



WEEKLY DEPARTMENTAL UPDATES

MAY 08, 2015

ADMINISTRATION / UTILITY BILLING

- As of May 8, 2015 the outstanding balances on active accounts are as follows:
 - 90 days \$17.59
 - 60 days \$98.95
 - 30 days \$762.30
- Late fees will be applied and shut off notices will go out May 18, 2015
- Door hangers will be posted on May 26, 2015
- Shut offs will on May 28th, 2015
- Utilities clerk added 1 new water/sewer accounts to our billing system
- 3 Electrical reconnect permits were issued this week.

POLICE DEPARTMENT - VPD

- No report this week

FINANCE

- Admin staff began reorganizing the workroom in the Admin office at City Hall this week. After a security audit of the police department last week, we are being required to install a secure cabinet to house the network switch panel, firewall and the servers. This is to ensure that the Police network cannot be compromised. The audit was done by CJIS Information Security with the Oregon State Police. They audit to ensure that Police Departments that utilize LEADS (Law Enforcement Data System) are in compliance with all federal and state regulations. Failure to comply would mean that the Vernonia PD may lose access to LEADS and therefore, lose the ability to run criminal checks at the federal level.
- Finance Director sent in the final required paperwork for the DEQ interim financing of the WWTP and we have received a letter of biddability concurrence from DEQ (in simple terms: The Bid is OK to go!)⁵⁶. The project manager has already received over 10 plan requests from potential bidders and a pre-bid meeting is scheduled for May 12.
- As a result of the latest budget committee meeting, the Finance Director will be working with the Public Works Foreman to obtain bids/financing for a new tractor to replace one that has been out of commission for the last 2 years. This is a much needed purchase with the completion of Spencer Park, as we will be purchasing a tractor with a large mower deck.
- Finance Director will be calling for bids on the removal of some or all of the trees along Bridge St. The trees have begun to do damage to the sidewalk and need to be removed. At this point we are only researching the cost of removal and potential replacement.
- Finance Director began drafting a job posting for a Public Works Utility I worker. We are hoping to have it posted early next week and have it filled by July 1 when the new fiscal year begins.

PUBLIC WORKS.

- Public Works continued with pumping of the sewer lagoons this week to gain as much storage as possible for the summer. Next Friday the 15th is the last day we can discharge.
- Sewer pump station #2 generator was worked on again this week as it was found to have a faulty fuel pump again. The cause seemed to be a bad relay in the computer that was telling the electric fuel pump to run when the engine was not running.
- The Lake pump was turned on again this week as the river is still flowing high enough.
- Last week staff installed 2 new water services. One on 5th Ave. and one on Clatsop.
- Fencing materials have been picked up and are ready to be installed at new Spencer Park. This project should start next week.
- Staff is eager for the Wastewater project to begin and looking forward to pre bid meeting next week.

PARKS

- Parks department worked on beautification projects at Vernonia Lake which included installing posts



- Parks department also put picnic tables at each of the campsites at Anderson Park.

LIBRARY

- Library Director made a presentation at the Lion's Club meeting on Tuesday, May 5, about the upcoming Summer Reading Program. The Lion's Club generously donated \$400. The money will go towards purchasing prize books for all kids who finish the program.
- The library ordered a new collection of "how to" writing books with grant money from the State Library, Oregon Reads mini grant. Books will first be made available at our next Writer's Group meeting on Thursday, May 21, 6:00 pm. Please join us.

- Library Director is finalizing Summer Reading program information. A full page flyer with program details, performers, and events will be sent with the May utility bill and sent home with all Vernonia Elementary students.
- Just a reminder, Library Outdoor Clean-Up Day is Saturday, May 16, 10 am – 2 pm. If you are interested in volunteering, please contact Shannon Romtvedt (503) 429-1818 or shannonr@vernonia-or.gov.

CITY RECORDER / ADMINISTRATION

- New City Hall Hours are now in effect! City Hall will be open 8am-5pm. and closed daily for lunch from 12:30pm to 1:30pm.
- There will be a Public Hearing at the May 18th City Council meeting for the Proposed partial vacation of H Street.
- City Hall will be closed Monday, May 25th, 2015 in observance of Memorial Day.

CITY ADMINISTRATOR

- The Budget Committee continues to work on the fiscal year 2015-2016 budget. The Committee has reviewed the City Administrator 's proposed budget and has suggested some changes for consideration. Tuesday May 12th 6:00 pm will be the next Committee meeting (meetings are held at the Scout cabin, and are open to the public).
- In conversation with Western Oregon Electric management, we have discovered that for the price of \$1.00 (yes, ...that is ONE Dollar) we could buy as many wood power poles as we needed for our projects throughout the city. We immediately pay the one dollar ..and have worked with WOEC to get some poles already. These poles come in length from 5 to 40 feet...and we can get as many as we need...and we can cut them to dimension in their pole yard). Staff has already identified different project were these poles could be used (lake, cemetery, and the playground area at the New Spencer Park).
- Thanks to our new Parks Superintendent we are proceeding with Parks Cleaning and beautification projects. The Summer season is approaching, and we want to be sure we can create a clean, inviting, successful environment, and a pleasant experience, for our residents and the many tourists.
- Under the direction of Council we are working on the draft of an application for interest/qualification/ to file for, or to apply for appointment to a City Council position. Presently there is a vacancy on the Council. It is anticipated that the position will advertised soon.
- We are working on a draft for a Transient Vendor 's License to be presented to City Council for consideration.
- In collaboration with the City Attorney we are working on a policy that would allow the City, in case of emergency, or potential environmental /public health crisis to access a property and address /stop/ and repair the problem. Draft of such policy will be presented to the City Council in the near future.
- In collaboration with the Human Resources manager we are working on the job description and advertising for a Public Work Utility Worker 1 position. Also, because of the resignation of our City Planner, we are exploring possibilities on how to replace that position. We are talking to different strategic partners for assistance, and we are pursuing opportunities that would improve our ability to be responsive to the community's need and better our organization. We are going to advertise soon, very soon, for a Planner Position.