

I. A. ADMINISTRATION – Gary Marks, City Manager

- **Lebanon 2040 Visioning Project.** Activities supporting the Vision Project in May included preparations with the consultants for the Vision Sounding Board meeting on May 12th, the Joint City Council/Vision Steering Committee meeting on May 13th, and further work with the consultants associated with finalizing the vision document for presentation at the June City Council meeting.
- **Santiam Canal.** Considerable time and effort was spent working on legal issues associated with demands made by the City of Albany in regard to water intake from the Santiam Canal and other related matters.
- **Mural Park.** Jason Williams, Mayor Aziz and I worked with Stangeland & Associates, Inc, Landscape Architecture and Design to develop a site plan for the next meeting of the Mural Park Revitalization Advisory Committee. The plan is being prepared in accordance with input received from the Committee at its April meeting. After the Committee reviews and potentially revises the plan it will be submitted to the Tree and Park Committee for comments and additional recommendations. It will be brought to the City Council thereafter for approval.
- **Community Events.** Along with my ongoing involvement with the Rotary and Optimist Clubs, I participated in several community events during May. They included a Chamber of Commerce Greeters event, Boys and Girls Club Auction and Dinner, Build Lebanon Trails Fun Run, Mayor's Prayer Luncheon, Gateway Leadership program, Senior Center Connections Breakfast, Tree and Park Board Meeting, Strawberry Queen Coronation and Chamber of Commerce Luncheon.
- **Economic Development.** I worked with Walt Wendolowski on prospective economic development opportunities for Lebanon.
- **Budget Preparation and Committee Meeting.** I worked on various aspects of the FY2015-16 Budget leading up to the May 6th Budget Committee Meeting. The budget, as approved by the Budget Committee, will be presented for adoption at the June City Council Meeting.

B. Human Resources – Debi Shimmin, HR Generalist

- **Employee Training.** Supervisors attended the Spring Supervisor Training sponsored by CIS (City County Insurance Services) where the topic was "Best practices for documenting discipline."
Attended the PERS Employer Outreach Workshop, which focused on reporting errors and their cost, subject & non-subject salary, and employee eligibility.
Working on the employee training calendar in conjunction with the free CIS online training website (offered to all city employees and elected officials) scheduled for publication next month.
- **Mayor's Contest.** The winners have been selected and their entries forwarded to OMA (Oregon Mayor's Association) for the statewide competition. Local winners and honorable mention recipients have been notified and sent formal invitations to attend the June 10 City Council meeting, where they will be honored.
- **Safety.** The safety committee is working on the 2015/16 safety calendar, which promotes safety awareness, informs, and encourages employees to participate in safety-related events. The safety committee has sent thank you letters to the Wellness Fair sponsors for their participation. The safety committee recently approved an employee Wellness Policy and changing the safety committee to the Safety/Wellness Committee, which will come before City Council in the form of a resolution this month.

- **Volunteer Program.** Completed the drafts for the volunteer program policy and screening policy and submitted to the City Manager for his review.
- **Employee Handbook (Currently known as the Employee Policies & Procedures Manual).** The next project for HR will be to begin the process of updating the Employee Handbook. The last revision was September 2010. A member from each employee classification will be invited to sit on an Ad-Hoc committee for this project, with the goal of completing the update in six months. The first meeting will begin in June, with the final revision ready for review in January 2016.

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

- **Communication/Social Media.** Staff has been working with Leigh to make the transition as smooth as possible as she takes complete reigns of the City's Website and Facebook pages. We welcome Leigh and the relief she will provide my department.
- **Liquor Licensing.** I met with an OLCC representative who is meeting with all the cities as part of their outreach program to keep the cities informed of new procedures and guidelines.
Staff received and Council approved, on May 27, a liquor license application for Conversion Brewing Co. which will be located next to Mural Park.
- **HVAC Work In Archives/City Clerk's Office.** Much of the month has been dedicated to preparing for the HVAC work currently being done in the back section of City Hall. Many fragile and historical records were temporarily relocated to preserve them during the first phase of the project.

I have been temporarily working out of the Santiam Travel Station and Donna has been working on City Council and Budget Meeting Minutes from home. We hope to be back in our offices beginning June 1.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Manager

A. Planning

- The Commission heard a request by Lebanon Calvary Church to extend authorization to conduct outdoor services during the summer months. This was approved by the Commission.
- The Commission will conduct a public hearing in June to consider proposed amendments to the Development Code regarding electronic message signs.
- The Department reviewed and approved a Partition for a 7,111 square foot parcel on Ash Street creating two zero-lot line parcels. The Department also reviewed and approved an application to construct a 34-unit apartment complex on East Airport Road on land zoned Mixed Use.
- The Department currently has two applications in process: an Administrative Review by Samaritan Health to expand the emergency and operating room capacity; and, and Administrative Review to construct a six unit apartment complex on 5th Street.
- The Transportation System Plan Update is moving forward. It is anticipated the contracts will be completed by the first week in June.

B. Building

- The latest figures available are through the month of April. For the current FY 2014-15, the City received \$293,112 in fees on \$32,771,165 in valuation. This exceeds the totals for the same period in the previous fiscal year: \$251,273 in fees on \$21,968,454 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.

- City Maintenance Crews have completed excavation and base rock installation on Vine Street. Exca-Drain Construction will be installing curb & gutter and resurfacing the roadway over the next several weeks. The project is scheduled to be complete in mid to late June.
- 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 mid-June or 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, which unfortunately is consuming a large amount of time for several staff members. Albany is requesting a large sum of money for the canal maintenance from Lebanon. A plan to move forward will be presented to the Council in June.
- 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 will likely begin during late summer during low flow periods at the Wastewater Treatment plant.
- A neighborhood meeting will be held for the Oak Street Project on June 9th. Staff will present the project elements and traffic impacts to those who attend. The meeting will be held at the Santiam Travel Station, 6:30 pm. Construction is scheduled to begin on or about June 22nd.
- 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 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. The site has been excavated and rocked. Building framing and exterior sheeting are nearly complete. Utility poles will be relocated late May to make room for an extension of the public water line and sidewalk along 9th Street.
- Construction of the Santiam Riverfront Estates residential subdivision is nearly complete. Work is scheduled to fix areas of asphalt that is 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 5th 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 5th Street improvements and the south side of Boulder Falls Drive. Base rock on Boulder Falls Drive is placed and curbs have been poured. Public water, storm, and sewer are complete and tested. The widening of 5th Street north of Boulder Falls is expected to begin late May. The north south private lane adjacent to the Hotel and Event Center is nearly complete.
- 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. 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.
- 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 final grading and paving are expected soon.
- Staff has received 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 is being 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 has been excavated.
- Additional over flow parking was constructed north of the Event Center parking lot which will be also used for tent events.
- 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 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 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.
- 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

- 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 Approved FY2015/16 Budget document to be presented to Council June 10.
- Approved budget posted on website and Facebook May 13, ad in newspaper June 3.
- Directors and media notified that approved budget was posted on website.
- Weekly meetings with KeyBank as we move our banking services.
- 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.
- Attended Staff Supervisor training.
- Attended Springbrook Software Conference.
- Accounts Payable; FY 14/15 payments made in April, 241 invoices were processed for payments of \$824,670.50.
- Utility Billing (April):
 - 5619 Billing statements mailed by the end of May
 - 936 Accounts received a penalty (past due 5/19/15)
 - 309 lien letters mailed to property owners
 - 91 accounts were locked off for non-payment on 5/13/15 for bills due 4/15/15.
 - 73 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 439 Service orders: 52 Move Outs, 43 Move ins, 5 Turn offs, 43 Turn on, 80 reconnects, 45 read request, 0 Dead meters, 11 Leak Checks, 0 Lid Hazard checks, 93 Lock offs, 34 Meter Change out, 5 New Meter Installations, 1 Pressure check, 27 misc. other.

	June 14	July 14	Aug 14	Sept 14	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	1 yr ago May2014
Billing Statement	5991	5613	5623	5976	5620	5598	5989	5595	5596	5971	5618	5619	5605
Penalty applied	1239	807	946	774	774	1018	864	834	898	865	998	936	864
Lock Offs	131	184	110	144	88	114	114	107	93	115	112	91	101

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”.
- Work on new video storage system purchase.

VII. LIBRARY – Carol Dinges, Manager

- Baby & Me, Preschool and Head Start Storytimes will go on summer hiatus for June through August and begin again in the fall.
- Signups for the Summer Reading Program begin June 1, and families are encouraged to participate together. Funding for the program is provided by the State of Oregon “Ready to Read” grant and the Friends of the Library.
- The library hosted the Chamber of Commerce “Lebanon Greeters” event on May 1. Gary Marks and Linda Kaser were there representing the city, and there was an excellent turnout.
- The library again co-sponsored Lebanon’s Gift of Literacy on May 26, along with Lebanon Community School District and COMP-Northwest.

VIII. MAINTENANCE – Jason Williams, Manager

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

IX. POLICE – Frank Stevenson, Chief of Police

- Lebanon Peer Court observed six trials for the month of May. Trials included 3 theft cases and 3 runaway cases.
- As of May 26th, 2015, the Patrol Division had 1,158 calls for service, 112 reports written, 55 arrests made and 201 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 47 cases.
- Since Officer David Dominy started full-time as School Resource Officer in February of 2015, he has investigated 35 incidents ranging from assaults, suicidal subjects, thefts and found property. He has assisted the Truancy Officer in serving between 6-12 citations on uncooperative individuals and counselling parents and students on the importance of attending school. He is currently working on a large-scale project with the Lebanon School District Safety Committee to incorporate Standard Response Protocol (SRP). Please visit www.iloveguys.org for further information/explanation on SRP.
- Between April 23rd through May 20th, 104 individuals were booked and released, brought to court, transported to/from Linn County Jail, or sentenced to the Lebanon Municipal Jail. A combined 110 days were served by inmates in the Lebanon Jail.

- The Detectives Division remains busy working on several involved cases including possible sex abuse and child abuse cases, burglaries and narcotics investigations. A total of 6 cases were assigned to the detectives for direct follow-up investigations, and 7 cases were sent to them for further review and/or additional information. Detectives cleared 5 involved cases this month.
- We are nearing completion of upgrading three interview rooms with new cameras and hard drives. This project was made possible through monies received by a federal grant.
- We are currently in the process of upgrading all cameras that are housed inside Lebanon Municipal Jail.
- The Community Policing Division has been active in preparing for several upcoming events including National Night Out and Cast-With-A-Cop. They have also been conducting Neighborhood Watch meetings, teaching traffic safety classes and facilitating tours of the Justice Center.
- LPD will be holding Police Youth Academy for juveniles under the age of 10 in partnership with the Lebanon Boys and Girls Club. The academy will begin in June and end in August.
- LPD assisted the Major Accident Crash Team in two separate, serious crashes near Mill City.