

FY 10/11 LEBANON CITY COUNCIL GOALS *(Established January 13, 2010)*

Administration (A)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
A1	City-owned Property Assessment	Jan 2008	Completed review of long term uses of current city property.	Goal amended 01-13-10 to also assess all *city-owned properties.	Fall 2010	*Properties no longer needed or adequate for future City use will be proposed as surplus or planned improvements.
A2	Electronic Citizen Request/Suggestion Form	Nov 2007	On-line form	Staff is working on creating an online form & database.	Feb/Mar 2010	Due to software cost, staff will create inhouse. Once data has been collected for a length of time, it will be determined whether it is feasible to purchase a more sophisticated tracking software system.
A3	New City Entrance Signs	Oct 2005	New Entrance Sign Completed for South Entrance	South Entrance Sign is being constructed by Foress Signs	Installation Mar 2010	Site donated by OSU Fed Cr Union; utility easement granted for lighting.
A4	Human Resources Software Program	Jan 2010	Research, purchase, and install a software program that tracks all employee data.	Committee has been established to research software	Committee to recommend software by Mar 2010	Staff is currently doing things by hand. Tracks strategic departmental planning and could be utilized by supervisors and managers. Will also consider asset inventory module.

Administration - City Clerk (B)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
B1	Establish Records Management Program in accordance with state law.	*Jan 2009	Policies and Procedures written and implemented for records management program. Program includes purchase of electronic records management system that monitors the Retention Schedule.	Currently researching software programs and funding. Begun organizing new Archive Room.	2010/11	*2-part goal. Archive Room was completed; in the process of relocating & organizing records.

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Administration - Economic Development (C)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
C1	Attract Hotel/Motel and Restaurant Facilities	Oct 2005 & Redefined 2008	Assist Lebanon Community Hospital to Attract Hotel/Motel and Restaurant Facilities	Developer committed and is working on securing financing for the project.	2012	Restaurant developer potentially interested in site on the south side of town for a new (recognizable) family style restaurant chain.

Community Development (D)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
D1	Permit Tracking Software	Jan 2008	GIS compatible software to improve tracking of development activities by affected departments & agencies.	State will provide software for free, saving the Department at least \$325,000.	Software Installation April 2010	Pilot electronic permitting system in place. Since this is a state program, time is contingent upon them.
D2	Continue with PFP as a City representative to Promote Downtown Revitalization (attract new businesses downtown)	2004	Promote downtown revitalization thru URD, zoning, research & alternative developments & handling parking.	New bakery opened & Lebanon Coffee House expanded. New Ixtapa under construction. Expansion of Kellenbergers planned.	Indefinite	501(c)3 "Partners for Progress" group was formed. They have hired a downtown Manager.
D3	Economic Opportunities Analysis (EOA)	2009	Amend Comprehensive Plan to adopt the 2007 EOA, including an update of the industrial land inventory.	The Planning Comm. is in the process of adopting the plan.	Take to Council Spring 2010	This will begin implementation measures of the previously completed EOA.
D4	Buildable Lands Inventory	2009	Update our inventory of all buildable lands and analyze information by GIS	Postponed due to staffing cuts.	July 2012	GIS base is nearly 5 yrs outdated & needs to be updated to reflect recent growth.
D5	Procedural Manuals	Jan 2010	Create a clerical procedural manual to ensure staff consistency.	New Goal	Spring 2011	With new development code, e-permitting system this manual will help with cross-training of staff.

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Community Development (D)...continued

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
D6	Rezone "Public" designated properties	Jan 2010	Ensure consistency between Plan and zone maps, establish Public zone on Public designated property.	New Goal	Winter 2010	
D7	Archive a large volume of records	Jan 2010	Get caught up on archiving of old documents including commercial and industrial plans	New Goal	Winter 2010	Determine how and where to store documents in accordance with the yet to be written Records Management Policies & Procedures. See Goal B1.

Finance and Courts (E)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
E1	Update accounting software to the newest version	Jan 2010	Springbrook software package updated to Version 7	New	Contingent upon 2010/11 budget approval.	Need to research cost and budget feasibility before 2010/11 budget hearings.
E2	Finance Dept Procedural Manual	Jan 2010	Completed Manual will assist in staff cross-training efforts.	New	Spring 2010	To provide better internal/external customer service.

Information Services (F)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
F1	Council / Planning Commission Meeting Room Upgrade	Jan 2008	Phase 1) Upgrade PA System @ STS, includes digitally recorded minutes to be posted online. Phase 2) HVAC and lighting upgrades.	Phase 1 is nearing completion. Phase 2 continues.	Minutes Online April 2010 Lighting Fall 2010	Lighting improvement options not successful. May try incandescent lighting.

Police Department (G)

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No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
G1	"Best Practice" Patrol Scheduling (links w/Goal #2)	Jan 2008	Staff P.D. for an average of 30 minutes unobligated patrol time per hour.	Added 2 Patrol Officers in Jan 2010.	7/1/2010	Objective & accurate way of measuring staffing needs. Current unobligated patrol time approx 25 min./hr.
G2	Continue to reduce Part 1 Index Crime Rate	Jan 2010	Reduce City index Crime Rate to 5% or more below state average.	New - Revision of prior goal	Dec 2010	Index Crime Rate down over 63% from 2003.
G3	Begin housing sentenced misdemeanor offenders in municipal jail by November 2009.	Jan 2009	Long-term sentencing of misdemeanor prisoners in city jails.	Initial Review of Jail Policy Handbook	Mar 2010	State requires that Council inspect the jail annually.

Public Works - Engineering (H)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
H1	State and Federal Economic Incentive Program(s)	Feb 2009	Match any State or Federal Economic Incentive opportunities to Lebanon infrastructure needs according to our adopted Capital Improvement Program. Pursue funding for any needs which might be competitive.	ARRA funding pending through ODOT for street improvements	Spring 2010	Projects managed by ODOT. City qualified for \$325,00. Funding will be used to overlay "F" to Oak Street.

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Public Works - Storm Drain (I)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
I1	Storm Drainage Utility	Jan-08	Develop funding options to manage storm water.	Goal Revised Jan 2010	6/30/2010	A storm drain utility fee will be proposed to the City Council.

Public Works - Streets (J)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
J1	Streets Maintenance Funding Strategy	Jan-08	Develop a Funding Strategy to bring the street Maintenance levels back up to historic levels. Identify high priority sidewalk needs	New	8/30/2010	Funding strategy is pending the outcome of the state stimulus program opportunities. High priority sidewalk identification is underway. South Williams/Milton streets project complete.

Public Works - Water (K)

No.	Goal Description	Date Formed	Definition of Goal Accomplishment/Achievement	Current Goal Status	Estimated Completion Date	Comments
K1	Water Treatment Plant	Jan-08	Acquire Property and complete design for a new WTP Site. Begin off-site improvements.	Property purchase complete	Fall 2010	Site pre-design underway.
K2	Water Capital Improvement Program	Feb-09	Identify highest priority water distribution needs. Present to City Council a funding strategy.	New	July 2010	Staff working on an assessment.