

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon 2040 Visioning Project.** The vision project continued as the main focus of my work efforts during February. The Lebanon 2040 Steering Committee met with the project consultants on February 12th. Progress on the vision project was reviewed and plans for future events were developed. During the month of February, the consultants met with Partners for Progress, held a meeting at the Senior Center, met with teachers at Riverview School and with Spanish speaking mothers at Green Acres School. The consultants also held a session with the Optimist Club and met with the individual members of the City Council. As of February 23rd, 290 vision surveys had been completed. A Community Sounding Board will soon be established, consisting of 25 to 30 Lebanon residents and stakeholders. The board will be tasked with developing a draft vision statement and core values based on the community input received from individuals, groups and through the survey.
- **Santiam Canal.** Rob Emmons, Ron Whitlatch and I met with the City of Albany's negotiating team on February 6th. Our discussion focused on how to develop a scope of work to evaluate the true costs to Albany of the City of Lebanon's use of the canal for water intake, storm drainage and as an amenity. The parties resolved that Lebanon would take the lead in creating a first draft of the scope. Once Albany has received Lebanon's draft, the parties agreed to meet in the future for further discussions.
- **Budget Development.** Dean Baugh and I continue to develop various aspects of the FY2015-16 Budget. Some focus is being given to the future of the Transient Room Tax as the opening of the new Boulder Creek Inn on the Samaritan Campus is expected to dramatically increase room tax collections. A discussion on this matter is scheduled for the March City Council meeting.
- **Temporary Administrative Assistant/Communications Coordinator position.** I have been working with Debi Shimmin and Linda Kaser to develop a temporary position to address administrative support needs for (a) myself, (b) to coordinate City communications through the City website and social media, and (c) to assist as needed in the Community Development Department. I expect the position to maintain a temporary status for up to six months. It will become permanent if confirmed as such in the FY2015-16 Budget. I hope to have someone in the position by the end of March.
- **Cascade Gateway Leadership Program.** I participated in the February program for the Leadership Program sponsored by the Lebanon Chamber of Commerce. The theme-for-the-day was industry and included visits to the Lowes Distribution Center, Research Mannequins, Entek and Linn Gear.

B. Human Resources – Debi Shimmin, HR Generalist

- **Employee Training.** Oregon Government Ethics training is scheduled for staff and city council members on March 17, which is offered at no cost by the State of Oregon Ethics Commission.
- **Mayor's Contest.** We have been very busy this month visiting all the schools to promote the "If I were Mayor" contest. A video was also created and posted online to provide additional information about the contest. Updates of the visits can be found on the City's Facebook page.
- **Preferred Worker Program.** The city has qualified for the preferred worker program that enables the city to be reimbursed for 50% of the preferred worker's wages for 183 days, worksite modification of up to \$25,000, and other employment purchases, such as tools, clothing, tuition and worksite creation costs. We are working with the Oregon Department of Consumer and Business Services to submit these qualified expenses within the 183 day window.

- **Recruitment – Administrative Assistant/Communications Coordinator.** Recruitment for an Administrative Assistant/Communications Coordinator, to assist City Manager Gary Marks and the Administration department, will run from February 23 until March 16. Initially, this will be a temporary position that may become a permanent.
- **Succession Report.** This project is 75% complete and should be ready in March.
- **Wellness Fair.** The Wellness Fair was held on February 3 with an excellent turnout of about 55% of all staff, and over 90% of staff who were working that day. The safety committee agreed that it was a good idea to have the fair in February every year, instead of January, and selected February 2, 2016 as the date of the next Wellness Fair.

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

- **Advisory Boards/Committees.** The Planning Commission has two openings. Any City resident or non-resident living within the Urban Growth Boundary may apply online at www.ci.lebanon.or.us, email cdc@ci.lebanon.or.us or call the Community Development Office at 541-258-4906. Those candidates selected will serve out a four year term.
- **Budget.** Work continues on the proposed 2015/16 detail sheets for Administration, Legislation and the City Attorney Funds. Uncertainty of a few major expenses has put this on hold for now until I have a better idea of costs.
- **City Council Chambers Relocation Analysis.** I've begun gathering information to compile an analysis of relocating the Council Chambers to the Library Community Room. I met with IT (Brent) to discuss the future needs, i.e., audio, video and wiring should Council choose to move to the new site. We have a very rough guestimate of those costs but will hold off on securing estimates until further direction from Council upon hearing your report in April.
- **Communication/Social Media.** This month's Facebook numbers indicate an increase of 26 in "pages likes." The total number "reached" for the month of February was 13,772 (6,546 for City-related business and 7,226 for community-related information).
- **Lebanon Vision 2040.** Continuing to review and gather information for BDS Consultants, as well as attending several meetings to keep the Vision 2040 campaign moving forward.
- **Records Management.** Slow but continuous progress on scanning old records and organizing the Archives Room.

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

A. Planning

- The Planning Commission did not meet in February as ultimately the applicant preferred to meet in March.
- For the March meeting, the Commission will review a proposed annexation of 0.93 acres along Walker Road and conduct a final work session on proposed amendments to the Development Code regarding electronic message signs. The Commission will also discuss a citizen request to consider modifications to the siting of multi-family apartments in predominantly single-family neighborhoods.
- The Department reviewed and approved a Minor Adjustment for a fence variance for property located on Cleveland Street.
- City staff met with representatives from ODOT and their consultant team to discuss updates the current Transportation System Plan. A scope of work should be in place by late March or early April. Other than staff time, there is no financial match to this grant.
- The City submitted the County application for the construction of a water intake and pump station along the South Santiam River. As of this date we have not received a decision; however, there appears to be no issues with the request.

- We have begun advertising for two, possibly three, open Commission positions. The individuals should be on board by the May meeting at the latest.

B. Building

- For the month of February, Building Services received \$51,151 in fees on \$11,391,100 in valuation. For the current FY 2014-15, the City received \$192,538 in fees on \$23,418,304 in valuation. Here are the comparisons to the same period in the previous fiscal year: \$236,477 in fees on \$20,903,165 in valuation. Total fees to date have exceeded anticipated fee revenue for the fiscal year.

IV. ENGINEERING SERVICES – Ron Whitlatch, Manager

- The new four million gallon Reservoir is now in service and the existing 2 million gallon reservoir has been demolished. The Contractor is wrapping up the remaining contract items, which include overflow piping, site work and punch list items. The project is scheduled to be complete in early spring. Additional Engineering costs associated with delays will be paid from the assessment of liquidated damages to the contractor.
- Staff will be advertising a portion of the Vine Street Improvements Project in the next several weeks. This includes paving, curb and gutter, and sidewalk access ramps. Currently, City crews are installing waterline on Vine Street and will be installing storm drainage soon after. This is a combination City crew/contractor project.
- 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. Staff is going through a Conditional Use Permit process with Linn County for the property proposed for the pump station and river intake. Staff will be requesting approval to purchase the property during the March City Council Meeting.
- Staff is continuing negotiations with the City of Albany for a new IGA. The next meeting will be in March 2015. It should also be noted that the Albany City Council ratified the verbal agreement of \$77k for FY 14/15. All indications are pointing to Albany billing Lebanon for 33% of their O&M costs moving forward. It is likely these costs could be \$300k or more per year.
- The Effluent Pump Station Reconstruct is currently being advertised for bids. Staff will be recommending award at the March City Council Meeting.
- 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. Approval to advertise for bids will be requested at the April 2015 City Council Meeting.
- Staff is currently working with OBEC Engineers to develop plans to re-hab canal bridges at Oak Street, ‘E’ Street and Hiatt Street. Due to increased canal flows, the approaches to these, and other canal bridges, have begun to fail. The Oak Street Bridge will be corrected during this summer’s project. Funding packages for the remaining bridges are still being developed.
- Staff is continuing to field multiple complaints/issues in regards to sanitary sewer laterals and main lines. There is a good portion of this infrastructure that is pushing 70 to 80 years of age and is starting to fail. So far, we have been able to fund the necessary repairs/replacement, but as the infrastructure continues to age, there will be need for additional funding to make the corrections.
- Staff continues to work with the developer’s engineers and contractor regarding construction of a new apartment complex on 9th Street, approximately 700 feet north of Airport Road. The site has been excavated and rocked. Private and public utilities are under construction. Foundations are poured.

- Construction of the Santiam Riverfront Estates residential subdivision continues slowly. The street has been completed. Franchise utility lines are nearly complete. Final site grading is underway. Street trees, mailboxes and street lights are expected soon.
- The Samaritan Hotel/Restaurant construction continues. The brick exterior of the building is under construction. Staff reviewed and approved the landscape plans for the hotel and the event center. Water service line and vaults are under construction for the new fire line and building water meter service.
- 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 pharmacy presently located on Mullins Way. Site has been excavated and rocked. Foundation and floor are poured. Construction of site utilities is nearly complete.
- Additional street and utility improvements are under construction in the northwest area of the Samaritan Campus project. The improvements include widening the east side of 5th 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 5th Street improvements south of Central Willamette Community Credit Union. First phase street excavation is completed and base rock is placed. First phase water, storm and sewer are nearly ready for testing.
- The power generator project at the Park and Garvord sanitary sewer pump station is nearly complete. Concrete work and a security fence are expected to be installed soon.
- Construction of the Santiam River Place 3 Subdivision, located along the west side of Kokanee Way, is nearly complete. The subdivision includes 12 single family lots.
- Construction of the Samaritan Medical Apartments is underway. The site will contain 120 units located just west of the Samaritan Event Center. The site has been excavated and base rock is placed. Site utilities are nearly complete. First floor walls are being erected for the first three buildings.
- Staff reviewed and approved revised drawings for the Lebanon Plaza (Willamette Community Bank Square) parking lot expansion. The Lebanon Plaza is located near the Santiam Hwy and Milton Street intersection. The new parking lot will be located behind the building where a house was demolished. Construction is underway.
- Staff continues to work with the developer to build a tri-plex on 7th Street just north of Kees Street. A sewer service was installed and a temporary street patch was constructed.
- Construction has yet to begin for the new McDonald's. The new restaurant will be located at the present location and expand its drive-up to include two-lanes. The site will also grow to include the old Fire Pit bar property. The existing McDonald's and the Fire Pit will be demolished.
- 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, Manager

- Continued work on updating Finance policies. Draft policies sent to City Manager, Directors, Attorney and auditors for review. Should be before council in April for approval.
- Working on FY2015/16 Budget document with Manager and Directors.
- Held interviews on February 18 & 19 with 3 banks in response to our Bank Services RFP. Notice of award was issued awarding the contract to KeyBank.
- Working with Springbrook to install the Purchase Order system. PO program installed October 13-17. Planning on go live in the spring

- Accounts Payable: FY 14/15 payments made in February – 268 invoices were processed for payments of \$767,324.10.
- Utility Billing (February):
 - 5596 Billing statements mailed by the end of February
 - 898 Accounts received a penalty (past due 1/20/15)
 - 286 lien letters mailed to property owners
 - 93 accounts were locked off for non-payment on 2/11/15 for bills due 1/15/15.
 - 2 multi-family accounts received door hangers prior to being locked off.
 - 80 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.
 - Updated owner information on 105 vacant or foreclosed properties
 - Total of 526 Service orders: 34 Move Outs, 45 Move ins, 5 Turn offs, 23 Turn on, 94 reconnects, 19 read request, 1 Dead meters, 9 Leak Checks, -0- Lid Hazard checks, 94 Lock offs, 176 Meter Change out, -0- New Meter Installations, 1 Pressure check, 25 misc. other.

	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	1 yr ago Feb 2014
Billing statement	5613	5623	5976	5620	5598	5989	5595	5596	5598
Penalty applied	807	946	774	774	1018	864	834	898	809
Lock Offs	184	110	144	88	114	114	107	93	173

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".
- Budget preparation work.
- IT Staff Training

VII. LIBRARY – Carol Dinges, Manager

- In addition to the regular programs, the library hosted two popular special programs in February – the annual "Seedy Tuesday" seed swap (adult program co-sponsored with the Lebanon Garden Club and Santiam Food Alliance) and a Crafternoon for kids aged 7-18.
- While circulation of print materials has decreased commensurate to the reduced hours open per week, circulation of downloadable materials has reached the highest rate ever, exceeding 1000 items during the month of January.

VIII. MAINTENANCE – Jason Williams, Manager

- City maintenance staff has started the Vine Street water line project.

- Staff has started mowing of all City of Lebanon facilities, including parks, drainage ways, roadsides and trails.
- Developing three grants for the upcoming grant cycle. The grants include: River Park restroom/shelter, playground replacement at Christopher Columbus Park, and a grant from the Oregon State Marine Board for the construction of a permanent ADA restroom at Cheadle Lake.
- Normal day to day operations for all crews continue. The spring like weather along with high workloads has staff extremely busy.

IX. POLICE – Frank Stevenson, Chief of Police

- As of February 23rd, 2015, the Patrol Division had 1,827 calls for service, 207 reports written, 132 arrests made and 164 traffic citations issued. Total for Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery assault and theft) has decreased by 8 so far, compared to last year at this time.
- Lebanon Peer Court observed three trials for the month of February. Trials heard included one juvenile runaway case, attempted theft and criminal trespass.
- The Detectives Division remains active working on several involved cases including thefts, burglaries, possible sex abuse and child abuse. A total of seven involved cases were assigned to the detectives for direct follow-up investigations, and nine cases were sent to them for further review and/or additional information. Detectives were able to clear four involved cases this month.
- Detective Shelly McInnes will be rotating to Patrol after completing a five-year rotation as the Child Abuse Detective. She will be assigned as a Team Leader on Patrol. Officer Taylor Jackson will be rotating into Detectives and will begin his five-year rotation as the new Child Abuse Investigator.
- We have installed a new prescription disposal box in the front lobby of the Justice Center. This project was made possible from the US Postal Service, Gateway Imprints, Oregon Powder Coating, and Roy's Glass and Lock. This will help citizens in our community who have old and non-used medications they wish to dispose of. The disposal box is accessible 24/7 and will be monitored.
- Community Policing Division has been busy preparing for the upcoming Citizens Academy (so far we have 27 people who have signed up), conducting Traffic Safety Class for 17 individuals, setting up a new Neighborhood Watch in the 2300 block of 5th Street, working with the Boys and Girls Club for summer activities for youth, and beginning to work on our annual Child Abuse Awareness month set for April.
- During the month of February, 118 individuals were booked and released, brought to court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 199 days were served by inmates in the Lebanon Jail.
- Police Department's "Of The Year" recognition awards for 2014 were completed this month. Each employee award was determined by votes cast by their peers in recognition of teamwork, professionalism and integrity. Sgt. Clint Sheets received Supervisor of the Year, Dylan Lawrence received Support Person of the Year, Officer Karin Lynn received Police Officer of the Year, Dustin Hyer received Reserve Officer of the Year, and Larry Baker received Volunteer of the Year.

X. SENIOR SERVICES – Kindra Oliver, Manager

- I received the final report back from Oregon Department of Transportation (ODOT) and their consultants regarding the technical review of the Dial-a-Bus program that took place in November. There were a few minor findings for tweaks in policy language, which have already been changed. There was also a finding which will require a change in how the Senior Services Director is allocated to the Dial-a-Bus fund. Overall, the review went very well and ODOT was very pleased that the findings were minimal and we're in compliance with all state and federal laws and guidelines associated with the transportation program.

- Dial-a-Bus activity has picked up quite a bit this month and we are at capacity most days. We will be scheduling a third driver, as needed, if the number of ride requests continues to rise.
- We held a focus group at the Senior Center for the Lebanon 2040 Vision process and had a nice turnout. I believe the consultants were able to get some good feedback from the senior population.
- Our gardeners have been meeting with a Master Gardener once a month and have been prepping their garden space to plant crops soon!
- We're starting a new program in hopes of getting/keeping our senior population connected to their community. We're starting off with the Lebanon Police Department. The idea is for local agencies/services/businesses/schools to meet with the senior population to share about new programs and services and be able to answer any questions they may have.
- March events can be found on the website and Facebook.