

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon 2040 Visioning Project.** On November 4th the Lebanon 2040 Project began with consultant-led meetings with City department directors and with the Lebanon 2040 Steering Committee. Later, on November 12th, consultant team member Beth Dufek conducted an initial visioning exercise with the City Council. We expect the launch of both a Facebook page and a website for the Lebanon 2040 Project during the month of December with numerous stakeholder interviews to be conducted in January.
- **Cascade Gateway Leadership Program.** I participated in the November program for the Leadership Program sponsored by the Lebanon Chamber of Commerce. The program included a session with Albany's Economic Development Director to discuss Albany's downtown urban renewal program, tour of an Albany-based brewery, and tours of the Advance Automotive Research Center and Oregon Veterans Home, both in Lebanon.
- **Community Garden.** Mayor Aziz and I continued work on establishing a community garden. Our activities included meeting with local professional gardener Sheryl Casteen and a meeting with the Lebanon Tree and Park Committee. Plans are currently being developed for a community garden located on the Porter Street Park property, with reviews by the Tree and Park Committee and Planning Commission expected early next year.
- **Budget Policies.** Dean Baugh, Sara Bishop and I reviewed a draft of the City's proposed budget policies and made corrections and updates as needed. We hope to present the policies at a City Council meeting in the near future.
- **City Managers Meeting (Cascades West Council of Governments).** I participated in a meeting of area city managers held at the Cascades West Council of Governments office in Albany. The program included an update from Oregon State University on advancements in Geographic Information Systems (GIS) and applications pertinent to city governments.
- **CH2M Hill.** I participated with Ron Whitlatch and Rob Emmons in a meeting with CH2M Hill representatives to review a wastewater plant facility assessment report and to discuss ongoing operations at the wastewater plant.
- **Albany and Eastern Railroad Agreement.** A facility use agreement with the Albany and Eastern Railroad for the periodic use of the north portion of the Lebanon Travel Station was finalized. The agreement will enable the railroad to continue use of the Travel Station for staging of excursion train rides. The agreement is based on a "per use" basis with the railroad providing property and liability insurance and paying rent based on the City's established facility use rental schedule. It also provides that the railroad will provide a means for handicap access to excursion train rides as soon as practical. The agreement is for a one-year term ending November, 2015. We will review the agreement a year from now for updates and probable renewal.

B. Human Resources – Debi Shimmin, HR Generalist

- The Exempt Salary survey and analysis was completed and presented to City Manager Gary Marks for his review.
- Work on the Employee Appreciation Celebration is done and will be held December 2 at the new Samaritan Event Center.
- Research on the history of Mural Park took place this month and a final report is being prepared for City Manager Gary Marks.
- Work on the next employee newsletter, the HR Buzz, is in progress and will be issued next month.

II. LEGISLATIVE / CITY CLERK – Linda Kaser, City Clerk

- **Advisory Board(s):**

Parks Committee/Tree Board member Gary Heintzman has applied for reappointment. Mayor Aziz will reappoint at the December 10 Council Meeting.

Bike and Pedestrian Vacancy. I've been coordinating the recruitment and candidate selection process. Those interested in serving on the board were required to submit a completed application by November 5. Receiving three viable candidate applications, the Board requested that the applicants answer additional questions before making their final decision. Mayor Aziz confirmed the Board's recommendation to appoint Kevin Hart at the December 10 Council Meeting.

- **Council Action.** As a follow up to the recently approved amendment to the keeping of chickens, the individuals who spoke at the August and September Council meetings were sent a letter and a copy of the ordinance. The ordinance takes effect December 14, 2015.
- **Communication/Social Media.** Staff continues to ramp up efforts to provide a mix of city business and general community information on our City Facebook site. Our efforts have proven effective with an increase in "Page Likes" of 43% over the last six months. The total number "reached" for the month of November was 7,900 (2,910 for City-related business and 4,990 for community-related information).
- **Liquor License Application.** TK's Bar and Grill (formerly Peacock Bar & Grill) submitted a change in ownership liquor license application. After working through a slight discrepancy as to the occupancy limit, all of the required officials have given their blessing. Therefore, I will be recommending approval under the December 10 Consent Calendar.
- **Mayor's Extra Mile Award.** Three employees were nominated by their Department Manager to receive the 2nd Annual Employee "Extra Mile Award." After careful deliberation, Mayor Aziz will be awarding one recipient a plaque along with a check at the December 2 Employee Appreciation celebration. This year, the event will be held at the new Samaritan Conference Center.
- **Santiam Travel Station Upgrades.** Staff is looking at two options for hearing impaired equipment for meetings held at the Station – an inductive loop system and an FM system. There are pros and cons to each system, so we are still working through them to pick the best option to fit everyone's needs.

III. COMMUNITY DEVELOPMENT (Planning & Building) – Walt Wendolowski, Manager

A. Planning

- The Planning Commission reviewed and approved a 12-lot single family subdivision on property between River Drive and Kokanee Way. The plan will also include the potential for future multi-family development.
- The Commission also reviewed possible Code language to allow electronic message signs. As this was a work session, no decision or recommendation was made. The Commission directed staff to consider additional changes and a public hearing is likely in January.
- The Commission will review a further modification to the Samaritan Campus development plan to provide a 120-unit apartment complex. The location will be just south of the Central Willamette Credit Union, adjacent to North 5th Street.
- The Commission will also consider a Conditional Use application for a 90-unit apartment complex on Second Street, just south of West Airport Road.
- The Department reviewed and approved a Property Line Adjustment involving two parcels located downtown.

- Further, the Department is reviewing a Property Line Adjustment and Administrative Review for McDonald's restaurant. The proposal combines the McDonald and former "Fire Pit" site into a single parcel and replaces the existing McDonald's restaurant with a new facility.
- As of the November 25, the Department has either received or processed 70 applications – versus 60 applications for all of 2013.

B. Building

- For the month of October, Building Services received \$36,605 in fees on \$3,843,109 in valuation. For the current FY 2014-15, the City received \$67,874 in fees on \$6,155,857 in valuation. This is down considerably from the same period in the previous fiscal year: \$179,417 in fees on \$16,427,373 in valuation.

(Note: the timing of these reports will delay the building permit information by one month. However when available, the report will update new applications.)

IV. ENGINEERING SERVICES – Ron Whitlatch, Manager

- SSC Construction is continuing to work on the new Four Million Gallon Reservoir on South Fifth Street. Leak Repairs have been made for a third time and SSC plans to begin filling the Reservoir on December 1st for testing and to ensure there are no additional leaks. Currently SSC is being assessed liquidated damages of \$600/day. Damages will be used to offset additional costs for OBEC Engineering to continue inspection/project management services. If all leaks are repaired, the reservoir should be online at the end of December.
- The Vine Street Sanitary Sewer Replacement Project is progressing slowly due to extremely poor ground/trench conditions. The Contractor is currently constructing several laterals that were found during construction to the new sanitary main. If the weather allows, patching will begin the week of December 1st. Due to the poor ground conditions, Staff is proposing to reconstruct the street in spring of 2015. A proposal will be brought to City Council in February/March 2015 for street repairs and additional utility work on Vine Street above and beyond the sanitary sewer replacement.
- Council approved a contract amendment with Carollo Engineers to begin design/permitting for a river intake off of the South Santiam River. Staff will be meeting with regulatory agencies in the near future to determine exactly what permits will be needed. Staff will also continue negotiations with the City of Albany. To date these negotiations have yielded very little compromise for a new canal intake for the new water treatment plant.
- Cascade Drive Improvements project has been finalized. There has been a lot of positive feedback in regards to the project and how it turned out.
- Staff is continuing to work with CH2M Hill on the design of the Effluent Pump Station Upgrade at the Waste Water Treatment Plant. This project has been re-scheduled for 2015 in an effort to cut costs back and re-define the scope of the project.
- Staff has begun design of the Oak Street Improvements (Airway Road to Williams Street) project. Udell Engineering is currently working on the design topography survey. The project includes multiple areas of base repair, utility upgrades, bridge re-hab, and new surfacing. The project will be constructed in summer 2015 and is being funded by the Northwest Urban Renewal District.
- The Gazebo being built by the Lebanon Optimist Club near the Library has a made significant progress this last month. Staff was told contractors will continue when their schedule allows.
- Staff continues to work with the developer's engineers regarding construction of a new apartment complex on 9th Street approximately 700 feet north of Airport Road. Staff approved site plans and public improvement drawings. Linn County recently approved of improvements and utilities in and along 9th Street as it is a county road.

- Construction of the Santiam Riverfront Estates residential subdivision continues. The street curb and gutters are installed and paving has been completed. Testing and disinfection of public water lines are expected soon.
- Construction of public improvements for the Edward C. Allworth Veterans' Home is complete except for the street lights which are Pacific Powers responsibility.
- The Samaritan Hotel/Restaurant is under construction. The north half of the building is nearly framed and sheeted to meet the south half which was framed first.
- Staff approved site plans for a 26,000 square foot medical building to be constructed at the northwest corner of the Samaritan campus. The building is expected to house the urgent care and pharmacy presently located on Mullins Way. Site work has started.
- Staff received public improvement drawings for additional street improvements in the Samaritan Campus project area. The improvements include widening the east side of 5th Street north of Pioneer School. Plans also include new streets through the north area of the campus and a north-south access presently intended as a pedestrian corridor and an alternative access for the Fire District. This project is expected to be constructed in phases with the first phase to include 5th Street improvements.
- Installation of the power generator at the Park and Garvord sanitary sewer pump station continues. The generator is now operational. The generator will be connected to the telemetry that was recently installed which will allow the entire pump station to be monitored remotely. A security fence will be installed soon.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy), Sierra Subdivision (off Wassom Street west of 7th), Heather Estates, and the Sand Ridge Court townhouses. Staff continues to review site plans for additional homes.

V. FINANCE SERVICES – Dean Baugh, Manager

- Auditors were on site for audit work Oct-13 to Oct-17, Final audit should be available by Nov 30
- Continued work on updating Finance policies, Meeting with City Manager and Accounting Supervisor to discuss draft Policies. Will bring to council for approval
- Working with Springbrook to install the Purchase Order system. PO program installed Oct 13-17, Planning on go live in the spring
- Working with PW department on finalizing routes and process for the in house meter reading project. In house staff read all utility meters for the Nov billing
- Accounts Payable; FY 14/15 payments made in November, 218 invoices were processed for payments of \$718,315.
- Utility Billing:
 - November
 - 5598 Billing statements mailed by the end of November
 - 1018 Accounts received a penalty (past due 10/20/14)
 - 324 lien letters mailed to property owners
 - 114 accounts were locked off for non-payment on 11/15/14 for bills due 10/15/14.
 - 1 Multi-family accounts received door hangers prior to being locked off.
 - 78 accounts were reconnected the same week. The balance are vacant properties or the tenants moved out and property is back in the owner's name.
 - Total of 472 Service orders: 46 Move Outs, 53 Move ins, 13 Turn offs, 29 Turn on, 103 reconnects, 45 read request, 0 Dead meters, 21 Leak Checks, 0 Lid Hazard checks, 114 Lock offs, 18 Meter Change out, 1 New Meter Installations, 0 Pressure check, 29 misc. other.

	June 14	July 14	Aug 14	Sept 14	Oct 14	Nov 14	1 year ago Nov 2013
Billing Statement	5991	5613	5623	5976	5620	5598	5622
Penalty applied	1239	807	946	774	774	1018	930
Lock Offs	131	184	110	144	88	114	0, changing process, 354 Door hangers

VI. INFORMATION & GIS SERVICES – Brent Hurst, Manager

- Routine user break-fix issues and maintenance of City network.
- Routine updates to mapping systems, printing of maps for maintenance, and updating of “as-builts”.
- Preparing for a Police software upgrade. Currently in testing mode for upgrade. Live upgrade date has moved to December 15, 2014.
- Upgraded Court software. Court is in training on new software at this time.
- Working with City Clerk on hearing assisted service for the Santiam Travel Station.

VII. LIBRARY – Carol Dinges, Manager

- All library staff members participated in Internet Safety training during November.
- An “Uninterrupted Power Source” (UPS) has been installed on the electrical circuit that powers the essential library computer systems (circulation desk, security pedestals, etc.) to provide power during a brief outage. This will allow staff to finish checking out materials to patrons and safely shut down circulation stations without loss of data, while keeping the security gates operational until all patrons can be cleared from the building during a prolonged outage.
- Attendance at both children’s and adult programs continues to be very good, with a notable increase in attendance at evening adult programs.

VIII. MAINTENANCE – Jason Williams, Manager

A. Streets

- Continue picking up all leaves throughout the entire city. Crews have been through town 4 times and we are starting our 5th round. Staff will be picking up leaves for as long as needed. Hosted the first of our two free leaf drop off days at the maintenance shop.
- Street sweeping is ongoing.
- Set up traffic control for the fire department to place the lights on the large tree.
- Place Christmas lights on the Holiday Station.
- Place and remove banners at all locations.
- Completed a city wide round of pothole patching.
- Graded gravel shoulders and placed rock.
- Replaced signs that were damaged due to vandalism.

- Winterized all equipment that is in need.
- Readied all the sanding and ice removal equipment.
- Cleaned up trash and dead animals along Berlin Road.

B. Parks

- Daily; opened, cleaned and closed all parks facilities.
- Removed a large amount of graffiti from the Grant Street bridge.
- Replaced a broken toilet at Century Park.
- All parks restroom buildings are closed for the winter season with the exception of Ralston and Gills Landing.
- Winterized all buildings, irrigation systems and drinking fountains.
- Leaf pickup in all parks is ongoing.

C. Collections

- Completed sewer lateral and main repairs.
- Located many sewer laterals for contractors.
- Completed a large concrete replacement job on 8th Street for the water department.
- Removed unsafe and damaged concrete sidewalk at two locations. The owners are having the sidewalks replaced.
- Started cleaning and televising the entire storm system on Oak Street for engineering.
- Cleaning and TV'ing of the sanitary sewer system is ongoing.

D. Water

- Completed monthly meter reads. **All** meters in the city of Lebanon are being read monthly.
- Locked off water/sewer customers for non-payment.
- Turned services back on after proper payments had been made.
- Completed utility locate requests including several after hour emergency locate requests made by other utility companies.
- Replaced or repaired several water services and water mains.
- Replaced all hard surfaces that were removed for service line repairs.
- All sample stations have been winterized.

IX. POLICE – Frank Stevenson, Chief of Police

- The Patrol Division remains active with approximately 1,293 calls for service, 132 reports written, 78 arrests made and 44 traffic citations issued. Total for Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) has decreased by 24 so far compared to last year at this time.
- During the month of November, 102 individuals were booked and released, brought to Lebanon Municipal Court or Linn County Court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 100 days were served by inmates in the Lebanon Jail.
- Detectives remain busy, working on several in-depth cases including, but not limited to: narcotic investigations, child abuse casework, burglaries, stolen vehicles, thefts and sex abuse cases. A total of 5 cases were directly assigned to the detectives for further follow-up, and 12 cases were sent to them for review and/or additional information. Detectives were able to clear 3 very involved cases this month, resulting in arrests.

- This month, 17 individuals participated in the Traffic Safety Course (attendance in this class is imposed by the courts for not wearing a seatbelt, for cell phone usage while driving, etc.).
- Dala remains active in the Community Policing Division by attending several meetings including Linn County Emergency, Bringing Up Learning Behavior (BULB), Neighborhood Watch meetings (with one new group beginning), Seniors and Law Enforcement Together (SALT), and business watch.
- Shop With A Cop will be held on December 13th this year. LPD will be teaming up with Sweet Home Police Department, Linn County Sheriff's Office and Department of Human Services to shop with children who otherwise may not get gifts.
- LPD received grant for traffic enforcement emphasizing on the crime of driving under the influence of alcohol and/or drugs. Officers will be working selected times throughout the year to deter individuals who drive under the influence of intoxicants.

X. SENIOR SERVICES – Kindra Oliver, Manager

- We are putting up a Senior Giving Tree at the Senior Center this year. Local senior-gearred agencies are offering applications to seniors that might be interested in filling out a gift tag request. Gift tag requests need to be turned into the Senior Center no later than Monday, December 8th. We are inviting our seniors and the community to help to fulfill some of these requests. We ask that those who are purchasing the gifts return them to the Senior Center by Wednesday, December 17th, in order to be delivered. Please call 541-258-4222 if you have any questions or would like additional information.
- Our all-day site visit with the Oregon Department of Transportation and RLS Consulting for the technical review of the Dial-a-Bus program, on November 20th, went very well. This was an extensive courtesy review to ensure we are in compliance with all state and federal regulations and have proper procedures in place. We could have a federal audit at any given time. There were only three notes with advisory observations/findings and they have been addressed. For example, we needed to add a notation for people to be able request bus information in additional formats on our brochure. They were looking into the Dial-a-Bus indirect/direct cost allocation plan and procurement policies a bit further and will report back with any questions/observations/suggested changes.
- I have updated Dial-a-Bus policies for operations, procurement, ADA, Title VI (non-discrimination), drug and alcohol testing and combined them into one document.
- Our Veteran's Reception and Thanksgiving Banquet were both well attended and heard many thanks and positive comments about both events.
- Thank you to all of our volunteers who have helped set up, clean up, prepare for and support our events. We couldn't do it without you!
- Some highlights of upcoming activities/groups/events in December:
 - Lunch and Learn: History of the Wine Industry in Oregon, Monday, December 1st, 12:30: Sorry....no sampling, but bring your lunch and get inspired by the growth of the wine industry in Oregon. Come hear Michelle Kaufmann, from the Oregon Wine Board, share about what big dreams and fertile soil can accomplish in Oregon. Bring your questions and a thirst for wine knowledge.
 - Tree Trimming with Pioneer Elementary Students, Thursday, December 11th, 12:30:
Come join the fun! Kids and seniors will be collaborating to make ornaments to decorate the Christmas Tree, at the Senior Center! Enjoy some hot cocoa and singing, as well.... You never know, Santa Claus might even stop by!

- Christmas Potluck and “Christmas on Broadway” show, Thursday, December 18th, Noon: Join us for our monthly potluck, bring a dish/side to share. This month we will enjoy a holiday performance, as well!
- “Christmas on Broadway” Show – Friday, December 19th, 7:00 pm: This will be a lovely performance put on by local talent and Yellow Dot Productions. There is no charge for the performance, but donations will be accepted.