

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

- **Lebanon Strategic Action Planning Project.** My October activities related to the strategic planning project included preparation of the Consultant Services Agreement for Jensen Strategies, a staff report for the October 14<sup>th</sup> Council meeting, and a myriad of tasks involved with coordinating and launching the project with Erik Jenson. During the month of October several community stakeholder interviews were conducted, work was started to identify and assemble a task force of community representatives who will review all input gained through the planning process and formulate the strategic plan, and efforts to prepare the project website and other project materials were advanced.
- **Community Service Officer Position.** In an effort to address ongoing concerns with loitering in City parks and various other community law enforcement needs, I have been working with Chief Stevenson, Debi Shimmin and Dean Baugh to create a new Community Service Officer (CSO) position. While the CSO will lack arrest powers, they will be able to maintain a greater City presence in City parks, call for Police Officer assistance when necessary and address issues that currently distract officers from other enforcement needs. We anticipate the hiring process will be completed in December and the new CSO will begin work in early January.
- **PERS Retirement Changes.** I attended a meeting in Corvallis about coming increases in the City's PERS retirement program contribution rates. According to PERS officials an understatement in program projections in the late 1990's has now resulted in a serious unfunded liability for current retirees. As a result, a series of rate increases will be implemented over the next two or three State budget bienniums. The increases are expected to begin with the FY2017-18 budget and could be in the area of 20 percent each. The City will need to watch this situation closely and continue to build fund reserves in anticipation of these increases.
- **Community Garden Update.** I met with Jason Williams and Sheryl Casteen (master gardener) concerning the Porter Park Community Garden Project. The project is being planned for construction in late 2016 and/or early 2017. We are looking at including the project as part of the Urban Renewal Bonding effort for the Airport Road/Russell Drive Extension Project as a way of fully funding the project. I will update the Council as these efforts move forward.
- **Economic Development.** We were informed that the City's prior efforts in August and September to lure a new distribution center to Lebanon were not successful. Evidently, the company has decided against their expansion plans and instead will focus on current facilities. It was obvious to me that high costs associated with wetlands mitigation played a key role in the City's inability to secure this prospect. I worked on a potential urban renewal infrastructure reimbursement agreement with Larry Spires concerning the proposed Mill Race Station multi-use project located at Highway 20 and Reeves Parkway. I also met with a developer interested in a multi-use project on the old Weyehaeuser property adjacent to the Santiam River. Finally, I met with Bill Flesher to discuss the possibility of expanding the City's Rail-Truck Transload Facility in light of the closing of the Port of Portland. An expanded Transload Facility may offer a more efficient way to move products back and forth from ports in the San Francisco area and in Tacoma.
- **Wetlands Mitigation.** In the past three months, the City worked with two potential businesses looking to develop new facilities in Oregon. In both cases, the costs of wetlands mitigation (which can double the "all-in" cost of land) has worked against the City's efforts. In response, I met with other Mid-Willamette Valley city officials at a meeting of the Oregon Cascades West Council of Governments Wetlands Consortium to discuss potential regional strategies for addressing the negative impacts of wetlands mitigation on area economic development. The group is now investigating the feasibility of a publicly-owned wetlands mitigation bank that may lower the "all-in" cost of land for wetlands impacted acreage. I will update the Council as these matters move forward.

- **Community/Regional/Professional Meetings.** In addition to my normal participation with the Lebanon Rotary and Optimist Clubs and my monthly regional city managers' meeting through the Cascade West Council of Governments, I attended several other meetings including a meeting with Kris Latimer and Mayor Aziz concerning last summer's Boys and Girls Club Program (which was partially funded through the City); a meeting at COMP-NW to welcome the University's new interim president; the Chamber of Commerce "Business After Hours" event at the Veterans' Home; a Chamber Friday's Greeters meeting at the Heritage NW Real Estate office, a meeting with representatives (i.e. Dala Johnson and Kari Denison Lasswell) of the Lebanon Downtown Association; a meeting at the Chamber office to plan the creation of a new community economic development video, and the Chamber Forum Lunch held at the Hospital on October 30<sup>th</sup>.

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

- **Affordable Care Act.** The city issued the required notices on October 1, (Health care options) and October 15, (Prescription drug coverage and Medicare) to all employees. Verification was recorded in the Springbrook HR software module.

I attended the Benefits Advisory Council (Sponsored by City/County Insurance Services) meeting on September 27 to review upcoming reporting requirements and potential changes that could affect health care coverage.

- **Employee Buzz Newsletter.** I am working on the November issue and hope to have it distributed to employees by November 6.
- **New Employee Orientations.** A new employee orientation was conducted for Tim Trahan, a new police officer who began work on September 29, 2015.

A new employee orientation was conducted for Japheth Adams, a new police officer who began work on October 20, 2015.

A new employee orientation is scheduled for Tamara Jones, a new Communication specialist who will begin work on November 5, 2015.

- **Insurance.** Open enrollment for life insurance was completed with a 97% completion rate out of 86 employees. Open Enrollment for Flexible Spending accounts will take place in December.

We will be meeting with our insurance broker, LeAnn Kennedy to explore the possibilities of changing our insurance coverage year from a September-to-August format to a January-to-December one. It would be much easier for employees to manage their insurance benefit using the same deductible calendar year as their coverage year.

We are also exploring options to ensure our Affordable Care Act reporting requirements are met. Barker-Uerlings is providing an online tool, called the Compliance Dashboard to aid in this endeavor. We are also looking into conducting a compliance audit with an ERISA attorney during the coming year.

- **Professional Development.** I attended the BOLI Recordkeeping Requirements workshop on October 19, which was an excellent opportunity to ensure we are maintaining our personnel files in the correct legal manner.

I will be attending the Bureau of Labor & Industries (BOLI) Employment Labor Conference in Portland on November 1 & 2.

- **Safety/Wellness Committee.** The Safety/Wellness Committee welcomed its newest member Gaylan Morris, who replaces Mike Trippett as the Engineering Department's representative.

The safety short, Housekeeping in the Work Environment, was sent to employees on October 20, 2015.

Employees receive Personal Protective Equipment (PPE) training this month, which is required annual training for all employees.

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

- **Advisory Boards/Committees.** The Parks Committee/Tree Board met on October 13. The Committee determined that it is time to update the Parks Master Plan. A special noon session has been scheduled for Tuesday, November 10, to begin working on the update.
- **City Council Chambers Upgrades.** After addressing my concerns with Gary, we have opted to have City and Suburban retrofit the current fixtures to house LED bulbs to see if that resolves the lighting issues before spending money on new fixtures. If all goes as planned, the LED bulbs will be in place in time for the November 18 Noon Session.

Brent and I met with Gary to go over the initial proposal for audio and video system upgrades. We should have a better cost and time estimate within a couple weeks for all the upgrades needed.

- **City Hall HVAC.** The HVAC project has been at a standstill while the company regrouped to design an alternative route for the upstairs ductwork.
- **Liquor License Application(s).** Two Temporary Use Applications were received/approved: 1) ABC House for the Runaway Pumpkin Event (October 17) at Cheadle Lake; and Family Tree Relief Nursery for the Celebrate the True Spirit of Lebanon at the Veteran's Home scheduled for November 10.
- **Records Management.** I'm happy to report that I have slogged through 18 boxes of records this month to determine the retention period for each file. This is more than I've been able to get through for the past eight years combined. Half of these records were old records that were stored at the Senior Center with the other half inherited by employees who are no longer here. While an equivalence of approximately one box of files needs to be kept, the others made it through the destruction process!

I anticipate that the City Council Agenda scanning project will be completed by mid-December.

- **Strategic Action Plan.** I made four calls to individuals the Mayor is interested in appointing to the Lebanon Strategic Action Plan Committee. Three of the four have accepted the nomination, with the other pondering if the time away from their business would be manageable.

### III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

#### A. Planning

- The Commission did not hold a meeting in October and will not meet in November. One or two cases are likely for December.
- The Department reviewed and approved an Administrative Review to establish a winery in the Industrial zone and is currently reviewing an application to locate an accessory residence in the Residential High Density Zone.
- First draft of the proposed medical marijuana ordinance was completed and under review.
- Contracts related to the Transportation System Plan Update were signed and a “kick-off” meeting with the Project Managers was held on November 3. Project completion is expected by July 2017 and the Council will be involved through-out the process.

#### B. Building

- For the month of September, the City processed 71 permits and received \$81,407 in fees on \$9,508,385 in valuation. October data is also available and the City processed 43 permits, 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.

### IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- The Ash Street Sanitary Sewer installation project is complete. The City has received many calls from the residents on Ash Street thanking the City for installing the line in short order.
- Staff is continuing to work with Carollo Engineers on design and permitting of a new River intake. We will be meeting with the permitting agencies again in November to address the few small concerns they have. It is anticipated that we will have permits in March/April 2016. Staff is also working on relocating the City's Water Rights to the new intake location. If there are no protests, the City's two water rights should be transferred by January 2016 with a final order. Carollo has begun final design of the project as City Council authorized Amendment No. 3 at the last Council Meeting. This process could take anywhere between one and five years to complete. The current schedule, which is subject to change, has the project being advertised for construction in March/April 2016.
- Staff is continuing to work on issues regarding the Albany Canal. Albany has sent a draft agreement for review/comment. Staff has made several changes to the proposed agreement and will be sending it back to Albany for review. Once a mutual agreement between the two cities has been made, the agreement 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 project is scheduled to be complete in fall 2015.
- The Oak Street Improvements project is mostly complete. The Contractor has multiple punch list items to address. It should also be noted that the 5<sup>th</sup> & Oak Street traffic signal is operating on the traffic detection loops now; however there are still some timing modifications that need to be done to improve efficiency. The project should be complete in late November.
- 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. This will allow time to complete the wetlands delineation, traffic impact analysis, bond sale, and project design.
- 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 in November. Home construction has begun.
- The Samaritan Hotel/Restaurant outdoor pool is under construction. The pool and wading pool are poured, mechanical buildings are up, and decorative fencing is installed.
- The 26,000 square foot medical building site at the northwest corner of the Samaritan campus is complete. A certificate of occupancy was issued. The building is expected to house the pharmacy presently located on Mullins Way.
- 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 nearly complete. A security fence was installed. Progress has been made and site completion is expected soon. The contractor is currently diagnosing an electrical problem.
- Construction of the apartment complex on 9th Street approximately 700 feet north of Airport Road continues to progress slowly. The site is prepared for parking lot paving and most of the sidewalk along 9th Street was poured.

- 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 continues. The site contains 120 units located just west of the Samaritan Event Center. Temporary occupancy was issued for the first five apartment buildings. Landscaping and irrigation are currently under construction.
- The Lebanon Plaza (Willamette Community Bank Square) parking lot expansion located near the Santiam Hwy and Milton Street intersection is 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. Public improvements (primarily 5th Street) area expected to begin soon.
- 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 underway.
- 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.
- Staff received revisions to approved site plans for a self-storage complex 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. The site is located on Weirich Drive just east of the Lebanon Fire District Station #34.
- Construction for the new McDonald's is well underway. 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.
- 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

- Worked with our bond attorney and KeyBank to refinance 2 city debt issues; closed on October 13, 2015. Net savings on the 2007 GO bond \$1,155,310 (JC & Lib Bond) and \$85,617 on the 2007 Siemens wastewater loan.
- 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 staff on remodel plan for front lobby area to address safety issues. The new Finance counters and glass were installed in October. A majority of the comments we have received from our customers have been positive. They like having privacy to talk about their accounts.
- 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 the OGFOA State Finance Officers conference. I was asked to make a presentation on "conducting a bond rating presentations."
- Gary, Sarah and I attended a town hall meeting in Corvallis on Oct 27, presented by the Executive Director of PERS. Information was presented on how recent events will affect our 2017-19 PERS rates.
- Sarah and I attended a presentation on a P-card (Purchasing Cards) system we are researching to streamline City purchasing and AP processes.
- WC auditor was onsite in October to review our projected salaries to actual. The audit resulted in a \$500 adjustment to our WC premium.
- Last Council meeting we had a presentation by Steve Uerlings, our insurance broker, on the low number of claims the City has had in the past few years. Not only has this resulted in lower insurance cost, but due to our low number of WC claims, the City just received a \$32,630 dividend from SAIF, our WC carrier. Big kudo's to the employees and the Safety committee!!
- Accounts Payable – FY15/16 payments made in October: 592 invoices were processed for payments of \$2,371,887.
- Utility Billing (October):
  - a. 5642 billing statements mailed by the end of October
  - b. 1236 accounts received a penalty (past due 10/20/15)
  - c. 348 lien letters mailed to property owners
  - d. 85 accounts were locked off for non-payment on 10/14/15 for bills due 9/15/15
  - e. -0- pre-lock off notices were delivered to -0- multi-family buildings, accounts paid and not locked off
  - f. 50 accounts were reconnected the same day, 71 the same week. The balance were vacant properties or the tenants moved out and property is back in the owner's name.
  - g. Total of 443 service orders: 65 move outs, 60 move ins, 13 turn offs, 29 turn on, 84 reconnects, 21 read request, 1 dead meters, 20 leak checks, 1 lid hazard checks, 87 lock offs, 29 meter change out, 10 new meter installations, 2 pressure check, 21 misc. other

	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	Oct 15	1 yr ago Oct 14
Billing Statement	5598	5989	5595	5596	5971	5618	5619	5993	5660	5651	6001	5642	5620
Penalty applied	1018	864	834	898	865	998	936	741	759	1371	1038	1236	774
Lock Offs	114	114	107	93	115	112	91	105	132	77	140	85	88

**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”.
- Upgraded video cameras in Justice Center jail.
- Upgraded engineering AutoCAD systems.

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

- The Uninterruptible Power Supply (UPS) for the library servers has been replaced. The new equipment is now mounted on racks, and power cables have been rerouted to reduce potential safety hazards in the server room.
- The library has initiated a task group to address coordination of early literacy and kindergarten readiness within the community. Representatives from the library, Lebanon Community School District, Samaritan Health Services, Head Start, LBCC Family Connections, and the Linn-Benton-Lincoln Early Learning Hub will collaborate to determine how to best meet the needs of our community’s children. (City Goal: Lifelong Learning)
- Two special programs are scheduled during November:
  - On November 9 at 7 pm, the library and senior center will co-host “Talking about Dying,” a guided conversation facilitated by Bob Daley of Benton Hospice and sponsored by Oregon Humanities and Cambria Health Foundation.
  - On November 21, the library will join libraries throughout the world in celebrating International Games Day @ Your Library with an assortment of board games available during regular library hours, followed by Family Games Night from 6:30 – 9:00 pm.

**VIII. MAINTENANCE – Jason Williams, Director**

- We are operating business as usual with normal day to day operations.

**IX. POLICE – Frank Stevenson, Chief of Police**

- Japh Adams was hired as a full-time Police Officer. Officer Adams comes to LPD with 7 years of experience and currently holds his Intermediate certificate; he also brings experience in special weapons and tactics training, is a Certified Firearms Instructor, and has previously worked as a School Resource Officer.
- New employee Tamara Jones will begin her career as a Communications Specialist in the Dispatch Center beginning November 2nd, 2015.
- The Lebanon Police Department is now fully staffed after several months of vacancies.
- The Patrol Division remains busy with approximately 1,816 calls for service as of October 27th. 139 arrests were made, 94 traffic citations were issued and 285 reports were written. Total Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) for the month of October decreased by 16, compared to last year at this time.
- Dr. John T. Pham will now oversee the medical needs for inmates within Lebanon Jail. With a formal agreement now in place, Lebanon will finally be able to house inmates longer than 14 days, up to a maximum of 30 days.
- The Detectives Davison remains active, working on several involved cases including narcotics investigations, thefts and sex abuse cases. A total of 4 cases were directly assigned to the detectives for further follow-up, and 15 cases were sent to them for review and/or additional information. Detectives were able to clear 8 involved cases this month, resulting in sex- and narcotic-related arrests.

- As of October 27th, 53 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 141 days were served by inmates in the Lebanon Jail.
- The Community Services Division has been busy facilitating many community activities including BULB ('Bringing Up Learning & Behavior'), Neighborhood Watch meetings and a downtown Halloween trick-or-treating event, and organizing volunteers for the Pumpkin Run, Park Watch meetings and Warming Shelter meetings. Dala is setting up future meetings regarding the Warming Shelter and is began preparing for Shop-With-A-Cop, an event that allows underprivileged children to shop with local law enforcement for Christmas.

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

- We currently have final certificates for two EIP (Energy Incentive Program) projects and are looking for pass-through partners to purchase the tax credits in order to receive revenue for the Dial-a-Bus.
- We have a new agreement with the Council of Governments Rideline brokerage to receive an increased rate for providing rides to their clients for specific rides to medical appointments.
- November events can be found on the website and Facebook.