



WEEKLY DEPARTMENTAL UPDATES

FEBRUARY 13, 2015

ADMINISTRATION / UTILITY BILLING

- Staff is getting ready to send out the Six month Business License renewal.
- As of 2/13/2015 the outstanding balances were as follows:
90 days \$1,098.37 60 days \$3,532.38 30 days \$14,280.26
- Reminder Late Fees will be applied on 2/17/15. Reminder Shut off letter will be sent out on 2/17/2015.
- Reminder Shut offs will be on 2/26/2015
- We will miss you Joann Glass

POLICE DEPARTMENT - VPD

- **February 05, 2015 – February 11, 2015** – The total number of Calls for Service and Officer initiated activity was “62”.
- **Departmental Training-** All VPD Officers will be attending “Emergency Vehicle Operation” training over the next two weeks. The training is in Portland and VPD vehicles will be traveling for training.
- **Reserve Officer Update:** VPD will reopen for Reserve Police Officers in July upon budget approval. The last two potential candidates were unable to successfully complete the process.
- **Surplus Patrol Vehicles:** As of February 12, 2015 VPD has not received an acceptable bid on the two surplus patrol vehicles. We will be relisting the vehicles next week.
- On Monday a car on highway 47 struck an Eagle. The eagle was located, still alive, and was subsequently released to the Audubon Society. VPD was later advised that the Eagle has a broken wing, but is expected to survive.



FINANCE

- The WWTP project is slowly progressing. Final revisions to the RFP for construction bids have been made and sent to USDA for final approval. USDA is also waiting for a letter of concurrence from National Marine Fisheries on the treatment process. Once that has been received, the City should be getting the green light from USDA to advertise for bids.
- Finance Director met with the City Administrator to discuss possible staffing options for Parks. The City is looking at staffing requirements for the upcoming "mowing" season now that Spencer Park will need to be maintained. The outcome will mostly depend on what the budget will be able to cover.
- Finance Director has started working on the first draft of the budget for next fiscal year. We are hoping to be able to work in some new staffing options as well as set aside money for repairs to the City's buildings. The task of writing the budget is always a little daunting, but we're hopeful that it will be a little easier this year now that property tax revenues have recovered somewhat from the previous year's large decline.
- Finance Director met with the Risk Management Coordinator from CIS (the City's insurance carrier) for the annual best practices survey. The higher our score for compliance the more we save on our liability premiums. Over the past few years, staff has worked towards 100% compliance and we are very close. Compliance is measured mainly by the policies we have in place to ensure a safe work environment.
- The Finance Director has been working with the City Recorder this, her last, week in order to take over some of her duties not directly related to the City Recorder. Once a replacement has been hired, we will assess which staff will be responsible for ordering supplies, posting to website and other administrative tasks that were previously done by the recorder. We will miss Joann and all that she does for us!
- The Library now has 4 of the 6 computers that were being upgraded ready for use. The process to upgrade is taking a little longer than originally estimated. The City's IT provider will be out on Tuesday to finish up. Again, the City would like to thank everyone for their patience during this time.

PUBLIC WORKS.

- Staff spent a day working with Hamer Electric tracking down and repairing some minor electrical problems that have been occurring at sewer pump stations #2 and #3. The problem at Pump station #3 was a motor starter that had a mind of its own and would go into fault mode setting off pump fail alarms. It would only do this in the middle of the night which was very annoying to have a phone call at 2 or 3 am. Hamer Electric installed an isolator between the level transducer and the Scada System. The Scada System appeared to be interfering with the plc causing the pump station to constantly be in low wet well alarm. It was also found that the small heaters in both the electrical panels were faulty.

SCADA (*supervisory control and data acquisition*) is a system operating with coded signals over communication channels so as to provide control of remote equipment (using typically one communication channel per remote station).

- Public Works foreman attended water wastewater training short school in Salem this week.
- With all of the heavy rain over the weekend water plant operations consumed all of one staff members' time on Monday. The total rainfall was almost 4 inches starting on Thurs. and ending on Mon.
- Some minor road work was done on the roads around the lagoons.

- Public Works staff continued trimming trees downtown this week. Staff had estimated it would take about one full week to finish and that is about where we stand on progress right now.



Our PW Crew (James and Kari)

LIBRARY

- Library Director made preparations for the installation of new public computers. Three public computers are ready for public use and two more will be available next week. Thank you to City Hall staff for getting the library back in full operation.
- Library Director organized training for staff on the new public computers and the copier/fax machine. A library staff meeting and training is scheduled for next week.
- The Library just received confirmation that our two applications for Conversation Projects have been approved. The following programs are sponsored by Oregon Humanities and the Friends of the Vernonia Library and will be held at the library.

Tuesday, April 14, 6:30 pm *The Power of Play: Promoting Health and Creativity* with Jonathan Blasher and Tara Doherty of Playworks. Playworks is a Portland-based national nonprofit that transforms schools by providing play and physical activity at recess and throughout the school day.

Tuesday, May 19, 6:30 pm *Guns in America: Exploring the Second Amendment* with Reed College professor Pancho Savery.

CITY CLERK / ADMINISTRATION

- This is my last Weekly Departmental Report to everyone. The next chapter in my life now begins. I am very proud of my accomplishments and have enjoyed my many jobs at the City with no regrets.
- Thank you Angie and Ginger for all your support. You are the best.

Editor's Note: *As you can clearly see, there is NO official report from the City Recorder today: we cut Joann a well-deserved slack today*

PLANNING / BUILDING

Editor's Note: See above

CITY ADMINISTRATOR / ADMINISTRATION

- The City Administrator walked the entire downtown corridor and visited every downtown business and distributed a flyer to invite business owners/managers to an Open House about Downtown.

The Open House (Brown bag Lunch) is meant as a meeting with businesses to hear about their concerns, issues and vision for Downtown/ "Main Street" Vernonia. This will be a first conversation about downtown and a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats).

The Open House will take place on **Tuesday, February 24th (12:00 pm -1:30 pm) at the Scout Cabin**

- The City Administrator and newly elected Council Mike Seager toured the city to visit City's facilities, neighborhoods and parks to
- Letters were sent to the businesses adjacent to the Vernonia Community Learning Center (VCLC). These letter were to inform those businesses that as January 23, 2014 the City of Vernonia had leased the VCLC to the Vernonia Senior Center.

The building and the entire property (inclusive of the outside courtyard and the parking lot in the back) are, therefore under the jurisdiction of the Vernonia Senior Center. As such the Vernonia Senior Center will have exclusive use of all the facilities listed above (outside courtyard and the parking). Should there be questions about potential use of such facilities, these questions should be addressed directly to the Vernonia Senior Center, and permission could only be granted (if granted) from the Vernonia Senior Center.

- **Well**, it is hard to imagine, but here we are...

"The Day" has arrived: February 13th, 2015...a date that will live in....

It is my time, and honor, to propose a toast to Joann, a lady of note! To say that "our City Recorder is retiring" would be the biggest understatement of the past 15 years. Joann has been wearing every possible hat, and discharged every possible responsibility and task for the past 15 years here at City Hall...and over all these years she has been the front façade of the organization, and its most recognizable, and dedicated Ambassador.

As most of you know Joann joined the City in 2001 and I'm sure you have all heard the stories that epitomize the wonderful nature and contribution that Joann has made to the City of Vernonia.

We at the City of Vernonia are indeed fortunate to have had the privilege of sharing Joann's expertise, work ethic and commitment. As you well know, Joann achieved countless goals and accolades - too many to mention now, but allow me to share one such example with you, one that exemplifies her commitment to the organization. When I first started to work at City Hall, Joann was, and had been, for the longest time, (between Regular Council Meetings, Special Council Meetings, Council Workshops, Council-Committee Workshops, and Planning Commission...and other Commissions) , attending about 15 evening meetings/month in her role of City Recorder!

This of course was after a 12 hours working day. Joann, in fact, shows up, every day, at City Hall, sometimes between 6:30 am and 7:00 am, where she begins the day by preparing a coffee so strong that can keep our staff alert and energized for 10 hours straight, our Police Department crew for the entire night...and that has the added value of being able to be used for street cold patching and slurry seal by our PW Department (resourceful...isn't she?).

Joann, you have left a remarkable legacy behind and one which will remain with us for years to come. You are leaving the City of Vernonia a better place than when you found it, and that, in itself, will remain a lasting tribute to your professionalism. Joann, also, covered, the administration of 13 City Administrators (Yes, apparently I am #13!)... and survived them, to tell us about it....

We will miss you, our colleague, a consummate and dedicated professional, a friend, a wise counselor, a shoulder to lean on, and indeed a lady of note. Remember us fondly and may the years that lie ahead be filled with laughter, happiness and even more dreams achieved. This is our wish for you as we say "so long" but not farewell.

Please stand and join me in a toast to Joann..... To Joann!



Joann (City Recorder) and Troy (Building Inspector)

Ginger (Utilities Billing Clerk), Joann (City Recorder) and Angie (Finance Manager)