

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

- **Lebanon 2040 Visioning Project.** My activities supporting the Vision Project in June included preparations for approval of the Vision document at the June 10<sup>th</sup> City Council meeting and meetings with community groups to report on the adopted community vision. These community groups included the Rotary Club, Chamber of Commerce Board of Directors and Chamber Economic Development Committee. I was also a guest on KGAL's Valley Talk on June 8<sup>th</sup> to talk about the community vision and Santiam Canal. Preparation for the community strategic plan will begin in the coming month.
- **Santiam Canal.** It was an eventful month with matters concerning the canal. I worked with staff to develop a response to Albany's demands for the removal of the Cheadle Lake pumps. A favorable modulation of the matter occurred as a result of the response. Also working with staff, I sent a letter to Albany Mayor Sharon Konopa that rejected her terms and ultimatum from her previous letter, but also offered her and the City of Albany a reasonable compromise. Discussions between the two cities' staffs has since restarted with a focus on storm drainage.
- **Mural Park.** The Mural Park Revitalization Advisory Committee met on June 23<sup>rd</sup> to review a conceptual plan developed by landscape architect Brad Stangeland. The plan was well received by the Committee and approved for review by the Tree and Parks Committee (on July 14<sup>th</sup>) and the City Council (on July 22<sup>nd</sup>).
- **Community Events.** Along with my ongoing involvement with the Rotary and Optimist Clubs, I participated in several community events and meetings during June. They included the COMP-NW Flag Pole Dedication, COMP-NW Armed Forces Commissioning Dinner at the Samaritan Center, COMP-NW Commencement (as a Strawberry), walked with other Strawberrians in the Strawberry Junior Parade and Strawberry Grand Parade, worked to help set-up Cheadle Park for the Chamber of Commerce classic car show, served as a judge for the car show, attended a community meeting on plans for the Porter Park Community Garden, and participated in the Chamber of Commerce monthly luncheon at Samaritan Hospital.
- **Budget Adoption.** I prepared and presented the Adopted Budget PowerPoint to the City Council at the June 10<sup>th</sup> Council meeting.

### B. Human Resources – Debi Shimmin, HR Generalist

- **Employee Training.** Attended the workshop, "Management's Labor Interactions with Public Employee Unions" along with Police administration staff, sponsored by the Chinook Leadership Institute in Keizer.

The CIS Learning Center was officially activated for all employees this month. The first learning plan developed for employees include Ergonomic Awareness, Government Ethics, and Portable Fire Extinguisher training. If more than half the employees take at least one class, the city will receive a discount of up to \$1,000 on its liability insurance. The CIS Learning Center currently offers more than 400 courses of various topics and all free.

Staff will attend a health care compliance seminar on June 25, sponsored by our insurance company, Barker Uerlings. Main topics include the ACA (Affordable Care Act) Cadillac tax, notices and filing requirement for the ACA and what to expect in an ERISA (Employee Retirement Income Security Act) audit.

- **Safety.** The Safety Committee is working on the annual BBQ which will be held on August 13, 2015. The Mayor and City Council are invited to attend, and safe-the-date notices will go out in July. The annual safety calendar was developed and a copy is attached.

Thus far for the 2014/15 fiscal year, there have been 7 workers compensation claims with only one lost time injury.

- **Employee Handbook (Currently known as the Employee Policies & Procedures Manual).** The first meeting was held June 24. Members of the Ad-hoc committee are: Assistant Finance Director Sarah Bishop, Administrative Assistants Amy Waite and Leigh Matthews Bock, Police Captain Greg Burroughs, and Maintenance Supervisor Frank Frenzel. Members will meet once a month with a final draft ready in January, 2016.
- **Personnel Action Notices.** Cost of living increases for AFSCME, Exempt, Teamster and Part-Time employees, were prepared this month. In comparing our current workforce with previous years, staff reduction has been significant. (See table below) Note the last increase over the previous year was back in 2007.

Year	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2013/14	2014/15	2015/16
<b>Total</b>	100.375	103.725	108.175	107.135	102.7	98.775	96.325	93.85	82.893	89.7610

- **Health Insurance.** Staff met with the City's insurance broker to learn about next year's cost. Premium rates increased 3%, where MODA Insurance's current large group trend was 9.7%, This is due in part to having a fairly healthy workforce and the ongoing promotion of wellness within the organization. As a result, fewer claims were filed. Open enrollment packets for employees will be prepared this coming month.

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

- **Advisory Boards/Committees: Parks Committee/Tree Board.** We received two applications for the two vacancies. Mayor Aziz will appoint Thad Nelson and Kathleen Koch to the Committee at the July 8 City Council Meeting. Both terms commence immediately and expire June 30, 2018.
- **City Clerks Institute.** I was awarded a full scholarship to attend the Pacific NW Clerks Institute at Puget Sound in Tacoma during the week of June 8. It was a great session with the main focus being communication, including negotiating, when stakes are high. I find that networking with other clerks to be the most beneficial.
- **City Council Chambers Upgrades.** I'm in the beginning stages of looking into the best solutions for improved lighting, sound, PowerPoint viewing, video upgrades, and ADA doors for the Council Chambers.
- **Liquor License Application(s).** I approved the following Temporary Use of an Annual License:
  - 1) Bob & Chris Enterprises, LLC (Lebanon). Class reunion events to be held the week of April 7<sup>th</sup> at Santiam Place (139 Main Street).
  - 2) Oberon's Three Penny Tavern (Ashland). Sea Dog Nights and Gypsy Carnival July 16 – 20 at the Cheadle Lake Foundation Property.
  - 3) Stillwagon Distillery (Coos Bay). Sea Dog Nights and Gypsy Carnival July 16 – 20 at the Cheadle Lake Foundation Property.
- **Records Management.** Many of the records are in a temporary location while HVAC work is being done this summer. With lines going through the Archives Room wall to the units outside, Archives will be affected throughout each phase of the project, thereby rendering the room basically out-of-order until this fall.

## III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Manager

### A. Planning

- The Commission will conduct a public hearing in July to consider proposed amendments to the Development Code regarding electronic message signs and also discuss possible amendments to the Residential Mixed Density zone regarding compatibility between apartments and adjacent single family homes.
- The Department reviewed and approved Administrative Review applications to expand the emergency room and operating room facilities at the Lebanon Community Hospital, and, to construct a 6-unit apartment complex on the corner of Rose and 5<sup>th</sup> streets. A Ministerial Review was also granted to replace and existing berm at West Coast Industries with a sight-obscuring fence.

- The Department currently has four applications in process: an Administrative Review by Aaron Eastman to construct a Dutch Brothers coffee kiosk on the corner of Market Street and South Santiam Highway; a Partition to create three parcels on the Samaritan campus; an Administrative Review to construct a duplex on Birch Street; and, a third Administrative Review for an art gallery and studio on Harrison Street.
- The Transportation System Plan Update is still moving forward but no contracts are in place. The project should begin by mid-July.

#### **B. Building**

- For the month of May, the City received \$11,663 in fees with \$934,784 in valuation. For the current FY 2014-15 (ending in May), the City received \$304,775 in fees on \$33,705,949 in valuation. This exceeds the totals for the same period in the previous fiscal year of \$263,453 in fees on \$22,968.668 in valuation.

#### **IV. ENGINEERING SERVICES – Ron Whitlatch, Manager**

- The Fifth Street Reservoir project is 99% complete. The Contractor will be wrapping up several punch list items and then final close out will be issued.
- Exca-Drain Construction has installed all of the new curb & gutter, and driveway approaches. Paving of Vine Street will be complete by June 29<sup>th</sup>.
- Staff is continuing to work with Carollo Engineers on design and permitting of a new River intake. Documents will be submitted to the Regulatory Agencies requesting permits for the new intake by early July. This 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.
- Staff is continuing to work on issues regarding the Albany Canal. A meeting was held on June 17<sup>th</sup> between Albany and Lebanon Public Works Staff. Albany is proposing that instead of Lebanon paying \$1.2 Million in back capital expense, we take the \$1.2 million and do storm drainage removal from the canal. We will be meeting again soon to determine more of the details, and see if it is a plan worth moving forward on
- Staff has submitted the loan applications to Oregon Infrastructure Financing Authority (IFA) for the New Water Treatment plant Project. If the application is approved by IFA, formal agreements that would include terms, conditions, and interest rates will be brought back to the City Council for approval. More information will become available as we go through the process.
- The Effluent Pump Station Reconstruct project has been awarded to R.L. Reimers of Albany Oregon. They will begin ordering pumps and electrical components. Construction has begun and should be wrapped up in late summer 2015.
- The Oak Street Improvements project has started. Wildish Construction has begun to install new waterline. Construction is scheduled to be done by the end of September.
- Staff will be requesting quotes from several Contractors to install new sidewalk access ramps on Fifth Street ('A' – 'F' Streets). This project is scheduled to begin in July.
- Staff is currently working on the details of a right of way dedication for the Airport Road Extension Project. The proposed dedication and agreement are schedule to be brought to City Council in August for approval.
- Staff continues to work with the developer's engineers and contractor regarding construction of a new apartment complex on 9<sup>th</sup> Street approximately 700 feet north of Airport Road. Final site grading is underway. 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 9<sup>th</sup> Street. The water line was constructed, tested, and is now in operation.

- Construction of the Santiam Riverfront Estates residential subdivision is complete. Work was completed to fix areas of asphalt that were substandard. Home construction is expected to begin soon.
- The Samaritan Hotel/Restaurant project is nearly finished. The landscaping is nearly complete.
- 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 expected to be installed soon.
- Additional street and utility improvements are under construction in the northwest area of the Samaritan Campus project. The improvements include widening the east side of 5<sup>th</sup> Street north of Pioneer School. Plans also include new streets through the north area of the campus and a north-south access presently intended as a pedestrian corridor and vehicular access. This project is constructed in phases with the first phase to include 5<sup>th</sup> Street improvements and the south side of Boulder Falls Drive. Public water, storm, and sewer are complete and tested. Street paving is scheduled for late June.
- 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 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. Staff is working with the Postmaster to install a neighborhood mail box.
- 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.
- 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.
- Staff has approved a revised site plan for the Human Bean coffee shop that will be constructed 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.
- Staff reviewed and approved plans for an expansion to Lane Manufacturing on Montessa Way just south of Oak Street near the Airport. The building pad is ready for foundation work. 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 met with the Architect and Engineer 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 7<sup>th</sup> 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 has been postponed for the new McDonald's. The latest email from their Engineer indicates construction will likely be delayed until early 2016. 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.
- 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, Manager

- Good news on the work comp policy, the City has had a few good years with reductions in WC claims and its showing, FY14/15 we paid \$143,653 for FY15/16 the policy is \$99,793 a reduction of \$43,860.
- Our Property and Liability insurance increased \$13,856 or 7.1% for FY15/16.
- Finance policies were approved by Council at the April 8 council meeting, next step is to get them posted on the city website.
- Working on Adopted FY2015/16 Budget document, for posting on City website by July 1.
- Directors and media notified that adopted budget was posted on website.
- Final weekly meeting with KeyBank as we move our banking services we are now up and running with KeyBank.
- Working with Springbrook to finish the installation of the Purchase Order system, planning on go live this summer.
- Working with staff on remodel plan for front lobby area to address safety issues.
- Working with Insurance broker on insurance renewals for FY 2015/16.
- 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.
- Working with insurance company on vehicle accident reports.
- Pre-audit is scheduled for June 29-July 1.
- Audit is scheduled for Sept 28-Oct 2.
- Accounts Payable; FY 14/15 payments made in June, 359 invoices were processed for payments of \$667,507 through June 22, 2015.
- Utility Billing (June):
  - 5993 Billing statements mailed by the end of June.
  - 741 Accounts received a penalty (past due 6/19/15).
  - 233 lien letters mailed to property owners.
  - 105 accounts were locked off for non-payment on 6/10/15 for bills due 5/15/15.
  - 89 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 463 Service orders: 62 Move Outs, 64 Move ins, 7 Turn offs, 38 Turn on, 104 reconnects, 24 read request, 0 Dead meters, 4 Leak Checks, 0 Lid Hazard checks, 107 Lock offs, 16 Meter Change out, 3 New Meter Installations, 2 Pressure check, 32 misc. other.

	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	1 yr ago June2014
Billing Statement	5613	5623	5976	5620	5598	5989	5595	5596	5971	5618	5619	5993	5991
Penalty applied	807	946	774	774	1018	864	834	898	865	998	936	741	1239
Lock Offs	184	110	144	88	114	114	107	93	115	112	91	105	131

VI. **INFORMATION & GIS SERVICES** – Brent Hurst, Manager

- 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 repeated issues with vandalism which is affecting the usability of the downtown City Park and our ability to maintain it in a fashion that reflects the City Vision. Three security cameras were damaged in June. IT is assessing damage and plans to repair and relocated the cameras to ensure they are not damaged again and to continue to provide better visibility to Ralston Park.
- IT will have the security camera project for Senior Center completed by June 30.
- The IT Department worked with the Library to upgrade their self-check workstation in June to enhance the ease with which citizens can check books out.

#### VII. LIBRARY – Carol Dinges, Manager

- The library has launched its new website: [www.lebanonpubliclibrary.com](http://www.lebanonpubliclibrary.com)  
(Goal: Education: Library/Lifelong Learning)
- Following the adoption of the FY2015-16 budget, the library will expand its hours, beginning July 1:  
(Goal: Education: Library)
  - Monday & Tuesday: 10 am – 6 pm
  - Wednesday: 10 am – 7 pm
  - Thursday & Friday: 10 am – 5 pm
  - Saturday: 10 am – 2 pm
- Summer Reading Program events in June included ventriloquist Vikki Gasko Green (June 18); Knights of Veritas demonstrating medieval combat (June 20); and musician Chuck Cheesman (June 25).  
(Goal: Education: Families & Kids)
- In an effort to recover long-overdue library books and other materials, July will be "Amnesty Month" – overdue items may be returned "fine free" throughout the month. Amnesty applies only to overdue fines, not fees for lost or damaged materials or previously assessed fines.
- The new self-checkout station has been installed, but it will not be put into use until all configuration details are finalized and tested. In the meantime, one old station remains in use.
- The IS department and library staff have spent a great deal of time recently addressing a variety of computer issues, nearly all of which are related to complex interfaces between different vendors' products/software systems. In discussing this with other library directors, it appears to be a fact of life in the library world. Kudos to Brent and crew for providing excellent support.

#### VIII. MAINTENANCE – Jason Williams, Manager

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

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

- As of June 19<sup>th</sup>, the Patrol Division had 1,089 calls for service, 118 reports written, 64 arrests made and 84 traffic citations issued. Compared to last year at this time, the total number of Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) has decreased by 59 cases compared to last year at this time.
- Between May 21<sup>st</sup> through June 18<sup>th</sup>, 81 individuals were booked and released, brought to court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 116 days were served by inmates in the Lebanon Jail.

- The Detectives Division is very active and remains busy working on several involved cases including possible sex abuse and child abuse cases, burglaries and narcotics investigations. A total of 7 cases were assigned to the detectives for direct follow-up investigations, and 6 cases were sent to them for information. Detectives cleared 4 very involved cases this month.
- Several tours were conducted at the Justice Center this month as school ended for the summer. Our largest groups were 65 1<sup>st</sup> graders from Cascades School and 50 from Pioneer School. We also completed a tour with a home school program which involved 24 students.
- Lebanon Peer Court observed three trials for the month of June. Trials included two theft cases and one MIP (Minor In Possession) of Marijuana. Lebanon Peer Court will resume in September.
- We have begun the Police Youth Academy this month, which includes 20 juveniles under the age of 10. This academy is in partnership with Lebanon Boys and Girls Club.
- The Interview Room camera recording system upgrade project has been completed. This was made possible through monies received by a federal grant and allowed us to add additional cameras in each interview room, as well as upgrade the storage and recording system.
- Officers and volunteers from the Lebanon Police Department held Cast-With-A-Cop for 21 underprivileged children this year. We were assisted by members of Linn County Sheriff's Office and the Lebanon Strawberry Festival Court queen and princesses. Home Depot also attended, bringing supplies for children to build birdhouses.
- Preparations are underway for this year's 911 ceremony/celebration. The event will be held at the Circle of Flags on 9-11-2015 and will involve veterans, the Lebanon High School band, the Boy Scouts, Girl Scouts and Cub Scouts.
- LPD received a \$5,000 grant from the Walmart Foundation to benefit events such as Shop-With-A-Cop, National Night Out and other Community Policing activities.
- The Community Policing Division remains busy in preparing for National Night Out, several Neighborhood watch meetings, traffic safety classes and the Junior Police Academy.

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

- The Lebanon Dial-a-Bus applied for a Transportation Growth Management grant to assist in developing a Transit Development Plan. We will know the outcome of that application this fall.
- We will be working with I.S. to purchase cameras and GPS tracking/mapping for our Dial-a-Bus fleet. The idea behind this equipment is to increase safety and security for the passengers and drivers and to assist with more efficient scheduling and dispatching. We received money for this project through the Special Transportation Fund, which is state funding coordinated through Linn County.
- Our Activities Planner is working full-time, as of July 1<sup>st</sup>, 2015.
- July events can be found on the website and Facebook.