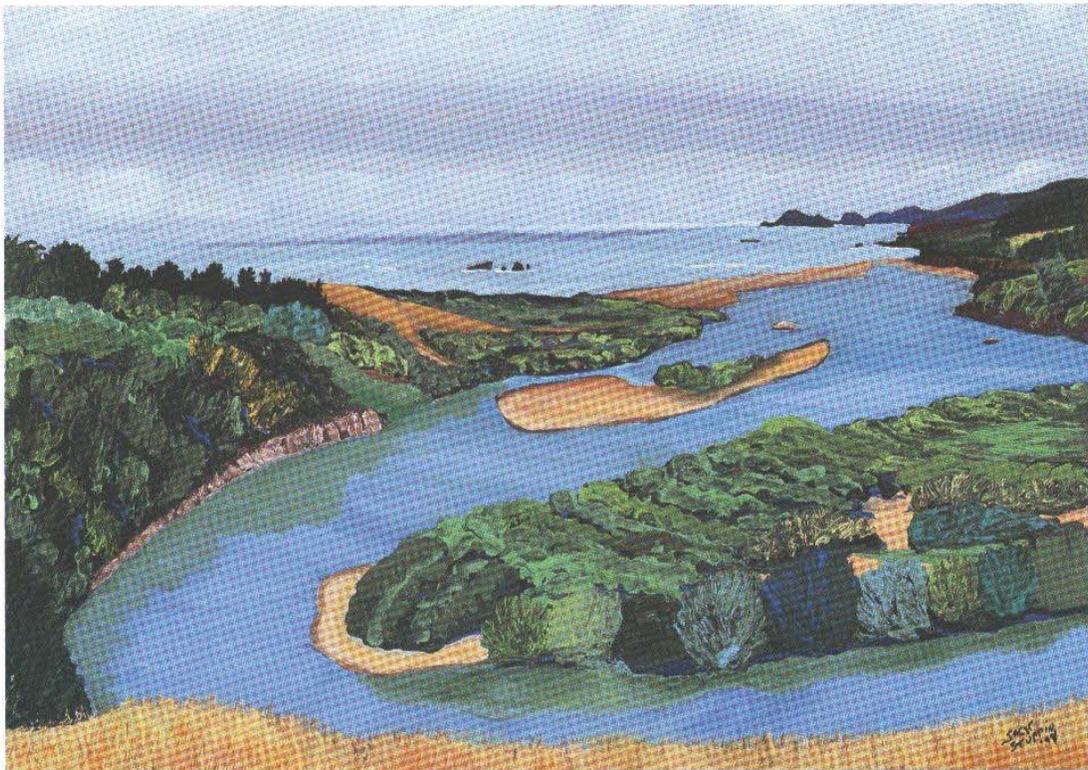
"I just started to laugh," Nels said.

Nels retrieved his wallet and Ramone's information. He called him later that night.

"I told him I'm speechless with gratitude," Nels said.

"I said there are a lot of people who would've done something like that," Ramone said. "I guess I'm one of them."

Nels has also sent Ramone a thank you letter with a reward.



11-30-04

Dear Dan,

Thanks so much for your help with our First Flush water monitoring study. We really appreciated your giving up a Sunday of football to open manholes for us! We are currently working on our Report & hope to have it completed soon. Thanks again, Dan!

Sincerely,

Beth Robinson  
Community Clean Water  
Institute

## SEWER COLLECTION

Wastewater Collection personnel have also dealt with weather related issues during this period. These issues range from power outages to increased wastewater flows in the system. Dry weather flow averages 3 to 5 million gallons per day. In winter, especially during storm events, the ground water infiltrates into the collection system. This causes drastic increases in the flows within the system and can reach as high as 30 million gallons per day being conveyed through the system during large events. These events stress the system to the maximum, causing the collection crew to respond to a variety of issues including pump station problems, surcharged piping and possible sanitary sewer overflows.

In between storm events, the collection crew performs maintenance tasks in an effort to prepare for storm related activities. These tasks include pipe cleaning (43,600 feet were cleaned during this quarter), removing root intrusion from pipes (8,100 feet were cleaned) and televising suspected problem areas (4,400 feet were televised).

The collection crews have been working with the City engineering staff and SHN on a project to record flows within the collection system. These results will allow the City to determine the areas most affected by ground water intrusion, illegal connections and other problems associated with Inflow & Infiltration (I&I). This study should provide the type of information needed for the City to concentrate our work efforts on the areas that have the biggest problems, therefore, getting the most "bang for the buck".

The collection crew installed a new SCADA system at eleven City lift stations. The system will allow monitoring of the lift stations from a computer system located in the supervisor's office at the corporation yard. The new system will also allow the crew to be proactive when dealing with potential problems. The system transmits information via radio wave and will allow the City to get rid of expensive dedicated leased telephone line needed to transmit information previously. This improvement will save the City approximately \$1,000 per month in phone line charges.

The collection crew also installed 11 new sewer lateral connections, repaired 2 lateral connections, made 4 sewer main repairs, rebuilt a large pump at our California lift station, installed a new manhole for improved access to the piping system and responded to thirty-seven (37) ) calls for service from the public.

## WATER DISTRIBUTION

The Water Distribution crew stayed very busy in the last quarter responding to eighty-one (81) calls for service from the public and completing nine (9) new services, including a 4" service for the new zoo complex and a record 14 meter manifold for a development on Dean Street. Also, three main breaks were repaired along with four hydrant replacements. Thirty-two (32) service renewals/repairs, back-flow testing, meter box replacements, and shut downs for the V Street corridor kept our crew very busy.

## **UTILITIES OPERATIONS DIVISION**

### LABORATORY

- Annual sampling for the wastewater treatment plant took place in October. This is required by our National Pollution Discharge Elimination Permit (NPDES).
- The laboratory participated in the analysis of samples for the Redwood Community Action Agency First Flush Study in October.

- ELAP inspected the laboratory in December to maintain our laboratory certification.

### WASTEWATER TREATMENT PLANT OPERATIONS AND MAINTENANCE

- The biosolids application program was completed October 15<sup>th</sup> with 1.165 million gallons applied
- Staff uses a rented excavator to remove overgrown weeds and brush from the effluent pond and overflow marsh areas.
- Portions of the digester gas piping have been replaced; it had rusted from the inside out.
- We are down one maintenance staff member due to a retirement.
- The O Street pumping station bubbler system has been replaced due to equipment failure.
- The SO<sub>2</sub> chemical feed diffuser in our outfall pipe has been retro fitted with a new design, it is working great.

### WATER TREATMENT PLANT OPERATIONS AND MAINTENANCE

- The new Lundbar Hills water boost station telemetry transmission system is working and data is now available at the Water plant via the SCADA system.
- The installation of a new above ground fuel storage tank has been completed at Lundbar Hills Pump Station.
- Interior painting completed on new high tank. Exterior work in process.
- Added the H.C.S.D. flow signal input to our SCADA system.
- Began using output signal from our new CL<sub>2</sub> analyzer for chlorinator control.
- Installed and calibrated new pressure transducer in east reservoir for level indication.

### UNDERGROUND FUEL STORAGE TANKS

The paperwork has been submitted to the State of California Underground Storage Tank Reimbursement Fund (no change).

### PRETREATMENT

Six pretreatment facility inspections and nine wastewater samplings were conducted at Eureka businesses. Regular pretreatment facility inspections are performed by the City to monitor and ensure compliance of all permitted businesses. The Pretreatment Department also performs inspections of non-permitted industries in order to identify any new industrial dischargers. Two inspections of non-permitted businesses were performed in the fourth quarter. Seven grease interceptors were inspected for fats, oil, and grease (FOG). Adeles restaurant has installed a mechanical grease removal device in their kitchen. This is a new and effective technology. Adeles should be commended for their commitment to reducing FOG discharge.

# EUREKA REDEVELOPMENT AGENCY

## STATUS REPORT

(10/1/04—12/31/04)

### ADMINISTRATION

- **Redevelopment Advisory Board (RAB)**—prepared agenda packets for monthly meetings.
- **Redwood Empire Alliance for Culture and History (REACH) Feasibility Study**—Staff continues to work with the REACH group to ascertain the needs and viability of creating a complex to accommodate the needs of the participating non-profit and cultural groups. Economics Research Associates of San Francisco delivered a Preliminary Concept Memo on June 8, 2004. The deliverable included an analysis of each of the participating organizations and whether their primary purpose is exhibiting, research and archives or collaborating. The memo also looked at two different concepts for a proposed facility and projected size and development cost for the various components of the building. We expect to have a draft report in early January, 2005.
- **Eureka Depot/Intermodal Center** – Congressman Mike Thompson secured funding of \$250,000 from the Omnibus Appropriations Bill for this project. Staff has negotiated a right of entry with the North Coast Railroad Authority (NCRA) for the site of the historic depot. The next step is to identify and prioritize project tasks (for items like environmental review and site plan design) and make application for the funds through the local Caltrans office.
- **Redevelopment Plan Amendment**—Staff is working on a Redevelopment Plan Amendment with Redevelopment Counsel (Goldfarb & Lipman) to consolidate the three project areas into one which would allow more flexibility in the use of tax increment to complete projects in the overall project area and not be confined to where the funds were generated. The Environmental Review document has been circulated for review and comment.

### PRIVATE DEVELOPMENT ACTIVITY

- **Disposition and Development Agreements (DDA)**
  - **Fisherman's Terminal Building**—The facility is currently in the design phase.
  - **Fisherman's Fresh Seafood Retail Counter/Café RFP** – A draft lease for operation of the seafood counter and café with Lawrence Lazio has been prepared. Mr. Lazio is currently working on a floor plan and cost estimates for the project.
  - **Eureka Pier (Fisherman's Building)**—Once plans are finalized and permits obtained, construction will commence.
  - **First & C Street Property**—Met with Developer to discuss necessary outstanding project submittals. The Environmental Review document has been circulated for review and comment.

- ***Facade Improvement Program (co-administered with Eureka Main Street)***

**Facade Improvements – Completed**

***Becker/Binnie Building***  
721 Seventh Street

Total Project Cost: \$330,000  
Agency Participation: \$55,000

**Facade Improvements – In Progress**

***Eureka Theatre***  
612 F Street

Est. Agency Participation: \$30,000

***Brothers Building***  
425 Snug Alley

Est. Agency Participation: \$10,000

**REVOLVING BUSINESS LOAN PROGRAM**

- ***Business Loan Approvals and Inquiries***—Staff continues to meet with prospective businesses interested in starting, relocating or expanding a business in Eureka. Since last reported, one \$200,000 CDBG Business Revolving Loan application to purchase equipment has been received from an established local business owner. Staff is reviewing the loan package before it is presented to the Redevelopment Advisory Board for a recommendation to Council.
- ***Eureka Inn*** – Staff continued to meet with parties interested in a possible Eureka Inn project to discuss how the Redevelopment Agency might be able to assist with efforts to re-open the historic property.

**GRANT ACTIVITY/ADMINISTRATION**

- ***Update on Approval of Program Income Amendment into 2003 Grant Agreement***— As background, on June 15, 2004, the North Coast Veterans Resource Center, Inc., a division of the Vietnam Veterans of California, Inc. (NCVRC/VVC) received final approval for a Coastal Development Permit, as well as a Conditional Use Permit for a Veterans Transitional Housing facility and services to be located at the old Fireside Motel property located at 1716/1722 R Street in Eureka. The HAB and Council also gave its approval of an owner-participation loan agreement with the NCVRC/VVC in the amount of \$200,000 (CDBG Program Income amended into Grant #03-STBG-1818), for acquisition and rehabilitation of the old Fireside Motel property located on the site. Last January 16, 2004, a deposit of \$37,100 was made on an offer by the State of California to enter into an Option to Purchase the property owned by the state. The balance of \$333,900 was remitted to the state on June 30<sup>th</sup>.

In early August 2004, the City received approval by the State of California Transportation Commission of a Director’s Deed transferring the property to the City. The transfer of the property to the NCVRC/VVC is pending court decision.

- ***Northern California Indian Development Council, Inc. (NCIDC) Retrofit and Restoration of the Carson Block Building in the Old Town Historic District of Eureka.*** The City received notice of a \$35,000 award for a FY 2004/2005 CDBG Planning and Technical Assistance Grant to assist the NCIDC in preparing a feasibility report for an ongoing project to retrofit and restore the Carson Block Building located at 3<sup>rd</sup> and “F” Streets. The report will include an economic impact analysis for a segment of the project—reconstruction of the Ingomar Theater and Opera Housing. A Professional Services Agreement with NCIDC to prepare the feasibility study for the project was authorized by Council on October 5, 2004. Staff is working with NCIDC to prepare the agreement.
- ***Humboldt Senior Resource Center (HSRC) New Alzheimer’s Day Center.*** The City received notice of a \$35,000 award for a FY 2004/2005 CDBG Planning and Technical Assistance Grant to assist the HSRC in preparing an historic report, CEQA/NEPA documents, and writing grant applications in support of their new Alzheimer’s Day Center development. The Redevelopment Agency Board approved required matching funds of \$8,750 from its Tax Increment Fund for this grant, however, the HSRC has agreed to pay the match. On October 5, 2004, Council approved a Professional Services Agreement with Alex Stillman to prepare an historic for the project. The report was completed in November 2004 and is on file. Also on October 5, 2004, Council authorized a Subrecipient Agreement between the City of Eureka and HSRC for the HSRC to write grants in support of their project. On December 21, 2004, Council authorized staff to enter into negotiations with Winzler & Kelly, Consulting Engineers, to prepare the CEQA/NEPA documents for this project.

Staff is currently working with HSRC on the preparation of a 2005 CDBG General Allocation/Native American grant application to for assistance in funding the construction of the new Alzheimer’s Day Center. Applications are due to the State on April 8, 2005.

- ***CDBG Over-the-Counter (OTC) Economic Development Grant Allocation***—Staff is continuing to work with State CDBG staff, anticipating and planning for funding needs for the development at the Foot of C Street and adjacent Piazza. As previously reported, State staff has advised that an application for \$1.5 - \$2 million of CDBG Over-the Counter (OTC) funds would be a very competitive and eligible activity. OTC funds are available to eligible cities and counties for the following purposes:
  - to make loans to employers for an identified CDBG-eligible activity which will result in the creation or retention of permanent jobs; or
  - to construct infrastructure improvements which are necessary to accommodate the creation, expansion or retention of a business that will create or retain jobs.

Staff and its consultant are in the process of preparing and assembling the grant application. The CEQA and NEPA process is nearly complete. Letters of Support have been requested, and developers and tenants have been requested to submit their project information required for the application. Suzanne Dockal, project consultant, Redevelopment staff and other department staff have been meeting regularly for the past year to coordinate the progress the C Street Dock and Fisherman’s Work Area, and assure that all grant funding sources requirements are met. A training workshop to prepare an OTC application was held on December 8, 2005 and attended by staff and consultant.

- ***CDBG Public Hearing***—The City held a public hearing on Wednesday, December 15, 2004, at 12:15 p.m. in the Eureka City Council Chambers, to discuss the Fiscal Years 2005 & 2006 CDBG Program and solicit citizen input on the following activities: Housing – New Construction, Housing – Rehabilitation, Community Facilities/Public Services, Public Works and Business Loans that create or retain jobs. Projects funded with CDBG allocations must carry out one of three National Objectives, as follows: Benefit to targeted Income Group (TIG) people, elimination of slum and blight, and meeting urgent community development needs.
- ***GIS Project*** – On April 6, 2004, Council authorized a professional services agreement with Geographic Resource Solutions of Arcata to provide services to bolster the growing GIS program within the City of Eureka, and to provide some technical assistance to those departments in need of GIS. New data development and application development are the two major sub headings of the services. Both the new data and application development portions of the project are nearing completion as of 12-31-04

## **ENTERPRISE ZONE PROGRAM**

- ***California Enterprise Zone Board (CAEZ)***
  - **Board Member/President**--attended quarterly board meeting.
  - ***California Association of Enterprise Zones Annual Training Conference (CAEZ)***—Staff attended the CAEZ Annual Training Conference on November 4<sup>th</sup> and 5<sup>th</sup> in San Diego. The conference provided an opportunity for economic developers, tax consultants, EZ Managers, and vouchering agents to convene and discuss the status of business development in the state, strategize on attracting and retaining companies, and share economic development success stories.
- ***Eureka Enterprise Zone Activity***
  - **Business License Waivers Issued—24**
  - **Business Information Packets Distributed—9**
- ***Enterprise Zone Hiring Tax Credit Application Fee***—The California State Enterprise Zone (EZ) Program was legislatively transferred to the State Department of Housing and Community Development (HCD) as of January 1, 2004. At that time, the Department was provided only services of a single employee from another Department and no administrative funding to operate the EZ Program. The lack of staffing resulted in moratoria being placed on most EZ activities that required HCD action.

In order to operate the EZ Program efficiently and effectively, SB 1097 was signed into law by the Governor on August 16, 2004 authorizing administrative funding once again for the State EZ Program. This funding will allow HCD to begin staffing the State EZ Program and administer the program more effectively; however, pursuant to SB 1097, on November 1, 2004 all Enterprise Zones will be assessed a fee of ten dollars (\$10) for each application it accepts for issuance of an Enterprise Zone Hiring Tax Credit. The local zone administrator must collect this fee at the time it accepts an application for issuance of a voucher.

Although the local zone administrator may charge an additional local zone application fee, Eureka has no intention of doing so at this time.

The \$10 application fees collected for each month will be remitted to the State Department of Housing and Community Development via a single check from each zone. Remittance of the fees to the State will be a condition of continued designation as an Enterprise Zone.

- ***Employee Hiring Credit Vouchers Issued***—Staff issued 57 employee Hiring Credit Vouchers to Enterprise Zone businesses between October 1st and December 31st, bringing the grand total for 2004 to 508. The grand total in 2003 was 430. Businesses located in the Enterprise Zone are continuing to take advantage of the state tax credits.

## **FOREIGN TRADE ZONE**

- ***FTZ Administration***—Trey Boring, our FTZ consultant from IMS Worldwide, Inc. met with City and Harbor District staff in December to set goals for 2005. Those goals include FTZ activation and continued marketing activities.

## **MARKETING**

- ***Upstate California Economic Development Council***
  - Staff prepared a response to an RFP received through UCEDC for a transportation equipment manufacturer. The proposal was submitted directly to California Business Investment Services. (CalBIS). We were unable to attend a meeting held December 3<sup>rd</sup> with Insurance Commissioner John Garamendi due to airline flight cancellations.
- ***North Coast Small Business Development Center***—served as City representative on the North Coast Small Business Development Center Board of Directors.
- ***Eureka Main Street Board and Economic Restructuring Committee***—attended meetings as a Board member. Participated with Main Street on the following:
  - **Kiosks**—Worked with Eureka Main Street’s Executive Director on a policy for limited advertising to fund graphics design and maintenance on the Downtown/Old Town information kiosks. Council approved the policy on August 3, 2004. Staff continues to work with Eureka Main Street on the design, printing and installation of kiosk graphics.
- ***Eureka Chamber of Commerce Business & Industry Committee***—attended monthly meetings.
- ***Prosperity***—Continued to meet monthly with local city managers and economic development staff to identify issues we should be looking at as a group. The City co-sponsored and staff attended a Web GIS meeting on December 13<sup>th</sup> to learn about the current and planned use of GIS technology which could be used for economic development efforts in Humboldt County.

## HOUSING ACTIVITY

- **Rehabilitation Loans Processed:** Since July 1, 2004, 2 owner occupied rehabilitation loans have been approved, 2 are in process, 1 application was withdrawn by the homeowner, and 1 application was canceled by the City when the property was placed on the market for sale. Two additional loans are pending Housing Advisory Board (HAB) review, and 3 additional rehabilitation loan applications have been mailed.

### **Approved:**

- **Bandy, Pauline: 1406 I Street,** CDBG Program Income Deferred Payment Rehabilitation Loan.
- **Harvey, Ryan and Jennifer; 1406 McCullens,** CDBG Program Income Deferred Payment Rehabilitation Loan

### **Withdrawn by Applicant:**

- **Jossem, Harvey: 1432 Sunny Avenue,** CDBG Program Income Deferred Payment Rehabilitation Loan. Withdrawn by blind elderly senior who has reservations about construction. May reapply in the spring.

### **Canceled by Agency:**

- **Holloway, Elisabeth: 239 W. Cedar Street,** L&MIHF Deferred Payment Rehabilitation loan was canceled as homeowner placed property on market for sale.

### **Loans Pending:**

- **North Coast Veterans Resource Center (NCVRC):** 1716 & 1722 5<sup>th</sup> Street, CDBG Program Income Deferred Payment Equity Share Loan for site acquisition and rehabilitation of transitional facility. City loan is pending court decision allowing transfer of property to NCVRC from the City.
  - **Sam Vagle; 3304 H Street,** CDBG Program Income Deferred Payment Rehabilitation Loan.
  - **Gay Waterman; 3605 Dolbeer Street,** CDBG Program Income Deferred Payment Rehabilitation Loan.
- **Paint Up/Fix Up Program Grants:** In the first 6 months of Fiscal Year 2004-05, 52 applications were mailed to program participants, and of those, 26 were paid. Since July 1, 2004, a total of \$55,883.93 has been expended. There is currently a waiting list of 43 applicants for the program, which is increasing rapidly. Major program changes have been that the program is now city wide, instead of the targeted west side area.
  - **Dumpsters:** In July 2004, \$5,000.00 was budgeted for the City's Community Dumpster program. Four dumpsters were ordered for the community Since July 1, 2004, with \$1,632.00 spent to date. This leaves a balance of \$3,368.14. Every January, City Garbage provides 20 free dumpsters to the City program.
  - **Rehabilitation Projects Under Construction:** The City is currently monitoring 5 rehabilitation projects in process of construction. Since July 1, 2004, 8 rehabilitation projects have been completed.

- **Subordinations:** To date, no loan subordinations have been processed.
- **Loan Payoffs:** From July 1, 2004 to December 31, 2004, 15 loans have been paid back totaling \$359,874.00.
- **L&MIHF First Time Homebuyer Downpayment Assistance Program (FTHB):** Requests for Proposal to administer the FY 2004-05 FTHB program were mailed to lenders in September and the final sole submittal was received on September 22, 2004. The selection of an administrator for the City's First Time Homebuyer program was heard before the HAB on October 11, 2004 meeting, and Six Rivers Bank was recommended for approval to the City Council. The selection of an administrator is anticipated to go before the City Council once the contract between the City and Six Rivers Bank has been finalized. Maximum sale price limits have been increased to meet HUD standards (currently \$223,700). This program will provide downpayment assistance to first time homebuyers in an amount not to exceed \$50,000.00. \$400,000 has been budgeted for FY 2004-05 and will allow for approximately 8 new homebuyers
- **Senior Home Repair Program:** The City, in coordination with the Humboldt County Senior Resource Center, has developed a program to assist eligible seniors with small home repairs of up to \$300.00. The Senior Resource Center has been administering this program since 1988. For FY 2004-05, \$10,000.00 has been allocated for repairs. As of December 31, 2004, \$3,812.00 has been expended, leaving a budget of \$6,188.00 until June 20, 2005.
- **Monitoring Of CDBG Program Income (PI) Activities:** A State Community Development Block Grant (CDBG) program monitoring of the City's use of local Program Income under it's existing Reuse Plan's revolving loan accounts was held in Eureka October 22, 27 & 28, 2005.
  - **Background** On August 11, 2003, the City of Eureka adopted a new Program Income Reuse Plan. On January 21, 2004, the state approved the City's Program Income (PI) Rehabilitation Program guidelines and released funds for future rehab projects. The City uses its local CDBG PI to fund three to four single family rehabilitation s per year. Rehab funds are made available as repayment from existing CDBG loans are deposited into the City's rehabilitation revolving loan account.
  - **Work Performance/ Summary of Monitoring** Work performance is measured by comparing the actual expenditures and work accomplished to the required amount of expenditures as stated in the standard agreement. As of the date of the monitoring, the City had met the required milestones for expenditure of program income funds.

The State noted only a few areas where the City was required to submit a response, they are 1) CDBG Checklist to determine lead paint hazards not in file, and 2) determination of income eligibility – household assets should be listed in file. Staff prepared the response and submitted to the State on December 28, 2004.

- **Housing Advisory Board Meetings**

- **Boardmembers:** One boardmember position remained vacant as of July 1, 2004. On November 8, 2004, Jeff Katz was appointed to the Board.
- **August 9, 2004, regular meeting.** Summary of items:
  - ◆ Fiscal Year 2004-05 Budget was approved.
  - ◆ Allocation of additional \$5,000 to City's Dumpster program for remainder of year.
- **September 13, 2004, regular meeting** was canceled due to a lack of a quorum and rescheduled to September 20, 2004. Summary of items:
  - ◆ Harvey Jossem – Applicant withdrew request for rehabilitation loan.
  - ◆ Pauline Bandy – Deferred Payment CDBG-PI loan for 1406 I Street.
  - ◆ Elisabeth Holloway – Deferred Payment L&MIHF loan for 239 W. Cedar Street
- **October 11, 2004, regular meeting was canceled due to a lack of a quorum and rescheduled for November 8, 2004.** Summary of items:
  - ◆ Ryan & Jennifer Harvey – Deferred Payment CDBG-PI loan for 1406 McCullens Avenue
  - ◆ Selection of Administrator for FTHB Program and Program Amendments
  - ◆ Amendments to Housing Advisory Board Bylaws
  - ◆ Conflict of Interest
  - ◆ Mills Act Presentation by Sidnie Olson
  - ◆ Potential Restructuring of City Boards/Commissions/Committees (Tabled)
- **December 13, 2004, regular meeting.** Summary of items:
  - ◆ ***2003 Home Program Deferred Payment Owner Occupied Rehabilitation Loan Applications.***
    - Angela Ammon; 3630 Union Street
    - John Anderson; 220 W. 14<sup>th</sup> Street
    - David & Suzanne Bowerman; 2335 Union Street
    - Jaycie Chapman; 2326 Pine Street
    - Charles Claybon; 722 Burrill Street
    - William Hahn; 2125 B Street
    - Velda Palmer; 1213 N Street
  - ◆ ***RCAA HOME Program Update: Loan Limit and Lead***
- **TENANT GRIEVANCE HEARING:** Patrick O'Dell, property owner, vs. Cali Steimel, tenant, who disputed eviction to City. Eviction upheld by Hearing Officer on August 26, 2004.