

## MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: October 28, 2016

### **Mayor's Ball**

Thank you to everyone that helped make the Mayor's Ball a huge success. There were over 200 people at the event in the Armory. The event was a great kick-off for the 30 month fundraising for the Armory renovations. The evening raised over \$23,300. Donations continue to come in and anyone wishing to donate to the Armory project can donate directly to the trust fund for the Armory at City Hall. Watch for more events and activities in the coming 30 months that will bring more support for the renovations.

### **Trick or Treat**

On Monday, October 31<sup>st</sup> (Halloween) the City, Chamber, Main Street Program and Sentinel (and others) are presenting the annual Downtown Trick or Treat from 3:00 to 5:00 pm. Main Street will be closed beginning at 1:30 to set up for the event.

### **Pumpkins**

As a part of the downtown Trick or Treating, City Hall will have on display the results of the annual department pumpkin decorating contest. All pumpkins must arrive at the display by 9:00 am and the City Council (or their proxies) will be doing the judging of the pumpkins between 10 and noon. Prizes will be awarded to the Scariest, Funniest and Best Department Themed pumpkins.

### **Ballots**

Election day is quickly approaching and before we know it Tuesday, November 8<sup>th</sup> will be here and gone. So far about 16% of the voters have returned their ballots in Lane County. The local ballot drop box is located in front of the Community Center / Library at 700 Gibbs Avenue.

### **Work Session**

A City Council Work Session has been scheduled before the regular City Council meeting for Monday, November 14<sup>th</sup> at 6:00 pm. Information will be presented about an effort to provide affordable housing through tiny homes.

### **Oregon Scenic Bikeway Committee**

The City Manager attended a meeting of the Oregon Scenic Bikeway Committee in Salem this week. The committee reviewed the progress of two proposed bikeways, the recent annual proponent conference, the five-year review process for scenic bikeways, changes at Oregon State

Parks that will impact the Bikeway program and the Scenic Bikeway Committee Strategic Plan. The Committee also elected the City Manager as the new committee chair for the next two years.

### **Get Ready to Shop – Til the Turkeys Drop**

The Cottage Grove Main Street will be celebrating Shop Small Saturday by holding the Main Street Turkey Drop to commemorate the historical Turkey Drop featured in the Morelock films in “Cottage Grove –Snapshot in Time”. The Turkey Drop will be held on Shop Small Saturday, November 26<sup>th</sup> at 3:00 at 317 E. Main Street. To be eligible to enter to “drop zone” and possibly catch a turkey that will be redeemable for valuable prizes you must spend \$10 at a participating downtown business between November 10<sup>th</sup> and 26<sup>th</sup>.



### **Wastewater Treatment Plant Pumps Inspection and Maintenance**

On Tuesday of this week, Wastewater Treatment Plant (WWTP) personnel performed the annual inspection and maintenance on the three influent pumps at the wastewater treatment plant.



The pumps operate in sequence and are comprised of two 75 horsepower pumps and one 25 horsepower pump. During the summer months when the plant flows are near 700,000 gallons per day, only the 25 horsepower pump is used. During the winter months when flows can reach 11,500,000 gallons per day, all three pumps run full-speed 24 hours per day. The three pumps cycle as flow demands.

Facilities and WWTP personnel rented a crane to lift each pump to check oil, tighten bolts, and perform a visual inspection. It was discovered that the third pump had lost the wear ring around the bottom of the pump. A new wear ring was ordered for this influent pump and when the wear ring is received, facilities staff will again need to rent a crane to lift the influent pump and replace the wear ring.

Plant personnel had also planned to lift and inspect the three return activated sludge pumps as well. It was decided that the three return activated sludge pumps would be lifted and inspected when the repairs are made. The three return activated sludge pumps return a set percentage of the sludge to the oxidation ditch (Orbal) to recharge the biological process. These pumps are 20 horsepower and are controlled by variable frequency drives (VFD's). This routine inspection and maintenance work is always completed in advance of the winter rains.

### **Police Department New Dispatcher**

This week, the Police Department welcomed their newest employee, Wendie Jackson. Wendie has been hired as a Communications Specialist and has 14 years' experience as a dispatcher with Lane County. Welcome, Wendie.

### **Oregon Water Utilities Council**

On Thursday of this week, Public Works Director, Jan Wellman attended the monthly meeting of the Oregon Water Utilities Council (OWUC) in Eugene. OWUC represents the interests of water utilities around the State in legislative, legal, regulatory, and policy matters. OWUC has also been at the forefront of issues surrounding the Willamette Reservoir Study and the proposed

allocation of water rights, from excess stored water, to municipal use. It is important for Cottage Grove to stay abreast of these issues as we plan for future water development needs. Next month, Jan will attend the Tri-State Water Utilities Council meeting in Portland. Tri-WUC is attended by water utilities from Washington, Idaho, and Oregon. The Tri-WUC meeting always includes a briefing of Federal regulatory issues of interest that will effect water utility operations in the three-state area.

### **2016 Bullard Annual Labor and Employment Law Briefing**

The Finance Director and Payroll/HR Specialist attended the annual briefing held at the Oregon Convention Center, in Portland, sponsored by Bullard Law. The briefing is an annual event to keep employers informed about the latest updates facing labor, employment, and benefits.

The following topics were discussed:

- Labor Law Update: Handbooks and Work Rules
- HR Tasks When an Employee Dies
- How to Avoid Being Sued by Your Current and Former Employees
- Case Law Update
- Recent Federal and Oregon Wage Regulations: Minimum Wage, Overtime and Wage Theft Laws

The presentations were very informative and provided timely information.

### **Oregon Municipal Finance Officers Association (OMFOA) 2016 Fall Conference**

Finance Director, Roberta Likens, attended the Fall Conference of the OMFOA with approximately 400 participants from around the State. The conference offered education, information and networking opportunities for public finance personnel. Some of the session discussions included: Communication; Generations in the Work Place; Credit Card Risks – Update on PCI Compliance; Governmental Accounting; Current Economic Climate in Oregon; Urban Renewal Management and Closeout Strategies; and Governmental Accounting Standards Board – Standards 68, 75, and 77. Attending the conference was well worth the time and money spent.

#### *Quote of the Week*

*“There is a child in every one of us who is still a trick-or-treater looking for a brightly-lit front porch.”*

*~Robert Brault~*