

City Department Updates: October 17- 31 *continued from page 6*

This involves resetting the level at which the pumps turn on and off, and the level at which the second or lag pump starts.

PLANNING / BUILDING

- The Building and Electrical Inspectors continue to keep up with the ongoing projects that are developing around town.
- The new homes that are being built on 4th Avenue and at Nickerson Ridge will be ready for new owners very soon.
- City Planner, Carole Connell attended the October 20, 2014 City Council Public Hearing to report on the Planning Commission recommendation for a Plan/Zone Map amendment to change the designation of the Lincoln School Parcel on Bridge Street from a Residential R zone to a General Commercial GC Zone.
- Vernonia Health Center had their Grand Opening on Saturday, October 25th under a huge tent to a standing room only audience. It was attended by Senator Betsy Johnson, Representative Brad Witt, Commissioner Tony Hyde, Mayor Josette Mitchell, the Keasey family, Five Star Builders Project Managers, and many others that supported the project and by those that will be part of the staff.

LIBRARY

- On October 31, and November 1, "The Friends of the Library" had a Book Sale at the library.
- Circulation statistics: 400 pieces of material were checked out during the week of October 9th.
- Circulation statistics: 446 pieces of material were checked out at the library during the week of October 22 through October 29
- During the month of October, 13 new patrons applied for library cards. "Welcome new members!" Our staff is looking forward to helping you in the future.
- Library staff would like to thank the City

of Vernonia for all their hard work on the behalf of the library, to help restore our public computers to working condition. Thank you.

- The Book Discussion Group met to review and discuss the book "A Tale For The Time Being" by Ruth Ozeki.
- On Tuesday, November 4, 2014, the Library Board held their monthly meeting at 10:00am. Thank you to the Library Board for all the support and volunteer time you give every month.
- Tuesday, November 4, 2014, was "Movie Night." Please call the library at 503-429-1818 for upcoming events.
- The "Stamp Club" meets at 4:30pm on Thursdays. All ages are welcome.

CITY CLERK

- City Recorder has been looking at the retention schedule and cleaning out some much needed space. A retention schedule is a document listing all the titles of the records series, length of time each document or record will be retained as an active record, the reason for its retention (administrative, legal, fiscal, and historical) and disposition agreed by the user. A clearly defined plan for a record retention and disposal is a vital component of a records program.
- City Council has been holding General Work Sessions which are informal meetings to review upcoming issues, receive special reports, conduct goal setting or hold special training sessions. No vote or final action is taken while in a work session and no audience participation is allowed unless permitted by the consent of a majority of the council present.
- Thanks to Iwa Leininger (Police Department Records/Assistant) and her family and Angie Handegard (Finance Administrator) and her family, for all of the Halloween decorations. Fantastic job everyone. Thanks Chamber of Commerce for bringing this fun display back to the businesses.

CITY ADMINISTRATOR

- As a follow-up to the City Administrator draft of the Ordinance, the Legal Department (City Attorneys Ruben Cleaveland and Alexandra Susnkowski) completed the review of Ordinance 896 pertaining to the establishment of a tax on the sale of marijuana and marijuana-infused products. The Ordinance was approved at the City Council meeting on Monday, October 20th.
- The City Administrator attended the "Meet the Candidates" forum that introduced candidates for Vernonia's Mayor and City Council, for Columbia County Commissioner and Circuit Court Judge.
- Department Heads Staff Meetings are held every week. This is an opportunity for the different departments to share information, and to become aware of potential common issues that demand a comprehensive and collective strategy. As a result information is shared more freely within the organization, so that appropriate measures can be taken to preempt potential crisis and so that the organization does not operate constantly on an "emergency response mode." This also offers the opportunity to be a more transparent organization, to receive public feedback and therefore articulate more comprehensive and successful recommendations/solutions for our Council.
- The demolition of the old Health Center is mostly complete. After consulting with Oregon Emergency Management on the timeline we were able to extend the contract into November. This pertains to clean-up and site-restoration. Dan Brown (Community Action Team Flood Recovery Manager) is directing the cooperation of the different agencies involved, and assisting the City.
- City Administrator and PW Foreman inspected the compound water meter (2 meters combined) at Nehalem RV Park. The second meter (currently a 6") is not working. This second meter (the larger of the

two meters) is only triggered by a high flow/volume of water. Records show that given the amount of water used by the development the limited amount of water would have not triggered the start of the larger meter.

- City Administrator met with Scott Laird (Park Committee's Chair) to discuss Parks Committee focus, vision, goals and upcoming projects. This was a very effective way of comprehensively briefing the City Administrator about how the Committee had historically focused on its tasks and responsibilities, and to review the different plans and personnel needs to make the department and organization successful.
- City staff has been researching information about a potential replacement fence at the Pump Station off California Ave/Lagoon Drive. The pump station lies in the floodplain and so its construction needs to meet specific FEMA requirements. The City Administrator has contacted Scott VanHoff (FEMA Floodplain Management Specialist) for some guidance and suggestion. Some funds are still available from CIS to potentially purchase the fence. Once all the necessary information is collected, (FEMA compliance, construction costs, budget resources, and design) the item will be presented to City Council for review and deliberation.
- City Administrator met with Mayor Mitchell to review "Handbook of Council Projects Priorities."
- City Administrator, Finance Administrator and Utilities Billing Clerk met with Dale Webb (Public Works Committee) to review, and clarify current data, and present situation about specific water meters. City Staff, PW Committee and City Council have been working on reviewing, clarifying and correcting old data. It is anticipated that work will proceed through joint work sessions, and committee/subcommittee meetings.
- City Administrator, City Clerk and Mayor Mitchell met to review the Council Meeting Agenda Format. The agenda format was streamlined, and brought into compliance with ORS requirements and standards. Staff is constantly and periodically reviewing all relevant documents, policies and protocols for potential needed updates (and for legal compliance).

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