

I. A. ADMINISTRATION – Gary Marks, City Manager

- **FY2016-17 City Budget.** The FY2016-17 Proposed City Budget was presented to the City's Budget Committee on May 4th and was approved by the same. Prior to the meeting I committed significant work time to creating the PowerPoint used to present the budget document to the Budget Committee. Highlights of the budget included appropriations supporting the construction of the Water Treatment Plant, an operating budget that is 6/10th of one (1) percent less than the previous fiscal year and the inclusion of nine (9) action items from the City's new Strategic Action Plan. As a matter of update, the issue of school district funding for the City's School Resource Officer has been resolved with the school district agreeing to fully fund their share pursuant to the funding agreement.
- **Samaritan Health Plans All-Star Employer Award.** I am happy to report that the City of Lebanon is the recipient of Samaritan Health Plans' 2016 All-Star Employer Award for Employee Wellness. The City was selected for the award from a group of 44 Oregon Employers who had been considered. Presentation of the award took place on Saturday, May 28th at Goss Stadium in Corvallis just prior to an Oregon State – UCLA Baseball Game. Mayor Aziz was presented the award at a ceremony at home base. He also had the honor of throwing out the first ceremonial pitch for the game. This is an important award that recognizes the City's innovative employee efforts such as the B.A.L.A.N.C.E. Program, Community Volunteerism Program and others.
- **Economic Development.** I continued to work with staff members to further plans for construction of the new Strawberry Plaza and Community Garden. Strawberry Plaza is poised for construction activity beginning after the Strawberry Festival activities. Completion is projected for the fall months. Hopes for construction of the Community Garden this fall have faded with the realization that a necessary forerunner update of the Cheadle Urban Renewal District Plan will likely not be completed until this coming winter. Construction is now projected to begin in Spring, 2017. The City's development team met with Larry Spires concerning his plans to build the Mill Run Development, a mixed use development, on acreage north of Reeves Parkway and west of Highway 20. The discussions have been focused on a possible Local Improvement District (LID) as a means of funding initial public infrastructure. If Larry decides to move ahead with a request to create an LID, staff will present the same to the City Council at a future meeting. Concerning the ongoing work to expand the Lebanon Transload Truck-Rail Facility, I attended a May 26th meeting in Albany hosted by the Port of Portland. At the meeting I learned that the Port is supportive of the mid-valley transload concept. I anticipate much more on this front in the near future.
- **Blue Zone Project.** The Lebanon community has become the focus of a possible Blue Zone Project designation due to efforts by COMP-Northwest. The Blue Zone Project is a program that invites select communities throughout the world to participate in a community lifestyle improvement initiative. Other communities that have participated in the project have seen significant health improvements for community residents. The program appears to be a good fit with the City's "Healthy Community" focus area in the newly adopted Strategic Action Plan. COMP- Northwest has scheduled a community meeting to explore the Blue Zone Project with interested community members on Thursday, June 9th from 6:00 p.m. to 8:00 p.m. I plan to attend the meeting and strongly encourage other community leaders to attend as well.
- **City Logo Project.** Work to develop a City logo recommendation through the Strategic Action Plan Task Force continued in the month of May. I met twice with graphic artist Rachel Urista to discuss design concepts developed by the Task Force. I anticipate further work with Rachel in June with a follow-up meeting with the Task Force to consider logo concepts. Although a precise schedule has not been developed, I anticipate a recommendation from the Task Force to forward to the City Council during the coming summer months.
- **Community/Regional/Professional Meetings.** In addition to my other work in May I participated in a number of community events and meetings. These included the Strawberrians' Lunch with the Strawberry Princesses at

Willamette Manor on May 11th; Chamber of Commerce Monthly Board Meeting; the May Chamber Forum Lunch at Samaritan Hospital; the Chamber's "Business Matters" Luncheon; the weekly Friday Greeters Meetings; and Chamber Economic Development Committee meeting. I took an active role in the May 5th Cascade Gateway Leadership Program by participating in a program at the Linn County Arts Guild, providing a PowerPoint presentation on the City's recent Visioning and Strategic Action Plan Projects, and assisting Mayor Aziz in the Leadership Program's graduation ceremony at the Santiam Travel Station. May also included my normal participation with the Lebanon Rotary and Optimist Clubs.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Employee Handbook:** The revised Employee Handbook was approved by City Council and all employees were notified the following day. Employees will have until July 1, 2016, to sign the new acknowledgement form, to be placed in their personnel file.
- **Employee Training:** PERS training will take place on June 9, 2016, at PERS headquarters in Portland. Tina Huff, Dean Baugh and myself will attend. The session will review EDX Web Administrator and Payroll Specialist roles and report types.

There was excellent participation by City Supervisors -- 9 out of 17 -- attending the Supervisor Spring Training, sponsored by CIS Insurance.

- **OSHA Inspection:** The City of Lebanon had an OSHA Inspection of City Hall on May 31. There were no major infractions and one minor citation for an extension cord, which is in the process of being replaced. There is no monetary fine, only the requirement to comply within three days of receipt of official notice.
- **Job Descriptions:** We are currently reviewing and updating job descriptions for the Library positions.
- **Safety/Wellness Committee:** The Safety/Wellness Committee is working on updating all the SDS (Safety Data Sheet) Binders throughout the City organization. In addition, the committee is storing copies on the network, thus giving all employees easy access to these documents. The goal is complete the update of the binders by the end of the year.
- **TECC Project (Total Employer Cost of Compensation):** The City has received its first TECC report from Portland State University that is based on all the data received from all the government agencies. A copy is available by request.

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

- **Advisory Boards/Committees Recruitments:** With many terms expiring June 30, I've been concentrating on the recruitment process. The deadline is over and I've received one application for Bike & Ped Committee; 1 - Budget Committee; 3 - Parks Committee/Tree Board; 2 – Library Advisory; 3 -Senior Center Advisory; and 1 - Planning Commission. Mayor Aziz will make the majority of the appointments at the June meeting with three scheduled for July as we won't have a committee recommendation in time for the June meeting.
- **City Council Meetings:** The next regularly scheduled meeting will be held June 8 at 6:00 p.m.
- **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.

I received a request for information on how to file an initiative petition to get fluoride on the ballot. I provided a summary and a link to the Secretary of State's Initiative and Referendum Manual.

I attended an elections training class on May 23 in Monmouth. Unfortunately, since every City Charter is different, the training was a little confusing. I at least now have a good contact at the Secretary of State's Office for any questions!

- **City Fees Schedule:** I provided the required Public Hearing Notice and I am working with all the departments in preparation of revising the City Fees Schedule which is scheduled for the June 8 City Council Meeting

- **Upcoming Event:** The family of former Councilor and Mayor Scott Simpson will be holding a Memorial Dedication at 1:00 p.m., Sunday, June 12 at the Santiam Travel Station. An unveiling of the plaque located on the north side of the station is scheduled along with some light refreshments inside the station. They have invited anyone who knew Scott to join the ceremony.
- **Mayor's Conference:** I started the reservation process for the Mayor to attend the Summer Mayor's Conference in Lincoln City in July.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The Commission met in May to review a Conditional Use to construct a 3,200 square foot storage building at Research Mannikins. The proposal was approved unanimously.
- The Commission may hold a hearing in June to review a duplex subdivision application.
- The Department approved a Minor Adjustment to fence height and is currently working on a Partition to create three parcels along Tennessee Road and an Administrative Review for the development of Porter Park.
- 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:

- The City processed 63 permits in April, receiving \$134,852 in fees on \$14,950,623 in valuation. For the current fiscal year, the City received \$496,932 in fees on \$49,979,114 in valuation. This compares very favorably to a similar period in fiscal year 2014/15 where the City received \$293,112 in fees on \$32,771,165 in valuation. Of the 63 permits, five were issued for single family homes. The permit for the LBCC Health Occupations building resulted in the high valuation.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- As you are aware, bids for the Water Treatment Plant Project came in substantially higher than expected. Staff is currently working with Carollo Engineers and the Contractor who submitted the low bid to determine if the project costs can be reduced. Staff will have an update and/or possible recommendation recommending award at the June 8th Council Meeting.
- Staff will be recommending award of the Water Treatment Plan Off-Site Utilities Project at the June 8th City Council Meeting. Emery & Sons Construction submitted the lowest responsive bid.
- We have been working with Albany Staff to wrap up the two Intergovernmental Agreements. The Agreements will be coming to the City Council for approval at the June 8th City Council Meeting.
- Staff was unsuccessful in receiving quotes to replace sidewalk access ramps on Fifth Street. This was going to be added to the Oak Street project; however the Contractor has indicated that they are not in a position to complete it now. Staff will re-advertise the ramps for construction early next spring.
- 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.

- Staff is continuing with the design of the Airport Road Extension Project. This project is tentatively scheduled for construction in 2017. Currently, we have a consultant under contract to delineate wetlands. 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.
- We are currently discussing the possibility of re-constructing Russell Drive with Linn County. This would be a joint project that would possibly be constructed in 2017. Upon completion the road jurisdiction would be transferred to the City of Lebanon.
- 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, excavation and foundation construction has begun.
- 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.
- 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. Exterior brick and siding are being installed.
- 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 the Bender Storage project located on Weirich Drive just east of the Lebanon Fire District Station #34 is underway. 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 presently under construction.
- Staff completed review of a land use application for an additional residential subdivision between Kokanee Way and the Santiam canal. The land use application was approved by the Planning Commission. The site has been cleared.
- Staff provided deed records research and prepared property descriptions for deeds and easements to grant access to portions of the canal and to convey ownership of the SCIP (Industrial Way) canal control gates to the City of Albany.
- 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

- Proposed budget approved by the Budget Committee at meeting on May 4
- Working with City Manager and Directors on the approved FY16/17 budget for presentation at the City Council Meeting on June 8, 2016
- Continued our analysis of the proposed IVR system, another option allowing customers to pay their utility bills over the phone 24 hours per day
- Completed the transfer of paying agent duties from BNY to Zions bank for bond payments
- Attended the annual PERs outreach meeting in Albany
- Attended the GFOA (National Finance Officers) meeting
- Attended various economic development meetings with City Manager and Directors
- Accounts Payable; FY15/16 payments made in May 464 invoices were processed for payments of \$684044.88
- **Utility Billing for May 2016:**
- 5578 Billing statements mailed by the end of May for a total billing of \$820,338.57 due 6/15/16
- 859 Accounts received a penalty totaling \$9,929.56 (past due 5/15/16)
- 100 accounts were locked off for non-payment on 5/11/16 for bills due 4/15/16.
- 8- pre-lock off notices were delivered to -2- Mult-Family buildings, accounts paid and not locked off
- 85 accounts were reconnected the same day and an additional 15 the same week. The balance was vacant properties or the tenants moved out and property is back in the owner's name.
- Backflow inspection fees will show on the bills due June 15, 2016, totaling \$5,260.00
- Total of 497 Service orders: 78 Move Outs, 60 Move ins, 4 Turn offs, 45 Turn on, 94 reconnects, 43 read request, 1 Dead meters, 15 Leak Checks, 1 Lid Hazard checks, 100 Lock offs, 31 Meter Change out, 60 New Meter Installations, 4 Pressure check, 8 misc. other.

	June 15	July 15	Aug 15	Sept 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	March 16	April 16	May 16	1 yr. ago May 15
Billing Statement	5993	5660	5651	6001	5642	5685	5872	5600	5613	5942	5568	5578	5619
Penalty applied	741	759	1371	1038	1236	997	754	925	661	925	1256	859	936
Lock Offs	105	132	77	140	85	105	140	83	120	114	62	100	91

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".

VII. LIBRARY – Carol Dinges, Director

- The library was awarded a \$9,995.00 grant from Trust Management Services to purchase a new microfilm/microfiche reader/scanner and computer station. This equipment will be installed in the Genealogy Room and available to the public. Individuals may bring in their own microform materials to scan, or access the library's

collection which includes the Lebanon Express (dating back to the late 1800's) and other historical area newspapers.

- The Lebanon Public Library, Lebanon Community School District and Western University of Health Sciences COMP-NW co-sponsored the 5th annual Gift of Literacy event on May 31, with every first grade student in Lebanon receiving a hard-cover book and other gifts.

VIII. MAINTENANCE – Jason Williams, Director

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

IX. POLICE – Frank Stevenson, Chief of Police

- As of May 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 182 days were served by inmates in the Lebanon Jail.
- Detectives have been working on several investigations including, but not limited to: burglary cases, narcotics investigations and child abuse cases. A total of 8 cases were assigned to them for direct follow-up, and 6 cases were assigned as information. Detectives were able to clear 7 involved cases this month that resulted in arrests. Detectives were also busy teaching segments of Citizen's Academy, working on a large multi-jurisdiction sex crime, utilizing computer forensics to process multiple cell phones after writing and obtaining search warrants, and organizing the arrest of a known drug dealer that lives in Lebanon.
- The Patrol Division had approximately 1,863 calls for service this month, made 129 arrests, wrote 220 reports and issued 66 traffic citations. We had a total of 51 Part 1 crimes reported (i.e., criminal mischief, domestic abuse, burglary, robbery, assault and theft).
- The Community Services Division remains active, facilitating many community activities. The Division facilitated Lebanon Peer Court and staffed 5 youth as part of the Youth Services Team through the Lebanon School District. Another successful Citizens Academy wrapped up this month, with 22 community members graduating. Dala and her Blue Angels raised over \$7,000 dollars for the ABC House, an organization that specializes in prevention of child abuse. Cast-With-A-Cop is scheduled for June 17th this year, where at-risk youth will get to experience a special day of fishing with police and fire personnel.
- Albany Eastern Railroad and The Morley Thomas Law Firm came together with Lebanon Police's Community Services Division and provided a wonderful train ride and delicious barbeque for our B.U.L.B. winners.

X. SENIOR SERVICES – Kindra Oliver, Director

- The intergovernmental agreement (IGA) with Oregon Department of Transportation (ODOT) and their consultants to develop the Transit Development Plan (TDP) was approved at the May 11th City Council meeting. I will send an update with a timeline when we have a draft ready to go.
- Oregon Department of Transportation (ODOT) awarded the City funds for a replacement bus for FY 16-17. Dean will amend the Dial-a-Bus budget (fund 569).
- Richard and Brent have been working on installing the GPS equipment into our bus fleet and should be ready to go in the next couple of weeks.

- AARP volunteers processed 578 tax returns this year to seniors and low income in our community, at the Lebanon Senior Center.
- June events can be found on the City website and Facebook.