

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon 2040 Visioning Project.** The vision project played a major role for my work schedule in April. My activities included a guest interview on the KGAL “Valley Talk” program on April 13th and a second “Valley Talk” interview on April 14th with Mayor Aziz and Councilor Grizzle at the Biz Expo. Both interviews were focused on the Community Vision Event that took place on April 15th. During the Biz Expo I worked at the City’s Lebanon 2040 booth where I talked to Expo participants about the vision project. The Community Vision Event on April 15th drew about 90 people and appeared to be a great success for those who took part in it. Subsequently, I worked with our consultants to finalize the vision’s second survey which is now available on the Lebanon2040.org website.
- **Santiam Canal.** The City is now engaged with the City of Albany in the Intergovernmental Agreement process associated with setting the funding level the City will need to pay Albany during FY2015-16. After receipt of the letter of ultimatum from Albany Mayor Konopa in March which threatened litigation, other negotiations have necessarily ceased.
- **Mural Park.** The first meeting to the Mural Park Advisory Committee took place on April 20th. Jason Williams and I will be meeting with a landscape architect soon to help prepare a site plan for the Committee’s next meeting. The site plan will be based on input received at the Committee’s first meeting. After the Committee completes its work (probably in early to mid-summer) the plan to redevelop Mural Park will be submitted to the Tree and Park Committee for comments and additional recommendations. It will be brought to the City Council thereafter for approval.
- **Community Garden.** The Community Garden Project continues to take shape for Porter Park, located at Russell Drive and Porter Street. Jason Williams and I have worked with Mayor Aziz and Master Gardener Sheryl Casteen to develop a plan of the garden. Once a formal site plan is prepared a community meeting will be organized for gather input. Ultimately, the plan will be brought to the Tree and Park Committee for review and to the City Council for approval.
- **Budget Development and Policies.** I have continued to work on various aspects of the FY2015-16 Budget throughout April. Additionally, Dean Baugh and I presented the City’s proposed financial policies to the City Council at the April 9th Council meeting.

B. Human Resources – Debi Shimmin, HR Generalist

- **Employee Training.** The city has made arrangements with CIS Insurance to provide free online training through their CIS Learning program. If the majority of the employees take at least one class online, the city will receive a reduction of 1% towards its Liability premium. The CIS Learning Center offers more than 400 courses, ranging from safety-related topics to Management to Desktop Computer Skills and much more. Employees & council will receive an email communication next month with all the details.
- **Mayor’s Contest.** Next week we go to the schools to pick up the student entries, and are hoping for a good turnout. Entries will be posted for viewing at the Santiam Travel Station at the May 13 city council meeting.
- **New Employee Orientation.** The Administrative Assistant for the City Manager’s office began in April and a new employee orientation was conducted.
- **Springbrook Users Group Meeting.** Attended the users group meeting on April 2 to discuss the HR Module of the Springbrook software.

- **Employee Buzz Newsletter.** Began work on the next edition, which will be issued in June. Previous issues are available on the City's website under HR Services.
- **Safety.** There were two accidents in April, one with loss time recorded. A Maintenance Worker stepped off the back of a city vehicle and lost his footing, falling to the ground on his left elbow, and will be off work for about 4-weeks. The city has been working on a modified job description that will enable him to return to work next month.
- **Salary Schedules.** Updated the salary schedules, effective July 1, 2015, in accordance with the collective bargaining agreements. These will be included in the FY 2015/2016 budget document.

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

- **Advisory Boards/Committees.**

Planning Commission. Three applications were received for the two vacancies on the Planning Commission. Interviews have tentatively been scheduled for May 6. Candidates selected will serve out a four-year term.

Parks and Tree Board Committee. Chair John Dinges resigned from the Committee on April 24. John served tirelessly on the Committee since 2002 – his expertise, history and knowledge of the Parks Master Plans will be missed!

- **City Council Chambers Relocation Analysis.** While the analysis was completed by March 31, due to other priorities, we were not able to review the report in time to make the April Council Agenda. This item is now scheduled for the May Council Agenda for discussion/consensus.
- **Communication/Social Media.** Efforts to stay connected to our citizens continue to gain momentum. This month's Facebook numbers indicate a substantial increase in "Page Likes" of 82 for a total of 1008. The total number "reached" for the month of April was 7,850 (5,804 for City-related business and 2,046 for community-related information). *Kudos to Donna Trippett for making such great strides with our social media program!*
Now that Administrative Assistant/Communications Coordinator Leigh Matthews Bock is on board, my office will no longer be heading up the social media program. However, we will provide backup when needed.
- **Lebanon Vision 2040.** Much of my time this month has been spent on the Vision campaign: attending weekly update meetings, the Biz Expo, Community Vision Event at the Boys and Girls Club, and the Vision Steering Committee Meeting.

A reminder that the Joint Session with the City Council and the Vision Steering Committee begins at 3:30 – 5:30 p.m., May 13, 2015 (prior to the Council Meeting). Dinner will be provided to Council, Steering Committee Members, consultants and those staff members required to attend.

- **Liquor License Applications:**

An application was received from A & J Convenience Store/Gas Station requesting a change of ownership which was approved at the April 8 City Council Meeting.

I recently approved a Temporary Use of an Annual License Application for GameTime Sports Bar & Grill. They plan on participating in the Strawberry Festival Beer Garden from June 4 – June 7 at Cheadle Lake Park.

- **Records Management.** Slow but continuous progress on scanning old records and organizing the Archives Room.

III. ENGINEERING SERVICES – Ron Whitlatch, Manager

- The new four million Gallon Reservoir is now in service. The Contractor is wrapping up the remaining contract items and punch list work. Close out is scheduled for the middle of May. Engineering costs associated with delays will be paid from the assessment of liquidated damages to the contractor.

- City Maintenance Crews are completing all water, storm, and street excavation work for the Vine Street improvements Project. Once they are complete, Exca-Drain Construction will install curb & gutter and resurface the roadway. The project is scheduled to be complete in June.
- Staff is continuing to work with Carollo Engineers on design and permitting of a new River intake. Documents will be submitted to the Regulatory Agencies requesting permits for the new intake. This process could take six months to a year, depending on comments and conditions that need to be worked through. Staff is also working on relocating the City's Water Rights to the new intake location. This process is and will be the critical path in regards to when the project can be constructed. We will be meeting with Oregon Water Resources within the next couple of months to determine the best approach to getting the water rights transferred to the new intake location. This process could take anywhere between one and five years to complete.
- Staff will be presenting several loan applications for approval to the City Council at the May meeting. The loans are funded through Oregon Infrastructure Financing Authority (IFA) and will be used to fund a majority of the New Water Plant and Intake Project. If the application is approved by IFA, formal agreements that would include terms, conditions, and interest rates will be brought back to the City Council for approval. More information will become available as we go through the process.
- Letters went out to the City of Albany on April 13, 2015, pertaining to the Santiam – Albany Canal. To summarize, one of the letters deals with the existing agreement and the proposed dollar amount Albany is seeking from Lebanon. This letter requests additional information from Albany prior to any payment being made for next year. The other letter pertains to Albany's proposal for a new IGA that would have Lebanon pay \$125k/year for canal maintenance and a past capital contribution of \$1.2 million, along with an unknown amount for storm water discharge and the amenities of having the canal. Lebanon's response was that any change in agreement should be done using the mechanisms in place of the existing IGA. As of yet no response has been received from The City of Albany.
- The Effluent Pump Station Reconstruct project has been awarded to R.L. Reimers of Albany Oregon. They will begin ordering pumps and electrical components. Construction will likely begin during late summer during low flow periods at the Wastewater Treatment plant.
- A recommendation to award the Oak Street Project will be brought to the City Council at the May meeting. 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.
- Staff continues to work with the developer's engineers and contractor regarding construction of a new apartment complex on 9th Street approximately 700 feet north of Airport Road. The site has been excavated and rocked. Building framing and exterior sheeting are nearly complete.
- Construction of the Santiam Riverfront Estates residential subdivision is nearly complete. Franchise utilities are nearly complete. Street trees and neighborhood mailboxes are up. Home construction is expected to begin soon.
- The Samaritan Hotel/Restaurant construction is nearly complete. The landscaping is expected soon.
- The 26,000 square foot medical building site at the northwest corner of the Samaritan campus is under construction. The building is expected to house the pharmacy presently located on Mullins Way. The exterior shell is nearly closed in.
- Additional street and utility improvements are under construction in the northwest area of the Samaritan Campus project. 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 vehicular access. This project is constructed in phases with the first phase to include 5th Street improvements south of Central Willamette Community Credit Union. First phase street base rock is placed and curbs are expected late April. First phase water, storm, and sewer are complete and tested. The north south private lane adjacent to the Hotel and Event Center is nearly complete.

- The power generator project at the Park and Garvord sanitary sewer pump station is nearly complete. Concrete work and a security fence are expected to be installed soon. Progress is slow.
- Construction of the public improvements for the Santiam River Place 3 Subdivision located along the west side of Kokanee Way is complete. The subdivision includes 12 single family lots. Homes are presently under construction.
- Construction of the Samaritan Medical Apartments is underway. The site contains 120 units located just west of the Samaritan Event Center. All buildings are under construction.
- The Lebanon Plaza (Willamette Community Bank Square) parking lot expansion is under construction. The Lebanon Plaza is located near the Santiam Hwy and Milton Street intersection. The new parking lot is located behind the building where a house was demolished.
- Staff is finalizing the site plan review for the Human Bean coffee shop that will be constructed at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site). The Red Beards restaurant is being demolished for a future use unknown at this time.
- Staff reviewed and approved plans for an expansion to Lane Manufacturing on Montessa Way just south of Oak Street near the Airport.
- Staff is finalizing the site plan review for the expansion of the Linn-Benton Community College Advanced Transportation Technology Center at the far west end of the City on Oak Street.
- Staff continues to work with the developer to build a Tri-Plex on 7th Street just north of Kees Street. A sewer service was installed and a temporary street patch was constructed. No progress was made this month.
- Construction has been postponed for the new McDonald's. The latest email from their Engineer indicates construction will likely be delayed until early 2016. The new restaurant will be located at the present location and expand its drive-up to include two-lanes. The site will also grow to include the old Fire Pit Bar property. The existing McDonald's and the Fire Pit will be demolished.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy) and Heather Estates Subdivision (west of South Main Road south of Joy). Staff continues to review site plans for additional homes.

IV. **FINANCE SERVICES** – Dean Baugh, Manager

- Finance policies were approved by Council at the April 8 council meeting; next step is to get them posted on the city website.
- Working on FY2015/16 Budget document with Manager and Directors.
- Proposed budget delivered to budget committee on April 23.
- Proposed budget posted on website April 23.
- Directors and media notified that proposed budget was posted on website.
- Weekly meetings with KeyBank as we move our banking services.
- Working with Springbrook to finish the installation of the Purchase Order system; planning on go live this summer.
- Working with staff of remodel plan for from lobby area to address safety issues.
- Working with Insurance broker on insurance renewals for FY 2015/16.
- Accounts Payable; FY 14/15 payments made in April, 184 invoices were processed for payments of \$445,884.
- Utility Billing (April):
 - 5648 Billing statements mailed by the end of April

- 998 Accounts received a penalty (past due 4/21/15)
- 126 lien letters mailed to property owners
- 112 accounts were locked off for non-payment on 4/9/15 for bills due 3/16/15.
- 94 accounts were reconnected the same week. The balance were vacant properties or the tenants moved out and property is back in the owner's name.
- Total of 555 Service orders: 43 Move Outs, 56 Move ins, 10 Turn offs, 32 Turn on, 102 reconnects, 42 read request, 1 Dead meters, 10 Leak Checks, 1 Lid Hazard checks, 114 Lock offs, 118 Meter Change out, 1 New Meter Installations, 1 Pressure check, 24 misc. other.

	May 14	June 14	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	1 yr ago April 2014
Billing Statement	5605	5991	5613	5623	5976	5620	5598	5989	5595	5596	5971	5618	5587
Penalty applied	864	1239	807	946	774	774	1018	864	834	898	865	998	753
Lock Offs	101	131	184	110	144	88	114	114	107	93	115	112	148

V. INFORMATION & GIS SERVICES – Brent Hurst, Manager

- Routine user break-fix issues and maintenance of City & Fire network.
- Routine updates to mapping systems, printing of maps for maintenance, and updating of “as-builts”.
- Budget preparation work continues.
- Troubleshooting multiple reports of browser slowness at Fire.
- Work on security camera project for Senior Center.

VI. LIBRARY – Carol Dinges, Manager

- Library programs in April included a workshop presented by medical students from COMP-NW on taking steps toward a healthier diet (April 7) and a Crafternoon for kids and teens (April 15).
- I met with representatives from Every Library, a not-for-profit organization that provides consultation services and other assistance for library elections, regarding the feasibility of forming a library district.
- The Library Advisory Board voted to recommend that the library contract with Unique Management Services, a collections agency that serves libraries exclusively, for the recovery of lost or long-overdue materials totaling \$50 or more. Many Oregon libraries use Unique, including Albany, Corvallis-Benton County, and Multnomah County, and all of them recommended them highly for their approach (emphasizing the return of materials and avoiding alienating patrons if at all possibility) and their high success rate.
- Following phone meetings with representatives from Bibliotheca, our vendor for RFID-related equipment, the decision was made to forego replacement of the entire self-service check-out kiosks in favor of replacing only the computer hardware and monitor (the “head” of the unit) for one unit and purchasing the new operating software. We will put the remaining unit in storage. After monitoring the functionality of the updated unit and patron usage, we will consider purchasing the updated components and reinstalling the second kiosk next year.

VII. MAINTENANCE – Jason Williams, Manager

- We are operating business as usual with normal day to day operations.

VIII. POLICE – Frank Stevenson, Chief of Police

- As of April 27th, 2015, the Patrol Division had 1,213 calls for service, wrote 132 reports, made 79 arrests and issued 168 traffic citations. Total Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery assault and theft) have decreased by 11 so far, compared to last year at this time.
- Lebanon Peer Court heard three trials for the month of April, as follows: one curfew/minor in possession of alcohol, one minor in possession of tobacco, and one for possession of less than one ounce of marijuana.
- During this month, 117 individuals were booked and released, brought to court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 155 days were served by inmates in the Lebanon Jail.
- The Detectives Division remains active working on several involved cases including thefts, burglaries, possible sex abuse and child abuse. Two search warrants were written and executed (one on a vehicle believed to be involved in suspected narcotics-related activities and another at a residence in Lebanon). A total of three search warrants were written and executed on cell phones belonging to suspects involved in burglaries and narcotics delivery. A total of 5 cases were assigned to the detectives for direct follow-up investigations, and 7 cases were sent to them for further review and/or additional information. Detectives were able to clear 4 involved cases this month.
- Detectives, with the assistance of Linn County Parole and Probation, Albany Police Department and Lebanon patrol officers, executed a narcotics-related search warrant. Hartley Montgomery was arrested as a result of the search warrant. Lebanon Detectives were able to seize a half-pound in suspected methamphetamine, scales, packaging material, over \$5000 in U.S. currency, suspected heroin and marijuana, and recovered property that had been reported stolen.
- Phillip Wagner was sentenced to 25 years in prison for sex crimes based on an investigation by Lebanon's detectives and patrol officers.
- 28 individuals graduated the Citizens Academy on April 21st.
- Lt. Scott Bressler and Community Policing Officer Dala Johnson attended Oregon Emergency Preparedness training.
- The Community Policing Division has been busy preparing for National Night Out, Cast-With-A-Cop and Neighborhood Watch meetings, and recently facilitated a traffic safety class for 50 individuals.
- April is Child Abuse Awareness month, and this year's Walk A Mile For A Child was a great success. We had a total of over 300 participants walk on April 11th. With the help of the community, \$4,000 dollars was raised for Linn County Child Abuse Network.

IX. SENIOR SERVICES – Kindra Oliver, Manager

- The following grants have been awarded for the Dial-a-Bus for FY15/16:
 - \$30,814 in Special Transportation funds, which we have received in FY 14/15
 - \$12,000 in Special Transportation funds for a "loop" fixed route in FY15/16
 - \$12,375 for Preventative Maintenance for the biennium, including FY15/16 and FY16/17
 - \$13,908 for cameras and GPS tracking for Dial-a-Bus fleet
- Our Dial-a-Bus Dispatcher/Scheduler will start working Monday through Thursday each week, as of May 1st. Those duties will be covered by other Senior Center and Dial-a-Bus staff every Friday, as coverage for that position has been done previously.
- Our Connections Breakfast has gone very well. We had the Lebanon PD here in March and the Fire Department here

in April. The idea is for local agencies/services/businesses/schools to meet with the senior population to share about new programs and services and be able to answer any questions they may have. We have had lots of positive feedback from those attending and those agencies presenting/hosting.

- May events can be found on the website and Facebook.