



WEEKLY DEPARTMENTAL UPDATES

APRIL 10, 2015

ADMINISTRATION / UTILITY BILLING

- Ordinance No. 898 that changed the City's policy on Past Due Utility Accounts was passed by City Council on December 15th, 2014.

The following were the outstanding balances as of January 2015:

- 90 days: \$2,108.36
- 60 days: \$8,306.14
- 30 days: \$27,715.92

As of April 2015 the outstanding balances are as follows:

- 90 days: \$ 0.00
- 60 days: \$313.77
- 30 days: \$1,363.36

- This month late fees will be applied on 4/17/2015 and shut offs for non-payment will be on 4/27/2015
- 3 new water/sewer accounts were added to our billing system
- 2 Electrical permits were issued this week.
- Billing Clerk continues to update data in Munibilling (Our new Utilities Billing Software).

POLICE DEPARTMENT - VPD

- The following is brief synopsis of the recent activities, events, and accomplishments for the Vernonia Police Department.
- Statistics; The total number of calls for service and officer initiated activity in **March 2015** was **230**. This includes the following;

18- Incident Reports

0- Abandon 911
 2- Assault
 0- Attempt to Locate
 1- Disabled Vehicle
 1- Domestic-Cold
 7- Foot Patrol
 0- Hazard

27-Arrests/Citations

1- Abandon Vehicle
 9- Agency Assist
 3- Burglary
 2- Disturbance
 0- Drug Activity
 1- Fraud Activity
 1- Hit & Run

1- Alarms
 22- Area Patrol
 5- Civil Situations
 1- Death Inv.
 1- DUII Info.
 0- Game Violation
 3- Information

5 - Animal Calls
 19- Assist Public
 1-Criminal Mischief
 0- Domestic-Hot
 0- Endangering
 0- Harassment
 0- Intox. Subject(s)

0- Juvenile Issues	2- LEDS Activity	39- Miscellaneous	1- MIP
1- Missing Person	0- Noise Complaints	1- Nuisance	0- Open Door
14- Phone Messages	3- Premise Check	1- Prowler.	1- Property Found
0- Pursuit	3- PIO Request	27- Report Follow-up	16- Misc. Radio Calls
1- Repossession	1- Sex Crime	1- Suicide Threat	3- Suspicious Circ.
5- Suspicious Person	4- Suspicious Vehicle	0- Stolen Vehicle	3- Thefts
0- Threats	1- Traffic Acc. No/Inj	0- Traffic Acc. Inj	1-Traffic Complaint
21- Traffic Stops	0- Trespassing	2- Unwanted Subject	1- Violation of R.O.
0- Welfare Check	1- Warrant Service		

- **April 01st, 2015 – April 08th, 2015** – The total number of Calls for Service and Officer initiated activity was “74”. Details of the weekly activities are outlined “as above” in a monthly report. Statistics are compiled at the end of the month and the official data is not available until the following month. Therefore, the monthly reporting will always be for the previous month.
- **Nuisance Violations:** VPD is working on 21 properties that have violations. Details of the violations along with an area map will be provided during the next regular council meeting.

FINANCE

- Finance Director met with City Administrator to go over the different funds that make up the City's budget and to go over some history of the City budget in order to begin preparing the budget message.
- Finance Director created supplemental budget (FY 14-15) for the Parks Department to be presented to Council at the next meeting. The supplemental budget will move funds from contingency into salaries and appropriate funds between some other line items in order to cover costs associated with the new Parks Superintendent position until June 30, 2015 and the recent repairs to Vernonia Lake (draining hole). The total Park budget will not change increase, we are simply appropriating within the existing line items.
- Finance Director created a resolution to authorize the use of DEQ funds for interim financing of the Waste Water Treatment Plant Project. This will also be presented to Council at the next meeting. This is a checklist item required by DEQ when using their funds.
- Final budget preparations continued this week.

PUBLIC WORKS.

- The leak at Vernonia Lake has been repaired. Staff and volunteers began last Saturday by placing sand bags around the hole. This was done because as the water level receded the mouth of the hole began getting larger. Staff came back in on Sunday with the help of a local contractor to place a berm around it to control the erosion. The permanent repair was completed by Thursday by removing the loose material that had fallen into the hole and then placing layers of bentonite clay, rock and concrete in the hole to bring it up to a finish grade. The berm that was placed around the hole has been left to provide some extra protection around the area, this has created a new access point to the lake for the public.
- On Thursday after the leak in the lake was repaired staff proceeded to turn the lake pump on only to discover that someone had cut off the power cord and stole it. This then required an emergency call to our electrician to round up replacement parts and make a service call to repair on Friday. The repairs have been completed and the lake pump is back on and refilling lake

LIBRARY

- Library Director attended the Library Board meeting on Tuesday, April 7. Members made a motion to recommend an applicant to the Library Board at the next council meeting and reviewed the library budget draft for 2015-2016.
- Donations have been flowing in from local businesses for Summer Reading prizes. Thank you for your support! Businesses will be recognized for sponsoring the program in Summer Reading publicity.
- The library will be hosting "Penny's Puppets" in honor of National Library Week on Wednesday, April 15, 6 pm. National Library Week is Sunday, April 12-18. The program is funded by the Friends of the Library.
- Per City Council recommendation, the Library Director sent out a press release to the Vernonia's Voice and City website and Facebook page regarding the new Computer and Internet Use Policy. The purpose of the press release is to inform parents about the following: "Children under 10 years of age must be directly supervised by a parent/legal guardian or adult caregiver while using the computer. Parents/legal guardians who wish to restrict computer access for a minor (age 17 or younger) may do so at any time by requesting a *Minor Internet Access Restriction* form."

CITY RECORDER / ADMINISTRATION

- Assistant to the City Administrator worked on establishing design/construction cost related to New Spencer Park restrooms.
- Worked with Dan Brown (Community Action Team) to finalize documents relating to demolition of Vernonia Senior Center.
- Developed Press Release for New City Hall Hours of operation. Beginning Monday May 4th, City Hall office will be closed to the public from 12:30 to 1:30 pm.
- Worked with Vernonia Police Department to address issue at Anderson Park pertaining to RV campers lack of payment of park fees.
- Met with developer on requirements for potential development in Light Industrial zone and relevant building standards.
- Worked with citizen on potential vacation application and associated requirements.
- Prepared packet for Planning Commission meeting April 16th, 2015.
- Prepared minutes and documents for City Council packet for April 20th, 2015.

CITY ADMINISTRATOR

- The City Administrator met the Parks and Recreation Committee's Chair (Scott Laird) to discuss vision and maintenance/improvements projects to different city properties (parks/cemetery/parking facilities/empty city lots, etc.) throughout the city. These are, for the most, small maintenance improvement projects (one to two days completion time) to improve the quality of our facilities, and to prepare our facilities for the Summer season, while welcoming residents and tourist...and offering a beautiful and improved experience.
- The City Administrator met with County Commissioners and, the Director of Land Development Services (Todd Dugdale) to discuss County potential interest in being of assistance to City of Vernonia with Planning and/or Building functions. Following the resignations of the City Planner (Carole Connell), the City is the process of reviewing options to discharge the planning tasks. Conversations are also being held with other municipalities that would be willing to enter into a strategic partnership and share the planning functions.

- The City Administrator met with Scappoose City Manager (Michael Sykes) discuss Scappoose potential interest in being of assistance to City of Vernonia with Planning functions.
- Our New (and first) Parks and Rec. Superintendent began working this week. In transition from his last position at the Public Works Department he has dedicated most of his time to Parks issues this week...but he is still being of assistance to the PW department as we are going through recruitment in order to fill staff vacancies. Next week we will have a dedicated space for "Parks and Rec" in our Weekly Departmental Updates in order to bring you up to speed about the Department efforts and performance .
Following is just an example of improvements at Anderson Park. Next Week we will have more info and pictures of the whole "cleaning project " .



Anderson Park: Before



Anderson Park: After

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