



# CITY MANAGER REPORT

## November 4, 2013

### **REPORTING PERIOD: October 2013**

#### **I. ADMINISTRATION** – Dana Hlavac, City Manager

**Economic Development** Staff has been meeting with our industrial site owners to initiate the State’s site certification process for our significant industrial sites. Walt and I attended the annual 2013 Main Street Oregon conference in Astoria and have begun meeting with members of Partners for Progress to discuss plans and projects for the downtown. With respect to the Downtown businesses, I had the privilege to work with the Institute for Small Town Studies in one of my prior positions and recently reached out to Robert Dorgan, the Executive Director who has agreed to spend a week in Lebanon gathering information and working on developing a vision and plan for the long term sustainability and preservation of our downtown. Mr. Dorgan will be present at the city council meeting to introduce himself to the council. Staff has been focusing marketing and recruitment activities for bioscience-, food processing/storage- and automotive technology- related industries. Other economic development activities include:

- Jamie attended the Chamber Economic Development Committee meeting and the Governor’s Marketplace Roadshow at LBCC (entrepreneurs meet and enhance their relationship with government agencies)
- Met with several local entrepreneurs about various potential projects and ideas
- Attended WiN Pub Talk in Corvallis “The new world of start-up funding”
- Met with Dan Whitaker of Oregon Entrepreneur Network and are working on a local entrepreneur network to support our existing and future businesses.

#### **Local Outreach**

- Met with Greg Roe of United Way of Linn County (Kindra Oliver will be heading up the city’s United Way campaign this year); Kevin Hines and Julie Jackson of Republic Services; Deb Fell-Carlson and Beth Kaye re: HEAL Lebanon; Larry Keith and ENTEK staff at the ENTEK facility; Lynn Koehn of RiverCenter; Dr. Adam Kirkpatrick; Rick Peterson of PEAK Internet; Peter Richard of the Lebanon Hotel; Partners for Progress.
- Attended Chamber Greeters at Central Willamette Community Credit Union and Buckmaster Plumbing;
- Toured “Planting Seeds of Change” with Mayor Aziz at Cascades School; COMP-NW with Dr. Paula Crone; and Linn Gear with Don Fountain
- Attended Mullins Charitable Funds Annual Benefit Dinner; Santiam Board of Realtors Meeting; COMP-NW Welcome to prospective new students; and reviewed the Lebanon Health Career Ladder program at Comp-NW.

#### **Committees/Commissions**

- Attended Partners for Progress meeting
- Went on annual parks tour with Parks Committee/Tree Board

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## City/Staff Meetings

- Met with city staff on: Department updates; Emergency management; SDCs and URDs; Employee appreciation; HR matters; Budget; and various other city operations and activities
- Went on a Dial-a-Bus ride-along

## Other Agencies

- Met with: Representative Andy Olson and Sherrie Sprenger; Linn Co. Commissioners Will Tucker and John Lindsey; Albany City Manager Wes Hare and Engineering Manager Mark Shepard; Workforce Analyst Will Summers of Oregon Employment Department; Amy Ramsdell and Joe Squire of ODOT; Roger Jordan of Oregon City/County Managers Association; Linn Co. Justice of the Peace Lemhouse
- Attended Cascades West Council of Government's Meet & Greet for new CWCOG Director applicants

## Other

- Attended Oregon Public Employees Labor Relations Association workshop

## Human Resources

- Employee open enrollment for life insurance was completed October 25, 2013
- Affordable Care Act Notifications 1 & 2 was completed October 15, 2013 with 100% of the city employees returning their notifications within the required time-frame. These notifications will be maintained in the employee's personnel file.
- Update of the safety policies & procedures manual – Completed October 2013 The document has been approved by the safety committee and is ready to go before City Council for their approval. The manual is available online or in hard copy format.
- Library Assistant I recruitment was completed October 2014. 64 applications were received and 49 of the applications met minimum qualifications. Nine candidates were interviewed and Paul Porter was hired to begin work on November 1, 2013.
- Employee Safety Page – An internal web page on safety related matters has been developed for employees. All safety related documents, manuals, and training materials can be accessed here. We will continue to update this page with current and relevant information.
- Workers Compensation Policy and Return-To-Work program update. – SAIF will train managers on November 5, who will then train their staff on the new process. The new return-to-work policy will then be distributing to all employees.
- HazCom GHS (Globally Harmonized System) Training – The Globally Harmonized System of Classification and Labeling of Chemicals or GHS is an internationally agreed-upon system, created by the United Nations. It is designed to replace the various classification and labeling standards used in different countries by using consistent criteria for classification and labeling on a global level. Employees must complete training no later than December 1, 2013. Materials were prepared and distributed to employees the last week of October.
- HR Newsletter – The second issue of the Employee Buzz newsletter was distributed to employees on November 1, 2013.

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

- **Office Relocation.** I've finished the relocation of my office from the Justice Center to City Hall (next to Archives). However, I do still have several boxes of records stored at the Justice Center that I need to go through in the next few weeks to determine the retention period.

- **Employee Satisfaction Survey (City Council Goal).** The deadline to complete the employee survey was extended an additional day to 5:00 p.m. October 31. 67 employees participated in the survey. The summary, including employee suggestions, will be distributed to the City Council next week for their review and consideration.
- **Customer Service Questionnaire (City Council Goal).** The City received a completed questionnaire from an anonymous resident regarding a "friendly" staff member (Shannon Hammagren) who assisted them with an engineering inquiry at the Community Development counter. Other remarks:
  - *How can we change our process or procedures to help meet your needs?* Response: "Written letter confirming the changes requested & approved." Note: The person did not indicate what changes they were referring to. *Other Comments:* "Keep up the good work. Everyone we have had contact with has been very professional and courteous."
- **Mayor's Youth Council.** We received five applications for the Mayor's Youth Council, and Mayor Aziz will be appointing all five applicants at the November 13 City Council Meeting.
- **Mayor's "Outstanding City Employee" Award.** Mayor Aziz would like to formally recognize an employee who has consistently demonstrated excellence in job performance and who consistently puts in that extra effort.
  - Nominations will be accepted through November 25. The Mayor will choose one employee to recognize at the upcoming Annual Employee Recognition celebration.

### III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Manager

#### Planning

- The Planning Commission met on October 16 to review a Conditional Use application to establish a "public use" facility on the Lebanon Community Foundation property. The Commission unanimously approved the request, thereby allowing public events at the site - such as the Strawberry Festival - without the need for separate public event permits. Currently, there are no applications in place for the November meeting
- The Department recently approved a development to create two, four-plex apartment units. The subject site was a vacant parcel located on Mary Street, just next to the Western University campus. This project improves the City's housing capacity, especially with regard to student housing. In addition, staff also approved a partition creating a separate property for Jimco Electric and a vacant 0.89 acre area. There are no development plans for the vacant site.
- The Department is working closely with Weyerhaeuser Real Estate on the development of their recently annexed property. We are hoping to enlist the services of the University of Oregon Community Planning Workshop to help with the site's layout and design.
- Through the first ten months of 2013 the City reviewed 53 land use applications. This compares quite favorably where the Department staff reviewed 60 applications for the entire year of 2012.

#### Building

- Building Services did very well in October, continuing our good start for Fiscal Year 2013-14. For the first four months of FY 2013-14 fee totals were \$168,028 on a \$16,427,373 valuation. This compares to \$83,166 in fees and \$4,309,641 valuation for the first four months of FY 2012-13. Building Services is well ahead of revenue projections for the fiscal year.
- The Samaritan Event Center officially opened on October 12. Our Building Official, Shawn Eaton is working with Mark Wilson of the Fire District, and Senior Engineer Ed Patton to complete improvements for a certificate of final occupancy. One of the last items remaining is completion of the kitchen. The ODVA

project remains well ahead of schedule and the McKinney Lane Apartment was successfully completed. This project is certainly worth a visit.

#### Other

- Gill's Landing Reservations – The demand for Gill's Landing remains high as the Department has had to turn down some monthly reservations due to a lack of availability.
- Tree City USA – Department staff is beginning work to track activities and improvements to maintain our Tree City designation.
- Department staff assisted (or currently assisting) Public Works and Engineering services on the following projects:
  - Big Flush
  - Safe Routes to Schools (Cascade Drive)
  - County partition application for city property on the South Santiam River

#### IV. ENGINEERING SERVICES – Ron Whitlatch, Manager

- The Westside Interceptor Project is nearing completion. Minor clean up, manhole channels, and bridge railing along the new box culvert at Burkhart Creek are the only remaining items. There is still some minor private utility company work being done; however impact to residents/motorists is little to none. Completion is scheduled within the next couple of months. Staff will also be finalizing the fill/removal permits over the next month
- Construction of the new Fifth Street Water Reservoir is continuing with the contractor on schedule to finish in June 2014. The Contractor has started construction of the walls and columns.
- Staff requested three quotes from area contractors to complete the Maple Street Sewer Replacement Project. All three quotes received were higher than the allowed (\$75k) for quotes per City of Lebanon Ordinance. Staff will be combining the Maple Street and Vine Street sewers into one project and requesting authorization to formally bid the project in December 2013.
- The Hobbs Street and Arlene Avenue Neighborhood Improvements Project is currently behind schedule. Staff has met with the Contractor to ensure that they can complete the project soon and also to remind them that the contract completion date is November 1, 2013. They have also been informed that the City reserves the right, and will likely assess liquidated damages to some extent. The current schedule indicates a completion date in mid to late November.
- Staff is continuing to work with Carollo Engineering to determine the scope of the new Water Treatment Plant. Staff has prepared a minor contract with Carollo Engineering to complete some of the geotechnical, surveying, and cost analysis work to better define the overall scope of services for the design contract. Staff and Carollo have targeted January 2014 to have a final scope of services and fee to complete the design of the Water Plant.
- The Fifth Street Waterline Replacement Project has been completed. The new waterline is in place and ready to be connected to the new reservoir once it has been completed.
- Public Works and Police Department Staff are continuing to prepare for an Emergency Management Training Drill. The drill/table top exercise is tentatively scheduled for early next year. Staff will be looking to attend several advanced training classes prior to the drill.
- Staff is currently working on the 5 year CIP Plan. It is anticipated that it will be presented to City Council for approval/adoption in either December or January.

- Staff is currently working with Linn County to develop a plan for a joint project to upgrade Cascade Drive. Although the project scope is unknown at this time, it would at a minimum provide pedestrian and bicycle improvements. The current situation is unsafe for students who walk/bike to Seven Oak Middle School.
- Staff will be requesting City Council authorization to apply for the Connect Oregon V Grant. This grant is being done jointly with BLT. The scope of the project is to tie all of the Marks Slough Trail Phases together, thus having one continuous trail from the Samaritan Campus out to the Marks Slough/Santiam River area. The application is due at the end of November.
- Construction on the Kellenberger Appliances project is nearly complete. Revisions are expected to their approved parking plan.
- Construction of the middle Commercial/Residential building for the Cascade Ridge project along Reeves Parkway is complete. Improvements for the interior of the bottom floor will be tailored to the tenant.
- Construction continues on the Entek/Teklon project. Construction is currently underway to improve the access area off Hansard Avenue.
- Construction began for the Gazebo by the Lebanon Optimist Club near the Library. So far, the site has been excavated and the concrete footings have been poured.
- Staff continues to meet with the Developer to discuss replatting land and constructing new homes along Sand Ridge Court.
- Staff met with a Developer and his engineer to discuss construction of a new apartment complex on 9th Street approximately 700 feet north of Airport. Staff assisted the Linn County Engineer regarding impacts to 9th Street (a County road) from the extension of utilities and the proposed development.
- Staff met with a developer and Udell Engineering to discuss land use approval, design, and construction of an apartment complex on Mary Street east of 5th Street. Staff recently received engineering plans for review.
- Construction of the Edward C. Allworth Veterans' Home continues. Building shells are nearly complete for most neighborhood buildings. A revised site grading plan was reviewed by staff. The plan was approved with notes for corrections marked on the plans. Staff continues to meet with design professionals and contractors to resolve site design/construction issues.
- Construction of the Event Center at the Samaritan Health Campus is nearly complete. Staff reminded the consultant that landscaping plans have not been submitted for review. Site paving is complete and a temporary occupancy of the building was given. Staff is anticipating more development plans to be submitted for additional buildings (hotel/restaurant) in the near future.
- Construction of the Samaritan garden area and fish pond south of the Event Center is underway. The site was roughly excavated and a perimeter retaining wall is under construction.

V. FINANCE SERVICES – Dean Baugh, Manager

- Attended the PRIMA Risk Management meetings
- Attended OMFOA State Finance Officers Meetings
- Attended SAIF (work comp provider) training on health care reform
- Attended SAIF (work comp provider) training on Safety in Motion. How to avoid sprains and strains.
- Attended MHRA meeting in Albany, HR related topics
- Worked with Library Manager and Police on credit card acceptances in their departments

- Worked on Insurance service RFPs
- Continued work on updating Finance policies
- Met with Dana, and Barker Uerlings insurance on setting up a Executive Risk Management team
- Worked with Siemens Corp on amending our financing agreement with regard to yearly reporting, completed Nov 1.
- Worked with Springbrook (financial) software preparing for conversion to their cloud-based platform. Conversion was postponed and a new date has not been set.
- Worked with Springbrook software preparing for the installation of a new human resources component in November.
- Ordinance to support the revised utility billing process was approved by Council. Staff prepared inserts for utility bills to explain the process, posted items on website and Facebook pages.
- Premier Flooring installed visual stripes in the carpet at city hall where the hall floor level changes. This was a safety issue, as many people stumble at that spot.



- Attended safety committee meeting, held the 3rd Tuesday of each month at the Senior Center
- Worked with staff and customers on water/sewer collections issues
- Met with Muni Court Judge, Police Chief, and City Manager on Muni court accounts receivables
- Met with Dana, City Manager and Debi, HR to discuss HR issues

- 563 AP invoices were processed for payments of \$1,890,478
- Created a handout/notice of the change in UB delinquent process for insertion in the November utility bills and available at the counter
- 5622 Billing statements mailed by the end of September
  - 881 Accounts received a \$10 late fee
  - 313 door hangers were processed
  - Lock offs are scheduled for November 6

## VI. INFORMATION & GIS SERVICES – Brent Hurst, Manager

### Information Services

- Virtualized the spam filter server. Change over from physical to virtual was transparent to users with no outages.
- The cyber key web station at the Library required repair and reprogramming.
- New email was created for the new Peer Court.
- Physical server setup with the tape library attached. Server setup as a Media server to Master backup server.
- Assisted with equipment moves for several employees relocated to new offices within City buildings.
  - Police Lieutenant AIC

- 3 Police Detectives
  - City Clerk
  - Also assisted vendor with associated All-In-One copier migration.
- Senior Center VDI rebuilt.
- Library has new VDI ready to deploy.
- Worked on system and departmental Group Policy Objects (GPO).
- Updated servers and some workstations. This work continues.
- Had several issues with the JC security card system and Aiphone system. Issues resolved with the assistance of tech support.
- Worked on the Library RFID Gate system with help of Bibliotheca Tech Support. Project status on hold pending action from Bibliotheca Tech Support.
- Worked with vendor to repair East Justice Center security gate.
- Added web page link to City Intranet Site.
- Completed routine work orders.

**GIS Services.** The primary focus for this month has been the continued fine-tuning and customizing of the web maps to suit the needs of individual departments. Along with the weekly and monthly work order requests received by the GIS Department, we are currently beginning work on a few large-scale projects including a public facing web map and reporting applications.

- Made changes and updates to the web map gallery:
  - Updated Topographic Contours layer labeling in applicable web maps.
  - Adjusted Mass Point Elevation layer scale dependencies in applicable web maps.
  - Converted Streets Basemap layer to Library Streets Basemap layer in Police web map.
  - Created, configured, and implemented Grayscale Basemap layer for all web maps.
- Digitized Building, NetworkDrops, and WirelessAccessPoints data layer features for the Lebanon Senior Center.
- Map production:
  - Created and delivered Comprehensive Plan and Zoning Arch D maps with zone labels to City Engineer.
  - Created and delivered Properties with Rail Access Arch D map with property list to City Administrative Assistant.
  - Created Arch D Senior Center Information Services Map.
  - Delivered 12 Tabloid Flush Overview Maps to Water Crew Chief.
  - Created and delivered 5 Utility Map Books to Maintenance Manager.
  - Created and delivered 2 Arch D Neighborhood Watch Focus Maps to Community Service Officer.
  - Created and delivered Arch D Trail Map with paved and unpaved linear footage totals to Maintenance Manager.
  - Created and delivered Tabloid Streets Map and Index to Records staff for new Reserve Officer.
- Exported and transmitted/uploaded multiple data layers to the following agencies:
  - Linn County GIS Department.
  - Carollo Engineers Inc.
  - Weyerhaeuser Real Estate Development Co.

- Installed ArcGIS Desktop 10.1 software on IS workstation.
- Shadowed Maintenance Crew on Water System Flush and gleaned information for map and data improvements.
- Attended Northwest GIS Users Conference.
- Researched and downloaded US Census Bureau datasets.
- Performed data analysis for locational radius population estimates and delivered results and illustration map to City Administrative Assistant.
- Updated Trail, Sanitary Sewer, Water, SignsPostsPoles, and SignTop data layers.
- Received and catalogued multiple as-built projects from Engineering Department and began digitizing features.
- Coordinated attribute errors in County dataset and updated Taxlot layer from Linn County.

## VII. LIBRARY – Carol Dinges, Manager

- The ADA door-opening mechanism on the main (south) entrance to the library has been repaired and is fully functional.
- Nine applicants were selected to be interviewed for the Library Assistant 1 position. The interview committee unanimously selected Paul Porter as the top candidate; following the reference check, he was offered the position. He will begin November 1. Three other applicants' files will remain active for six months, should another opening occur. The interview committee consisted of two full-time library staff members, a member of the Library Advisory Committee, and the Library Services Manager.
- I met with medical students at COMP-NW to plan a "Library After Hours" session scheduled for December 9 at 7 pm on staying Happy and Healthy for the Holidays. The program will include learning some simple relaxation techniques, sampling healthier alternatives to traditional holiday recipes, and other ways to make small changes that can help reduce the stress – and weight gain – that often come with the holiday season.
- I presented a "Library After Hours" session about online resources available on the library website on October 9.
- LHS senior Amelia Miller did a job-shadow at the library as part of her senior project, observing circulation, children's programming and administration.
- I spoke to the Lebanon Rotary Club about the history of the Lebanon Public Library on October 23.
- Storyteller Anne Rutherford entertained families with spooky stories and original songs on Thursday evening, October 24.
- Attendance remains strong for all of the children's programs – Preschool Storytime, Baby & Me, and Lego Club.
- A very special thanks to LPD Chief Frank Stevenson (and his family) for a generous donation of Legos for Lego Club. Be sure to see the photo on our Facebook page.
- I am working on reformatting the library's policy manual, making sure that policy changes made in the past few years are reflected in all of the policies, and editing for clarity and conciseness, with a goal of having the policy manual available online.





## VIII. MAINTENANCE – Jason Williams, Manager

### **Water**

- Completed 140 water department service orders
- 45 service reconnects
- 74 utility locates
- The Big Flush. We flushed out about 4,265,050 gals. And we found 42 water valves that will need attention. They range from ones filled with debris, U.T.L. hard to operate, need repacking, or leaking.
- 53 water service lock offs
- 313 door hangers were placed this month
- Repaired a broken service line on Cypress Court
- Repaired a broken 4" main line in River Park. (Irrigation)
- Completed all of our large meter testing (2 days)
- Completed 92 water samples this month

### **Collections—Sanitary/Storm**

- Cleaned and televised over 6000 feet of sanitary sewer. The entire crew has spent as much time on this as possible.
- Completed the catch basin cleaning for ODOT
- Assisted the Water section with the full system Flush (Big Flush)
- Assisted the Parks section with the Christopher Columbus park improvement
- Completed the installation of a catch basin and storm pipe along Gilbert to prevent private property flooding. Created 800' of open ditch to carry water to the storm system
- Fixed two failed sewer laterals in the right of way on Vine Street
- Had three mainline sewer repairs
- Completed an entire City-wide round of open ditch mowing and clearing
- Excavated the drying beds at the Waste Water Treatment Plant and hauled off all debris to the Coffin Butte landfill
- Cleaned out the aeration basins with the vacator for OMIs

### **Streets**

- Leaf pickup has started. City crews will complete leaf pickup city wide this year we will not be using Republic Services. The City will also sponsor 2 different leaf collection days at the maintenance shop on November 16th and December 7th. Press releases have been sent out and the information is on our website and Facebook pages
- Street sweeping continues including monthly sweeping for the City of Brownsville and bi-weekly sweeping of the downtown core area
- Cleaned up an illegal dumpsite on Berlin Road
- Cleaned up after a large motorhome traffic accident on Berlin Road as well as two other MVAs on HWY 20

- Ordered 4 solar LED flashing school zone cross walk signs that are push button activated to be placed at the intersections of 5<sup>th</sup>/Airport and 7<sup>th</sup>/Airport. Installation to occur early November.
- Crews have started the fabrication of the bike rack that will be placed in the Vine Street parking lot. We will use one parking spot for a large bike rack.
- Replaced two street light bulbs and ballasts on the Grant Street bridge
- Replaced 4 of the downtown street light bulbs
- Installed a banner at Maple and Park
- Assisted the Parks crew with the improvements at Christopher Columbus park
- Assisted the Water section with the full system flush
- Worked on the sign maintenance list that is generated by the sweeper operator
- Removed a barricade at 14th and Vine to allow contractor access
- Hauled many pallets of donated trees and shrubs from Van Essen nursery to Cheadle Lake park
- Excavated and backfilled 14 large test pits for Foundation Engineering at the new Water Treatment Plant site

#### **Parks**

- Daily: opened, cleaned and closed all Parks facilities. All parks restroom buildings will be closed October 31st for the season with the exception of Ralston Park and Gills Landing.
- Completed playground safety inspections and made necessary repairs
- Mowing is continuing in all parks with leaf pickup becoming the main priority
- All improvements have been completed at Christopher Columbus Park including testing of the new irrigation system
- Removed a large dangerous tree at Marks Slough trail
- Plans are being made to remove 5 large dangerous trees at Ralston Park. We will update Council on the plan to remove the 5 large trees prior to work starting. We will also send out a press release prior to any removal.
- Planted many of the donated trees and shrubs. A huge thank you to Van Essen Nursery for the large donation.
- Removed the majority of the picnic tables from the parks for maintenance or replacement
- Completed daily trash and doggie station rounds in all parks
- Tree trimming has started in the City parks. Once complete the parks crew will complete the City-wide street tree trimming this year
- RV park reservations at Gills Landing are continuing at a surprisingly strong rate compared to the last two years

#### **General Division**

- All maintenance crews attended our monthly safety meeting this month's meeting was on the new Hazard Communication Plan
- The entire maintenance staff worked on a facility cleanup day at our shop

IX. POLICE – Frank Stevenson, Chief of Police

- Lebanon Police Department conducted its first Peer Court, starting out with one case with two defendants. This being the first Peer Court, the youth involved did an amazing job. This program is going to continue to grow and strengthen the partnerships between the community, police department, schools, juvenile department and city attorney's office.
- Teen Police Academy kicked off at the Justice Center. This academy involves fifteen Lebanon High School Students who are interested in Law Enforcement. All fifteen students will be involved in classes which started October 9th and run through Dec 18th.
- The reserve process has been completed with the hiring of Kyle Libra, Chris Miner and Dustin Hyer. All three Reserve Police Officers will begin extensive academy training beginning in November.
- Several Lebanon Police Officers participated in Tip-A-Cop held at Red Robin in Albany and raised \$1,600 for Special Olympics of Oregon.
- Several classes were taught by members of the Lebanon Police Department at Lebanon High School, LBCC, DPSST and citizen presentations. Classes taught included; defensive tactics, domestic violence/dating violence awareness, interview and job search class and crime prevention.
- The Patrol Division is active, with approximately 1,800 calls-for-service for the month of October with a total of 127 arrests made and 236 reports written. Assistance was provided in several burglary investigations by the Detective Division.
- The annual meeting of Crime Prevention Association of Oregon was held at Department of Public Safety, Standards and Training (DPSST). Community Policing Officer Dala Johnson was recognized with the President's Award for her commitment, dedication, and many hours of services to further the education of Crime Prevention officers in the State of Oregon. LPD Volunteer Larry Baker was honored with the Charles Bangle Volunteer of the year award for his outstanding crime prevention volunteer efforts in the reduction in overall crime and increased community awareness. Support Services Manager Reva Frost was honored as Police Administrator of the year for her instrumental role in promoting crime prevention strategies and programs.
- The Detective Division has been working on several involved cases including multiple burglaries and attempted burglary cases, drug related search warrants which resulted in several arrests for delivery of drugs, stolen vehicle case which resulted in three suspects being arrested, several possible sex abuse cases and child abuse cases where suspects have been identified. In all, approximately 22 cases were cleared for the month of October.
- During the month of October, 131 individuals were booked and released, brought to court, transported to/from Linn County Jail or sentenced in the Lebanon Municipal Jail. A combined 195 days were served by inmates in the Lebanon Jail.
- The Community Policing Division remains busy with several projects and classes including; Bringing Up Learning and Behavior (BULB-held each month for the school year) where 6 Lebanon School area students will be selected as winners and enjoy a breakfast at the Lebanon Police Department. Also, neighborhood watch meetings, assisted in SALT membership to help at the Donna Beagle Presentation at the River Center, Education Deferral Program for seatbelt and cell phone violators, assisted in the annual Pumpkin Run with Lebanon SALT and LPD volunteers who helped in traffic control and helped Green Acres School with safety presentations for Halloween.

X. SENIOR SERVICES – Kindra Oliver, Manager

- Department of Energy (DOE) helped to find a pass-through partner for our 2011 Business Energy Tax Credits (BETC) for our Dial-a-Bus service. We received a check last week in the amount of \$17,198 from our pass-through partner, Willamette Community Bank. This money will be used as match dollars for our state and federal grants in the Dial-a-Bus fund. Thank you letters were sent to Willamette Community Bank and the Department of Energy.
- We should have the final certification letter for our 2012 Energy Incentive Program ((EIP) formerly known as BETC), from Department of Energy in the next 3-4 weeks. We will be looking for another pass-through partner for those credits once we have the final certificate in hand.
- Dial-a-Bus numbers for the first quarter of FY 12-13 are up by 14% from the last two fiscal years, which were up 30% from the previous two fiscal years. Our drivers' schedules are extremely full. We have added additional hours, as the budget allows, when we have a significant number of rides that we are unable to work into the regular daily schedules. We have fabulous, personable, hard-working drivers and a great dispatcher/scheduler that work collaboratively to provide excellent customer service to our riders.
- Our community Harvest Fest, on October 19<sup>th</sup>, was successful. We had approximately 160 people come through to enjoy the variety of entertainment, shop the arts and crafts booths, taste test the chili and watch the pie contest, and finish off with music and dancing with the Ol' Time Fiddlers!
- We have lots of Medicare/Medicaid presentations and seminars at the Senior Center this month from various insurance companies, including Samaritan Health, BCBS, United Health Care, Healthnet and others. We also have volunteers from Senior Health Insurance Benefits Association (SHIBA) that meet with seniors every Monday to help sort through their Medicare options. SHIBA volunteers are a neutral party and are very knowledgeable and helpful when dealing with the complexity of the Medicare program.

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*Lebanon Senior Center Upcoming Activities*

*See November Calendar*

# NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1 <u>Chamber Greeters:</u> 8:30a  Sr Ctr: 1:00p Movie "The Great Gatsby"	2  9a – 4p Holiday Crafters Market & Home based Business Expo @ Santiam Place
3	4  Sr Ctr: 12:30p Lunch & Learn "History of Spiritualism & Spirit Photography"	5  <u>Women In Bus Lunch</u> – 11:30 Self Defense Presentation @ River Center  Sr Ctr: 1-3:30p "Powerful Tools for Caregivers"	6  Sr Ctr: 12:30p Birthdays/Ice Cream Social	7  1:30 Veterans Reception @ Senior Center	8  <u>Chamber Greeters:</u> 8:30a West Home Inspections  Sr Ctr: 10:30a Secret Pals  Sr Ctr: 1:00p Movie "The Croods"	9  <u>CHEADLE CHALLENGE</u> 7 am @ Cheadle Lake
10	11  <b>VETERANS DAY</b>   City Offices Closed	12  Sr Ctr: 1-3:30p "Powerful Tools for Caregivers" 1:30 Legal Aid  4:30p Library Advisory Committee Mtg  6p Downtown Merchant Mtg @ Santiam Travel Station	13  <u>SoGo:</u> 10a Mall Walk & Movie  <b>City Council 6 p</b>	14  Sr Ctr: Noon Potluck – Celebrate Halloween  <u>School Brd Mtg:</u> 6 pm @ District Office	15  <u>Chamber Greeters:</u> 8:30a Complete Business  Sr Ctr: Noon Talk with a Doc Lunch  Sr Ctr: 1:00p Movie "Grumpy Old Men"	16
17	18  Sr Ctr: 12:30p Lunch & Learn "Willamette Valley Pleistocene Project"	19  Sr Ctr: 1-3:30p "Powerful Tools for Caregivers"	20  <u>SoGo:</u> 10a Charades	21  Sr. Ctr: Noon Thanksgiving Banquet	22  <u>Chamber Greeters:</u> 8:30a CASA 1005 Hill St SE, Albany  Sr Ctr: 1:00p Movie "Old Fashioned Thanksgiving"	23
24/31	25  Sr Ctr: 12:30p Lunch & Learn "Scroggins Mill"	26  Sr Ctr: 9a-3p Fall Foliage Trip  Sr Ctr: 1-3:30p "Powerful Tools for Caregivers"	27  <u>SoGo:</u> 10a Scavenger Hunt  Sr Ctr: 1-3p Halloween Bingo	28    City Offices Closed	29  City Offices Closed	30

