



CITY MANAGER REPORT

Reporting period: August 2018

I. ADMINISTRATION – Gary Marks, City Manager

Month in Review: The following provides the highlights of my work during the month of August.

- The work of the Museum Committee advanced during August. I participated with the Committee in a fact-finding tour of the East Linn Museum in Sweet Home on August 17th and also a Committee meeting on August 23rd.
- The Arts Commission wrapped up its Friday “Noon at the Plaza” program on August 31st with the Great Quirky Turkey Pageant Award Ceremony. All 28 turkeys were on display at the Plaza during the event. Awards were given for “Best of Pageant”, “Quirkiest Turkey”, “Most Interesting/Usual Medium”, “Most Realistic”, and “Most Creative”. I served as the master of ceremonies for the event. We also introduced three new art boards into the Plaza. We had a good-sized crowd and a 40’s swing band from Salem provided entertainment after the event concluded.
- I led the annual staff Safety BBQ luncheon at the Maintenance Shop on August 21st. I was pleased to announce the City had been awarded its fourth “Gold Safety Award” from the League of Oregon Cities in five years for recording zero loss time hours during FY2017-18. I also presented two safety awards to two deserving staff members for individual acts of safety. We had a record 67 staff members attend the lunch event.
- Mayor Aziz and I interviewed two applicants for positions on the new Trees and Trails Advisory Committee. The Mayor’s appointees have been forwarded to the City Council for ratification.
- Debi Shimmin, Walt Wendolowski and I completed preparations for the new Economic Development Catalyst position during the month of August. The position is now being advertised in several relevant publications. We anticipate interviews on September 18th and welcoming our new staff member in early to mid-October.
- Work to advance local entrepreneurship through the 8-city group continued in August. I participated in a meeting of the 8-city group to plan continuation of efforts beyond the current fiscal year and another RAIN meeting in Philomath. I met with Albany City Manager Peter Troedsson and others from the 8-city group to explore including Albany in our efforts, and I participated in a tour of the Corvallis Foundry, an entrepreneurial accelerator (i.e. very similar to a business incubator). The organizer of the Foundry, Brad Attig, has an interest in creating a similar facility in Lebanon. Brad and I are currently looking at steps in that direction.
- Work on the Northside Welcome Sign Monument and adjacent Academy Square landscaping project were advanced in the month of August. I continue to confer with architects and City staff to coordinate the development of construction documents for the monument and the landscaping plan. There is an effort to begin construction on the monument in October, but it is contingent on several other steps falling in place soon. In a worst-case scenario, construction would be pushed to spring of next year. We anticipate the landscaping project happening next spring.
- Staff efforts to create a downtown urban renewal district continued in August. Plans are now in place to conduct an initial project planning session with representatives of the Lebanon Downtown Association on September 6th. We anticipate a public hearing at the October City Council meeting with additional meetings of the Lebanon Planning Commission in late October and Urban Renewal Agency Board (City Council) in November. Creating a downtown urban renewal district is a key element in the Lebanon 2040 Strategic Action Plan to advance downtown improvement projects.
- The month of August also included my attendance and participation in a number of meetings. These included providing the welcoming message on August 9th at the Northwest Optimist Association Annual Convention held at Boulder Falls Center. The Association represents Optimist International Clubs from Alaska, British Columbia, Washington, Oregon and Idaho. I also attended the Association’s Annual Banquet on August 11th. Other meetings included chairing the August 20th meeting of the Lebanon Arts Commission, meeting with Kendra Antila and architects to discuss a possible project to expand children’s program space at the library, a meeting with representative of Build Lebanon Trails to continue trail planning efforts, and meetings with Mayor Aziz, Council President Elliott, Councilor Grizzle, and Council candidate Karin Stauder. I also attended weekly meetings of the Lebanon Rotary and Optimist Clubs.

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B. HUMAN RESOURCES – Debi Shimmin, HR Director

- **Employee Benefits:** Met with the City's insurance broker to review the new rates from MODA for the 2019 year. Another meeting has been scheduled to consider rates from other vendors. Management will then meet with the Health Advisory Committee to review priorities.
- **Employee Safety/Wellness Committee:** The draft of the Employee Emergency Action Plan has been approved by the committee and sent to printer. Copies will be distributed during in-service training on October 8.
 - Flu shots for employees are scheduled for September 20.
 - The Annual Safety BBQ was held on August 21, on a beautiful sunny day, with a record turnout of 67 employees. Employees Theresa Hilton and Rebecca Wirfs were awarded with Safety Commendations for their response to potential safety hazards.
- **Employee Recruitment:** The Water Treatment Supervisor has been hired and begins work on September 10. The Water Treatment Operator III position was posted on August 20 and will close on September 10.
 - The Crew Chief selected for Collections was Scott Wilkerson, a current Senior Maintenance Worker who has been with the City for more than 20 years.
 - Interviews for a part-time clerk for the Senior Center took place on August 29, and the interview panel is considering a second round for the top finalists later in the month.
 - Interviews for a part-time Library Assistant I took place on August 30, and the interview panel is considering their final selection.
 - Recruitments for the Economic Development Catalyst for the Community Development Department opened on August 13 and will close September 10.
 - Recruitments for a Maintenance Worker for the Parks and Water sections opened on August 20.
- **Employee Training:** In-service training for employees is being planned and is scheduled for October 8. Topics includes: Oregon Ethics, Harassment, Lockdowns, Directed Evacuations (Fire drills) and review of the updated Employee Emergency Action Plan.
- **HR News & Notes:** The annual LGPI conference is scheduled for October 2.
 - This year, Labor Day will be observed on September 3 and is a City employee holiday. The US Department of Labor describes the holiday as "a creation of the Labor movement and is dedicated to the social and economic achievements of American workers." Most City employees, except those with essential services such as police services, will be off that day.

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

- **Advisory Boards:** *Trees and Trails Advisory Board*, Mayor Aziz and Gary Marks interviewed three out of the four applicants with appointments expected to be made at the September 12 City Council Meeting.
 - *Historic Museum Ad Hoc Committee* toured the East Linn Museum (Sweet Home) on August 17 and have another tour schedule for the Albany Museum scheduled September 26. Their next meeting is tentatively scheduled for September 17, 2018.
- **City Council Meetings:** The next Regular Council Meeting will be held on September 12 at 6:00 p.m.
- **City Elections:** I met with the County Clerk to file and review the ballot documentation for certified candidates running for the Lebanon Mayoral or Councilor positions in the November General Election. The following candidates will be listed on the ballots:
 - Mayor: Paul Aziz, Bob Elliott, and Tom Gregory
 - Councilor, Ward 1: Wayne Rieskamp
 - Councilor, Ward 2: Karin Stauder
 - Councilor, Ward 3: Duston Denver, Greg Nervino, and Michelle Steinhebel
- I'm currently in the process of drafting proofs for the candidates to review prior to compiling our local electronic Voter's Pamphlet. It is my hope to have it finalized and on our social media pages by September 15.

III. COMMUNITY DEVELOPMENT – Walt Wendolowski, Director

A. Planning:

- The Planning Commission did not meet in August, and currently, there are no scheduled hearings for September.

- Staff approved Administrative Reviews to construct a tri-plex, construct two duplexes on a single lot, a large accessory building, a church expansion and a modification to a prior approved decision. Adjustments were also granted to reduce a rear yard setback and lot area coverage, and, two Minor Adjustments to fencing requirements.
- Business Oregon officially acknowledged the re-designation of the South Santiam Enterprise Zone.
- Work continues with scanning all prior land use and building permits to assist in future development of our existing Geographic Information System.
- As noted, Department of State Lands reviewed and accepted the wetlands delineation for certain industrial sites. Staff is now working with ECO Northwest to consider wetland mitigation options to allow development of the various sites.
- The City contracted with Elaine Howard Consulting to begin work on the Downtown URD.
- The Department of Land Conservation and Development is paying a consultant to conduct a Housing Needs Analysis. The work will be conducted by the FCS Group and will be completed by the end of June 2019. The purpose of the project is to ensure the City can meet the future housing needs of the community.
- We've completed work on the Transportation System Plan!! The material will be going before the Planning Commission is October with final hearings before the Council in either November or December. As always, periodic updates and a comments map may be found at www.lebanontsp.org.

B. Building:

- The new fiscal year began in July. The City processed 54 permits in July, down from 72 permits in June. Total fees were \$15,454 on \$769,065 in valuation. By comparison, for the same month in FY 2017/18, the fees were \$47,532 on \$2,916,388 in valuation.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- As of Mid-July, the Oregon Health Authority is requiring all Water Providers who treat surface water for distribution to test for Cyanotoxins and Micro-Toxins every two weeks. This new rule was implemented due to the water issues that the City of Salem was experiencing. Continued testing has revealed that we are well either a non-detect or well below the reporting/action limits. We will be required to test throughout the summer and into the fall.
- Construction of the New Water Treatment Plant (WTP) is continuing. Slayden Constructors (SCI) is currently testing the new intake screens, pumps, and mechanical equipment. They have completed the intake structure itself and are no longer working in the river. At the Water Treatment Plant Site, SCI is continuing to install the racks for the filter membranes, as well as mechanical and electrical work. Training for the new facility and all of its equipment has begun. Currently there are two City Staff assigned to the construction oversight along with intermittent help from Carollo Engineers. The permit for the Canal Under-Drain to Cheadle Lake has been issued. SCI will begin construction of the new pipe under the canal during the week of August 27th. This work is likely to take several months to complete. The project is still on schedule for a December start up.
- Udell Engineering is currently performing a topographic survey in the area between Oak and 'A' Street (4th to 7th) for an upcoming sanitary sewer replacement project. The design for the project will likely start this winter due to current staff workload.
- Staff is continuing to work with Build Lebanon Trails on multiple projects. The West River Trail construction has started. Other trail segments include the Island Loop Trails at Cheadle Lake, 2018 Recreation Trails Grant Application, a proposed bridged over the Santiam Albany Canal (vicinity of Cheadle Lake Boat Ramp – this project is proposed to be funded privately by Thad Nelson and Rick Franklin Corp.), improvements to the trails off of Tennessee Road, and several other minor trail sections.
- Work on the Russell Drive/River Road Project is continuing. Russel Drive was originally scheduled to open by August 24th, but due to delays from private utility companies relocating their utilities, we have extended that date to September 14th. Currently, Eugene Sand is paving and finalizing sidewalks and driveways. There have been several items eliminated from the contract due to conflict with the Water Treatment Plant Project. They include path construction across the frontage of the WTP site and paving of River Road in the area of the new intake. This work will likely be added to the WTP contract and completed by SCI so as not to interfere with the construction progress of the Water Treatment Plant.
- Staff is working with Linn County and ODOT to realign the intersection of Dewey and Walker Road at Highway 20. Linn County is in possession of the property where the old Hoskins Supply was located. Staff is currently working on funding the project.
- The Pedestrian Activated Crosswalk light at the intersection of Fifth Street and Tangent Street is complete. The new crossing light will be operational for the start of the school year. The project was funded 100% by ODOT.

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- There are currently five contracts out for work on Porter Park. We have contractors installing irrigation, electrical/lighting, and grading for concrete sidewalks. Staff will be requesting additional quotes for a parking lot, fencing and planter bed construction in early August. We are anticipating a fall construction completion. There will likely be some elements of the new park that will be constructed in 2019 due to the workload and availability of contractors in the area.
- The 2018 Street Preservation Project has been completed. As part of this project, Wildish Construction was issued a change order to pave the parking lots and alley next to at City Hall. Staff took advantage of the area being re-constructed and issued a contract to RJ Armstrong to install new storm drainage and disconnect the existing storm drainage from the sanitary sewer.
- avid Evans and Associates is under contract with the City to update the existing Westside Interceptor (sanitary sewer) model. The last model update was done 10 years ago and showed that the existing pipe was at capacity. Due to all of the potential for development along the west and south portion of the City, we are updating the model to determine if there are any short-term solutions to allow large developments prior to the new Westside Interceptor being completed.
- Staff is currently working on the next five-year CIP Plan. It is anticipated that this will be brought to City Council in the spring 2019 for review and approval.
- Duplexes are nearing completion at the northwest corner of 7th Street and Airport Road.
- 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), and Santiam Riverfront Estates (east of Mountain River Drive by the Santiam River). The Gleann Subdivision (formerly known as Santiam River Place 3 along Kokanee Way) is full. Staff continues to review site plans for additional homes for these subdivisions and other home sites throughout the City.
- Plans have been approved for the new Samaritan Treatment and Recovery center located on the Corner of Hwy 20 & Tangent St. (former Teen Challenge building demo) Site work is expected to start soon.
- Stutzman Residential Project plans have been approved for a 5-plex off Second Street. Site work is expected to start soon.
- Plans have been approved for Snook investments for an Industrial Flex Space for 2 tenants. Site work is expected to start soon.
- Extension of public improvements along 9th street have been accepted. Building permits issued and duplex construction underway.
- Mill Race Station public improvement permits issues and contractor currently installing new sewer, and storm lines. All outside agencies permit received. Part of the public improvements have been bonded allowing for the plat of storage area. Building department issued building permit with storage units under construction. Waiver from the Fire Department receive to proceed prior to water line installation.
- Plans have been stamped approved for Kate's addition 4 duplexes with a half street improvement along Wasson Street.
- Site plan for Miller's Auto Repair have been approved site work to begin soon.
- Site plan for Veteran's home Parking lot expansion have been approved. All outside agencies permit received and public right a way permit issued.
- Site plan for Cascade Ridge 2 Apartment complex have been stamped approved, site work and building construction underway.
- Entek building expansion site plans have been stamped approved, site work construction underway.
- Site plan review complete and approved of new Maple/Oak Townhouse. Site work in process.
- Site plan for J Street Duplexes approved and building permits issued site work in progress.
- Economy Building Supply Garden Center plans have been approved new garden center building construction underway.
- Quail Meadows Subdivision plan received and under review by staff.
- Paventy & Brown Orthodontics new building site plans received and reviewed. Engineer to complete revisions.

V. FINANCE SERVICES – Matt Apken, Finance Director

Accounts Payable:

- FY17/18 payments made in August 2018, 16 invoices were processed for payments of \$31,908.
- FY18/19 payments made in August 2018, 550 invoices were processed for payments of \$3,491,917.

Utility Billing for August 2018:

- 6,013 Billing statements mailed by the end of August = \$1,101,018

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- 973 Accounts received a penalty (past due 8/21/18).
- 217 lien letters mailed to property owners.
- 83 accounts were locked off for non-payment on 8/9/18 for bills due 7/15/18.
- 66 accounts were reconnected the same week. 6 Pre-lock off door hanger for multi-family accounts. 1 failed to pay and was locked off.
- 2 accounts called for after-hours reconnect all paid as promised.
- Total of 479 Service orders: 47 read request, 86 Lock offs, 4 Turn offs, 49 Turn on, 61 Move Outs, 76 Move ins, 87 reconnects, 6 Returned Mail, 22 Leak Checks, 4 Pressure Test, 4 Meter Change out, 11 New Meter Installations, 2 Quality Checks, 6 Door Hangers, 3 Dead meters, 11 misc. other.

	Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	June 18	July 18	Aug 18
Billing Statement	5,783	6,071	5,799	5,761	6,021	5,739	5,761	6,001	5,760	5,780	6,031	5,793	5,783
Penalty applied	935	1,247	1,277	990	1,318	956	1,118	1,061	1,180	926	1,213	1,169	973
Lock Offs	112	87	109	126	87	138	46	50	84	90	62	85	83

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

- Work continues with fiber installation to the Water Treatment Plant.
- Coordination of SCADA, IT, and security systems at Water Treatment Plant continues.
- Continued to research Lebanon to Albany network connectivity issues that are causing Lebanon Library to lose connectivity with host Library check-out system in Albany for staff and patrons.
- Camera server replacement work continues.
- Work continues to move all User Profiles to new storage and is nearing completion.
- Assist Police with body camera demo and evaluation.
- Work with network consultant on network architecture.
- Assist LFD and City Electrician with Station 31 Admin area remodel and data wiring.
- Downloaded, reviewed, processed, and coordinated tax lot updates with Community Development staff.
- Coordinated potential Lebanon City Limit boundary discrepancies; created and printed large format boundary map for future review.
- Troubleshoot browsing and browser plug-in issues for web maps.
- Queried and compiled residential housing counts for Ward District Boundaries and coordinated with Administrative staff.
- We have addressed multiple other normal break-fix issues, equipment replacements, and maintenance renewals for IT. During the past month, the IT Department closed 361 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.

VII. LIBRARY – Kendra Antila, Director

- We have a pending recruitment for a part-time Library Assistant I position that was vacated in early August. The interview panel is deliberating between three desirable candidates. The two not chosen will be asked to remain in a hiring pool should there be other openings in the future.
- September will be a very busy month with several programs for adults and children. Baby and Preschool Storytimes and Lego Club will resume - new programs including Yoga and SuGO (Show up Geek Out) will begin as well.
- We've been able to purchase materials worth \$13,000 in the past few months thanks to generous grants from Trust Management Services, LLC and the Library Services and Technology Act. I'm currently working on grant reports for each.

VIII. MAINTENANCE – Jason Williams, Director

A. Streets:

- Street sweeping continues including sweeping for the City of Halsey and Brownsville.

- Streets crew worked mainly on the high school softball/baseball turf field installation this month.
- Completed sign maintenance as needed.
- Lowered flags per governor's order.
- Placed banners at two locations for special events.
- Worked on weed/trash removal in the entire downtown core area.
- Mowed/cleared with the excavator along Cheadle Lake to eliminate transient camps.

B. Collections (Sanitary-Storm):

- Assisted the Water crew with many service line repairs.
- Vehicle maintenance on D-6. Vactor was delivered to Owen equipment for a major rebuild.
- Cleaning and televising sanitary and storm sewer continues.
- Assisted the water crew with water service repairs.
- Repaired failing sewer services.
- Raised flags per governor's order.
- Continuing with ditch mowing and cleaning.
- Located sewer lateral connections for contractors.
- Mowed out at the entrances on each end of the City.
- Attended 3-day certification review for collections level 3 testing.

C. Water:

- Meter reading has been completed.
- The crew completed water lock offs and reconnects.
- Daily water service orders including, leak checks, locates, taste and quality issues, water samples and other customer concerns continue.
- The crew paved and replaced concrete after new or leaking water services were placed.
- Replaced water meters to touch/radio read as time permitted.
- Changed out failing meter boxes and dead meters.
- Worked on the water maintenance list.
- Vehicle Maintenance.
- Worked daily on service line leaks. Leaks are showing up as ground water levels recede.

D. Parks:

- Opened, closed and cleaned parks restroom buildings daily.
- Replaced many vandalized sprinkler heads in Ralston Park.
- Set up for special events.
- Completed landscaping rounds in all parks and school district properties including two complete rounds of mowing.
- Chemical applications have been made in parks and school district property for weed control.
- Applied chips in landscape areas as needed to eliminate hand work.
- All Trail mowing and land clearing has been done.
- Trails have all been swept.
- Started repairing and replacing picnic tables as needed.
- Daily vandalism control/repair.
- Completed playground safety inspections.
- Worked on both turf projects with the streets crew.

IX. POLICE – Frank Stevenson, Chief of Police

- The Patrol Division had approximately 1,504 calls for service this month, made 107 arrests, issued 110 traffic citations and wrote 253 case reports.

- As of August 22nd, 2018, 90 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 164 days were served by inmates in the Lebanon Jail.
- The Community Services Division remains busy with various activities. This month, in addition to assisting with the Cadet Academy and Peer Court program, the division put together National Night Out with an estimated 3,000 people in attendance, conducted a meeting with a Neighborhood Watch group, facilitated a Traffic Safety class, finished the Junior Police Academy at the Lebanon Boys and Girls Club with 26 kindergarteners and 1st graders, and conducted a meeting with a local Youth Services Team (YST), which is a multidisciplinary team that provides integrated services to students in Linn County, Oregon and coordinates efforts for children and youth who have been referred for services. Community Policing Officer Dala Johnson taught a cell phone distracted-driving class to 17 adults and a seatbelt class to 4 adults, all of which were referred to her by Lebanon Court.
- Peer Court, which is coordinated by Community Policing Officer Dala Johnson and Lieutenant Scott Bressler, heard 1 case this month for possession of marijuana. The Peer Court program remains dedicated to this diversion program in which youth are sentenced by their peers for minor crimes, offenses, and/or violations. Youth Court diversion programs are intended to offer an alternative to the traditional juvenile justice system and school disciplinary proceedings, and work to teach youths accountability and responsibility. We continue to have a partnership with the Lebanon School District and the Linn County Juvenile Department.
- The Detectives Division remains active with several very involved cases including narcotics investigations and child abuse investigations. Detectives deployed the bait car multiple times, worked and met with the DA's office on a very involved investigation surrounding a care facility, received a new sex abuse investigation involving a mentally-handicapped juvenile, testified in court on a sex abuse trial (suspect was found guilty and will be sentenced to life in prison in September), arrested two suspected narcotics dealers who are believed to be dealing heroin and methamphetamine, seized .58lbs of methamphetamine and \$1,200 in cash, and conducted a drug expert evaluation on a suspect who was arrested for driving offenses.
- So far, we have received 37 applications for the Communications Specialist vacancy. We will be conducting the testing portion of the recruitment mid to late September.

X. SENIOR SERVICES – Kindra Oliver, Director

- Oregon Department of Transportation has notified us that we have been scheduled for a compliance review of our transportation program on November 6th and 7th. It will likely only take one day but have scheduled two days. This is a courtesy compliance review.
- We are working on our Request for Proposal (RFP) to start our purchase process for a new replacement bus. We will be using funds from our Oregon Department of Transportation Discretionary Grant for the current fiscal year. The process can take up to six months.
- We conducted interviews for the part-time Senior Center Clerk position on August 29 and should have our new staff member starting in the next few weeks.
- We meet with four first-year medical students from COMP-NW on September 12th, to discuss service learning projects they will be doing at the Lebanon Senior Center for 2018-19. This is our third year working with the medical students and we are very grateful for their continued support. Our Senior Center participants enjoy and appreciate their efforts and interests in engaging in our classes, workshops and social activities.
- Our new Parkinson's Support Group started meeting at the Senior Center in August, and they had 14 people in attendance. They will be meeting the third Thursday of each month, from 4:00 to 5:30 pm.
- A complete list of Senior Center events, classes, workshops and activities for September are posted on the City's website and on the City's Facebook page.