

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

- **Economic Development.** My work in June included continued participation and monitoring of the Lebanon Transload Facility Project. The project is being spearheaded by a consortium of area industry stakeholders. Salem attorney Kevin Mannix has been hired to develop a feasibility analysis and to work on any legislative measures that may be necessary to further the effort. Walt Wendolowski and I met with Realtor Bill Flesher on June 30<sup>th</sup> to review the latest information on the Mannix feasibility analysis. We will update the Council as significant milestones are reached and the project moves forward.
- **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 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 goal of the Summit will be to gain insight from recognized experts, facilitate a community discussion, and provide a springboard for the creation of the Coalition. I will update the Council as this event takes shape.
- **Cheadle Lake URD and Related Projects.** It is anticipated that the Cheadle Lake URD will contribute funding to 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. As staff has examined the Cheadle Lake URD Plan (which was adopted in 2002) we have discovered that much of the information on project funding is outdated and out of sync with the realities of current plans. As such, a major plan amendment is needed and is now underway. Elaine Howard Consulting (a URD consulting firm) has been engaged to assist in the update effort. It is anticipated that the update process will require up to six months of work. Given the need to update the URD plan, projections for the construction of the community garden this fall have been delayed. Staff hopes to enable construction by spring of next year. Construction of the Airport Road Extension and Russell Drive improvements is currently forecast for 2017.
- **2017 Oregon Mayors' Association Conference.** Lebanon will host the 2017 Oregon Mayors' Association Conference on July 27<sup>th</sup> through the 30<sup>th</sup> at the Boulder Falls Meeting Center. Planning for the event will be undertaken jointly by the City and the League of Oregon Cities. This conference represents a tremendous opportunity for the Lebanon community to showcase itself to 80 or more Oregon mayors, their families and, in some cases, staff. An initial meeting of City staff and Mayor Aziz to plan conference events occurred on June 30<sup>th</sup>. We will update the Council over the coming months as plans progress.
- **Community/Regional/Professional Meetings.** In addition to those items listed above I participated in a number of community events and meetings in June. These included a flag pole dedication ceremony at COMP-Northwest, the 2<sup>nd</sup> Annual COMP-Northwest Commencement Exercise (attended as a Strawberrian), the Strawberry Festival Junior Parade (attended as a Strawberrian), the Strawberry Festival Grand Parade (attended as a Strawberrian), the Chamber of Commerce Board of Directors Meeting, Blue Zones Community Information Meeting, volunteer work at Cheadle Lake Park to help set up for the Chamber of Commerce *Classic Cruz'N* Car Show, the Oregon Volunteer Firefighters Association Conference Opening Session with Mayor Aziz (at Boulder Falls Meeting Center), a meeting of the Edward C. Allworth *Percent for Art* Committee, the Downtown United meeting (a subcommittee of the Lebanon Downtown Association), participation as an interviewer in the Lebanon Downtown Association Executive Director recruitment process, the Chamber of Commerce Economic Development Committee Meeting, Chamber of Commerce Forum Lunch, and the *Building and Celebrating Non-Profit Excellence* Recognition Luncheon (where Samaritan Health Services awarded the City Library with a \$5,000 grant). June also included my normal

participation with the Lebanon Rotary and Optimist Clubs as well as three volunteer days spent working on the preservation of the former Mural Park *Welcome Totem Pole*.

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

- **Archives & Record Retention:** This month was spent archiving some 31 payroll and personnel file boxes that have been residing in the HR office for the past three years.
- **Employee Handbook:** As of June 30, 2016, 98% of employees have read and signed the employee acknowledgement form for the revised Employee Handbook.
- **Employee Training:** Attended PERS training at the Tigard office on June 10.  
Next month staff will attend SAIF training, *Turning Silver into Gold: Adapting to Your Aging Workforce*.
- **Personnel Action Notices:** Prepared the annual cost of living personnel action notices for part-time, AFSCME, and Exempt employees.
- **Safety/Wellness Committee:** The Safety/Wellness Committee has sent out *Save the Date* notices for the annual Safety/Wellness BBQ to be held on August 11, this year at the Maintenance Shop's picnic area. City Council are invited to attend.
- **Springbrook HR Software:** We are having some issues with this program since moving to the cloud. I have two significant work orders in place to correct these deficiencies.
- **Workers Compensation News:** The City applied for and received reimbursement through the *Employer at Injury Program* in the amount of \$5,971.19.  
As of June 30, 2016, I am thrilled to report that the City had no loss time injuries for the 2015/16 fiscal year.

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

- **Advisory Boards/Committees Recruitments:** The recruitment process has closed with the Mayor scheduled to make the final appointments at the July 13 meeting for Parks Committee/Tree Board and the Senior and Disabled Services Advisory Board.
- **City Council Meetings.** A Work Session has been schedule at 5:00 p.m. on July 13 followed by the regular meeting at 6:00 p.m. The Work Session will be held to receive a water treatment plant update as well as a discussion on bid alternatives before making a decision in regular session.
- **City Elections for 2016.** The City Candidate's Elections Handbook is now available at City Hall as well as an online for those interested in running for a Lebanon City Council position. The candidate filing period is July 14 – July 30. Interested candidates may call/email at any time to schedule an appointment with me during the filing period. There is more detailed information on our website.
- **City Fees Schedule.** The City Fees Schedule approved at the June 8 City Council Meeting takes effect July 1.
- **Oregon Mayors Association Conference.** Mayor Aziz is all set to attend the summer conference in Lincoln City on July 21 through the 23.
- **Oregon Mayors Association 2017 Summer Conference.** As you know, the City of Lebanon was chosen to host the 2017 Summer Conference. I put together a calendar of events and an assignment schedule for our meeting with the Mayor on June 30. Once we finalize all of the activities scheduled, staff will be busy for the next 12 months in preparation for the July 2017 conference.
- **Records Management.** I've made great strides over the past two months going through previous Administration records (12 boxes) and other departmental records that were brought over here from the Senior Center attic to be properly dealt with. I was able to destroy six more boxes that had more than surpassed their retention timeline as well as organize another dozen that were not properly filed. Donna is assisting with the scanning and electronic filing as I go through the hard copies so that staff members have easy access to them. I cannot say enough good things about Donna's work ethic and how much I appreciate having her here part-time; without her I would still be at a standstill with the Archives Room.

### III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

#### A. Planning:

- The Commission met in June to review a 13-lot duplex and single family subdivision. The proposal was approved with modified conditions.
- The Department approved a Minor Adjustment to fence height on property along River Road and approved a Partition to create three parcels along Tennessee Road.
- Staff is currently reviewing 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.
- Preliminary traffic counts and assessment and near completion. The Public Advisory Committee should conduct its first meeting in early June. Again, project completion is expected by July 2017.

#### B. Building:

- No big projects this month, but the City processed 51 permits in May, receiving \$26,235 in fees on \$1,639,804 in valuation. For the current fiscal year, the City received \$523,167 in fees on \$51,618,919 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$304,776 in fees on \$33,672,884 in valuation. And we have a month to go!

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

- Staff and Carollo Engineers are preparing a Work Session for the July 13<sup>th</sup> City Council Meeting to discuss the Water Treatment Plant Project. Major topics of discussion will include, why the costs were so high from bids received in May, ways to bring cost down, alternate bid delivery approach, and funding.
- A pre-construction meeting was held on June 23<sup>rd</sup> with Emery & Sons Construction for the Off-Site utilities project associated with the New Water Treatment Plant. Emery & Sons plans to begin construction immediately after July 4<sup>th</sup>. Notices and a press release have been sent out to impacted properties within the construction area. Staff also held a Neighborhood Meeting for the project on June 15<sup>th</sup> to discuss the upcoming projects as well as the impacts to traffic. Over 500 notices were sent out and there were approximately 45 residents in attendance.
- The two Intergovernmental Agreements with the City of Albany have been finalized.
- 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 50% 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. We have also hired a Traffic Engineering Firm to begin modeling the intersections that will be impacted due to the project and to make recommendations for improvements if needed.
- Tentatively, there will be an IGA brought the City Council for approval in August 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 will include additional parking on the west side of 5th Street in front of Pioneer School which is expected to be constructed during summer break. 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.
- The new Dutch Bros located at the southwest corner of Market Street and Hwy 20 is complete and opened for business Thursday May 26th.
- 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 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. 5<sup>th</sup> Street improvements are completed, but streetscaping is yet to be completed. The public water line extension is complete, tested, and operational. The foundation is completed.
- 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 is 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 excavation of the street has begun.
- 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 pre audit work June 28-29, will return for final audit Sept 14-16
- Approved budget adopted by City Council at the June 8<sup>th</sup> meeting
- Adopted budget posted to City website, budget information for the State and County is being prepared
- Met with Barker Uerlings, insurance broker, on final insurance proposal for FY16/17, Worker comp insurance had a decrease of 3.79% (BIG thank you to the staff and safety committee for promoting safety on the job) Our General liab/Property/Auto insurance only increase 3.64% the net increase in insurance for FY16/17 is \$5000
- 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 PERs EDX outreach meeting in Albany

- Attended the OGFOA (State Finance Officers Board) conference planning 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; FY15/16 payments made in June, 570 invoices were processed for payments of \$1,515,573.64
- **Utility Billing for June 2016:**
- 5952 Billing statements mailed by the end of June
- 1082 Accounts received a penalty (past due 6/15/16)
- 271 lien letters mailed to property owners
- 151 accounts were locked off for non-payment on 6/8/16 for bills due 4/15/16.
- 3- pre-lock off notices were delivered to -3- Mult-Family buildings, accounts paid and not locked off
- 90 accounts were reconnected the same day and an additional 38 the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
- Total of 667 Service orders: 78 Move Outs, 92 Move ins, 11 Turn offs, 57 Turn on, 140 reconnects, 50 read request, 2 Dead meters, 15 Leak Checks, 1 Lid Hazard checks, 152 Lock offs, 40 Meter Change out, 4 New Meter Installations, 0 Pressure check, 25 misc. other.

	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	June 16	1 yr. ago June 15
Billing Statement	5660	5651	6001	5642	5685	5872	5600	5613	5942	5568	5578	5952	5993
Penalty applied	759	1371	1038	1236	997	754	925	661	925	1256	859	1082	741
Lock Offs	132	77	140	85	105	140	83	120	114	62	100	151	105

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

- Built and configured SCADA review system for Engineering to monitor Water Treatment Plant and Waste Water Treatment Plant.
- This is not a specific area of focus of the Strategic Action plan, but does support core City water and waste water infrastructure.
- Added wireless printing to the Library Wi-Fi. All library patrons now have ability to wirelessly print from their mobile devices when connected to the public Wi-Fi at the Library.
- In support of Strategic Action Plan 8.2 – *Continue to maintain the library and expand program offerings.*
- Installed and configured a new phone server to provide additional phone system redundancy and stability to City and Fire phone and voice mail systems.
- In support of Strategic Action Plan 15.7 – *Support and maintain the Lebanon Fire District.*
- This work supported core City services, although not specifically listed in the Strategic Action Plan.
- Responded to multiple Fire Department requests for EMT\Firefighter and volunteer support for both workstations and emergency response vehicles.
- In support of Strategic Action Plan 15.7 – *Support and maintain the Lebanon Fire District.*
- Rebuild/upgrade of several workstations including:
  - City: This work supported core City services, although not specifically listed in the Strategic Action Plan.
  - Communications Coordinator Workstation. This remains incomplete due to a Windows 10 update affecting disabling core Windows Apps and the Windows App Store and is currently being worked on.
  - Engineering Temp User Workstation.
  - Accounts Payable Specialist Workstation.

- Fire District: In support of Strategic Action Plan 15.7 – *Support and maintain the Lebanon Fire District.*
- Fire District Media Room Workstation.
- Fire District Division Chief of Planning & Administration Workstation. This remains incomplete due to a Windows 10 update affecting disabling core Windows Apps and the Windows App Store and is currently being worked on.
- Printer Migrations
- This work supported core City services, although not specifically listed in the Strategic Action Plan.
- Océ Plotwave replaced KIP 700M for large format scanning and plotting in City Engineering.
- Replaced HR Generalist's failed Fax and older LaserJet printer with all-in-one HP printer/scan/fax solution.
- Significant time was spent with an outage that disabled a group of city emails with Microsoft 365. The group affected included the City Manager, Administrative Assistant to the City Manager / Communications Coordinator, HR Generalist, and City Clerk. Time was spent to troubleshoot and repair outage.
- This work supported core City services, although not specifically listed in the Strategic Action Plan.
- Significant time was spent working unsuccessful virtual hypervisor firmware upgrade that resulted in a Police Dispatch outage of approximately 10 hours in addition to several other City network & computer services being offline.
- This work supported core City services, although not specifically listed in the Strategic Action Plan.
- Migrated Maintenance from using paper leave request slips and timecards to using the cloud ESS solution to electronically enter timecards and leave requests. This will save a significant number of hours for both Maintenance and Finance departments when processing payroll monthly. Training and onboarding for the Maintenance Department in coordination with Finance' help and support.
- This work supported core City services, although not specifically listed in Strategic Action Plan.
- Installed additional security cameras at the Santiam Travel Station. Installed cameras were able to help Police identify those individuals who vandalized the Santiam Travel Station by breaking out numerous windows on multiple occasions during the month of June.
- In support Strategic Action Plan 15.2 – *Support policies and ordinances that encourage and enforce property stewardship.*
- In support of Strategic Action Plan 15.3 – *Install lighting and security cameras where high crime is of concern.*
- Installed and configured GPS locating units for buses in Dial-A-Bus program from Verizon's Networkfleet program to allow Dial-A-Bus Dispatch to more effectively manage bus locations and trip schedules for the City. Bus 14 still requires additional work to fully complete the project.
- In support of Strategic Action Plan 4.3 – *Implement a Downtown Accessibility Improvement Plan.*
- In support of Strategic Action Plan 13.2 – *Update the community Transportation System Plan and create a transit development plan.*

## VII. LIBRARY – Carol Dinges, Director

- The library was awarded a \$5,000.00 Social Accountability Grant from Samaritan Lebanon Community Hospital for *sensitive subject* materials to assist parents, children and teens to deal with life changes or crises. The funds will be used to create kits for young children and purchase resources for older children and teens on a variety of sensitive personal topics, ranging from typical life changes (birth of new siblings, starting school, and approaching puberty) to stressful situations like divorce, a parent's military deployment or incarceration, to crises like abuse or suicide.
- The Summer Reading Program is underway.

So far, about 737 have signed up for reading journals and nearly three hundred attended the first event, *JuggleMania* (a record for any library program or event).

This year we've added a new *movement storytime* for younger children, and two additional book clubs – a *tween club* and a *graphic novel club* in addition to the *teen book club*.

Participation in all aspects of the Summer Reading Program is free of charge and doesn't require a library card. The program is primarily funded by the State of Oregon *Ready to Read* grant and the Friends of the Lebanon Public Library.

**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. The Division facilitated Lebanon Peer Court, started a new Neighborhood Watch group, began a Jr. Citizens Academy with 32 youths from Boys and Girls Club, conducted a downtown Business Watch meeting, assisted in helping with traffic control for the Comp NW Graduation and SamFit's *Finish at the Flag* 5K run/walk, with help from Lebanon Blue Angels, and taught a traffic safety course for 32 individuals.
- On June 17<sup>th</sup>, LPD participated in Cast-With-A-Cop at Camp Tadmor and took several local children in foster care fishing for the day. This was in partnership with Mega Foods, the Lebanon School District and Home Depot of Albany.
- Communications Specialist Travis Norfleet recently graduated from the two-week course at DPSST academy and was one of the top students in his class.
- We are currently working towards the launch of a mobile phone app called MyPD that will allow community members to interface with the police department. This is a work in progress, but our goal is to have the phone app up and running by August of this year.
- The Patrol Division had approximately 2,028 calls for service this month, made 147 arrests, wrote 220 case reports and issued 90 traffic citations. We had a total of 59 Part 1 crimes reported (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft).
- As of June 27<sup>th</sup>, 120 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 190 days were served by inmates in the Lebanon Jail.
- The Detectives Division remains busy working on several investigations. A total of 9 cases were assigned to them for direct follow-up, and 3 cases were assigned for information. Detectives were able to clear 11 involved cases, resulting in 8 arrests for various crimes.

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

- July events for the Lebanon Senior Center can be found on the website and Facebook
- We are currently looking for a pass through partner to purchase our 2015 tax credits to bring in revenue for the Dial-a-Bus fund
- GPS is now up and running on our Dial-a-Bus fleet, which makes it much easier to schedule and dispatch return rides.
- Cameras are being installed on the buses next week.
- June events for the Lebanon Senior Center can be found on the website and Facebook.