



WEEKLY DEPARTMENTAL UPDATES

MARCH 27, 2015

ADMINISTRATION / UTILITY BILLING

- As of 3/26/2015 the outstanding balances on active were as follows:
90 day 147.26
60 day 915.34
30 day 4294.84
- Sent out 193 shutoff notices on March 17th, 79 door hangers went out on March 24th, we had 7 shutoffs on March 27th.
- REMINDER: Utility customers that you can now register their account online. You can login and view your account information, current balance, and payment history. You can also pay your bill online thru a third party merchant. Check the bottom portion of your bill for registration information.

POLICE DEPARTMENT - VPD

- No report this week

FINANCE

- No report this week

PUBLIC WORKS.

- Public Works staff began cleaning storm drains and catch basins this week. This project involves using the high pressure sewer jetter to clean out the pipes and the street sweeper to suck out the debris that has accumulated in them. The job is a fairly slow process as there is usually a lot of debris in the pipes. Staff worked on 2nd Ave. and removed about 3 yards of debris just from that one street. This project will continue for the next few weeks.
- Staff put out around 70 door hanger reminders for late water bills.
- Staff completed some much needed maintenance on city vehicles and equipment. This included the street sweeper and the backhoe.
- The lake pump continued to pump water all of this week and the lake is at full capacity so pump will be turned off for a week or so now and then restarted.

LIBRARY

- Library Director has been busy lining up programming for Summer Reading this week. Summer Reading will run June 15 – July 31. Craft programs, professional performers, prizes, and incentives. A full program schedule will be ready by mid-May. Summer Reading is funded by the Ready to Read Grant and the Friends of the Vernonia Library, and made possible by the work of several volunteers and donations from local businesses.
- The library is seeking volunteers for the Summer Reading program. Opportunities include: designing a 1 hour children's craft/activity program, volunteering at a program, and working at a "station" at the Summer Reading party Thursday, July 30. If you are interested in volunteering, please contact the Library Director, Shannon Romtvedt (503) 429-1818 or shannonr@vernonia-or.gov.
- Library Director communicated with other Library Directors to learn how they publicize new policies.
- Library staff are busy every week adding new and donated materials to the collection, withdrawing damaged and outdated materials, preparing story times, crafts, and other programs, checking books in and out, communicating with patrons regarding their accounts, shelving, helping patrons on computers, faxing/copying/scanning documents for patrons, and answering questions. We are here to help!

CITY RECORDER / ASSISTANT TO THE CITY ADMINISTRATOR

- Met with Mayor Parrow and VRR President Nathan Owen to formally signed Covenant Not To Sue and MOA Agreement with notary.
- Identified all Downtown Businesses effected by the damage the trees on Bridge Street are causing. Sent 32 business owners letter from City Administrator notifying them of April 6th, 2015 Council meeting where solutions will be presented to Council. Prepared staff reports for Council meeting April 6th, related to City Car Cost Analysis and City Hall lunch hour data.
- Discussed right of way issue on H Street with Carole Connell; more research is needed to clarify if issue can be resolved.
- Developed RFB for timber harvesting and went over outline of plan with City Administrator.
- Discussed options for perimeter fencing at new Spencer Park with City Administrator.
- Discussed notification obligation with City Attorney for opt-out library internet policy.
- Assisted property owners in knowing floodplain restrictions and expectations.
- Prepared financial reports for Public Works committee meeting.
- Worked with utility billing staff and GIS to streamline uploading and posting process. Worked with Scott Laird Parks Committee Chair to move forward Parks Committee projects.
- Reorganized building and planning documents and function of permit system.

PLANNING / BUILDING

- No report this week

CITY ADMINISTRATOR /ADMINISTRATION

- No report this week