



# CITY MANAGER REPORT

Reporting Period: August 2016

## I. A. ADMINISTRATION – Gary Marks, City Manager

- **Economic Development.** I began work in August on Strategic Action Plan Item 4.5 to create a Downtown Building Restoration Program. This action item envisions a program that will incentivize structural and decorative building improvements in context with Lebanon's historic style. I helped create similar programs in two of my previous cities. In those cases, the city partnered with local financial institutions. Building Improvement Loans were offered to downtown building owners by the financial institutions and the city paid all interest on the loans through an identified revenue source. In August I began the process of meeting with financial institutions to build support for a similar program for Lebanon. My current work plan foresees bringing a proposal to the City Council for approval in either November or December. I have continued to work with Larry Spires concerning his potential interest in a local improvement district (LID) as a vehicle for the development of infrastructure for the proposed Mill Race Project located on property north of Reeves Parkway and west of Highway 20. These discussions have included input from several department directors. If an LID proves to be an appropriate financing mechanism staff will present it to the City Council at a future Council meeting. I began working with Ron Whitlatch in August regarding a north side "Welcome" sign for the community. The sign is budgeted for this fiscal year in the Visitor Improvement Program division of the Transient Room Tax Fund. The sign will be erected adjacent to Highway 20 with the exact location yet to be determined. The scope of the project is currently being considered with options for either a monument sign or an archway over the highway. I will update the Council on this project as more is known. I also met with various parties in August who are interested in economic development projects in Lebanon. These discussions have been of a proprietary nature. As plans progress I hope to provide details about these efforts.
- **Poverty and Homelessness Initiative.** Work has continued on the implementation of Strategic Plan Action Items 17.2 and 17.3 which call for the creation of a coalition of community organizations involved with homelessness issues to develop a coordinated multi-organizational strategy to address the same. Dr. Robert Marbut, Ph.D., a nationally recognized expert on the assessment and development of effective methods/strategies to address homelessness and its associated issues, has been contracted to help guide this effort. He is scheduled to visit Lebanon on September 1<sup>st</sup> through September 5<sup>th</sup> to conduct his initial assessment of the homeless situation in Lebanon. He will return on October 27<sup>th</sup> to lead a Homelessness Summit to be held at the Boulder Falls Conference Center. The Summit will occur from 6:00 to 8:00 p.m. A community-based fundraising effort to raise \$12,000 to cover Dr. Marbut's fees and expenses has currently raised \$11,000 (\$10,000 in cash and \$1,000 in-kind). The City has contributed \$2,000 to the project.
- **Totem Pole.** On August 9<sup>th</sup> I hosted a group of kids from the Boys and Girls Club of the Greater Santiam at the City's Cheadle Lake Shop to show them my restoration work on the Lebanon "Welcome" Totem Pole and to discuss its history and meaning. Mayor Aziz and Council President Elliott also attended. I totally enjoyed my time with the kids!
- **City Logo.** Work on the new City logo continued in August with key meetings with members of the Strategic Action Plan Task Force and a presentation to the City Council. After the Council approved the new logo at the August 10<sup>th</sup> Council meeting I worked with Leigh Matthews Bock, Communications Coordinator, to prepare the approve logo for its various electronic and physical applications.
- **Community/Regional/Professional Meetings.** In addition to those items listed above I participated in a number of community events and meetings in August. These included the National Night Out at Ralston Park where I

volunteered to be dunked in the dunk tank; a lunch meeting with Kim Ketcham of COMP-Northwest to discuss various City and school matters; a Blue Zones meeting at COMP-Northwest on August 8<sup>th</sup>; an Optimist Club Social Event at Schmizza Public House; the Annual Employee Safety Barbeque Lunch held at the Maintenance Shop (where I updated staff on safety related matters); a Town Hall meeting held by Congressman Peter DeFazio at the Lebanon Library; the Chamber of Commerce Forum Lunch on August 26<sup>th</sup>; a Library Staff Breakfast Meeting on August 30<sup>th</sup>; and a meeting with officials from the Oregon Cascades West Council of Governments on August 31<sup>st</sup>. I also attended my usual weekly Rotary and Optimist Club lunch meetings.

## B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Employee Salary Schedules:** Implemented a written step increase policy for part-time staff. Previously there was no mechanism for moving staff from one step to the next. This policy aligns with the other city salary schedules that are governed by a collective bargaining agreement. The policy will go into effect on July 1, 2017, and the step increases already budgeted for the 2016/17 year will be applied.
- **Employee Training:** Attended the annual LGPI (Local Government Personnel Institute) conference on August 17-18 in Salem. Will attend the PERS retirement readiness seminar on September 7 in Albany.
- **Personnel File:** All personnel documents were filed and the personnel files brought current. Continuing to work on the medical files, transferring to the new filing protocol. Target date for completion will be December 2016.
- **Safety/Wellness Committee:** The annual Safety BBQ had another great turnout this year, and the committee gave each employee a fire extinguisher.  
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.  
Annual Bloodborne Pathogen training for staff is due in September.  
Staff met with SAIF on August 3, to review the previous year and meet with our new Senior Safety Management Consultant Liz Hill.
- **Springbrook HR Software:** After four months, the Personnel Action problem was finally resolved and all PA's are in the database and have been processed correctly. We will continue to monitor this function over the next few months to make sure there are no other unresolved issues.
- **Volunteer Background Checks:** Have begun working with Chief Stevenson to develop a background check standard and update the current city resolution, which no longer complies with state law.

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

- **Advisory Boards/Committees Recruitments.** The Parks Committee/Tree Board met August 24 and recommended Greg Nervino and Rod Sell for reappointment at the September 14 City Council Meeting.
- **City Council Meetings.** The next regular session is September 14 at 6:00 p.m. At this juncture, there are no Work Sessions scheduled for September.
- **City Candidate Deadlines for 2016 Election:** Candidates must file their **Statement for Electronic Voter's Pamphlet** to the City Clerk **no later than August 31, 2016**. The Form and compete instructions are located in the back of the Candidate Handbook. Specific instructions regarding the statement as well as the candidate's photo is listed on the front and back of the form. Both should be provided electronically to the City Clerk.  
Candidates that *wish to withdraw* from their candidacy must do so no later than September 2, 2016. A Candidate Filing Withdrawal Form (SEL 150) must be completed and turned into the City Clerk no later than 5:00 p.m. that day.
- **Liquor Licenses.** We had two special event licenses issued this month – another for Oaks Assisted Living benefitting Alzheimer's Disease (August 6) and one for the Tortuga Pirate Festival (September 2 through 5).

## III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

#### A. Planning:

- **The Commission** met in August and approved a Conditional Use application for converting the old Community Services building into a church. The Commission postponed consideration of private street regulations to a future meeting.
- **The Commission** will meet in September to review an Annexation and Zone Change to allow an expansion of the ODVA Veterans' Home facilities to the west.
- The Department approved an Administrative Review for the new **Strawberry Plaza**, an Adjustment to setback requirements, three Property Line Adjustments and a Partition on residential property.
- **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](http://www.lebanontsp.org).

#### B. Building:

- And so begins another fiscal year! The City processed 65 permits in July, down from 93 in June but ahead of 51 in May. Total fees were \$23,679 on \$1,529,395 in valuation. By comparison, for the same period in the previous fiscal year fees were \$33,482 on \$3,074,923 in valuation. Large projects – such as the hotel expansion – are not expected until later this fiscal year.

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

- The RFP for CM/GC services began advertising on August 15<sup>th</sup>. There are seven General Contractors who have requested the documents. There have been very few questions regarding the RFP from contractors which is not too surprising since the project has been out to bid previously. We were finally issued our permit from the Corps of Engineers for the project. The holdup was the Biological Opinion from National Marine Fisheries. We are currently working with the City of Albany and FERC (Federal Energy Regulatory Commission) to get approval for our raw waterline and Cheadle lake outfall culvert crossing of the canal. This has been ongoing since March and is likely not going to be resolved until early 2017. However; this should have no impact on the overall completion of the project.
- Emery & Sons Construction is making good progress on the Offsite Utility Project associated with the New Water Treatment Plant. The goal was to have all utilities installed up to the west entrance of Mt. River Drive prior to school starting. Due to several unforeseen private utility conflicts, Russell Drive will only be open from HWY 20 up to Franklin Street. Riverview School is aware of this and a press release and detour map have been issued to ensure traffic can get to and from the school. Russell Drive should be open to through traffic from HWY 20 up Mt. River Drive in mid-September. 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 7<sup>th</sup> Street to 4<sup>th</sup> 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 75% complete. This project is tentatively scheduled for construction in 2017. Currently, we are approaching multiple property owners along Russell Drive requesting right-of-way purchase in order to avoid a sub-standard roadway upon completion of the project. Staff will be hiring a Traffic Signal Consultant to design the signal upgrades at Airport Road and HWY 20.
- An IGA will be brought to 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.
- We are currently in the process of requesting ODOT approval of a proposed Archway over Main Street. When and if approval is given, an RFP for design will be issued. Staff is still working on proposed locations on Main Street for installation of the Archway.
- Staff is working with Lebanon School District and Linn County to determine feasibility of purchasing property (for right-of-way) at the intersection of Crowfoot and Cascade Drive. The property would be used in future intersection re-alignment (likely a round-about). If an agreement between the parties can be reached, the proposal will be brought to Lebanon City Council and Linn County Commissioners for 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 included additional parking on the west side of 5th Street in front of Pioneer School which was recently paved in anticipation of school starting. Streetscape landscaping and planting street trees is completed along Boulder Falls Drive. Streetscape landscaping and planting of street trees along the east side of 5th Street is expected soon.
- The new parking lot area of Samaritan Campus site just west of the hotel 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 both buildings is up and exterior siding is nearly complete.
- Construction of the new Linn-Benton Community College Health Occupations Center has commenced. The site has been excavated and rocked. 5th Street improvements are completed, but streetscaping is yet to be completed. The utilities are installed and the site fire hydrant is operational. The building's steel framing is nearing completion.
- 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. Public water line construction and construction of the site sewer has begun. 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 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 is the east 2/3 of the site. Phase 2 (west 1/3) storm utilities and some foundation slabs are constructed.
- Gleanns at River Place II is an additional residential subdivision between Kokanee Way and the Santiam canal. The public improvements are nearly complete. Site grading is also nearly complete. Staff expects to receive a final land division plat soon.
- 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 contacted Rick Franklin Corporation again regarding pedestrian improvements, but no progress has been made this month.
- Staff reviewed public improvement drawings for utilities serving new duplexes that will be constructed at the northwest corner of 7th Street and Airport Road, but no further progress has been made.
- 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 conducting final audit fieldwork Sept 14-16

- Linn County Sheriff's department is preparing an MOU to allow the City to utilize the reverse 911 system, this will allow us to make calls to customers subject to disconnect or in case of a utility emergency
- Continued working on the CDBG housing grant application, prepared resolutions to be presented at the Sept Council meeting.
- February 24<sup>th</sup> 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 LCHRP Board meeting (Housing Group)
- Working with Albany Eastern RR on a new lease for Santiam Travel station and the reload facility, Working with Valley Landfills Inc., on a new lease for the transfer station property
- Working on Cheadle Lake URD amendment
- Reviewing Mill Race Proposal, met with bonding agent and bond attorney
- Accounts Payable: FY16/17 payments made in August, 529 invoices were processed for payments of \$785,446.59. FY15/16 payments made in August, 2 invoices were processed for payments of \$88,233.06.
- **Utility Billing for August 2016:**
- 5725 Billing statements mailed by the end of August
- 910 Accounts received a penalty (past due 8/15/16)
- 227 lien letters mailed to property owners
- 123 accounts were locked off for non-payment on 8/10/16 for bills due 7/15/16.
- 1- pre-lock off notices was delivered to -1- Mult-Family buildings, accounts paid and not locked off
- 93 accounts were reconnected the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
- Total of 581 Service orders: 74 Move Outs, 70 Move ins, 5 Turn offs, 47 Turn on, 106 reconnects, 66 read request, 0 Dead meters, 15 Leak Checks, 1 Lid Hazard checks, 124 Lock offs, 30 Meter Change out, 13 New Meter Installations, 0 Pressure check, 30 misc. other.

	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	July 16	Aug 16	1 yr. ago August 15
Billing Statement	6001	5642	5685	5872	5600	5613	5942	5568	5578	5952	5712	5725	5651
Penalty applied	1038	1236	997	754	925	661	925	1256	859	1082	1194	910	1371
Lock Offs	140	85	105	140	83	120	114	62	100	151	68	123	77

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

- Rebuild/upgrade of new workstation for Library Front Counter. 2040 Strategy 8.2
- Updates of Fire medic units for new staff with access codes. 2040 Strategy 15.7
- Worked to finish application upgrade of new plotter for Engineering.
- Decommissioning of City cell phones and data plans no longer used and upgrade of phone equipment that will not be supported by year end on cellular carrier networks.
- Assisted with installation and placement of new microfilm scanner at Library. 2040 Strategy 8.2
- Starting process of upgrading core data center switch with new switches. Work remains to be done on this project.
- Starting project to upgrade camera monitoring system to accommodate larger number of cameras and to update software. Additional work needed to complete. 2040 Strategy 15.3
- Troubleshoot non-functioning cameras at Santiam Travel Station. 2040 Strategy 15.3
- Created multiple maps and GIS data exports for the Engineering, Police, Community Service, and Planning Departments as well as the Fire District. 2040 Strategy 8.2

- E-cycled outdated and old computer equipment at Gartner in Salem.
- Routine user and equipment break-fix issues.

## VII. LIBRARY – Carol Dinges, Director

- A new microform reader/scanner has been installed in the genealogy room. In addition to viewing and printing historical newspaper pages and other archival documents, this equipment allows the user to clip specific articles, email, save, and add to Ancestry and other genealogy programs directly. Patrons may use this to access articles from the library's collection of historical newspapers on microfilm or to bring in their own microfilm or microfiche to work with. This equipment was purchased with a grant from Trust Management Services of Oregon.
- The 2016 Summer Reading Program concluded on August 18, with 110 kids and 58 parents attending the invitation-only After-Hours Party – an invitation was earned by reading at least 20 hours during the summer. This year 855 children and adults kept reading journals – a 20% increase over last year's record number – and they read for a total of 11,930 hours, which also broke last year's record. Our new "Movement Storytime" for younger children was a particular success, with an average of 30 children attending each week.
- The University of Oregon is no longer preserving Oregon newspapers on microfilm as of 2015. In order to make post-2014 local newspapers available for future research, publishers must grant the University specific copyright permission to digitize them and include them in the Oregon Digital Newspaper Program. I met with Mid-Valley Newspapers publisher Jeff Precourt to discuss this with him, and he was fully supportive of giving ODNP the rights to include the Lebanon Express, Albany Democrat-Herald, and Corvallis Gazette-Times, thus preserving our most important source of local historical information. He later notified me that he had completed and submitted the paperwork required for this.

## VIII. MAINTENANCE – Jason Williams, Director

- We are operating business as usual with normal day to day operations.
- Broke ground for Strawberry Plaza on August 31, 2016

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

- The Community Services Division remains actively involved with many community events. This past month, time was spent facilitating Lebanon Peer Court and starting up a new Neighborhood Watch group; a business assessment and a Park Watch meeting were also conducted. Jr. Citizens Academy finished up in August, with 32 youths from Boys and Girls Club graduating. Staff was very busy this past month putting on what turned out to be another hugely successful National Night Out! They also facilitated the last "Concerts in the Park" for the season. Their efforts now are focused on preparing for the upcoming 9/11 ceremony scheduled to take place at Boulder Falls.
- A Traffic Safety class for 15 individuals was conducted. This class teaches proper seatbelt use and emphasizes the dangers of using cell phones while driving.
- "Coffee With A Cop" event was held at Sugar Vibes Doughnuts, where the public was invited to share a cup of coffee with local law enforcement in a relaxed setting.
- LPD hosted Oregon Fallen Badge Foundation's "Supervisory Responsibilities in Line of Duty Death Situations" class, designed to assist law enforcement, corrections, communications and parole/probation personnel.
- The Patrol Division had approximately 1,811 calls for service this month, made 148 arrests, wrote 238 case reports and issued 74 traffic citations. We had a total of 54 Part 1 crimes reported (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft).
- As of August 30<sup>th</sup>, 45 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 14 cases were assigned to them for direct follow-up. Detectives were able to clear 12 involved cases, resulting in 7 arrests for various crimes. They served several property and computer-related search warrants involving narcotics and sex offenses.

- Chief Stevenson, our Community Policing Officer and LPD volunteers participated in the “Lunch with the Chiefs” event, where the Lebanon Police and Lebanon Fire Department served 152 hot dogs and interacted with local children and residents.

X. **SENIOR SERVICES** – Kindra Oliver, Director

- We continue to work with Oregon Department of Transportation staff and their consultants on the Transit Development Plan process. We are still in the information gathering stage. I'll update as we continue with the project.
- We've refined some of the reports that can be generated from the GPS units on the buses, which are helping staff to create more efficiencies for the daily schedules.
- The cameras have been installed on the buses and we are working with the vendor to set up training. Thank you to our I.T. department for overseeing this project for us!
- On September 16<sup>th</sup>, we will be holding a Silver Follies Show, which will showcase local senior talent. We have 10-12 acts currently signed up and we're looking for more! Acts include synchronized swimming (land-based), skits, song performance, and more! Please contact us if you're interested in signing up or for more information.
- A full schedule of September events for the Lebanon Senior Center can be found on the website and Facebook.