



WEEKLY DEPARTMENTAL UPDATES

APRIL 24, 2015

ADMINISTRATION / UTILITY BILLING

- As of April 17 2015 the outstanding balances are as follows:
 - 90 days \$40.05
 - 60 days \$370.26
 - 30 days \$2,711.92
- Shut offs for non-payment will be on Monday 4/27/2015
- Utilities clerk added 2 new water/sewer accounts to our billing system
- 1 Mechanical permit was issued this week.

POLICE DEPARTMENT - VPD

- No report this week

FINANCE

- The first budget meeting was held Tuesday evening. The Budget Committee received the proposed budget and heard the Budget Message as read by the City Administrator. Brett Costley was elected to chair the committee with Susan Wagner as Vice Chair. The next meeting is scheduled for Tuesday April 28 at 6:00pm at the Cabin in the Woods. It is a Public Hearing where comments from the public will be taken. The committee will be discussing the Airport, Cemetery, Parks, SDC and Debt Service funds at this meeting. For a copy of the proposed budget please contact Angie at financial@vernonia-or.gov or stop by City Hall.
- Finance Director prepared a short summary of the current sewer debt owed by the City for the upcoming Public Works Committee meeting, which she will be attending. The committee and staff are working together to come up with the best option for restructuring the way we charge for sewer usage.
- Finance Director had begun reviewing city contracts that are coming up for renewal (security, merchant services, etc...) to determine if there are other options available that may be more cost effective.

PUBLIC WORKS.

- Public works spent some time on training this week. This included review of water and sewer maps so that new staff learns the locations of water valves in case of an emergency water main break. Learning more on the wastewater collection system and how to understand as-built drawings. Extra Water Plant training was also included.

- The pumping at the lagoons continues throughout the next 2 weeks using up extra staff time maintaining the pump.
- Staff put out door hanger reminders for late water bills. This took 2 staff members an entire afternoon

LIBRARY

- The library hosted the Oregon Humanities Program “The Power of Play: Promoting Health and Creativity” Tuesday, April 21. We had a small crowd but it was a great discussion with some fun activities. Our next Oregon Humanities Program will be on Wednesday, May 20, 6:30 pm “Guns in America: Exploring the 2nd Amendment.”
- Just a reminder with the Special Election coming up, the library is an Official Ballot Dropsite. The ballot box is inside the library, near the check-out desk. The library will be open 12 – 8 pm on Election Day, Tuesday May 19.
- The library will be having a special outdoor clean-up day on Saturday, May 16, 10 am – 2 pm. Refreshments provided. Volunteers will be weeding, trimming, raking, power washing, and more. If you are interested in helping out, please contact Shannon Romtvedt at the library (503) 429-1818 or e-mail shannonr@vernonia-or.gov.

PARKS

Maintenance on parks equipment was the main focus this week:

- We worked on repairing the riding mower at Anderson Park: the arm had broken, we modified the steering arm, and we repaired the side mounted brush hog.
- We have been hit with graffiti again. A few weeks ago we found them in the restrooms at Vernonia’s Lake. This week we found them in the men’s bathroom at Anderson park. We contacted our Police Department to investigate... we removed the graffiti...and repaired the paper towel dispenser in the men’s bathroom
- Given the ongoing series of problem at our public facilities restrooms (stealing toilet paper, breaking paper & towels dispensers, etc. we looked at the possibility of increasing the wattage over the men’s bathroom at Anderson park, as the current lighting is only 42 watts and is not bright enough for the security system. This would help by having better/sharper pictures and images, and would allow for better recognition.
- Met with Public Works Foreman and City Administrator to work out a schedule for regular hours of operations staffing/ maintenance for the parks until the PW department is once again fully staffed. Conversation also focused on incoming parks projects that will be required

CITY RECORDER / ADMINISTRATION

- City Recorder worked with interim Planner Carole Connell about a land use action pertaining to the Lincoln School conservation easement. The City Council will hold a Public Hearing at the regular City Council meeting on May 4th, to hear public testimony in regards to the acceptance of the easement interest to the public asset, the public hearing is not for opponents or proponents to the re-zoning, opponents and proponents of the conservation easement.
- Council will also have before them for adoption Ordinance 903 - AN ORDINANCE OF THE CITY OF VERNONIA, OREGON AMENDING THE PLAN AND ZONE MAP FOR TAX LOT 03000, MAP 4N4W05AC, RE-ZONING SAID PARCEL GENERAL COMMERCIAL FOR THE PURPOSE OF DESIGNATION FROM RESIDENTIAL TO GENERAL COMMERCIAL.

- The City Recorder worked with former City Councilor Donna Webb on details for Make Vernonia Shine Day, to be held on Saturday April 25th, 2015. Come on down and help beautify Vernonia. Check-in at City Hall at 9:00 am.
- We ordered materials for New Spencer Park perimeter fence. Under the direction of City Council staff proposed to enclose the New Spencer Park area with wood bollards similar to those along the pedestrian/bike trail. The bollards will also be installed along California Aveue, to prevent vehicles from driving over the newly installed baseball field. It is anticipated that the New Spencer Park will have a grand opening celebration Saturday, August 7th, 2015, during the Vernonia Friendship Jamboree celebration.

CITY ADMINISTRATOR

- The City Administrator completed Budget Message that was presented during the first meeting of the budget Review Committee. The Budget Committee's job is to review the budget submitted by staff and to set spending policy for the coming year.
The committee is made up by the five City Council members and five others. The committee generally meets during the months of, April, May, and June to adopt the budget for the next Fiscal Year.
- City Administrator attended the monthly meeting of the regional association of City Managers/Administrators.
- City Administrator attended Council Meeting on March 20th. Following staff presentations, the City council directed staff to proceed with a Lot Line Adjustment at the Cemetery House Property, and reviewed staff proposal about the location of potential Emergency Debris sites. These are available debris processing sites in order to collect and discharge debris after an emergency/catastrophic event.