

I. A. ADMINISTRATION – Gary Marks, City Manager

[Mr. Marks has had a family emergency. Therefore, a written summary will be emailed to the Council prior to the November 12 Council Meeting. The written summary will be added to the final record with a verbal report given at the City Council Meeting.]

B. Human Resources – Debi Shimmin, HR Generalist

- Open enrollment for life insurance took place this month for all full-time city employees. Open enrollment for flexible spending plans will take place in December and will conclude all open enrollment opportunities for employees this year.
- The recruitment for an Administrative Assistant for the Police Department was completed this month, with the selection of Amy Waite, who is scheduled to begin working for the City by mid-November.
- A small committee of exempt employees along with the City Manager worked together to review and update the current Exempt handbook. A final draft was presented to the City Manager for approval.
- The employee appreciation holiday party is in the planning stages and scheduled for Tuesday, December 2, at the Library's Community Room. The Mayor and City Council are invited to attend.
- The Exempt salary schedule was not completed this month due to other more pressing matters, but will be completed in November.

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

- **Bike & Pedestrian Advisory Board Vacancy.** I've been coordinating the recruitment and candidate selection process. Those interested in serving on the board must submit a completed application by November 5. To date, we've received three applications. Mayor Aziz will likely appoint the Board's recommendation at the December 10 Council Meeting.
- **Communication/Social Media.** Staff has been ramping up efforts to provide a mix of city business and general community information on our City Facebook site. Also, staff met to establish a timeline for a website upgrade.
- **Election Day (November 4)** is the deadline for registered voters to turn their ballots in for the General Election. Ballot boxes for Lebanon residents are located at the Lebanon Library (55 Academy St) or Linn County Sherriff's Substation (2590 S. Main Street). In the past, ballots have been dropped off in the Utility Payment Drop Box; however, this is NOT a valid drop-off site. We cannot legally take to the official drop-off sites so these ballots will not count!
- **OAMR Records Committee.** We have completed the cross referencing of the new "Cities Retention Schedule" used by all Oregon cities. Since this schedule has a lot of changes, including a new numbering system, I'll be working with each department after the first of the year to go over the new record retention schedule.
- **Santiam Travel Station Upgrades.** Staff is reviewing hearing impaired equipment for meetings held at the Station.
- **Teamwork.** Staff continues to reprioritize projects and brainstorm ideas to work smarter with fewer employees.

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

A. Planning

- The Planning Commission did not meet in October. However, the Commission will review a 12-lot single family subdivision on property off River Road. The plan will also include the potential for future multi-family development.
- In addition to the subdivision, the Commission will be reviewing possible Code language to allow electronic message signs. As this is a work session, no decision or recommendation will be made at this time. A public hearing is likely in December or January.
- The Department is anticipating a further modification to the Samaritan Campus development plan to provide additional housing, possibly in time for the November hearing.
- As of the end of October, the Department has either received or processed 65 applications – versus 60 applications for all of 2013.

B. Building

- For the September 2014 Reporting Period, Building Services received \$9,822 in fees on \$648,721 in valuation. For the current FY 2014-15, the City received \$31,268 in fees on \$2,312,748 in valuation. This is down considerably from the same period in the previous fiscal year: \$163,938 in fees on \$14,847,480 in valuation. The decline reflects the lack of a significant impact project (e.g., hotel, ODVA) when compared to last year. This will likely change with the new medical office building and additional development on the campus.
- The City received a permit application for the new medical office building and anticipates a number of single family home applications when the Santiam Riverfront subdivision comes on-line.

IV. ENGINEERING SERVICES – Ron Whitlatch, Manager

- SC Construction is continuing to work on the new Four Million Gallon Reservoir on South Fifth Street. Leak Repairs were made to the reservoir in early September and the reservoir was filled for a second time to test for leaks. SSC fixed some of the leaks during the initial repair, but not all, and the reservoir did not pass inspection again. Divers were brought into the reservoir on Monday, September 22, and were able to document the leaks which were primarily located at pipe penetrations. A plan has been developed to fix the remaining 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 October.
- The Vine Street Sanitary Sewer Replacement Project is progressing slowly due to extremely poor ground/trench conditions. Staff is tentatively planning to bring a proposal to City Council in October for street repairs and additional utility work on Vine Street above and beyond the sanitary sewer replacement.
- Council approved a motion on October 8th which requested approval to pursue a river intake for our proposed water treatment plant project. Staff is finalizing a revised scope of work with our consultant Carollo Engineering to complete the work necessary to permit and design a new river intake. Staff is also continuing 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 is essentially complete. The contractor's only remaining item to complete is to install minor landscaping improvements. There has been quite a bit of positive feedback in regards to the project and how it turned out.
- Staff continues to work with CH2M Hill on the design of the effluent pump station upgrade at the wastewater treatment plant. This has been re-scheduled for 2015 in an effort to cut costs and redefine 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 had no visible progress this 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. An alternative route for sewer is under review.
- Construction of the Santiam Riverfront Estates residential subdivision continues. The street curb and gutters are installed and street base rock is nearly ready for paving. Underground sewer and storm utilities were tested and deficiencies are currently being resolved. Testing and disinfection of public water lines are expected soon.
- Construction of the new apartment complex on Mary Street east of 5th Street is complete.
- Construction of public improvements for the Edward C. Allworth Veterans' Home is complete except for the street lights which are Pacific Powers responsibility.
- Construction of the Conference Center at the Samaritan Health Campus is mostly complete. Staff reminded the consultant that landscaping plans have not been submitted for review. A temporary occupancy of the building was given. We expect the landscaping will begin as soon as they are able to coordinate landscape design with the Hotel/restaurant.
- 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. Construction has not yet commenced.
- Staff received public improvement drawing 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.
- Staff is working with the developer and contractor to begin construction of a residential tri-plex on 7th Street just north of Kees Street. Site plans are approved. Construction of the sewer service line was recently completed.
- Staff continues to work with Comcast, Pioneer Telephone, Consumers Power, and Pacific Power to replace or construct new utility lines at various locations of the City.
- 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.

- Staff continues to meet with developers and consultants regarding potential development. Staff provided guidance regarding code requirements, availability of public infrastructure, City standards of design and construction, and the land development process.

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, Drafts complete and will discuss drafts with City Manager and bring to council for approval
- Working with Springbrook to install the Purchase Order system. PO program installed Oct 13-17
- 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 Oct billing
- Accounts Payable; FY 14/15 payments made in October, 483 invoices were processed for payments of \$829,160.
- Utility Billing (October):
 - 5620 Billing statements mailed by the end of October
 - 861 Accounts received a penalty (past due 9/20/14)
 - 263 lien letters mailed to property owners
 - 88 accounts were locked off for non-payment on 10/15/14 for bills due 9/15/14.
 - 7 Multi-family accounts received door hangers prior to being locked off.
 - 68 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 551 Service orders: 50 Move Outs, 65 Move ins, 11 Turn offs, 27 Turn on, 78 reconnects, 47 read request, 0 Dead meters, 95 Leak Checks, 17 Lid Hazard checks, 89 Lock offs, 14 Meter Change out, 0 New Meter Installations, 2 Pressure check, 56 misc. other.

	May 14	June 14	July 14	Aug 14	Sept 14	Oct 14	1 yr ago
Billing Statement	5605	5991	5613	5623	5976	5620	5622
Penalty applied	864	1239	807	946	774	774	881
Lock Offs	101	131	184	110	144	88	25

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.
- The City has joined a non-profit organization named the “Multi-State Information Sharing & Analysis Center” (www.msisac.org), whose goal to assist agencies in “cyber threat prevention, protection, response, and recovery”.
- The City hosted a morning of cyber security training for employees, volunteers, and elected officials during the month of October.

VII. LIBRARY – Carol Dinges, Manager

- The library is now able to process credit card payments. Richard Nelson was able to trouble-shoot why the card-readers were malfunctioning (the circulation RFID system was interfering) and devise a work-around.
- In addition to Pre-School and Baby & Me storytimes, special storytimes for all Lebanon Head Start classes began this month.
- I spoke to the Teen Parent class at LHS about the importance of reading aloud to infants and toddlers, gave them invitations to come to the library to get a Baby Gift Bag, and talked to the teacher about arranging for them to be able to attend Baby & Me storytimes.
- Two library staff members attended the OLA Children's Services Division workshop on October 11, where resources for next year's Summer Reading Program were introduced.
- I attended the annual state Public Library Directors' meeting at the Hillsboro Public Library, where they have their own traffic signal at the entrance to their parking lot. Hint. ☺
- Up-coming adult programs:
 - November 4 @ 6:30 pm: "Creating Natural Holiday Décor" (Community Room)
 - November 18 @ 6:30 pm: Screening and discussion of "Forks over Knives" with students from COMP-NW (Community Room)
- The November Library Advisory Board meeting has been rescheduled to November 18 @ 4:30 pm because of the Veterans Day holiday.

VIII. MAINTENANCE – Jason Williams, Manager

A. Streets

- Routine maintenance activities continue including; street sweeping, sign maintenance, mowing and hard surface repair.
- Worked with the out of town property owner at Sherman and Park Street preparing for the damaged sidewalk removal and replacement. The project should be completed by mid-October.
- Placed and removed streets banners for events.
- Raised and lowered the flags per the governor's order.
- Placed temporary stop signs at the intersections controlled by signals during the power outage.

B. Parks

- Routine maintenance continues; opening – cleaning - closing of facilities, mowing/edging, fertilizer and chemical applications as well as graffiti control being a daily occurrence.
- Completed monthly playground safety inspections.
- Serviced all doggie stations.
- Replaced damaged irrigation heads in Century Park due to vandalism.
- Leveled all fall material in all playground areas.

C. Collections

- Completed locates for contractors using smoke tests, dye and televising sanitary sewer laterals.
- Finished a complete round of drainage way mowing.
- Cleaned and televised over 10,000 feet of sanitary sewer.
- Televised the storm water system on E. Vine Street to ensure it does not need replacement as part of the ongoing project.

- Assisted the water crew with leak repairs.
- Responded to numerous sanitary sewer complaints. Assisted homeowners with un-plugging their sewer laterals.
- Repaired two sewer laterals that were found to be sheared off the main.

D. Water

- The focus continues to be the in-house meter reading. Staff has completely read every meter in the City. Many of the meters are being read for the first time in years. Staff spent a great deal of time just locating missing or buried meters.
- Completed over 60 utility locate requests.
- Daily sampled water from the system using the 16 sample stations.
- Replaced 8 water services and completed one water main repair.
- Had over 180 water service lock offs for non-payment of those re-connected the majority within the next two business days.
- Changed out meters as time permitted.
- Completed daily water service orders.

IX. POLICE – Frank Stevenson, Chief of Police

- During the month of October, 127 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 178 days were served by inmates in the Lebanon Jail.
- Lebanon Peer Court heard 3 total cases this month regarding juveniles who were referred for minor in possession of tobacco, possession of less than one ounce of Marijuana and curfew violation.
- Peer Court community service workers completed their first road cleanup on Hwy 20, just east of Lebanon. There were 5 peer court juveniles who completed their community service hours for the Peer Court.
- The Patrol Division remains active with approximately 1,544 calls-for-service, 191 reports written, 104 arrests made and 52 traffic citations issued. The total for Part 1 crimes (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft) has increased by 6 compared to last year at this time.
- Detectives remain active, working on several involved 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 16 cases were sent to them for review and/or additional information. Detectives were able to clear 5 involved cases this month resulting in arrests.
- This month, 44 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, and etc.)
- Lebanon Police Department obtained a new drug dispenser for disposal of old, outdated and no-longer needed prescriptions. The new dispenser was donated and is currently being fixed up.
- Lebanon Police Officers along with volunteers rose over \$1300 dollars in donations for this year's Tip-A-Cop for Special Olympics in Oregon.

X. SENIOR SERVICES – Kindra Oliver, Manager

- Oregon Department of Transportation is scheduled to do a site visit on Thursday, November 20th. This will be a courtesy review for transportation providers to ensure we are in compliance with all state and federal regulations and have proper procedures in place.

- Our quarterly rides came in approximately 7% lower than last quarter, but we have been maxed out with the increased number of rides we've been providing over the last 2-3 years. Ridership had increased by 32% from 2011-12 through the end of 2013-14. The numbers are down slightly, mostly due to a decrease in requests from Rideline, the Medicare brokerage for medical rides.
- Some highlights of upcoming activities/groups/events in November:
 - Veteran's Reception – Friday, November 7th, 2:00 pm – In salute of our heroes, Veterans and current members of the Armed Forces, you are invited to a reception to be held in your honor, here at the Lebanon Senior Center. Family, friends and neighbors are also welcome. Representatives from the Lebanon Veterans Home will be our guests, as well.
 - Thanksgiving Banquet – Thursday, November 20th, noon – we will serve roast turkey, creamy mashed potatoes and gravy, savory stuffing, tangy cranberries and pie! We usually have 250+ at our annual Thanksgiving dinner. The Lebanon High School choir will be serving our seniors and then entertaining us with song.
 - Lunch & Learn Series! Every Monday, 12:30 pm, Sept 29 through Dec 3. Bring your lunch and enjoy a variety of presentations on various topics with a historical twist. Call us at 541-258-4920 for complete details!
 - **November 3, Historic Cemeteries** - Kuri Gill is the coordinator for the State Historic Cemeteries Program. She will be sharing her knowledge about these amazing treasures of historical information and teach us about reading markers.
 - **November 10, Lincoln at Gettysburg** - Join us to hear local LBCC professor, Robert Harrison, present on one of America's most popular presidents and a poignant moment of civil war era history.
 - **November 17, Oregon Forest Resource Institute** - Joe Holmberg with the Oregon Forest Resource Institute will be presenting "Growing Oregon's Economy: Forest Sector Economics (Where We've Been and Where We Are Now)." Oregon's forest industry as seen a lot of change over the years, take a look back at where it was and learn about where it is heading.
 - **November 24, Oregon's Role in WWII** - Alisha Hamel of the Oregon Military Museum will be delivering a presentation on the contributions of Oregonians in the Second World War. She will also talk about current projects underway to preserve and honor the stories of veterans.
 - **December 3, History of the Wine Industry in Oregon** - 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.