

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Community Visioning.** The City received seven (7) consultant proposals as a result of the Request for Proposals document that was circulated to the consulting community. Lebanon 2040 Vision Project Steering Committee met on September 29th to evaluate the proposals and selected four (4) for interviews which are scheduled for Friday, October 3rd. The Steering Committee hopes to forward a recommended consultant for Council approval at the October 8th City Council meeting.
- **League of Oregon Cities (LOC) Annual Conference.** I represented the City at the LOC Conference in Eugene on September 25th through 27th. While I was there, I received (on behalf of the City's staff) a gold award from the League of Oregon Cities and City-County Insurance Services for recording no work time injury losses during Fiscal Year 2013-14. This award is the direct result of Lebanon's active and dedicated employee-based Safety Committee and the City's entire staff who have diligently pursued attentiveness and best practices in regard to workplace safety. Ultimately, registering a zero loss time record not only keeps the City's workforce healthy and on-the-job but will also translate to lower workers compensation premiums. With this award the City, staff and Lebanon taxpayers are winners. While at the conference I also met with Beth Kaye of the HEAL Cities Program. We discussed the City's status as a HEAL City and a grant opportunity that may be available to Lebanon to support a community garden.
- **City Hall Week.** On September 8, I attended an evening meeting in Mt. Angel to hear a report from League of Oregon Cities representatives concerning the League's agenda for the coming Oregon Legislative Session. Pertinent issues were discussed and various city representatives addressed the group on statewide issues of concern.
- **International City Management Association (ICMA) Annual Conference.** I attended the annual conference in Charlotte, North Carolina on September 15 through 17.
- **Cascade Gateway Leadership Program.** At the behest of Lebanon Chamber Director Shelly Garrett, I have enrolled in this year's Cascade Gateway Leadership Program. The first class for this year's group met on September 4th and learned about Lebanon's history. It was very well done and I found the information both interesting and helpful in gaining a better understanding of the community.
- **Staff Handbooks.** I met with a group of department directors to begin the process of updating the City's Exempt Employee Handbook. The previous update took place in 2010.
- **Community Garden.** I met with Sheryl Casteen and staff at Cascade Elementary School to view and learn about the Cascade Garden located on the school campus. The meeting was helpful in preparation for a community-wide garden project.
- **Economic Development.** I met with two parties to discuss potential economic development opportunities for Lebanon. I will update the Council further on these projects if/when they move forward.

B. Human Resources – Debi Shimmin, HR Generalist

- **Recruitments.** Longtime employee Reva Frost has retired, and her position will be posted through the Oregon Employee Department. We hope to have this position filled by the first of November.
- **Employee Appreciation.** Met with City Manager, Gary Marks to begin planning the Employee Appreciation Event which will be held on December 2, 2014, to honor city employees with the years-of-service awards. Administration will be working together on this event.

- **Safety.** The Citywide Safety committee sponsored FLU shots for employees on September 18, and issued a safety short on flu & pneumonia season. The Safety Calendar, which is now available to all employees, reminds staff of the annual BBP & PPE training due this month and next. Finally, the Safety Committee selected February 3 for the annual Wellness Fair for employees and has begun planning for that event.

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

- **City Elections.** Since all of the candidates are running unopposed in the General Election, the Chamber's Government Affairs Committee cancelled the Candidates Forum scheduled for October 21.
- **Mayor's Youth Council.** The Youth Council has started meeting again for the school year. They will meet twice a month (the first and third Monday) – at 6:00 p.m. at the Santiam Travel Station.
- **OAMR Records Committee** – Progress continues with the new "*Cities Retention Schedule.*" While the Secretary of State's Office/State Archives now has the new schedule on their website, the Committee is still assisting the State Archivist with cross referencing the document for easier use. We expect to complete this task by the end of October.

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 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 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. 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.
- Staff will bring a proposal to City Council on October 8th which will request approval to pursue a river intake for our proposed water treatment plant project. 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 Road improvements project is 99% complete. The contractor's only remaining item to complete is seeding which will take place in October. There has been quite a bit 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 is progressing slowly. Roof girders were recently installed on the steel frame. 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 streets are excavated and installation of public storm and sewer utilities is nearly complete. Public water lines are approximately 50% completed.
- Construction of the new apartment complex on Mary Street east of 5th Street is nearly complete. A temporary occupancy certificate has been issued.

- Construction of the Edward C. Allworth Veterans' Home is nearly complete.
- 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 south half of the building is framed and sheeted. Walls are rising for the north half of the building.
- 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 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 utilities is expected to begin soon.
- 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 will be connected to the telemetry that was recently installed which will allow the entire pump station to be monitored remotely.
- 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 will be on site for audit work Oct-13 to Oct-17.
- Continued work on updating Finance policies. Drafts are complete and will be discussed with the City Manager and bring to Council for approval.
- Working with Springbrook to install the Purchase Order system. Dates to install PO program Oct 13-17.
- Working with PW department on finalizing routes and process for the in-house meter reading project.
- Accounts Payable: FY 14/15 payments made in September, 539 invoices were processed for payments of \$783,151.
- Utility Billing (September):
 - 5976 Billing statements mailed by the end of September.
 - 774 Accounts received a penalty (past due 9/20/14).
 - 230 lien letters mailed to property owners.
 - 144 accounts were locked off for non-payment, 72 on 9/10/14 and 72 on 9/11/14 for bills due 8/15/14. By dividing the lock-offs over 2 days it allowed a smoother process and better customer service.
 - 9 Multi-family accounts received door hangers prior to being locked off.
 - 110 accounts were reconnected the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
 - Total of 745 Service orders: 50 Move Outs, 66 Move ins, 8 Turn offs, 31 Turn on, 135 reconnects, 98 read request, 5 Dead meters, 21 Leak Checks, 1 Lid Hazard checks, 145 Lock offs, 117 Meter Change out, 2 New Meter Installations, 4 Pressure check, 62 misc. other.

VI. INFORMATION & GIS SERVICES – Brent Hurst, Manager

- Routine user break-fix issues and maintenance of City network.
- Routine updates to mapping systems.
- Preparing for a Police software upgrade in October 2014.

VII. LIBRARY – Carol Dinges, Manager

- The fall program schedule is underway. Storytimes (Baby & Me and Little Bookworms) and Lego Club started the first week of September, and Head Start storytimes will begin in October. Each of the four local Head Start classes come to the library monthly for storytimes and to check out books. The first "Crafternoons" program for this school year is scheduled for October 22.
- The September 23 power outage closed the library for several hours, but the lights were back on in time for the 7 pm performance of Second Street Guitars, which was attended by about 50 people.
- Additional battery backups were installed on several electrical circuits that power computerized equipment. These were put to the test on September 23 (and passed!).
- The annual library statistical report for FY2013-14 is complete and has been submitted to the state library. The report now requires a count of use of our wireless Internet, which is a challenge (people use our wireless from their cars in the parking lot, etc.). Brent Hurst is working with our ethernet provider to develop a means of tracking usage.
- I attended a conference entitled "Lead the Change" at the Multnomah Public Library on September 16, which focused on new ways to approach community engagement.
- I presented a workshop on research resources for home school families on September 18. Thirty-five parents and students attended, with several expressing an interest in future workshops.

LEBANON PUBLIC LIBRARY							
August Statistical Report 2014							
Circulation: checkouts and renewals							
	Aug-14	Aug-13	YTD 14/15	YTD 12/13	YTD 12/13	YTD 11/12	
Total circulation	12,142	16,026	26,131	31,829	29,500	33,429	
Average daily circulation	551.91	590	593.89	598	565	643	
Patron Registration:							
	Aug-14	Aug-13	YTD 14/15	YTD 12/13	YTD 12/13	YTD 11/12	
Resident	164	211	367	417	416	451	
Non-resident	70	73	118	151	156	179	
Passport	3	2	8	10	n/a	n/a	
TOTAL	237	286	493	578	572	630	
Reading Program:							
	Aug-14	Aug-13	YTD 14/15	YTD 12/13	YTD 12/13	YTD 11/12	
Preschool Storytime	0	0	0	0	0	0	
Spring Break Program	0	0	0	0	0	88/22	
Summer Read.Program	134/87	141/76	724/311	468/261	443/242	340/190	
Summer Read. Program YA	0	0	62	47	59	0	
Volunteers:							
	Aug-14	Aug-13	YTD 14/15	YTD 12/13	YTD 12/13	YTD 11/12	
# OF PEOPLE	50	43	98	89	72	86	
# OF HOURS	382.25	379	744.25	763.75	672.75	743.25	
Revenue:							
	Aug-14	Aug-13	YTD 14/15	YTD 12/13	YTD 12/13	YTD 11/12	
	\$ 2,729.40	\$ 2,988.65	\$ 5,027.26	\$ 6,076.30	\$ 6,018.22	\$ 6,048.45	
Miscellaneous:							
	Aug-14	Aug-13	YTD 14/15	YTD 12/13	YTD 12/13	YTD 11/12	
Internet	2,539	3,012	4,998	5,812	5,705	6,766	
Reference	387	543	744	1,025	1,246	1,221	

VIII. MAINTENANCE – Jason Williams, Manager

A. Streets

- Routine maintenance activities continue including; street sweeping, sign maintenance, mowing and hard surface repair.
- Cleaned up a homeless camp and cleared all property on the western edge of Cheadle Lake. Staff spent an entire week with the project.
- Repaired damaged wires for the downtown decorative street lights. The lights were damaged when the flag holder holes were bored directly through the wires.
- Placed bollards at the entrance to the Marks Slough phase 1 trail, allowing us to leave the gate open for trail users.
- 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.
- Finished construction on the Cheadle lake trail segments as part of the recreational trails grant.
- Placed and removed streets banners for events.
- Raised and lowered the flags per the governor's order.
- Removed a large dead standing cottonwood tree from the drainage way behind 640 South 15th Street.
- Completed a development walk through inspection.
- Replaced exterior lights at the STS and City Hall.
- Re-programmed the school zone flashing lights after the power outage.
- 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.
- Replaced a toilet and a section of plumbing at Century Park due to vandalism.
- Replaced all door hardware at River Park due to vandalism.
- Completed monthly playground safety inspections.
- Serviced all doggie stations.
- Set up and provided assistance for two very large events at River Park.
- Replaced damaged irrigation heads in Century Park due to vandalism.
- Replaced a vandalized window at the STS.
- 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.
- Completed the large diameter storm pipe job for the Willow and Cedar Drive areas.
- Responded to numerous sanitary sewer complaints. Assisted homeowners with un-plugging their sewer laterals.
- Finished the cleaning of all the East side dry wells.
- 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.
- Made all preparations for the Full System Flush which will be starting September 29th.
- Changed out meters as time permitted.
- Completed daily water service orders.

IX. POLICE – Frank Stevenson, Chief of Police

- The Patrol Division remains active with approximately 1,262 calls-for-service, 122 reports written, 59 arrests made and 16 traffic citations issued. The total for Part 1 crimes (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft) as of the month of September has decreased (compared to last year at this time) by approximately 45.
- The Detective Division remains active, working on several involved cases including narcotic investigations, child abuse casework, burglaries and sex abuse cases. A total of 14 cases were directly assigned to the detectives for further follow-up and 5 cases were sent to them for review and/or additional information. Detectives were able to clear 4 involved cases this month resulting in arrests.
- Detectives served a narcotic-related search warrant at a Lebanon residence and seized dealer amounts of Methamphetamine and Heroin. Two subjects were taken into custody for delivery of a controlled substance (Methamphetamine and Heroin) and frequenting a place where controlled substances are used/sold.
- Preparations are under way for earthquake preparedness and a Map Your Neighborhood class scheduled for October 16th (10:00 a.m. and 6:00 p.m.). Anyone interested should contact Dala Johnson at extension 4339.
- This school year's Lebanon Peer Court has begun. This month, 7 total cases were heard regarding juveniles who were referred for Criminal Mischief, Curfew and Juvenile runaway offenses.
- Bringing Up Learned Behavior (BULB) has also resumed for this school year. The first breakfast will be held at the Justice Center on October 9th.
- Our Community Policing Division has been busy with bike registrations and also the 9/11 Ceremony that was held at the medical school in honor of Patriot's Day.
- Lebanon Police Department is currently working on obtaining a new drug dispenser for disposal of old, outdated and no-longer-needed prescriptions. Our current disposal bin is inadequate for the number of drugs disposed of and the actual vile sizes. We will be recognizing National Drug Take Back Day on Saturday, September 27th. Anyone with prescription drugs they wish to safely discard can bring them directly to the Police Department and place them in the bin, which will be located in the vestibule.

X. SENIOR SERVICES – Kindra Oliver, Manager

- We had a very busy and successful month in September. It was national Senior Center month!
- We renewed our contract with DHS for two years, to provide non-medical transportation to Seniors and Disabled, through the Title XIX program. This is a federal program that helps to pay for transportation to help keep individuals living independently.

- Oregon Department of Transportation will be coming to do a site visit in November to review the Dial-a-Bus program. This is a courtesy review for transportation providers to ensure we are in compliance with all state and federal regulations and have proper procedures in place.
- "NEW* 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!
 - **October 6, Life of Thomas Condon** - Multi-tasking is a modern term, but Thomas Condon might have led the way. Bob Hart from the Lane County Historical Society will present Thomas Condon's incredible life as Oregon's first state geologist, a missionary in the Albany area, and a professor at the University of OR from 1876-1905.
 - **October 13, Sons & Daughters of Oregon Pioneers** - The mission of the Sons & Daughters of Oregon Pioneers is to preserve the "memories of those intrepid pioneers" that journeyed to OR prior to its statehood in 1859. Organization President-elect, Mel Fuller will be presenting about the organization and sharing stories past through generations.
 - **October 20, Genetically Modified Organisms (GMOs)** - GMOs? You might have heard the term flying around the media, but what are those you ask? Well you might be eating them and not know it. Steve Strauss, professor and researcher at OSU, will be helping us get educated in time for this topic on the November ballot measure.
 - **October 27, Sir Francis Drake & the Golden Hind** - Anthropologist and archeologist, Melissa Darby will be sharing her theory on the possibility of Sir Francis Drake landing at Whale Cove, Oregon in 1579. Sir Francis Drake was a vice admiral (c. 1540 – 27 January 1596) and politician in the Elizabethan era, also known to be a privateer and slaver.