

### I. A. ADMINISTRATION – Gary Marks, City Manager

Next week I will complete my second year as Lebanon's City Manager. As such, I thought it would be a good time to focus my monthly report on some of the City's accomplishments over the past 24 months.

- **Lebanon Vision 2040 Project/Strategic Action Plan.** Over the past 16 months, the Lebanon 2040 Vision and Community Strategic Action Plan efforts have represented an unprecedented level of community engagement by the City. Council adoption of the Strategic Action Plan at the upcoming April 13<sup>th</sup> City Council will set the City on a clear path forward based on strategies and actions developed and endorsed by Lebanon residents and stakeholders. The plan will help the City make financial plans, prioritize future projects and resources and generally move Lebanon forward based on the community's direction and aspirations.
- **Financial Recovery, Policies and Planning.** Over the past 24 months, the City's General Fund has seen great strides forward in the aftermath of budget reductions and layoffs in February, 2014. Prudent financial policies have been put in place along with goals to build a 17 percent uncommitted General Fund reserve and 2 percent contingency. Currently, the City is building these reserves at a rate faster than anticipated.
- **Positions Restored and Added.** Key positions have been restored and added following the 2014 layoffs. These have included a Police Dispatch position, a new Community Service Officer position, a full-time School Resource Officer, the Communications Coordinator position in the City Manager's Office, a support position in the Community Development Department, a City maintenance position, increased personnel hours at the Library and Senior Center and support for the Municipal Court.
- **Water Rights Approval.** The City has secured approval from the Oregon Water Resources Department to move water rights downstream on the Santiam River to a location that will allow the City to supply water to the soon-to-be-constructed Water Treatment Plant. Ultimately, these approvals will allow the City to provide water to the Lebanon community free from the City's long-running dependence on the City of Albany's Santiam Canal.
- **Canal Agreements.** After nearly two years of negotiations between Lebanon and Albany staffs the City Councils of both communities have indicated their preliminary acceptance of new agreements for drainage and short-term water supply. Formal approvals by both bodies is expected in the next few months.
- **Visitor Industry Support.** In light of the opening of the Boulder Falls Inn this past June and the quadrupling of transient room tax revenues that has resulted, a new visitor-services agreement has been completed with the Lebanon Chamber of Commerce. The new agreement expands hours at the Lebanon Visitors' Center to Saturday and also significantly increases tourism promotion funding. A Visitor Improvement Program (V.I.P.) has been built into the City's budget (using new transient room tax revenues) to help fund beautification and capital improvements aimed at advancing Lebanon's visitor industry.
- **Cascade Drive Improvements.** In 2014, the City completed major improvements on Cascade Drive from approximately Wagon Wheel Drive to Crowfoot Road. These improvements included a new sidewalk, driving surface and underground utilities. Providing a higher level of safety for children walking in the vicinity of Seven Oak School was a major goal of the project.
- **Oak Street Improvements.** Last year, the City completed major improvements on Oak Street and the Oak Street Bridge inclusive of new driving surfaces, ADA sidewalk ramps, sections of new curbs and gutters, underground utilities and reconstruction of the bridge.
- **Airport Road Extension/Russell Drive.** Over the past year, City staff has acquired necessary property and Right-of-Way authority to build the Airport Road Extension beginning at the easterly terminus of Airport Road to an

intersection with Russell Drive near Porter Street. Construction of the extension will also include major upgrades to Russell Drive between Hwy. 20 and the railroad tracks. These improvements will increase motorist safety by re-routing traffic away from the Russell Drive/Hwy. 20 Intersection to the signalized intersection at Airport Road and Hwy. 20.

- **Strawberry Plaza.** Construction of the new Strawberry Plaza, at the location of the current Mural Park, is expected to begin in the coming weeks. This project is a Lebanon 2040 project that will see the creation of a public square designed to incorporate the arts and provide an outdoor gathering place in downtown. This is the City's "kick-off" project among a slate of strategies and actions provided in the Lebanon 2040 Strategic Action Plan to bring new vitality to the downtown core.
- **Community Garden.** Planning for the Porter Park Community Garden, also a Lebanon 2040 project, is nearing completion with construction anticipated in 2017. This project, along with adjacent Russell Drive and Airport Road Improvements, represents a major urban renewal effort to begin addressing blight and underdevelopment in the surrounding Russell Drive neighborhood.
- **Staff Morale.** Over the past two years, staff morale and working conditions have seen significant improvements. A number of factors have contributed to this change, including stabilization of the City's General Fund finances and a stabilization of the working environment or a "calming of the waters" as compared to preceding times. Employee appreciation efforts have been actively pursued, management has actively engaged on a daily basis concerning work related issues and proactive management of human resource matters have all helped to create a supportive and productive working environment.
- **Community Outreach.** When I was hired in March, 2014, the City Council instructed me to engage the community and to be involved. My involvement includes, but is not limited to, the following list.
  - Member, Lebanon Chamber of Commerce Board of Directors.
  - Member, Lebanon Economic Development Committee
  - Member, Lebanon Strategic Action Plan Task Force
  - Member, Lebanon Rotary Club
  - Member, Lebanon Optimists' Club
  - Member, Lebanon Strawberryrians
  - Member, Linn County Arts Guild
  - Regular attendance at monthly Chamber Forum Lunches
  - Regular attendance at weekly Chamber Friday Greeters events
  - Regular attendance at Chamber Business After Hours events
  - Attendance at numerous COMP-NW events
  - Attendance at Boys and Girls Club events
  - Attendance at DSA Banquet and other Samaritan Center events
  - 2015 graduate of the Cascade Gateway Leadership Program

#### B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Budget for 2016/17:** *Next year's budget has been developed with no major changes from the current year.*
- **Collective Bargaining Agreement – AFSCME:** *Negotiations were in full swing this month, with the hopes of finishing in March.*
- **Employee Handbook:** *Current workload prevented progress, but we are hopeful in finishing next month.*
- **Safety/Wellness Committee:** *The Wellness Fair had an excellent turnout with about 65% of staff attending.*
- **Recruitments:** *Applicants have been reviewed and Interviews will take place the first week of March with a possible hire date of April 4.*
- **Training:** *Attended the CIS Employer Conference on February 25 – 26.  
We are in the process of compiling the City's training calendar for the 2016/17 year. We have added to the Library;*

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

- **Advisory Boards/Committees:** *Bike & Pedestrian Committee* – I received two resignations (both for personal reasons) which prompted the recruitment process. The deadline to receive application is Monday, February 29. I've received two qualified candidates at this juncture.
- **City Council Meetings:** Fluoridation research took center stage this month in preparation for the February 24 City Council Meeting.
- **City Council Chambers Upgrades:** The lights for the STS have been ordered but with the shortage of electricians across the entire state, it is unlikely the lights will be installed in March. We are still working out the kinks with the new video system.
- **OAMR Records Management Committee:** Work continues with the State Archives Department on updating the City Records Management Manual. We met again at the City of Wilsonville on February 12.
- **OAMR Records Management Committee:** We are continuing to work with the State Archivist on the City Records Management Manual. Unfortunately, I was unable to make our last meeting on January 15.
- **Other Agencies:** *Oregon Government Ethics Commission* – Since the State's new software system has many glitches, it has caused me to spend much more time than anticipated on setting up our jurisdictional contact information. Numerous email reminders and instructions to all public officials required to file statement of economic interests with OGEC were sent out this month. I'm concerned that if we are having this many issues in just setting up their accounts, what will it be like when the officials actually file their statements!

## III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

### A. Planning:

- The Commission held a meeting in February to consider amendments to the Development Code regarding temporary uses. A public hearing is scheduled for the March meeting.
- The March meeting will also include a modification to the Samaritan Campus Planned Development approval. Revisions include creation of a new sign plan, addition of a storage building, expansion of the hotel and retail space, creation of additional parking and a new medical building.
- The Department is reviewing an Adjustment to increase the required rear yard coverage for an accessory building by 15%.
- Pending applications an Administrative Review for construction at River Park, and an Annexation application by the City involving Porter Park, and, additional land and right-of-way to complete the East Airport Road extension.
- The Transportation System Plan Update is moving along with Public Advisory Committee in place and the preliminary assessment of the background information completed. Again, project completion is expected by July 2017 and the Council will be involved through-out the process.

### B. Building:

- The City processed 64 permits in January, receiving \$26,373 in fees on \$2,096,452 in valuation. For the current fiscal year, the City received \$218,411 in fees on \$21,725,050 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$141,387 in fees on \$12,027,204 in valuation. Fees received to date also exceeds our fiscal year budget expectations.

- **IV. ENGINEERING SERVICES – Ron Whitlatch, Director**

- 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 May/June 2016. Staff and Carollo Engineers are developing a plan to move forward with bidding the project in April (without permits) in order to meet in water work periods this year. The plan will give the option to construct the river intake this year and next year (if permits are issued in time) and an option to construct it in 2017 if permits are delayed. H2O Innovations and City Staff have started pilot testing the membranes that were procured in October. This pilot test is being done in order to verify that the membranes being supplied can meet all of the required parameters that were set in the contract. The pilot test will run until the first part of April 2016 and is taking place at the existing Water Treatment Plant. We should be receiving 90% design. Assuming that the Engineers Estimate is in line with the funding that is allocated the plan will be to advertise the project in April 2016.
- We will be working with Albany Staff during the month of March to wrap up the two Intergovernmental Agreements. The goal will be to have the agreements executed prior to July 2016.
- RJ Armstrong & Associates has completed the sewer installation on the east end of Elmore Street. They will now be re-constructing the street as it is in extremely poor condition.
- 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.
- Staff is moving forward with 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.
- Construction of the Santiam Riverfront Estates residential subdivision is complete. Work to fix an area of asphalt that is substandard is expected to be completed soon. Home construction has begun.
- 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 are expected to be constructed during spring break.
- The 9<sup>th</sup> Street Apartments is complete and a Certificate of Occupancy has been issued. A bond is held until completion of asphalt surface treatment in the private drive east of the site.
- 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. Staff continues to review home site plans. Homes are under construction.
- Construction of the Samaritan Medical Apartments is complete. The site contains 120 units located just west of the Samaritan Event Center.
- The Human Bean coffee shop is under construction at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site). The building is complete. Landscaping is expected soon.
- The Human Bean coffee shop at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site) is nearly complete. Landscaping is expected soon.

- Staff reviewed and approved site plans for a new Dutch Bros. located at the southwest corner of Market Street and Hwy 20. Site utilities and building framing are nearly complete. The project is expected to be completed early April.
- Staff reviewed and approved revised final site plans for 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. The project is expected to begin very soon.
- Construction of the new Linn-Benton Community College Health Occupations Center has commenced. The site has been excavated and rocked. 5<sup>th</sup> Street widening is nearly complete. Storm drainage utilities are in. Street excavation and base rock are 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. Site utilities and foundations are installed. Walls 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 is 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 is planned to be constructed in two phases that will include 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.
- 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 for these older subdivisions.

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

- Interviews for the Assistant Finance Directors position will be held on March 3
- Working with Albany Eastern RR on a new lease for Santiam Travel station and the reload facility, meeting with them and the mayor February 9<sup>th</sup>
- 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
- February 24<sup>th</sup> 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
- Working with Springbrook to finish the installation of the Purchase Order system, testing is in process
- Working with Springbrook to move our accounting software to their cloud platform effective March 18, our accounting & utility billing software will be down March 17 & 18 for the conversion. We will be taking utility payments with manual receipts for these 2 days.
- Working with Zion bank and bond attorney to move paying agent duties to Zion bank, on 3/9/16 agenda
- 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 annual State budget law training
- Met with Mr. Wright-New budget committee member
- Attended risk management training provided by CIS (our insurance carrier)
- Accounts Payable; FY15/16 payments made in February, 413 invoices were processed for payments of \$739,245.45

- Utility Billing for February 2016:
- 5613 Billing statements mailed by the end of February
- 661 Accounts received a penalty (past due 2/15/16)
- 210 lien letters mailed to property owners
- 120 accounts were locked off for non-payment on 2/10/16 for bills due 1/15/16.
- 3- pre-lock off notices were delivered to -7- Mult-Family buildings, accounts paid and not locked off
- 74 accounts were reconnected the same day and an additional 24 the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
- Total of 584 Service orders: 67 Move Outs, 78 Move ins, 10 Turn offs, 32 Turn on, 112 reconnects, 26 read request, 5 Dead meters, 9 Leak Checks, 2 Lid Hazard checks, 120 Lock offs, 67 Meter Change out, 15 New Meter Installations, 1 Pressure check, 40 misc. other.

	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	1 yr. ago Feb 15
Billing Statement	5971	5618	5619	5993	5660	5651	6001	5642	5685	5872	5600	5613	5596
Penalty applied	865	998	936	741	759	1371	1038	1236	997	754	925	661	898
Lock Offs	115	112	91	105	132	77	140	85	105	140	83	120	93

**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".
- Work continues on Ralston Park security system.
- City & Fire phone and radio upgrades completed.
- Work on design of new Water Treatment Plant IT systems.

**VII. LIBRARY – Carol Dinges, Director**

- The library has received a \$1000 grant from the Libri Foundation to purchase books for the children's and young adult collections. The grant also included a set of 12 newly published children's nonfiction science titles.
- The library co-hosted several programs for adults this month, including Wellness Made Simple: The Importance of Activity (with COMP-NW), "Seedy Tuesday" Seed Swap (with Santiam Food Web and the Lebanon Garden Club), and Owyhee River Journals (with the Senior Center).

**VIII. MAINTENANCE – Jason Williams, Director**

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

**IX. POLICE – Frank Stevenson, Chief of Police**

- Lebanon Police Department's "Of The Year" recognition awards for 2015 were awarded this month. Each employee award was determined by votes cast by their peers in recognition of teamwork, professionalism and integrity. Sergeant Klint Sheets received Supervisor Of The Year for the second time in a row, Dala Johnson received Support Person Of The Year, Officer Joseph Staub received Police Officer Of The Year, and Linda Meredith received Volunteer Of The Year.

- Detectives have been working on several investigations including, but not limited to: burglary cases, narcotics investigations and child abuse. A total of 6 cases were sent to them for direct follow-up, and 4 cases were assigned as information. Detectives have been able to clear a total 22 investigations this month, which resulted in arrests in all but one case that was sent to Linn County DA for review.
- We now have two nurses who will be on-site once a week, as requested by Lebanon inmates, to assess their medical needs (we use to transport them to the Lebanon ER or release them on a conditional release). So far, the nurses have seen 5 inmates that had complaints.
- As of February 25<sup>th</sup>, 2016, 115 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 211 days were served by inmates in the Lebanon Jail.
- The Patrol Division had approximately 1,640 calls for service, made 144 arrests, wrote 242 reports and issued 62 traffic citations. We had a total of 46 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 including preparation for the annual "Turn Lebanon Blue" event for child abuse awareness, conducting crime prevention assessment for local businesses, facilitating "Darkness to Light" training for the ABC House, meeting with SALT (Seniors and Law Enforcement Together), and conducting Peer Court and traffic safety classes.
- Lebanon's 'Cops and Bobbers' Polar Plunge team raised \$1,800.00 dollars for Local Special Olympics.

X. **SENIOR SERVICES** – Kindra Oliver, Director

- We had our first meeting with Oregon Department of Transportation (ODOT) and their consultants to talk about the Transit Development Plan (TDP) process, which will coincide with the Transportation System Plan (TSP) update process. We outlined our desired goals and objectives by going through this process and ODOT will be forwarding an Intergovernmental Agreement (IGA) with the scope of work included. We should have the IGA for Council review at the April 13<sup>th</sup> Council Meeting.
- The Linn County Transportation Advisory Committee ranked the City's transportation "loop" (deviated fixed route) as the highest priority for Linn County. Final applications are due to ODOT by March 11<sup>th</sup>. Our grant request includes funding for operations for the new/enhanced service for FY 2016-17 and FY 2017-18.
- We are applying for another grant through ODOT to replace one of our buses. This is a statewide competitive grant that is due on March 31<sup>st</sup>. If awarded, we would be able to purchase the new vehicle in FY 2016-17.
- March events can be found on the website and Facebook.