

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: March 16, 2018

Youth Advisory Council Academy Day

The Cottage Grove Youth Advisory Council spent today with City Staff touring and experiencing the daily operations of the City. Thank you to the City Councilors and staff that helped with the day. Since the YAC spent the day with City Staff on Friday they will not be having a meeting on Monday, March 19th.

Regional Managers Meeting

The City Manager attended a meeting of the Regional Managers in Eugene on Thursday. The local managers from cities in the County and the County discussed the new State Transit Tax that will go into effect July 1st. Every employee in the State will have a .01% tax withheld to support transit services throughout the state. The managers also discussed the current status of Building Inspection programs and what may be some next steps. They also met the new Senior Advisor (formerly called a Range Rider) from the Oregon City/County Management Association (OCCMA) and the International City/County Management Association (ICMA).

The new advisor, Wes Hare, joins four other advisors that regularly visit and provide support to local government managers. Some may recognize Wes's name as a previous Oakridge City Manager. He retired from the City of Albany in July after over 30 years in local government in Oregon.

How to Pay Your Water and Wastewater Bill

In June of 2016, the City started offering a Pay Online option. Customers can log into the payment system and view information about their usage, billings, and payments. We have recently tried to increase our customer's awareness of this payment option with information included with the billing statement about the online payment option.

The City's website outlines all of the different payment options available and are listed below:

- Pay in person at City Hall - Finance Department.
- Pay by mail.
- Auto-Pay - Each month your payment can be automatically deducted from your checking account.
- Drop Slot - Make check or money order payable to the City of Cottage Grove and place in the drop slot.
- **Pay Online** - We accept payment by Debit/Credit card. You have the option to choose a one-time payment or a recurring payment.

For the month of February, we received 4% of payments by Auto-Pay (ACH); 7% of payments Pay-In-Person(Cash), 21% of payments Online (Credit Card) and 68% of payments Pay by Mail/Drop Slot/Pay in Person (Checks). We have noticed a decline in the number of customers that actually visit City Hall to submit their payment.

Employee Self Service

In March, the Finance Department officially launched Employee Self Service (ESS). ESS can be used by the employee to access employment and personal information. Using a secure web connection, they can view current information as well as some historical information.

Employees are able to initiate some changes and view their information via the ESS application including but not limited to:

- Initiate a change of address, update phone numbers, emergency contacts, and email.
- Receive City Announcements
- Submit a question to Payroll/HR
- View/Print Pay Stubs and W-2's
- View/Update dependents
- View/Update direct deposit information
- Enter hours worked on their timesheet
- Request paid time off, such as vacation, floating holidays, and sick leave.
- Make changes to their W-4 Tax Withholdings
- Forecast paychecks, view work history, and so much more!

Management staff have the ability to review time off request that have been submitted electronically for approval, and respond back to the employee. Time sheets are also approved electronically by the management staff, using the financial software, eliminating the process of manual time entry.

Architecture of Internment Exhibit Now at the Library

The Cottage Grove Library has a new traveling exhibit to view: *Architecture of Internment, The Build Up to Wartime Incarceration*. The exhibit arrived this week and will run through the end of the month. Please check out the Library website for more information about special events associated with this exhibit.

Teen Library Advisory Board (TLAB) Art Show

Now is the time for local teens in grades 6 through 12 to enter works of art into the Cottage Grove Library Teen Library Advisory Board Annual Art Show. The deadline for art submission is Tuesday, April 24th. Call or stop by the Library for more information.

Sensory Story Time at the Library

Families with children ages 6 years old and younger are encouraged to participate in "Sensory Story Time" on Tuesday, March 20th at 11:30 am at the Cottage Grove Library. This is a fun, musical, interactive story time which is great fun and educational for all early learners.

Ukulele Group Records

The Cottage Grove Library drop-in Ukulele group made its first recording this week. The group recorded two songs that will be used to promote the Cottage Village tiny house project here in Cottage Grove. Everyone is welcome to stop by the Cottage Grove Library and join in the Ukulele fun on Thursday mornings at 9 am. Ukuleles are available to check out if you don't have your own. Come on down and join in the fun.

Hwy 99 South Concrete Repair

On Tuesday, March 20th, the Public Works crew will be working within the southbound lanes of Highway 99 at E. Adams to remove old concrete and temporary pavement. Brown Contracting will then construct 8" of new concrete slab. Please be on the lookout for construction workers.

Row River Road Crosswalk

The new Row River Road pedestrian crosswalk is now operational. Please watch for the blinking lights to signal a pedestrian in the crosswalk. A big thank you goes out to ODOT, Pacific Excavation, and Cottage Grove staff for all the great work improving the safety of our Cottage Grove residents and visitors.

Quote of the Week

“May your troubles be less and your blessings be more and nothing but happiness come through your door.”

