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MEMORANDUM

Information Technology Services

To: Mayor Jackola and City Council

Date: November 3, 2025

From: Brent Hurst, IT Director

Subject: IT and GIS Department Report - October 2025

IT

- Internal review of all mobile devices to eliminate additional expenses throughout all City departments continues.
 - Current savings from this audit is close to \$3,000 monthly.
- New phone system is underway for the City and Lebanon Fire District.
 - Currently eight departments are testing the system.
- Windows 10 workstations are being upgraded to Windows 11 for City staff.
- Windows 11 upgrade for Lebanon Fire District is also underway alongside a physical inventory of all devices.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

GIS

- Storm Drain Drywell coordination.
- Annual Water Distribution System Flush Coordination with Public Works has been completed.
- Lebanon Fire District Service Boundary Update Coordination.
- Urban Renewal District Update Coordination with Community Development staff.
- Coordinate monthly new address and streets updates with Community Development and Linn County GIS.
- Completed the Sanitary Sewer System upgrades for multiple projects within the City.
- OHA Lead and Copper Survey work continues with assistance of Public Works.
- The monthly tax lot updates from Linn County were completed.