



## CITY MANAGER'S REPORT

Reporting period: December 2023

### I. A. ADMINISTRATION – Ron Whitlatch, Interim City Manager

- Attended multiple meetings with City Attorney and outside legal counsel for the issues related to the Green Peter Drawdown.
- Met with Albany Eastern Railroad to discuss multiple topics which included the use of the Santiam Travel Station, the Lebanon Reload Facility, and various rail crossings.
- Working with the Finance Department to get the 24/25 budget process kicked off.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.
- Had a meeting with Build Lebanon Trails to discuss options for the Gills Landing Parking Lot Trail.
- Working with the League of Oregon Cities and several State Legislators to identify shovel ready infrastructure projects for housing. The Legislature will be meeting in early 2024 to discuss the possibility of providing cities with grants to complete infrastructure for housing.

### B. HUMAN RESOURCES – Angela Solesbee, HR Director

- Recruitment:
  - Library Assistant On-Call – New employee starting 1/2/2024
  - Accountant – Interviews scheduled for 1/4/2024
  - Maintenance Worker Water/Distribution – Applicants under review
  - Communications Specialist – Applicants under review
  - Police Officer – Applicants under review
- Benefits:
  - End of year benefit audits/reconciliation complete. Minor adjustments made. Some employees received a small credit (in the form of a reduction of benefit premiums on their 12/9/23 paystub) for overpayment of benefit costs over the course of the year and the change in pay periods. No employee had to pay additional costs as a result of the audit/reconciliation.
  - ACA forms (1095-C) are prepared and ready to send to employees for tax season.
- Classification and Compensation:
  - Ongoing - Work has begun on adding/expanding the working conditions/physical requirements to the JD's. JD's are actively being updated as changes/updates are identified.
- Training and Development:
  - December Safety training – Slips, Trips, Falls
  - January Safety training – Fire Extinguisher
  - December All Employee training – Resilience and Stress Management
  - January All Employee training – None
- Performance Management:
  - Assessing and testing the electronic performance evaluation tool under way. Process on hold until after July of 2024 due to upcoming Teamster labor negotiations.
  - 35 evaluations are past due as of 12/28/2023
    - 3 in Finance (oldest is over 2 years past due)

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- 8 in City Manager's Office (Director Evals)
- 7 in Public Works (oldest is over 2 years past due)
- 16 in Police Department (oldest is over 6 years past due – 7 employees)
- 1 in SC/LINX (3 months past due)
- Other:
  - ADP Learning module on hold.
  - Exploring the functionality of electronic Personal Action (PA) forms. Currently HR uses spreadsheets to track step and longevity dates. This is an imperfect system. The HRIS system has the ability to process employee step and longevity transactions electronically so HR is exploring what this process may look like in preparation for a discussion with management.
  - Preparations are underway for upcoming Teamster union negotiations for a new contract. Current contract expires 6/30/2022

## II. CITY RECORDER – Julie Fisher, City Recorder

- Resolutions: 0
- Ordinances: 1 (Ordinance No. 3016)
- Press Releases: 16
- Public Meeting Notices: 3
- Documents added to ORMS: 115 for a total of 20,233
- Public Records Request: 1
- Records Destruction Certification: 1
- Liquor Licenses Processed: 0
- Contact Us Submissions: 17

## III. COMMUNITY DEVELOPMENT – Kelly Hart, Director

### A. Planning:

- The December Planning Commission (PC) meeting was cancelled.
- In December, three projects were approved administratively.
  - PLA-23-04 to adjust property lines between two properties on N 5<sup>th</sup> Street
  - AR-23-07 to authorize an extension of the personal storage facility and include covered RV storage for the property in the Mill Race development on N 5<sup>th</sup> Street.
  - MR-23-01 to permit phases I & II for a personal storage facility on E Airport Road
- Staff is currently processing 1 planning application for 1 project:
  - A-23-02 to annex a portion of the property at 1880 Gilbert Street (application on hold per applicant to redefine the annexation boundary)
- **Housing Production Strategy:** MIG has been assigned as the consultant for the code implementation associated with the HPS. Contracts are currently being drafted. The public notification for the DLCD review of the HPS has closed. Two public comments were provided. DLCD will review the comments as part of the final review, with final decision on the HPS anticipated by February 2024.
- **Community Development Block Grant (CDBG) Program:** The City received notice that the CDBG grant was approved by the State to support the Linn County Housing Rehabilitation Program.
- **Psilocybin:** Staff will begin developing the ordinance language for the time, place and manner ordinance and coordinate with the City Attorney's office and the Clerk Recorder to develop the required ballot language to present the opt-out option to the voters for the November 2024 general election.
- **Continuum of Care (CoC) and Multi Agency Coordination (MAC) to address homelessness:** Community Services Consortium continues to work on developing the Continuum of Care. The MAC group is working on providing the grant allocation to the different recipient organizations. Crossroads Communities along with partner agencies is working on a 100 day challenge to address needed housing in the City of Lebanon.

- **Governor's Office Housing Production Framework:** Meetings continue with the Governor's office to stress the importance of infrastructure funding.
- **Rules Advisory Committee on Housing:** The Community Development Director has been selected to participate in the State's Rules Advisory Committee for Housing to develop the Oregon Administrative Rules associated with House Bill 2001 (2023) and House Bill 2889 (2023). This is a multiple year appointment which will provide Lebanon a voice at the table in the development of reasonable housing standards for implementation at the rural level.

#### B. Building:

- The city processed 60 permits in November. Total fees received 57,293.92 and valuation of construction was \$4,435,902.50.
- By comparison, in November 2022, 41 permits were processed. Total fees received were \$8,138.83 and valuation of construction was \$306,808.35.
- A current list of the larger construction sites include:
  - Riverside Banks Subdivision and Duplexes (Williams Street)
  - 78-unit multifamily development (Russell Drive)
  - Lebanon Fire District property (Oak Street)
  - 28-single family dwelling lots - Cheadle Lake Estates (River Road)
  - Chipotle interior renovations and façade improvements (S Santiam Highway)
  - Seven Oaks Middle School Addition (Cascade Drive)
  - Anderlik Manor Renovation (W Grant Street)
  - Panda Express (Airport/Hwy 20)
  - 8-lot subdivision – Cascade Estates (Seven Oaks Lane/Cascade Drive)
  - Weldwood Storage (Weldwood Drive)
  - 12-lot subdivision (Walker & Wassom)
  - 26-lot subdivision – Franklin Grove Estates (Franklin and Russell Drive)

#### C. Economic Development:

- **Economic Opportunities Analysis (EOA):** The Economic Development Catalyst, with the Community Development Director has begun the process of implementation of the EOA:
  - **Business visitation program:** In October, the business visitation program was initiated. In November Councilor Salvage and Steinhebel, with the Economic Development Catalyst and the Community Development Director visited Schmizza Public House, and Les Schwab Tires. There were no visits in December due to the holidays, but there will be two visits in January, the visits will be for wards 1 and 2:
    - From the initial business visit in October with Boulder Falls, a group of stakeholders interested in promoting tourism in Lebanon through business connection and support has started meeting monthly. The group consists of the Chamber of Commerce, Lebanon Downtown Association, Boulder Falls Management and City representation, soon to be joined by the owner of Schmizza Public House. The group has identified the need of a map to be able to hand out to guests of the hotel for easy directions to entertainment, food and activities. The Economic Development Catalyst has contacted a consultant to get quotes and discuss the scope of the project. The group will work together to decide on the icons, layout, and categories of the map for the City of Lebanon and will use Transient Lodging Taxes to fund the creation of the map.
  - The business visitation program is anticipated to be a monthly program. . At the direction of the Mayor, each month, the business visits will be scheduled based on Ward boundary, and the Councilor representatives for the Ward will be invited to join.
  - **Industrial Site Readiness:** The Economic Development Catalyst is working with a local commercial broker to contact Industrial property owners to identify interest in promoting their site for business recruitment nationally, and to advertise their properties on Oregon Prospector. Multiple property owners have responded to outreach by the Economic Development Catalyst and have agreed to advertise their

properties with adjacent properties to create a more marketable site. Newly contacted industrial sites will be added to the State's recruitment site, Prospector, by the end of the month.

- New EOA action items are being identified for the coming calendar year.
- **Downtown Building Restoration Program:** The Downtown Building Restoration (DBR) Program has been updated for the 2023-2024 FY and applications are available for submission. All applications are due by February 1<sup>st</sup> for review. There are two remaining grants open from the previous FY.
- The Economic Development Catalyst continues to attend Linn County Commissioner meetings in an effort to be more visible to the county and to represent the interests of Lebanon and the REAL group.
- **Workforce Development Initiative:** The Economic Development Catalyst is working to organize a meeting between major employers in Lebanon that share childcare related challenges and potentially brainstorm solutions that would be grant eligible. Business Oregon did get additional Childcare funds, but the parameters of the program are not established yet. The Regional Development Officer with Business Oregon will send information as it becomes available.
- **Business Registration Initiative:** The Director of the Oregon Economic Development Association (OEDA) will be meeting with the Lobbyist for OEDA and State Representative Bynum to discuss the Business Registry Data Bill that was proposed in the 2023 long session but was unable to be brought forward. The goal is to resubmit the bill for the 2024 short session. In the meantime, the Economic Development Catalyst is refining the list of businesses in the 97355 area code for outreach and support purposes.
- **Rural Economic Alliance (REAL):** A new Rural Opportunity Initiative (ROI) grant cycle from Business Oregon was open for applications, REAL was included in an application with RAIN and was successful, this grant will allow to continue having rural entrepreneur support in the 9 member communities and allow REAL to progress initiatives identified in their recently revised Strategic Plan.

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

- As time allows, Engineering Staff continues to work on designs for additional small sewer replacement/rehab projects. These include East Ash (between Carlson and Creswell), Fourth Street (between Maple and Grant), and main extension along Division Way. Udell Engineering is currently working on a design to extend sanitary sewer on Grove Street (between Carolina and Dodge). Once the design is complete, Staff will get three quotes to extend the mainline. Laterals on this block of Grove Street were originally constructed through backyards and all connect on Carolina Street. Staff is continuing to receive applications for replacement of sanitary sewer laterals (through the Small Sewer Lateral Replacement Program).
- Kennedy Jenks Engineering (KJE) and City Staff are currently scheduling several site tours of other wastewater plants to look at the processes they use. We will be visiting wastewater plants that are currently using the preferred alternatives that we have chosen to get actual operator input and see them work firsthand. Staff has completed the additional testing for the new NPDES Discharge Permit. The Masterplan is scheduled for completion in late spring of 2024. We received word from DEQ that the new NPDES Discharge Permit is now scheduled to be complete in 2025. This is part of the reasoning for slowing the progress on the Master Plan so that we can discuss permit parameters prior to finalization of the Master Plan.
- **Trails Update:** Design of the multi-use path along Airport Road (in conjunction with the Airport Road/Stoltz Hill Signal Project) from Seventh Street to Burkhart Creek will be completed with the signal drawings and incorporated into the overall project. Staff has completed a design for a trail to connect the Old Mill Trail and the River Park Trail in the Gills Landing Parking lot. BLT is currently looking for grants along with donations to complete this project. The City has submitted and will be receiving a Recreational Trails Grant to complete a segment of trail on the Albany Property next to River Park. Design will begin the first part of 2024, as we were issued Notice to Proceed in December. Construction for the Cheadle Lake Extension Trail project is complete. The project was funded by a grant from the State of Oregon.
- Emery & Sons Construction has completed sanitary sewer pipe installation on Crowfoot Road (from South Main to View Lane) and also the final phase of the project on South Main Road (Crowfoot to Joy). We are not sure when the

final surfacing (asphalt overlay) will be performed due to weather. Below is the current financial status of the project. This will be updated to reflect changes/additions that occur during construction.

Approved GMP Values		Contingencies Used to Date	
Construction Cost	\$18,029,671.95	Contractor Contingency	\$254,900.97
Contractor Contingency	\$398,026.75	City Contingency	\$692,179.00
City Contingency	\$995,066.86	Allowances Spent to Date	
Contractor Allowances	\$1,902,065.32	Trench Foundation	\$88,608.34
<b>Total GMP Approved</b>	<b>\$21,324,830.88</b>	Dewatering	\$354,309.11

- Staff has been actively working on our required TMDL update to DEQ. The update was submitted and has been approved by Oregon DEQ. As time allows, we will begin updating the City's Five-Year Matrix and submit it to DEQ for approval. In the coming months, there will also be a big push by DEQ to begin the water temperature requirements for each jurisdiction. The City will not know the impacts of this, if any until the new regulations have been issued. It is possible that the new regulations (which tie into the City's NPDES Permit Update) could require action at the Wastewater Plant in order to mitigate temperature. The TMDL will require more extensive water quality efforts for storm drainage included in future projects and require testing of storm drainage outfalls as well as temperature controls in the near future. In conjunction with the TMDL requirements, Staff will be sending letters to commercial/industrial properties reminding them to have their private catch basins cleaned yearly to help eliminate pollutants from entering drainage ways.
- The Seventh Street Reconstruction Project (Oak to 'F') is currently out to bid. Staff will bring a recommendation to award to the January City Council Meeting. The project is estimated to cost \$3.6 million and will take at least 9 months to complete. Prior to construction, Staff will hold a neighborhood meeting for residents living along Seventh Street to inform them of what to expect, length of construction, and inconveniences associated with it.
- Engineering Staff is currently working on several small projects which include design for drainage pipe replacement on Airport Road at Safeway (existing pipe is undersized leading to flooding in heavy rain events), Sanitary Sewer Extension at US bank/River Center, drainage pipe replacement on Leonard Street, Rapid Flashing Beacon Pedestrian Crossing on South main, updating of our Pre-Treatment Ordinances, multiple sewer lateral replacements, and updating the City's Engineering Design Standards for Development as time and staffing availability allows.
- Staff has received comments back from ODOT for a design approval of several sidewalk access ramps on Grant Street between Park and Second Street. We will be making several revisions in order to satisfy ODOT. Staff is actively designing the waterline replacement and street upgrades on Grant Street between Main Street and Fifth Street. A meeting with Union Pacific Railroad (UPRR) and Albany and Eastern Railroad was held on-site in December. Based on UPRR comments, it appears that the Rail Crossing on W. Grant will need improvements. Staff will be navigating what improvements and the costs associated with them in the coming months to determine overall financial impacts to the project. This new information will likely delay the project.
- As Staff is available, we are continuing the process to update the City's five year Capital Improvement Projects Plan. This effort will likely take several months (being done as Staff time allows) to complete. Staff will bring the completed document to the City Council for approval sometime in 2024.
- The City is preparing for a new Traffic Signal at the intersection of Airport Road and Stoltz Hill Road. This project will also extend waterline and sanitary sewer line on Stoltz Hill Road from Antioch Street to Airport Road, sidewalk and driveway installation, and likely a multi-use path along Airport Road. The Project Team (Kittelson Engineers, Udell Engineering, and City Staff) are moving forward with the final design for the project. The project has been delayed for over a year now due to right-of-way needs and ongoing negotiations with a property owner. Linn County is currently in the process of obtaining the needed right-of-way (which is going through eminent domain), while the City is negotiating with the property owner on the north leg of the intersection for a small portion of right-of-way. With the approval of a new Gas Station/Mini-Market on the NW corner of the intersection (along with the removal of the existing Grandpa's Grocery on the SW Corner) staff and consultants will be modifying the design to provide



better traffic flow on the SW corner by increasing the radius size. The Project Team will begin finalizing the design, so it is ready to advertise for bids as soon as right of way is obtained and a timeframe for the demolition of Grandpa's Grocery.

- Kittelson Traffic Engineers has completed the design (30%) of a round-about at the Cascade Drive/Weldwood Intersection. We may be asking them to look at granting opportunities for completion of the project in the near future.
- Staton Companies has completed the demolition of the Old Water Treatment Plant. The next step will be to determine use of the property.
- ODOT and City Staff are continuing the study of pedestrian/bicycle safety along HWY 20 and HWY 34 through Lebanon. We have held multiple meetings to discuss bike routes along the highways and alternate routes using City streets. The project is also looking at various intersections and mid-block locations to determine what safety projects could be completed to improve pedestrian and bicycle movements on the highways through Lebanon. Funding for improvements will likely come from ODOT. The final report is now scheduled to be done early 2024.
- Bids for the Rapid Flashing Beacon Project on Tennessee Road (At Beaton Lane) were received in August 2022 with the lowest being over \$100,000, which is double the amount that staff had planned for the project. Staff will be preparing the project to advertise for bids again and also adding the Rapid Flashing Beacon to South Main Road for a combined project. Udell Engineering is currently under contract to design the crossing on South Main in the vicinity of Cedar Drive. It is likely this project will be bid in spring of 2024 due to current workload in the Engineering Department. Build Lebanon Trails has also committed \$20,000 to this project in an effort to get it done.
- Cheadle Lake Park Utility Extension Project is underway. Northcore USA has finished working nights to install sanitary sewer. This was done in order to maintain business access during the day along Weirich Road. They have finished installation of waterline on Cascade Drive and Crowfoot Road and have a good share of the waterline installed on Weirich Drive. The project is scheduled to be complete in January 2024.
- Udell Engineering is working on a conceptual master plan for the park which has been reviewed by the Parks, Trees, Trials Committee. The cost estimate for the initial conceptual design was substantially more than we have available in funding. Staff and Udell Engineering will come up with an alternate design with a much more paired down scope, with the focus being on accessibility improvements, backbone utilities, and hopefully a stage/event area. It is likely construction will take place of any improvements will be in 2025.
- Udell Engineering is under contract to provide Engineering Design services for a sanitary sewer line replacement on North Third Street. Staff is working with Udell to determine the best approach to replacing the line since it is located in the alley with very little maneuvering room. The existing line has multiple failures and a substantial amount of infiltration. Once design is complete, Staff will advertise the projects for bids, likely spring/summer of 2024.
- Udell Engineering is currently under contract to provide the Topographic Survey for design of Fifth Street (Tangent to Mary). This project will re-construct this portion of Fifth Street and likely add a traffic signal at the intersection of Fifth and Tangent (assuming it meets warrants and has ODOT approval). We anticipate starting design early in 2024.

#### **Development:**

- Paventy & Brown Orthodontics plans approved for construction. ODOT permit approved. Building interior design modifications are underway.
- McKinney II public improvements complete and accepted. Contractor completing onsite buildings and community room.
- South Main Apartments improvements complete and contractor completing final buildings.
- Dairy Queen site plan approved for construction. Building permits issued to start construction. Developer currently getting bids for the project.
- Plans approved for Hickory Lake Apartments off of Airport Road. Developer waiting on erosion control permit approval.
- Cheadle Lake Estates subdivision public improvements accepted, several homes remaining still under construction.
- New subdivision at Franklin & Russell Streets currently under construction. Subdivision plat signed and approved; contractor bonded public improvements punch list items.

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- Plans approved 3-duplexes off 9<sup>th</sup> Street. Water line extension complete and online. Buildings under construction. Private storm drainage under review with design engineer for modifications. Punch improvement and site punch list provided to the contractor.
- Plans received for Airport Storage of temporary pods to construction a fire water line.
- Plans returned to engineer for revisions for Bate's storage facility on Hansard Ave.
- Plans returned to engineer for revisions for storage facility off of Industrial Way.
- Site and public improvements for new Fire Station approved. Utility crossing on 12<sup>th</sup> Street complete contractor working onsite. Building under construction and additional off-site work being complete along Oak Street.
- Plans approved for Buckmaster Plumbing new storage building. Contractor working building addition. Improvements schedule for later this year.
- Plans pending approved for half street and utility extension on the corner of Stoltz Hill & Kees Streets. Plans stamped approved and bonded for builder to start home construction.
- Weldwood Dr storage water extension with hydrant constructed and passed testing. Contractor to complete onsite work and final street patch.
- Chipotle Restaurant complete and final occupancy granted.
- Plans approved for new sewer extension along Oak St.
- Plans approved for new Panda Express Building corner of Airport and Hwy 20. All utility crossing complete, final street paving scheduled for night work last week of November.
- Plans approved for new subdivision Madelyn Meadows between Walker & Wassom Street. Contractor working on sewer main extension and excavation of new private street.
- Plans approved for a new apartment complex on the corner of Airport & S 2<sup>nd</sup> Street. Public improvement permit issued for water extension and hydrant crossing.
- Traffic Impact Analysis for Crowfoot Subdivision under Engineering Service Agreement contract. Traffic counts to be collected once S Main Road & Crowfoot open to traffic.
- Plans received and under review for RV storage facility at Mill Race Station.
- Plans received and under review for sewer main extension for 12<sup>th</sup> Street for several tax lots north of Airport Rd.

#### V. FINANCE SERVICES – Brandon Neish, Finance Director

- **Accounts Payable:**
  - Payments made in December 2023; 261 checks were processed for payments of \$3,477,116.65.
- **Payroll:**
  - December 8<sup>th</sup> and December 22<sup>nd</sup> for all employees. In total, 133 employees were paid during the month of November.
  - There have been ten (10) adjustments processed since July 1, 2023 for payroll errors:
    - July 2023:
      - Direct deposit returned (employee entered wrong deposit information).
      - Cash out missed during payroll entry (paperwork was delivered timely).
    - August 2023:
      - Next step of longevity pay delayed for employee due to paperwork. PA started after original date while City worked with Union on application.
      - Longevity increases (x2) missed due to late paperwork. Original due date 7/2/23.
      - Retro pay for missed COLA due to late paperwork. Original due date 7/1/23.
    - September 2023:
      - Team leader pay missed. Team Leader due to configuration error with calculation (same issue from May 2023 but missed one individual when fixed then).
      - Corrected pay adjustment received for acting-in-capacity employee based on application to Union contract. Retro pay done back to August 26.

- Wrong rate included for PERS voluntary contribution (two people). Returned excess funds withheld to employees on 10/13/23 paycheck).
  - October 2023:
    - No payroll errors identified in October 2023.
  - November 2023:
    - Employee overpaid due to change in application of longevity pay mid-payroll.
  - December 2023:
    - Significant issues arose stemming from lunches for AFSCME employees. Changes made in ADP to accommodate department impacted other departments. A solution is pending discussion with management team to mitigate the calculation issues
- **Budget:**
  - The FY2025 budget process began December 21 with personnel estimates for the remainder of the fiscal year completed by Finance staff.
  - Departments will begin entering their estimates for 2024 expenditures December 26 and will complete by January 19.
  - A budget calendar is included at the end of the City Manager's Report. Staff, Budget Committee and City Council comments have been considered in the development of this calendar with more time afforded to the overall process
- **Additional:**
  - The City received notice from the IRS that Affordable Care Act (ACA) forms (1095-C) were not submitted in January 2022 for tax year 2021. Staff expects the necessary paperwork to be submitted in January to rectify the issue.
  - The Governor remitted fines for 74 Lebanon Municipal Court defendants with traffic violations/fines resulting in lost revenue of \$100,382. These cases ranged anywhere from years 2009 to 2023 with varying balances outstanding and had active license suspensions. The waiver stems from action taken by former Governor Kate Brown and precedes the enactment of HB 4210 which eliminated license suspensions as a tool for compliance with Court actions for traffic related infractions.
  - The recruitment for a new Accountant is moving forward. Staff completed phone screenings on December 21st and will interview selected applicants on January 4th.
  - Staff continues to work with the auditors to finalize our 2023 fiscal year audit. Additional requests for documentation have been sent over the past month and it has been determined that additional time will be necessary to complete the annual document. An extension request has been filed with the Oregon Secretary of State.
  - Staff continues to work with Library personnel on the new point of sale system. Target launch of the new system is slated for January 2, 2024.
- **Utility Billing for December 2023:**
  - 6,519 billing statements (including electronics) were mailed December 21st for a total of \$1,018,922 in utility revenue.
  - 97 Owner Lien (past due) notification letters were mailed.
  - On December 17th, 226 phone calls went out to notify customers they have a past due balance.
  - The City did not lock out past due accounts in December due to the holidays. This has been done in previous years and lock outs will resume in January 2024. Calls to would-be locked out customers were made to encourage them to pay the past due amounts to avoid falling further behind.
  - There was a total of 132 service requests: 47 move ins, no lock-offs, 19 re-read meters, 3 reconnects, 20 move outs, 6 leak checks, 9 changed meters, 13 turn ons, 4 turn offs, 1 meter installation, no meter removals, no dead meters, no water quality checks, no pressure tests, no emergency requests, no meter tests, 1 meter locate and 9 miscellaneous requests.



Utility Billing Data													
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Active Accounts	6,442	6,445	6,448	6,459	6,459	6,459	6,459	6,459	6,516	6,516	6,555	6,582	6,581
Penalty Applied	976	883	711	953	721	N/A	296	236	265	280	365	234	426
Lock Offs	N/A	118	56	68	68	83	71	74	0	100	73	114	N/A
Municipal Court Data													
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Charges Filed	45	135	94	134	100	94	129	102	137	166	109	180	102
Show Cause Issued	42	43	43	39	34	43	42	54	48	56	61	55	45
Licenses Suspensions Issued	9	23	17	10	30	22	23	20	38	32	30	20	47
Warrants Issued	102	186	105	159	180	154	144	160	231	203	150	169	141
Charges Disposed	52	114	157	99	168	115	80	137	141	123	121	92	170

## VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

### A. IT:

- The web site upgrade project continues in collaboration with the City Recorder and other departments.
- The budgeted SCADA upgrade project continues.
- Staff assisted with Zoom & YouTube Santiam Travel Station (STS) meetings for City Council, Parks, Trees, and Trails, and other staff meetings as requested.
- Progress continues with Lebanon Fire District on the Station 31 construction project.
- Weekly and monthly security and vulnerability patches were completed.
- Staff addressed multiple other routine break-fix issues, equipment replacements, and maintenance renewals for IT.

### B. GIS:

- Continued GIS updates for the Sanitary Sewer GIS system upgrade project. This will be a multi-month project like the Water GIS system update completed Spring 2023.
- Work continues with Finance and Public Works to update meter reading routes for City water services.
- Continued Lead & Copper Survey Project Coordination.
- Water Quality Dashboard to be incorporated into the new City web site project Spring 2024 work continues.
- Coordinated new address updates with Community Development and Linn County GIS.
- The monthly tax lot updates from Linn County were completed.

### Summary:

- During the past month, IT and GIS closed 220 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

- After a 2-week break at the end of December, storytimes will resume the first week of January. Gentle Dental will be our special guest on January 18th. There will be stories, a puppet show, free toothbrushes and a fun craft for all children in attendance.

- Corvallis artist Peter Erskine has offered to do a free art installation at the library. Peter does “solar rainbow paintings” using prisms. He has permanent installations in 5 countries and his latest goal is to do 100 libraries throughout Oregon. <https://erskinesolarart.net/>

### VIII. POLICE – Frank Stevenson, Chief of Police

- For the month of December 2023, the Patrol Division had approximately 864 calls for service, made 38 arrests, issued 19 traffic citations, and wrote 48 case reports.
- We continue to be very busy surrounding the recruitment and hiring of new officers and support staff. We conducted interviews of four (4) individuals for the position of Police Officer and selected all four to move forward to the extensive background check portion. Since receiving the conditional offer, we had one withdraw from the process. If the remaining candidates pass the background, they will move forward to the psychological and medical exam portions. One additional Police Officer candidate is scheduled to undergo a psychological examination early next month.
- We conducted testing this week to fill a remaining Communications Specialist position. We will be holding panel/executive interviews during the second week of January to determine the final candidate.
- Dispatcher Heather Means began her career with Lebanon Police as a Communication Specialist this month. She filled one of two vacancies.
- The Detectives Division remains busy with very involved cases. This month they were assigned four (4) new cases. They sent one case to the DA for review and were able to close two (2) cases. They continue to work child abuse cases coming into the unit, as well as fielding ICAC cyber tips being added to their files for investigation. Staff reviewed fifty-nine (59) DHS referrals over the course of the month and attended two (2) ABC House forensic interviews.
- The Community Policing Division continues to be a presence and handles varying tasks. They have been busy patrolling the parks and addressing behavioral issues with the unhoused and helping to provide resources to those in need. Among these tasks, Community Policing also coordinated another successful Shop-With-A-Cop event where over 70 local children were served. They spent hours arranging the festive Holidays in the Park Event and assisted with a toy drive.
- Lebanon Police Peer Court heard one case this month.
- There were no use-of-force incidents to report during the past month.

### IX. PUBLIC WORKS – Jason Williams, Director

#### A. Collections (Sanitary-Storm)

- Mowing:
  - Maintenance mowing and weed eating as weather allow.
- Manholes:
  - Inspected existing manholes for condition and I&I
- Sewer Mains:
  - Cleaned 2350 feet and video inspected 1925 Feet of sanitary sewer main line.
  - Installed 17-feet of 6" sewer main as part of In-house Lateral replacement program public side only.
  - Cleaned 100-feet and video inspected 75-feet of sanitary sewer main line.
  - Flushed low flow, dead end sewer mains
- Sewer Laterals:
  - Replaced 90-feet of 4" sewer lateral as part of In-house Lateral Replacement Program public side only.
    - 3 laterals
    - Separated a shared lateral to meet current code.
  - Assisted 3 customers with sewer lateral issues.
  - Video inspected 220-feet of sanitary sewer laterals.
  - Installed 2 cleanouts.

- Conducted one sewer lateral replacement investigation.
  - 1 -entered program
  - 0 -not eligible or did not require replacement
  - 0 -working with customer to gather more information
  - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
  - Responded to one storm issue that we were unaware.
    - Found catch basins to be slow draining and cleaned them.
    - Determined these catch basins have no identified outfall,
    - Working on further investigation and resolution
  - Cleaned 1100-feet and video inspected 900-feet of storm line.
  - Cleaned catch basins on truck routes.
  - Completed several rounds of catch basin/curb inlet, ditch inlets and culverts clearing during rain events.
- Identified and investigating several sanitary and storm mapping discrepancies.
- Reviewed plans for LINX bus parking lot project
- Found issue with storm and submitted to Ron Whitlatch
- Monthly equipment checks and maintenance completed.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Repaired float system
- Checked Gill's Landing Pump Station and pump operation.
- Provided Vactor and crew assistance for Westside Interceptor project for 2 days.
- Assisted streets/parks with vandalism at Ralston Park.
- Provided Vactor and crew to assist on old water plant demolition.
- Assist with water meter reads.

#### B. Parks

- Began hanging door hangers for annual right-of-way tree trimming.
- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- Completing daily leaf removal and mulching.
- The trail system is cleaned weekly of leaves and other debris.
- There has also been an increase in daily vandalism and trash pick-up which has increased the amount of time it takes crews to clean restrooms and complete trash pick-up.
- Making necessary repairs to all city playground equipment.
- Cleaned and repaired roof leak at Ralston Park restroom.
- Crews began repainting the floors and walls in all park restrooms.
- Gills Landing:
  - There were 14 RV park reservations for the month of December.
  - There were no shelter rentals for the month of December.

#### C. Streets

- Continued annual leaf pickup.
- 9 – days were spent sweeping.
- Installed downtown holiday banners, snowflakes, and lights on trees.
- Hung street banners for public events.
- Crews graded alley ways and filled potholes throughout town.
- Crews replaced street signs / posts that had been damaged, graffitied, or were faded.
- Placed and removed barricades / stop signs for internal / external projects, and public events.
- Completed vehicle repairs and maintenance.

**THE CITY THAT FRIENDLINESS BUILT**

- Delivered sand and sandbags to Sherriff's office for public use.
- Removed tree located between City Hall and neighboring business.
- Responded to 5 garbage clean-ups on roadway.
- Prepared equipment for winter weather.
- Rocked driveway at Cheadle Lake Park Fairgrounds.
- Started grading gravel roadways, alleys, and shoulders of roads.
- Assisted Wastewater Treatment Plant with cleaning of basin.
- Completed a sewer lateral repair.

**D. Wastewater Treatment Plant**

- The Lebanon WWTP is in full compliance with our NPDES permit month to date.
- Influent flow for the month is averaging 7.9 MGD.
- During the "atmospheric river" event from the 7th to the 12th flows averaged 10.2 MGD and the plant remained in full NPDES compliance.
- We are in our 24th out of 24 months of permit renewal sampling now and going well. We believe we are done with permit renewal testing but have not gotten conformation from DEQ.

**E. Water**

- Meter reading was completed.
- Daily water service orders including leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
  - Repaired 3 broken water services.
  - 87 locates were completed throughout Lebanon for the month of November.
  - Followed up on water concerns and completed sample testing requested by citizens.
  - Replaced 12 water meters meters and installed 32 radio readers.
  - Changed out 4 angle stops
- Changed out failing meter boxes and dead meters.
- Worked on the water maintenance list.
- Vehicle Maintenance.

**F. Water Treatment Plant**

Production	
Monthly Water Use (Intake Flow Meter)	72.76 MG
Finish Water Produced	57.84 MG
Water Sent to Cheadle Lake	00.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.65	1.74	1.21	0.024	0.247	0.072
Finish pH			Filtrate Fluoride (Average of Each Day)		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.62	8.09	7.79	0.00	0.00	0.00

#### **Maintenance/Operations:**

- Turbidity events this month had a peak of 317 ntu and an avg of 150 ntu. Finished water quality has not been affected. We have produced 0.016 ntu out of the filters.
- We had issues with the filters plugging up, with direction from H2O & the Carollo process engineers we made changes to our back wash programming and Maintenance / Recovery Clean process to keep the plant operational.
- Both settling ponds were cleaned.

#### **X. SENIOR SERVICES and LINX – Kindra Oliver, Director**

- At the mid-point of the fiscal year, LINX Transit has provided approximately 30,000 rides, on track for 60,000 rides by the end of the fiscal year. Just a few years ago, our average ridership for ten years running was just over 20,000. Our team continues to help meet the growing transportation needs in our community.
- Over the holiday season the last couple of months, we have had many opportunities at the Senior Center to remind seniors how much the community cares for them. We have had lots of social engagement opportunities in November and December.
- In November, we held our first in person Thanksgiving Banquet since 2019. It was a great opportunity to reconnect with community partners to provide a free meal to over 200. We had entertainment from the Parks family and their friends from the Oregon Fiddlers Association. The Lebanon High School Cheerleaders helped serve the meal and socialize with our senior that attended.
- December 13th, several members of the LHS choir came in to join our very own Santa in leading carols and enjoy a hot cocoa bar! This intergenerational activity allowed seniors and students to connect over holiday traditions and favorite songs.
- December 22nd, we held a holiday party with social games, get to know each other activities, an improv skit put on by two staff with input from the seniors present, and some treats, of course. Seniors were laughing and connecting, while also working eye hand coordination with several of the games.
- This year, our Tree of Giving provided 44 seniors in our community with a gift to brighten their holidays. Every tag on the tree was adopted. Several donations allowed us to add to some of the gifts to ensure a very merry Christmas was had by recipients. Tree of Giving recipients are nominated by area agencies, staff and LINX drivers. Recipients are 50 years or older and have a financial need, experience isolation or have been experiencing a major life struggle (such as cancer or loss of a spouse).
- Adding to our educational programs, we have opened up our I-Pad program. Seniors can check out an I-pad from the office to use in our library during their visit. The I-pads have educational and resourceful apps and bookmarks that will assist seniors during their use. We also have a list of I-pad classes to offer each month.
- We had a Behavioral Health Specialist from Lane, Linn & Benton County come in to provide some information about the power of connection for older adults' overall wellbeing. The specialist will be coming in quarterly to speak on different topics.
- We have lots of programming planned for January. More details can be found in our monthly newsletter, which is posted on the City website and on the Lebanon Senior Center Facebook page.