

COUNCIL AGENDA



MARCH 11, 1998

LEBANON CITY COUNCIL

MARCH 11, 1998

7:30 p.m.

A G E N D A

Lebanon School District Board Room
485 South Fifth Street

NO NOON SESSION

CALL TO ORDER/FLAG SALUTE - 7:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

- 1) MINUTES OF THE FEBRUARY 25, 1998 CITY COUNCIL MEETING

PUBLIC HEARING

- 2) LIQUOR LICENSE APPROVAL

Presented by: Mr. Walt Richmond, Chief of Police

Approval/Denial by MOTION

LEGISLATIVE ACTION

- 3) AIRPORT ROAD - PROPOSED SIDEWALK AND SEWER LIDs

Presented by: Mr. Jim Ruef, Director of Public Works

Approval/Denial of RESOLUTION

- 4) GREEN ACRES WATERLINE

Presented by: Mr. Jim Ruef, Director of Public Works

Approval/Denial by MOTION

5) CITY OF LEBANON SUPPLEMENTAL BUDGET FOR 1997/98

Presented by: Ms. Judy Wendland, Finance Director

Approval/Denial of RESOLUTION

**(Temporarily adjourn the regular order of business of the Lebanon City Council
and convene as Northwest Urban Renewal District)**

6) NORTHWEST URBAN RENEWAL DISTRICT SUPPLEMENTAL BUDGET FOR
1997/98

Presented by: Ms. Judy Wendland, Finance Director

Approval/Denial of RESOLUTION

**(Adjourn as the Northwest Urban Renewal District and reconvene
the regular order of business of the Lebanon City Council)**

CITIZEN COMMENTS

ADJOURNMENT

AGENDA ITEM 1

**MINUTES
LEBANON CITY COUNCIL
FEBRUARY 25, 1998**

MEMBERS PRESENT Mayor Bob Smith; Councilors: Floyd Fisher, Ron Miller, John Richard, Ken Toombs, Stan Usinger

STAFF PRESENT Joseph Windell, City Administrator; Tom McHill, City Attorney; Walt Richmond, Chief of Police; Judy Wendland, Finance Director; Jim Ruef, Director of Public Works; Jim Clark, City Engineer

CALL TO ORDER AND FLAG SALUTE

The regular meeting of the City Council of Lebanon was called to order by Mayor Smith at 7:30 P.M., February 25, 1998 in the Lebanon School District Board Room at 485 E. Fifth Street. Roll call was taken with five members present. Councilor Rieskamp was absent.

APPROVAL OF MINUTES

1. MINUTES OF FEBRUARY 11, 1998

The Minutes of the Lebanon City Council Meeting of February 11, 1998 were approved as presented.

SPECIAL PRESENTATIONS

2. PRESENTATION BY SENATOR MAE YIH REGARDING MEASURE 50

Senator Yih explained that with Measure 50 which the voters passed, the taxpayers were given a property tax relief. But due to an oversight, taxpayers in Linn and Deschutes Counties will not receive the tax relief they may have expected. Linn County taxpayers received a 1.4% increase and Deschutes a 2.5% increase in taxes. Senator Yih stated that in her discussion with the Department of Revenue, Legislative Revenue Office and Legislative Counsel this plan is recommended where the unexpected tax revenues of each taxing district in Linn County can be set aside in a reserve and used to certify for a lower rate for the District this Fall. This would not reduce the budget passed by Lebanon's City Council in 1997, it concerns only unanticipated tax revenue increase caused by the oversight in the measure. In 1999, the Legislature would correct the oversight. Senator Yih stated she has asked the Legislative Revenue office to prepare a resolution for Lebanon City Council's consideration in adoption of this resolution. She stated she understood the figures have been verified by Linn County Assessor, Mark Noakes. The Legislative Revenue office forwarded this information to City Administrator, Joseph Windell on Monday, February 23, 1998. Senator Yih stated she hoped the

Council would follow the wishes of the voters and maintain faith and credibility without discipline. She stated that so far the commissioners in Sweet Home, Scio School Districts and the City of Sweet Home have agreed with this tax saving proposal.

City Attorney McHill read a letter received by the City from State Representative, Linn and Benton Counties, Carolyn Oakley. In the context of the letter, Representative Oakley urged the adoption of the plan.

Councilor Miller questioned Senator Yih regarding her statement that the tax figures have been certified or verified by Linn County.

Senator Yih responded that she was referring to the unanticipated revenue in the amount of about \$140,000 for this year and if "you" (the City of Lebanon) can set aside that unanticipated tax revenue as a reserve and use it next year to lower the rates, then it has the same benefits of a refund except that districts do not have authority to refund but this has the same benefits of a refund.

Councilor Toombs asked Senator Yih if the \$142,000 has been verified by the Assessor that this is the exact amount that would affect the City of Lebanon.

Senator Yih responded that "yes", this estimate is prepared by the Department of Revenue in cooperation with Legislative Revenue office and the numbers have been verified by Mark Noakes.

Councilor Miller questioned Senator Yih regarding the Urban Renewal District.

Senator Yih responded that according to a memo given to her by Jim Scherziner, Legislative Revenue Officer, his estimate is that there is about an \$800 loss to the district.

Finance Director Wendland stated that the \$800 being referred to has to do with an additional compression but there is also a difference in the actual amount of Urban Renewal Revenue that is due to the change in the way the tax reform is levied. Jeff Tashman, Economist, who prepares the City's property tax projections, estimates that for this year it would have been around \$40,000. For next year, Ms Wendland stated that the City doesn't know yet because the City still does not have all the information needed to review what was done by Legislative Revenue to satisfy the City that everything is correct and to provide the City the opportunity to look at the long and short term effect. What complicates this, is the fact that the City has the two Urban Renewal Districts.

City Administrator Windell stated that one of things that is different than with some of the other communities in Linn County is that when the City realized the additional revenue, the City wouldn't put it into the operating budget. Some other cities have done that. From what Staff knows right now Staff believes that

keeping that money separate and taking a look at what the City comes up with to verify whether that is the actual volume amount, the Staff believes no action should be taken until this is discussed with the Budget Committee. None of this money will be spent; it will be set aside to see what happens.

Councilor Miller stated he felt this is a pretty expensive professional disagreement, \$40,000, and that he agrees with City Administrator Windell that until the City knows the exact dollar amount and until the professionals come to an agreement, we should not spend it.

City Administrator Windell stated that at this time we are not sure the City would have it coming or not, or what the dollar amount is. Mr. Windell stated he has been told that it is not just Linn and Deschutes Counties that have been effected, that there are some other Counties that are effected the same way and that the City of Lebanon needs to know that their responses will be, because what is done by the Legislature will effect the whole state.

Councilor Toombs stated to Senator Yih that he agrees with her concept and that this money should be returned to the taxpayers but we need to have exact numbers.

Senator Yih stated it will go back to the taxpayers by paying less taxes next year. This money does not belong to the City.

Roger Reed, 3040 Liberty Rd., Albany, stated he wished to compliment the City for not spending this money. In the years 1998, 1999, 2000 the budget should reflect this.

John Davis (gave no address) lives outside the city, owns a business inside the city - spoke in opposition of the proposal.

3. PRESENTATION BY MR. BILL MCCRAW REGARDING ESTABLISHING A SISTER CITY WITH NAGAWA, JAPAN

Bill McCraw stated that for the past three years he has coordinated a program with Junior High Students from Nagawa, Japan by bringing them to Lebanon. Mr. McCraw stated that because of the care and concern the city of Lebanon has shown these students, they would now like to establish a Sister City program with Lebanon. Mr. McCraw introduced Bonnie Boucher, who gave a presentation and showed a video explaining the program and showing the Nagawa area. Ms Boucher represents People Link located in California. She stated the next step in making this relationship official is to become a member of Sister City International (SCI) by paying an approximate fee of \$280 annually, based on population.

City Administrator Windell asked what the function of SCI is. Ms. Boucher

responded that they help the city with fundraisers, along with People Link. They help with the home-stay, etc. Mr. Windell stated that the City of Lebanon has experienced the exchange for three years without paying the \$280. Ms. Boucher responded that if the City of Lebanon wishes to visit Nagawa, they would be well taken care of, "not that they wouldn't be anyway." By joining, it makes the visits more official. Mr. McCraw stated that Nagawa's desire to make this an official relationship would cement their continued relationship with Lebanon. Mr. Windell questioned the reason for approaching the City Council rather than the schools because the functions all are based around education. Mayor Smith stated that because Japan's schools are under the control of the cities they wished to contact the City of Lebanon. Mayor Smith stated that the City would have to be in contact with and working with the school districts if such a relation were to be forthcoming. He invited Ms Boucher to leave all information possible and the Council would see what can be done.

LEGISLATIVE ACTION

4. 1998 STP ALLOCATION RECOMMENDATION

Director of Public Works Ruef stated the CIP Committee recommends that the 1998 Surface Transportation Program (STP) funds be applied to the Santiam Travel Station project. Mr. Ruef had furnished the Councilors a Budget Projection for STP.

A motion was made by Councilor Toombs, seconded by Councilor Richard and passed unanimously that:

This information be sent to Staff and have it returned as a motion to allocate the STP Funds

5. UPDATE OF BUILDING CODES AND MECHANICAL FEES

Director of Public Works Ruef introduced Lebanon's new City Building Official, Bob Macaitis, who has been with the City since January 1998. In reviewing the Building Codes and Mechanical Fees it was found that three sections dealing with the Building Codes need to be changed:

- Most building fees are calculated by the value of the construction project. The applicant is allowed to submit their only estimate of the construction cost and can be used by the building official in determining the permit fee. If the applicant does not submit an estimate or submits an unreasonable estimate, then the building official is required to use the State of Oregon Building Valuation data Sheet. The most recent Data Sheet adopted by the State is the 1994 edition. The City of Lebanon is still using the 1990 version. While the 1994 version produces a very low valuation when you compare it to 1998 costs, it is still closer to the actual building valuation than the 1990 version.
- A recent addition to the Building Codes in Oregon is the Council of American

Building Officials (CABO) Code which deals with one and two family dwellings. The City needs to adopt this code.

- The Municipal Code already includes the latest Mechanical Specialty Code, however the fees charged for this permit need to be adopted. We are proposing to adopt the highest fee schedule allowed by the State of Oregon. Even with this higher fee schedule, the mechanical permits will not pay for the cost of inspection. The Mechanical fee schedule needs to be adopted by Resolution.

Mr. Ruef recommended that City Council adopt the latest State of Oregon Building Codes and building valuations (by Ordinance) and Mechanical Fee Schedule (by Resolution).

City Attorney McHill read the following ordinance by title:

A BILL FOR AN ORDINANCE AMENDING CHAPTER 15.04 OF THE LEBANON MUNICIPAL CODE CONCERNING THE STRUCTURAL CODE AND DECLARING AN EMERGENCY

A motion was made by Councilor Miller, seconded by Councilor Fisher and passed unanimously by roll call that:

The Ordinance amending Chapter 15.04 of the Lebanon Municipal Code concerning the structural code and declaring an emergency be passed.

City Attorney McHill read the following resolution by title:

A RESOLUTION PURSUANT TO LEBANON MUNICIPAL CODE SECTION 15.04 ESTABLISHING FEE TO ADMINISTER THE MECHANICAL CODE

A motion was made by Councilor Miller, seconded by Councilor Toombs and passed unanimously that:

The resolution pursuant to Lebanon Municipal Code Section 15.04 establishing fee to administer the Mechanical Code be adopted.

MONTHLY BOARD MINUTES

6. **MINUTES OF THE JANUARY 14, 1998 LEBANON PUBLIC LIBRARY ADVISORY BOARD MEETING**
7. **MINUTES OF THE JANUARY 28, 1998 SENIOR AND DISABLED SERVICES ADVISORY BOARD MEETING**

ADDITIONAL BUSINESS

City Administrator Windell

City Administrator Windell announced that the date of April 29, has been tentatively set for the City Council and Linn County dinner. A copy of the Agenda used in last year's meeting was given to the Councilors by Mr. Windell. He asked that the Councilors update the Agenda so the County can be provided with a copy within the next couple of weeks.

Mr. Windell asked Councilors when they received their Council Meeting Agenda packets. Councilor Richard stated he liked having the packets delivered by the Police Department because their presence in the neighborhood was noticed. Mr. Windell stated the packets will again be delivered by the police officers.

CITIZEN COMMENTS

There were none.

ADJOURNMENT

There being no further business, Mayor Smith adjourned the meeting at 8:30 P.M.

Dorothy Nicholson, Secretary

Robert G. Smith, Mayor

ATTEST:

Joseph A. Windell, City Recorder

AGENDA ITEM 2



CITY OF LEBANON

MEMORANDUM

TO: Joseph A. Windell, City Administrator **DATE:** February 20, 1998

FROM: Walter R. Richmond, Chief of Police *WR*

SUBJECT: LIQUOR LICENSE - CHANGE OWNERSHIP

BUSINESS NAME: TY & SHAY INCORPORATED

OWNERS: RANDY HOLMES

BUSINESS ADDRESS: 76 EAST SHERMAN ST
LEBANON OR

CLASSIFICATION: DISPENSER, CLASS A

The above-listed individuals are applying for a "Change Ownership" "Dispenser Class A" liquor license.

The Police Department does not possess any documented evidence to support the denial of this request.

ref

SIGNATURE PAGE WILL BE HAND CARRIED TO THE MEETING

AGENDA ITEM 3



**CITY OF LEBANON
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

TO: Joseph Windell, City Administrator
FROM: Jim Ruef, Director of Public Works
SUBJECT: Airport Road - Sidewalk and Sewer
Questionnaire

DATE: March 6, 1998

Staff sent a questionnaire to the property owners on Airport Road between Seventh Street and the Lebanon State Airport. We asked them if they felt sewer and sidewalks should be included as part of the upcoming Airport Road reconstruction project. The understanding is that they would be responsible for the costs of sidewalks and sewers if they are installed.

There does not appear to be enough support in the area to form a Local Improvement District (LID) for either sidewalks or sewers. Additional information may be forthcoming since we do not have any comments from Linn County Environmental Health and there is still time for the property owners to respond to the questionnaire before City Council considers the issue. The neighborhood has been informed of the date and time when this will be discussed at the Council meeting.



CITY OF LEBANON

MEMORANDUM

TO: Jim Ruef, Director of Public Works

DATE: March 5, 1998

FROM: Jim Clark, City Engineer *J.M. Clark*

SUBJECT: Airport Road - Proposed Sidewalk and Sewer LIDs

This memo requests Council consider forming separate sidewalk and sanitary sewer LIDs for the Airport Road project, 7th Street to west city limits.

Background Information

For the past two years the city and Linn County have been working on a cooperative project to improve Airport Road to city standard. The limits of the project are from 7th Street to the west city limits. This section would be reconstructed to the same street width as the recent city project east of 7th Street.

With the proposed intergovernmental agreement, the city would be responsible for funding curb and gutter, sidewalks, and all utilities except storm drainage. Funding for curb and gutter will be through a new county road transfer agreement. The limited amount of water system improvements will be funded from the water CIP. If constructed, sidewalks (including driveway approaches) and sanitary sewer must be funded by the city through local improvement districts.

Linn County is currently designing the project and anticipates advertising by late March/early April. The county is proceeding to design the project without sidewalks and sewer. Their design will include asphalt driveway approaches. Sanitary sewer can be constructed after the project but at much greater cost to residents. City staff has contacted various agencies about constructing the project without sidewalks as regards the Americans with Disabilities Act (ADA). No clear answers have been given. Staff's opinion is that, should a specific complaint be filed under the ADA, the city may be at risk.

City staff held two neighborhood meetings, last August and January, to discuss the project and the need for sidewalks and sewer. Both meetings were sparsely attended. At the August meeting, most of those in attendance were adamantly against paying for sidewalks, sewer, and annexing into the city. In January, the few residents attending the meeting were noncommittal.

Because the design is underway, we need to quickly resolve whether or not to include sidewalks and sewer. To this end, we mailed a letter and survey (attached) to every affected property owner asking

if they would financially support sidewalks and/or sewer. A survey form and postage paid return envelope were provided. Results from the survey are summarized on the attached table and maps.

Survey Results

Our overall survey response mirrors that of the neighborhood meetings - most people did not respond. Out of the 45 residents only 16 (36%) responded. In addition to those who responded in writing, I had conversations with two other residents - neither supported sidewalk or sewer.

Of those who did respond to the survey, most favored sanitary sewer and were evenly divided on sidewalks. It should be noted that many of those who support a sewer LID are the same residents who have failed/failing septic systems and petitioned for information last year. The attached maps also indicate the geographic distribution of sidewalk and sewer interest.

Action Requested

I request that Council review this information and decide whether or not to initiate a local improvement district for sidewalk or sanitary sewer.

One factor to consider is remonstrances. Lebanon's City Charter states that a remonstrance level of two-thirds (based on land area) requires a minimum sixty day suspension of consideration. The exceptions to this requirement are sidewalk and "an improvement unanimously declared by the Council to be needed at once because of an emergency". A sixty day suspension would either delay the entire project for one year or eliminate that improvement from this year's project.

Also, most of those affected are county residents which requires LID approval by the Linn County Board of Commissioners.

Should council decide to initiate a local improvement district, separate resolutions are attached for each district. A motion would be required for either or both resolutions - at Council's option.

C: Brenda Stein, Senior Engineer



February 20, 1998

Dear Airport Road Resident,

Linn County and the City of Lebanon have been planning a cooperative project to improve Airport Road from 7th Street to the Lebanon airport. For most of this length, the present county standard road is proposed to be reconstructed to a city standard street - similar to the recent city project east of 7th Street.

Still unresolved is whether to build sidewalks and sanitary sewer with the project. With the county project, these features must be funded by the city, which in turn requires the adjoining property owners to pay for them through a Local Improvement District (LID). Two neighborhood meetings have been held without any clear agreement from the residents who have attended.

The purpose of this letter is to ask for your opinion on whether or not to construct sidewalks and sanitary sewer with the project. This letter is being sent to all property owners residing along the project. General information and costs are provided for both sidewalks and sewer. I have also attached a survey form and a stamped, addressed envelope for your response.

Lebanon's City Council would like to determine the neighborhood's overall interest in sidewalks and sewers before deciding whether to commit city staff to the significant time and cost required to determine the specific costs for each property.

General information on sidewalks - Five foot wide concrete sidewalks would be installed on both sides of Airport Road to connect to the existing sidewalks at 7th Street. Also included would be driveway approaches and curb corner (handicapped) access ramps. A rough cost estimate for each property is approximately \$2.00 per foot of street frontage. This cost is likely to be reduced because the McKenzie Meadows manufactured home park development is responsible for installing a temporary asphalt path along one side of Airport Road from 12th Street to 7th Street. If an LID is created, the developer's contribution for this work could be used to reduce everyone's cost. A sidewalk LID does not require annexation to the city.

General information on sanitary sewer - Sanitary sewer is more complicated. I have attached fact sheets presented at both neighborhood meetings. **Connection to any city utility requires annexation into the city.** The typical - and most cost efficient - way to provide sanitary sewer in this area is to construct one pipe down the middle of the road during road construction. This pipe would be used by everyone on both sides. Rough cost estimates for this work are more difficult to predict but would generally be in the range of \$35 - \$45 per foot of each property frontage. Please refer to the enclosure for all costs involved in connection to sanitary sewer. However, the

ACCOUNTS PAYABLE	451-7476	CIP PROJECTS OFFICE	451-7441	PLANNING	451-7435
ADMINISTRATION	451-7421	ENGINEERING	451-7433	PUBLIC WORKS	451-7437
BUILDING	451-7431	FINANCE	451-7474	WATER/SEWER BILLING	451-7471

city and county are committed to rebuilding the street - with or without sanitary sewer. Sanitary sewers can be installed after the street is built. However, this would involve at least two separate sewer pipes, one on each side of Airport Road. At both neighborhood meetings I have emphasized the following point, which I would like to again make absolutely clear - **If sanitary sewer is not constructed with the street project, the cost to install it later will be much greater, likely several times as much.** Neighborhood disruption would also be greater since sewers installed afterwards would need to be built on easements through front or rear yards rather than in the street.

General information on water - A new (grant funded) water main has been installed along Airport Road between Airway Road and 7th Street. The water system will be completed with the project, resulting in water service to each property. **No assessments are proposed for water.** However, like sewer, city annexation is required before connection to this utility and other connection charges apply.

Please fill out the attached survey by simply indicating - Yes or No - your interest in sidewalks and sewer. Please note that a "Yes" does not commit you in any way. After you have completed the survey, please place it in the stamped, addressed envelope provided and mail it. Please mail the survey by Friday, February 27th so we can provide results at the March 11th City Council meeting. That meeting will be held at the School District Administrative Office (5th and Rose Streets) Board Room and will begin at 7:30 P.M. If sufficient interest is shown for either improvement, the Lebanon City Council will direct staff to prepare more detailed information.

Meanwhile, if you have any questions, please call me at 451-7434.

Sincerely,

Brenda D. Stein

for / Jim Clark
Lebanon City Engineer

C: Council Read File
Neal Michael, Linn County Road Department

AIRPORT ROAD PROJECT - 7TH STREET TO WEST CITY LIMITS

NEIGHBORHOOD SURVEY

	<u>YES</u>	<u>NO</u>
SIDEWALK LOCAL IMPROVEMENT DISTRICT	_____	_____
SANITARY SEWER IMPROVEMENT DISTRICT	_____	_____

NAME: _____

ADDRESS: _____

TELEPHONE NO. _____

COMMENTS:

JMC
February 19, 1998

**AIRPORT ROAD/STOLTZ HILL ROAD
CITY ANNEXATION AND UTILITY EXTENSION PROCESS**

1. Annexation Process:

- a. Must be contiguous to existing city limits
 - b. Requires petition of property owners
 - c. Complete and submit annexation application - Fee: \$300 for more than 5 acres
Public hearing before Planning Commission
 - d. Public hearing before City Council
- ◆ Annexation just brings property into the city, it does not provide city services.
- ◆ Allow a minimum of two months from submitting the annexation application to City Council for approval of annexation.
- ◆ After annexation, additional city property taxes become effective at approximately \$7.33 per \$1,000 of assessed valuation (example: an increase of about \$733 for a \$100,000 home and property).

2. Petition for Local Improvement District (LID)

- a. Petition signed by as many property owners as possible
- b. City Council accepts petition and directs staff to prepare estimated cost and assessments

3. Preconstruction Estimate of Costs and Assessments

- a. Estimated costs and assessments are developed by staff (utility assessments usually based on frontage)

Rough estimates of assessments for 8-inch size:

Sewer: \$70 Per foot of property frontage (w/Airport Rd. street project)
\$110 Per foot of property frontage (through existing street - Stoltz Hill Road)
- Includes sewer lateral to property line

Water: \$47 Per foot of property frontage (without service line)

- b. Neighborhood meeting with all of those affected.

4. City Council Public Hearing to Establish District

5. Design Project and Advertise for Bids

6. Construction

7. Calculate Actual Costs and Assessments

- a. Total actual costs and assessments are developed by staff
- b. Neighborhood meeting with all those affected

- a. City financing can be arranged
- b. Private financing probably cheaper

9. Hookup Costs (in addition to assessment)

- a. Sewer:
 - Right-of-way permit to connect to city sewer - \$35
 - Systems development charge (SDC due - based on water meter size - \$363 for a 3/4" meter
 - Sewer lateral from property line to home (privately contracted) - approximately \$1,000
 - \$47.50/100 feet for plumbing permit
- b. Water:
 - Systems development charge (SDC) due - based on water meter size - \$548 for a 3/4" meter
 - Water service and meter - \$600 for service line and meter to property line - (installed by city crews)
 - Water service line from meter to home (privately contracted - approximately \$500
 - \$52.50 for plumbing permit

10. Monthly Utility Billing - Based on Present Rates (attached)

- a. Average monthly utility billing based on 7 units (5,236 gallons):
 - Sewer - \$22.05
 - Water - \$23.87
- b. Sewer billing based on water usage
- c. Without a water meter:
 - Sewer Bill - \$22.05/month, or
 - Install a meter at customer's expense; city reads twice/year (October & March)
 1. If less than 4 units (2,992 gallons) - \$6.70/month
 2. If between 4-10 units (2,992 gallons) - \$23.99/month
 3. If more than 10 units (7,480 gallons) - \$34.90/month

11. Assessment Financing Payments

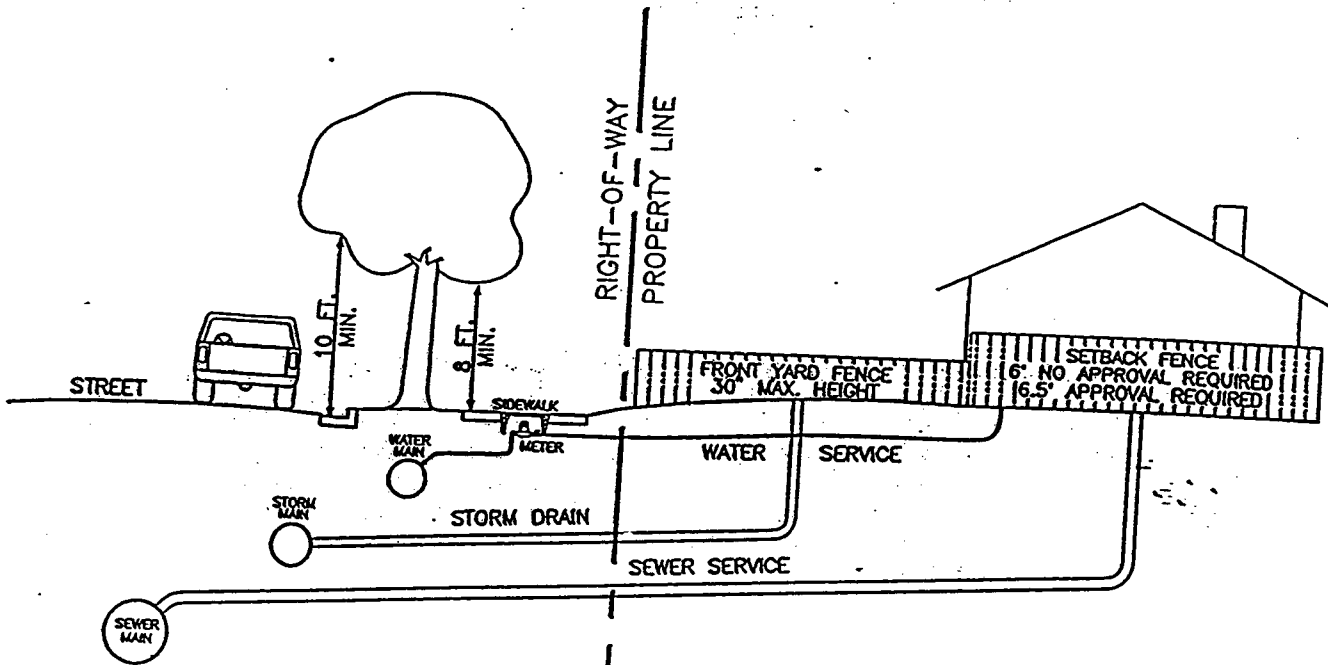
- a. Private Financing
- b. City Financing:
 - 10 years
 - Semi-annual payments
 - 8% - 10% interest rate
 - One time loan fee - 10% of total assessment
 - Example: For a \$10,000 assessment & 9% interest, semi-annual payments of \$950 maximum, declining approximately \$25 with each payment
 - State program for deferral of assessments for seniors meeting income requirement.

**AIRPORT ROAD/STOLTZ HILL ROAD
CITY ANNEXATION AND UTILITY EXTENSION
COST SUMMARY**

Cost Item	Sewer	Water	Other
1. Annexation:			
- application			\$300 (>5 acres)
2. Additional property taxes			\$7.33/\$1,000 AV
3. Utility assessment:	\$70-\$110 per foot	\$47 per foot	
- Est. %age rate (city)	8%-10%	8%-10%	
- Loan fee (one time)	10% of assessment	10% of assessment	
4. Utility hookup:			
- ROW permit	\$35	\$35	
- SDC fee	\$363	\$548	
- Service/lateral to property line	(Included with sewer construction)	\$600 for 3/4" line & meter (city crew)	
- Service/lateral from property line to house	\$1,000 (contractor)	\$500 meter to house (contractor)	
- Plumbing permit	\$47.50/100 feet	\$52.50	
5. Monthly bill:			
- Avg. 7 units, 3/4" meter	\$22.05	\$23.87	

WATER			CONS or AVE	SEWER	
3/4" 100 SR DISC	3/4" 101	1" 102		200 SR DISC	201
8.19	9.10	12.29	0	8.61	7.35
10.09	11.21	14.40	1	8.50	9.45
11.99	13.32	16.51	2	10.39	11.55
13.89	15.43	18.62	3	12.28	13.65
15.79	17.54	20.73	4	14.17	15.75
17.69	19.65	22.84	5	16.06	17.85
19.59	21.76	24.95	6	17.95	19.95
21.49	23.87	27.06	7	19.84	22.05
23.39	25.98	29.17	8	21.73	24.15
25.29	28.09	31.28	9	23.62	26.25
27.19	30.20	33.39	10	25.51	28.35
29.09	32.31	35.50	11	27.40	30.45
30.99	34.42	37.61	12	29.29	32.55
32.89	36.53	39.72	13	31.18	34.65
34.79	38.64	41.83	14	33.07	36.75
36.69	40.75	43.94	15	34.96	38.85
38.59	42.86	46.05	16	34.96	38.85
40.49	44.97	48.16	17	34.96	38.85
42.39	47.08	50.27	18	34.96	38.85
44.29	49.19	52.38	19	34.96	38.85
46.19	51.30	54.49	20	34.96	38.85
48.09	53.41	56.60	21	34.96	38.85
49.99	55.52	58.71	22	34.96	38.85
51.89	57.63	60.82	23	34.96	38.85
53.79	59.74	62.93	24	34.96	38.85
55.69	61.85	65.04	25	34.96	38.85
57.59	63.96	67.15	26	34.96	38.85
59.49	66.07	69.26	27	34.96	38.85
61.39	68.18	71.37	28	34.96	38.85
63.29	70.29	73.48	29	34.96	38.85
65.19	72.40	75.59	30	34.96	38.85
67.09	74.51	77.70	31	34.96	38.85
68.99	76.62	79.81	32	34.96	38.85
70.89	78.73	81.92	33	34.96	38.85
72.79	80.84	84.03	34	34.96	38.85
74.69	82.95	86.14	35	34.96	38.85
76.59	85.06	88.25	36	34.96	38.85
78.49	87.17	90.36	37	34.96	38.85
80.39	89.28	92.47	38	34.96	38.85
82.29	91.39	94.58	39	34.96	38.85
84.19	93.50	96.69	40	34.96	38.85
86.09	95.61	98.80	41	34.96	38.85
87.99	97.72	100.91	42	34.96	38.85
89.89	99.83	103.02	43	34.96	38.85
91.79	101.94	105.13	44	34.96	38.85
93.69	104.05	107.24	45	34.96	38.85
95.59	106.16	109.35	46	34.96	38.85
97.49	108.27	111.46	47	34.96	38.85
99.39	110.38	113.57	48	34.96	38.85
101.29	112.49	115.68	49	34.96	38.85

CITY OF LEBANON GENERAL PERMIT REQUIREMENTS



PUBLIC RIGHT-OF-WAY PERMIT REQUIREMENTS

ENGINEERING DIVISION
451-7437

A RIGHT-OF-WAY PERMIT IS REQUIRED FOR
SIMPLE WORK, SUCH AS:

- SIDEWALKS
- DRIVEWAYS
- MAJOR TRIMMING OR TREE REMOVAL
- CURB CUTS
- SEWER MAIN CONNECTIONS
- WATER SERVICE CONNECTION
- BACKFLOW DEVICE INSTALLATION (IN R.O.W.)

A PUBLIC IMPROVEMENT PERMIT IS REQUIRED FOR
MORE COMPLEX WORK, SUCH AS:

- NEW WATER MAINS
- NEW SEWER MAINS
- NEW STORM SEWERS
- NEW CITY STREETS/ALLEYS

PRIVATE PROPERTY PERMIT REQUIREMENTS

BUILDING DEPARTMENT
451-7431

* A BUILDING PERMIT IS REQUIRED FOR MORE
COMPLEX WORK, SUCH AS:

- REPAIR OR REPLACE WATER SERVICE
- REPAIR OR REPLACE SEWER SERVICE
- INSTALLING NEW WATER SERVICE
- INSTALLING NEW SEWER SERVICE
- INSTALLING BACKFLOW DEVICE
- CONSTRUCTION OF A NEW BUILDING
- INSTALLING BACKFLOW DEVICE

* A COUNTY PERMIT AND INSPECTION IS REQUIRED
FOR SIMPLE WORK, SUCH AS:

- ELECTRICAL INSTALLATION OR REPAIR
(967-3816)

BOTH PERMITS CAN BE OBTAINED AT:
CITY HALL 925 MAIN STREET
PUBLIC WORKS DEPARTMENT

AIRPORT ROAD PROJECT - 7TH STREET TO WEST CITY LIMITS

NEIGHBORHOOD SURVEY

Name & Address & Phone#	Sidewalk Local Improv.		Sanitary Sewer Improv. Dist		
	Yes	No	Yes	No	
Bill Lund, General Member 1040 S. Airport 541-501-1222		X	X		✓
Monte Cook 1240 Airport Road 541-451-4516		X		X	✓
Jeff Wilson 34125 Linn West Dr. Shedd OR, 97377 541-466-3461 Comments: He would like to join the City.	X		X		✓
Ron Southwick 1270 Airport Road 541-259-1709		X		X	✓
Mario & Rosa Santana 39636 Mtn. Home Drive Sweet Home, OR 97386 541-367-5579	X		X		✓
Roger F. Witherspoon 990 Airport Road 541-259-2511		X	X		✓
Harlan and Veonne Lee 981 Airport Road 541-258-7032		X	X		✓
Everett and Phillis Enix 1412 Airport Road P.O. Box 907 541-258-6829		X	X		✓

Lebanon Christian Center
166 S Airport Rd
X

X

Name & Address & Phone#

Sidewalk Local Improv.
Yes No

Sanitary Sewer Improv. Dist
Yes No

Ellen Miller 1011 Airport Road 503-651-3188 Notes: Feel that it should be done now and annexation should take place.		X	X	
Rod McCombs 995 Airport Road 541-917-0710 Notes: My Concerns are with my property being a corner lot. Airport Road & Strawberry Lane, and the cost of this project. Being in the construction trade, it is simply a money saving move to complete all work at the same time.	X		X	
Gwendolyn Paul 345 Rose Drive 541-258-6885	X X		X X	
Donald C. Hiviley 1105 Airport Road 541-259-3504	No Response			X
West Coast Ind. Systems P.O. Box 2067 541-451-6677	X			X
Ellen O. Miller 503-651-3188 Office 503-399-1599	X		X	
Jim Faulkner 684 Airport Road 541-258-5100		X	X	
David Nelson 25610 SW Mtn. Rd West Linn, OR 97068	X		X	

Lebanon christian center
665 Airport

X

X

9

7

13

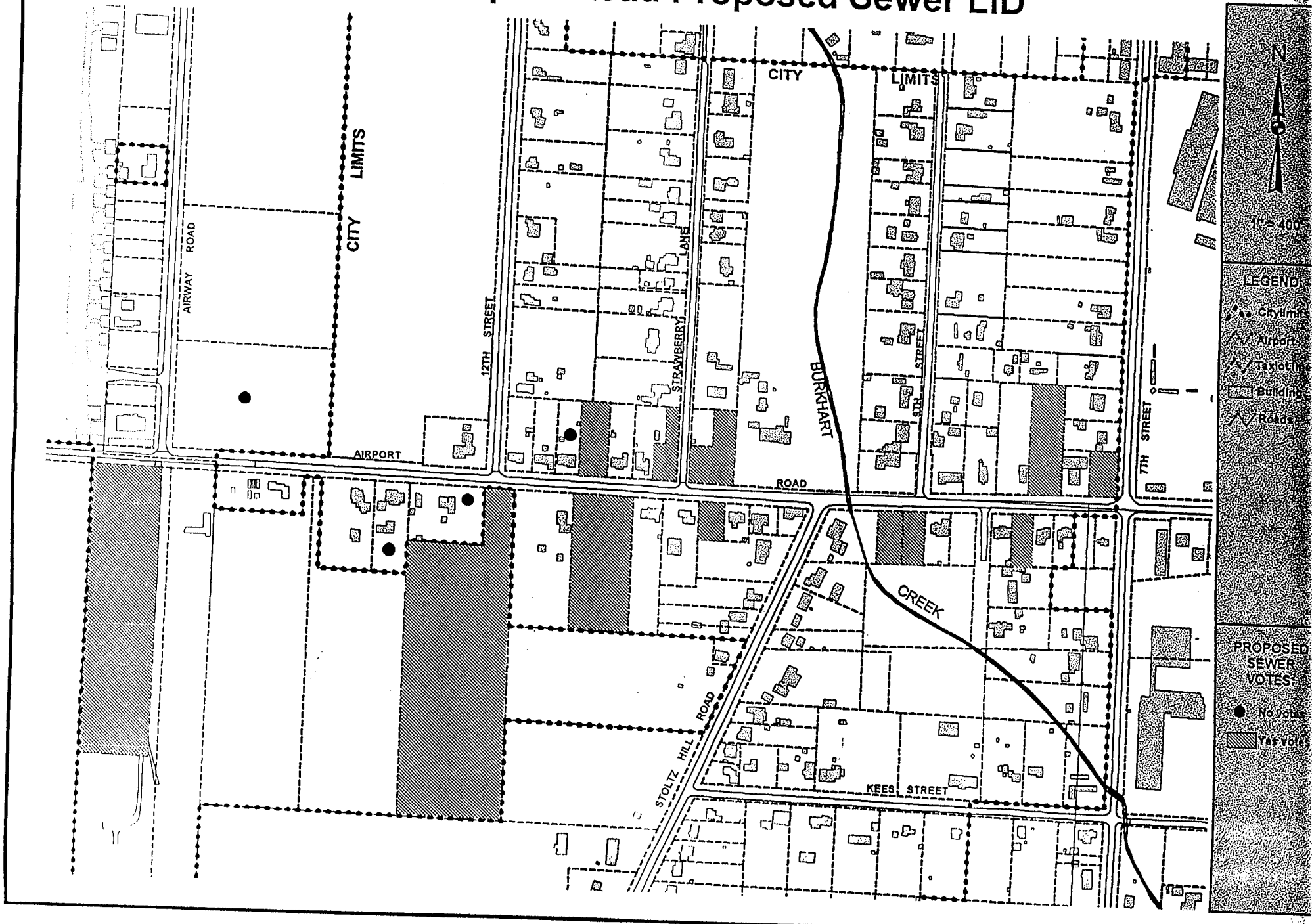
4

(1) NO response

West Airport Road Proposed Sidewalk LID



West Airport Road Proposed Sewer LID



A RESOLUTION DIRECTING THE CITY)
ENGINEER TO PREPARE AN ENGINEERING)
REPORT FOR SEWER IMPROVEMENTS)
IN A DISTRICT TO BE KNOWN AS THE)
"WEST AIRPORT ROAD SEWER LID")

RESOLUTION NO. _____
for 1998

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1. The City Council intends to initiate a Local Improvement District known as the "WEST AIRPORT ROAD SEWER LID".

Section 2. The City Engineer is hereby authorized and directed to prepare a map and engineering report as defined in Ordinance No. 1681, Chapter 12.20, *Lebanon Municipal Code*.

Section 3. The costs of said report shall be charged to the local improvement district upon its creation.

Passed by the Council by a vote of _____ for and _____ against and approved by the Mayor this _____ day of March, 1998.

Mayor

ATTEST:

City Administrator

A RESOLUTION DIRECTING THE CITY)
ENGINEER TO PREPARE AN ENGINEERING)
REPORT FOR SIDEWALK IMPROVEMENTS)
IN A DISTRICT TO BE KNOWN AS THE)
"WEST AIRPORT ROAD SIDEWALK LID")

RESOLUTION NO. _____
for 1998

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LEBANON AS FOLLOWS:

Section 1. The City Council intends to initiate a Local Improvement District known as the "WEST AIRPORT ROAD SIDEWALK LID".

Section 2. The City Engineer is hereby authorized and directed to prepare a map and engineering report as defined in Ordinance No. 1681, Chapter 12.20, *Lebanon Municipal Code*.

Section 3. The costs of said report shall be charged to the local improvement district upon its creation.

Passed by the Council by a vote of _____ for and _____ against and approved by the Mayor this _____ day of March, 1998.

Mayor

ATTEST:

City Administrator

AGENDA ITEM 4



CITY OF LEBANON
PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: Joseph Windell, City Administrator
FROM: Jim Ruef, Director of Public Works
SUBJECT: Approval of Plans and Specifications -
Green Acres Waterline Project

DATE: March 6, 1998

The Green Acres Waterline Project is ready to go to bid. This project will significantly improve the fire flow for the Green Acres School and the neighborhoods surrounding the school. We expect construction to start this spring and to be finished by the end of summer.

I recommend that City Council approve the plans and specifications and authorize staff to go to bid.



CITY OF LEBANON
MEMORANDUM

TO: Jim Ruef, Public Works Director

DATE: March 5, 1998

FROM: Brenda Stein, Senior Engineer, CIP

SUBJECT: Green Acres Waterline
Project No. 92717

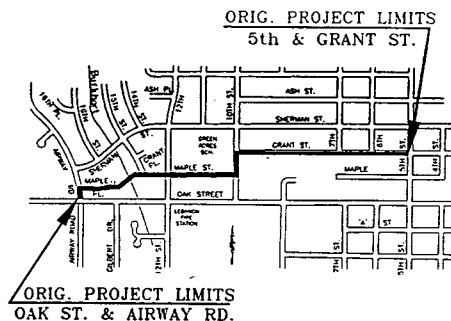
Attached are the plans for the Green Acres Waterline project. The project is ready to go to bid, therefore City Council approval of the plans for this project is needed.

This project has been significantly decreased in size, as recommended by the Capital Projects Committee. The reasons for these modifications are that the goals of the project, acceptable fire flows at Green Acres School and increased flows in the area of Oak and Airway, can be met with the scaled down project because of the increased capacity provided by the Airport Area project of 1996. The savings will be used for waterline installation on Airport Road from 7th Street to the west City limits.

Following is an overview of the changes which have been made:

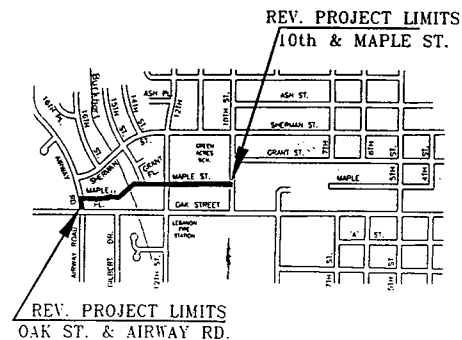
■ **ORIGINAL PROJECT:**

Length: 4,548 lineal feet
From: 5th & Grant
To: Oak & Airway
Engineer's Estimate: \$351,000.00



■ **CURRENT (REVISED) PROJECT:**

Length: 2,100 lineal feet
From: 10th & Maple
To: Oak & Airway
Engineer's Estimate: \$272,000.00



Action Requested

I request that the Council, by motion, approve the attached plans and authorize bidding the project.



CITY OF LEBANON
925 MAIN STREET
LEBANON, OREGON 97355-3200
FAX: (541) 451-1260

March 6, 1998

Serial Ltr. No.: 001

Resident

SUBJECT: Green Acres Waterline
Project Number: 92717

Dear Resident,

The City of Lebanon is proposing to construct a new 12" waterline from 10th & Maple Streets to Oak Street & Airway Road (see map). The project will loop the water system in this area creating better service area and fire protection for neighboring homes and Green Acres School.

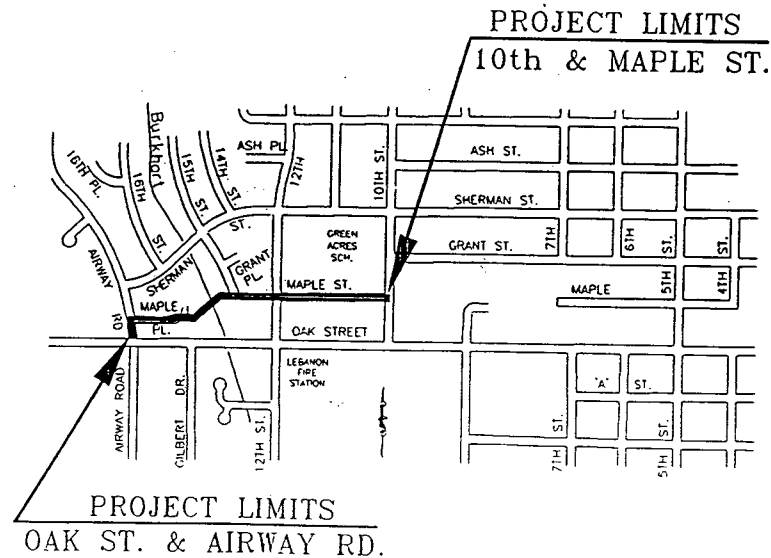
The improvements will include installation of new water services and fire hydrants. The new water main will be constructed along the north side of Maple Street and along the east side of Airway Road. This will reduce the costs for restoring landscaping.

The current schedule for beginning construction is late April or early May. Once a contractor has been hired, the City will schedule a neighborhood meeting to inform you of the construction schedule and handle any comments. In advance, thank you for your patience and cooperation. Please contact me at 451-7447 if you have any questions or concerns.

Sincerely,

Gaylan Morris, Jr.
Engineering Associate

cc: Brenda Stein, Senior Engineer
Matt Reynolds, Project Engineer
File



W:\PUBWK\CIP\PROJECTS\92717.GRA\lgr001.wpd

ACCOUNTS PAYABLE	451-7476	CIP PROJECTS OFFICE	451-7441	PLANNING	451-7435
ADMINISTRATION	451-7421	ENGINEERING	451-7433	PUBLIC WORKS	451-7437
BUILDING	451-7431	FINANCE	451-7474	WATER/SEWER BILLING	451-7471

AGENDA ITEM 5



CITY OF LEBANON
FINANCE
MEMORANDUM

TO: Joseph A. Windell, City Administrator
DATE: March 5, 1998
FROM: Judy Wendland, Finance Director
SUBJECT: Supplemental Budget for 1997-98

When the budget was initially adopted last year, we were not sure how much property tax revenue would be available for the Northwest Lebanon Urban Renewal District. Therefore, the budget was adopted with a very large contingency. Now that we know what the collections are, it is necessary to appropriate a large portion of the contingency for construction on the Hansard Avenue project. Oregon Budget Law requires a Supplemental Budget for a change of this magnitude.

The City received a \$55,000 grant for Downtown Redevelopment which needs to be appropriated. The supplemental budget also contains transfers from General Fund contingencies to pay for costs for a parking enforcement officer (\$4,500) and to cover a grant fund revenue shortfall for the Dial a Bus (\$5,000). Two other additions are transfers to the Library/ Senior Services Building to pay for architectural services. The transfers have been approved by the two boards and will come from the Library Trust (\$2,000) and the Senior Services Trust (\$4,600).

Action Required:

Motion to approve/deny the resolution to approve the City of Lebanon Supplemental Budget for 1997-98.

Adjourn as City of Lebanon and reconvene as Northwest Lebanon Urban Renewal District.

Action Required:

Motion to approve/deny the resolution to approve the Northwest Lebanon Urban Renewal District Supplemental Budget for 1997-98.

Adjourn as Northwest Lebanon Urban Renewal District and reconvene as City of Lebanon.

INTERGOVERNMENTAL FUND

	<u>Current</u>	<u>Supplemental</u>
ADA Requirements	200,200	200,200
City Hall Repairs	154,000	154,000
Motel Tax	10,100	10,100
Santiam Travel Station	335,888	335,888
OTSC Grant	300	300
Building Inspection	220,000	220,000
Special Events Sign	800	800
Park Enterprise	34,150	34,150
Parks Grant	100	100
Government Information Services	203,300	203,300
Farm Home	10,000	10,000
SPWF Grant & Loan	40,000	40,000
Foot & Bike	107,573	107,573
Engineering Improvements Permits	128,700	128,700
Streets	630,500	630,500
Storm Drainage	69,124	69,124
911 Taxes	34,000	34,000
Civil Forfeitures	13,300	13,300
Oregon Community Policing Grant	63,000	63,000
Federal Community Policing Grant	60,824	60,824
Dial-A-Bus	57,168	57,168
STP Streets	125,656	125,656
Downtown Rehabilitation Grant	-0-	55,000
ODOT Grant	150,200	150,200
TGM-MU Development	25,050	25,050
TGM-TSP Development	20,050	20,050
83/84 Housing Rehabilitation	52,650	52,650
85/86 Housing Rehabilitation - Unrestricted	42,300	42,300
Gills Landing	5,565	5,565
93 Housing Rehabilitation	40,500	40,500
96 Housing Rehabilitation	<u>230,000</u>	<u>230,000</u>
 INTERGOVERNMENT'L FUND TOTAL	 \$3,064,998	 \$3,119,998

SPECIAL ASSESSMENT FUND

	<u>Current</u>	<u>Supplemental</u>
Bancroft Bond Summary	16,450 ⁷	16,450 ⁷
Walker Road LID	1,450	1,450
SCIP LID	117,111 ⁸	117,111 ⁸
Oak Street LID	36,000 ⁹	36,000 ⁹
East Grant Street LID	2,700	2,700
Airport LID	6,000	6,000
Public Improvements	<u>4,200</u>	<u>4,200</u>
SPECIAL ASSESSMENT FUND TOTAL	\$183,911	\$183,911

CAPITAL IMPROVEMENTS FUND

Equipment Acquisition & Replacement	619,657	619,657
Historic Resource Commission Trust	5,400	5,400
Pioneer Cemetery	7,200 ¹⁰	7,200 ¹⁰
DARE Trust	6,400	6,400
Police Trust	6,950	6,950
Library Trust	15,700	15,700
Library/Sr. Center Building	211,000	217,600
Senior Services Trust	52,180	52,180
Streets Capital Improvement Projects	1,856,529	1,856,529
Streets Capital Improvement (Restricted)	164,579	164,579
Direct Costs	801,236	801,236
Drainage SDC	12,850	12,850
Drainage SDC (Restricted)	97,250	97,250
Drainage SDC Improvements	17,110	17,110

⁷Includes \$ 8,000 unappropriated fund balance not appropriated

⁷No change to supplemental budget

⁸Includes \$103,978 unappropriated fund balance not appropriated

⁸No change to supplemental budget

⁹Includes \$ 23,650 unappropriated fund balance not appropriated

⁹No change to supplemental budget

¹⁰Includes \$4,058 unappropriated fund balance not appropriated

¹⁰No change to supplemental budget

CAPITAL IMPROVEMENTS FUND (continued)

	<u>Current</u>	<u>Supplemental</u>
Parks SDC	2,100	2,100
Parks SDC (Restricted)	800	800
Parks SDC Improvements	129,200	129,200
Sewer SDC	305,800	305,800
Sewer SDC (Restricted)	53,921	53,921
Sewer SDC Improvements	122,700	122,700
Sewer SDC Reimbursement	3,470	3,470
Streets SDC	20,300	20,300
Streets SDC (Restricted)	59,900	59,900
Streets SDC Improvements	492,000	492,000
Water SDC	1,460	1,460
Water SDC (Restricted)	18,700	18,700
Water SDC Improvements	159,400	159,400
Water SDC Reimbursement	<u>3,910</u>	<u>3,910</u>
CAPITAL IMPRVMNTS FUND TOTAL	\$5,247,702	\$5,254,302

TRUST AND AGENCY FUND

Bail & Trust	<u>95,500</u>	<u>95,500</u>
TRUST AND AGENCY FUND	\$95,500	\$95,500
CITY BUDGET TOTAL	<u>\$24,705,419</u>	<u>\$24,767,019</u>

Adopted and appropriated by the Lebanon City Council by a vote of ___ for and ___ against
on this 11th day of March, 1998.

Robert G. Smith, Mayor

ATTEST:

Joseph A. Windell, City Recorder

AGENDA ITEM 6



**CITY OF LEBANON
FINANCE
MEMORANDUM**

TO: Joseph A. Windell, City Administrator

DATE: March 5, 1998

FROM: Judy Wendland, Finance Director

SUBJECT: Supplemental Budget for 1997-98

When the budget was initially adopted last year, we were not sure how much property tax revenue would be available for the Northwest Lebanon Urban Renewal District. Therefore, the budget was adopted with a very large contingency. Now that we know what the collections are, it is necessary to appropriate a large portion of the contingency for construction on the Hansard Avenue project. Oregon Budget Law requires a Supplemental Budget for a change of this magnitude.

The City received a \$55,000 grant for Downtown Redevelopment which needs to be appropriated. The supplemental budget also contains transfers from General Fund contingencies to pay for costs for a parking enforcement officer (\$4,500) and to cover a grant fund revenue shortfall for the Dial a Bus (\$5,000). Two other additions are transfers to the Library/ Senior Services Building to pay for architectural services. The transfers have been approved by the two boards and will come from the Library Trust (\$2,000) and the Senior Services Trust (\$4,600).

Action Required:

Motion to approve/deny the resolution to approve the City of Lebanon Supplemental Budget for 1997-98.

Adjourn as City of Lebanon and reconvene as Northwest Lebanon Urban Renewal District.

Action Required:

Motion to approve/deny the resolution to approve the Northwest Lebanon Urban Renewal District Supplemental Budget for 1997-98.

Adjourn as Northwest Lebanon Urban Renewal District and reconvene as City of Lebanon.

A RESOLUTION ADOPTING THE NORTHWEST) RESOLUTION NO. _____
 LEBANON URBAN RENEWAL'S SUPPLEMENTAL)
 BUDGET AND MAKING APPROPRIATIONS FOR) FOR 1998
 FISCAL YEAR 1997-98)

WHEREAS, the Lebanon Northwest Urban Renewal Agency adopted a budget for the Northwest Lebanon Urban Renewal District for the 1997-98 fiscal year on June 25, 1997; and

WHEREAS, there have been occurrences which were not ascertained at the time of the preparation of the budget for the 1997-98 fiscal year and which require a change in the City's financial planning; and

WHEREAS, there has occurred a pressing necessity which was not foreseen at the time of the preparation of the budget and which requires prompt action.

THEREFORE, BE IT RESOLVED by the Lebanon City Council that the budget appropriations shown below are hereby approved.

NORTHWEST URBAN RENEWAL DISTRICT (URD)

	<u>Current</u>	<u>Supplement</u>
NW Urban Renewal District	668,346	668,346 ¹
Short Term Debt Service	328,000	328,000
ODOT Grant	350,400	350,400
EDA Grant	<u>853,600</u>	<u>853,600</u>
 TOTAL NW URD BUDGET	 \$2,200,346	 \$2,200,346

Passed by the Northwest Lebanon Urban Renewal Agency by a vote of ____ for and ____ against on this 11th day of March, 1998.

 Robert G. Smith, Mayor

ATTEST:

 Joseph A. Windell, City Recorder

¹ \$173,500 was transferred from Contingencies (80005) to Improvements (72301)