

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon Strategic Action Planning Project.** January was a busy month for the Strategic Action Plan Task Force of which I serve as a member. We met four (4) times during the month with a fifth meeting with a subcommittee of the Task Force. The focus was on developing strategies and specific action plans that support each of the Lebanon 2040 Vision Focus Areas. In addition to my participation at the Task Force meeting I also worked frequently in January with the City's project consultant, Erik Jensen, in management of the process and the preparation of project documents and visuals.
- **Economic Development.** My work to find solutions for the obstacle of wetlands mitigation costs to economic development continued to receive my attention in January. I met with the board members of the Lebanon Industrial Development Corporation (LIDC) on a possible strategy to begin a methodical process to assess potential solutions. Additional work with LIDC is anticipated in February. Additionally, I worked with Walt Wendolowski throughout the month on ideas concerning wetlands mitigation solutions. On another front, Walt, Leigh Matthews Bock and I worked together to create an informational packet promoting Lebanon as a potential site for a future In-N-Out Burger Distribution Center. A response from In-N-Out Burger is pending. On January 6th, I met with Dr. Larry Mullins to discuss development on the Samaritan Campus and economic development potentials in Lebanon generally. Finally, I met with Shelly Garrett to discuss the Linn-Benton Community College (LBCC) Careers Pipeline Program. The program provides tailored curriculums that train primarily young adults for jobs in local industry. As students graduate from the program they are offered employment with local businesses. The program has been focused on the Albany area and has been very successful. LBCC is interested in bringing the program to Lebanon. Shelly, and representatives of LBCC and the Albany Chamber of Commerce will report to the City Council about the program at the February 10th City Council meeting.
- **AFSCME Negotiations.** I worked with the City's management team on preparations for upcoming negotiations with AFSCME Union for a new agreement to begin on July 1st. I will be acting as the lead negotiator for the City. An initial session with the Union's negotiating team was held on January 20th to develop ground rules for the negotiations and to set dates for discussions. I will update the Council as matters warrant.
- **Santiam Canal Negotiations.** I continued to work with the City's Engineering Staff concerning the ongoing negotiations with the City of Albany for a new short-term water intake agreement and another agreement addressing drainage issues. If and when the parties reach any tentative agreements, the City's staff team will provide further updates to the City Council.
- **Employee Enrichment and Volunteer Programs.** Debi Shimmin and I concluded our work to develop a new employee enrichment and volunteer programs in January. The programs were introduced to the City's staff and are receiving positive feedback. The enrichment program seeks to encourage staff members to pursue training and other activities that increase their sense of personal achievement and their job potential. The volunteer program is patterned after an Umpqua Bank program and provides 24 hours of leave annually to full time employees who will use those hours to volunteer for Lebanon area non-profits.
- **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 January. These included the Jim McDaniel Memorial Service held at the Lebanon High School Athletic Field; the Chamber of Commerce Board's Annual Goal Setting Session; a Town Hall meeting with Councilors Bolen, Fisher and Grizzle at the Lebanon Library Community Room; a labor law update seminar in Tualatin; a meeting with Dr. Paula Crone, COMP-NW Dean; a meeting of Lebanon area non-profits at the Boys and Girls Club of the Greater Santiam 5th Street facility to seek avenues for community collaboration, the January Chamber Forum Lunch at Samaritan Hospital; and the grand

opening event of the ne Misty Meadows Winery on Industrial Way. January also included my normal participation with the Lebanon Rotary and Optimist Clubs and the Cascade West Council of Government's monthly City Managers' lunch meeting.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **City Employee Volunteer Program:** The City has notified staff of the new Employee Volunteer Program, which gives each employee 24 hours of paid leave every year to volunteer in the community. The program has been designed to complement the current vision, "Lebanon is a Thriving and Friendly Community." The goal is to enrich employee's lives by connecting with the community on a more personal level. Complementing the volunteer program is the Balance Program, where employees complete a series of activities designed to foster professional development, encourage health & wellness and support volunteerism. If the employee submits a completed application by December 15, they will receive a \$250 bonus. This is a pilot program for 2016 and if successful, the City will consider a similar program for 2017.
- **Collective Bargaining Agreement – AFSCME:** The first negotiation meeting took place with AFSCME and management to go over ground rules and set meeting times.
- **Employee Handbook:** The current work load prevented staff from completing the last three chapters. The hope is that these will be finished by March.
- **Safety/Wellness Committee:** The Safety/Wellness Committee is preparing for the Employee Wellness Fair on February 2. There will be 16 vendors present to share information with the employees on health and wellness.

Blood draws for employee health screenings were made available to employees on January 21, to measure glucose, lipids, BMI, and vitals. Results are confidential and mailed directly to the employee who then enters the information into their Health Risk Questionnaire (HRQ) which assesses and provides feedback on current health and quality of life. Repeated use lets an individual monitor their health status over time.

- **Employee Buzz Newsletter:** The latest issue was delivered to employees on January 18, 2016.
- **Recruitments** Assistant Finance Director Sarah Bishop gave her resignation and we have just issued a new recruitment to fill the position, which was posted on January 22, and will close on February 18, with interviews in March. It is hoped that the new person will begin no later than April 1.
- **TECC Project (Total Employer Cost of Compensation):** The City of Lebanon is 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. We will then be able to measure compensation costs in a comprehensive, clear, and uniform way, and make valuable comparisons between jurisdictions. Most of the data has been uploaded, and we will continue to fine tune that information.
- **Training:** A free webinar training class was offered to employees on January 13, called "Depression or Just the Blues for Employees and HR".
Attended the training workshop, "Choose Your Words Wisely; Best & Worst Collective Bargaining Language" on January 22.
Attended the SAIF training class, "OSHA 300 Log" on January 28.

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

- **Advisory Boards/Committees:** *Budget Committee* – After appointing Virginia Cloyd to the Budget Committee on January 13, we have three remaining vacant positions: Two in Ward 1 and one in Ward 3. A press release was sent out seeking applicants to serve for the three vacant positions. To date, I have received two application; both for Ward 3.
Senior Advisory Committee – The deadline to submit applications was January 19 for the Advisory Committee; I received a record number of six applicants for the one vacant position. A final recommendation from the Committee is pending.

- **City Council Meetings:** As a result of the **Ward 2 Neighborhood Meeting** with Councilors Grizzle, Fisher and Bolen, I've received 3 requests to be added to the Council Meeting Schedules (PAT and Council Agendas) email distribution list.
A Noon Work Session has been scheduled for **February 24** to discuss water and sewer service policies. I asked Council to provide any questions/comments by February 10 so that staff can be better prepared for the work session.
- **City Council Chambers Upgrades:** The big screen TV was mounted on the west wall to better view PowerPoint presentations. The current screen will work simultaneously with the new TV. We are still working on getting better lighting.
- **Distinguished Service Awards:** Tickets for Councilors who RSVP'd to my email have been ordered. The event is scheduled for the March 8 at the Boulder Falls Event Center (5 p.m. No Host Bar, 6 p.m. Dinner)
- **OAMR Conference Committee:** This is my first year on this committee as part of my obligation for receiving their continued education scholarship last June. After meeting one time as a group we were each assigned a subcommittee; I'm on the Exhibitors/Sponsorship Committee. This year's mid-Year Academy (April) and Annual Conference (September) will be held in Ashland.
- **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* – I sent letters to all the public officials who are required to file statement of economic interests with OGE. Beginning this year, the Commission will no longer accept statements by mail. I too will only be able to provide public official updates through their electronic filing system.
Workforce Development Pilot Program – Admin met with Chamber Director Shelly Garrett to gain more information on the pilot program. A presentation by Albany Chamber President Steele and Oregon Freeze Dry President Jim Merryman is scheduled for the February 10 meeting.
- **Website:** Donna and I attended training on January 22 for the new website.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The Commission did not hold a meeting in January but will meet in February to consider amendments to the Development Code regarding temporary uses.
- The Department approved a Minor Variance to a fence height limitation and is currently reviewing an Administrative Review for the Water Treatment Plant's Final Design Plan.
- The Department reviewed a total of 63 land use applications in 2015. This is a 16% decrease from the 75 reviewed in 2014.
- The Transportation System Plan Update is moving along with Public Advisory Committee in place. Again, project completion is expected by July 2017 and the Council will be involved through-out the process.
- The Oregon Department of Aviation is working on a new Master Plan for the Lebanon State Airport. The City is participating in the Advisory Committee.

B. Building:

- The City processed 45 permits in December, receiving \$7,558 in fees on \$441,054 in valuation. For the current fiscal year, the City received \$192,037 in fees on \$19,629,598 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$97,812 in fees on \$8,391,617 in valuation.
- For calendar year 2015, the building valuation was \$47,032,077. Again this compares very favorable to calendar year 2014 with a valuation of \$23,442,954.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- Staff is continuing to work with Carollo Engineers on design and permitting of a new River intake. At this point we are waiting for National Marine Fisheries review of the project. It is anticipated that we will have permits in March/April 2016. 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 March 2016 and is taking place at the existing Water Treatment Plant. On January 7, 2016, Staff and Carollo Engineers met to go over 60% design plans for the project. The cost estimate is more than anticipated by about 25%. We have asked the design team to look into cost savings measures to bring the project back in line with the funding we have available. It is possible that additional funds may need to be allocated to the project in order to complete the construction. Staff will have a better idea of the details within several weeks.
- During the month of January staff has spent a large amount of time on issues regarding the Albany Canal. We have been trading draft agreements back and forth in hopes of coming up with a version that both Cities can agree too. If a mutual agreement between the two city's can be made, it will be brought to City Council for review and approval.
- RJ Armstrong & Associates will be reconstructing 500 feet of sanitary sewer on the east end of Elmore Street. The existing sanitary sewer has multiple failure locations and residents are starting to see backups in their laterals. It is anticipated that this work will begin in February 1, 2016.
- 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.
- 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 9th 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 nearing completion. The site contains 120 units located just west of the Samaritan Event Center. Minor items are expected to be completed as weather permits.
- The Human Bean coffee shop is under construction at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site). The building is nearly complete. Site paving and landscaping is expected soon.
- Revised final site plans are expected soon for the expansion of the Linn-Benton Community College Advanced Transportation Technology Center at the far west end of the City on Oak Street.

- Construction of the new Linn-Benton Community College Health Occupations Center has commenced. The site has been excavated and rocked. 5th 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. Steel structures are expected to be erected soon.
- 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

- With the departure of Sarah we have started advertising for the Assistant Finance Directors position; the advertisement will close February 18.
- Working with Albany Eastern RR on a new lease for Santiam Travel station and the reload facility.
- Working with City Manager and Directors on the proposed FY16/17 budget for presentation at the Budget Committee meeting on May 4 & 5, 2016.
- Preparing information for the February 24th council work session on utility billing process.
- City auditors (Accuity LLC) presented the final 6/30/15 Audit to the City Council at the December Council meeting, document has been posted on the City website.
- 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.
- Continued our analysis of the proposed IVR system, another option allowing customers to pay their utility bills over the phone 24 hours per day.
- Accounts Payable; FY15/16 payments made in January, 465 invoices were processed for payments of \$753,306.59.
- Utility Billing for January 2016:
 - a. 5600 Billing statements mailed by the end of January
 - b. 925 Accounts received a penalty (past due 1/15/16)
 - c. 294 lien letters mailed to property owners
 - d. 83 accounts were locked off for non-payment on 1/15/16 for bills due 12/15/15.
 - e. 6- pre-lock off notices were delivered to -7- Mult-Family buildings, accounts paid and not locked off
 - f. 48 accounts were reconnected the same day and an additional 16 the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.

- g. Senior & Disabled discounts updated; 45 accounts renewed, 38 new accounts became eligible, 92 accounts that received the discount in 2015 have not renewed or are no longer eligible
- h. Total of 390 Service orders: 42 Move Outs, 82 Move ins, 2 Turn offs, 23 Turn on, 69 reconnects, 19 read request, 2 Dead meters, 13 Leak Checks, 1 Lid Hazard checks, 83 Lock offs, 15 Meter Change out, 8 New Meter Installations, 1 Pressure check, 30 misc. other.

	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	1 yr. ago Jan 15
Billing Statement	5596	5971	5618	5619	5993	5660	5651	6001	5642	5685	5872	5600	5595
Penalty applied	898	865	998	936	741	759	1371	1038	1236	997	754	925	834
Lock Offs	93	115	112	91	105	132	77	140	85	105	140	83	107

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”.
- Installation of upgrade to audiovisual at City Council chambers.
- Work continues on Ralston Park security system and STS security system.
- City & Fire phone and radio upgrades started.
- Work on design of new Water Treatment Plant IT systems.
- Cutover to fiber at WWTP.
- Planning for move of finance software to the cloud in March 2016.

VII. LIBRARY – Carol Dinges, Director

- The Linn-Benton-Lincoln Early Learning Hub has included expanding the outreach of Lebanon Public Library’s “Early Literacy Gift Bag” program as a priority.
- The library received a \$2,368.00 “Ready to Read” grant from the State Library. The grant will provide funding for the “Early Literacy Gift Bag” program and the 2016 Summer Reading Program performer series.
- The Friends of the Lebanon Public Library have donated \$2,400.00 for the 2016 Summer Reading Program, which will cover all other program costs.

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 January 27th, 71 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 116 days were served by inmates in the Lebanon Jail.

- Detectives have been working on several investigations including, but not limited to: burglary cases, a robbery case where an arrest was made, several narcotics investigations and child abuse cases. A total of 8 cases were assigned to detectives for direct follow-up, and 5 cases were sent to them for review and/or information. Detectives were able to clear 14 very involved cases this month including several child abuse cases, narcotics-related cases and a very involved robbery case.
- We are working on utilizing a “bait car” to be proactive about car thefts. The bait car will have state-of-the art cameras as well as engine shut-off and door-locking features that can be remotely controlled by a detective.
- The Patrol Division had approximately 1,556 calls for service, made 117 arrests, wrote 231 reports and issued 57 traffic citations. We had a total of 72 Part 1 crimes (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 3rd annual “Turn Lebanon Blue” event for child abuse awareness, conducting Peer Court and traffic safety classes, conducting crime prevention assessment at a residence in Lebanon, meetings with SALT (Seniors And Law Enforcement Together), meeting with a K9 Lebanon group to establish a safe dog walk program, and meeting with Lebanon Boys and Girls Club and other civic groups in Lebanon to come together and strategize on partnerships in Lebanon.
- We conducted interviews with 15 individuals for the Community Service Officer position and have made a final decision on candidate Dave Albanese. His projected start date will be February 8th, 2016.

X. SENIOR SERVICES – Kindra Oliver, Director

- The Lebanon Senior Center Advisory Board met on January 20th to review the applications for the vacancy and made a recommendation to the Lebanon City Council to consider at their February 10th Council meeting.
- Tax season has started and this has greatly increased the work load in the front office. The first day in February, we had received and placed over 200 phone calls for taxes, Senior Center inquiries and Dial-a-Bus scheduling/pick-ups.
- Oregon Department of Transportation (ODOT) has contacted us to let us know they decided to grant our application they encouraged us to apply for to go through the process in creating a Transit Development Plan (TDP). We will work with ODOT and their consultants, along with Walt and his group to update the Transportation System Plan (TSP). We plan to meet in the next couple of weeks to get started.
- The auditors have finished with our most recent Energy Incentive Project (EIP) through the Department of Energy for our Dial-a-Bus program. Once we have the final certificate in hand for approximately \$27,000 in tax credits, we’ll be looking for a pass-through partner.
- February events can be found on the website and Facebook.