

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon Strategic Action Planning Project.** The Strategic Action Plan was adopted by the City Council at the April 13th Council meeting. Prior to the meeting, I worked with Leigh and our consultants to develop the final report and action plan document. I was also a guest on KGAL's "Valley Talk" Radio Show with Jeff McMahon on the morning of April 4th to update the community on the Strategic Plan and to encourage attendance at the City Council meeting. As previously directed by the City Council. I met with the Strategic Action Plan Task Force the evening of April 6th to review the City's logo and discuss ideas for a new logo. Future meetings are anticipated with the Task Force with a final report and recommendation to be made to the City Council at a date to be determined.
- **Economic Development.** I continued to work with Walt on efforts to develop a plan to eliminate the obstacle of wetlands mitigation to development of Lebanon's open industrial lands during the month of April. As discussed previously, we are proceeding with a two pronged approach to the wetlands issue to (a) obtain a re-delineation of Lebanon's wetlands and (b) pursue an analysis of options the City may be able to undertake to reduce or otherwise fund the costs associated with wetlands mitigation. We are also working with a group of area industry representatives on a plan to expand the Lebanon Trans-load Facility located adjacent to the railroad tracks west of Entek. The closing of Terminal 6 in Portland has created interest in an expanded Lebanon facility to increase mid-valley shipping opportunities by rail as opposed the trucking. We will provide updates on this exciting opportunity as the project moves forward.
- **AFSCME Negotiations.** The AFSCME Union and City reached a tentative three-year agreement on April 12th. I served as the City's lead negotiator. A recommendation to approve the new agreement is part of the May 11th City Council agenda.
- **FY2016-17 Budget.** I continued to work with Dean Baugh and the department director staff on the development of the FY2016-17 City Budget during the month of April. As of this writing, the Budget Committee is scheduled to meet and consider the budget document at noon on Wednesday, May 4th at the Santiam Travel Station.
- **Community/Regional/Professional Meetings.** In addition to my work with the Strategic Action Plan Task Force (detailed above) I participated in a number of community events and meetings in April. These included the Chamber of Commerce Monthly Board Meeting; the April Chamber Forum Lunch at Samaritan Hospital; the weekly Friday Greeters Meetings; Chamber After-Hours Events held at Samaritan Lebanon Health Center; Chamber Economic Development Committee meeting; Edward C. Allworth Art Committee (to interview artists for creation of an outdoor monument/garden; and the City's Arbor Day Tree Planting Event at the Lebanon City Library. April also included my normal participation with the Lebanon Rotary and Optimist Clubs.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Collective Bargaining Agreement – AFSCME**
AFSCME members have ratified the proposed agreement, and is on the agenda for approval during the May 11 City Council meeting.
- **Compliance Dashboard**
The City of Lebanon has subscribed to the Compliance Dashboard (at no cost) to ensure timely information is made available to employees concerning the Affordable Care Act. The Compliance Dashboard is a SAS program that lays out the required notifications and forms due each month to ensure the City is in compliance.
- **Employee Handbook**
The final draft is on the next agenda for approval and will be disbursed to employees following the May 11 City Council meeting.

- **Employee Training**
A PERS Employee Outreach presentation will be held on May 9 at LBCC.
Supervisors have enrolled in CIS Learning's Spring Supervisor Training #201: Beyond the Basics to be held on May 10.
- **Research**
Conducted a survey on personnel action notice process management to ascertain the need for continuing to use both paper and electronic documentation. A total participation of 18 cities responded. It was interesting to note that about 40% do not have their employees sign personnel action notices.
- **New Employee Orientations**
A new employee orientation was conducted for Communication Specialist Travis Norfleet who began work on April 25.
- **Newsletter**
The next edition of the Employee Buzz Newsletter will be issued on May 1.
- **Safety/Wellness Committee**
The Safety/Wellness Committee completed the Ladder safety training for staff in March and have posted training packets on the Employee Safety Page on the City's intranet.
The committee has completed the work on the 2016/17 calendar, which will be posted for staff in May.
- **TECC Project (Total Employer Cost of Compensation)**
In January, I mentioned The City of Lebanon was working with Portland State University (in partnership with Oregon's Local Government Personnel Institute (LGPI)) on populating a compensation benchmarking system for the public sector. So far, PSU has approximately 31 agencies that have signed on participate. The goal is to have 50. I have been working assisting in matching job descriptions, as most agencies have similar positions, but ones that vary greatly, so matching jobs has been the biggest and most important challenge thus far.

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

- **Advisory Boards/Committees.** We are in the middle of recruiting for members to serve expired terms on all Council Advisory Boards/Committees/Commissions.
- **City Council Meetings.** A *Noon Work Session* has been scheduled for **May 25** to award the Water Treatment Plant Project Contracts and to approve the Revised Employee Handbook. The handbook will be provided to Council at the May 11 meeting in order to have time to review it before approving it on May 25.
- **City Elections for 2016.** I completed the City Candidate's Elections Manual. Hardcopies are now available at City Hall as well as an online version. The filing period for Lebanon City Council candidates is July 14 – July 30. Candidates need to call and make an appointment with me during that time.
- **Other Agencies.** *Oregon Government Ethics Commission* – Statements of Economic Interests were due April 15. I'm sure we are all happy that it is over with – until next year!
- **Vacation.** I was able to take an extended and totally disconnected vacation for the first time during the latter part of this month thanks to Admin Assistant Donna Trippett. Donna did a great job holding down the fort during my absence.
- **Website.** We continue to tweak the Council, Advisory Boards, City Clerk and Election pages to ensure consistency to assist Leigh in launching the new website.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The Commission held a meeting in April reviewing four applications: two annexations; an annexation and partition; and, a 14-lot subdivision off of Robbins Way. The Commission recommended Council approval of the Annexations, which will be reviewed at the May 11 Council meeting. The Commission also approved the 14-lot subdivision.
- The Commission will hold a hearing in May to review a Conditional Use to construct a storage building.
- The Department approved a Minor Adjustment to fence height.

- The Transportation System Plan Update is moving along with the preliminary assessment of the background information completed. Again, project completion is expected by July 2017 and the Council will be involved throughout the process.

B. Building:

- C. The City processed 63 permits in March, receiving \$115,267 in fees on \$11,390,415 in valuation. For the current fiscal year, the City received \$362,079 in fees on \$35,028,490 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$226,445 in fees on \$26,453,376 in valuation. Of the 63 permits, ten were issued for single family homes. The permit for the LBCC Advanced Transportation Technology expansion resulted in the high valuation.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- A Pre-Bid Meeting was held on April 27th to discuss both Water Treatment Plant Projects that are currently being advertised for bids. The meeting was well attended; as there were over 18 different Prime Contracting firms looking at the project. Our hope is that this will bring good competition and in turn a good price for the construction. We are still waiting on National Marine Fisheries review of the project in order to get final permits for the project. It is anticipated that we will have permits in June/July 2016. Staff will be requesting City Council to approval to award the contracts in late May 2016.
- We have been working with Albany Staff to wrap up the two Intergovernmental Agreements. The goal will be to have the agreements executed prior to July 2016. Staff is currently working on a deed so that the SCIP Head Gates can be turned over to Albany.
- Staff was unsuccessful in receiving quotes to replace sidewalk access ramps on Fifth Street. This was going to be added to the Oak Street project; however the Contractor has indicated that they are not in a position to complete it now. Staff will re-advertise the ramps for construction early next spring.
- Udell Engineering will be completing a TOPO Survey of Dodge Street between Williams Street and Bromil Street within the next few months. Staff has received numerous complaints citing the lack of safe pedestrian facilities in this neighborhood. Once the survey is complete, we can make a determination of what can be accomplished, and at what cost.
- Staff is continuing with the design of the Airport Road Extension Project. This project is tentatively scheduled for construction in 2017. Currently, we have a consultant under contract to delineate wetlands. We have also hired a Traffic Engineering Firm to begin modeling the intersections that will be impacted due to the project and to make recommendations for improvements if needed.
- We are currently discussing the possibility of re-constructing Russell Drive with Linn County. This would be a joint project that would possibly be constructed in 2017. Upon completion the road jurisdiction would be transferred to the City of Lebanon.
- Stangeland & Associates and Udell Engineering are continuing with the design of Porter Park. They will have finished plans ready to advertise for bids in June 2016. Staff will bring the project to City Council in June for approval to bid. If all goes as planned, construction of the park should be complete in October 2016. The park construction is planned to be funded by a loan from Parks SDC's and then repaid by the bond sale from the Cheadle Lake URD for the Airport Road/River Road Improvements Project in early 2017.
- The additional street and utility improvements are nearly complete in the north area of the Samaritan Campus project. The improvements included widening the east side of 5th Street north of Pioneer School. Additionally, 5th Street improvements were extended to the south edge of the future LBCC Medical Occupations Building.

Improvements will include additional parking on the west side of 5th Street in front of Pioneer School which is expected to be constructed during summer break. Streetscape landscaping and street trees are expected soon.

- The Human Bean coffee shop at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site) is complete.
- The new Dutch Bros located at the southwest corner of Market Street and Hwy 20 is very near completion. Site landscaping is expected very soon.
- The expansion of the Linn-Benton Community College Advanced Transportation Technology Center (Heavy Equipment Center, and Innovation Center) at the far west end of the City on Oak Street is underway. Site utilities, excavation and foundation preparation has begun.
- Construction of the new Linn-Benton Community College Health Occupations Center has commenced. The site has been excavated and rocked. Storm drainage utilities are in. 5th Street improvements are completed, but streetscaping is yet to be completed. The public water line extension is complete, tested, and operational.
- Expansion of the Lebanon Hospital Emergency Department continues. The public sanitary sewer was extended north to the northern driveway and the helicopter pad was relocated. Building additions are presently under construction.
- Construction of the Conser "Aspen Place" Apartments on 2nd Street just south of Airport Rd has commenced. Site excavation and base rock placement are complete. Storm utility connection was also completed to provide drainage during the wet weather.
- Construction of the Bender Storage project located on Weirich Drive just east of the Lebanon Fire District Station #34 is underway. The self-storage complex includes fully enclosed storage units within 6 different buildings and 49 covered storage units that will be available to store vehicles such as RVs, boats, cars, trucks, etc.
- Staff completed review of a land use application for an additional residential subdivision between Kokanee Way and the Santiam canal.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy), Heather Estates Subdivision (west of South Main Road south of Joy), Santiam Riverfront Estates (east of Mountain River Drive by the Santiam River), and the Gleann Subdivision (formerly known as Santiam River Place 3 along Kokanee Way). Staff continues to review site plans for additional homes for these subdivisions.

V. **FINANCE SERVICES** – Dean Baugh, Director

- Working with Albany Eastern RR on a new lease for Santiam Travel station and the reload facility, meeting with them and the mayor February 9th
- Working with Valley Landfills Inc., on a new lease for the transfer station property
- Working with City Manager and Directors on the proposed FY16/17 budget for presentation at the Budget Committee meeting on May 4 & 5, 2016
- Budget delivered to Budget Committee and posted on the City website on April 22
- Had individual meetings with budget committee members, Orin Wright and Virginia Cloud
- February 24th council work session on utility billing process, beginning process to bring back to council new procedures, biggest change proposed will be property owner responsibility for water/sewer billings
- Continued our analysis of the proposed IVR system, another option allowing customers to pay their utility bills over the phone 24 hours per day
- AFSCME contract negotiations in progress
- Attended the OGFOA (State Finance Officers) board meeting,
- Accounts Payable; FY15/16 payments made in April, 456 invoices were processed for payments of \$506,768.93
- **Utility Billing for April 2016:**

- 5568 Billing statements mailed by the end of April
- 1256 Accounts received a penalty (past due 3/15/16)
- 303 lien letters mailed to property owners
- 62 accounts were locked off for non-payment on 4/14/16 for bills due 3/15/16.
- 0- pre-lock off notices were delivered to -0- Multi-Family buildings, accounts paid and not locked off
- 31 accounts were reconnected the same day and an additional 14 the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
- 5465 accounts received a new winter average for monthly sewer charges; water used from 10/19/15 to 3/18/16 was used to calculate the new averages. The new average will be effective on the bill due May 15th.
- Total of 377 Service orders: 58 Move Outs, 59 Move ins, 7 Turn offs, 37 Turn on, 55 reconnects, 31 read request, 4 Dead meters, 12 Leak Checks, 2 Lid Hazard checks, 62 Lock offs, 22 Meter Change out, 10 New Meter Installations, 4 Pressure check, 14 misc. other.

	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	1 yr. ago April 15
Billing Statement	5619	5993	5660	5651	6001	5642	5685	5872	5600	5613	5942	5568	5618
Penalty applied	936	741	759	1371	1038	1236	997	754	925	661	925	1256	998
Lock Offs	91	105	132	77	140	85	105	140	83	120	114	62	112

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

- 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".

VII. LIBRARY – Carol Dinges, Director

- The library and maintenance departments collaborated on a very successful Arbor Day event on April 21, with the Preschool Storytime children "assisting" with planting four trees in Academy Square between the library and senior center.
- The library and Santiam Food Web co-sponsored a workshop on back care for gardeners on April 26, presented by yoga instructor Lili McCarthy.
 - Vision Focus Area: Healthy Community, Strategy 9.1 – "Provide a variety of engaging events and activities for the community including an Annual Health and Wellness Fair."
 - Vision Focus Area: Education, Strategy 8.2 – "Continue to maintain the library and expand program offerings."
- The library now offers wifi printing, allowing patrons to print directly from their laptops, tablets, and other mobile devices.
- Additional IP addresses have been added to the library's "public" wifi, enabling significantly more wireless devices to be used simultaneously. Use of the library wifi access continues to increase, with more than 4000 sessions logged during the month of March.

VIII. MAINTENANCE – Jason Williams, Director

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

IX. POLICE – Frank Stevenson, Chief of Police

- As of April 21st, 104 individuals were booked and released, brought to Lebanon Municipal Court or Linn County Court, transported to/from Linn County Jail, or sentenced to Lebanon Municipal Jail. A combined 215 days were served by inmates in the Lebanon Jail.
- Detectives have been working on several investigations including, but not limited to: burglary cases, narcotics investigations and child abuse cases. A total of 5 cases were assigned to them for direct follow-up, and 2 cases were assigned as information. Detectives have been able to clear one involved case that resulted in an arrest. Detectives have also been busy assisting the Major Crimes Team in an officer-involved shooting investigation, working a Skype computer predator case, and assisting Patrol officers in writing subpoenas.
- The Patrol Division had approximately 1,709 calls for service this month, made 140 arrests, wrote 232 reports and issued 66 traffic citations. We had a total of 51 Part 1 crimes reported (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft).
- The Community Services Division remains active, facilitating many community activities. Our fourth annual 'Turn Lebanon Blue' event was held, with 245 leaders and community members participating to bring awareness to child abuse. The Division also facilitated Lebanon Peer Court, staffed 5 youth as part of the Youth Services Team through the Lebanon School District, participated in the 8th-grade Career Fair where 250 students from Lebanon Schools were in attendance, assisted in finalizing the 2040 Strategic Plan, and participated at the Lebanon Senior Center's breakfast question-and-answer session. Citizens Academy is fully up and running as well, with 20 community members enrolled.
- Our many volunteers were recognized in April by a special dinner during Volunteer Appreciation Week. Lebanon Police Volunteers gave 4,594 hours of time in 2015!
- Officers have spoken with members of the public and distributed about 3,000 informational fliers aimed at helping create awareness of new ordinances passed by Lebanon City Council. The ordinances prohibit aggressive forms of panhandling and passing items, such as money, from motor vehicles on roadways in a lane of travel. The purpose of these ordinances is to allow free-flow of traffic on roadways and help promote public safety within Lebanon. The information handed out was received positively and there have been some noticeable changes to the overall problem.

X. SENIOR SERVICES – Kindra Oliver, Director

- The intergovernmental agreement (IGA) with Oregon Department of Transportation (ODOT) and their consultants to develop the Transit Development Plan (TDP) is on the City Council agenda for Wednesday, May 11th.
- The Linn County Transportation Advisory Committee approved our grant request for \$33,082 for Dial-a-Bus operating costs for FY 2016-17.
- We hope to hear back from the two grants for FY 2016-17 that have been submitted to the Oregon Department of Transportation (ODOT) by the end of the month. One grant was submitted for a replacement/expansion bus that has space for 4 wheel chairs. The other grant was submitted to enhance our program by implementing the "loop" in town.
- AARP volunteers processed 578 tax returns this year to seniors and low income in our community, at the Lebanon Senior Center.

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