

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon 2040 Visioning Project.** January saw a number of developments concerning the vision project. The project team launched the Lebanon2040.org website on January 12th. Initial public events took place on January 21st, 22nd, and 23rd and were led by the City's vision consultants, BDS Strategic Planning. Events included "Listening Sessions" held at the Boys and Girls Club, Riverview Elementary School Cafeteria (parents night), Lebanon Samaritan Hospital (health care workers), COMP-NW (student event), an all-day presence at the Lebanon Chamber of Commerce Office for a series of 30-minute open-to-the-public focus group meetings, Mayor's Youth Council, and at the Knitty Gritty as part of the Chamber's Lebanon Greeters event. Additionally, hundreds of online surveys have been completed through the Lebanon2040.org website. Further activity is planned for February including a series of stakeholder interviews and a meeting of the Lebanon2040 Steering Committee on February 12th.
- **School Resource Officer.** I worked with Chief Stevenson to complete the process to expand the School Resource Officer position from part-time to full-time.
- **Budget Development.** Dean Baugh and I developed the initial framework estimates for the FY2015-16 General Fund Budget. The framework forecasts the broad parameters for revenue and expenditures based on current and expected trends and acts as the basis for development of the General Fund.
- **Cascade Gateway Leadership Program.** I participated in the January program for the Leadership Program sponsored by the Lebanon Chamber of Commerce. The theme-for-the-day was social services and included visits to the River Center, Linn-Benton Food Share, Safe Haven Humane Society, Habitat for Humanity Re-Store on Main Street and the Boys and Girls Club.
- **City Managers Meeting (Cascade West Council of Governments).** I participated in a meeting of area city managers held at the Cascade West Council of Governments Office in Albany. The agenda included an update on developments at the Local Government Personnel Institute (LGPI). LGPI provides important services to the City in support of our human resource functions including our collective bargaining agreements. Recent changes in LGPI's charter from the League of Oregon Cities had created concerns that services the City has relied upon over the years might be halted. However, more recent developments seem to have positioned LGPI to continue on a more positive basis. I found the update reassuring. Without LGPI support the City's human resource functions would have seen additional expense to replace needed services.

B. Human Resources – Debi Shimmin, HR Generalist

- **Archive Records.** The HR Archive Records in my office will be relocated to their proper storage by summer. The boxes have all had a storage record created and approved by Linda. It is just a matter of going through each one and placing them in storage. Some records are also eligible for destruction and those records will be disposed of at the same time.
- **Budget Estimates / Detail Sheets.** The detail sheets and budget estimates for the new fiscal year were completed this month.
- **Employee Benefits.** I sent out an email to staff reminding them of their benefits and where they can find forms or contact information. This has generated lots of communication from staff about their benefits. And, I have had an opportunity to counsel some employees who have recently experienced some significant life events.
- **Employee Handbook.** The current workload has prevented me from starting on this project. I am hopeful that we can begin in the spring or summer after the bulk of the Lebanon 2040 Vision project is behind us.
- **Employee Online Training Program.** We now have an online presence for employees to take advantage of learning opportunities. Sources include OSHA, CIS Insurance and Reliant Behavioral Health, which are available on

the Employee's Safety Webpage on Apollo. Everything is free and there are hundreds of topics available to employees.

- **Employee Training.** Our employee survey revealed that of all the training available to employees, Ethics Training was the top choice overall. We have arranged to have an Ethics Training class for all employees and elected officials on March 17. A flyer was prepared and will go out via email in February.

First Aid classes were scheduled for employees to attend on January 22 and 27. Two of the refresher classes were full. First Aid classes only need to be scheduled every other year, so the next date for renew first aid cards will be in 2017.

Managers will be attending the Oregon Employer Council training, "Social Media and Reputation." On January 29. The topic is very timely and the cost is only \$45 per person. Phil Newman, Director of Social Product Management for Nike is the featured speaker.

- **Job Comp & Classification.** I have been asked to submit a comp and classification to LGPI for the Office Assistant position, with a new job title of Development Services Technician. After meeting with staff and management, a final draft was completed.
- **Mayor's Contest.** I am currently in the process of putting together all the paperwork for this project. Arrangements are being made for the Mayor to meet with the students, an itinerary and timeline has been developed, in addition to the entry forms, poster and press release. I hope to have all the materials ready by the end of the month.
- **Medical Files.** I am slowly updating these files as time permits. I would say that approximately 10% of the medical files are completed.
- **Online Desk Manual.** I am in the process of building an online desk manual for HR tasks as time permits. So far, I have completed the Personnel Action Notice and workflow process. This will assist Amy, the new Administrative Assistant as she will be responsible for this process for all police employees.
- **OSHA 300 Report.** This report is complete and will be posted by February 1, 2015. For the calendar year of 2014, there was no loss time. We had one recordable incident in Maintenance and two with the Police department.
- **Personnel Action Notices.** Sarah and I have reviewed the Personnel Action process in order to ensure step increases and longevity increase PA's are prepared on a timely basis. This process has been documented and we are in the testing phase to see if there are any bugs that need fixing.
- **Recruitment –Maintenance Worker/Water Section.** Kyle Christensen was selected and his pre-employment physical scheduled. His offer letter has been prepared and he has picked up his new employee materials. A new employee orientation is scheduled for February 2, 2015.

Christopher Miner was hired as a Police Officer and will begin work on February 2, 2015. A new employee orientation is being planned for him as well.

- **Succession Report.** I was able to work on this project for a short time this month. I should have a final draft ready in March.
- **Volunteer Program.** A centralized volunteer program has been a goal of mine for quite some time. Since the HR module was installed in the Springbrook program, I will be working with Dean to set up volunteer staff and assign them their own classification. By doing this we will be able to track all volunteers online.
- **Wellness Fair.** The Wellness Fair is scheduled for February 3, 2015. We have secured 16 sponsors and we are in the process of promoting the event in hopes that we have a good turnout.

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

- **Budget.** Completed year-end projections for Administration, City Attorney and Legislative Funds. In the middle of drafting 2015/16 details sheets for those same funds.
- **Communication/Social Media.** Attended Social Media and Reputation Training to continue to strengthen our customer relationships. This month's Facebook numbers indicate an increase of 43 in "page likes." The total number "reached" for the month of January was 8,410 (7,470 for City-related business and 940 for community-related information).

- **Lebanon Vision 2040.** Attended a couple of meetings with BDS Consultants to keep apprised as to the project status and outcome of listening sessions held this month.
- **Liquor License Application(s).** Approved a temporary sales license for a Dinner and Silent Auction to be held at St. Edwards on March 7, 2015.
- **Oregon Ethic Commission.** Provided OGEC with an updated public officials list. Letters will be going out at the end of the month reminding those officials to file their Statement of Economic Interest by April 15.
- **Public Records Requests.** Received 7 public records requests ranging from contact lists to outstanding check register reports.
- **Records Management.** Slow but continuous progress on scanning old records and organizing the Archives Room.
- **Santiam Travel Station.** Hearing impaired equipment was installed on January 28 and is ready for use. We have two types available depending on if a person uses hearing aids or not.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Manager

A. Planning

- The Planning Commission heard an annexation request for a 0.30-acre parcel at the northwest corner of 7th Street and Airport Road. The Commission unanimously recommended Council approval of the application.
- For the February meeting, the Commission will return to the electronic sign messaging amendment to the Development Code. There was also a citizen request for the Commission to consider modifications to the siting of multi-family apartments in predominantly single-family neighborhoods.
- The Department reviewed and approved a Property Line Adjustment to involving industrial land on Oak Street.
- City staff will be meeting with representatives from ODOT and their consultant team on January 29 to discuss updates the current Transportation System Plan.
- The County application for the construction of a water intake and pump station along the South Santiam River will be submitted by January 30.

B. Building

- For the month of December, Building Services received \$5,057 in fees on \$267,225 in valuation. For the current FY 2014-15, the City received \$97,812 in fees on \$8,391,617 in valuation. This is down considerably from the same period in the previous fiscal year: \$216,118 in fees on \$19,444,024 in valuation.
- However, the Department received building permits for the 120-unit apartment complex at the Samaritan Campus.

IV. ENGINEERING SERVICES – Ron Whitlatch, Manager

- The new four million Gallon Reservoir is now in service. The Contractor will begin demolition of the existing reservoir within the next couple of weeks as well as finalizing the overflow pipe along Fifth Street. 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.
- The Vine Street Sanitary Sewer Replacement Project is complete.
- Staff will be requesting City Council approval to advertise the Vine Street Water, Drainage, and Roadway Improvements Project at the February 11 Council Meeting. This project is being proposed due to the street failure during the sanitary sewer project from last summer. The project will include use of City Maintenance Crews and Contractors to complete the construction. A full proposal including details, logistics, and funding will be presented to the City Council during the meeting
- 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. Purchase of the property is proposed for March 2015.

- Staff is continuing negotiations with the City of Albany for a new IGA. The next meeting will be February 6, 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 at the February 11th 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.
- 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 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. Foundation forms are being constructed.
- Construction of the Santiam Riverfront Estates residential subdivision continues slowly. The street has been completed. Franchise utility lines are under construction. Final site grading is expected soon.
- The Samaritan Hotel/Restaurant construction continues. 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. Water main hot taps are scheduled for the new fire line and 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 footings are poured. Construction of site utilities continues.
- 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. Some street excavation is completed and base rock is placed in excavated areas.
- 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.
- Staff reviewed revised public improvement drawings for Santiam River Place 3 Subdivision located along the west side of Kokanee Way. The subdivision includes 12 single family lots. Plans were approved and construction is expected to commence right away.
- Staff reviewed and approved revised site plans for Samaritan Medical Apartments. 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 under construction and foundation forms are being installed.
- 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 expected to commence soon.
- 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.
- Staff reviewed and approved site plans for a 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. 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”.
- Was audited for CJIS compliance in Police Department successfully.
- Assisted in minor web modifications to publicize Lebanon 2040 Visioning project.
- Deployed new tablets to City Manager and City Clerk.

VI. LIBRARY – Carol Dinges, Manager

- Library children’s services staff are in the process of scheduling performers for the 2015 Summer Reading Program. This year’s overall theme is Heroes, with the children’s theme “Every Hero Has a Story,” for teens “Unmask!” and for adults “Escape the Ordinary.” The Summer Reading program is funded by a grant from the Oregon State Library Children’s Services Division and by the Friends of the Library. Specific plans for activities and events will be finalized when the FY2015-16 staffing levels are known.
- Brent Hurst and I have been researching the federal “e-rate” program, which reimburses schools and libraries for costs incurred providing Internet service. The reimbursement rate for Lebanon is 82%, which is based on the LCSD free and reduced lunch rate. Applying for the program is notoriously complex, despite having been “simplified” for 2015, and most applicants (including the Lebanon Community School District) contract with a consultant to complete the process. This year, the library’s reimbursable costs aren’t great enough to justify applying; however, we will likely apply in the next few years as technology upgrades become necessary.
- We are continuing to monitor the “virtual desktop” patron computer stations and catalog stations. After the initial start-up and 6+ months of use, they now require significantly less staff time (both library and IS) to maintain, compared to the “stand alone” work stations they replaced. Updates and tech support are performed remotely as part of the service package.
- Two members of the COMP-NW Global Health Club presented the second in their 2014-15 series of evening adult programs, “The Latest, Greatest Fad Diet: Good Nutrition,” on January 24. The program was well-attended and well-received. I’ve worked with groups of medical students during the past three school years to develop community outreach programs, taking the medical and scientific information they are learning and finding ways to effectively share that knowledge with the community.

VII. MAINTENANCE – Jason Williams, Manager

- I have no new or exciting projects to report. We are operating business as usual with normal day to day operations.

VIII. POLICE – Frank Stevenson, Chief of Police

- Applications are now available for the upcoming Lebanon Police Citizens Academy, which is set to begin March 3rd. Classes are scheduled for every Tuesday from 6:00 p.m. to 9:00 p.m. This academy will consist of 1 class per week for a period of 8 weeks, and gives citizens the opportunity to learn about officer training, patrol, detectives, narcotics investigation, search warrants, criminal and traffic law, dispatching, and use of force. Please contact Community Policing at 541-258-4339 if interested.
- During the month of January, 63 individuals were booked and released, brought to court, transported to/from Linn County Jail or sentenced to the Lebanon Municipal Jail. A combined 96 days were served by inmates in the Lebanon Jail.
- The Detectives Division remains busy working on several involved cases including thefts, burglaries, possible sex abuse and child abuse. A total of 4 cases were directly assigned to the detectives for direct follow-up, and 12 cases

were sent to them for further review and/or additional information. Detectives were able to clear 5 involved cases this month.

- Worked on and completed the School Resource Officer agreement between the Lebanon School District and City of Lebanon. A five-year contract was signed, allowing for a full-time police officer to be assigned to the schools. Officer David Dominy was selected to be the next School Resource Officer and will be responsible for the entire Lebanon School District. He began his assignment on January 20th.
- Working on securing a grant through Oregon Criminal Justice Commission to update and enhance our audio/video interrogation system. If the grant is awarded, LPD will equip interview rooms with DVR, cameras (adding one camera to each of the three interview rooms), computer, server, and microphones.
- Worked on Lebanon Warming Shelter policy manual and started the New Year off with opening the Lebanon Warming Shelter for the 2nd night. As of January 22nd, a total of 27 volunteers have been trained and are ready to go should the shelter be activated again.
- Lebanon Peer Court observed 4 trials for the month of January. Trials heard included one juvenile runaway case, two minor-in-possession-of-alcohol cases and one possession of less than one ounce of marijuana case.
- As of January 26, 2015, the patrol division had 1013 calls for service, 126 reports written, 65 arrests made and 49 traffic citations issued. Total for Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) has decreased by 11 compared to last year at this time.