



WEEKLY DEPARTMENTAL UPDATES

JANUARY 30, 2015

ADMINISTRATION / UTILITY BILLING

- Utility Clerk mailed 858 water/sewer bills for a balance of \$11,8428.00
- As of 1/30/2015 the outstanding balance
 - 90 days \$813.80
 - 60 days \$2,691.38
 - 30 day \$8,025.12

POLICE DEPARTMENT - VPD

- **January 22nd, 2015 – January 29th, 2015** – The total number of Calls for Service and Officer initiated activity was “81”.
- **Officer Training:** February 02nd, 2015 - February 06th, 2015 – Officer Matthew Brady will be attending Field Training Officer Training. The training is a total of (40) hours and will allow Officer Brady to train and evaluate new recruits.
- **Reserve Officer Update:** We currently only have one candidate left. VPD will be accepting applications for Reserve Officers again in the near future.
- **Surplus Patrol Vehicles:** VPD will be accepting sealed bids on two patrol vehicles through February 13, 2015. To date, VPD has received a few phone calls regarding the vehicles but we have not received any bids.

FINANCE

- A job posting was placed on Monday for Assistant to City Administrator/City Recorder. After over 10 years of service to the City, Joann Glass will be retiring next month. She has been a great asset to the City and will be missed. We wish her all the best. The job posting can be found on the City's website, the League of Oregon Cities website and in the local newspaper.
- There is also a job posting for part-time custodian on the City's website. It will be also be in the local newspaper when it comes out next week. Our current custodian has another job opportunity and will be leaving the City next month. She has done a great job while she's been here and we wish her luck in her new position.
- The Finance Department received property tax estimates for the upcoming fiscal year this week. After a decrease of almost 30% last year, property values have come back up and the estimate for the upcoming budget cycle is much better. This will allow for more flexibility when writing the budget for next fiscal year.

- The Library computers will finally be getting the upgrades necessary to get them back in use for the public. The City just received verification from Microsoft that our request through Tech Soup, an organization that helps non-profits and libraries receive tech products and services at a huge discount, has been approved. We hope to have the computers up and running by the end of next week.
- The City has received an updated schedule for the WWTP. While the bid process has been delayed, we are close to advertising and the schedule indicates that the project will still wrap up by fall of 2016.
- Staff has begun to come up with a plan to handle the new Spencer Park field scheduling. The City will be responsible for coordinating the use of the new fields beginning this summer.
- Finance Director finished creating draft budget documents to give to the Councilors who act as committee liaisons. The committees will then have an opportunity to make requests or recommendations before the proposed draft is presented to the Budget Committee in April.

PUBLIC WORKS

- Staff replaced the water meter for Nehalem View Trailer Park this week. This water meter is a 4" meter that had been installed the mid 1980's. A 4" meter is very large requiring 3 staff members to complete the job. The meter change required shutting off the water to all of the trailer park and about 12 residents on Riverside Dr. The meter change went better than expected as water service was restored within 2 hours.



Before



After



Kari and James (PW crew) at work



Detail of the new meter

- Staff replaced a meter curb stop at 998 Bridge St. This required disruption of water service to more residents than expected and for a longer duration of time as valve on the water main would not turn completely off. Staff had to use a different valve further down the street resulting in more residents than expected to be out of water. We are very sorry for the inconvenience.
- Vandalism at Lake Vernonia continues to be an issue and staff is discussing possible solutions.
- Public Works staff helped City Hall staff with moving of city owned property from the learning center in preparation of the senior center moving into this location.
- Staff repaired roof tiles on city hall and the library that had blown off. Both roofs are close to their life expectancy and will most likely need replacement in the near future.

PLANNING / BUILDING

- Commercial and Residential projects are continuing and moving forward to completion

LIBRARY

- Library Director visited the Vernonia School libraries to take a tour and meet with Vernonia High School librarian, Dana Hyde. Library Director browsed the collection and talked with Dana about future collaboration ideas. Meeting was fairly brief due to a fire drill.
- The Oregon Reads Committee gave the library approval to spend grant money on a project in 2015. Money needs to be spent on poetry or writing related materials or programs. The library applied for and received a \$500 grant for Oregon Reads 2014, William Stafford Centennial Celebration. The grant money was not spent for the original project. The Library Director is working on a plan and will report to the Oregon Reads Committee once the project is complete.
- Library staff created "Library Craft Boxes" that will be available starting February 2. There are two boxes, one for Pre-K and one for K-6. Children and parents can sign out for a box at the desk and make a craft in the library. Crafts will be switched out every 3-4 weeks. The first craft has a Valentine's Day theme.
- The library will be celebrating Dr. Seuss's Birthday on Tuesday, March 3, 6:00 pm. Take a picture with the Cat in the Hat! Birthday Cake! Find Dr. Seuss characters hidden throughout the library and enter to win a prize. This program is a Read Across America event, sponsored by the Friends of the Vernonia Library. Read Across America is a National Education Association project focused on motivating children and teens to read.

CITY CLERK / ADMINISTRATION

- City Recorder continuing to archive and follow all retention rules of documents.

CITY ADMINISTRATOR /ADMINISTRATION

- The City Administrator and Police Chief "walked their beat" in downtown and visited few businesses. Some business owners and some residents approached the Chief and asked questions and assistance with enforcement issues. Other residents, and some tourists, just said "Hi" and some came by to exchange a few words. This worked also as a great opportunity for the Chief to introduce the new City Administrator to his many local groupies... (the Chief's groupies...that is.....of course...)

- The City Administrator attended the DEQ hosted Public Information Meeting relating to the proposed Oregon LNG project's 401 water quality certification, on Thursday, January 29, at the Cabin in Vernonia, 6:00-9:00 pm. A large number of local residents were in attendance
- The City Administrator, along with the Mayor and Councilor Parrow met with representatives of the Ridge Riders. This was an informal meeting aimed at rebuilding a City collaborative relationship with the Riders, understanding each other concerns and preferred options, while trying to forge a strong and long lasting strategic partnership that would benefit the community at large.