

I. A. ADMINISTRATION – Gary Marks, City Manager

- **URD Projects:** Work on the update of the Cheadle Lake URD began in earnest during the month of July. City staff and I are working with Elaine Howard Consulting to prepare the necessary update materials and analysis. Work on the updating effort is anticipated to be completed in December. As reported in my June City Manager's Report the Cheadle Lake URD is projected to contribute funding for the construction of the Airport Road Extension Project, Russell Drive Improvement Project, the Porter Park Community Garden Project, and (partial) funding to the Water Treatment Plant Project. However, the update will need to be completed and approved by the City Council and Urban Renewal Board to enable the needed funding, which is anticipated to be received through the sale of URD revenue bonds later this year or early next. Preliminary work has also begun on the creation of new urban renewal districts for the downtown area and along the Highway 20 strip south of downtown. These districts are included in the Strategic Action Plan to provide key funding for future economic development projects.
- **Poverty and Homelessness Initiative:** Action items 17.2 and 17.3 of the Lebanon Strategic Action Plan call for the creation of a coalition of community organizations involved with poverty and homelessness issues to develop a coordinated multi-organizational strategy to address the same. A working group of City department heads, Kris Latimer (Executive Director of the Boys and Girls Club) and myself have been meeting to plan for a community Poverty and Homelessness Summit tentatively planned for this coming fall. The group interviewed Robert Marbut, Ph.D. on July 29th. Dr. Marbut is a nationally recognized expert on the assessment and development of effective methods/strategies to address homelessness and its associated issues. He is the author of "The Seven Guiding Principles of Homeless Transformation" and has worked in over 500 communities nationwide helping to dramatically reduce homelessness. The City's working group is working to engage Dr. Marbut to perform a homelessness assessment for Lebanon and to deliver his insights as the keynote speaker at the community Poverty and Homelessness Summit to be scheduled for this fall. The City will contribute \$2,000 in professional services funds to the project with the balance of about \$9,000 to be identified through a community fundraising effort. After personally discussing homelessness issues with Dr. Marbut on two occasions I believe he has the knowledge and leadership abilities to help Lebanon make meaningful advancements on homelessness that will fulfill the objectives of the Community Strategic Action Plan.
- **Community/Regional/Professional Meetings:** In addition to those items listed above I participated in a number of community events and meetings in July. These included the Oregon City County Managers Association Summer Conference in Bend; the welcome breakfast for Dr. Daniel Wilson, new Western University/COMP-Northwest President at Boulder Falls Inn (I also led a tour of Lebanon for President Wilson to acquaint him with Lebanon); the second Blue Zones Community Information Meeting; the grand opening celebration for The Lobby, Lebanon's new downtown coffee shop; Chamber of Commerce Forum Lunch; and Chamber of Commerce Business After Hours event at Marks Ridge Winery. July also included my normal participation with the Lebanon Rotary and Optimist Clubs.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **CIS Insurance:** Attended the benefits advisory committee meeting in Tualatin on July 21, to learn about the open enrollment changes for life insurance, which will take place from October 3-21. The City's annual RFC (Request for coverage) was completed on July 26.
- **Employee Benefits:** The City's EAP (Employee Assistance Program) Provider, Reliant Behavioral Health reported that the City employee utilization for the 2015/16 year was 20.9%, compared to the US average of 6-8%.

VALIC met with staff on July 27 to review their deferred comp accounts and provide advice on retirement options.

- **Employee Training:** I will be attending the Oregon Employer Council workshop on Employment Law Update on August 3. This course is eligible for credit towards my HRCI and SHRM recertification.

I will be attending the annual LGPI (Local Government Personnel Institute) conference on August 17-18 in Salem.

- **Employee Buzz Newsletter:** The next edition of the Employee Buzz will be issued the first week of August.
- **Safety/Wellness Committee:** The Safety/Wellness Committee is busy working the upcoming annual safety BBQ for August 11.

Free flu shots will be available to staff and family members on September 15.

We are still waiting for the OSHA inspection report from May 31.

There was one worker's comp claim report filed on July 18. A maintenance worker was working upside down in a man hold completing a cement project and experienced severe pain and dizziness. Employee went to the emergency room and was released to return to work with no restrictions. The Safety Committee will review at their next meeting.

- **Springbrook HR Software:** The issue, reported last month, is still not resolved but we are in daily contact to insure the matter gets resolved. Customer support has been a concern with staff, as a result of changes made to the organization following the sale of the company to Accela.

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

- **Advisory Boards/Committees Recruitments:** The Parks Committee/Tree Board postponed recommendations until its August 24 Meeting, the Mayor is expected to appoint at the September 14 City Council Meeting.
- **City Council Meetings:** The next regular session is August 10 at 6:00 p.m. At this juncture, there are no Work Sessions scheduled for August.
- **City Elections for 2016:** The candidate filing period (July 14 – 30) for those interested in running for a seat on the Lebanon City Council in this November's General Election. All incumbents have filed and have been certified to run for another term (Mayor Aziz and Councilors Bolen, Furlow and Grizzle). Newcomer Forest Bosley has been certified to run for Mayor.

Notices of Receipt of Ballot Title were issued with no formal appeals of either title authorized by Council at the July 13 City Council Meeting. After the seven-day appeal process deadline, Notices of Measure Election were completed and filed with the Linn County Clerk's Office which assigned the following Measure Numbers: Measure 22-147 *Prohibits Certain Marijuana Registrants and/or Licenses in Lebanon, Oregon;* and Measure 22-148 *Imposes City tax on Marijuana Retailer's Sale of Marijuana Items.* Both Measures will be listed on Lebanon voters' ballots for the November General Election

- **Liquor Licenses:** Tis the season to see a spike in special event licenses issued to out of town licensees. Two for the Sea Dog Nights event held July 14 through 18; one for the grand opening of The Lobby (formerly King's Coffee House); one for Runaway Pumpkin Event (not held until October 15); and one for an outdoor concert at The Oaks Assisted Living benefitting Alzheimer's Disease on August 6.
- **Oregon Mayors Association Conference.** Mayor Aziz attended the summer conference in Lincoln City on July 21 through the 23 and has more great ideas for hosting the 2017 Mayors Association Conference.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The Commission did not meet in July but will meet in August to consider a Conditional Use application for converting the old Community Services building into a church. The Commission will also consider possible amendments to the Development Code regarding private streets.
- The Department approved an Administrative Review for a new Starbucks/commercial building at the old Ford dealership, and, a second Administrative Review to construct two duplexes near the Lebanon High School. Three Property Line Adjustments were also approved as well as an Adjustment for a minor reduction in a front yard setback.
- An application was recently submitted to construct a large accessory building.
- The Transportation System Plan is moving along. Initial “kick-off” meetings were held with the Technical Advisory Committee (TAC) and the Citizen’s Policy Advisory Committee (PAC). The first four “Task” memorandums were also completed and reviewed by the TAC and the PAC. Period updates and a comments map may be found at www.lebanontsp.org.

B. Building:

- The City processed 93 permits in June, up from 51 in May, and received \$37,221 in fees on \$2,490,968 in valuation. The month of June closes out the current fiscal year. For FY 2015/16 the City received \$560,389 in fees on \$54,109,888 in valuation. This again compares very favorably to FY 2014/15 where the City received \$329,588 in fees on \$35,795,096 in valuation. You may credit Development Services Technician Tammy Dickey and Office Assistant Ciarra Keene for keeping the paperwork going and maintaining customer service.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- Staff and Carollo Engineers are preparing the required findings to present to the City Council in August for exempting the Water Treatment Plant Project from competitive bidding. Of Council approves the findings, the next step in the process to get a CM/GC contractor on board will be to advertise the RFP. The tentative schedule remains unchanged; approval of CM/GC Contract will be presented in October to the City Council.
- Emery & Sons Construction is making good progress on the Offsite Utility Project associated with the New Water Treatment Plant. They will be working to have all utilities installed up to the west entrance to Mountain River prior to school starting. Should they not be complete, a new traffic control plan will be developed to ensure traffic can get to and from the school. The project is scheduled for completion in January 2017.
- The two Intergovernmental Agreements with the City of Albany have been finalized. Staff will begin working on several required elements of the agreement over the next six months, primarily the storm drainage analysis.
- Udell Engineering will be completing a TOPO Survey of Dodge Street between Williams Street and Bromil Street within the next few months. Staff has received numerous complaints citing the lack of safe pedestrian facilities in this neighborhood. Once the survey is complete, we can make a determination of what can be accomplished, and at what cost.
- As time allows, Staff will be working on the design for replacement of the ‘E’ Street Sanitary Sewer from 7th Street to 4th Street. This sewer has multiple failure areas and is the number one priority for this year’s Small Sewer Replacement Program.
- Staff is continuing with the design of the Airport Road Extension Project. To date, we are approximately 60% complete. This project is tentatively scheduled for construction in 2017. Currently, we have a consultant under contract to delineate wetlands and help with the required Storm Water Management plan. Staff will be hiring a Traffic Signal Consultant to design the signal upgrades at Airport Road and HWY 20.
- Tentatively, there will be an IGA brought before the City Council for approval in September to complete the re-construction of River Drive/Russell Drive with Linn County. The costs of the project will be split 50/50 and are proposed to happen with the Airport Road Extension Project in 2017. Upon completion the road jurisdiction would be transferred to the City of Lebanon. Due to heavy Staff workload, Udell Engineering will be completing a portion of the design.
- Stangeland & Associates and Udell Engineering are continuing with the design of Porter Park. There will likely need to be a Project Amendment to the Cheadle Lake URD before this project can be constructed. Staff will be working with a consulting firm to prepare the amendment for Council Approval.

- 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. Additionally, 5th Street improvements were extended to the south edge of the future LBCC Medical Occupations Building. Improvements also include additional parking on the west side of 5th Street in front of Pioneer School which is nearly ready for paving. Streetscape landscaping and planting street trees has begun.
- Staff received and approved plans for an additional parking lot on the Samaritan Campus site just west of the hotel. The area has been excavated, rocked and graded. Underground storm drainage utilities are expected soon.
- The expansion of the Linn-Benton Community College Advanced Transportation Technology Center (Heavy Equipment Center, and Innovation Center) at the far west end of the City on Oak Street is underway. Site utilities and foundations have been constructed. The steel framing for the Innovation Center is up and interior framing is nearly complete.
- Construction of the new Linn-Benton Community College Health Occupations Center has commenced. The site has been excavated and rocked. Storm drainage utilities are in. 5th Street improvements are completed, but streetscaping is yet to be completed. The public water line extension is complete, tested, and operational. The foundation is also complete.
- Expansion of the Lebanon Hospital Emergency Department continues. The public sanitary sewer was extended north to the northern driveway and the helicopter pad was relocated. Building additions are presently under construction. The exterior of the building addition is nearly completed.
- Construction of the Conser "Aspen Place" Apartments on 2nd Street just south of Airport Rd has commenced. Site excavation and base rock placement are complete. Storm utility connection was also completed. Building foundation work and site utilities are expected soon.
- Construction of phase 1 of the Bender Storage project located on Weirich Drive just east of the Lebanon Fire District Station #34 is nearly complete. The self-storage complex includes fully enclosed storage units within 6 different buildings and 49 covered storage units that will be available to store vehicles such as RVs, boats, cars, trucks, etc. Phase 1 of the project (east 2/3 of the site) is very near receiving an occupancy certificate. Phase 2 (west 1/3) storm utilities are constructed.
- Staff reviewed and approved public improvement drawings for an additional residential subdivision between Kokanee Way and the Santiam canal. The site has been cleared and rough street excavation is complete. The public sewer, storm drainage, and water utilities are nearly complete. Testing is expected next week.
- Staff is working with a developer and consultant preparing a new subdivision approved by the Lebanon Planning Commission over the vacant land along the railroad tracks at Williams and Milton Streets. Staff has been communicating with ODOT Rail Safety Division and Rick Franklin Corporation regarding a proposed pedestrian crossing over the railroad tracks. Staff has also been assisting the developer with a proposed right of way vacation in the middle of the site.
- Staff reviewed public improvement drawings for utilities serving new duplexes that will be constructed at the northwest corner of 7th Street and Airport Road.
- 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), Santiam Riverfront Estates (east of Mountain River Drive by the Santiam River), and the Gleann Subdivision (formerly known as Santiam River Place 3 along Kokanee Way). Staff continues to review site plans for additional homes for these subdivisions and other home sites throughout the City.

V. FINANCE SERVICES – Dean Baugh, Director

- City Auditors will be conducted pre audit work June 28-29, will return for final audit Sept 14-16
- Met with Linn County Sheriffs department on the reverse 911 system, this will allow us to make calls to customers subject to disconnect or in case of a utility emergency
- Met with Willamette Housing, Gary and Tre to discuss the City sponsoring the CDBG housing grant this year
- February 24th council work session on utility billing process, beginning process to bring back to council new procedures, biggest change proposed will be property owner responsibility for water/sewer billings
- Continued our analysis of the proposed IVR system, another option allowing customers to pay their utility bills over the phone 24 hours per day
- Attended the OGFOA (State Finance Officers Board) Board of Directors meeting,

- Working with Albany Eastern RR on a new lease for Santiam Travel station and the reload facility, meeting with them and the mayor February 9th
- Working with Valley Landfills Inc., on a new lease for the transfer station property
- Working on Cheadle Lake URD amendment
- Accounts Payable; FY16/17 payments made in July, 275 invoices were processed for payments of \$1,558,075.36. FY15/16 payments made in July, 151 invoices were processed for payments of \$388,837.98.
- **Utility Billing for July 2016:**
- 5712 Billing statements mailed by the end of July
- 1194 Accounts received a penalty (past due 7/15/16)
- 282 lien letters mailed to property owners
- 68 accounts were locked off for non-payment on 7/13/16 for bills due 6/15/16.
- 0- pre-lock off notices were delivered to -0- Mult-Family buildings, accounts paid and not locked off
- 34 accounts were reconnected the same day and an additional 17 the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
- Total of 518 Service orders: 97 Move Outs, 87 Move ins, 9 Turn offs, 65 Turn on, 64 reconnects, 47 read request, 0 Dead meters, 16 Leak Checks, 1 Lid Hazard checks, 67 Lock offs, 40 Meter Change out, 5 New Meter Installations, 0 Pressure check, 20 misc. other.
- \$61,058.37 in delinquent sewer and stormwater accounts were transferred to the County tax rolls from 2015.

	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	1 yr. ago July 15
Billing Statement	5651	6001	5642	5685	5872	5600	5613	5942	5568	5578	5952	5712	5660
Penalty applied	1371	1038	1236	997	754	925	661	925	1256	859	1082	1194	759
Lock Offs	77	140	85	105	140	83	120	114	62	100	151	68	132

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

- Rebuild/Upgrade several workstations for City and Fire District staff members.
- Coordinated manufacturer repairs to multiple Fire District laptops and auxiliary equipment.
- Staff account updates: Created/configured new Active Directory accounts, email, voicemail, phone, etc. for various City and Fire Department staff. Archived, migrated, deleted and preformed general clean-up of accounts.
- Installed additional security cameras at Lebanon Public Library. Network switches need upgraded/reconfigured to complete this project.
- Installed and configured security cameras for buses in Dial-A-Bus program. Additional work required to fully complete the project.
- Upgraded Veeam backup server and rebuilt all backup services for all City servers.
- Created multiple maps and GIS data exports for the Engineering, Police, Community Service, and Planning Departments as well as the Fire District.
- Began work to extend Wireless Network coverage at Gill's Landing Park. Additional work required to fully complete this project.
- Continued support coordination with Microsoft to resolve Windows 10 updates disabling of the native Windows 10 applications. Additional work required to fully complete the project
- Routine user and equipment break-fix issues.

VII. LIBRARY – Carol Dinges, Director

- A canopy has been installed over the staff entrance door on the south side of the building in order to minimize water seeping under the door and damaging the floor. We are now looking into replacing the damaged flooring with the same water-absorbing carpet that's in the main entry areas of the library.
- The 2016 Summer Reading Program has already exceeded previous records for participation and attendance at events, and it's likely that the record for time spent reading will be broken, as well. The partnership with Lebanon Community School District/USDA summer lunch program to provide free lunches or nutritious snacks at every event has proved to be very successful, as well.

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 Community Services Division remains active, facilitating many community activities. Recent events included the facilitation of Lebanon Peer Court, the starting of a new Neighborhood Watch group, the beginning of a Jr. Citizens Academy with 32 youths from Boys and Girls Club attending, the conducting a Park Watch meeting, and the facilitation of a fingerprinting and crime prevention class for a Boy Scouts group.
- Several staff members participated in the annual Torch Run Relay event, where local law enforcement agency members joined together to raise money for Special Olympics.
- Much emphasis has been on preparing for our upcoming National Night Out event scheduled for August 2nd. This is a great opportunity for all community members to come together and show support for one another. This year's gathering will include a time set aside for a candlelight vigil in honor of all police officers who have sacrificed their lives this year in the line of duty.
- Andrew Borges was hired as our newest Police Officer after a two-month recruitment process. Andrew has been working as a certified Communication Specialist for Albany Police Department and is currently a Reserve Officer (volunteer) for the City of Stayton. He will begin his career with Lebanon on August 8th, 2016. Andrew was hired due to a vacancy and brings LPD up to full staff.
- A candlelight vigil was held in Ralston park to honor the five Dallas, Texas officers who were killed in the line of duty. Mayor Aziz was present as well as other dignitaries. It is estimated that over 300 were in attendance.
- The Patrol Division had approximately 2,072 calls for service this month, made 162 arrests, wrote 252 case reports and issued 77 traffic citations. We had a total of 63 Part 1 crimes reported (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft).
- As of July 23rd, 39 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 143 days were served by inmates in the Lebanon Jail.
- The Detectives Division remains busy working on several investigations. A total of 7 cases were assigned to them for direct follow-up, and 6 cases were assigned for information. Detectives were able to clear 12 involved cases, resulting in 7 arrests for various crimes. They served three search warrants involving narcotics.

X. SENIOR SERVICES – Kindra Oliver, Director

- We had our Transit Development Plan kick-off meeting this week, with Oregon Department of Transportation staff and their consultants. We discussed goals and objectives and talked about a tentative timeline for each component of the process. I am currently gathering Dial-a-Bus data for the consultants and we'll have a phone conference next week to discuss the next steps. I will update all through the monthly City Manager reports or via email, as needed.
- The cameras have been installed on the buses and we will have staff training next week. Thank you to our I.T. department for overseeing this project for us!
- Our "Senior Summer Olympics" was a great success. We had over 50 individuals participate in our events throughout the week. We had 20 events and averaged 12 senior participants per event. We also had an intergenerational event one afternoon with 65 children from the Boys and Girls Club, which was great fun for all. Rebecca did an amazing job creating and organizing this 4-day event.
- August events for the Lebanon Senior Center can be found on the website and Facebook.