

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon Strategic Action Planning Project.** A request for proposals document for the upcoming strategic action planning process was finalized and distributed to Oregon and regional planning consultants on August 11th. Submissions are due on Friday, September 11th. I hope to have a recommendation for consulting services to present to the City Council at the October 14th meeting.
- **Santiam Canal/BLT Trail Easements.** During the month of August canal negotiations continued with in a constructive manner with the City of Albany. I was contacted by Albany City Manager Wes Hare in early August and informed that the City of Albany is now prepared to grant easements necessary for the construction of certain segments of the Build Lebanon Trails plan which necessitate use of canal/City of Albany lands. Unlike Albany's previous stance on this matter, this willingness to provide easements comes without preconditions concerning the canal, generally. Albany staff is working with Lebanon staff now to complete these easements. I also met with representatives of the BLT group in August to help advance other trail easement sections.
- **Annual Safety BBQ with City Staff.** The Annual Safety BBQ, sponsored by the City's Safety Committee, was held on August 13th at the City's Maintenance Facility on Oak Street. The weather was great and we had record attendance from staff members with all departments being well represented. I addressed the staff concerning our ongoing safety record and also discussed the results of the Lebanon 2040 Vision Project and the upcoming Strategic Community Action Plan Project.
- **Samaritan Hospital/Samaritan Campus.** I had a very productive lunch meeting with Dr. Larry Mullins on August 14th. We discussed several economic development matters. We will now be meeting with each other on a regular basis to remain current on our respective efforts in the economic development realm.
- **Economic Development.** I am currently working with staff concerning potential economic development opportunities for Lebanon. I devoted considerable time to these matters in August. I hope to have a specific update to share with the City Council soon.
- **Community/Regional 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 also attended the Business After Hours event held at the KGAL Radio Station on August 20th and the Chamber of Commerce Morning Greeters event held at the Linn County Arts Guild on August 21st. At the request of Chamber Director Shelly Garrett, I spoke at the Morning Greeters' event on the importance of art to downtown vitality.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Employee Benefits.** Ryan Radloff from VALIC met with employees this month to learn more about deferred compensation programs.
- **Newsletter.** The next edition of the Employee Buzz Newsletter is being worked on and will be issued in September.
- **Open Enrollment – Health Insurance.** Open Enrollment was completed and most employees submitted their selections Friday, August 21. The new rates will take effect on September 1. Health insurance rates for the upcoming year increased by only 3% compared to MODA Health's national average of 9 ½%.
- **Professional Development.** The annual LGPI (Local Government Personnel Institute) conference was held on August 19 & 20, with myself, Assistant Finance Director Sarah Bishop, and City Manager Gary Marks attending. The Employee Relations Board judges gave feedback on cases they ruled on this year and LGPI updated the membership on current legislation that was recently passed.

- **Recruitments.** The City received 86 applications for the Office Clerk I position and 59 for the Finance Clerk I/Court Clerk I position. The selection process will be completed over the few weeks, with the hope that the new positions can begin work in September.
- **Safety/Wellness Committee.** Employees attended the annual Safety Committee's BBQ on August 13. It was a beautiful day to gather as a group and celebrate the efforts all employees made in working safely this year. There was a great turnout with about 58 employees participating along with Mayor Aziz and Councilor Bob Elliott. City Manager Gary Marks awarded Julie Tibbetts with a safety commendation and Julie Haines received a safety certificate.

The next project for the safety committee will be to convert all MSDS (Material Safety Data Sheets) binders to the new GHS (Global Health Systems) SDS (Safety Data Sheets) format and bring current.

Flu shots will be provided to employees as soon as they are made available, most likely sometime in September.

Annual BBP training will be provided in September. All employees now have access to this training through the CIS Learning Center.

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

- **City Council Chambers Upgrades.** We received a quote for lighting upgrades and are in the process of selecting period fixtures that will accept LED bulbs as recommended by the electrician. Total for installing the new LED lights, including the fixtures, would be less than \$5,000. Local electricians are very busy at this time, so this project will likely not take place until mid/late fall.

We received a quote from Smeed Communication for possible upgrades to audio and video systems but I need to meet with them again to go over in more detail before meeting with Gary and the Mayor. Schedules have been hectic, so I have not had a chance to schedule any of the necessary meetings.

- **City Hall HVAC / Structural Upgrades.** A couple of the new HVAC units were vandalized so Maintenance and I worked with a contractor to install fencing around the units. Fortunately, the units did not have to be replaced.

Due to experience and office proximity, I'm assisting Jason Williams by lining up a contractor to do the stuccoing on the wall exposed after the small garage was removed to make room for the new HVAC units. When City Hall was re-sided about 17 years ago, they installed Styrofoam panels with synthetic stucco over it. Very few contractors (in this area) specialize in this type of siding, so it has been a bit of a challenge finding someone to even provide a quote this busy time of year.

- **Liquor License Application(s).** The Renewal Report was filed [with OLCC] with 2 businesses delinquent in paying their annual renewals. OLCC has sent the businesses letters stating that they need to pay the \$35.00 fee or face penalties next filing period.
- **Vacation.** I will be on vacation the week of August 24 but available if an urgent matter arises.
- **Website Maintenance.** Staff has been busy making sure the content on their respective pages are updated to assist Leigh in preparing for the move to a new website software package later this year.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning

- At their August meeting the Commission unanimously approved the Planned Development application for the Water Treatment Plant and amendments to the Development Code regarding electronic message signs. The Council will be reviewing the Code amendments at their September hearing.

- The Commission was unable to review the Annexation and mixed use Planned Development for a 50-acre site located west of Highway 20. The City of Albany submitted comments in opposition to the application on the day of the hearing and the applicant was unable to prepare a suitable response in time for the hearing. The case was continued to the September 16 meeting.
- The Department reviewed and approved a Ministerial Review for a portable food cart and two Minor Adjustments to allow a taller fence within a setback area.
- The Department currently has two applications in process: an Administrative Review to construct a duplex; and, an Administrative Review and Partition to create two duplexes.
- The Transportation System Plan Update is still moving forward and contracts will be signed shortly. The project should begin by Labor Day.

B. Building

- For the month of July, the City process 69 permits, received \$33,482.96 in fees on \$3,074,923 in valuation. For calendar year 2015, the City processed 410 permits with \$30,478,403 in valuation. This compares favorably to a similar period in calendar year 2014 where the City processed 292 permits with \$15,658,281 valuation.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- The Fifth Street Reservoir project is 99% complete. The Contractor has completed all punch list work and final payment will be issued in August.
- The Vine Street Improvements project is complete except for a few small punch list items. Final payment will be issued in August.
- Staff is continuing to work with Carollo Engineers on design and permitting of a new River intake. The permitting process could take six months to a year, depending on comments and conditions that need to be worked through. Staff is also working on relocating the City's Water Rights to the new intake location. This process is and will be the critical path in regards to when the project can be constructed. We will be meeting with Oregon Water Resources within the next couple of months to determine the best approach to getting the water rights transferred to the new intake location. 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 2016.
- The City has been awarded \$21 Million Dollars from the Oregon Infrastructure Authority (IFA) to fund a majority of the New Water Treatment Plant. This is one of, if not the biggest single loan package that IFA has ever awarded. The City will receive \$11 million dollars at 3.5% interest, \$10 million dollars at 1% interest, of which \$765,000 is principal forgiveness (grant funds). We hope to bring both loan packages to City Council in October for review and approval.
- Staff is continuing to work on issues regarding the Albany Canal. Staff is currently waiting for Albany Staff to send a draft agreement to the City for review and comments. Once the draft is received a recommendation will be brought to City Council for approval to move forward.
- The Effluent Pump Station Reconstruct project has begun. The contract was awarded to R.L. Reimers of Albany Oregon. The project is scheduled to be complete in early fall 2015, and once the project is complete it will increase the City's effluent discharge pumping capacity.
- The Oak Street Improvements project is progressing on schedule. There have been several change orders and quantity increases that have increased the project costs. These include additional work at the Oak Street Bridge, substantially more roadway repair than originally expected, and an increase in flagger hours to maintain traffic control. To date, the project is still within the budget approved by City Council. Final completion of the project is scheduled for September 25th.

- Staff was unsuccessful in receiving quotes to replace sidewalk access ramps on Fifth Street. However; as part of the Oak Street Project, a change order will be written and Wildish Construction will complete this project.
- 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.
- The Ash Street Sanitary Sewer Project has been awarded to H&J Construction. Work will begin in mid-September to install a new sanitary sewer line on Ash Street from Fifth Street to Seventh Street.
- A contract has been awarded to North Santiam Paving Co. to pave the gravel trail on the Lebanon Community Foundation property. 50% of the costs are being funded by a trail grant and the remaining will be matched by in-kind labor and Parks SDC funds.
- Staff will be conducting interviews during the week of September 1st for an Office Assistant 1 position. This position will be helping with front counter support in the Citizen Services and Development Center and also providing support to the Engineering, Maintenance, Building, and Planning Departments.
- Construction of the Santiam Riverfront Estates residential subdivision is complete. Work to fix an area of asphalt that is substandard is expected soon. Home construction has begun.
- The Samaritan Hotel/Restaurant project is complete including landscaping. The new outdoor pool is under construction.
- The 26,000 square foot medical building site at the northwest corner of the Samaritan campus is under construction. The building is expected to house the pharmacy presently located on Mullins Way. Site utilities are nearly complete. Final grading is underway. Staff is currently reviewing landscape plans.
- 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 plans the widening of 5th Street to continue south to the south edge of the future LBCC Medical Occupations Building.
- The power generator project at the Park and Garvord sanitary sewer pump station is nearly complete. Concrete work and a security fence are expected to be installed soon. Staff met with a new project manager. Progress has been made and site completion is expected soon.
- 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 sidewalk along 9th Street.
- 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.
- Construction of the Samaritan Medical Apartments is underway. The site contains 120 units located just west of the Samaritan Event Center. All buildings are under construction. Temporary occupancy was issued for the first two apartment buildings to accommodate medical students.
- The Lebanon Plaza (Willamette Community Bank Square) parking lot expansion is under construction. The Lebanon Plaza is located near the Santiam Hwy and Milton Street intersection. The new parking lot is located behind the building where a house was demolished. The parking lot's grading is nearly ready for paving. Progress was halted until a utility pole anchor is relocated.
- Staff has approved a revised site plan for the Human Bean coffee shop. The coffee shop is under construction at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site). The building shell is up and site utilities are under construction. The Red Beards restaurant was demolished for a future use unknown at this time.

- The expansion to Lane Manufacturing site on Montessa Way (just south of Oak Street) is nearing completion.
- 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.
- Staff reviewed site plans and public improvement drawings for the new Linn-Benton Community College Health Occupation Center. The project is scheduled for site work this summer. Construction of public improvements (primarily 5th Street) are underway. Improvements will include additional parking in front of Pioneer School. Staff met with the School District to present the proposed improvements.
- Staff continues to wait for construction to begin to build a Tri-Plex on 7th Street just north of Kees Street. A sewer service was installed and a temporary street patch was constructed. Final Street paving is expected in late August.
- Construction for the new McDonald's is 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. The existing McDonald's and the Fire Pit has been demolished.
- Site plans have been reviewed for a new Dutch Brothers coffee shop at the southwest corner of Santiam Hwy and Market Street (across from Pizza Hut). Revised site plans have been submitted for staff review and final approval.
- Staff continues to work with Consumer Power to replace failing underground power lines serving the southwesterly area of the City.
- Staff continues to review and prepare comments on various land use applications for upcoming development projects.
- 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

- Working with bond attorney and KeyBank to refinance 2 city debt issues
- I gave a presentation to Moody's for the City's bond rating on the 2015 refinancing, we received an A1 rating. On the 2013 bond issue we received a lower A2 rating, they talked about our strong fiscal policies that are now in place and our improving reserves and the growth they see in Lebanon as support for the higher rating. This higher rating will put us in a better position during the bond sale scheduled for September 16
- Audit prep continues, auditors will be onsite the week of Sept 28, if you would like to meet with the auditors let me know and we can get something set up that week
- 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, reviewed final drawings counter upgrade is scheduled by the end of September
- Working with Zion bank and bond attorney to move paying agent duties to Zion bank
- Received 59 applications for the finance/court position, interviews will be held August 27th
- Sarah attended LGPI training, payroll/personnel issues
- Worked with HR and Portland State University to install and update data in the Total Employer Cost of Compensation (TECC) program, this will help with compensation comparisons to other City's
- Accounts Payable; FY15/16 payments made in August (through 8/25/15), 313 invoices were processed for payments of \$549,723, FY14/15 payments made in August 2 invoices were processed for payments of \$31,412

- Utility Billing (August):
 - 5651 Billing statements mailed by the end of August
 - 1371 Accounts received a penalty (past due 8/20/15)
 - 362 lien letters mailed to property owners
 - 77 accounts were locked off for non-payment on 8/12/15 for bills due 7/15/15.
 - 1 pre-lock off notices were delivered to managers of apt buildings, account pd and not locked off
 - 63 accounts were reconnected the same week. The balance were vacant properties or the tenants moved out and property is back in the owner's name.
 - Total of 495 Service orders: 66 Move Outs, 77 Move ins, 10 Turn offs, 37 Turn on, 77 reconnects, 60 read request, 3 Dead meters, 31 Leak Checks, 2 Lid Hazard checks, 78 Lock offs, 19 Meter Change out, 6 New Meter Installations, 1 Pressure check, 28 misc. other.

	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	1 yr ago Aug 14
Billing Statement	5976	5620	5598	5989	5595	5596	5971	5618	5619	5993	5660	5651	5623
Penalty applied	774	774	1018	864	834	898	865	998	936	741	759	1371	946
Lock Offs	144	88	114	114	107	93	115	112	91	105	132	77	110

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”.
- IT is working on a number of internal upgrades for radio & phones.
- IT is working with the Library to obtain grant funding for a new microform reader.

VII. LIBRARY – Carol Dinges, Director

- This year’s Summer Reading Program, which concluded on August 13 with the After Hours Party for participants who read for 20 hours or more, set new records for the number of participants (688), hours spent reading (10,302), and attendance at programs and events (more than 1200).

(Goal: Education: Library/Lifelong Learning)

- The following businesses and agencies provided funds and/or in-kind donations to support the Summer Reading Program:
 - Mega Foods
 - James Gang Pizza Factory
 - Springbank Farms
 - Friends of the Lebanon Public Library
 - Oregon State Library *Ready to Read* grant
 - Lebanon Police Department
 - Lebanon Fire Department
 - Lebanon Express

- Albany Democrat-Herald
- Eads Broadcasting

VIII. MAINTENANCE – Jason Williams, Director

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

IX. POLICE – Frank Stevenson, Chief of Police

- The Detective Division remains active, working on several involved cases including narcotic investigations, child abuse case work, burglaries and sex abuse cases. A total of 5 cases were directly assigned to the detectives for further follow-up, and 13 cases were sent to them for review and/or additional information. Detectives were able to clear 3 involved cases this month, resulting in arrests.
- The Patrol Division remains active with approximately 2008 calls-for-service as of August 24th, 2015, an increase of 281 calls as compared to July 2015. As of August 24th, 137 arrests were made, 80 traffic citations were issued and 220 reports were written. Total Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) for the month of August decreased by approximately 20, compared to last year at this time.
- As of August 23rd, 117 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 213 days were served by inmates in the Lebanon Jail.
- Two events are scheduled for September which require a significant amount of preparation: a 9/11 memorial event (which will be hosted by LPD) is scheduled; September is also National Preparedness Month.
- August has been a very busy time of year for the Community Policing Division. The month began with the National Night Out event held on August 5th at Ralston Park. The turnout was great, with approximately 2000 attendees. The evening offered several attractions, including a bicycle rodeo where 200 helmets were handed out to young people.
- With the assistance of 7th Gear Motorcycle Shop, the Law Enforcement Torch Ride was held this past weekend at Ralston Park. This was a fundraising event aimed at earning money to help people who may not otherwise be able to participate in Special Olympics. This year's event was a huge success, raising a total of \$1,750.00 to help Lebanon-area athletes.
- Neighborhood Park Watch is gaining momentum. With the assistance of Public Works, new 'Park Watch' signs were placed in Ralston Park; our goal is to get signs posted in all Lebanon Parks. So far, with the help of this program, we were able to hold a citizen accountable for damaging property at Ralston Park. This program is the first of its kind in our area and will continue to be a work in progress as we move forward to increase safety in Lebanon-area parks.

X. SENIOR SERVICES – Kindra Oliver, Director

- The number of ride requests for the Dial-a-Bus continues to increase and we will likely be adding a third part-time driver to the schedule a couple of days per week, approximately three-four hours each shift. The additional drive time would still be within our current budget.
- We received word from Oregon Department of Transportation that our Transportation and Growth Management (TGM) grant application was not selected for an award. The TGM grant process is very competitive and they were only able to grant 17 of the 58 applications. The feedback from our application was very positive and they encouraged us to apply again, as they are familiar with our growing community, thus aware for the need of a Transit Development Plan.
- September events can be found on the website and Facebook.