

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon Strategic Action Planning Project.** I began preparation for the community strategic action planning project to be launched this fall. I attended a one-day seminar at the League of Oregon Cities' Local Government Center in Salem on strategic planning. Subsequently, I had a phone meeting with Erik Jensen of Jensen Strategies, LLC (strategic planning consultant) to gain further insight into a "best practice" approach to our project and the construction of a request for proposals from consultant services.
- **Santiam Canal.** During the month of July activities related to the canal were fairly productive. City Staff continued interactions with staff from the City of Albany. There are no definitive agreements to report at this time.
- **Oregon City-County Managers Association (OCCMA) Summer Conference.** The OCCMA Summer Conference was held in Bend during the week of July 6th. I found some of this year's sessions particularly good including sessions on marijuana (on the heels of the Oregon Legislature's implementation bill), innovative uses of tax increment financing in Oregon, and the "Cadillac Tax" associated with the federal Affordable Health Care Act. This new tax will impact employers beginning in 2018.
- **Strawberry Plaza and Porter Park Community Garden.** I worked with staff to prepare the Strawberry Plaza and Porter Park Community Garden Projects for Council consideration at the July 22nd meeting.
- **Edward C. Allworth Veterans' Home Percent for Art Committee.** I was appointed by the Oregon Department of Veterans Affairs as Lebanon's community representative on the Percent for Art Committee for the new veterans' home. We met in early July to begin the process of determining the type and location for art at the facility as required by the federal Percent for Art law. Further work will be coming in the months ahead.

B. HUMAN RESOURCES – Debi Shimmin, HR Generalist

- **Employee Training.** So far, 60 of 94 employees have taken at least one course using the CIS Learning Center, thus making the City eligible for a discount on its liability insurance.
- **Safety.** The Safety/Wellness Committee is working on the annual safety BBQ, scheduled for August 13. Staff also agreed to schedule free flu shots for employees in September.

Members Chris Simmonds and Dean Baugh attended the GHS (Global Harmonized System) safety data sheet training, sponsored by our worker's compensation insurance company, SAIF. By 2016, all material safety data sheets (MSDS) will have to be converted to the globalized standard safety data sheets (SDS) format. The Safety/Wellness committee has made this requirement a project for this year.

- **Open Enrollment – Health Insurance.** Open Enrollment Packets are being prepared for employees and will be issued on August 3. Conversion to an online enrollment process in Springbrook (Our payroll/HR software) is not ready as not all employees have regular access to a computer yet. It is hoped that by 2016, this process will be offered exclusively online.
- **Recruitments.** Recruitments for two positions have been prepared and posted on July 29. Finance and Municipal Courts are recruiting for a full-time Finance Clerk/Court Clerk I to begin in September. Community Development is recruiting for a full-time Office Assistant I and will also start sometime in September. Information to apply is available on the City's website under [City Departments/Human Resources/Job Opportunities](#).

- **Workers Compensation.** The annual WC Payroll report was prepared and submitted to the State Accident Insurance Fund (SAIF) with a payroll adjustment credit of \$11,308 to the premium. The reduction in work-related accidents plays a significant role in the cost of this insurance to the city.
- **Human Resource Legislation.** House Bill 3025 (also known as the “ban-the-box” bill) has undergone amendments and has been signed into law with an effective date of January 1, 2016. The new law makes it unlawful for an employer to “...exclude an applicant from an initial interview solely because of a past criminal conviction.” More information on this new law can be found by going to OregonLive’s bill tracker at: <http://gov.oregonlive.com/bill/2015/HB3025/>. The city’s application forms have been updated on the city’s website and in the newest application packets.

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

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

A. **Planning**

- The Commission will conduct a public hearing in August for a mixed residential and commercial Planned Development on approximately 50-acres of land located north of Reeves Parkway and west of Highway 20. The application also includes an Annexation. Also on the agenda is the Planned Development application for the Water Treatment Plant and the amendments to the Development Code regarding electronic message signs.
- The Department reviewed and approved an Administrative Review application to construct a commercial building on Harrison Street; and, a Ministerial Review to construct an oil tank shelter at ENTEK. A minor setback Adjustment was granted for two homes and a Property Line Adjustment approved to correct a setback deficiency.
- The Department currently has four applications in process: an Administrative Review to construct a duplex; and, an Administrative Review and Partition to create two duplexes. The remaining two cases are the Planned Development applications for the August Commission hearing.
- The Transportation System Plan Update is still moving forward and contracts will be signed shortly. The project should begin by Labor Day.

B. **Building**

- For the month of June, the City received \$24,781 in fees with \$2,122,212 in valuation. For FY 2014-15 the City processed 584 permits, receiving \$304,775 in fees on \$35,795,097 in valuation. By comparison, for FY 2013-14 the City processed 538 permits, receiving \$340,062 in fees on \$34,495,361 valuation.
- While valuation increased the fees declined, as building shifted away from commercial/industrial and toward residential, especially multi-family. Of the \$35,795,097 in total valuation, some \$26,802,471 (74.8%) was generated by residential permits. Also for the record, the City also processed 29 permits for single family homes, up from 26 in the previous fiscal year.

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

- The Fifth Street Reservoir project is 99% complete. The Contractor has completed all punch list work and final payment will be issued in August.

- The Vine Street Improvements project is complete except for a few small punch list items. Final payment will be issued in August.
- Staff is continuing to work with Carollo Engineers on design and permitting of a new River intake. The permitting process could take six months to a year, depending on comments and conditions that need to be worked through. Staff is also working on relocating the City's Water Rights to the new intake location. This process is and will be the critical path in regards to when the project can be constructed. We will be meeting with Oregon Water Resources within the next couple of months to determine the best approach to getting the water rights transferred to the new intake location. This process could take anywhere between one and five years to complete. The current schedule, which is subject to change, has the project being advertised for construction in March 2016.
- Staff has submitted the loan applications to Oregon Infrastructure Financing Authority (IFA) for the New Water Treatment plant Project. It appears that we will be getting two loans for the new Water Plant, one of which has some principal forgiveness along with a 1% interest rate. We hope to bring both loan packages to City Council in September to go over details and approval.
- Staff is continuing to work on issues regarding the Albany Canal. We will be meeting with Albany Staff on August 3rd to continue negotiations and assessing storm drainage issues.
- The Effluent Pump Station Reconstruct project has begun. The contract was awarded to R.L. Reimers of Albany Oregon. The project is scheduled to be complete in early fall 2015, and once complete will increase the City's effluent discharge pumping capacity.
- The Oak Street Improvements project has started. Wildish Construction is making excellent progress with utilities, access ramps, driveways, and bridge repair. Construction is scheduled to be done by the end of September.
- Staff was unsuccessful in receiving quotes to replace sidewalk access ramps on Fifth Street. However; as part of the Oak Street Project, a change order will be written and Wildish Construction will complete this project.
- A proposal will be brought to the City Council to accept a right-of-way dedication from Walt Badger to extend Airport Road to Russell Drive at the August meeting.
- The Ash Street Sanitary Sewer Project will be brought to City Council in August for approval to award the contract. This project will install a new sewer line on Ash Street from Fifth to Seventh Streets.
- Staff continues to work with the developer's engineers and contractor regarding construction of a new apartment complex on 9th Street approximately 700 feet north of Airport Road. Building framing and exterior sheeting are complete. Utility poles were relocated to make room for an extension of the public water line and sidewalk along 9th Street. The water line was constructed, tested, and is now in operation. But, progress is very slow; no further progress on site work or public improvements have been made.
- Construction of the Santiam Riverfront Estates residential subdivision is complete. Work was completed to fix areas of asphalt that were substandard. Home construction has begun.
- The Samaritan Hotel/Restaurant project is finished including landscaping; however, we are presently reviewing plans for an addition to the building which includes an indoor swimming pool.
- The 26,000 square foot medical building site at the northwest corner of the Samaritan campus is under construction. The building is expected to house the pharmacy presently located on Mullins Way. The exterior shell is on. Additional site utilities are nearly complete.
- Additional street and utility improvements are nearly complete in the north area of the Samaritan Campus project. The improvements included widening the east side of 5th Street north of Pioneer School; however, we are expecting plans very soon for the widening of 5th Street to continue south to the north edge of the future LBCC Medical Occupations Building.

- The power generator project at the Park and Garvord sanitary sewer pump station is nearly complete. Concrete work and a security fence are expected to be installed soon. Progress is very slow.
- Construction of the public improvements for the Santiam River Place 3 Subdivision located along the west side of Kokanee Way is complete. The subdivision includes 12 single family lots. Staff continues to review home site plans. Homes are presently under construction.
- Construction of the Samaritan Medical Apartments is underway. The site contains 120 units located just west of the Samaritan Event Center. All buildings are under construction. Temporary occupancy was issued for the first two apartment buildings to accommodate medical students.
- The Lebanon Plaza (Willamette Community Bank Square) parking lot expansion is under construction. The Lebanon Plaza is located near the Santiam Hwy and Milton Street intersection. The new parking lot is located behind the building where a house was demolished. The parking lot's grading is nearly ready for paving. Progress is halted until a utility pole anchor is relocated.
- Staff has approved a revised site plan for the Human Bean coffee shop. The coffee shop is under construction at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site). The Red Beards restaurant was demolished for a future use unknown at this time.
- The expansion to Lane Manufacturing on Montessa Way just south of Oak Street near the Airport is under construction. The building foundation is complete and the building's shell is under construction. The public water extension for the new fire system has been constructed, tested and is now in operation.
- Revised final site plans are expected soon for the expansion of the Linn-Benton Community College Advanced Transportation Technology Center at the far west end of the City on Oak Street.
- Staff is reviewing plans recently received for the new Linn-Benton Community College Health Occupation Center. The project is scheduled for site work this summer.
- Staff continues to wait for construction to begin to build a tri-plex on 7th Street just north of Kees Street. A sewer service was installed and a temporary street patch was constructed. No progress was made this month.
- Construction for the new McDonald's is expected very soon. The new restaurant will be located at the present location and expand its drive-up to include two-lanes. The site will also grow to include the old Fire Pit Bar property. The existing McDonald's and the Fire Pit will be demolished.
- Site plans have been submitted for review of a new Dutch Brothers coffee shop at the southwest corner of Santiam Hwy and Market Street (across from Pizza Hut).
- Staff continues to review and prepare comments on various land use applications for upcoming development projects.
- Home construction continues in the Eagle View Subdivision (east of South Main south of Joy) and Heather Estates Subdivision (west of South Main Road south of Joy). Staff continues to review site plans for additional homes.

V. FINANCE SERVICES – Dean Baugh, Director

- Oregon Teamsters insurance audit
- IVR sales presentation
- Interim audit work completed
- Working with Springbrook to finish the installation of the Purchase Order system, planning on go live this summer
- Working with Springbrook to move our accounting software to their cloud platform

- Working with staff on remodel plan for front lobby area to address safety issues, had contractor on site to measure and sketch area, waiting for draft drawings
- Working with Zion bank and bond attorney to move paying agent duties to Zion bank
- Working with bond attorney and KeyBank to refinance 2 city debt issues
- Audit is scheduled for Sept 28-Oct 2
- Accounts Payable; FY15/16 payments made in July, 306 invoices were processed for payments of \$1,450,728, FY14/15 payments made in July 147 invoices were processed for payments of \$184,095
- Utility Billing (July):
 - 5660 Billing statements mailed by the end of July
 - 759 Accounts received a penalty (past due 7/20/15)
 - 302 lien letters mailed to property owners
 - 132 accounts were locked off for non-payment on 7/8/15 for bills due 6/15/15.
 - 6 pre-lockoff notices were delivered to managers of apt buildings
 - 107 accounts were reconnected the same week. The balance were vacant properties or the tenants moved out and property is back in the owner's name.
 - Total of 582 Service orders: 80 Move Outs, 68 Move ins, 5 Turn offs, 44 Turn on, 130 reconnects, 32 read request, 4 Dead meters, 6 Leak Checks, 0 Lid Hazard checks, 135 Lock offs, 19 Meter Change out, 9 New Meter Installations, 2 Pressure check, 48 misc. other.

	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	1 yr ago July 14
Billing Statement	5623	5976	5620	5598	5989	5595	5596	5971	5618	5619	5993	5660	5613
Penalty applied	946	774	774	1018	864	834	898	865	998	936	741	759	807
Lock Offs	110	144	88	114	114	107	93	115	112	91	105	132	184

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”.
- Ralston Park has had trees removed that were damaged and diseased. IT is assessing and developing a plan to enhance the visibility and security of Ralston Park with plan to place security cameras back in the park to discourage vandalism.
- IT has upgraded video software for the City to a common platform that is easier to use. Training continues on this system.
- The GIS Coordinator attended to the national GIS conference in July.

VII. LIBRARY – Carol Dinges, Director

- In addition to the Summer Reading Program Thursday Performer Series, the library has hosted Teen Tuesdays during the month of July, with Teen Book Club followed by Get Graphic Comic Drawing Academy every Tuesday afternoon. Book Club participants have requested that we have another series in October, which we hope to accommodate.

(Goal: Education: Library/Lifelong Learning)

- In an effort to expand Early Literacy outreach to high-needs families, the library has become a partner of the Linn-Benton-Lincoln Early Learning Hub.
(Goal: Education: Library/Lifelong Learning)
- "Library Fine Amnesty Month" has been moderately successful in recovering lost and long-overdue materials, particularly after mid-month "reminder" press releases, radio spots, and Facebook posts.
- The new self-checkout station is operational and working very well. The new unit has a more user-friendly interface, and the high rate of false-positive security alarms that occurred with the old units appears to be solved completely. Kudos to Richard Nelson and the rest of the IS staff for assistance with getting this installed and configured.

VIII. MAINTENANCE – Jason Williams, Director

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

IX. POLICE – Frank Stevenson, Chief of Police

- Between June 22nd and July 22nd, 127 individuals were booked and released, brought to court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 147 days were served by inmates in the Lebanon Jail.
- The Detectives Division has been very active and remains busy working on involved cases including possible sex abuse and child abuse cases, narcotics investigations, vehicle thefts and burglaries. A total of 6 cases were assigned to the detectives for direct follow-up investigations, and 6 cases were sent to them for information. Detectives cleared 4 involved cases this month that included two child abuse cases, one rape case and one narcotics-related investigation. All cases were cleared with multiple arrests.
- As of June 27th, the Patrol Division had 1,727 calls for service, 174 reports written, 99 arrests made and 109 traffic citations issued. Total Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) have increased by 25 cases compared to last month.
- We introduced a new crime prevention program entitled 'Neighborhood Park Watch'. This program is much like the design of the Neighborhood Watch program, which takes a proactive approach to ensure safety within City parks. Our goal is to create a cohesive body of concerned citizens to help address issues that are important to the entire community. Through this program, citizens will be equipped with information provided by LPD to help reduce crime, drug activity and negative incidents in our parks, creating safer parks for our children and community. This program will not only help reduce crime but strengthen the relationship between residents and LPD. We have held two meetings already and are very encouraged with the number of participants. We should see our first watch group within our parks beginning the week of August 4th, 2015.
- The Police Youth Academy is underway and is going very well; each week we are seeing 15-30 kids in attendance. This academy is in partnership with Lebanon Boys and Girls Club.
- National Night Out is scheduled for August 4th at Ralston Park, and a lot of effort has been invested into activity planning for this annual event. This year we will have a 'Patriots Corner' feature to honor those who have served and continue to serve.
- The Community Policing Division remains busy in preparing for several upcoming events (National Night Out, 9-11 ceremony/celebration, disaster preparedness, Neighborhood Watch meetings, Neighborhood Park Watch meetings and Traffic Safety Class.

X. SENIOR SERVICES – Kindra Oliver, Director

- Ten cameras have been installed at the Lebanon Senior Center, two exterior and eight interior. The intent is to increase safety and security of those using the Senior Center and our staff.
- We have been reaching out to other transportation programs and vendors to find the ideal fit for purchasing the cameras and GPS tracking/mapping for our Dial-a-Bus fleet. We received money for this project through the Special Transportation Fund, which is state funding coordinated through Linn County.
- We ended the FY 2014-15 at 19,835, a 1.25 increase from the previous fiscal year. The slight increase isn't a surprise because we were at capacity most days and our number for "unable to accommodate" rides increased. Most the ride requests we weren't able to accommodate were for same day rides.
- We recently met with the Veteran's Home regarding future transportation needs in hopes of preparing ourselves for the increased demand for our service. We are currently transporting 3-4 individuals once or twice a week.
- Since July 1st, we've added many new programs and activities to the Senior Center calendar, such as tech time (assistance with iPads, phones, etc.), informational workshops, intergenerational activities and more.
- August events can be found on the website and Facebook.