



## WEEKLY DEPARTMENTAL UPDATES

APRIL 17, 2015

### ADMINISTRATION / UTILITY BILLING

- As of April 17 2015 the outstanding balances are as follows:
  - 90 days \$216.45
  - 60 days \$562.67
  - 30 days \$3741.18
- This month late fees will be applied on 4/17/2015 and shut offs for non-payment will be on 4/27/2015
- Utilities clerk added 3 new water/sewer accounts to our billing system
- 1 Mechanical permit was issued this week.
- Billing Clerk finished update data in Munibilling.

### POLICE DEPARTMENT - VPD

**April 09<sup>th</sup>, 2015 – April 15<sup>th</sup>, 2015** – The total number of Calls for Service and Officer initiated activity was “50”. Details of the weekly activities are outlined “as above” in a monthly report.

**Nuisance Violations:** Over the past week VPD has focused on identifying violations. As of 04/16/2015 (54) properties have some violations of Ordinance 756. There was a total of (94) violations identified. VPD has issued approximately (30) violation notices. More details will be provided at the April 20<sup>th</sup> Council meeting.

### FINANCE

- Finance Director met with Council, City Administrator & Police Chief Monday evening to go over staffing options for the Police Department. An additional officer will be proposed in the upcoming budget cycle.
- Finance Director met with City Administrator to provide budget details and some history of the City's finances to assist in his preparation of the budget message.
- Finance Director wrote two staff reports for parks supplemental budget and a resolution to authorize use of DEQ funds for the WWTP for the Council packet.
- Finance Director checked in with USDA on the status of the RFP for the WWTP. While the RFP has been approved, USDA is waiting for a revised contract from Tetra Tech that conforms to the format required by USDA. We are hopeful that this will be done by end of business on Friday.
- Internal posting for Public Works department closed on Wednesday April 15<sup>th</sup> with one applicant. I would like to congratulate Kari Johnson on her new position. She has been working as a temp since last May and has proven to be a valuable member of the Public Works team.

- Final budget preparations continued this week.

## PUBLIC WORKS.

- Staff has spent most of this week setting up and maintaining the portable pump at the sewer lagoons. We run this pump every year at this time to lower the water level in the lagoons to make room for storage during the summer. The current wastewater permit only allows wastewater discharge from November 15 to May 16. Running the pump requires a considerable amount of extra staff time as it needs to be constantly monitored for fuel and oil consumption. The pump is first set up to pump lagoon # 1 to lagoon # 2. It is then moved to pump lagoon # 2 to lagoon # 3. It is then moved to pump # 3 lagoon to the river discharge. Each of these pumping areas requires about one week at each location. When the new wastewater system is built we will be able to discharge all year round and this process will not have to be done.
- The lake pump is back online so the lake should be back to full capacity by the middle of next week. The extra expense of replacing the power cord was really appreciated!
- The lake and Anderson Park restrooms continue to be targeted for graffiti on a weekly basis using up extra staff time to remove. This extra staff time could be used on more important projects than repainting of walls.

## LIBRARY

- The library hosted “Penny’s Puppets” in honor of National Library Week on Wednesday, April 15, 6 pm. The show was a lot of fun with some great laughs and dancing from the kids. 38 attended the show (21 kids). Thank you to the Friends of the Vernonia Library for sponsoring.
- Oregon Humanities Program “The Power of Play: Promoting Health and Creativity” will be hosted at the library this coming Tuesday, April 21, 6:30 pm. The focus of the discussion based, interactive program is the value of play and the role it has in the health, well-being, and education of children and adults. Presenters are from Playworks, a Portland-based national nonprofit. Light refreshments will be served. Sponsored by the Friends of the Vernonia Library and the Library Board. For questions, please contact the library (503) 429-1818 or e-mail [shannonr@vernonia-or.gov](mailto:shannonr@vernonia-or.gov).
- Library staff continue to work on clean-up projects, removing very worn and damaged items from the collection as well as ones that have not checked out for several years and deleting records for items that have been Lost or Missing for over 6 months. Annual assessment of cost for our collection management software is based in part by the number of records we keep, so maintenance is important.





**Penny's Puppets April 15 Show at the Library**

## **PARKS**

The focus was on Anderson Park this week. ...(to get the park ready for the season) where we completed. The park's grounds and facilities needed plenty of TLC after the winter, and a bit of neglect. All work was performed under the direction and supervision of new Parks Superintendent James McMahon.

- installed deadbolt style locks on both storerooms.
- replaced two of the missing post style site markers with corresponding numbered round wooden placards attached to each post.
- cleaned each of the RV sites electrical hook-up boxes.
- brought in a load of gravel to be dispersed alongside of each RV site for parking.
- removed dangerous branches that had broken off and were hung up in the trees.
- removed root wad from one of the bushes that had been cut down to ground level by the men's bathroom.
- replaced SD style storage card that had been stolen out of the security system.
- replaced broken curb/parking stop at one of the RV sites.
- started removing oil stains from one of the RV sites where vehicle had large oil leak.
- grounds keeping is ongoing i.e...Mowing, edging, weed eating, raking, etc.

## **CITY RECORDER / ADMINISTRATION**

- City Recorder affirmed a new Planning Commissioner (Brian Cole) with the Oath of Office at the Planning Commission meeting Thursday, April 16<sup>th</sup>, 2015.
- The City has experienced numerous calls regarding homes for sale in the floodplain. Citizens should not hesitate to call and inquire about floodplain properties, as Floodplain Manager I am happy to assist citizens with any and all questions or concerns.
- Busy week with the preparation of Council Meeting packets, inclusive of preparation of minutes and assistance to the City Administrator in the preparation of Staff Reports for the different items presented to City Council.

## CITY ADMINISTRATOR

- The City Administrator, in collaboration with Finance Director, is finishing last minute details with the budget /budget message and getting ready to prepare the document for the Budget Committee. The first Budget Meeting will be held on Tuesday, April 21, 2015 at 6:00 pm. A second, third, and potential fourth meeting will only be held if necessary on following Tuesdays, at the same time.
- The City Administrator and new Parks Superintendent met (they are actually meeting daily) to establish work schedule for maintenance, improvement projects for our City parks. The meetings are focusing on short term and long term maintenance/cleaning/ improvements of our parks.
- Just as a reminder: Next Saturday, April 25<sup>th</sup> is "Vernonia Shine Day". Please contact City Hall (503.429.5291) if you need information, or would like to volunteer and help.
- The City Administrator attended "Coffee with the Commissioners" at Black Iron Grill. This was an opportunity for the citizens of Vernonia to meet the three Columbia County Commissioners and to chat with them about County and local issues, and discuss ideas and potential solution to concerns and problems.
- Next Council meeting is next Monday, April 20, at 7:00 pm.