

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

- **Lebanon 2040 Visioning Project.** Work with the BDS Consultants continued during the month of December to prepare for visioning activities in January, including the launch of the Lebanon 2040 Vision Project website and stakeholder interviews. The website is scheduled to be launched by Monday, January 12<sup>th</sup>.
- **Santiam Canal Negotiations.** I met with Wes Hare, Albany City Manager, on December 3<sup>rd</sup> to continue discussions on the City's utilization of the canal for water intake and drainage. Rather than pursue the "Avoided Cost" study previously proposed by Mr. Hare, the parties agreed to discuss a possible scope of work for a joint study focusing on the actual impacts (i.e. financial and physical) of the City of Lebanon on the canal. The possible results of such a study could help focus the parties on an agreement representing true costs. Even if the City of Lebanon proceeds to build its own water intake at the Santiam River, the study would be useful in addressing the drainage issue. A subsequent meeting between the two cities is expected for January or February.
- **Warming Shelter.** I worked with Chief Stevenson, his staff and volunteers, Dean Baugh and members of the First Christian Church to develop and launch a warming shelter for the homeless. The shelter is provided on an as-needed basis when temperatures and other weather conditions warrant it. Cold weather at the end of December necessitated the opening of the shelter for two nights.
- **School Resource Officer.** I worked with Chief Stevenson, his staff and school district staff to work out details for a return of the Lebanon School Resource Officer (SRO) position to full-time. The current SRO Officer, who has worked the position on a part-time basis, is set to retire later in January. After initial discussions it became clear that both the School District and the City were interesting in filling the vacancy with a full-time officer. A proposal to accomplish this goal is on the Council's January agenda for consideration. Funding for the position would be split 75 percent from the School District and 25 percent from the City, which is in proportion to time worked and split between school duty and regular community patrol.
- **Cascade Gateway Leadership Program.** I participated in the December program for the Leadership Program sponsored by the Lebanon Chamber of Commerce. With "education" as the theme for the day, the program included sessions at East Linn Christian Academy, LBCC Lebanon, COMP-NW, a visit to the School District's Land Lab (i.e. farming operation), and a presentation from Superintendent Rob Hess.
- **Scoggins Mill.** I met with Pete Boucot of the Scoggins Mill Museum Project for a tour of the Scoggins Mill. I found the tour to be very interesting as the mill is literally a time capsule from Lebanon's past.
- **City Managers Meeting (Cascades West Council of Governments).** I participated in a meeting of area city managers held at the Cascades West Council of Governments office in Albany.

## B. Human Resources – Debi Shimmin, HR Generalist

- The Mural Park report was completed and submitted to City Manager Gary Marks for his review.
- Met with BDS Planning to review the specifications for the website of the Lebanon 2040 Vision project.
- The exempt salary survey report was completed and submitted to City Manager Gary Marks for his review.
- A new Employee Buzz newsletter was issued to staff this month.
- Employees will renew their first aid cards with classes that have been scheduled for January 22 & 27.
- The employee wellness fair has confirmed 15 sponsors, and will take place on February 3, 2015. Last year we had a 62% attendance rate. It is hoped that this year's participation will match that.

- Open enrollment for flexible spending accounts took place this month. This closes the open enrollments for the year. The next enrollment period will be in August for health insurance.
- An internal recruitment for a Maintenance Worker is currently in progress.
- A new employee orientation will be conducted for police officer Christopher Miner, who begins work on January 5, 2015.
- Halfway through the fiscal year, the City has had 2 recordable accidents, but with no loss time.

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

- **Communication/Social Media.** The total number “reached” for the month of December was 17,500 (11,776 for City-related business and 5,724 for community-related information). The total number of “page likes” increased by 54 this month.
- **Elections Procedures Manual.** Although the city recorders/clerks keep asking, the State has not published any kind of manual to assist them in carrying out their official duties. Therefore, I've been working on a manual for my office that clearly outlines the Pre and Post Elections procedures. It will be extremely helpful to have one manual to go to as it will be a compilation of sections in our City Charter as well as pertinent Oregon Revised Statutes information.
- **Records Management.** I'm happy to report that over the past few weeks, I've gone through approximately 12 boxes of miscellaneous old records clearing a path to my archive shelving units! While 12 boxes may seem trivial, I've been trying to get to these boxes for several years. The process is very time consuming since each document needs to be located within the State's "Records Retention Schedule for Cities" to find the mandatory retention period. This task would not have been possible without the approval of a part-time assistant. Donna Trippett has freed up my time by working on other projects so that I was able to concentrate on the Archive Room. This will be an ongoing task because I have many more boxes (some dating back to the early 20's) to go through before the City is in compliance with Oregon Administrative Rules.
- **Santiam Travel Station Upgrades.** Hearing impaired equipment was purchased and will be ready to use by the January 14 City Council Meeting.

## III. COMMUNITY DEVELOPMENT (Planning & Building) – Walt Wendolowski, Manager

### A. Planning

- The Planning Commission reviewed and approved a modification to the Samaritan Campus plan for the creation of a 120-unit apartment complex. The complex will be located on the east side of North 5<sup>th</sup> street, near the new ODVA facility.
- The Planning Commission also approved the construction of a 90-unit apartment complex on South 2<sup>nd</sup> Street to the south of West Airport Road.
- For the January meeting, the Commission will be reviewing an annexation for property on the northwest corner of South 2<sup>nd</sup> Street and West Airport Road. The Commission will also return to the electronic sign messaging amendment to the Development Code.
- The Department reviewed and approved the following applications:
  - A Property Line Adjustment and Ministerial Review to construct an 8,000 square foot warehouse on the Lane Manufacturing site.
  - A Property Line Adjustment and Administrative Review to replace the existing McDonald's restaurant with a new facility.
  - A Property Line Adjustment affecting land on South 2<sup>nd</sup> Street.

- As of the December 30, the Department has either received or processed 75 applications – versus 60 applications for all of 2013.
- The City is eligible for funding to update the current Transportation System Plan. Possible revisions include examination of the need/costs associated with the planned by-pass; recent development on the north end of the City and the planned transportation routes for the old Weyerhaeuser site. If approved, work on the updates would begin in April or May, 2015.

#### **B. Building**

- For the month of November, Building Services received \$24,880 in fees on \$1,968,534 in valuation. For the current FY 2014-15, the City received \$92,754 in fees on \$8,124,392 in valuation. This is down considerably from the same period in the previous fiscal year: \$198,620 in fees on \$18,090,836 in valuation.
- The Department issued the permit for the new medical office building on the Samaritan Campus.

#### **IV. ENGINEERING SERVICES – Ron Whitlatch, Manager**

- SSC Construction is continuing to work on the new Four Million Gallon Reservoir on South Fifth Street. The reservoir has been filled and is being monitored for any leaks. Based on the initial monitoring period, it appears that most of the small wall leaks have been corrected. There are still several around the base of the tank which need to be repaired. This work has to be done with a full reservoir and from the exterior as opposed to the wall leaks which were done from the inside. Currently SSC is being assessed liquidated damages of \$600/day. Damages will be used to offset additional costs for OBEC Engineering to continue inspection/project management services. Once all leaks have been repaired and the City accepts the new Reservoir, it will be put on line with the system. If all goes well, this should take place in January.
- The Vine Street Sanitary Sewer Replacement Project is 95% complete. The contractor has several punch list items to complete and final cleanup. The roadway patching is less than desirable due to the overall street failure. Staff is currently working on a design to reconstruct the street in spring of 2015. A proposal will be brought to City Council in February/March 2015 for street repairs and additional utility work on Vine Street above and beyond the sanitary sewer replacement.
- Staff is continuing to work with Carollo Engineers on design and permitting of a River intake. Initial meetings with State and Federal agencies have been completed and, so far there appears to be no “show stoppers” with the project. The next step is to model the river to ensure that our intake will be able to provide water in a variety of flow conditions. Staff is also working on a Conditional Use Permit with Linn County for the property that is proposed to be purchased. This is scheduled to be complete in February 2015.
- Staff is continuing negotiations with the City of Albany for a new IGA. The next meeting will likely be sometime in January 2015.
- Staff is continuing to work with CH2M Hill on the design of the Effluent Pump Station Upgrade at the Waste Water Treatment Plant. This project will be brought to City Council for approval to bid in spring 2015.
- Staff is continuing to work on design of the Oak Street Improvements (Airway Road to Williams Street) project. The project includes multiple areas of base repair, utility upgrades, bridge re-hab, and new surfacing. The project will be constructed in summer 2015 and is being funded by the Northwest Urban Renewal District.
- Requests to participate in the sewer lateral replacement program continue to be on average one to two per week. As our Maintenance Crews continue TV inspection of our sewer mains, there appear to be many that are in need of replacement. Staff will be bringing a proposal to City Council to replace several of these failing sewer mains in February 2015.

- The Gazebo being built by the Lebanon Optimist Club near the Library has a made significant progress this last month. Staff was told contractors will continue when their schedule allows.
- Staff continues to work with the developer's engineers regarding construction of a new apartment complex on 9<sup>th</sup> Street approximately 700 feet north of Airport Road. Staff approved site plans and public improvement drawings. Linn County recently approved of improvements and utilities in and along 9<sup>th</sup> Street as it is a county road. Site has been excavated, rocked, private and public utilities are under construction.
- Construction of the Santiam Riverfront Estates residential subdivision continues. The street curb and gutters are installed and paving has been completed. Franchise utility lines are under construction. Testing and disinfection of public water lines are expected soon.
- The Samaritan Hotel/Restaurant is under construction. The exterior of the building is enclosed. Staff met with the landscape designer who is preparing a landscape plan for both the Samaritan Event Center and the hotel.
- The 26,000 square foot medical building site at the northwest corner of the Samaritan campus is under construction. The building is expected to house the urgent care and pharmacy presently located on Mullins Way. Site has been excavated and rocked. Site utilities are under construction.
- Staff reviewed and approved public improvement drawings for additional street improvements in the Samaritan Campus project area. The improvements include widening the east side of 5<sup>th</sup> Street north of Pioneer School. Plans also include new streets through the north area of the campus and a north-south access presently intended as a pedestrian corridor and an alternative access for the Fire District. This project is expected to be constructed in phases with the first phase to include 5<sup>th</sup> Street improvements. Franchise utilities are presently relocating some infrastructure. Are excavation is expected to begin very soon.
- Installation of the power generator at the Park and Garvord sanitary sewer pump station continues. The generator is now operational. The generator is now connected to the telemetry that was recently installed which allows the entire pump station to be monitored remotely. A security fence will be installed soon.
- Staff reviewed public improvement drawings for Santiam River Place 3 Subdivision located along the west side of Kokanee Way. The subdivision includes 12 single family lots.
- Staff reviewed site plans for Samaritan Medical Apartments. The site will contain 120 units located just west of the Samaritan Event Center.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy), Sierra Subdivision (off Wassom Street west of 7<sup>th</sup>), Heather Estates, and the Sand Ridge Court townhouses. Staff continues to review site plans for additional homes.

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

- Final 6/30/14 audit posted to City Website December 12.
- Continued work on updating Finance policies. Draft Policy's sent to City Manager, Directors, Attorney and auditors for review. Will bring to Council for approval.
- Working with Springbrook to install the Purchase Order system. PO program installed Oct 13-17. Planning on go live in the spring.
- Worked with Police department and school district to finalize the SRO contract.
- Accounts Payable; FY 14/15 payments made in December, 506 invoices were processed for payments of \$989,769.
- Utility Billing (December):
  - 5989 Billing statements mailed by the end of December.

- 864 Accounts received a penalty (past due 11/20/14).
- 305 lien letters mailed to property owners.
- 114 accounts were locked off for non-payment on 12/10/14 for bills due 11/15/14.
- 2 Multi-family accounts received door hangers prior to being locked off.
- 91 accounts were reconnected the same week. The balance are vacant properties or the tenants moved out and property is back in the owner's name.
- 125 renewal letters sent to accounts with senior/disabled discount rates that have not turned in renewal eligibility form for 2015.
- Total of 472 Service orders: 50 Move Outs, 69 Move ins, 5 Turn offs, 16 Turn on, 117 reconnects, 29 read request, 1 Dead meters, 13 Leak Checks, 2 Lid Hazard checks, 116 Lock offs, 26 Meter Change out, 4 New Meter Installations, 0 Pressure check, 24 misc. other.

	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	1 yr ago Dec 2013
Billing Statement	5613	5623	5976	5620	5598	5989	6006
Penalty applied	807	946	774	774	1018	864	847
Lock Offs	184	110	144	88	114	114	*174

\*Dec 2013- 174 accounts were schedule for lock off on Jan 8, due to changing process the lock off date was extended to Jan 15 and delivered 174 door hangers on Jan 8, 33 lock offs on Jan 15.

**VI. INFORMATION & GIS SERVICES – Brent Hurst, Manager**

- Routine user break-fix issues and maintenance of City network.
- Routine updates to mapping systems, printing of maps for maintenance, and updating of "as-builts".
- Completed a major Police software upgrade in December.
- Completed upgrade of fingerprint software and hardware for Police in December.
- Ordered sound enhancement equipment for Council chambers.

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

- All library staff members participated in training on December 4 about recognizing and communicating with patrons who might have a mental illness.

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

**A. Streets**

- Leaf pickup has been completed throughout the entire City. Crews did a great job removing the leaves quickly helping us avoid flooding and other safety hazards
- The crews have shifted from leaf pickup to tree trimming. All property owners have been notified if their vegetation is in need of trimming by the placement of a door hanger, we placed over 1500 door hangers. Crews will start trimming after the first of the year.

- Replaced all signs that were damaged by the recent wind storm.
- Removed many sections of damaged sidewalk as part of our sidewalk rehab program. City crews will typically remove any tree that is causing damage and then remove all the affected sidewalk panels. The homeowner at that point will have the concrete replaced. The program has been widely successful.
- Normal day to day operations continue such as; street sweeping, sign maintenance, pothole patching, grading and graveling of alleys and street shoulders.

#### B. Parks

- The parks section is focusing on normal day to day operations with only two parks restroom facilities being open for the season.

#### C. Collections

- Completed construction of a new sewer main on Grove Street.
- Replaced failing sewer laterals within the city right of way.
- Assisted OMI multiple times this month with the use of the vacator at the WWTP. Our assistance is required frequently for grease removal.
- Normal cleaning, televising, sewer complaint investigations, sewer lateral locates, as well as assisting engineering with the sewer lateral replacement program continues.

#### D. Water

- Repaired damaged two inch water main on Vine Street.
- Replaced water meters as time allows.
- Staff has a good handle on the meter reading all water meters within the city are being read each month.
- Replaced 6 water services this month.
- Normal day to day operations continue such as; service orders, daily water samples, lock offs, reconnects, meter verifications, locates and leak investigations.

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

- Shop-With-A-Cop was held this month at Lebanon Wal-Mart on December 13th, where approximately 59 children who otherwise may not have gotten gifts teamed up and shopped with police officers from LPD, Sweet Home, Linn County Sheriff's Office and Department of Human Services. Overall it was an excellent turnout.
- Community Policing remains active by attending several meetings including Linn County Emergency, Bringing Up Learning and Behavior (BULB), Lebanon Warming Shelter (LWS), Seniors and Law Enforcement Together (SALT) and Business Watch. Volunteers are still needed for LWS; if you are interested, please contact Dala Johnson at (541) 258-4399.
- Detectives remain busy working on in-depth cases including, but not limited to: narcotic investigations, child abuse casework, stolen vehicles, thefts and sex abuse cases. A total of 5 cases were directly assigned to the detectives for further follow-up, and 17 cases were sent to them for review and/or additional information. Detectives were able to clear 7 very involved cases this month, resulting in arrests.
- Lebanon School District and City of Lebanon have been working on a contract to place a full-time SRO within the schools. This became an opportunity after Tim Shanks decided to fully retire after an outstanding 30-year career in law enforcement.
- The Patrol Division remains active with approximately 1,320 calls for service, 176 reports written, 97 arrests made and 58 traffic citations issued. Total for Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) has increased by 14 compared to last year at this time.

- During the month of December, 132 individuals were booked and released, brought to Lebanon Municipal Court or Linn County Court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 138 days were served by inmates in the Lebanon Jail.
- Officer Scott Barnes has completed all necessary training and is now certified through the State of Oregon as a Drug Recognition Expert (DRE). This training is designed to equip officers to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol.

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

- Thank you to all who helped to make our Giving Tree Program a success this year! We were able to fill all requests, which were for slippers, new socks, pants, books and other similar items. It was a big success. We greatly appreciate your generosity and helping spread Christmas cheer!
- Some new activities/groups/events in January:
  - \*New\* Lunch and Learn Series - It is a New Year! Are you looking forward to making it your best year yet? Well, don't get caught up in making huge life altering resolutions that you don't think you can keep. Statistics vary, but about 92% of New Year's resolutions fail. Why not tackle some smaller changes that can add up and empower you to feel in charge of your life! Small things add up. There are lots of smaller things seniors can do to improve their lives (improve health, reduce stress, stretch finances, be happier, etc.). Join us for our Winter Lunch and Learn Series and gather some new ideas that may empower you to thrive in 2015.
    - January 12th, Public Health 101- There is much you can do to stay healthy and minimize health risks. Linn County Public Health will be providing information about things you can do to protect yourself and keep your body fit to fight for you.
    - January 26th, Financial Goals - Post holiday financial frustration looming? Tax time causing lots of financial questions and concerns? Diana M. Hancock, Program Coordinator for OCWCOG Money Management Program will be presenting on how to reach financial goals, step by step. Your goals can be short-term or long-term, small or large. Come learn about the steps you need to take to reach different types of financial goals.
  - \*New\* Tales We Love to Tell - Enjoy spinning yarns? Telling a tale? Got a gift for gab? Here is an opportunity to take the hot seat and share a favorite story. Pull up a chair and sit a spell, January 29<sup>th</sup> from 10:00-11:30am. Refreshments will be available.