



WEEKLY DEPARTMENTAL UPDATES

MARCH 6, 2015

ADMINISTRATION / UTILITY BILLING

- As of 3/5/2015 the outstanding balances for active accounts as follows:
90 day 458.85
60 day 894.74
30 day 3444.47
- Utilities shut offs will be on March 26, 2015
- February we sent out 73 shut off notices and 9 accounts were shut off.
- Reminder: Please come in to City Hall if you have an outstanding balance and would like to see if you are eligible for a payment plan, Thank you to all that have come in and set up payment plans.

POLICE DEPARTMENT - VPD

- **February 25th, 2015 – March 04th, 2015** – The total number of Calls for Service and Officer initiated activity was "66".
- **Nuisance Complaints/Violations:** The City and VPD have identified several properties in violation of the Nuisance Ordinance. VPD is currently working on (7) of the locations. A majority of the properties are vacant and it is taking a lot of staff time to identify ownership.
- **Surplus Patrol Vehicles:** The vehicles are still for sale but we have not yet received any reasonable offers.

FINANCE

- Finance Director processed new hire documents for our new City Recorder / Assistant to the City Administrator. We are very excited to have Josette Mitchell as a part of our staff.
- Finance Director attended Oregon Budget Law training this week with two of our newest members to the Budget Committee. All three new members have attended this training. I would like to thank them for being willing to take the time to become informed on how the budget process works prior to the meetings which will begin in April.
- Finance Director spent several hours with the City Administrator this week going over the Parks budget to determine what level of staffing is needed and what can actually be supported by the budget. Parks has seen an increase in revenue over the years which have allowed it to operate without the help of transfers

from the General Fund. The goal is to hire a dedicated staff person to oversee the parks operations in order to continue this trend.

- Some concerns have surfaced regarding the delay in advertisement for bids for the WWTP and the question was raised whether or not the City should postpone the project start until next spring. We have been reassured by the project manager as well as USDA that it would definitely NOT be in the City's best interest to prolong this project any longer. We are hopeful that we will be advertising by the end of the month.
- The City received insurance rate increase projections from our agent this week. Liability premiums will increase by approximately 10%, health benefits will increase 8% and workers comp will increase the most at 89%. This is not as horrible as it sounds as the rates are pennies per dollars of salary, so while the premiums will go up, it shouldn't cause a huge issue with the budget.
- Finance Director processed accounts payables and payroll for the first of the month check run.

PUBLIC WORKS.

- Public Works staff and Parks staff spent a day at Anderson Park doing some springtime sprucing up. This included adding gravel to the RV parking spaces, cleaning of the restroom and picnic shelter roofs and gutters.
- Monday was water shut off day and staff turned off 9 water services. Of the 9 shut offs almost all of them were turned back on within the same day.
- Parks equipment is in the process of being serviced so that it is all ready to go into service now that it appears spring is here early.
- Staff completed semiannual maintenance at the water plant. This includes dumping the complete water plant, cleaning the sediment out of the sedimentation basins and pressure washing all of the interior walls.

LIBRARY

- Circulation Statistics: 1,143 items were checked out the month of February 2015. By comparison, 1,798 items were checked out January 2015 and 1,943 items were checked out in February 2014.
- The library's Dr. Seuss celebration on Tuesday, March 3 was attended by 72 children and parents! The library was abuzz with kids: searching for Dr. Seuss characters, taking pictures with the Cat in the Hat, and eating a fabulous Cat in the Hat cake. Thank you volunteers and the Friends of the Library for making this event such a success.
- Plans for Summer Reading 2015 are underway. Library Director is starting to line up performers and activities. This year's theme is *Every Hero Has a Story*. Look for program information at the beginning of May.
- "Friends of the Library" Spring Book sale is coming up. Friday, March 13, 10 am – 7 pm and Saturday, March 14, 10 am – 4 pm at the Vernonia Library. Stop by and browse for books! Proceeds from the sale support library programs and services.

Dr. Seuss Event Pictures



CITY RECORDER / ASSISTANT TO THE CITY ADMINISTRATOR

- The new City Recorder is excited to be finishing her first week on the job. Many hours have been spent learning the tasks associated with the new position.

- Letters went out to 14 utility customers to inform them that through the utility ground-truthing process their accounts were found to have a different meter size in the system than is in the ground. The letters laid out the situation and informed customers of the potential increase or decrease to their bill. A Council agenda summary was also prepared for Council meeting March 16th, 2015.
- A conversation was started with the third party advisor to Spencer Park regarding the requested use of the new park during Vernonia Friendship Jamboree; more information will be coming to Council at their March 16th, 2015 meeting.
- An email was sent Scott Van Hoff asking for one week to finalize the City plan to correct floodplain issues identified in the CAV (Community Assistance Visit) done by Mr. Van Hoff last Fall. Mr. Van Hoff understands the transition and the City's intent to complete the required tasks.
- The RFB (Request for Bids) for Timber Harvest was developed and sent to legal for review. The RFB will potentially go out mid-March.
- Preparations and documents were prepared for the Council meeting on March 16th, 2015.
- Preparations and documents were prepared for the Council work session on March 30th, 2015.

PLANNING / BUILDING

- No report this week

CITY ADMINISTRATOR /ADMINISTRATION

- No report this week