

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon Strategic Action Planning Project.** The Strategic Action Plan Task Force held two meetings in the month of March and finished work on the Strategic Action Plan. With the work of the Task Force completed, I worked with Leigh and our consultants to develop the final report and action plan document. The plan is scheduled for the Council's review at the April 13th Council meeting with a recommendation for approval.
- **Economic Development.** Action Plan 11.2 of the Strategic Action Plan calls for the development of a plan to eliminate the obstacle of wetlands mitigation to development of Lebanon's open industrial lands. Walt Wendolowski and I 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 expect the re-delineation to result in a significant reduction in the acreage recognized by the Oregon Department of State Lands as wetlands. Both prongs of our effort will require professional consulting services with final reports and outcomes available by the end of 2016. I am also continuing to work with Larry Spires concerning his proposed Mill Run development located north of Reeves Parkway on the west side of Highway 20. A timeline for the development of this project has not yet been finalized. I will update the Council as events warrant.
- **AFSCME Negotiations.** I am happy to report that the AFSCME Union and City have come to a tentative three-year agreement. The two bargaining teams will meet next week to sign-off on the draft document which will then be forwarded to the union membership and City Council for approval/ratification. I expect the agreement to be part of the Council's May agenda.
- **Assistant Finance Director.** The City was fortunate to hire Tina Huff, formerly an accountant at the City of Turner, to fill the vacant Assistant Finance Director position. I worked closely with Dean Baugh and other staff members through the hiring process and feel confident that Tina will be a tremendous asset to the City. Welcome, Tina!
- **FY2016-17 Budget.** I also worked closely with Dean Baugh and the department director staff on the development of the FY2016-17 City Budget. I am happy to report that the budget will sport a new format emphasizing larger font sizes and improved readability. 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 March. These included the Chamber of Commerce Monthly Board Meeting; the March Chamber Forum Lunch at Samaritan Hospital; the weekly Friday Greeters Meetings; The Distinguished Service Awards Banquet held at the Boulder Falls Event Center; the COMP-NW Match Day Event also held at the Event Center; Ribbon Cutting for the Had Irvine Park Pedestrian Trail Extension; Chamber After-Hours Event held at Linn-Co Credit Union; and the Optimist Club's St. Patrick Day Social held at Conversion Brewery. March also included my normal participation with the Lebanon Rotary and Optimist Clubs.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Collective Bargaining Agreement – AFSCME**
A tentative agreement has been sent to AFSCME members for ratification. If approved, the document will be presented to City Council for approval.

- **Employee Handbook**
A draft has been sent to both union presidents for their comments, and to City County Insurance for review. A final draft should be ready to present to City Council in May.
- **Employee Training**
PERS Retirement Readiness, was held on March 17, with a participation rate of about 15 employees. This had been the highest turnout rate since presenting educational seminars on retirement planning.
- **Safety/Wellness Committee**
The Safety/Wellness Committee began work developing the 2016/17 activity calendar.
- **Recruitments**
Tina Huff was hired to fill the Assistant Finance Director's position. She started work on March 24.
- **Vacation**
I will be on vacation from March 21 until April 1.

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

- **Advisory Boards/Committees:** *Bike & Pedestrian Committee* – After the Mayor's two appointments last month, I received another resignation (for personal reasons). I'll wait to do this recruitment until May which is when I'll be recruiting for all the Advisory Committees/Boards.
- **City Council Chambers Upgrades.** I'm extremely happy to report that the new light fixtures at the Santiam Travel Station have been installed. We should have no more eyestrain and headaches!
- **City Council Meetings:**
 - **Action Minutes.** In an attempt to provide our citizens with timely information, you may have noticed that the results/actions of the last two Council Meetings were posted on our Facebook Page the following day. These will normally be posted before noon the day after the Council Meeting.
 - The **Budget Committee Meeting(s)** are scheduled for **noon on May 4** and, *if needed, will continue at noon on May 5th and 6th.*
 - A **Noon Work Session** has been scheduled for **May 25 to award the Water Treatment Plant Project Contracts.**
- **City Elections for 2016.** I'm updating the City Candidate's Elections Manual and should have it completed next month.
- **OAMR Conference Committee.** I'll be attending a Conference Committee meeting in Ashland on March 31 and mid-Year Academy Session the following day.
- **Other Agencies:** *Oregon Government Ethics Commission* – Glitches continue with the State's new software system. I've met with several officials to walk them through the process of creating their profile and I've scheduled an appointment to assist one official in filing their Statement of Economic Interest (SEI).
- **Website.** Donna and I have been busy updating the Council, Advisory Boards, City Clerk and Election pages to assist Leigh in launching the new website. At the end of the election year, I'll be arranging for new Council photos for the website as well.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The Commission held a meeting in March to consider amendments to the Development Code regarding temporary uses. Their recommendation will be reviewed by the City Council at their April meeting.

- At the March meeting the Commission also reviewed a modification to the Samaritan Campus Planned Development approval. Approved 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.
- There are four pending applications for the April Commission meeting: two annexations; an annexation and partition; and, a 14-lot subdivision off of Robbins Way.
- The Department approved an Adjustment to increase the required rear yard coverage for an accessory building by 15% and an Administrative Review for improvements to River Park. In addition to the Commission reports, staff is working on 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:

- The City processed 59 permits in February, receiving \$28,399 in fees on \$1,913,025 in valuation. For the current fiscal year, the City received \$246,811 in fees on \$23,638,075 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$192,538 in fees on \$23,418.304 in valuation. Fees received to date also exceeds our fiscal year budget expectations.
- In reviewing recent building history, the Council may be interested in the following:
- From 2009 to 2015 (inclusive) the City issued 114 permits for single family homes. Of that total, 78 permits were issued in the last two years (68%) and 97 in the last three years (85%).
- During the same time period, some 448 market-rate apartment units were built. This total excludes the 156 units at the ODVA Veterans' Home.

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 the in water work periods this year. The plan will give the option to construct the river intake this 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. Staff will be requesting City Council to advertise the projects for bids at the April Council Meeting.
- We will be working with Albany Staff during the month of April 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.
- RJ Armstrong & Associates has completed the roadway improvements on the east end of Elmore Street. There are several punch list items that will be completed over the next couple of weeks.
- 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 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.
- During the March City Council Meeting, a citizen spoke regarding concerns they had with the potential for lead in the City's drinking water. The following information pertains to the City's required Lead and Copper testing within the water system which was last done in 2013. We are required to test for lead and copper every three years by mandate from the Environmental Protection Agency and Oregon Health Department. We will be testing again during 2016. The City sends out a mailing to about 90 residents in areas of town that are representative of the entire system and request that they participate in the testing program. Samples are then taken from the houses of those residents who agree to be part of the testing program. In 2013 we had 36 residents agree to the sampling. The action level set by the U. S. Environmental Protection Agency (EPA) for lead is 0.015 mg/l and copper is 1.3 mg/l. Ninety percent of the samples taken must be below this action level or the water supplier must take corrective measures. The City of Lebanon has met the Oregon Health Division and EPA's 'ninety percentile rule' for lead and copper in our drinking water. In conclusion, the lead is not necessarily in our drinking water system. A majority of the positive tests for lead have been remedied by new faucet placement by the homeowner as the older ones contained lead fittings.
- 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.
- 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.
- The Human Bean coffee shop at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site) is nearly complete. Landscaping is expected very soon.
- The new Dutch Bros located at the southwest corner of Market Street and Hwy 20 is under construction. Site utilities are nearly complete and the building exterior is being completed. The site is nearly ready for paving. The project is expected to be completed early April.
- 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 excavation has begun and additional site power conduit is nearly installed.
- 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. 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. 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 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 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.

- 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

- Tina Huff was hired for the Assistant Finance Directors position her 1st day of work was March 24th
- 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
- 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
- Worked with Springbrook to move our accounting software to their cloud platform effective March 18 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 the State Finance meeting, currently I am on the State Board of Directors
- Attended the LCHRP housing board meeting, The City of Lebanon will be the sponsor for the next housing grant.
- Accounts Payable; FY15/16 payments made in March, 568 invoices were processed for payments of \$1,687,103.12
- Utility Billing for March 2016:
- 5942 Billing statements mailed by the end of March
- 925 Accounts received a penalty (past due 2/15/16)
- 225 lien letters mailed to property owners
- 114 accounts were locked off for non-payment on 3/10/16 for bills due 2/15/16.
- 1- pre-lock off notices were delivered to -1- Mult-Family buildings, accounts paid and not locked off
- 80 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.
- Total of 487 Service orders: 49 Move Outs, 56 Move ins, 4 Turn offs, 37 Turn on, 110 reconnects, 20 read request, 2 Dead meters, 14 Leak Checks, 3 Lid Hazard checks, 115 Lock offs, 44 Meter Change out, 0 New Meter Installations, 1 Pressure check, 32 misc. other.

	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	1 yr. ago Mar 15
Billing Statement	5618	5619	5993	5660	5651	6001	5642	5685	5872	5600	5613	5942	5971
Penalty applied	998	936	741	759	1371	1038	1236	997	754	925	661	925	865
Lock Offs	112	91	105	132	77	140	85	105	140	83	120	114	115

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".

- IT is working with Engineering to implement reliable high-speed communication services to the new Water Treatment Plant in the form of fiber-optic cable to the new facility. This initiative was completed in support of the following 2040 Vision Focus Areas:
 - Strategy 13.1 to develop a telecommunications plan to ensure access to reliable high-speed communications.
- Installed Security Cameras at Ralston Park with ability for Police, Dispatch, Detectives, and Maintenance to monitor the park remotely. This initiative was completed in support of the following 2040 Vision Focus Areas:
 - Strategy 1.1 to facilitate creating a safer environment in Ralston Park conducive bringing a Saturday Market to Ralston Park during the summer months.
 - Strategy 5.5 to assist with implementing a Ralston Park improvement plan
 - Strategy 15.3 to install lighting, security cameras where high crime is of a concern
 - Strategy 15.1 to support the efforts of the Lebanon Park Watch in monitoring park safety and usability

VII. LIBRARY – Carol Dinges, Director

- “Spring Break Palooza” was very well attended this year, with nearly 300 kids and parents attending the family-friendly programs during the school holiday.

VIII. MAINTENANCE – Jason Williams, Director

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

IX. POLICE – Frank Stevenson, Chief of Police

- The Patrol Division had approximately 1,322 calls for service, made 148 arrests, wrote 226 reports and issued 70 traffic citations. We had a total of 37 Part 1 crimes reported (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft).
- As of March 20th, 2016, 59 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 87 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. A total of 8 cases were assigned for direct follow-up and 6 cases were assigned as information. Detectives have been able to clear a total of 16 investigations this month, which all resulted in arrests.
- The Community Services Division remains active, facilitating many community activities including preparation for April’s “Turn Lebanon Blue” event for child abuse awareness, conducting crime assessment at a local business and apartment complex, assisting LPD’s Community Policing Officer in handing out a resource guide to members of the community (resource topics included food assistance, housing assistance/shelters, domestic violence/abuse, employment assistance, mental health and more). The Community Services Division has also been conducting several presentations concerning community safety, and addressing homeless issues in Lebanon and safety at schools. Dala is also gearing up for the annual Volunteer Appreciation Dinner where our many faithful volunteers will be recognized.
- LPD’s next Citizen’s Academy begins April 5 and we have 22 individuals registered to attend.
- Neighborhood Park Watch is beginning to step up patrols within City of Lebanon parks as weather improves and is actively seeking additional volunteers. Anyone who is interested should contact Dala Johnson at (541) 258-4339 (this goes along with City of Lebanon 2040 Strategic Vision Action Plan Matrix, Strategy 17, Section 17.3).

- The staff member in the newly-created Community Service Officer (CSO) position is now actively patrolling all City of Lebanon parks, with specific emphasis on Ralston Park. He is still being trained, but has been released to begin patrolling on his own (this goes along with City of Lebanon 2040 Strategic Vision Action Plan Matrix, Strategy 7, Section 7.5). Seven new cameras have been installed in the park and can be viewed remotely by LPD staff.
- Officers have been speaking with members of the public and distributing literature 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 both ordinances is to allow free flow of traffic on roadways and help promote public safety within Lebanon.
- The School Resource Officer has generated a total of 243 calls for service so far this school year. The SRO continues to conduct formal presentations at Lebanon schools focused around crime prevention and education (City of Lebanon 2040 Strategic Vision Action Plan Matrix, Strategy 17, Section 17.4).
- Active Shooter Response training was held twice last week at Lebanon High School, where participants were trained regarding what to do in such an event; this was followed by realistic, scenario-based training. We had a total of 44 volunteers, 18 of which were school students or staff from LHS who gave up some their Spring Break time to help in one way or another. Feedback was shared that some of the students wanted to relay that they really like seeing LPD around the schools, not only because it makes them feel safer, but because it allows them to see officers in a more approachable light.
- We have begun the process of creating a Lebanon Police Cadet Program and have been working on developing policies, goals and processes, as well as all documentation aspects (this goes along with City of Lebanon 2040 Strategic Vision Action Plan Matrix, Strategy 17, Section 17.3). We are working toward having this program in place by early next year.

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, April 13th.
- Two grants have been submitted to the Oregon Department of Transportation (ODOT) in the last two weeks. One grant was submitted yesterday for a replacement/expansion bus that has space for 4 wheel chairs. The other grant submitted was to enhance our program by implementing the “loop” in town. We should hear back from ODOT in the next four to six weeks regarding the FY 2016-17 grant funds.
- Grant Applications for Special Transportation Funds (STF) for Dial-a-Bus operations revenue and Dial-a-Bus equipment are due on April 11th.
- The next Senior Center Advisory Board meeting is scheduled for Wednesday, April 20th. The board will be reviewing all of the updated policies and procedures for the Senior Center and Dial-a-Bus.
- April events can be found on the website and Facebook.