

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

- **Lebanon Strategic Action Planning Project.** The City received four (4) consultant proposals on September 11th in response to its Strategic Action Plan Request for Proposals. A consultant selection committee comprised of Mayor Aziz, Councilor Furlow and key staff reviewed the proposal and selected two (2) consultant teams for interviews. At the conclusion of the interview process, the committee forwarded a strong recommendation to the City Council for the approval of a consultant services agreement with Jensen Strategies, LLC, a professional community planning firm based in Portland. The City Council will consider the committee's recommendation at the Wednesday, October 14<sup>th</sup> Council meeting. Current plans call for Jensen Strategies to launch the strategic planning process at the Wednesday, November 18<sup>th</sup> City Council meeting.
- **Santiam Canal/BLT Trail Easements.** The processes associated with the canal and BLT trails projects moved forward during the month of September. City crews are currently building a trail segment between Had Irvine Park and Marks Slough. The City team also continues to work with City of Albany staff on a new Intergovernmental Agreement addressing the use of the canal. Staff will continue to provide updates on canal proceedings as needed.
- **League of Oregon Cities Annual Conference.** I attended the League of Oregon Cities Conference in Bend in September. I attended sessions on urban renewal, homelessness and the implications of developing technologies on the delivery of City services. I also participated in a group tour of downtown Redmond to see how that city has successfully used urban renewal financing and other economic development tools to revitalize the downtown core. I found the tour extremely interesting and took note of strategies that might have application for Lebanon's downtown.
- **City-County Insurance Services Award.** While I was at the LOC conference, I attended the City-County Insurance Services Awards Event. On behalf of the City, I was proud to receive a Silver Safety Award for recording just one work time loss injury during Fiscal Year 2014-15. This is the second consecutive year the City has earned this type of award. Last year it was a Gold Award for a perfect record. As with last year's award, this most recent recognition is the direct result of Lebanon's active and dedicated employee-based Safety Committee and the City's entire staff who have diligently pursued attentiveness and best practices in regard to workplace safety. Ultimately, a focus on safety from the City's workers not only keeps the City workforce healthy and on-the-job but will also translate to lower workers' compensation premiums. With the two awards over the past two years, the winners are the City organization, its staff and Lebanon taxpayers.
- **Economic Development.** I continue to work with staff and community members concerning potential economic development opportunities for Lebanon. I devoted considerable time to these matters in August and September. I hope to have a specific update to share with the City Council soon.
- **Community/Regional/Professional Meetings.** In addition to my normal participation with the Lebanon Rotary and Optimist Clubs and my monthly regional city managers' meeting through the Cascade West Council of Governments, I also attended the International City Management Association annual conference in Seattle, the groundbreaking ceremony for the expansion of the Advanced Automotive Technology Center, the Cascade West Council of Government's State of the Region event held at the Samaritan Center, Chamber of Commerce Board of Directors meeting, and I delivered the City's Patriots' Day Proclamation at Lebanon's 9/11 Remembrance Ceremony at the Circle of the Flags.

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

- **Employee Appreciation.** Met with Leigh Matthews Bock to transition the work for the December 1 Employee Appreciation event, to be held at the Samaritan Event Center. The Mayor and City Council are invited and will be sent save the date notices next month.
- **Newsletter.** The Employee Buzz Newsletter was issued in September.
- **Open Enrollment – Life Insurance.** Open enrollment for life insurance begins next month, so I am in the process of preparing information packets for staff.
- **Professional Development.** On September 22, I attended the Webinar, “New Employee Orientation: it’s more than just filling out forms!” which was sponsored by CCIS (City County Insurance Services).

I will be attending the workshop, “Fitness for Duty” on September 28. The event is sponsored by the Oregon Public Employers Labor Relations Association, The Lake Oswego Police Department, and the Department of Public Safety Standards and Training (DPSST).

- **Recruitments.** Kathleen Miller was selected for the Finance Clerk/Court Clerk I position and began work on September 14, 2015.

Ciarra Keene was selected for the Office Assistant I position and will begin work on October 1, 2015.

- **Safety/Wellness Committee.** Flu shots were made available to staff on September 17. 28 employees participated, a slight improvement over last year.

The committee had a long discussion on the homeless and their use of the Library. The discussion was tabled to research more resources for staff.

Members Julie Haines and myself attended the SAIF training class, “Liven up your Safety Committee” on September 17.

Employees received Blood borne Pathogen training this month.

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

- **City Council Chambers Upgrades.** Staff met with the Mayor and selected two contenders for period lighting fixtures that will accept LED bulbs, as recommended by the electrician. Local electricians are still very busy at this time, so this project will likely not take place until late fall.
- **City Hall HVAC / Structural Upgrades.** The stuccoing and painting on the wall exposed after removing the garage structure has been completed. The HVAC project has run into some snags so has been pushed out until late fall/winter.
- **Liquor License Application(s).** The two delinquent businesses (reported on last month) paid their annual renewals. OLCC has received an updated report so that the businesses will not face penalties next filing period.

I approved one Temporary Use Application for Growler Café (Grant Street) for their anniversary block party and Lebanon Boys and Girls Club fundraiser. *(I had the pleasure of supporting the cause by purchasing tickets for Gary to get dunked!)*

- **Strategic Planning Consultant.** I joined the committee in reviewing the proposals received from four consulting agencies. The Committee met and unanimously decided to interview two of the four agencies. The interviews clearly revealed the best consultant for the City's project – Jensen Strategies.

- **Public Records Request.** I received a few ordinance requests from other jurisdictions updating their policies; several police/court record requests; and our semi-annual request for purchase order records.
- **Records Management.** Now that the HVAC work in the Archive Room has been completed, we are making some progress moving our records back into the Archives Room.  
  
Donna has almost completed scanning old Agendas that are to be kept permanently to the L:Drive. If all goes well, this project will be completed by next month.
- **Website Maintenance.** Staff has been busy making sure the content on our respective pages are updated to assist Leigh in preparing for the move to a new website software package later this year.

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

#### A. Planning

- At their September meeting, the Commission unanimously approved the Annexation and mixed use Planned Development for a 50-acre site located west of Highway 20. When constructed, the site will feature some 144 apartments, 48 condos, a service station, grocery, and development opportunities for additional commercial retail, office and light industrial uses. The City Council will review the annexation portion of the request at their October 14 meeting.
- The Commission also approved a Conditional Use to construct a 54-unit apartment project for low-income seniors.
- The Department reviewed and approved three Property Line Adjustments, an Administrative Review to construct a duplex, an Administrative Review and Partition to create two duplexes, and an Administrative Review for a mini-storage warehouse.
- The Transportation System Plan Update is still moving forward and contracts will be signed shortly. No start date as of yet.

#### B. Building

- For the month of August, the City processed 57 permits and received \$21,728.61 in fees on \$1,592,361 in valuation. For fiscal year 2015/16, the City received \$55,211 in fees on \$4,667,285 in valuation. This compares favorably to a similar period in fiscal year 2014/15 where the City received \$21,445 in fees on \$1,664,026 in valuation.

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

- The Ash Street Sanitary Sewer installation project is nearly complete. The contractor needs to finish the punch list items and final payment will be issued in October.
- 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 will be giving a status update in regards to the overall project schedule, scope, and budget at the October Council Meeting.
- The City has been awarded \$21 Million Dollars from the Oregon Infrastructure Authority (IFA) to fund a majority of the New Water Treatment Plant. This is one of, if not the biggest single loan package that IFA has ever awarded. The City will receive \$11 million dollars at 3.5% interest, \$10 million dollars at 1% interest, of which \$765,000 is principal forgiveness (grant funds). Staff will bring both loan packages to City Council in October for review and approval.

- Staff is continuing to work on issues regarding the Albany Canal. Albany has sent a draft agreement for review/comment. Once the draft has been reviewed, Staff will bring the proposal to the City Council for discussion and further direction.
- The Effluent Pump Station Reconstruct project is still under construction. R.L. Reimers is continuing to make good progress. The project is scheduled to be complete in early fall 2015, and once done, will increase the City's effluent discharge pumping capacity.
- The Oak Street Improvements project is progressing on schedule. There have been several change orders and quantity increases that have increased the project costs. These include additional work at the Oak Street Bridge, substantially more roadway repair than originally expected, and an increase in flagger hours to maintain traffic control. There are adequate funds available to cover the unexpected costs. The projects was scheduled to be complete by September 25<sup>th</sup>, however due to the additional work will most likely wrap up in mid-October.
- 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.
- Staff is moving forward with the Airport Road Extension Project. This project is tentatively scheduled for construction in 2017. This will allow time to complete the wetlands delineation, traffic impact analysis, bond sale, and project design.
- North Santiam Paving Co. completed the paving of the gravel trail on the Lebanon Community Foundation property. 50% of the costs are being funded by a trail grant and the remaining will be matched by in-kind labor and Parks SDC funds.
- Construction of the Santiam Riverfront Estates residential subdivision is complete. Work to fix an area of asphalt that is substandard is expected soon. Home construction has begun.
- The Samaritan Hotel/Restaurant project is complete including landscaping. The new outdoor pool is under construction. The pool and wading pool are poured and mechanical buildings are up.
- The 26,000 square foot medical building site at the northwest corner of the Samaritan campus is nearing completion. A temporary certificate of occupancy was issued. The building is expected to house the pharmacy presently located on Mullins Way. Site utilities are complete. Final grading is nearly complete. Staff has reviewed and approved revised landscape plans.
- 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 5<sup>th</sup> Street north of Pioneer School; however, we reviewed plans the widening of 5<sup>th</sup> Street to continue south to the south edge of the future LBCC Medical Occupations Building. This street continuation area was excavated and the extra curb and gutter extension was poured.
- The power generator project at the Park and Garvord sanitary sewer pump station is nearly complete. A security fence was installed. Progress has been made and site completion is expected soon.
- Construction of the apartment complex on 9<sup>th</sup> Street approximately 700 feet north of Airport Road continues to progress slowly. The site is prepared for parking lot paving and sidewalk along 9<sup>th</sup> Street was poured.
- 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. The first three homes are completed. Additional homes are beginning construction.
- Construction of the Samaritan Medical Apartments continues. The site contains 120 units located just west of the Samaritan Event Center. 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 expansion was paved.
- The Human Bean coffee shop is under construction at the southeast corner of Milton and Santiam Hwy (old Hasty Freeze site). The building shell is up and site utilities are nearly complete. The Red Beards restaurant was demolished for a future use unknown at this time.
- The expansion to Lane Manufacturing site on Montessa Way (just south of Oak Street) is complete.
- 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 approved revised site plans and public improvement drawings for the new Linn-Benton Community College Health Occupations Center. The project is scheduled for site work and public improvements (primarily 5<sup>th</sup> Street) soon. Improvements will include additional parking in front of Pioneer School. Staff met with the School District to present the proposed improvements.
- Staff reviewed and approved site plans and public improvement drawings for the expansion of the Lebanon Hospital Emergency Department. The public sanitary sewer was extended north to the northern driveway and the helicopter pad was relocated. Site utilities are installed and preparations are made to begin construction of foundations.
- Staff continues to wait for plans to be submitted for the Conser apartments on 2<sup>nd</sup> Street just south of Airport Rd.
- Staff reviewed and approved site utility plans for a mini storage facility on the north side of Oak just north of the Airport.
- Staff reviewed and approved site plans for a self-storage complex to be constructed in two phases that will include 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. The site is located on Weirich Drive just east of the Lebanon Fire District Station #34.
- Construction for the new McDonald's is underway. 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 have been demolished.
- Site plans have been reviewed for a new Dutch Brothers coffee shop at the southwest corner of Santiam Hwy and Market Street (across from Pizza Hut). Revised site plans have been submitted for staff review and final approval.
- Staff reviewed and prepared comments for a land use proposal for a new 54 unit senior housing facility at the southeast corner of S. Main Road and Weldwood Drive.
- Staff reviewed and prepared comments for a land use proposal for a new mixed-use development north of Reeves Parkway including a mix of residential, commercial, and professional office concepts.
- 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**

- Working with bond attorney and KeyBank to refinance 2 City debt issues (closing October 13, 2015).
- Audit prep continues – auditors will be on site October 14-16. If you would like to meet with the auditors, let me know and we can get something set up that week.
- Working with Springbrook to finish the installation of the Purchase Order system, planning on go live this fall.
- 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. A big thank you to Dennis Moffet from maintenance – he did a great job preparing the lobby area for the installation of the new Finance counters. Counters were scheduled to be in on October 1.
- Working with Zion bank and bond attorney to move paying agent duties to Zion bank.
- Hired a new employee for the Finance/Court position. Kathleen Miller joined the team on September 14. If you haven't met her, stop by Finance and say hello. She's working in Finance M-Th-F and at the Court Tu-W.
- Worked with Admin and CDC on the application for the Rover project.
- Reviewed a demo on an IVR system, another option allowing customers to pay their utility bills over the phone 24 hours per day.
- Accounts Payable; FY15/16 payments made in September, 390 invoices were processed for payments of \$872,144.
- Utility Billing (September):
  - 6001 billing statements mailed by the end of September
  - 1038 Accounts received a penalty (past due 9/20/15)
  - 296 lien letters mailed to property owners
  - 140 accounts were locked off for non-payment on 9/9/15 for bills due 8/15/15.
  - 61 pre-lock off notices were delivered to 11 Multi-Family buildings, accounts paid and not locked off
  - 66 accounts were reconnected the same day, 111 the same week. The balance were vacant properties or the tenants moved out and property is back in the owner's name
  - Total of 694 Service orders: 60 Move Outs, 80 Move ins, 10 Turn offs, 42 Turn on, 132 reconnects, 27 read request, 1 Dead meters, 19 Leak Checks, 1 Lid Hazard checks, 146 Lock offs, 104 Meter Change out, 12 New Meter Installations, 1 Pressure check, 59 misc. other

	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	April 15	May 15	June 15	July 15	Aug 15	Sept 15	1 yr ago Sept 14
Billing Statement	5620	5598	5989	5595	5596	5971	5618	5619	5993	5660	5651	6001	5976
Penalty applied	774	1018	864	834	898	865	998	936	741	759	1371	1038	774
Lock Offs	88	114	114	107	93	115	112	91	105	132	77	140	144

**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”.
- IT continues to work on network upgrades for the City.

**VII. LIBRARY – Carol Dinges, Director**

- The library has implemented a collaborative early literacy program with the Teen Parent class at Lebanon High School. The class (including both the teen mothers and their infants) comes to the library before it opens in the morning twice per month for a special storytime and early literacy activities, with an emphasis on helping the teen mothers develop the skills and confidence to do these activities at home with their children, as well. (City goal: Lifelong Learning)
- The library staff hosted a volunteer appreciation barbecue on Saturday, September 19.

- The Uninterruptible Power Supply (UPS) for the library servers has quit functioning. The solution is to either replace the batteries or the entire unit, which is 8 years old. Brent Hurst researched options and prices, and we decided that the best option is to replace the entire unit. He has ordered the replacement equipment.

**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 September 23<sup>rd</sup>, 128 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 179 days were served by inmates in the Lebanon Jail.
- The Detective Division remains active, working on several involved cases including narcotics Investigations, child abuse case work, burglaries and sex abuse cases. A total of 9 cases were directly assigned to the detectives for further follow-up, and 9 cases were sent to them for review and/or additional information. Detectives were able to clear 7 involved cases this month, resulting in arrests to include sex offenses, theft offense, narcotic offenses and burglary.
- Kyle Whitham was hired as a full-time Police Officer and will be attending the three-month Police Academy in November of this year. Kyle comes to LPD after serving as a Reserve Officer at Benton County, and has filled the vacancy left by Officer Dustin Hyer.
- Tim Trahan was also hired as a full-time Police Officer. Officer Trahan comes to us with 13 years of experience and currently holds his Advanced police certificate. He is a firearms instructor, defensive tactics instructor and field training officer, and has spent time working as a School Resource Officer. Officer Trahan has filled the vacancy left by Officer Kyle Heese.
- We are currently in the background phase for the recently-open Communications Specialist position and hope to have this position filled by the middle of October.
- Neighborhood Park Watch is gaining momentum, but we still need additional volunteers. So far, with the help of this program, we were able to arrest a known drug dealer at Century Park and hold several other individuals accountable for their actions within our park system. The goal behind this program is for the community and police to work together for safer parks.
- The Patrol Division remains busy with approximately 1,391 calls for service as of September 29<sup>th</sup>, 2015. As of September 29<sup>th</sup>, 101 arrests were made, 75 traffic citations were issued and 202 reports were written. Total Part 1 crimes (i.e. criminal mischief, domestic abuse, burglary, robbery, assault and theft) for the month of September decreased by 44, compared to last year at this time.
- The Community Services Division has been busy facilitating many community activities including Park Watch meetings and conducting Traffic Safety class, and was heavily involved in the 9/11 Patriots' Day memorial celebration held at the Circle of Flags. They have also been busy getting the Lebanon Youth Peer Court program underway for the year.

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

- We submitted a new EIP (Energy Incentive Program) application for transit services to the Oregon Department of Energy (DOE), for the period of 7/1/14 through 12/31/15. DOE is currently reviewing the application and we should have a preliminary certificate in the next month or two. We will receive an audit of the transit program after the first of the year and then submit for final certification in order to find a pass-through partner for the tax credits.
- The City will be kicking off our annual United Way campaign in October!
- October events can be found on the website and Facebook.