

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

- **Lebanon Strategic Action Planning Project.** The Strategic Action Plan Task Force met on December 14th to continue work on development of the community strategic plan. I feel the Task Force is making good progress. The bulk of the work of the Task Force will take place in January through a series of four meetings. Besides my participation at the Task Force meeting I also worked frequently in December with the City's project consultant, Erik Jensen, in management of the process and the preparation of project documents and visuals.
- **Economic Development.** As the Council is aware, the costs associated with wetlands mitigation has dampened the City's ability to attract new businesses and employers to the community in recent years. In an effort to find a solution I have been working with the Cascades West Regional Consortium (of which I serve as the Treasurer) to try to find a regional solution. The Consortium met on December 18th to further discuss potential strategies. We anticipate a meeting soon with representatives of the City of Eugene to learn more about the potential of creating and maintaining a publicly-held wetlands mitigation bank. Eugene built its own bank several years ago and has evidently had success with it. On other economic development fronts, I met with Jason Williams on December 10th to further discuss plans for improvements at Ralston Park related to the old gas station. Jason is working with landscape architect Brad Stangeland to develop options for the Park Board and City Council to consider. The new McDonald's opened on December 14th with a packed house on hand and Mayor Aziz participating in the ribbon cutting with the franchise owners. The new McDonald's facility represents a great improvement over the old building and the vacant Fire Pit Tavern that was next door. Finally, I was excited to meet with and welcome Chris Kopp to the community on December 4th. Chris and his wife recently moved to Lebanon from Colorado. They are the new owners of the former Buyers' Market building on Main Street. Chris is a metal artisan/sculptor and specialty fabricator. He is currently working to refurbish the building to facilitate his business.
- **AFSCME Negotiations.** The City's agreement with the AFSCME Union will expire on June 30th. Preparations to negotiate a new agreement began on December 16th with a meeting of management representatives to review the existing agreement. A notice of intent to negotiate an agreement was subsequently submitted to the union as required. I anticipate a series of negotiating sessions over the next few months. I met with Union President Casey McMillin on December 8th to discuss the upcoming negotiations and other matters. We are both hopeful for a smooth negotiation process. I will update the Council as matters warrant.
- **Community/Regional/Professional Meetings.** During the month of December I participated in three important outreach functions. On December 1st I hosted the City's annual Employee Appreciation Event at the Samaritan Center. The event was well attended with about 80 staff members present. Tenure awards were presented to various staff members, holiday gift cards were distributed and I spoke to the group about the ongoing development of the strategic action plan. Mayor Aziz and I spoke at the December 4th Chamber luncheon. Mayor Aziz presented his "State of the City" program and I updated the group on the City's vision and strategic action plan processes. Finally, the City hosted the Chamber's "Business After Hours" event at the Library on the evening of December 17th. Approximately 75 people attended. I spoke to the group about the City's strategic action plan process. Leigh Matthews Bock (Administration), Carol Dinges and Paulina Wilcox (Library) worked together in advance to stage the event and provide a very enjoyable evening for all. December 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 Volunteer Program.** We are in the process of creating a structured citywide volunteer program designed to guide employees and citizens alike who want to use their specific skill set to foster stewardship of our community programs and services. Built-in to the program is a volunteer screening policy that includes criteria for exclusion. The policy will also include a qualification process, rights and responsibilities, training, and supervision.
- **Collective Bargaining Agreement – AFSCME.** The AFSCME collective bargaining agreement is set to expire on June 30, 2016. Management has begun the process of initiating negotiations with the AFSCME leadership.
- **Employee Medical Files.** We continue the updating of the employee medical files, when time permits, and hope to have this project completed in 2016.
- **Employee Handbook.** The committee's final meeting is scheduled for January 6, where we will review the last three chapters before submitting a final draft to the City Manager for his review.
- **Open Enrollment – Health Care and Flexible Spending.** The Open Enrollment for flexible spending accounts and the mini open enrollment for health care coverage was completed by the employees and updates were made to the employee's benefit providers. On another note, congress pushed back the 2018 date for the Cadillac tax implementation to 2020.
- **Safety/Wellness Committee.** The Safety/Wellness committee will be focusing its efforts in 2016 on training staff and becoming compliant by June 2016, with Global Harmonized System (GHS) for Classification and Labelling of Chemicals, formally called MSDS. GHS is an internationally agreed-upon system, created by the United Nations designed to replace the various classification and labeling standards used in different countries by using a consistent criteria on a global level. It is a set of guidelines for ensuring the safe production, transport, handling, use and disposal of hazardous materials. To learn more, go to <https://www.osha.gov/dsg/hazcom/HCSFactsheet.html>

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

• **Advisory Boards/Committees:**

Budget Committee - We currently have four (4) vacant positions: two in Ward 1, one in Ward 2 and one in Ward 3. We've received one promising application from someone residing in Ward 2. Dean has also reached out to other members whose terms expire this month but has only heard back from one member to date. Councilors: *Please solicit potential members within your wards. Applicants should complete/submit a Boards & Commissions Application Form which can be found online or they can always contact me for assistance.*

Senior Advisory Committee – A press release was sent out seeking applicants to serve on this Committee.

Those interested should submit their application no later than January 19. The Advisory Board will review the applications and make a final recommendation for the Mayor to appoint someone at the February City Council Meeting.

- **City Council Chambers Upgrades.** A big screen television is expected to be mounted on the west wall in time for the next Council meeting. This addition will benefit those Councilors at the front of the dais so that they do not have to crane their necks to view PowerPoint presentations. The current screen will work simultaneously with the new TV.
- **Events.** It's been a busy month with all the holiday activities plus: The Chamber Forum Lunch, Employee Appreciation Event, and Chamber After-Hours hosted by the Library.
- **Liquor License Application(s).** One liquor license was received for Misty Meadows Winery, Inc. The first winery license to be issued within the city limits.
- **Medical Marijuana Licensing Fees.** I met with Community Development staff to determine what the appropriate fees would be to recommend to Council at the January 13 meeting for medical marijuana dispensaries and their employees. In sum, the recommendation would be to handle this business license much

like liquor licensing and taxi cab licensing with annual renewal fees and background/compliance checks. The proposed resolution would simply be an amendment to the existing City Fees' Schedule.

- **OAMR Records Management Committee.** With the Cities Records Retention Schedule updated, we are now currently working in conjunction with the State Archivist on the City Records Management Manual, specifically the Electronic Records Chapter.
- **Employee Handbook.** I'm in the process of rewriting existing Chapter 26 Public Records and Public Information for HR as their committee is currently reviewing that Chapter next month.
- **Records Management.** We are currently entering all of our agreements/contracts to a newly created spreadsheet to better organize and track agreements/contracts. This should prove beneficial in not only adhering to the retention laws but in reminding departments when a contract/agreement is up for renewal consideration.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning

- The Commission did not hold a meeting in December and will not meet in January.
- The Department approved a Minor Adjustment to a fence setback requirement at the new mini-storage warehouse on Weirich Drive.
- The Transportation System Plan Update is moving along with Public Advisory Committee nearly in place. Again, project completion is expected by July 2017 and the Council will be involved through-out the process.

B. Building

- The City processed 42 permits in November, receiving \$28,525 in fees on \$2,848,611 in valuation. For the current fiscal year, the City received \$184,479 in fees on \$19,187,544 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$92,753 in fees on \$8,124,392 in valuation.

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. Beginning in January, H2O Innovations will start a pilot test on 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 will be meeting to go over 60% design plans for the project. At that time we will have an updated cost estimate as well.
- During the month of December 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 cities can be made, it will be brought to City Council for review and approval.
- A Request for Quotes has been sent out to three contractors to provide a price to reconstruct 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 January 2016.
- The Oak Street Improvements project is complete, and final payment has been issued.
- 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 are also

advertising a request for proposals for a Traffic Engineering Firm to model future traffic and intersection functionality at all of the intersections within the project limits.

- 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 Samaritan Hotel/Restaurant outdoor pool is nearly complete.
- 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. However, we reviewed and approved plans to continue the 5th Street improvements to the south edge of the future LBCC Medical Occupations Building. This street continuation area is under construction. Improvements will include additional parking on the west side of 5th Street in front of Pioneer School.
- The 9th Street Apartments is complete and a Certificate of Occupancy has been issued.
- 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. The first three homes are completed. Additional 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. Staff reviewed and approved a variance to allow privacy fencing and additional landscaping. Landscaping and irrigation are nearly complete.
- 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.
- 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 under construction. Storm drainage utilities are in. Street excavation and base rock are completed. The public water line extension is nearly complete.
- 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.
- Staff reviewed site plans and public improvement drawings for the Conser "Aspen Place" Apartments on 2nd Street just south of Airport Rd. Site excavation and base rock placement are complete.
- 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.

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

- City auditors (Accuity LLC) presented the final 6/30/15 Audit to the City Council at the December Council meeting, once document is signed it will be posted on the City website
- Working with Springbrook to finish the installation of the Purchase Order system, planning on go live this fall
- Working with Springbrook to move our accounting software to their cloud platform
- 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
- Attended the Chamber after hours at the Library on Dec 17, the event was sponsored by the City
- Accounts Payable; FY15/16 payments made in December, 559 invoices were processed for payments of \$1,396,971.33

- Utility Billing for December:
- 5872 Billing statements mailed by the end of December
- 754 Accounts received a penalty (past due 12/15/15)
- 278 lien letters mailed to property owners
- 140 accounts were locked off for non-payment on 12/15/15 for bills due 11/16/15.
- 7- pre-lock off notices were delivered to -7- Mult-Family buildings, accounts paid and not locked off
- 119 accounts were reconnected the same week. The balance were vacant properties or the tenants moved out and property is back in the owner's name.
- Total of 554 Service orders: 42 Move Outs, 76 Move ins, 11 Turn offs, 35 Turn on, 141 reconnects, 31 read request, 5 Dead meters, 18 Leak Checks, 1 Lid Hazard checks, 140 Lock offs, 17 Meter Change out, 1 New Meter Installations, 0 Pressure check, 36 misc. other.

	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	1 yr. ago Dec 14
Billing Statement	5595	5596	5971	5618	5619	5993	5660	5651	6001	5642	5685	5872	5989
Penalty applied	834	898	865	998	936	741	759	1371	1038	1236	997	754	864
Lock Offs	107	93	115	112	91	105	132	77	140	85	105	140	114

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".
- In progress with upgrades to Travel Station visual presentations.
- In progress with upgrades to Ralston Park security system.

VII. LIBRARY – Carol Dinges, Director

- An outcome of the early learning workgroup was that I was invited to take part in the Head Start Advisory meeting on December 9, 2015.
- LPL will be co-sponsoring a series of adult programs entitled *Choosing Wellness* with COMP-NW:
 - January 12 at 6:30 pm: Finding Balance
 - February 9 at 6:30 pm: Activity
 - March 8 at 6:30 pm: Mindfulness & Spirituality

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 Community Services division continues to remain active, facilitating many community activities including Holidays In The Park, our annual Shop-With-A-Cop event, presenting 'Map Your Neighborhood' (a program designed to assist the community in emergency preparedness) to Senior Center members, instructing traffic safety class, giving a tour of the Lebanon Justice Center to a local Cub Scout troop, and teaching a class to Warming Shelter volunteers.

- LPD launched a new program called Safe Exchange. This program is designed to provide a safe location for families to make custodial exchanges and assist residents with exchange of products purchased or sold online. There is a designated area in front of the Justice Center where online buyers/sellers and parents or guardians can meet to make needed exchanges. So far, this program has been successful and the site has been used often.
- Shop-With-A-Cop was held on December 12th at Wal-Mart and was another success. We had the pleasure of getting to shop with 56 less-fortunate children.
- We received over 40 applications for the newly-created Community Service Officer position. The process is still ongoing and we expect to interview approximately 15 qualified candidates on January 5th and 6th.
- As of December 21st, 112 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 122 days were served by inmates in the Lebanon Jail.
- The Patrol Division had approximately 1,898 calls for service, made 92 arrests, wrote 174 reports and issued 36 traffic citations. We had a total of 50 Part 1 crimes (i.e., criminal mischief, domestic abuse, burglary, robbery assault and theft).
- Detectives have been working on several burglary cases, thefts, narcotic investigations and child abuse cases. A total of 4 cases were assigned to detectives for direct follow-up, and 7 cases were sent to them for review and/or additional information. Detectives were able to clear 5 very involved cases this month including several burglary/theft cases, child abuse cases and narcotics-related cases.
- The Lebanon Police Department, in partnership with Dr. Adam Kirkpatrick of Lebanon, will be handing out tickets for people doing good deeds. LPD officers may be looking for people using crosswalks, driving properly, using turn signals, pedestrians yielding at sidewalks, etc. When the person gets the *good deed ticket*, they are able to take that ticket to one of 3 locations (Big Town Hero, 1847 Bar and Grill or The Growler Café, all in Lebanon). Each ticket is redeemable for up to \$10 off their meal and can be used one time only. Each ticket will have an expiration date. Dr. Adam Kirkpatrick has donated \$500 for this program to work, so that will mean in this first round of tickets, 50 people will get a good deed ticket. This is a great opportunity for Lebanon Police to engage in the community in a positive way. It is small things, like this, that can make a big difference in someone's life. So in Lebanon, it might be a good thing to get a ticket! - a *good deed ticket*, that is.

X. SENIOR SERVICES – Kindra Oliver, Director

- We received \$16,000 in revenue for the Dial-a-Bus fund for our Energy Incentive Project through the Department of Energy. We have another certificate for \$44,000 in tax credits that we're currently looking for a pass-through partner as well. Please contact Kindra for more information on how the program works.
- January events can be found on the website and Facebook.