



CITY MANAGER REPORT

Reporting period: November 2017

I. A. ADMINISTRATION – Gary Marks, City Manager

Month in Review: The following provides the highlights of my work during the month of November.

- Filling the City's vacant Finance Director position required a significant portion of my time in November. After working with Debi Shimmin to make adjustments to the job description, the process of reviewing candidates, and re-advertising the position, we received an application from Matthew Apken, an Oregon Municipal Auditor from Canby, Oregon. After successfully passing a screening interviewing, I invited him to participate in a meeting with Finance and Court Department staff and to be interviewed by the City's Interview Committee. Subsequently, both staff and the Committee gave me recommendations to offer the position to Mr. Apken. I made the offer and he accepted on November 30th. He is scheduled to begin work on Monday, December 18th. I feel (and the Committee and staff concurred) that Mr. Apken has the technical skills, experience and people skills to perform well in the position. We are looking forward to having him join our team.
- November was also defined by my efforts to further the City Council's goal to site the proposed Intermodal Truck-Rail in Lebanon. My work included meetings with realtor Bill Fletcher, Kevin Mannix and Connor Harrington of the Oregon Shipping Group, Di Lacey and Michelle Steinhebel of COMP-Northwest, Dala Johnson and Wyatt King of the Lebanon Downtown Association, Kelly Odegard of the Edward C. Allworth Veterans Home, Larry Mullins of Samaritan Health, Tom Oliver of the Lebanon Community Schools and City Councilors. I also spoke with the Lebanon Chamber of Commerce's Economic Development Committee about the project. The purpose of these meetings was to update key community members and to seek letters of support for the effort. The Oregon Department of Transportation has invited applications for planning funds for prospective sites for the new facility. Only sites that receive planning funds will be considered by ODOT in the final site selection process. Planning applications are due December 15th. Lebanon's application is being prepared by the Oregon Shipping Group, which is an industry group (with about 40 business members) that has found Lebanon to be an attractive location for the facility.
- On November 14th I met with Shelly Garrett and other members of the Linn Benton Community College (LBCC) team about the business incubator/maker space facility that has been proposed by LBCC to occupy the former JC Penney Building on Main Street. Oregon RAIN (an organization promoting entrepreneurship and incubator spaces in the south Willamette Valley and mid-Coast regions) is taking the lead in a joint grant application among several cities to Business Oregon for funding that would further the LBCC project, partially-fund the economic development position foreseen in the Lebanon 2040 Strategic Action Plan for the City of Lebanon and also create a new RAIN position to promote and support entrepreneurial efforts in Linn and Benton Counties. It is expected that several south Willamette Valley cities will be jointly applying for funding for the purposes discussed here. I have been working with Walt Wendolowski and RAIN's grant writer to further the City's effort to be a part of this effort. Applications are due December 20th.
- On November 21st I met with other city managers from Sweet Home, Harrisburg, Halsey and Monroe to identify areas where collaboration on economic development would benefit area cities. The main thrust for the group will be the Oregon RAIN/Business Oregon grant effort discussed above. Another area the group agreed to work on is the future is wetlands mitigation.
- During the month of November, it was my pleasure to welcome two new members to the City's staff team; John Gederos and Alex Williams, both in the Maintenance Department. I also met with Allison Padua of the Police Department who has

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transferred from her position as a Communications Specialist/Dispatcher to Police Records. It is my practice to meet with and welcome new members to the staff team and other staff who are making changes within the organization.

- On November 2nd, I was a guest speaker at the Chamber's Gateway Leadership Program. I spoke about economic development and the Lebanon 2040 Strategic Action Plan.
- In addition to the above listed activities I participated in several meetings, including but not limited to meeting with representatives of the Build Lebanon Trails group, LeAnn Kennedy of Barker Uerlings Insurance to discuss the City's employee health insurance program, Dave Albanese (chair of the Lebanon Coalition on Homelessness) for an update on the Coalition, Brad Stangeland and his associates with Stangeland Landscape Architecture to discuss plans for Lebanon's proposed Northside Welcome Sign, a staff meeting with members of the Administration Department, and I also chaired the monthly meeting of the Lebanon Arts Commission. Other meetings included numerous day-to-day meetings with staff and meetings of the Lebanon Optimist and Rotary Clubs.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Employee Benefits**

- Open Enrollment for health coverage and flexible spending plans began on November 20 and will conclude December 8, 2017.

- The Employee Appreciation Event will be held on December 5, 2017. Employees who have worked 5, 10, 15, 20, or 25 years will be recognized for their service to the City of Lebanon.

- There were eight employees who submitted their application for the Balance Program employee reward.

- **Employee Safety/Wellness Committee**

- The Safety Committee completed the review of the Employee's Emergency Action Plan. A draft will be submitted to City Manager Gary Marks for his review sometime in December or January.

- **Employee Recruitment**

- Finance Director: Matt Apken interviewed on November 17, 2017, and has been hired and will begin work on December 18, 2017.

- Park Maintenance Worker (2): John Gederos and Alex Williams were hired, with John beginning on December 6, 2017 and Alex on January 2, 2018.

- Library Assistant I: An external recruitment for a part-time position began on November 27, with a projected start date of approximately January 17, 2018.

- Communications Specialist: Since Allison Padua was selected for the Records Clerk I position, the recruitment for her previous position began on November 20, with a projected start date around the end of January 2018.

- Engineering Supervisor: Rob Emmons has accepted a position with the City of Albany effective January 5, 2018. The recruitment for his replacement will begin December 11, 2017 and will be "Open until filled."

- Building Maintenance Technician: Jason Rush was hired for this position and began work on November 1, 2017.

- **Employee Training**

- Staff were reminded that the Personal Protective Equipment training takes place every November.

- **HR Notes**

- City County Insurance Services conducted an HR Assessment of the City of Lebanon on November 14, 2017. The City should receive the final report, with recommendations, sometime in early January 2018.

- Records Clerk II Patty Melson's retirement celebration was held at the Justice Center on November 30, 2017. She worked for the City for more than 31 years.

- A benefit enrollment checklist was created as an internal control for ensuring new employees are enrolled in all the benefit selections for which they are eligible and have properly applied for.

- Oregon employers are required by a number of state and federal agencies to display a variety of workplace notices and posters. BOLI Posters (Bureau of Labor & Industries), which include the nine (9) required topics Oregon employers must post have been ordered for the 2018 year. These nine topics are: 1) Oregon State Minimum Wage, 2) Oregon OSHA, 3) Oregon Protections for Victims of Domestic Violence, Harassment, Sexual Assault & Stalking, 4) Federal Minimum Wage, 5) EEO is the Law, 6) Federal Polygraph Protection Notice, 7) Federal USERRA (military rights), 8) Oregon Family Leave Act, and 9) Federal Family and Medical Leave Act.

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

- **Advisory Boards:** With two vacancies now on the Arts Commission, the Mayor and Gary reviewed the applications previously received and chose Ray Hendricks for appointment at the December Council Meeting. With Ray's background in music that component will now be represented on the Commission.
- **City Council Meetings:** The next Regular Council Meeting will be held on December 13 at 6:00 p.m.
- **Contracts/Agreements:** The tedious work continues on linking each agreement to a spreadsheet for a quick reference for employees. Once all the links are established, it will be easy to maintain
- **Reference Manual: Chamber Forum Lunch.** I attended the Chamber Forum Lunch where keynote speaker Commissioner Nyquist gave the State of the County.
- **Liquor Licenses:** I received one application for a new outlet (Bigfoot Bites) which will be placed on the December 13 Consent Calendar.
- **Mayors Extra Mile Award:** We had nine submissions for the Extra Mile Award. The recipient will be honored at the Employee Appreciation on December 5.
- **Public Records Requests:** I'm thankful to say that this month I was blessed with only one public records request, which I happily forwarded to the Fire District (Sorry, Councilor Bolen!)
- **Records / Filing:** I'm still slogging through old records. I hope to make more progress on in the next few months.
- **Records Management Committee:** I've asked Donna to join me on the Oregon Municipal Records Association subcommittee to assist in the projects the committee has set out to accomplish in 2018 with the State Archivist. Our first meeting was November 30.
- **Safety concerns:** The Safety Committee cited 3 concerns in the Archive Room. All but one has been addressed, the other will be addressed next month.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The November meeting was cancelled due to a lack of applications. The next scheduled meeting will be in January as the Commission considers a Conditional Use for a dog park and reviews a preliminary report on the Transportation System Plan.
- Since last report, the Department approved a Ministerial Review to expand ENTEK, an Adjustment to a setback requirement, and an Administrative Review for an accessory residence.
- Applications were recently submitted to for a Partition and Administrative Review to construct two duplexes on J Street, and, two separate Administrative Reviews for apartment developments north of Oak Street.
- Work continues with scanning all prior land use and building permits to assist in future development of our existing Geographic Information System.
- Transportation System Plan's consulting team is continuing work. Meeting will be held in December to update the Technical and Public advisory committees. Periodic updates and a comments map may be found at www.lebanontsp.org.

B. Building:

- The City processed 64 permits in October, up slightly from 61 permits in September. For FY 2017/18 total fees to date were \$169,874 on \$11,365,136 in valuation. By comparison, for the same period in FY 2016/17, the fees were \$220,866 on \$16,035,633 in valuation. While the work is steady, there are no large projects in the pipeline.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- Construction of the New Water Treatment Plant (WTP) is continuing. Slayden Constructors (SCI) has completed the seal pour for the new intake to be constructed on, and are currently drilling the tie-backs to keep the structure in place. Construction of the actual intake will begin soon. Work is continuing at the Water Plant site as well, with construction of the underground piping and building foundations/floor slabs. Currently there are two City Staff assigned to the construction oversight along with intermittent help from Carollo Engineers. To date there have a couple of minor Change Orders associated with the Water treatment plant and one pending large (\$50k - \$75k) change order for the canal

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crossings. Permits were finally issued for an In-Water Work Extension to continue construction of the Raw Waterline under the canal. This has, and continues to be a complicated process. It has required a substantial amount of additional time and manpower due to the geotechnical conditions under the canal. The goal is to have the raw waterline completely across the canal by December 5th. The replacement of the underdrain for Cheadle Lake has been put on hold. Staff will be coordinating with Albany and Carollo Engineers to determine a different construction method to complete this work. City IT Staff have played a key role in saving approximately \$300k for the project. They have designed a system that uses a lot of existing equipment and simplified the way that the IT for the Water plant will work.

- Staff is continuing the design for sidewalks on Dodge Street between Williams Street and Bromil Street. Staff has received numerous complaints citing the lack of safe pedestrian facilities in this neighborhood. Staff has contacted property owners requesting right-of-way, and are awaiting feedback on the proposal.
- Staff is working with CH2M to replace all of the existing pumps in the Garvord Street Sanitary Sewer Pump Station. These pumps are well over 20 years old, and are starting to have frequent maintenance issues. We hope to have this done within the next couple of months.
- Staff is continuing design of the next and final phase of Russell Drive Improvements. This phase will go from Franklin Street to Cheadle lake Park. Staff anticipates requesting approval to bid the project in February 2018.
- Staff is working with Linn County and ODOT to realign the intersection of Dewey and Walker Road at Highway 20. Linn County is in possession of the property where the old Hoskins Supply was located. Staff is currently working on funding the project.
- The Airport Road/Russell Drive Project is almost complete. The Contractor has several fences to replace, cleanup, and minor punch list items to finish. Overall the project has gone well with most change order work being add on for Porter Park and other minor items on Airport/Russell. The goal was to be complete by November, but with the rainy weather, completion will likely be in late December.
- Staff is currently working with ODOT to install a Pedestrian Activated Crosswalk light at the intersection of Fifth Street and Tangent Street. The design is currently being reviewed by ODOT. Once approval is obtained, Staff will request quotes from several contractors to complete the work.
- The first phase of Porter Park, which was to strip and prep the site for construction has been completed. North Santiam Paving has installed all of the main utility lines into the park. Due to weather and being able to get equipment out into the park are, there will likely be very little work done on the park until next spring. Staff is working on getting the restroom installed this fall and some of the electrical. Again, this is all weather dependent. It is anticipated that this will take well over a year to complete.
- Site work has started on the new Starbucks restaurant and drive thru along with an AT&T retail store and a Corvallis Clinic Quick Care as the only tenants know at this time. Remodel on the remaining old Ford building still underway.
- Construction of the Conser "Aspen Place" Apartments on 2nd Street just south of Airport Rd continues. Temp occupancy of a couple builds issued. Developers Engineer to complete Asbuilts and public water line easement prior to final.
- Gleanns at River Place II is a residential subdivision between Kokanee Way and the Santiam canal north of River Road near Cheadle Lake. The public improvements are complete. Staff approved the subdivision plat. Construction of the last couple homes are almost complete.
- Public improvements are complete and accepted building permits to be issued soon for duplexes that will be constructed at the northwest corner of 7th Street and Airport Road.
- Public improvements are near completion of the duplexes on West Ash Street east of 10th. Final occupancy complete to 1 duplexes others are still under construction at this time.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy), Heather Estates Subdivision (west of South Main Road south of Joy), and Santiam Riverfront Estates (east of Mountain River Drive by the Santiam River). The Gleann Subdivision (formerly known as Santiam River Place 3 along Kokanee Way) is full. Staff continues to review site plans for additional homes for these subdivisions and other home sites throughout the City.
- Plans have been approved for the new Kidco Head Start campus on S Main Road and Joy St. Existing home had been demo. Site work is started and building construction is underway.
- Plans have been approved for the new Samaritan Treatment and Recovery center located on the Corner of Hwy 20 & Tangent St. (former Teen Challenge building demo) Site work is expected to start soon.
- Stutzman Residential Project plans have been approved for a 5-plex off Second Street. Site work is expected to start soon.

- Plans have been approved for Snook investments for an Industrial Flex Space for 2 tenants. Site work is expected to start soon.
- Plans have been approved for the new Keller-Williams building off Grant Street, west of Williams. New building and site work is under construction and near completion.
- Plans have been approved and public improvements have been extended down 9th street. Testing is underway for those improvements. No building permits issued at this time.
- Plans have been submitted for Mill Race Apartment site and Self-storage facilities at the north end of town along with the proposed public improvements. All three projects are under separate review, revisions have been returned to the Developer's Engineer.
- Plans have been submitted and revisions have been returned to the Developer for Kate's addition 4 duplexes with a half street improvement along Wasson Street.
- Site plan for Miller's Auto Repair have been approved site work to begin soon.
- Site plan for Veteran's home Parking lot expansion have been received and currently under review.

V. FINANCE SERVICES – Tina Huff, Assistant Finance Director

- **The IVR system is in the last phase of completion. I am hoping to test it this December with lock offs.** d. The IVR system is another option allowing customers to pay their utility bills over the phone or through the use of a smart phone app, 24 hours per day.
- Auditors have told us that reports will be here for the December council meeting and Steve will be here to present his report to the council.
- Accounts Payable: FY17/18 payments made in September 2017, 345 invoices were processed for payments of \$2,910108.00.
- We will have no lock off fees for December, per Gary.
- **Utility Billing for November 2017:**
- 5761 Billing statements mailed by the end of November = \$848,660.71
- 990 Accounts received a penalty (past due 11/19/17).
- 220 lien letters mailed to property owners.
- 126 accounts were locked off for non-payment on 11/08/17 for bills due 10/15/17.
- 101 accounts were reconnected the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name. 2 Pre-lock door hangers for multi-family accounts.
- 5 accounts called for after-hours reconnect, all paid as promised, 2 payment plans.
- Total of 496 Service orders: 49 Move Outs, 58 Move ins, 4 Turn offs, 35 Turn on, 123 reconnects, 49 read request, 1 Dead meters, 7 Leak Checks, 0 Lid Hazard checks, 127 Lock offs, 3 Meter Change out, 6 New Meter Installations, 0 Pressure check, 25 misc. other.

	Dec 16	Jan 17	Feb 17	March 17	April 17	May 17	June 17	July 17	Aug 17	Sept 17	Oct 17	Nov 17
Billing Statement	6001	5688	5694	5986	5703	5713	5997	5767	5783	6071	5799	5761
Penalty applied	1175	1112	794	927	832	852	1041	1257	935	1247	1277	990
Lock Offs	82	122	124	112	69	94	144	95	112	87	109	126

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

- Our temp who started on November 1, Nico Bressler, has been a great help to both the IT Department and to the City as a whole. Andy Roy, who started Sept 11, continues to be a very valuable asset to IT Operations.

- Work continues on the Water Treatment Plant. IT continues to work with Engineering on this project. This is the largest project IT is working on at the moment.
- Andy Roy has put in many hours with Senior Center to troubleshoot cameras on two of the buses that continued to have camera issues. At the time of this report we continue to collect data and review logs, but it appears this is resolved.
- IT built another camera recording server to bring all cameras back to a recording state.
- The Raw Water Electric site has a security camera providing staff with remote viewing of that site. Work has started to provide the same for the Water Treatment Plant site.
- Installing fixed wireless connectivity to the Santiam Travel Station specifically to enhance City YouTube streaming of meeting is in progress and should in place by January 2018.
- Working with the planning department and administration to secure the door from City Hall CDC\Planning lobby for staff safety using a push button lockdown. Estimate complete by January 2018.
- Tested enhancing multi-camera streaming of City Council YouTube presentations.
- Troubleshooting of Police fingerprint program malfunction.
- Work continues on automated software deployments.
- Work with Pioneer Telephone and CPI on fiber work to new water treatment plant and Riverview School.
- Replaced workstation for Police Dispatch.
- Coordinated install of Aerial Plot for CDC
- We have addressed multiple other normal break-fix issues, equipment replacements, and maintenance renewals for IT. During the month of November, the IT Department closed 297 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.

VII. LIBRARY – Kendra Antila, Director

- A recruitment for an additional part-time Library Assistant I is underway. Target start date for this employee will be mid-January. In anticipation of the extra coverage, extended Tuesday and Saturday hours will begin on January 1, 2018.
- The Lebanon Public Library began resource sharing with the Linn Library Consortium on December 1st.
- The Linn Library Consortium received a grant for FY 18/19 that will cover approximately two-thirds of the courier costs, thus our contribution will be even less than anticipated.

VIII. MAINTENANCE – Jason Williams, Director

A. Streets:

- Street sweeping continues including sweeping for the City of Halsey and Brownsville.
- Street light replacement from incandescent to LED bulbs in the downtown core area has been completed.
- Graded and rocked all of the city gravel roads.
- Leaf pickup throughout the entire City continues.
- Setup for two downtown street closures.
- Completed sign maintenance as needed.
- Tree trimming door hangers are going out to residents. Crews will start trimming trees after the first of the year.

B. Collections (Sanitary-Storm):

- Cleaning and televising sanitary and storm sewer continues.
- Repaired failing sewer services.
- Placed a new sewer service for the Christopher Columbus Park project.
- Mowed the large ditch way from River Road to the River for surveying.
- Cleaned ODOT's catch basins.
- Assisted the contractor for the Water Treatment plant with the vector for four days including a Saturday.

C. Water:

- Hauling and cleaning of the settlement ponds at the water treatment plant is ongoing.
- Meter reading has been completed.
- The crew completed water lock offs and reconnects.

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- Daily water service orders including, leak checks, locates, taste and quality issues, water samples and other customer concerns continues.
- The crew paved and replaced concrete after new or leaking water services were placed.
- Replaced water meters to touch/radio read as time permitted.

D. Parks:

- Removed, excavated, and replaced the playground equipment at Christopher Columbus Park.
- Excavated and extended utilities to the new restroom building at Christopher Columbus.
- Finished the artificial turf placement at Christopher Columbus.
- Opened, closed and cleaned parks restroom buildings daily.
- Set up for 4 special events.
- Completed landscaping rounds in all parks and school district properties.
 - Daily vandalism control/repair.

IX. POLICE – Frank Stevenson, Chief of Police

- As of November 23rd, 95 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 157 days were served by inmates in the Lebanon Jail.
- The recently-established LINE (Linn Interagency Narcotics Enforcement) team continues to be successful. Recently, the team seized ¾ ounce of heroin, 1 ¼ ounce of meth, multiple diverted pharmaceuticals, \$250.00 cash and multiple illegal weapons, and arrested eight individuals in separate warrants for various drug-related offenses. The team is comprised of the following agencies: Sweet Home Police Department, Lebanon Police Department, Albany Police Department, Oregon State Police, U.S. Department of Justice, Linn County District Attorney's Office, and Linn County Sheriff's Office.
- We had four Lebanon inmates participate this month in our recently-formed Lebanon Jail Inmate Work Crew Program. Over the course of two days, a total of 14 hours was worked by inmates who assisted the Public Works Dept. by power-washing the front area of the Justice Center and assisted with landscaping at Lebanon High School, Pioneer School and Green Acres School, ultimately saving the City of Lebanon manpower and revenue.
- The Patrol Division had approximately 1,662 calls for service this month, made 120 arrests, wrote 227 case reports and issued 97 traffic citations.
- The Detectives Division is actively working many involved investigations including narcotics enforcement, sex abuse cases and property crimes. This month, detectives cleared 10 in-depth cases and made several arrests. Detectives also assisted in several search warrants in the surrounding Linn County area, which yielded various amounts of illegal substances. They also attended mandatory trainings this month.
- The Community Services Division remains active with many local events. This month, the Division conducted a new Neighborhood Watch meeting focused on the area of 5th Street between Airport and Kees Street, and held a traffic safety class with 29 in attendance. Members conducted a meeting with a local Youth Services Team (YST), which is a multidisciplinary team that provides integrated services to students in Linn County, Oregon and coordinates efforts for children and youth who have been referred for services.
- Dala has been working very hard to make the Holidays in the Park a success; LPD staff will participate by helping with traffic control and security during the event. She has also been very busy getting ready for this year's Shop-With-A-Cop, where less-fortunate children in the Lebanon community get to shop with a police officer; each child will receive a \$50.00 gift certificate to use for whatever they want to purchase, usually gifts for their family members. This year, 60 local children will get to participate in this event.
- We have completed the manual for the first Cadet Program and will begin the program during the first of the year. So far, a total of 15 high school students have applied.
- Peer Court heard 3 cases this month regarding juvenile use of marijuana.
- We have been working with the Lebanon School District to facilitate student involvement with our Peer Court Program in lieu of expulsion in certain cases.

X. SENIOR SERVICES – Kindra Oliver, Director

- We have word from our bus vendor that the new bus for the new deviated fixed route will be here by the end of January, so we hope to have a new start date identified in the next few weeks and will be promoting the service.
- The Lebanon Senior Center is hosting the Senior Tree of Giving Program again this year. The aim of this program is to support seniors who may not have family or face hardship. We try to bring much needed cheer to their holiday season. Area agencies can nominate seniors (50+) for the program. Applications are available through December 8th. Tags will be placed on the tree in the Senior Center library as they become available. Tags can be “adopted” from Dec. 1st through Dec. 15th and we ask that gifts be returned by December 18th. Thank you!
- We served 280 seniors at our annual Thanksgiving Banquet in November and it was our smoothest banquet to date. Thank you to the Lebanon High School choir, all of our volunteers and all of our wonderful sponsors for helping to put on this event for our community!!
- A complete list of Senior Center events, classes, workshops and activities for December are posted on the city's website and on the Senior Center Facebook page.