

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

- **Lebanon Strategic Action Planning Project.** My November activities related to the strategic planning project included a one-hour interview on November 16<sup>th</sup> on the KGAL radio program “Valley Talk with Jeff McMahon”, participation at the City Council Strategic Action Plan Kick-off Meeting on November 18<sup>th</sup>, and participation the evening of November 19<sup>th</sup> at the first meeting of the Strategic Action Plan Task Force as the City’s representative. Underlying these activities was my daily interactions with the City’s project consultant, Erik Jensen, and work in the preparation of project documents and visuals.
- **Economic Development.** I worked with Shelly Garrett at the Chamber of Commerce in November in support of the filming of a new five-minute video production showcasing the community from an economic development viewpoint. I, Mayor Aziz and several other community members were interviewed for the video. It is my understanding that the video will be released in the very near future. I believe the video will be a great tool in the City and community’s efforts to bring new economic development opportunities to Lebanon. I am excited about the advantages it will give us as we continue to seek jobs and growth. Once the video is available, I will arrange for a viewing at a subsequent City Council meeting.
- **Wetlands Mitigation.** I attended and spoke at the November 5<sup>th</sup> meeting of the Governors’ Regional Solutions Advisory Committee. I addressed the impediment that wetland requirements and restrictions has placed on Lebanon and how the community has lost potential opportunities as a result. The meeting brought me into contact with representatives of State government and Senator Wyden’s regional representative. I am anticipating further discussions with these individuals as we continue to seek solutions for this barrier.
- **Community/Regional/Professional Meetings.** In addition to my normal participation with the Lebanon Rotary and Optimist Clubs, I attended several other meetings in November. I was a guest speaker on November 5<sup>th</sup> before the Gateway Leadership Program Class at Boulder Falls Inn. My subject, assisted with a PowerPoint presentation, was a report on community and economic development in Lebanon. At the request of the City of Millersburg, I spoke to the Millersburg City Council the evening of November 10<sup>th</sup> on the subject of community visioning and strategic action planning. At the conclusion of my presentation, the City Council gave direction to their staff to begin development of a visioning process similar to Lebanon’s recent experience. Other meetings included a lunch discussion with Kim Ketcham, Development Director for COMP-NW and a dinner with Shelly Garrett, Mayor Aziz and others associated with the filming of the new economic development video addressed previously.

## B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Employee Buzz Newsletter:** The November issue was distributed to employees on November 6 and is available on the City’s website.
- **Employee Enrichment Program:** I have been working on an enrichment program for employees that will be presented to the Directors for their feedback at their next meeting in December. This program is designed to improve the employee’s quality of life, both personally and professionally, by creating activities that enhance and nurture these areas.
- **Employee Handbook:** The committee has only three chapters left to review. A final draft should be ready for the City Manager’s approval in January.
- **Employee Training** I am in the process of developing training programs for Family Medical Leave and Worker’s Compensation. Both training courses will be made available through CIS Learning. Hard copies will also be accessible through the City’s Safety web page.
- **Health Care Insurance:** The City has arranged to change the health insurance coverage year to align with the deductible calendar year of January to December. A mini open enrollment will take place for staff that wish to make

any changes before the new year takes place. Open enrollment for flexible spending accounts and supplemental health insurance will take place in December. Packets were distributed to staff on November 23, 2015.

- **Professional Development:** Attended the Bureau of Labor & Industries (BOLI) Employment Labor Conference in Portland on November 1 & 2.
- **Safety/Wellness Committee:** There have been no loss time injuries thus far in the 2015/2016 fiscal year, with 1 injury requiring medical treatment. The Safety/Wellness committee is busy planning for the upcoming Wellness Fair, which is scheduled for Tuesday, February 2, 2016.

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

- **Advisory Boards/Committees:** The *Parks Committee/Tree Board* met on Tuesday, November 10. Mr. Williams gave a status update on the current Parks Master Plan projects. The Committee will resume discussions at their next meeting scheduled for January 12.

A *Senior Advisory Board* member has given notice that she will only be able to serve until the end of December 2015. I will begin recruiting for a new member after the Thanksgiving holiday.

- **City Council Chambers Upgrades:** The current lighting fixtures were retrofitted for LED bulbs with dimmable switches installed. Unfortunately, they are still too bright and cast too many shadows. Therefore, we'll need to go with Plan B which is an office type fixture (still using LEDs) rather than a period-looking fixture which is better for everyone's eyes. The good news is that the contractor is working with us until we find the right solution so we do not spend a ton of money on something that will not be any better than before.

I'm sure everyone noticed at the last Noon Session that we have an additional speaker and volume control for the microphones. It was my first time using the controls which are a little sensitive (it's like an iPod dial) but won't take long to get used to it. All in all we are making progress with all of our planned upgrades but I'm sure things will slow down over the holidays.

- **OAMR Conference Committee:** A stipulation to receive the \$500 registration scholarship for professional development last year was to agree to serve on the Oregon Association of Municipal Records Conference Committee. We had our first meeting on Friday, November 13 to begin planning for both the mid-year and Annual Academy and Conference. Both conferences for 2016 will be held in Ashland.
- **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.

Meetings with the State Archivist are always informative as she warns us of pending legislation regarding public records. At our November 19 meeting, in Wilsonville, we were told that the Audits Division recommended that the State have a third party mediator determine if a record is releasable, rather than the State's Attorney making that determination. The Audits Division feels it is a conflict of interest to let the representing attorney decide. She added that Governor Brown supports this recommendation and while this recommendation is in its infancy, if approved, it will likely be a matter of time before it affects local jurisdictions.

- **Public Records Request:** I received a public records request for an address that is having an environmental site assessment done and are asking for various building records.

## III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

### A. Planning

- The Commission did not hold a meeting in November and will not meet in December.
- The Department approved an application to locate an accessory residence in the Residential High Density Zone and a Minor Adjustment to landscaping setback requirements at the Campus apartments.
- The medical marijuana ordinance was finalized and will be presented at the December Council meeting.
- The Transportation System Plan Update "kick-off" meeting was held on November 3 and staff is in the process of developing a Project Advisory Committee. Again, project completion is expected by July 2017 and the Council will be involved throughout the process.

## B. Building

- The November building information will be available for the next update. To reiterate, the City processed 43 permits in October, receiving \$19,334 in fees on \$2,163,262 in valuation. For the current fiscal year, the City received \$155,954 in fees on \$16,338,933 in valuation which compares very favorably to a similar period in fiscal year 2014/15 where the City received \$67,874 in fees on \$6,155,857 in valuation.
- Department staff will be presenting a request before the City Council at their December meeting for the purpose of raising building fees. The increases generally focus on those services where the current fees do not cover the cost of review and inspection. For the record, the last such increase was in 2001.

## 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. Staff has received the Final Order to create a new point of diversion for our water rights from Water Resources Department. Both certificated water rights have been successfully transferred to the new intake location. The permit water right is still waiting to be reviewed. Beginning in December, 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.
- During the month of November staff has spent a large amount of time working 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 city's can be made, it will be brought to City Council for review and approval.
- The Effluent Pump Station Reconstruct project is mostly complete. The temporary pumps have been pulled and the reconstructed pump station is on-line and functioning well.
- The Oak Street Improvements project is mostly complete. The Contractor has a few minor punch list items to address. Final payment is expected to be issued in December.
- 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 power generator project at the Park and Garvord sanitary sewer pump station is complete.
- Construction of the 9<sup>th</sup> Street Apartments on 9th Street approximately 700 feet north of Airport Road continues to progress slowly. The project is very near completion. Landscape plans were reviewed, and revisions are required for traffic safety.
- 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. Site paving and landscaping is expected soon.

- 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. 5<sup>th</sup> 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.
- Staff reviewed and approved site utility plans for a mini storage facility on the north side of Oak just north of the Airport. No further progress was noted this month.
- 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.
- Construction for the new McDonald's is nearly complete. Utility extension were installed or replaced under South Main Road for water, sewer, and fire suppression.
- Revised site plans have been reviewed and approved for a new Dutch Brothers coffee shop at the southwest corner of Santiam Hwy and Market Street (across from Pizza Hut).
- Planning Commission approved a land use proposal for a new 54 unit senior housing facility at the southeast corner of S. Main Road and Weldwood Drive. No further progress was noted this month.
- Planning Commission approved a land use proposal for a new mixed-use development north of Reeves Parkway including a mix of residential, commercial, and professional office concepts. Staff continues to work with the Developer to finalize an access agreement with ODOT.
- 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) were onsite October 14-16, final audit is scheduled be presented to Council at the December Council meeting.
- 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.
- Sarah and I attended a webinar presented by GFOA on updates to General Accepted Accounting Principles (GAAP).
- Accounts Payable; FY15/16 payments made in November, 341 invoices were processed for payments of \$554,165.
- Utility Billing - November:
  1. 5685 Billing statements mailed by the end of November
  2. 997 Accounts received a penalty (past due 11/19/15)
  3. 312 lien letters mailed to property owners
  4. 105 accounts were locked off for non-payment on 11/12/15 for bills due 10/16/15.
  5. -1- pre-lock off notices were delivered to -1- Mult-Family buildings, accounts paid and not locked off
  6. 46 accounts were reconnected the same day, 69 the same week and 13 the following week. The balance were vacant properties or the tenants moved out and property is back in the owner's name.
  7. Total of 429 Service orders: 64 Move Outs, 96 Move ins, 8 Turn offs, 31 Turn on, 96 reconnects, 40 read request, 0 Dead meters, 20 Leak Checks, 1 Lid Hazard checks, 108 Lock offs, 25 Meter Change out, 5 New Meter Installations, 1 Pressure check, 34 misc. other.

	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	1 yr. ago Nov 14
Billing Statement	5989	5595	5596	5971	5618	5619	5993	5660	5651	6001	5642	5685	5598
Penalty applied	864	834	898	865	998	936	741	759	1371	1038	1236	997	1018
Lock Offs	114	107	93	115	112	91	105	132	77	140	85	105	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”
- Upgrades to Travel Station Sound system

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

- The City of Lebanon will host the Lebanon Chamber of Commerce “Chamber after Hours” event at the library on Thursday, December 17, from 5:00 – 6:30 pm.
- The Library Advisory Committee updated the library policy manual to reflect changes to the Oregon Indoor Clean Air Act that take effect January 1, 2016.

**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 Patrol Division remained busy this month with approximately 2,333 calls for service, 122 arrests, 242 reports and 50 traffic citations issued. Total Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) for the month of November has decreased by 27, compared to last year at this time.
- As of November 18<sup>th</sup>, 128 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 200 days were served by inmates in the Lebanon Jail.
- The Detectives Division was active, working on several involved cases including burglaries, thefts, narcotic investigations and child abuse cases. A total of 6 cases were directly assigned to the detectives for further follow-up, and 12 cases were sent to them for review and/or additional information. Detectives were able to clear 19 very involved cases this month, including several burglary cases from Lebanon, Albany, Sweet Home and the Linn County area. Detectives also cleared three very intensive child abuse cases that resulted in arrests of the persons responsible.
- We have begun the recruitment process for the Community Service Officer position. We expect to have this position filled by January.
- The Community Services Division has been busy facilitating many community activities including B.U.L.B. (Bringing Up Learning and Behavior), Neighborhood Watch meetings, Warming Shelter meetings, organizing volunteers, and preparing for upcoming events such as Shop-With-A-Cop and Holidays in the Park. The Lebanon Youth Peer Court has also resumed for the year, which is an alternative court within the criminal justice system for juveniles who commit misdemeanors or violations.

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

- We have begun the recruitment process for the Community Service Officer position. We expect to have this position filled by January.

- We are working with Oregon Department of Transportation to plan for enhancements to the Dial-a-Bus program, which could include a deviated fixed-route “loop” through town. Any recommended changes wouldn’t occur until next fiscal year. We will bring new information to Council, as it becomes available.
- We are working with Department of Energy to finalize paperwork for a pass through partner to purchase our tax credits. This will bring in approximately \$16,000 in revenue for the Dial-a-Bus fund. 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.
- December events can be found on the website and Facebook.