

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon 2040 Visioning Project.** The vision project continued as a major focus of my work efforts during March. The Lebanon 2040 Sounding Board met with the project consultants on March 12th to review the community's input to date and to develop the six focus areas (i.e. Downtown, Arts and Culture, Connectedness, Education, Community and Economic Development, and Health and Safety) that have resulted from the community process.

Preparations are now underway for a second community survey and the Community Vision Meeting, to be held on Wednesday, April 15th at the Boys & Girls Club on 5th Street, where community participants will have the opportunity to offer feedback on the focus areas.

- **Transient Room Tax.** My work in March included projections of new transient room tax revenues expected from the opening of the Boulder Falls Inn in May, conferring with appropriate stakeholders at Samaritan Services and the Chamber of Commerce regarding anticipated changes concerning the tax, and facilitation of Council discussions at both the March 11th City Council meeting and March 25th City Council Work Session on future policy for the use of transient room tax revenues.
- **Budget Development and Policies.** Dean Baugh and I have continued to develop various aspects of the FY2015-16 Budget, including meetings with department directors to discuss various budget issues. Dean and I also finished our review and development of the City's proposed financial policies, which will be presented to the City Council at the April 8th Council meeting.
- **Administrative Assistant/Communications Coordinator Position.** Debi Shimmin, Linda Kaser and I interviewed applicants for the new administrative assistant/communications position which will be attached to my office. I am pleased to report that Leigh Matthews Bock, formerly an administrative assistant with the Linn Benton Lincoln Education Service District, has accepted the City's offer to assume the position. Leigh comes to the City with a successful track record in administrative support and with a background in external communications inclusive of social media, website management and press release coordination. She begins her new position on Tuesday, April 7th.

B. Human Resources – Debi Shimmin, HR Generalist

- **Employee Training.** Oregon Government Ethics training took place on March 17, and provided very useful information to our employees and elected officials. For those who were unable to attend, we have provided a link to the Oregon Ethics Commission, where they can access the training documents for review at a more convenient time. The training was also taped so that police staff will have the opportunity to view the training session.
- **Mayor's Contest.** Students have until April 30 to finish their projects, in the "If I was Mayor" contest. We hope to see a substantial increase in the number of entries this year. The posters will be available for viewing at the Santiam Travel Station during the May 2015 City Council meeting.
- **Recruitment.** Administrative Assistant/Communications Coordinator The recruitment was completed this month and an offer of employment was made. City Manager Gary Marks is waiting for a response before naming the individual. Should they accept, it is planned for them to begin sometime during the month of April.
- **Succession Report.** This project was completed and the report given to City Manager Gary Marks for review. A couple of interesting statistics; Beginning in 2010, 10,000 Americans turned 65 and will do so every day for the next 19 years.

Nationally, Baby Boomers comprise about one-third (31%) of the workforce, similar to percentages for Millennials (33%) and Generation X (32%). Our workforce is slightly different: Traditionalist: 4%, Baby Boomers: 37%, Generation X: 45%, and Millennials: 16%.

- **Employee Buzz Newsletter.** The latest edition will be issued around the first of April. It is also available on the City's website under HR Services.
- **Wellness Policy.** The Safety Committee is reviewing the final draft of the Wellness policy and will submit to City Council for their approval in May. If approved, the Safety Committee will become the Safety/Wellness Committee.
- **Safety.** After 9 months completed in the 2014/15 fiscal year, the City has incurred zero loss time. Employees continue work hard to be safe.

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

- **Advisory Boards/Committees.** To date, I've received one application to serve on the Planning Commission. The deadline to submit applications is 5 p.m. Wednesday, April 8, 2015. The Planning Commission has two openings for any City resident or non-resident living within the Urban Growth Boundary. Applicants 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 to request an application. Candidates selected will serve out a four-year term.
- **Budget.** Completed year-end projections and proposed 2015/16 detail sheets for Administration, City Attorney and Legislative Departments.
- **City Council Chambers Relocation Analysis.** It's been difficult to find the time to sit down and write a report on relocating the Council Chambers to the Library Community Room. I did have an opportunity to meet Tom Oliver (former IT Manager and Internal Building Project Manager for the Library and Justice Center) at the Library Community Room. We discussed the future needs and logistics should Council choose to move to the new site. My cost estimates are lower than originally thought. However, I still plan to hold off on securing vendor estimates until further direction from Council upon hearing your report in April.
- **Communication/Social Media.** Efforts to stay connected to our citizens continue to gain momentum. The total number "reached" for the month of March was 7,013 (4,546 for City-related business and 2,467 for community-related information).
- **Lebanon Vision 2040.** The Joint Session with the City Council and the Vision Steering Committee has tentatively been set for 3:30 – 5:30 p.m., May 13, 2015 (prior to the Council Meeting).
- **Liquor License Application(s).** Received an application from Bolder Falls Inn requesting an extension of premises. If approved, this application would extend the Samaritan Event Center's existing license to the new hotel located at the Samaritan campus. This application is scheduled for the April 8 City Council Consent Calendar.
- **Oregon Ethic Commission.** Attended an ethics training session for public officials. This will likely prompt updated policies and procedures for employees and the City Council.
- **Records Management.** Slow but continuous progress on scanning old records and organizing the Archives Room.
- **Recruitment:** Participated in interviews for the Administrative Assistance/Communications Coordinator position for the Administration Department.
- **Santiam Travel Station Upgrades.** One of the hearing impaired devices was used for the first time at the last Council meeting. I'm happy to report that it works very well.
- **Vacation.** A reminder that I will be out of the office from March 22 through March 30. Donna Trippett is all set to take notes and operate the video and sound recordings for the March 25 City Council Work Session while I thoroughly enjoy spending time with my daughter and grandson!

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

A. Planning

- For the March meeting, the Commission reviewed a proposed annexation of 0.93 acres along Walker Road. At the end of the hearing, the Commission voted to recommend City Council approval of the request.
- The Commission also held two work sessions. The first considered proposed amendments to the Development Code regarding electronic message signs while the second considered a citizen request to consider modifications to the siting of multi-family apartments in predominantly single-family neighborhoods. The Commission will hold a public hearing in April on the former and staff will proceed with possible new language on the latter.
- The Department reviewed and approved a Partition for a 1.08 acre parcel located on Wassom Street. The decision approved the creation of a 0.60 acre and a 0.48 acre parcel.
- The Transportation System Plan Update is moving forward. The consultant is gathering additional data and finalizing the scope of work.
- The City submitted the County application for the construction of a water intake and pump station along the South Santiam River. The request was approved and no appeals were filed. Now begins the permitting process with the Department of State Lands and the Army Corps of Engineers.
- We have begun advertising for two, possibly three, open Commission positions. Interviews will be held in April and the individuals should be on board by the May meeting at the latest.
- Total planning fees to date exceeded projections for the entire fiscal year.

B. Building

- The latest figures available were for the month of February, which were reviewed in the previous memo. To recap, for the current FY 2014-15, the City received \$192,538 in fees on \$23,418,304 in valuation. This compares favorably 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. The Contractor is wrapping up the remaining contract items, and should 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 opening bids for the Vine Street Improvements Project on March 31st. City Maintenance Crews are completing all water, storm, and street exaction work. The contract work includes new curbs, access ramps and paving. Staff will bring a recommendation to award the project to City Council in April.
- Staff is continuing to work with Carollo Engineers on design and permitting of a River intake. On Friday, March 20th, Staff met with the Carollo design team to go over the river modeling and preliminary design of the new intake. The next step is to prepare documents that will be submitted to the Regulatory Agencies and request permits for the new intake. This process could take 6 months to a year, depending on comments and conditions that need to be worked through. Staff is also working on relocating the City's Water Rights to the new intake location. This process is and will be the critical path in regards to when the project can be constructed. We will be meeting with Oregon Water Resources within the next couple of months to determine the best approach to getting the water rights transferred to the new intake location. This process could take anywhere between 1 and 5 years to complete, which is why it is the critical path to completing the project.

- Staff has signed all documents pertaining to the purchase of the property on River Road that is proposed for a river intake for the New Water Treatment plant. The property should officially be owned by the City of Lebanon by March 31, 2015.
- Staff will be working on several loan applications with Oregon Infrastructure Financing Authority (IFA) to fund the New Water Plant. IFA is working with the City to provide financing in the form of loans for most if not all of the construction of the Water Treatment Plant project. If the City is successful, some of loan funds potentially have an interest payback rate of 1%. More information will become available as we go through the process.
- Staff is continuing negotiations with the City of Albany for a new IGA. The next meeting is currently not been scheduled. 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 15/16 billing is required by the existing IGA to be to the City of Lebanon prior to the end of March.
- The Effluent Pump Station Reconstruct project has been awarded to R.L. Reimers of Albany Oregon. They will begin ordering pumps and electrical components. Construction will likely begin during late summer during low flow periods at the Wastewater Treatment plant.
- Staff is wrapping up the 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 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 and walls are under construction.
- Construction of the Santiam Riverfront Estates residential subdivision is nearly complete. Franchise utilities are under construction. Street trees and neighborhood mailboxes are up. Street lights are expected soon.
- The Samaritan Hotel/Restaurant construction continues. The brick exterior of the building is nearing completion. Staff reviewed and approved the landscape plans for the hotel and the event center. Water service line and vaults were completed 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. Foundation and the bottom floor are poured. The steel members are being installed. 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 complete and tested. Curbing is in for the north south private lane adjacent to the Hotel and Event Center.
- 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. Progress is slow.
- 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. The first house site is prepared for a foundation.

- 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 complete. First three buildings are under construction.
- 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 is 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 latest email from their Engineer indicates construction will likely be delayed until early 2016. 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 Policy's sent to City Manager, Directors, Attorney and auditors for review. Scheduled be before council in April for approval
- Working on FY2015/16 Budget document with Manager and Directors
- Working with KeyBank as we move our banking services
- Working with Springbrook to install the Purchase Order system. PO program installed Oct 13-17, Planning on go live in the spring
- Worked with City Manager on Transient room tax proposal
- Working on updating employee handbook ochap 22 on travel reimbursements
- Accounts Payable; FY 14/15 payments made in March, 313 invoices were processed for payments of \$622,346.
- Utility Billing (March):
 - 5971 Billing statements mailed by the end of March
 - 865 Accounts received a penalty (past due 3/19/15)
 - 270 lien letters mailed to property owners
 - 115 accounts were locked off for non-payment on 3/11/15 for bills due 2/16/15.
 - 90 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.
 - Total of 519 Service orders: 49 Move Outs, 45 Move ins, 4 Turn offs, 31 Turn on, 107 reconnects, 17 read request, 0 Dead meters, 9 Leak Checks, 1 Lid Hazard checks, 116 Lock offs, 104 Meter Change out, 6 New Meter Installations, 1 Pressure check, 29 misc. other.

	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	1 yr ago Mar 2014
Billing Statement	5613	5623	5976	5620	5598	5989	5595	5596	5971	5593

Penalty applied	807	946	774	774	1018	864	834	898	865	791
Lock Offs	184	110	144	88	114	114	107	93	115	89

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 continues.
- IT Staff Training

VII. LIBRARY – Carol Dinges, Manager

- Library programs in March included a performance by 2nd Street Guitars on March 24 and Teatro Calamari puppet show for children on March 26.
- Children’s services staff members attended the Oregon Library Association Children’s Services Division Spring Workshop in Corvallis on March 13.

VIII. POLICE – Frank Stevenson, Chief of Police

- As of March 23rd, 2015, the Patrol Division had 1352 calls for service, wrote 113 reports, made 61 arrests, and issued 168 traffic citations. Total for Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) has decreased by 22 so far compared to last year at this time.
- For the time period of February 24th through March 22nd, 41 persons were booked in the Lebanon jail, with a total of 146 days served. We took 30 people to court and did 43 transports (of those 43 transports, 12 people were counted twice as they were transported to Lebanon for court, and then back to Linn County Jail). There were a total of 14 people that were arrested but not lodged.
- Our detectives and patrol officers, in conjunction with Linn County Sherriff’s office, created a strong presence when an anonymous threat was posted on social media app Burnbook. Officers also responded to a single-occupant fatal crash, and worked in conjunction with Linn County MAIT team to assist in reconstruction of the accident.
- The Detectives Division remains active working on several involved cases including thefts, burglaries, possible sex abuse and child abuse. Detectives recently spent a week focusing on the local stolen vehicle problem; during this time we had several warrant arrests and a vehicle search that produced PCS heroin charges. It should be noted that there were no vehicle prowls or stolen vehicles during this week of focused investigation.
- A total of six involved cases were assigned to the detectives for direct follow-up investigations, and five cases were sent to them for further review and/or additional information. Detectives were able to clear fourteen cases this month. At least three warrant arrests were made. Detectives located drugs and paraphernalia during a vehicle stop, and conducted multiple traffic stops and field investigations. Worked in conjunction with Patrol to recover a stolen firearm that belonged to a Salem-area sergeant. Assisted Patrol in locating suspects online.
- Peer Court heard four cases this month. Of those four, one case involved school truancy. Trials for youth that are referred to Peer Court for truancy are in lieu of their parents being fined by the Linn County Attendance Officer. Peer Court is dealing with truancy issues with an immediate 30-day response to enforce accountability as swiftly as possible, with the hope that this will allow youth to see there are consequences for skipping school.

- Citizens Academy is in full swing and is currently in Week 5. Subjects covered so far have included the LPD structure and responsibilities of each department, narcotics, SWAT and DUII. Participants have also learned the responsibilities of the District Attorney and the City Attorney.
- A building tour was conducted for attendees of Citizens Academy, and several ride-a-longs have taken place. This has been record-breaking session with 28 students in attendance.
- The Lebanon Police Department has begun a partnership this month with a private online network called Nextdoor, which is a free social networking website for neighborhoods that makes it easy to connect with those you live closest to. Nextdoor has slowly built a network of more than 53,000 microcommunities across the United States, all based on local neighborhood boundaries. So far, 87 individuals have signed up as participants.
- Community Policing Division is gearing up for National Child Abuse Month. The Lebanon Police Department, in partnership with Lebanon Blue Angels and the Linn County Child Abuse Network, will be raising awareness to prevent child abuse and neglect. Walk A Mile For A Child is scheduled to be held on Saturday, April 11, 2015.
- Polar Plungers raised \$835 for Special Olympics Oregon from Team Lebanon Cops & Bobbers.
- Lebanon Police Department gained two new civilian volunteers this month.
- Lebanon Police is partnering with the Boys & Girls Club for their summer program and will be introducing a summer Safety Camp starting in the latter part of June.
- At present, the Traffic Safety Class will have approximately 40 participants, largely attributed to the Three Flags Seatbelt/Cellphone Safety Blitz that was done in February 2015.
- Chief Stevenson and Dala Johnson conducted a presentation at the Senior Center as they met with several seniors over breakfast. Updates were given on the Lebanon Police Department and the activities we offer. A question-and-answer session was also included.