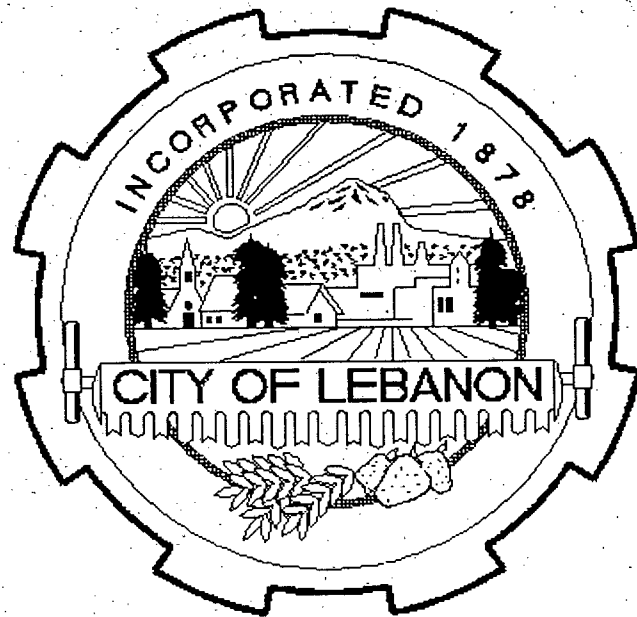


# Council Agenda



July 17, 2002

7:30 p.m.

**CITY COUNCIL MEETING**  
**July 17, 2002**  
**7:30 p.m.**

School District Board Room  
485 S. 5th Street

**AGENDA**

**CALL TO ORDER/FLAG SALUTE**

**ROLL CALL**

**CONSENT CALENDER**

a) MEETING MINUTES:

- ◆ City Council Meeting Minutes - June 26, 2002
- ◆ Engineer Staffing Work Session Minutes - June 5, 2002
- ◆ Library Advisory Board Meeting Minutes - May 15, 2002
- ◆ Senior Services Advisory Board Meeting Minutes - June 19, 2002

b) EASEMENT FOR PUBLIC ACCESS AND UTILITIES - Duane & Grace Stutzman

c) RIGHT-OF-WAY DEDICATION - Sunny & Ann Garcia for Sunny Properties Innovation, Inc.

d) LEBANON CITY COUNCIL AGENDA - July 17, 2002

**LEGISLATIVE SESSION**

1) AWARD OF BID FOR CIF GRANT (Main Street Beautification Project)

Presented by: Mr. Ron Whitlatch, Senior Engineer

Approval/Denial by MOTION

2) AWARD OF BID FOR 5<sup>TH</sup> STREET IMPROVEMENTS

Presented by: Mr. Ron Whitlatch, Senior Engineer

Approval/Denial by MOTION

3) IN LIEU OF FRANCHISE FEES - Water and Wastewater Systems

Presented by: Mr. Casey Cole, Finance Director

Approval/Denial by RESOLUTION

4) SURPLUS EQUIPMENT

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

Approval/Denial by MOTION

5) PROPOSED CITY ORDINANCE AMENDMENTS

Presented by: Mr. John Hitt, City Administrator

Approval/Denial by ORDINANCE(S)

6) CITY ADMINISTRATOR'S REPORT

Presented by: Mr. John Hitt, City Administrator

Discussion Only

**CITIZEN COMMENTS** - *Those citizens with comments concerning public matters may do so at this time.*

**ITEMS FROM COUNCIL MEMBERS**

**ADJOURNMENT**

# Consent Calendar

a) MEETING MINUTES:

- ◆ City Council Meeting Minutes - June 26, 2002
- ◆ Engineer Staffing Work Session Minutes - June 5, 2002
- ◆ Library Advisory Board Meeting Minutes - May 15, 2002
- ◆ Senior Services Advisory Board Meeting Minutes - June 19, 2002

b) EASEMENT FOR PUBLIC ACCESS AND UTILITIES - Duane & Grace Stutzman

c) RIGHT-OF-WAY DEDICATION - Sunny & Ann Garcia for Sunny Properties Innovation, Inc.

d) LEBANON CITY COUNCIL AGENDA - July 17, 2002

**MINUTES  
LEBANON CITY COUNCIL MEETING**

June 26, 2002

**Members Present:** Ron Miller, Roger Munk, Dan Thackaberry and Stan Usinger

**Staff Present:** John Hitt, City Administrator; Tom McHill, City Attorney; Casey Cole, Finance Director; Jim Ruef, Director of Public Works and Allen Dannen, City Engineer

**CALL TO ORDER/FLAG SALUTE/ROLL CALL**

The regular session of the Lebanon City Council was called to order at 7:30 p.m. by Councilor Ron Miller. Councilor Miller chaired the meeting in the absence of both the Mayor and Council President. The meeting was held in the Lebanon School District, Meeting Room "B", at 485 S. 5<sup>th</sup> Street. There were four members present with Mayor Scott Simpson, Councilor Mel Harrington and Councilor Ken Toombs being absent.

**CONSENT CALENDER**

Councilor Miller stated that one of the resolutions under Agenda Item 10 would be moved to Item 11 and the remaining items would follow in the same order established. An additional item was added, #14, Downtown Street Lights.

a) MEETING MINUTES:

- ◆ Lebanon City Council "Walden" Work Session - June 12, 2002
- ◆ Lebanon City Council Meeting Minutes - June 12, 2002
- ◆ Senior Center Advisory Board Meeting Minutes - May 15, 2002

**A motion was made by Councilor Munk, seconded by Councilor Thackaberry and passed unanimously that the *Consent Calendar of June 26, 2002 be approved as submitted with Councilor Miller's changes.***

**PUBLIC HEARING**

**1) DEMOLITION OF 120 E. VINE STREET**

City Attorney McHill stated that the home at 120 E. Vine had already been demolished. The purpose of the public hearing was to address the \$8,570 charge accrued for the demolition of the building and to hear any objections/protests filed by the property owner. Mr. McHill stated that the required notices had been published and the property owner was notified by certified mail. Mr. McHill stated he had no knowledge of any objections/protests.

City Attorney McHill explained that under the *Dangerous Building Code*, recently adopted by City Council, the cost of the demolition may be charged against the owner or assessed against the property. If assessed, the cost becomes a lien subject to collection or foreclosure. Mr. McHill explained to Council that under Chapter 9, Abatement of Dangerous Buildings, Council had the option as the government body to either assess the property or direct it to be a personal obligation of the property owners.

City Attorney McHill read a letter from Larry Nelson and Ray Brant regarding the sewer account for 120 E. Vine Street (see Attachment "1").

City Attorney McHill read the following Resolution by title:

**A RESOLUTION DETERMINING AN ASSESSMENT FOR THE ABATEMENT OF A NUISANCE AND DIRECTING THE IMPOSITION OF A LIEN UPON REAL PROPERTY.**

A motion was made by Councilor Thackaberry, seconded by Councilor Usinger and passed unanimously that **A RESOLUTION DETERMINING AN ASSESSMENT FOR THE ABATEMENT OF A NUISANCE AND DIRECTING THE IMPOSITION OF A LIEN UPON REAL PROPERTY** be adopted.

## **LEGISLATIVE SESSION**

### **2) ANNUAL SHORT TERM DEBT ISSUANCE**

Finance Director Cole explained that each year the City borrows money for the General Fund until property tax receipts arrive in November. Finance Director Cole contacted three financial institutes for quotes on a short term loan. Key Bank had the lowest interest rate and loan fee. This fiscal year the amount borrowed will be \$850,000 to be repaid by June 30, 2003.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION OF THE CITY OF LEBANON, OREGON AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF TAX AND REVENUE ANTICIPATION NOTES, SERIES 2002, IN AN AMOUNT NOT TO EXCEED \$850,000 AND RELATED MATTERS.**

A motion was made by Councilor Munk, seconded by Councilor Thackaberry and passed unanimously that **A RESOLUTION OF THE CITY OF LEBANON, OREGON AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF TAX AND REVENUE ANTICIPATION NOTES, SERIES 2002, IN AN AMOUNT NOT TO EXCEED \$850,000 AND RELATED MATTERS** be adopted.

### **3) 2001/02 INTRA-FUND TRANSFERS**

Finance Director Cole explained the final transfers for the 2001/02 budget. With it being close to year-end, Mr. Cole has been monitoring the department's expenditures and comparing them to the budget for those departments. The General Fund has three departments that will go over budget if the transfer is not executed. The summary of each department follows:

Administration: \$5,000 for contract services. Labor negotiation's expenses were greater than budgeted for.

Legislative: \$200 for payroll projections.

Library: \$15,000 for payroll projections to pay for unanticipated salary costs due to the Program Director leaving.

Finance Director Cole pointed out that even with the transfer resolution the next fiscal year's proposed budget still increases contingencies by \$86,284.00 – which brings the total contingencies for next year to \$119,303.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION AUTHORIZING CERTAIN INTRA-FUND TRANSFERS IN THE 2001-02 BUDGET.**

A motion was made by Councilor Munk, seconded by Councilor Thackaberry and passed unanimously that **A RESOLUTION AUTHORIZING CERTAIN INTRA-FUND TRANSFERS IN THE 2001-02 BUDGET** be adopted.

#### **4) ADOPTING THE CITY OF LEBANON'S FY 2002/03 BUDGET**

Finance Director Cole referred to the Summary of Budget Changes (*see Attachment "2"*)

The City of Lebanon's budget changed by .96% from what was approved by the Budget Committee. The percentage represents \$291,639.

Mr. Cole explained that there was no change for the Lebanon Urban Renewal Budget. The NW Lebanon Urban Renewal Budget changed by .01% (\$600), and the Cheadle Lake URD changed by 6.35% (\$6,900).

City Attorney McHill read the following Resolution by title:

**A RESOLUTION ADOPTING THE CITY OF LEBANON'S BUDGET AND MAKING APPROPRIATION FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Thackaberry, seconded by Councilor Usinger and passed unanimously that **A RESOLUTION ADOPTING THE CITY OF LEBANON'S BUDGET AND MAKING APPROPRIATION FOR FISCAL YEAR 2002-03** be adopted.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S BUDGET FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Munk, seconded by Councilor Usinger and passed unanimously that **A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S BUDGET FOR FISCAL YEAR 2002-03** be adopted.

*(Temporarily adjourned the regular order of business of the Lebanon City Council & convened as the Lebanon Urban Renewal Agency @ 7:47 p.m.)*

**5) LEBANON URBAN RENEWAL DISTRICT 2001/02 INTRA-FUND TRANSFER**

Finance Director Cole discovered the amount budgeted for bond interest was incorrect and a transfer of additional appropriations (\$2,335) would be needed. The source of the transfer is from contingencies in the Lebanon Urban Renewal District's operating account.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION AUTHORIZING CERTAIN INTRA-FUND TRANSFERS IN THE 2001-02 BUDGET.**

A motion was made by Councilor Thackaberry, seconded by Councilor Munk and passed unanimously that **A RESOLUTION AUTHORIZING CERTAIN INTRA-FUND TRANSFERS IN THE 2001-02 BUDGET** be adopted.

**6) ADOPTION OF 02/03 LEBANON URD BUDGET**

Finance Director Cole stated that there were no proposed changes to the Lebanon URD Budget from what the Budget Committee approved.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION ADOPTING THE LEBANON URBAN RENEWAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Munk, seconded by Councilor Usinger and passed unanimously that **A RESOLUTION ADOPTING THE LEBANON URBAN RENEWAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2002-03** be adopted.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S URBAN RENEWAL DISTRICT BUDGET FOR FISCAL YEAR 2002-03**

A motion was made by Councilor Munk, seconded by Councilor Thackaberry and passed unanimously that **A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S URBAN RENEWAL DISTRICT BUDGET FOR FISCAL YEAR 2002-03** be adopted.

*(Adjourned as the Lebanon Urban Renewal Agency & convened as the NW Lebanon Urban Renewal Agency @ 7:50 p.m.)*



Councilor Miller stated that he failed to ask for public comment at the previous Public Hearing. No public comments were made.

## PUBLIC HEARING

### 7) NW LEBANON URD SUPPLEMENTAL BUDGET FOR 2001/02

Finance Director Cole explained the need of a supplemental budget for the NW Lebanon URD. In the operations account, the City received tax revenues in excess of what was projected. In the Bond Construction Account the revenues were not what was expected, primarily due to the "Shilo" decision. The NW Lebanon URD still has some expected expenditures which were budgeted for in the Bond Construction Department.

The supplemental budget increases the budget authority in the operations department to \$805,236 and will allow for an additional transfer of \$193,000 to the 2000 Bond Construction Department.

**Councilor Miller opened the Public Hearing at 7:52 p.m. There being no one who wished to speak, Councilor Miller closed the Public Hearing at 7:52 p.m.**

City Attorney McHill read the following Resolution by title:

**A RESOLUTION ADOPTING THE NW LEBANON URBAN RENEWAL'S SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2001-02.**

A motion was made by Councilor Thackaberry, seconded by Councilor Usinger and passed unanimously that **A RESOLUTION ADOPTING THE NW LEBANON URBAN RENEWAL'S SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2001-02 be adopted.**

### 8) ADOPTION OF FY 02/03 NW LEBANON URD BUDGET

Finance Director Cole explained that there is an increase of \$600 to this budget to help cover costs of a sound system for the new meeting room at the school district.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION ADOPTING THE NW LEBANON URBAN RENEWAL'S BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Thackaberry, seconded by Councilor Munk and passed unanimously that **A RESOLUTION ADOPTING THE NW LEBANON URBAN RENEWAL BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2002-03 be adopted.**

City Attorney McHill read the following Resolution by title:

**A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S NW LEBANON URBAN RENEWAL DISTRICT BUDGET FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Usinger, seconded by Councilor Munk and passed unanimously that **A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S NW LEBANON URBAN RENEWAL DISTRICT BUDGET FOR FISCAL YEAR 2002-03** be adopted.

*(Adjourned as the NW Lebanon Urban Renewal Agency & convened as the Cheadle Lake Urban Renewal Agency @ 7:54 p.m.)*

**9) ADOPTION OF FY 02/03 CHEADLE LAKE URD BUDGET**

Finance Director Cole explained that there was a small change from what was approved by the Budget Committee, in the amount of \$6,900, which reflects additional tax revenue being carried forward to next fiscal year.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION ADOPTING THE CHEADLE LAKE URBAN RENEWAL'S BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Thackaberry, seconded by Councilor Munk and passed unanimously that **A RESOLUTION ADOPTING THE CHEADLE LAKE URBAN RENEWAL'S BUDGET AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2002-03** be adopted.

City Attorney McHill read the following Resolution by title:

**A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S CHEADLE LAKE URBAN RENEWAL DISTRICT BUDGET FOR FISCAL YEAR 2002-03.**

A motion was made by Councilor Usinger, seconded by Councilor Munk and passed unanimously that **A RESOLUTION LEVYING TAXES FOR THE CITY OF LEBANON'S URBAN RENEWAL'S BUDGET FOR FISCAL YEAR 2002-03** be adopted.

**10) INTERGOVERNMENTAL AGREEMENT - Between the City of Lebanon and the Cheadle Lake Urban Renewal Agency**

Finance Director Cole explained the purpose of the agreement was to establish a debt for the Cheadle Lake URD so the City could levy a tax. Mr. Cole presented a couple of options available to Council with option two being the least costly.

- 1) Short term borrowing from the bank, and
- 2) Have the City temporarily cover the costs of the district for engineering services, until property tax revenue is realized.

Mr. Cole explained that this item is for Council's approval as the Cheadle Lake Urban Renewal Agency and when Council reconvenes they will need to approve a resolution as the Lebanon City Council.

City Attorney McHill read the following Resolution by title:

A RESOLUTION OF THE CHEADLE LAKE URBAN RENEWAL AGENCY OF THE CITY OF LEBANON, OREGON AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LEBANON, OREGON.

A motion was made by Councilor Usinger, seconded by Councilor Thackaberry and passed unanimously that **A RESOLUTION OF THE CHEADLE LAKE URBAN RENEWAL AGENCY OF THE CITY OF LEBANON, OREGON AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LEBANON, OREGON** be adopted.

*(Adjourned as the Cheadle Lake Urban Renewal Agency & reconvened with the regular order of business of the Lebanon City Council @ 7:58 p.m.)*

**11) Approval/Denial by RESOLUTION of the Cheadle Lake Urban Renewal Agency**

City Attorney McHill read the following Resolution by title:

A RESOLUTION OF THE CITY OF LEBANON, OREGON AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CHEADLE LAKE URBAN RENEWAL AGENCY OF THE CITY OF LEBANON.

A motion was made by Councilor Munk, seconded by Councilor Usinger and passed unanimously that **A RESOLUTION OF THE CITY OF LEBANON, OREGON AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CHEADLE LAKE URBAN RENEWAL AGENCY OF THE CITY OF LEBANON** be adopted.

**12) SOUTH SANTIAM ENTERPRISE ZONE COSPONSORS - Extended Abatement Agreement with Tec Laboratories, Inc. of Albany**

City Administrator John Hitt briefed Council on the City of Albany's resolution approving extended enterprise zone benefits for Tec Laboratories, Inc. of Albany. Benefits include tax abatement for years four and five.

Mr. Hitt explained that this resolution does not impact the City of Lebanon's property tax collections with the business located in Albany.

City Attorney McHill read the following Resolution by title:

A RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT AGREEMENT BETWEEN THE COSPONSORS OF THE SOUTH SANTIAM ENTERPRISE ZONE AND TEC LABORATORIES, INC. OF ALBANY, OREGON.

A motion was made by Councilor Usinger, seconded by Councilor Munk and passed unanimously that **A RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT AGREEMENT BETWEEN THE COSPONSORS OF THE SOUTH SANTIAM ENTERPRISE ZONE AND TEC LABORATORIES, INC. OF ALBANY, OREGON** be adopted.

### 13) CITY ADMINISTRATOR'S REPORT

City Administrator Hitt reminded Council of their invitation to the Government Ethic Seminar on July 9, from 3 - 5:00 p.m., in the Elkins Annex at LBCC.

Mr. Hitt explained that a couple of months ago Council had approved the company *Net Assets* to do the City's lien searches on line; staff expects this program to be in place by Friday, June 28, 2002.

City Administrator Hitt told Council that due to the July 4 holiday there would not be a Read File for the week ending July 5, 2002.

Mr. Hitt briefed Council on the new sound system for the new board room at the school district. The City has a tentative agreement with Pro Sound and Video out of Eugene for \$7,735 for equipment and labor. This system will come with a guarantee and warranty.

City Administrator Hitt stated that while he was on vacation, Director of Public Works Jim Ruef, hosted *Project Water*, a plumbing supply company. The City was one of eight sites in Oregon and an undisclosed amount of sites in Washington. Two opportunities the City would need to overcome are: 1) *Infrastructure Costs*, the City will not be able to have bonds issued until further clarification on whether there will be a challenge on how the Department of Revenue proposes implementing the "Shilo" decision. Mr. Hitt stated it would depend on the final outcome of the Shilo case, but could be several years before it was clear, and 2) *Elevated Land Values* which makes Lebanon's land one of the most expensive, outside of the Portland area, in Oregon or Washington.

Public Works Director expressed the need for railway access. Lately, most of the companies looking for land have wanted railway access.

City Administrator Hitt reminded Council of the upcoming Council Meeting dates. Meetings are scheduled for July 17 and August 14. Hitt stated that staff requested not to hold the Sept 11 City Council Meeting, due to scheduling conflicts, and asked Council if they would like to change the meeting date. The Council consensus was to still hold a meeting on September 11.

### CITIZEN COMMENTS

No citizen comments.

### 14) STREET LIGHTS

City Engineer Dannen addressed Council on the minor glitch in ordering the street lights. When placing the order, staff was off by one letter on the part number. Instead of receiving fluted poles with fluted bases, smooth poles with fluted bases were received. Due to the special order and casting of the poles, the company would not take the poles back. The poles would need to be reordered at the same price. Mr. Dannen added that more than half of the poles were damaged during shipment and the shipping company would need to compensate for the damage. City Engineer Dannen gave Council two options to choose from. 1) Go with the

smooth pole with no more cash out of pocket, or 2) order more poles that are fluted and pay at least half as much due to the shipping company paying for the other half.

Public Works Director Ruef asked Mr. Dannen what poles were historically used? Dannen replied that photos of the old street lights show smooth cast iron poles, not fluted.

Dannen apologized for staff's over site and regretted putting Council in the position of choosing between the two options.

*Councilor Miller requested a short recess at 8:08 p.m. to look at the street light set up in the next room.*

*Councilor Miller reconvened the meeting at 8:10 p.m.*

City Engineer Dannen asked for direction from Council on whether to order more poles (fluted), or to stay with the poles received.

The consensus of Council was to go ahead with the poles and bases received.

#### **ITEMS FROM COUNCIL MEMBERS**

There we no items.

#### **ADJOURNMENT**

There being no further business or discussion, Councilor Miller adjourned the meeting of the Lebanon City Council at 8:12 p.m.

Recording Secretary: Linda Kaser, Administrator Assistant

---

J. Scott Simpson, Mayor   
Ken Toombs, Council President

ATTEST:

---

John E. Hitt, City Recorder

June 20, 2002

Attachment "1"

READ FILE

Casey Cole  
Finance Director  
City of Lebanon

RE: 1802-000 - Sewer only acct for 120 E Vine St

Dear Casey Cole,

Mr. Brant and myself are long-time residents/businessmen who feel strongly about paying our bills. However, we do not believe anything is owned of us in this situation.

We have been advised by our legal counsel not to have further communication with the city but would like to make one final attempt to clarify our position.

In 1990, we purchased what was/is the only nondevelopable piece of property in Lebanon. Along with this fact, we also inherited the negative relationship the previous owners & Linn County had with the City.

We have had 12 years of harassment over our efforts to restore what was a wonderful piece of Lebanon's history. All our requests for cooperation have been met with disregard by the City staff.

In 1995, the only time we have been allowed to sell this property, was to a City Council member and his partner who in a 2 years time period left us with unpaid taxes and sewer/water bills.

On April 10<sup>th</sup> 2002, our property was taken & destroyed by the City with no consideration and/or compensation.

Because of all that we have been through we obviously do not feel any obligation to the city concerning this matter.

Larry Nelson  
Ray Brant

Acct 1802-000 balance \$1,389  
Sewer capped, inspected 7/11/02  
Meter removed 2/11/2000.  
Pre-collect letter sent 6/2002.  
will be turned to collections 7/2002.

**City of Lebanon  
2002-03 SUMMARY OF BUDGET CHANGES**

<i>GENERAL FUND</i>	Approved Total Expenditures	Adopted Total Expenditures	Increase (Decrease)	Percent Change	Explanation
Administration & Economic Dev 110	\$86,922	\$86,922	\$0	0.00%	
City attorney 120	\$30,190	\$30,190	\$0	0.00%	
Planning 126	\$128,240	\$128,240	\$0	0.00%	
Public Works 130	\$38,668	\$38,668	\$0	0.00%	
Parks 133	\$451,693	\$452,409	\$716	0.16%	Computer expense carried forward
Finance 140	\$81,812	\$81,812	\$0	0.00%	
Legislative 160	\$17,888	\$17,888	\$0	0.00%	
Library 165	\$302,198	\$302,198	\$0	0.00%	
Municipal Court 170	\$265,147	\$265,147	\$0	0.00%	
Police 180	\$2,300,633	\$2,300,633	\$0	0.00%	
Senior Services 190	\$251,994	\$251,994	\$0	0.00%	
Non-Departmental 195	\$333,666	\$419,950	\$86,284	25.86%	Incr contingency for additional cash carryforward
<b>Subtotal General Fund</b>	<b>\$4,289,051</b>	<b>\$4,376,051</b>	<b>\$87,000</b>	<b>2.03%</b>	
Tax Anticipation Note	\$888,250	\$888,250	\$0	0.00%	
<b>Total General Fund Budget</b>	<b>\$5,177,301</b>	<b>\$5,264,301</b>	<b>\$87,000</b>	<b>1.68%</b>	
<b>Bonds</b>					
Water Bonds 317	\$824,397	\$824,397	\$0	0.00%	
Cap Proj Interim Financing	\$2,140,000	\$2,140,000	\$0	0.00%	
City Hall Repair Debt Service 319	\$43,440	\$43,440	\$0	0.00%	
Pension Bond Series 2002	\$113,280	\$113,280	\$0	0.00%	
<b>Total Bond Fund</b>	<b>\$3,121,117</b>	<b>\$3,121,117</b>	<b>\$0</b>	<b>0.00%</b>	
<b>ENTERPRISE FUND</b>					
Water 430	\$2,683,057	\$2,683,057	\$0	0.00%	
Water CIP 435	\$758,929	\$758,929	\$0	0.00%	
Water Bond Debt Svc 436	\$510,568	\$510,568	\$0	0.00%	
Waterline Repl. 437	\$482,902	\$483,828	\$926	0.19%	Computer expense carried forward
Storm Drainage 450	\$72,825	\$72,825	\$0	0.00%	
Wastewater 470	\$2,806,000	\$2,821,463	\$15,463	0.55%	Increased transfer to bond debt service
Wastewater CIP 475	\$2,118,376	\$2,118,376	\$0	0.00%	
Wastewater Bond D.S. 476	\$1,295,875	\$1,295,875	\$0	0.00%	
Railroad 480	\$140	\$390	\$250	178.57%	Additional Cash Carryforward
<b>Total Enterprise Fund</b>	<b>\$10,728,672</b>	<b>\$10,745,311</b>	<b>\$16,639</b>	<b>0.16%</b>	

Attachment "2"

	Approved Total Expenditures	Adopted Total Expenditures	Increase (Decrease)	Percent Change	Explanation
<b>INTERGOVERNMENTAL FUND</b>					
City Facilities Repairs 506	\$33,100	\$63,000	\$29,900	90.33%	Additional Cash Carryforward from Rehab transfers
Motel Tax 510	\$57,513	\$57,513	\$0	0.00%	
Santiam Trav Station 515	\$455,000	\$455,000	\$0	0.00%	
OTSC Grant 520	\$350	\$350	\$0	0.00%	
Blding Inspection 527	\$313,542	\$342,542	\$29,000	9.25%	Additional Cash Carryforward
Park Enterprise 533	\$7,988	\$10,288	\$2,300	28.79%	Project completion status
Environ Services 537	\$1,321,043	\$1,348,043	\$27,000	2.04%	Project completion status
Geographic Infor Svcs 540	\$361,400	\$361,400	\$0	0.00%	
Information Services 542	\$478,529	\$498,529	\$20,000	4.18%	Carryforward contract services
Foot & Bike 550	\$84,200	\$84,200	\$0	0.00%	
Eng Improve Permits 555	\$83,210	\$83,210	\$0	0.00%	
Streets 558	\$623,710	\$653,710	\$30,000	4.81%	Additional Cash Carryforward
Storm Drainage 559	\$72,291	\$72,291	\$0	0.00%	
Traffic Team 560	\$141,498	\$146,498	\$5,000	3.53%	Additional Cash Carryforward
911 Taxes 562	\$56,000	\$56,000	\$0	0.00%	
Civil Forfeitures 563	\$2,240	\$2,240	\$0	0.00%	
School Resource Officer 564	\$72,540	\$72,540	\$0	0.00%	
Dial a bus 569	\$193,108	\$193,108	\$0	0.00%	
STP Streets 571	\$195,000	\$195,000	\$0	0.00%	
Downtown Beautification 575	\$581,210	\$581,210	\$0	0.00%	
D.T. Beaut. CIF Grant 576	\$187,000	\$187,000	\$0	0.00%	
ODOT Grant/VTSP 581	\$101,500	\$101,500	\$0	0.00%	
Parking Eforcement 582	\$19,450	\$19,450	\$0	0.00%	
83/84 housing rehab 585	\$87,710	\$87,710	\$0	0.00%	
85/86 Housing Rehab Unrestricted 591	\$10,300	\$10,100	(\$200)	-1.94%	Reduced revenue to reflect actual expected
Gills Landing 593	\$4,941	\$4,941	\$0	0.00%	
93 Housing Rehab 594	\$26,000	\$26,000	\$0	0.00%	
96 housing rehab 595	\$56,000	\$56,000	\$0	0.00%	
98 Housing Rehab 596	\$112,000	\$112,000	\$0	0.00%	
2001 Housing Rehab 597	\$300,000	\$300,000	\$0	0.00%	
Subtotal Intergovernmental Fund	\$6,038,371	\$6,181,371	\$143,000	2.37%	
<b>SPECIAL ASSESSMENT FUND</b>					
Bancroft Bond Summary 720	\$210	\$210	\$0	0.00%	
Walker Road LID 721	\$1,100	\$1,100	\$0	0.00%	
SCIP LID 722	\$85,500	\$85,500	\$0	0.00%	
Oak St. LID 723	\$1,200	\$1,200	\$0	0.00%	
Public Improvements 750	\$20,700	\$20,700	\$0	0.00%	
Subtotal Bancroft Bond Fund	\$108,710	\$108,710	\$0	0.00%	



	Approved Total Expenditures	Adopted Total Expenditures	Increase (Decrease)	Percent Change	Explanation
<b>CAPITAL IMPROVEMENTS FUND</b>					
Equipment Acq. & Replacement 820	\$846,559	\$846,559	\$0	0.00%	
Historic Resources Trust 824	\$270	\$270	\$0	0.00%	
Pioneer Cemetary 825	\$15,800	\$15,800	\$0	0.00%	
Local Law Enf Blk Grant 827	\$12,200	\$12,200	\$0	0.00%	
Dare Trust 828	\$15,100	\$15,100	\$0	0.00%	
Police Trust 829	\$13,100	\$13,100	\$0	0.00%	
Library Trust 830	\$53,200	\$63,200	\$10,000	18.80%	Additional Cash Carryforward
Libr/Sr Cntr Bldg 832	\$200,650	\$200,650	\$0	0.00%	
Senior Services Trust 835	\$51,000	\$51,000	\$0	0.00%	
Snedaker Trust 838	\$69,000	\$69,000	\$0	0.00%	
Streets Cap Proj 840	\$981,600	\$981,600	\$0	0.00%	
Streets Cap Restr 841	\$17,500	\$17,500	\$0	0.00%	
Direct costs 842	\$996,350	\$996,350	\$0	0.00%	
Infrastructure Deferral 845	\$56,200	\$56,200	\$0	0.00%	
Drainage SDC 850	\$17,330	\$17,330	\$0	0.00%	
Drainage SDC Rstr 851	\$18,500	\$18,500	\$0	0.00%	
Drainage SDC 852	\$67,000	\$67,000	\$0	0.00%	
Parks SDC 862	\$355,427	\$355,427	\$0	0.00%	
Sewer SDC 870	\$2,300	\$2,300	\$0	0.00%	
Sewer SDC Restr 871	\$39,500	\$39,500	\$0	0.00%	
Sewer SDC 872	\$92,000	\$127,000	\$35,000	38.04%	Project completion status
Sewer SDC 873	\$16,850	\$16,850	\$0	0.00%	
Streets SDC 880	\$10,500	\$10,500	\$0	0.00%	
Streets SDC Rstr 881	\$73,500	\$73,500	\$0	0.00%	
Streets SDC 882	\$520,000	\$520,000	\$0	0.00%	
Water SDC Rstr 891	\$5,500	\$5,500	\$0	0.00%	
Water SDC 892	\$360,000	\$360,000	\$0	0.00%	
Water SDC 893	\$15,140	\$15,140	\$0	0.00%	
Subtotal Capital Improvements Fund	\$4,922,076	\$4,967,076	\$45,000	0.91%	
<b>Ball</b>	\$157,500	\$157,500	\$0	0.00%	
<b>Total City Budget</b>	<b>\$30,253,747</b>	<b>\$30,545,386</b>	<b>\$291,639</b>	<b>0.96%</b>	

	Approved Total Expenditures	Adopted Total Expenditures	Increase (Decrease)	Percent Change	Explanation
<b>URBAN RENEWAL</b>					
Lebanon Urban Renewal 920	\$463,285	\$463,265	\$0	0.00%	
Lebanon URD Debt Service 921	\$119,115	\$119,115	\$0	0.00%	
Leb URD Bonds 923	\$557,850	\$557,850	\$0	0.00%	
Leb URD 99 Bond Constr 924	\$187,000	\$187,000	\$0	0.00%	
Total Lebanon URD	\$1,327,230	\$1,327,230	\$0	0.00%	
Northwest URD 925	\$406,091	\$406,691	\$600	0.15%	Expenditure for sound system
ODOT 927	\$7,757	\$7,757	\$0	0.00%	
NW Leb URD Bonds 930	\$1,445,028	\$1,445,028	\$0	0.00%	
NW Leb URD 2000 Bond Constr 931	\$2,999,264	\$2,999,264	\$0	0.00%	
Total Northwest URD	\$4,858,140	\$4,858,740	\$600	0.01%	
Cheadle Lake URD 935	\$81,200	\$68,100	\$6,900	11.27%	Additional Cash Carryforward
Cheadle Lake URD Debt Service 936	\$47,500	\$47,500	\$0	0.00%	
Total Cheadle Lake URD	\$108,700	\$115,600	\$6,900	6.35%	
<b>Total of all budgets</b>	<b>\$36,547,817</b>	<b>\$36,846,956</b>	<b>\$292,239</b>	<b>0.80%</b>	

**MINUTES  
LEBANON CITY COUNCIL WORK SESSION  
ENGINEER STAFFING**

June 5, 2002

**Council Members:** Mayor Scott Simpson, Councilors Mel Harrington, Ron Miller, Roger Munk, Dan Thackaberry and Ken Toombs. Councilor Usinger was absent.

**Staff Members:** John Hitt, City Administrator; Tom McHill, City Attorney; Jim Ruef, Director of Public Works; Jim Clark, Priority Projects Manager; Allen Dannen, City Engineer and Ron Whitlatch, Sr. Engineer

The Lebanon City Council met @ 11:30 p.m. in the Lebanon School District Board Room for a Work Session on the Engineering Division's staffing.

## **BACKGROUND**

City Administrator John Hitt reminded Council that at last year's Budget Committee Meetings there were questions raised as to the size, and the exact role, of the Engineering Department. Therefore, last November, Council approved the consulting firm of Wilder & Associates to do a management analysis for the purpose of reviewing the City's engineering function. The report was finished in March, at which time staff thoroughly reviewed the report in order to be prepared to discuss any issues raised.

Public Works Director Ruef explained that he felt it was appropriate for Council to take a look at the organizational structure because the Engineering Department's financial impact is the largest expenditure of City funds. This is due in large to the high cost of water, sewer, streets and the treatment plants.

Mr. Ruef briefed Council on the managerial side of the Engineering Department. The engineering group is managed by a team consisting of Jim Ruef with 26 years of experience, Jim Clark with 30 years and Allen Dannen with 8 years.

Public Works Director summarized the findings of staff's research on consultants versus in-house staffing for other cities. Staff found that most cities would prefer to use their own staff but are unable due to hiring constraints. Therefore, they have to go to consultants for most projects. Consultants are more costly but the political constraint on staffing levels seem to outweigh any financial impact.

## **CURRENT STAFFING**

Project Manager Clark explained the current Engineering Division's organizational structure (See *Attachments "1" & "2"*). The Division is broken down into three different areas: Capital Improvements which deals with the actual design and inspection of the project, Tech Support dealing with immediate issues and day to day public contact, and Facility Planning which deals with development review and long term investment planning.

Mr. Clark explained how the Engineering Division functions to achieve the City Council's Goals (See Attachment "3")

## **CURRENT AND FUTURE WORKLOAD PROJECTIONS**

City Engineer Dannen discussed CIP projects scheduled for the next three years, including time ratios on using Consultants versus City Staff (See Attachment "4").

Councilor Miller, referring to Project Walden, stated that the knowledge base needed to be kept in-house as much as possible because it will pay off in the long run. Councilor Miller asked what it would cost to lose the knowledge base?

Mayor Simpson asked Council to reserve questions and comments for the end of the session.

Director Ruef stated that the Wilder Report is a "draft" report and the workload was not taken into consideration, which he felt was a major flaw in the report. The Engineering Division has based its staffing on workload demands. Ruef added that some of the numbers are completely erroneous. The amount of money spent on capital projects were inaccurate on almost every year.

## **STAFFING LEVEL GUIDELINES AND JOB FUNCTIONS, HISTORY OF FTE ENGINEERING POSITIONS AUTHORIZED AND FILLED PROPOSED FTE'S FOR FY 02/03 AND BEYOND**

City Engineer Dannen distributed the following information:

- ✓ A detailed schedule of all the tasks and milestones staff goes through to take a project from beginning to end. A week by week schedule is prepared forecasting each project to figure out how much staff time it will require (See Attachment "5").
- ✓ Summary Table that shows each project broken down into FTE's (See Attachment "6").
- ✓ A list of projects, and who is assigned to them, for 2002/03 (See Attachment "7").
- ✓ Detailed Cost Breakdown of the Oak Street Project (See Attachment "8").

Mr. Jim Clark explained the Facility Planning Schedule (See Attachment "9")

Project Manager Clark and City Engineer Dannen briefed the City Council on the Engineering Division Facility Planning Workgroup "Examples of Return on Investment" (See Attachment "10")

Councilor Miller asked if staff would put together a report on the types of projects that GIS has done?

Clark stated that staff would be glad to, and gave an example on storm drains. Director Ruef stated that the projection on how long it would take to set up the storm drain utility was done before GIS was well established and staff didn't anticipate that the project would go as fast as it did. Staff is seeing some efficiency in time and dollars due to GIS.

Director Ruef stated that the GIS Specialist, Shirley Seymour, is trying to put together a field day and hold it at the Library. After the Library receives their new computer, live demonstrations with the GIS system will be given on the type of information available to the public.

Public Works Director Ruef briefed the City Council on the following:

Engineering Division Staffing Guidelines (See Attachment "11")

The next three items distributed were from a previous presentation by Mr. Clark:

CIP/Consultant Rate Comparison (See Attachment "12"), Monthly Project Accounting/Project Detail Report (See Attachment "13") and Recent CIP Project - Financial Breakdown (See Attachment "14")

A corrected version of the Wilder's Report was handed out to City Council - Engineering Staffing & Capital Expenses (See Attachment "15"). The trend was essentially the same but the dollar amounts were different.

## **COUNCIL DISCUSSION**

Mayor Simpson spoke to the Council about its goal and encouraged each Councilor to express concerns or ask any appropriate questions to staff. Mayor Simpson expressed that Mr. Hitt made an important point in that if there is a change in policy than that change would need to go through Council. Mayor Simpson added that if Council proposed a change it would be important for Council to also put time requirements on any change made.

Mayor Simpson asked for clarification on the number of CIP FTE's. Mr. Dannen explained that they currently have 10 FTE's and that is what they are projecting for the next two fiscal years.

Mayor Simpson asked if staff could spread out the CIP projects over time? Dannen replied yes, but work would need to be prioritized. By embarking on a program like that staff would put work off that could have been done this year.

Director Ruef explained, due to unforeseen infrastructure and new developments projects just keep getting pushed off. Historically, pushing projects off had been a problem with the public and the Council.

Mayor Simpson asked why the Engineering Division's staffing was high compared to other cities. Director Ruef stated the main reasons are that his staff is efficiently tracking all of their projects and accounting for all of their costs. Also, the other cities are using a consultant base.

Councilor Miller stated that looking at the workload per capita and what is spent on consultant fees would be a better comparison.

Ruef has tried to do that, but staff found that the other cities do not have efficient accounting systems in place. Staff found that one city did not even track their administrative costs.

Councilor Munk questioned if the percentage was a realistic number on the first page of the Wilder Report, which states that the expected average on construction costs are 16.5%. Mr. Clark stated that he wasn't sure where they got the number and that it would depend on the project.

Councilor Munk stated that he feels he does not currently have enough information to make a decision. He didn't think the analysis was a fair comparison and asked if there was any way to find out how much it would cost to have some of the current in-house items done by a consultant? Director Ruef stated that there were comparisons in the report (referring to the Westside Interceptor Project). However, buried in the city's costs are developing the projects in-house.

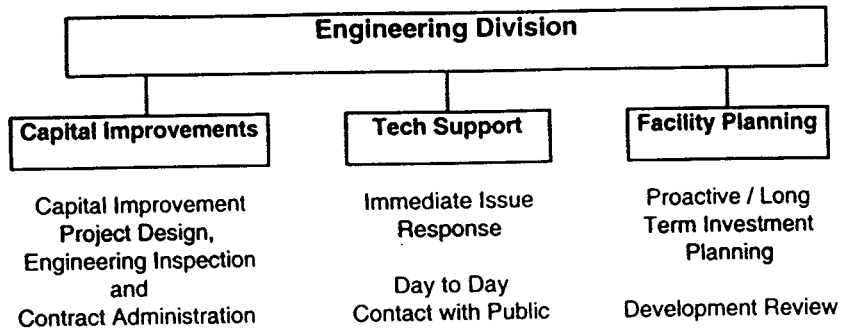
Public Works Director Ruef stated that when the projects are brought to the CIP Committee maybe we need to look at scaling back on the projects and the grants.

Councilor Harrington stated that maybe Council should scale back on the projects and scale back on the engineers. He has asked a private engineer how many projects could one engineer normally handle and the answer was that the likelihood would be two projects. Ruef explained that not all engineers are equal. Staff doesn't want a project engineering doing the work of an associate engineer at a higher cost.

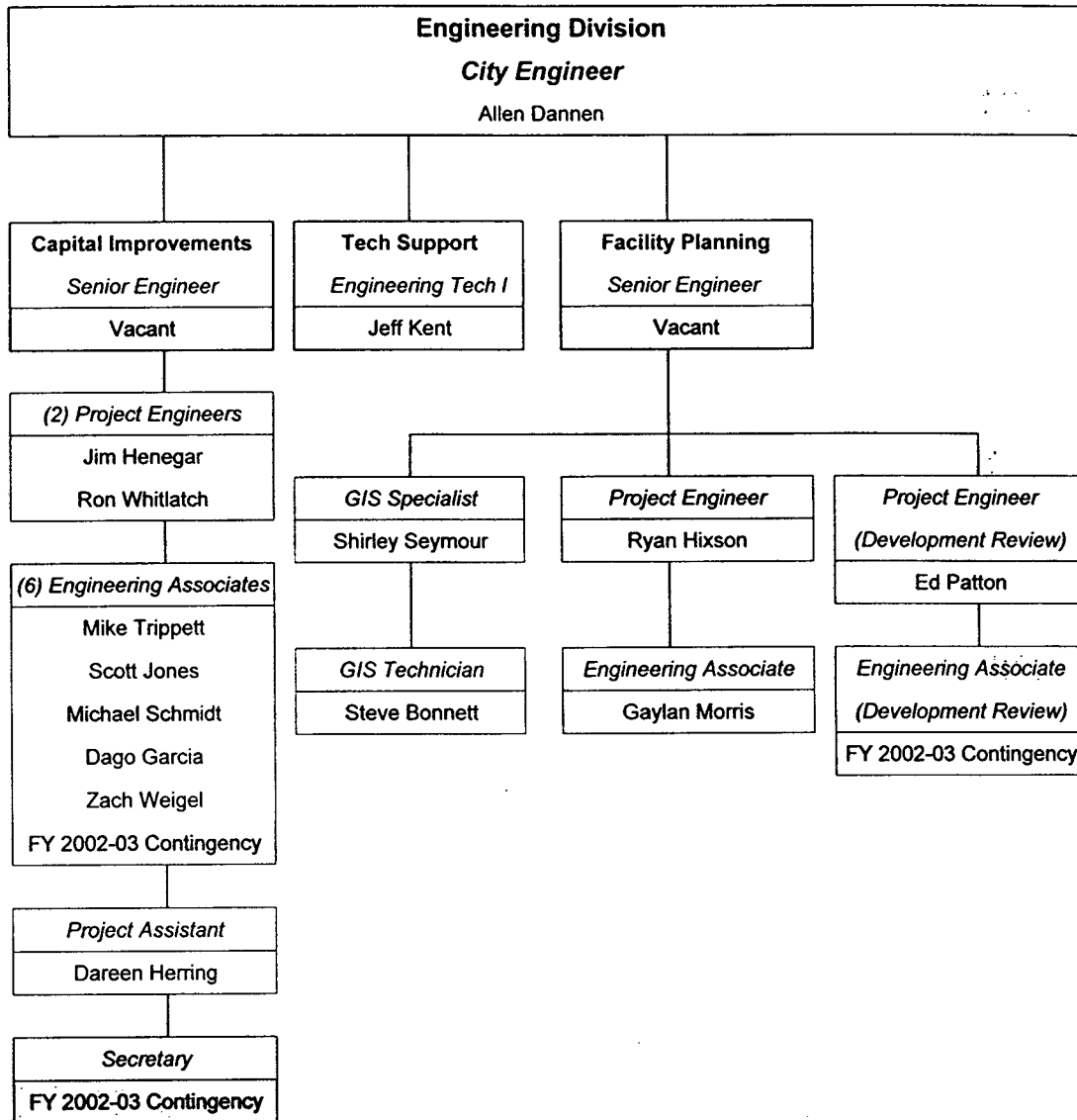
Councilor Toombs asked if staff could pick one specific project and compare the costs between city staff and consultants. Director Ruef stated that staff would do a comparison of at least one project and identify the differences.

The work session was adjourned at 1:35 p.m.

Recorded by: Linda Kaser, Administrative Assistant



## FY 2001-02 Engineering Organization Chart



Engineering Department Staff	
Registered Professional Engineers	=4
Design \ Inspection \ Support Engineers	=10
Vacant Positions	=2
FY 2002-03 Contingency Positions	=3
Engineering Support Staff	=1
<b>Total</b>	<b>=20</b>



## CITY OF LEBANON MISSION STATEMENT AND GOALS

### OUR MISSION IS TO

***"Fulfill Community Needs and Services Efficiently & Cost Effectively"***

#### LONG-TERM GOALS

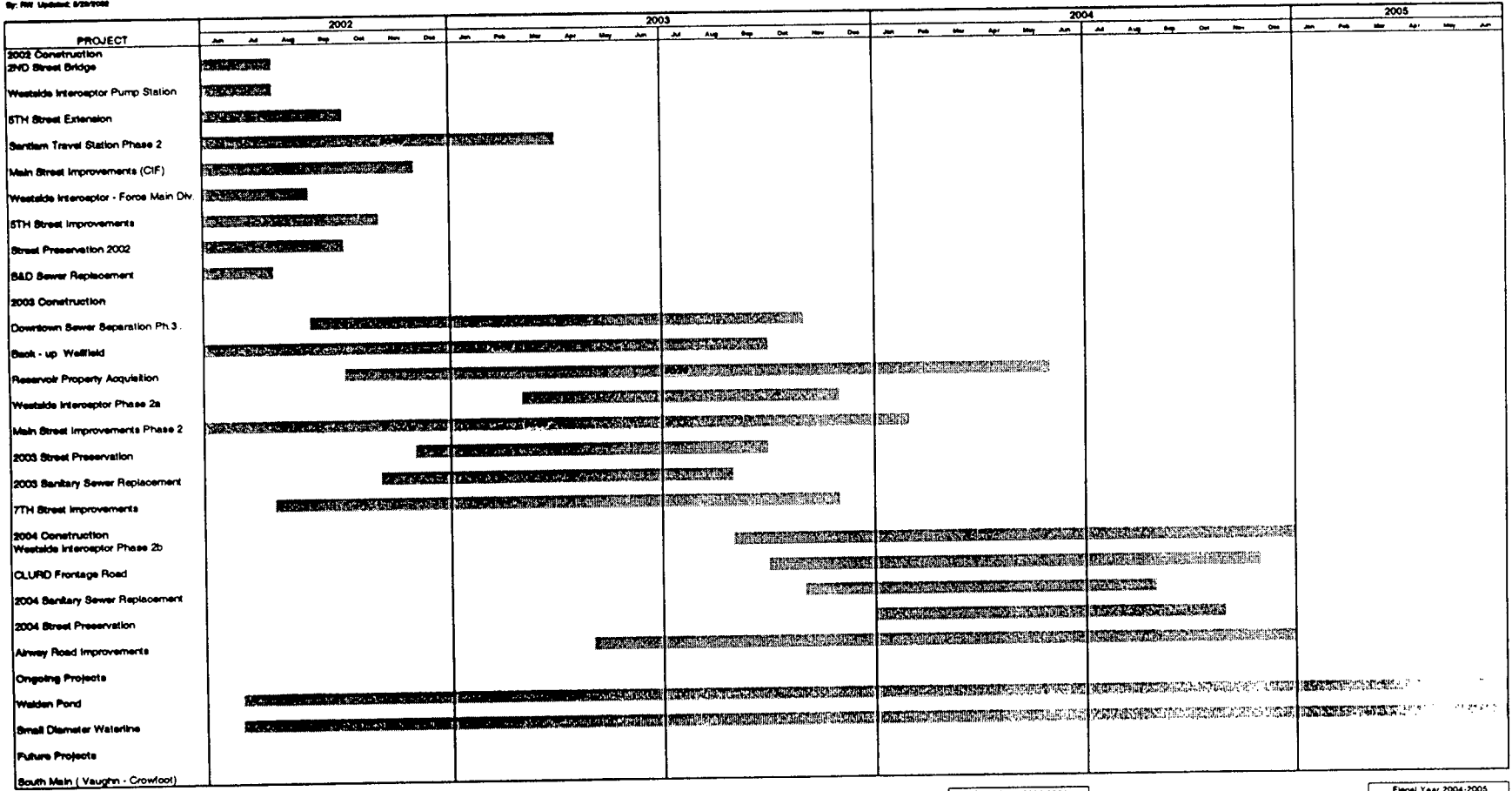
- ⇒ Develop a funding base that ensures continued stability and also allows for planned growth. **FP**
- ⇒ Encourage and participate in planning and economic development. **FP**
- ⇒ Improve utilities and transportation systems. **FP & CIP**
- ⇒ Continue efforts to improve communications with the community.
- ⇒ Continue to evaluate service delivery systems to better meet the expectations of the community.
- ⇒ Encourage and participate in downtown planning and revitalization. **FP & CIP**
- ⇒ Foster Community Pride.
- ⇒ Promote positive intergovernmental relations.
- ⇒ Broaden cultural and recreational opportunities.

#### SHORT-TERM GOALS

- ⇒ State accreditation of Police Dept.
- ⇒ Mobile Technology Project
- ⇒ New Police/Court Facility
- ⇒ Community Services Officer
- ⇒ Improve River Park
- ⇒ Improve Pioneer Cemetery
- ⇒ Walden Pond **FP**
- ⇒ Parkway (Bypass) Route Alignment and Delineation **FP**
- ⇒ Develop RV Park at Gill's Landing. **CIP**
- ⇒ Conceptual Plan for Senior Center **FP**
- ⇒ Work at LMS for Senior Center **FP**
- ⇒ Revise/Update all City Fees and Charges. **FP**
- ⇒ Update/Revise City Charter
- ⇒ Conceptual Plan for Library **FP**
- ⇒ Enhance Internal/External Communications.

# CIP PROJECT SCHEDULE

By: RW Updated: 8/28/2002



Current CIP Staff	
Position	FTE Equiv.
Sr. Engineer	1.00
Project Eng.	2.00
Associate	6.00
Support Staff	1.00
<b>Total</b>	<b>9.00</b>

Fiscal Year 2002-2003	
Position	FTE Equiv.
Sr. Engineer	1.09
Project Eng.	2.65
Associate	5.00
Support Staff	1.45
<b>Total</b>	<b>10.19</b>

Consultant/City Staff  
Numbers represent percentage of consultant time on a project vs. City Staff time.

Fiscal Year 2003-2004	
Position	FTE Equiv.
Sr. Engineer	1.07
Project Eng.	2.56
Associate	6.00
Support Staff	1.06
<b>Total</b>	<b>9.67</b>

Fiscal Year 2004-2005	
Position	FTE Equiv.
Sr. Engineer	0.48
Project Eng.	1.20
Associate	2.40
Support Staff	0.35
<b>Total</b>	<b>4.43</b>

PROJECT: 00704 OAK STREET IMPROVEMENTS	TIMELINE (In reverse chronological order)			PROJECT ENGINEER: RON WHITLATCH
ITEM(S):	Allow for prep	Effective start	Deadline	COMMENTS: (NOTE: UNLESS OTHERWISE NOTED, DAYS = WORK DAYS - WEEK = ACTUAL 7 DAY WEEK - MONTH = 4 WEEKS)
CONSTRUCTION CLOSEOUT	N/A			Determined by punch lists and other factors
BOLI NOTIFICATION OF COMPLETION	N/A			Upon completion of contract
CONSTRUCTION COMPLETION	N/A		10/31	According to contract
CONSTRUCTION START	N/A		5/1	According to contract
NOTICE TO PROCEED (NTP)	3 DAYS	4/26	4/30	Business day before construction starts
PRECONSTRUCTION MEETING	3 DAYS +	4/20	4/24	1 week before construction starts, depends on the number of items needed before notice to proceed
NEIGHBORHOOD MEETING (IF NEEDED)	3 DAYS			At least two representatives from the City
NEIGHBORHOOD MEETING LETTER	3 DAYS			Letters sent 2 weeks before meeting - Location needs to be reserved
BOLI NOTIFICATION OF AWARD OF BID	2 DAYS			As soon after award as possible
SECOND LOWEST BID RETURN OF BOND	3 DAYS	4/12	4/16	Right after notice of award sent, usually same day as award
NOTICE OF AWARD (NOA)	2 DAYS	4/12	4/13	Right after approval - depends on the number of items needed before notice to proceed
COUNCIL APPROVAL OF AWARD	N/A		4/11	Check schedule - 2 <sup>nd</sup> or 4 <sup>th</sup> Wednesday of month - <i>Previous &amp; next: 3/21 &amp; 4/25</i>
RECOMMENDATION ON COUNCIL AGENDA	2 DAYS +	4/2	4/4	In week prior to council meeting: Tues - memo to PW director to deliver bid results at meeting; Weds - PW director memo to City Admin and put item on agenda
BID TAB PREPARED/DISTRIBUTED (SEE LIST)	1-10 DAYS	4/10	4/20	Within 10 calendar days of opening, usually same day as opening if no problems with bid
NOTIFICATION TO BIDDERS 1 <sup>ST</sup> , 2 <sup>ND</sup> , & OTHERS	2 DAYS	4/10	4/11	Usually same day as opening if no problems with bid
BID OPENING	2 DAYS +	4/6	4/10	Must be 5 days after last ad (appx 1 mo b4 const starts)
MANDATORY PRE-BID MEETING	2 DAYS +	4/2	4/4	Appx 1 week after last ad and 1 week before bid opening (flexible)
PRE-QUALIFICATIONS SUBMITTED	N/A	3/19	4/2	From date of 1 <sup>st</sup> ad to 2 business days (preferably) before mandatory pre-bid
BID ADS - DJC & ADH	N/A	3/19 1 <sup>st</sup> week	2 <sup>nd</sup> week 3/26	Run for 2 weeks - Fax day after council approval on Mondays
BID ADS - LEB EXPRESS	N/A	3/21 1 <sup>st</sup> week	2 <sup>nd</sup> week 3/28	Run for 2 weeks - Fax day after council approval on Wednesdays
PLAN CENTERS NOTIFICATION	3 DAYS	3/15	3/19	By date of first ad - preferably sent day after council approval
NEIGHBORHOOD MEETING (IF NEEDED)	3 DAYS			At least two representatives from the City
NEIGHBORHOOD MEETING LETTER	3 DAYS			Letters sent 2 weeks before meeting - Location needs to be reserved

CONFIRM ADVERTISING TO PAPERS	N/A		3/15	Ads ready to run immediately after council approval if needed - fax confirmation or cancellation
COUNCIL AUTHORIZATION TO BID	N/A		3/14	Check schedule - meet 2 <sup>nd</sup> or 4 <sup>th</sup> Weds of month - <i>Previous &amp; next: 2/28 &amp; 3/21</i> (appx 1 mo b4 award)
ITEM(S):	TIMELINE (In reverse chronological order)			COMMENTS:  (NOTE: UNLESS OTHERWISE NOTED, DAYS = WORK DAYS - WEEK = ACTUAL 7 DAY WEEK - MONTH = 4 WEEKS)
	Allow for prep	Effective start	Deadline	
ADVERTISING RECOMMENDATION TO COUNCIL	2 DAYS +	3/5	3/7	In week prior to council meeting: Tues - memo to PW director; Weds - PW director memo to City Admin and put item on agenda.
SUPPORT STAFF PREPARES FINAL PACKET	7 DAYS +	2/28	3/9	Begin 10 days before council meeting - full final packet must be ready go to council (12 copies) the Friday (a.m.) before meeting - plan center copies need to be ready the day after council approval
RESERVE BID OPENING LOCATION	1 DAY		2/21	Once final date for bid opening is determined - at least by date document review begins
MAINTENANCE REVIEW	5 DAYS	2/21	2/27	Submit 3 weeks prior to council meeting if no special concerns - concurrent with other reviews OK
ENVIRONMENTAL REVIEW	5 DAYS	2/21	2/27	Submit 3 weeks prior to council meeting if no special concerns - concurrent with other reviews OK
TECHNICAL REVIEW TEAM	5 DAYS	2/21	2/27	Submit 3 weeks prior to council meeting if no special concerns - concurrent with other reviews OK
SUPPORT STAFF BID DOCUMENT REVIEW	5 DAYS	2/21	2/27	Submit 3 weeks prior to council meeting if no special concerns - concurrent with other reviews OK
90% DESIGN	3 DAYS	2/21	2/23	Concurrent with submittal to review teams and support staff review
REVISED ESTIMATE	3 DAYS	2/21	2/23	Concurrent with submittal to review teams and support staff review
FINAL ENGINEER SPECS	3 DAYS	2/21	2/23	Concurrent with submittal to review teams and support staff review
50% DESIGN	5 DAYS	1/25	1/31	Complete 3 weeks before support staff document review begins
MAILING LIST ESTABLISHED	2 DAYS	1/30	1/31	Complete 3 weeks before support staff document review begins
ADDRESS GRID ESTABLISHED	3 DAYS	1/24	1/26	Begin 1 month before going to review teams and support staff review
PRELIMINARY DOCUMENT DRAFT - ENGINEERS	3 DAYS	1/24	1/26	Begin 1 month before going to review teams and support staff review
TO CONSULTANT(S)				ENGINEERING STAFF WILL DETERMINE NEED, DEADLINES, AND PRIORITIES FOR THESE ITEMS AND PROVIDE SUPPORT STAFF WITH A GENERAL TIME FRAME TO ESTABLISH TRACKING GUIDELINES.
PRELIMINARY DESIGN/ESTIMATE/SPECS				
UTILITY & OTHER CONFLICTS IDENTIFIED				
SURVEY				
EASEMENT/ROW ACQUISITION				
PRELIMINARY BID DOC - SUPPORT STAFF				IN CONJUNCTION WITH DIRECTION RECEIVED FROM CITY COUNCIL, THE CIP COMMITTEE, AND MANAGEMENT, SUPPORT AND ENGINEERING STAFF WILL JOINTLY DETERMINE
CITY STAFF DETERMINED				

SUPPORT STAFF PROJECT SET UP			
CONSULTANT(S) IDENTIFIED			
FUNDING/LID DETERMINATION			
PLAN/PROPERTY ACQUISITION			

## CIP PROJECT FTE PROJECTIONS

By: RW Updated: 5/29/2002

<u>Fiscal Year 2002-2003</u>					
<u>Project</u>	<u>Sr. Eng.</u>	<u>Proj. Eng.</u>	<u>Eng. Assoc.</u>	<u>Support</u>	<u>Total</u>
Small Diameter Waterline	0.01	0.05	0.25	0.05	0.36
5th Street Extension	0.05	0.1	0.1	0.05	0.3
Back-up Wellfield	0.1	0.2	0.2	0.05	0.55
Main Street Improvements CIF	0.1	0.15	0.2	0.1	0.55
Westside Interceptor Force Main Div.	0.03	0.25	0.7	0.15	1.13
2002 Street Preservation	0.03	0.1	0.2	0.05	0.38
Sanitary Sewer Replacement - B&D St.	0.01	0.05	0.05	0.05	0.16
Santiam Travel Station Phase 2	0.1	0.25	0.35	0.05	0.75
5Th Street Improvements	0.05	0.1	0.35	0.1	0.6
Westside Interceptor Phase 2a	0.05	0.2	0.25	0.15	0.65
Reservoir Property Acquisition	0.1	0.2	0.1	0.1	0.5
2003 Street Preservation	0.05	0.1	0.4	0.1	0.65
Main Street Improvements Phase 2	0.15	0.35	0.2	0.1	0.8
Downtown Sewer Separation Phase 3	0.05	0.2	0.4	0.1	0.75
7TH Street Improvements	0.1	0.2	0.7	0.1	1.1
Walden Pond	0.05	0.05	0.15	0.05	0.3
Airway Road Improvements	0.05	0.05	0.05	0.05	0.2
2003 Sanitary Sewer Replacement	0.01	0.05	0.35	0.05	0.46
<b>Totals</b>	<b>1.09</b>	<b>2.65</b>	<b>5.00</b>	<b>1.45</b>	<b>10.19</b>

<u>Fiscal Year 2003-2004</u>					
<u>Project</u>	<u>Sr. Eng.</u>	<u>Proj. Eng.</u>	<u>Eng. Assoc.</u>	<u>Support</u>	<u>Total</u>
Back-up Wellfield	0.05	0.05	0.1	0.05	0.25
Reservoir Property Acquisition	0.1	0.25	0.05	0.05	0.45
Main Street Improvement Phase 2	0.15	0.3	0.35	0.1	0.9
7Th Street Improvements	0.1	0.2	0.35	0.1	0.75
Small Diameter Waterline	0.01	0.05	0.25	0.05	0.36
2003 Sanitary Sewer Replacement	0.01	0.05	0.1	0.05	0.21
Westside Interceptor Phase 2a	0.05	0.2	0.5	0.1	0.85
2003 Street Preservation	0.05	0.1	0.1	0.05	0.3
Downtown Sewer Separation Phase 3	0.05	0.1	0.3	0.05	0.5
CLURD Frontage Road	0.1	0.3	0.7	0.1	1.2
Airway Road Improvements	0.1	0.3	0.7	0.1	1.2
2004 Street Preservation	0.05	0.1	0.3	0.05	0.5
West Side Interceptor Phase 2b	0.05	0.3	0.7	0.1	1.15
Walden Pond	0.15	0.1	0.2	0.05	0.5
2004 Sanitary Sewer Replacement	0.05	0.15	0.3	0.05	0.55
<b>Totals</b>	<b>1.07</b>	<b>2.55</b>	<b>5.00</b>	<b>1.05</b>	<b>9.67</b>

**Fiscal Year 2004-2005**

<u>Project</u>	<u>Sr. Eng.</u>	<u>Proj. Eng.</u>	<u>Eng. Assoc.</u>	<u>Support</u>	<u>Total</u>
Small Diameter Waterline	0.01	0.05	0.25	0.05	0.36
CLURD Frontage Road	0.1	0.25	0.45	0.05	0.85
Airway Road Improvements	0.1	0.3	0.5	0.05	0.95
2004 Street Preservation	0.01	0.1	0.25	0.05	0.41
West Side Interceptor Phase 2b	0.1	0.25	0.45	0.05	0.85
Walden Pond	0.15	0.1	0.2	0.05	0.5
2004 Sanitary Sewer Replacement	0.01	0.15	0.3	0.05	0.51
<u>Totals</u>	<u>0.48</u>	<u>1.20</u>	<u>2.40</u>	<u>0.35</u>	<u>4.43</u>

## 2002 - 2003 Project Staffing

Project Name	Project Engineer	Associate Engineer	Comments
2 <sup>nd</sup> Street Bridge	Mike Trippett	Dago Garcia	Finish change order, landscaping, restoration, closeout
Fifth Street Extension	Jim Henegar	Dago Garcia	Finish contract, closeout
Main Street Beautification	Mike Trippett	Dago Garcia	Design, advertise, construction, closeout
WSI Pump Station	Jim Henegar	Mike Trippett	Punch list, closeout
WSI Force Main Diversion	Jim Henegar	Michael Schmidt	Construction, closeout
Santiam Travel Station Phase II	Jim Henegar	Zach Weigel	Design, construction, closeout
Backup Well Field	Jim Henegar	Michael Schmidt	
Fifth Street Improvements	Mike Trippett	Zach Weigel	Design, permits, construction, closeout
B & D Sewer Replacement	Mike Trippett	Scott Jones	Construction, closeout
Street Preservation	Mike Trippett	Scott Jones	Design, construction, closeout
Small Diameter Waterline	Jim Henegar	Zach Weigel	Ongoing
WSI Phase 2A	Jim Henegar	Michael Schmidt	Design, construction, funding issues



06/03/02  
15:35:29

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
09/24/00	882-72300-04	049410	David Evans & Assoc., Inc.				1,519.00			1,519.00	
09/24/00	882-50001-01	14300	Whitlatch, Ron	134.56				181.66		134.56	181.66
09/24/00	882-99999-05		Indirect								
* Monthly Totals *				134.56			1,519.00	181.66		1,835.22	1,835.22
10/18/00	882-72300-04	052026	David Evans & Assoc, Inc.				2,259.89			2,259.89	
10/24/00	882-50001-01	09520	Dannen, Allen	16.39						16.39	
10/24/00	882-50001-01	10925	Jones, Scott	26.82						26.82	
10/24/00	882-50001-01	14300	Whitlatch, Ron	65.14						65.14	
10/24/00	882-99999-05		INDIRECT					146.27		146.27	
* Monthly Totals *				108.35			2,259.89	146.27		2,514.51	4,349.73
11/24/00	882-50001-01	014220	Weigel, Zachary	405.38						405.38	
11/24/00	882-50001-01	09520	Dannen, Allen	156.87						156.87	
11/24/00	882-50001-01	10904	Alden, Pat	31.52						31.52	
11/24/00	882-50001-01	10925	Jones, Scott	2,156.22						2,156.22	
11/24/00	882-50001-01	14300	Whitlatch, Ron	457.24						457.24	
11/24/00	882-99999-05		INDIRECT					4,329.76		4,329.76	
* Monthly Totals *				3,207.23				4,329.76		7,536.99	11,886.72
12/01/00	840-72301-04	27961	Columbia Concrete Sawing Co				225.00			225.00	
12/01/00	882-72300-04	055841	David Evans & Assoc				5,926.11			5,926.11	
12/24/00	882-50001-01	014220	Weigel, Zachary	679.53						679.53	
12/24/00	882-50001-01	09520	Dannen, Allen	227.88						227.88	
12/24/00	882-50001-01	10904	Alden, Pat	31.76						31.76	
12/24/00	882-50001-01	10925	Jones, Scott	3,091.50						3,091.50	
12/24/00	882-50001-01	14300	Whitlatch, Ron	697.83						697.83	
12/24/00	882-99999-05		INDIRECT					6,383.48		6,383.48	

Attachment "8"

* Monthly Totals *		4,728.50	6,151.11	6,383.48	17,263.09	29,149.81
01/24/01	840-50001-01 014220 Weigel, Zachary	1,420.67			1,420.67	
01/24/01	840-50001-01 09520 Dannen, Allen	53.86			53.86	
01/24/01	840-50001-01 10904 Alden, Pat	74.44			74.44	
01/24/01	840-50001-01 10973 Herring, Doreen	527.22			527.22	
01/24/01	840-50001-01 10980 Hixson, Ryan	884.50			884.50	
01/24/01	840-50001-01 14300 Whitlatch, Ron	479.08			479.08	
01/24/01	840-99999-05 Indirect			4,643.69	4,643.69	
01/24/01	882-50001-01 09520 Dannen, Allen	197.51			197.51	
01/24/01	882-50001-01 10925 Jones, Scott	2,235.12			2,235.12	
01/24/01	882-50001-01 14300 Whitlatch, Ron	479.08			479.08	
01/24/01	882-99999-05 Indirect			3,930.81	3,930.81	
-----						

06/03/02  
15:35:10

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
* Monthly Totals *				6,351.48			8,574.50			14,925.98	44,075.79
02/14/01	840-72301-02	946203	Barrett Bus Serv, Starr			11.52				11.52	
02/14/01	840-72301-02	946816	Barrett Bus Serv, Starr			9.98				9.98	
02/24/01	840-50001-01	014220	Weigel, Zachary	342.30						342.30	
02/24/01	840-50001-01	09520	Dannen, Allen	197.51						197.51	
02/24/01	840-50001-01	10904	Alden, Pat	189.36						189.36	
02/24/01	840-50001-01	10925	Jones, Scott	2,991.98						2,991.98	
02/24/01	840-50001-01	10973	Herring, Dareen	427.47						427.47	
02/24/01	840-50001-01	10980	Hixson, Ryan	239.79						239.79	
02/24/01	840-50001-01	14300	Whitlatch, Ron	297.99						297.99	
02/24/01	840-99999-05	ADMIN					6,326.64			6,326.64	
02/24/01	882-50001-01	014220	Weigel, Zachary	420.54						420.54	
02/24/01	882-50001-01	09520	Dannen, Allen	377.05						377.05	
02/24/01	882-50001-01	10925	Jones, Scott	70.90						70.90	
02/24/01	882-50001-01	10973	Herring, Dareen	100.05						100.05	
02/24/01	882-50001-01	14300	Whitlatch, Ron	529.76						529.76	
02/24/01	882-99999-05	ADMIN					2,022.71			2,022.71	
02/27/01	840-72301-02	119571	Barrett Bus Serv., Starr		19.58					19.58	
* Monthly Totals *				6,184.70	41.08		8,349.35			14,575.13	58,650.92
03/22/01	840-72301-02	87791	Barret Bus. Serv./Starr		28.80					28.80	
03/22/01	882-72301-04	063434	David Evans & Assoc., Inc.				3,416.37			3,416.37	
03/22/01	882-72301-02	87791	Barret Bus. Serv./Starr		28.80					28.80	
03/24/01	840-50001-01	09520	Dannen, Allen	107.73						107.73	
03/24/01	840-50001-01	10904	Alden, Pat	210.40						210.40	
03/24/01	840-50001-01	10973	Herring, Dareen	309.06						309.06	
03/24/01	840-50001-01	14300	Whitlatch, Ron	294.84						294.84	
03/24/01	840-99999-05	ADMIN	INDIRECT				1,244.74			1,244.74	
03/24/01	882-50001-01	014220	Weigel, Zachary	322.58						322.58	
03/24/01	882-50001-01	09520	Dannen, Allen	107.73						107.73	

03/24/01	882-50001-01	10904	Alden, Pat	210.40				210.40	
03/24/01	882-50001-01	10925	Jones, Scott	1,488.90				1,488.90	
03/24/01	882-50001-01	10973	Herring, Doreen	90.90				90.90	
03/24/01	882-50001-01	14300	Whitlatch, Ron	425.88				425.88	
03/24/01	882-99999-05	ADMIN	INDIRECT			3,572.63		3,572.63	
03/24/01	882-72301-04	022801	K & D Engineering, Inc.		3,076.00			3,076.00	
-----									
* Monthly Totals *				3,568.42	57.60	6,492.37	4,817.37	14,935.76	73,586.68
04/03/01	840-72301-04	39080	K & D Engineering, Inc.			463.10		463.10	
04/03/01	882-72301-04	39080	K & D Engineering, Inc.			1,503.00		1,503.00	
04/09/01	840-72301-02	2254CB	Daily Journal of Commerce	191.42				191.42	
04/09/01	840-72301-02	88977	Barrett Bus. Serv., Starr	18.72				18.72	
04/09/01	882-72301-02	2254CB	Daily Journal of Commerce	117.33				117.33	

06/03/02  
15:35:30

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
										97.50	
04/18/01	840-72301-02	181677	Lee NW Publishing		97.50					397.10	
04/18/01	882-72301-04	065329	David Evans & Associates				397.10			161.59	
04/24/01	840-50001-01	09520	Dannen, Allen	161.59						252.48	
04/24/01	840-50001-01	10904	Alden, Pat							1,614.81	
04/24/01	840-50001-01	10925	Jones, Scott	1,614.81						808.28	
04/24/01	840-50001-01	10973	Herring, Dareen							495.60	
04/24/01	840-50001-01	14300	Whitlatch, Ron	495.60						4,499.23	
04/24/01	840-99999-05	ADMIN	INDIRECT				4,499.23			195.50	
04/24/01	882-50001-01	014220	Weigel, Zachary	195.50						143.64	
04/24/01	882-50001-01	09520	Dannen, Allen							252.48	
04/24/01	882-50001-01	10904	Alden, Pat							165.33	
04/24/01	882-50001-01	10973	Herring, Dareen							925.12	
04/24/01	882-50001-01	14300	Whitlatch, Ron	925.12						2,270.79	
04/24/01	882-99999-05	ADMIN	INDIRECT				2,270.79			14,573.02	88,159.70
* Monthly Totals *				5,014.83	424.97		2,363.20	6,770.02			
							1,197.50			1,197.50	
05/24/01	840-72301-04		K & D Engineering 4/30/01							474.88	
05/24/01	840-50001-01	014220	Weigel, Zachary	474.88						197.51	
05/24/01	840-50001-01	09520	Dannen, Allen							306.97	
05/24/01	840-50001-01	10904	Alden, Pat							2,864.36	
05/24/01	840-50001-01	10925	Jones, Scott	2,864.36						185.10	
05/24/01	840-50001-01	10973	Herring, Dareen							324.42	
05/24/01	840-50001-01	10980	Hixson, Ryan							198.30	
05/24/01	840-50001-01	14300	Whitlatch, Ron	198.30						6,144.58	
05/24/01	840-99999-05	ADMIN	Indirect					6,144.58		158.76	
05/24/01	882-72300-06	ROW	Willard, Marc					158.76		153.72	
05/24/01	882-72300-06	ROW	Sunny Garcia Properties					153.72		67.00	
05/24/01	882-72300-06	ROWREC	Linn County Recorder					67.00		16.22	
05/24/01	882-72300-02		Key Bank mastercard		16.22					159.18	
05/24/01	882-72300-06	ROW	Boje, Barbara					159.18		52.00	
05/24/01	882-72301-06	ROW	Linn County Recorder					52.00			

05/24/01	882-72300-06	ROW	LaRue, Margret			509.60	509.60			
05/24/01	882-72300-04		K & D Engineering 4/30/01	817.00			817.00			
05/24/01	882-50001-01	014220	Weigel, Zachary	1,051.52			1,051.52			
05/24/01	882-50001-01	09520	Dannen, Allen	251.37			251.37			
05/24/01	882-50001-01	10904	Alden, Pat	306.97			306.97			
05/24/01	882-50001-01	10973	Herring, Doreen	74.04			74.04			
05/24/01	882-50001-01	10980	Hixson, Ryan	310.31			310.31			
05/24/01	882-50001-01	13925	Trippett, Mike	46.25			46.25			
05/24/01	882-50001-01	14300	Whitlatch, Ron	1,008.03			1,008.03			
05/24/01	882-99999-05	ADMIN	Indirect		4,115.46		4,115.46			
* Monthly Totals *				7,600.03	16.22	2,014.50	10,260.04	1,100.26	20,991.05	109,150.75
06/15/01	840-72301-02	68068	Barrett Bus Serv., Starr		4.80				4.80	

06/03/02  
15:35:30

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
06/15/01	882-72300-02	68068	Barrett Bus Serv., Starr		4.80					4.80	
06/24/01	840-50001-01	014220	Weigel, Zachary	52.00						52.00	
06/24/01	840-50001-01	09520	Dannen, Allen	107.67						107.67	
06/24/01	840-50001-01	10904	Alden, Pat	309.43						309.43	
06/24/01	840-50001-01	10925	Jones, Scott	1,445.34						1,445.34	
06/24/01	840-50001-01	10973	Herring, Dareen	130.84						130.84	
06/24/01	840-50001-01	10980	Hixson, Ryan	112.80						112.80	
06/24/01	840-50001-01	14300	Whitlatch, Ron	412.88						412.88	
06/24/01	840-72301-02	22946	Barrett Bus. Serv., Bishop		79.06					79.06	
06/24/01	840-72301-02	153135	Lee Northwest Publishing MT		223.99					223.99	
06/24/01	840-99999-05	ADMIN	Indirect				3,470.80			3,470.80	
06/24/01	840-72301-02	69625	Barrett Bus Serv., Bishop		180.79					180.79	
06/24/01	882-50001-01	013020	Schmidt, Michael	211.50						211.50	
06/24/01	882-50001-01	014220	Weigel, Zachary	1,365.00						1,365.00	
06/24/01	882-50001-01	09520	Dannen, Allen	161.51						161.51	
06/24/01	882-50001-01	10904	Alden, Pat	309.43						309.43	
06/24/01	882-50001-01	10973	Herring, Dareen	102.80						102.80	
06/24/01	882-50001-01	10980	Hixson, Ryan	98.70						98.70	
06/24/01	882-50001-01	14300	Whitlatch, Ron	1,131.28						1,131.28	
06/24/01	882-72300-02	22946	Barrett Bus. Serv., Bond		130.18					130.18	
06/24/01	882-72301-02	153135	Lee Northwest Publishing MT		223.99					223.99	
06/24/01	882-99999-05	ADMIN	Indirect				4,563.30			4,563.30	
06/24/01	882-72300-02	69625	Barrett Bus Serv., Bond		10.72					10.72	
* Monthly Totals *				5,951.18	858.33		8,034.10			14,843.61	123,994.36
07/20/01	882-72300-02	PETTY	Photo Developing		12.14					12.14	
07/24/01	840-50001-01	013020	Schmidt, Michael	56.12						56.12	
07/24/01	840-50001-01	09520	Dannen, Allen	253.75						253.75	
07/24/01	840-50001-01	10904	Alden, Pat	185.98						185.98	
07/24/01	840-50001-01	10925	Jones, Scott	2,029.89						2,029.89	
07/24/01	840-50001-01	10973	Herring, Dareen	345.99						345.99	

07/24/01	840-50001-01	10980	Hixson, Ryan	294.74		294.74
07/24/01	840-50001-01	14300	Whitlatch, Ron	212.81		212.81
07/24/01	840-99999-05		INDIRECT		3,379.28	3,379.28
07/24/01	882-50001-01	014220	Weigel, Zachary	4,839.94		4,839.94
07/24/01	882-50001-01	09520	Dannen, Allen	380.63		380.63
07/24/01	882-50001-01	10904	Alden, Pat	185.98		185.98
07/24/01	882-50001-01	10925	Jones, Scott	56.78		56.78
07/24/01	882-50001-01	10973	Herring, Dareen	345.99		345.99
07/24/01	882-50001-01	10980	Hixson, Ryan	308.77		308.77
07/24/01	882-50001-01	14300	Whitlatch, Ron	1,604.26		1,604.26
07/24/01	882-99999-05		INDIRECT		7,722.35	7,722.35
07/30/01	840-72301-02	73330	Barrett Bus. Serv., Bishop	456.19		456.19
07/30/01	882-72300-02	73330	Barrett Bus. Serv., Bond	172.06		172.06
07/30/01	882-72300-02	71412	Barrett Bus. Serv., Bishop	182.48		182.48



06/03/02  
15:35:30

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
07/30/01	882-72300-02	71412	Barrett Bus. Serv., Bond		100.89					100.89	
07/30/01	882-72300-02	718792	Barrett Bus. Serv., Bishop		77.76					77.76	
07/30/01	882-72300-02	718792	Barrett Bus. Serv., Bond		71.74					71.74	
* Monthly Totals *				11,101.63	1,073.26		11,101.63			23,276.52	147,270.88
08/15/01	840-72301-03	PYEST1	Morse Brothers			4,551.05				4,551.05	
08/15/01	840-72301-02	18241	Barrett Bus. Serv., Bishop		352.51					352.51	
08/15/01	882-72300-03	PYEST1	Morse Brothers			70,506.86				70,506.86	
08/15/01	882-72300-02	265051	Barrett Bus. Serv., Bishop		165.56					165.56	
08/15/01	882-72300-02	265051	Barrett Bus. Serv., Bond		362.24					362.24	
08/15/01	882-72300-02	18241	Barrett Bus. Serv., Bond		184.66					184.66	
08/15/01	882-72300-06	052001	Linn County Recorder					45.00		45.00	
08/24/01	840-50001-01	014220	Weigel, Zachary	1,807.72						1,807.72	
08/24/01	840-50001-01	09520	Dannen, Allen	287.76						287.76	
08/24/01	840-50001-01	10925	Jones, Scott	2,904.85						2,904.85	
08/24/01	840-50001-01	10973	Herring, Dareen	530.01						530.01	
08/24/01	840-50001-01	14300	Whitlatch, Ron	893.05						893.05	
08/24/01	840-99999-05	ADMIN	INDIRECT				6,423.39			6,423.39	
08/24/01	882-50001-01	013020	Schmidt, Michael	256.86						256.86	
08/24/01	882-50001-01	014220	Weigel, Zachary	1,892.53						1,892.53	
08/24/01	882-50001-01	09520	Dannen, Allen	287.76						287.76	
08/24/01	882-50001-01	10973	Herring, Dareen	117.78						117.78	
08/24/01	882-50001-01	14300	Whitlatch, Ron	1,769.25						1,769.25	
08/24/01	882-99999-05	ADMIN	INDIRECT				6,324.18			6,324.18	
08/29/01	840-72301-02	PETTY	Safeway - Film Develop		2.70					2.70	
08/29/01	882-72300-04	048107	ODOT				1,842.00			1,842.00	
08/29/01	882-72300-02	PETTY	Safeway - Film Develop		22.25					22.25	
08/29/01	882-72300-02	PETTY	Safeway - Film Develop		7.98					7.98	
08/29/01	882-72300-02	556913	Barrett Bus. Serv., Bond		20.38					20.38	
* Monthly Totals *				12,747.57	1,118.28	75,057.91	1,842.00	12,747.57	45.00	103,558.33	250,829.21

09/21/01	840-72301-02	41457	Barrett Bus Serv., Bond	101.03		101.03
09/21/01	840-72301-03	PAY #2	Morse Bros		240,493.17	240,493.17
09/21/01	840-72301-02	42498	Barrett Bus Serv., Bishop	77.76		77.76
09/21/01	840-72301-02	42498	Barrett Bus Serv., Bond	14.72		14.72
09/21/01	840-72301-02	42545	Barrett Bus Serv., Bond	499.15		499.15
09/21/01	840-72301-02	879998	Barrett Bus Serv., Bishop	232.24		232.24
09/21/01	840-72301-02	879604	Barrett Bus Serv., Bishop	121.56		121.56
09/21/01	840-72301-02	879570	Barrett Bus Serv., Bishop	171.07		171.07
09/21/01	840-72301-02	879570	Barrett Bus Serv., Bond	178.29		178.29
09/21/01	840-72301-02	72240	Western Farm Service	161.20		161.20
09/21/01	840-72301-02	PETTY	Crystal Bishop, Photos	19.96		19.96
09/21/01	882-72300-03	PAY #2	Morse Bros		109,864.05	109,864.05
09/21/01	882-72300-02	42498	Barrett Bus Serv., Bishop	38.88		38.88

06/03/02  
15:35:30

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
09/21/01	882-72300-02	879570	Barrett Bus Serv., Bishop		36.29					36.29	
09/24/01	840-50001-01	013020	Schmidt, Michael	46.64						46.64	
09/24/01	840-50001-01	014220	Weigel, Zachary	2,681.58						2,681.58	
09/24/01	840-50001-01	09520	Dannen, Allen	199.38						199.38	
09/24/01	840-50001-01	10925	Jones, Scott	1,332.38						1,332.38	
09/24/01	840-99999-05	ADMIN	Indirect				4,259.98			4,259.98	
09/24/01	840-72301-02	43188	Barrett Bus Serv., Bishop		37.58					37.58	
09/24/01	840-72301-02	43188	Barrett Bus Serv., Bond		242.81					242.81	
09/24/01	882-50001-01	014220	Weigel, Zachary	670.40						670.40	
09/24/01	882-50001-01	09520	Dannen, Allen	163.13						163.13	
09/24/01	882-50001-01	10925	Jones, Scott	154.28						154.28	
09/24/01	882-50001-01	10973	Herring, Dareen	153.52						153.52	
09/24/01	882-50001-01	14300	Whitlatch, Ron	802.80						802.80	
09/24/01	882-50001-01	14300	Whitlatch, Ron	802.80						802.80	
09/24/01	882-99999-05	ADMIN	Indirect				1,944.13			1,944.13	
* Monthly Totals *				6,204.11	1,932.54	350,357.22		6,204.11		364,697.98	615,527.19
10/24/01	840-72301-03	PAY #3	Morse Bros., Inc.			9,563.94				9,563.94	
10/24/01	840-50001-01	014220	Weigel, Zachary	760.22						760.22	
10/24/01	840-50001-01	09520	Dannen, Allen	36.28						36.28	
10/24/01	840-50001-01	10971	Henegar, Jim	17.02						17.02	
10/24/01	840-50001-01	10973	Herring, Dareen	155.52						155.52	
10/24/01	840-50001-01	14300	Whitlatch, Ron	33.30						33.30	
10/24/01	840-99999-05		INDIRECT								
10/24/01	882-72300-04	081905	David Evans & Assoc, Inc.				823.00			823.00	
10/24/01	882-72300-03	PAY #3	Morse Bros., Inc.			58,643.50				58,643.50	
10/24/01	882-50001-01	014220	Weigel, Zachary	528.29						528.29	
10/24/01	882-50001-01	09520	Dannen, Allen	126.98						126.98	
10/24/01	882-50001-01	10925	Jones, Scott	59.56						59.56	
10/24/01	882-50001-01	14300	Whitlatch, Ron	366.30						366.30	
10/24/01	882-50001-01	14300	Whitlatch, Ron	366.30						366.30	
10/24/01	882-99999-05		INDIRECT				1,081.13			1,081.13	
10/29/01	840-72301-04	048698	ODOT				500.00			500.00	

* Monthly Totals *				2,083.47	68,207.44	1,323.00	2,083.47	73,697.38	689,224.57
11/01/01	840-72301-03	20-564	Albany & Eastern Railroad C		27,279.91			27,279.91	
11/03/01	882-72300-04	15960	ODOT			212.56		212.56	
11/08/01	550-72300-03	PAY 4	Morse Bros		2,128.00			2,128.00	
11/08/01	840-72301-03	PAY 4	Morse Bros		8,616.50			8,616.50	
11/08/01	882-72300-03	PAY 4	Morse Bros		8,094.48			8,094.48	
11/09/01	840-72301-02		American Rooter	375.00				375.00	
11/24/01	840-50001-01	014220	Weigel, Zachary	169.44				169.44	
11/24/01	840-50001-01	09520	Dannen, Allen	18.14				18.14	
11/24/01	840-50001-01	10925	Jones, Scott	650.91				650.91	
11/24/01	840-50001-01	10973	Herring, Dureen	42.48				42.48	
11/24/01	840-50001-01	13925	Trippett, Mike	140.52				140.52	

06/03/02  
15:35:30

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
11/24/01	840-99999-05		Indirect				1,021.49			1,021.49	
11/24/01	882-50001-01	014220	Weigel, Zachary	1,524.96						1,524.96	
11/24/01	882-50001-01	09520	Dannen, Allen	217.68						217.68	
11/24/01	882-50001-01	10925	Jones, Scott	33.38						33.38	
11/24/01	882-50001-01	10973	Herring, Dareen	42.48						42.48	
11/24/01	882-50001-01	14300	Whitlatch, Ron	1,386.00						1,386.00	
11/24/01	882-99999-05		Indirect				3,204.50			3,204.50	
11/26/01	840-72301-02	551 W	American Rooter		69.50					69.50	
11/26/01	840-72301-02	5&OAK	American Rooter		325.00					325.00	
* Monthly Totals *				4,225.99	769.50	46,118.89	212.56	4,225.99		55,552.93	744,777.50
12/01/01	882-72300-04	15960	ODOT				1,000.00			1,000.00	
12/01/01	882-72300-04	084823	David Evans & Assoc				1,661.70			1,661.70	
12/06/01	550-72300-03	PAYFIN	Morse Bros, Inc.			112.00				112.00	
12/06/01	815-72102-03	PAYFIN	Morse Bros, Inc.			284.98				284.98	
12/06/01	840-72301-03	PAYFIN	Morse Bros, Inc.			13,853.93				13,853.93	
12/06/01	882-72300-03	PAYFIN	Morse Bros, Inc.			14,145.73				14,145.73	
12/24/01	840-50001-01	014220	Weigel, Zachary	238.59						238.59	
12/24/01	840-50001-01	09520	Dannen, Allen	19.28						19.28	
12/24/01	840-50001-01	10925	Jones, Scott	75.53						75.53	
12/24/01	840-50001-01	10973	Herring, Dareen	19.00						19.00	
12/24/01	840-99999-05		Indirect				352.40			352.40	
12/24/01	882-50001-01	014220	Weigel, Zachary	238.59						238.59	
12/24/01	882-50001-01	09520	Dannen, Allen	19.28						19.28	
12/24/01	882-50001-01	10973	Herring, Dareen	57.00						57.00	
12/24/01	882-50001-01	14300	Whitlatch, Ron	337.10						337.10	
12/24/01	882-99999-05		Indirect				651.97			651.97	
* Monthly Totals *				1,004.37		28,396.64	2,661.70	1,004.37		33,067.08	777,844.58
01/24/02	882-50001-01	14300	Whitlatch, Ron	153.12						153.12	

01/24/02	882-99999-05		INDIRECT		153.12		153.12	
* Monthly Totals *					153.12		306.24	778,150.82
02/24/02	840-50001-01	10973	Herring, Dureen		137.62		137.62	
02/24/02	840-99999-05		INDIRECT		137.62		137.62	
02/24/02	882-50001-01	10973	Herring, Dureen		78.64		78.64	
02/24/02	882-99999-05		INDIRECT		78.64		78.64	
* Monthly Totals *					216.26		432.52	778,583.34
03/01/02	882-72300-04	28155	K&D Engineering	240.50			240.50	
03/18/02	882-72300-04	28204	K&D Engineering	2,103.75			2,103.75	
03/24/02	840-50001-01	014220	Weigel, Zachary		589.16		589.16	

06/03/02  
15:35:30

Monthly Project Accounting  
Project Detail Report

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
										210.14	
03/24/02	840-50001-01	10925	Jones, Scott	210.14						39.46	
03/24/02	840-50001-01	10973	Herring, Dareen	39.46						838.76	
03/24/02	840-99999-05		INDIRECT				838.76			1,284.11	
03/24/02	840-72301-06	071201	Maintenance Tracking					1,284.11		157.84	
03/24/02	882-50001-01	10973	Herring, Dareen	157.84						599.08	
03/24/02	882-50001-01	14300	Whitlatch, Ron	599.08						756.92	
03/24/02	882-99999-05		INDIRECT				756.92				
* Monthly Totals *				1,595.68			2,344.25	1,595.68	1,284.11	6,819.72	785,403.06
04/15/02	882-72300-02	230924	Jackson & Perkins		117.85					117.85	
04/17/02	882-72300-02	041702	Weigel, Zach		23.86					23.86	
04/18/02	840-72301-02	204121	Barrett Bus. Serv., Starr		1.76					1.76	
04/18/02	882-72300-04	28272	K & D Engineering				714.00			714.00	
04/24/02	840-50001-01	10925	Jones, Scott	195.07						39.44	
04/24/02	840-50001-01	10973	Herring, Dareen	39.44						234.51	
04/24/02	840-99999-05		INDIRECT				234.51			415.20	
04/24/02	882-50001-01	014220	Weigel, Zachary	415.20						39.44	
04/24/02	882-50001-01	10973	Herring, Dareen	39.44						105.69	
04/24/02	882-50001-01	14300	Whitlatch, Ron	105.69						560.33	
04/24/02	882-99999-05		INDIRECT				560.33			2,769.11	
04/26/02	840-72301-04	6084	Foundation Engineering				2,769.11				
* Monthly Totals *				794.84	143.47		3,483.11	794.84		5,216.26	790,619.32
05/10/02	882-72300-02	384497	Barrett Bus. Serv., Starr		2.31					2.31	
05/10/02	882-72300-02	668157	Barrett Bus. Serv., Starr		7.58					7.58	
* Monthly Totals *					9.89					9.89	790,629.21
06/01/02	840-72301-02	386245	Barrett Bus. Serv., Starr		16.40					16.40	
06/01/02	882-72300-02	386245	Barrett Bus. Serv., Starr		16.40					16.40	

06/01/02 882-72300-02 338411 Jackson & Perkins

		58.90					58.90	
		-----	-----	-----	-----	-----	-----	-----
• Monthly Totals •		91.70					91.70	790,720.91
		-----	-----	-----	-----	-----	-----	-----
** Project Totals **	82,976.32	6,536.84	568,138.10	32,666.69	97,973.59	2,429.37	790,720.91	790,720.91
	-----	-----	-----	-----	-----	-----	-----	-----
** Project Totals (LTD) **	82,976.32	6,536.84	568,138.10	32,666.69	97,973.59	2,429.37	790,720.91	790,720.91

1



# FACILITY PLANNING SCHEDULE

By: RL 10/12/01

PROJECT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Street & Utility Facility Planning 0.4 FTE - \$20,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Transportation System Plan 0.2 FTE - \$10,000	█	█										█			
Walden Pond Wastewater Alternative 1.5 FTE - \$100,000	█	█	█	█	█	█									
Facility Monitoring 0.15 FTE - \$8,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Project Development & Prioritization 0.1 FTE - \$5,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Water/Wastewater System Analysis 0.05 FTE - \$3,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
GIS System Development & Maintenance 2.0 FTEs - \$100,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
SDC Plans Update 0.2 FTE & Consultant - \$100,000		█													
Capital Improvement Plan Update 0.1 FTE - \$10,000		█	█	█	█	█	█	█	█	█	█	█	█	█	█
Community Development Review 2.0 FTEs - \$90,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Public Works Grants 0.05 FTE - \$3,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Develop Storm Drainage Utility 0.3 FTE & Consultant - \$90,000		█	█					█					█	█	█
Generate "What If" Project Information 0.05 FTE - \$3,000	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

## ENGINEERING DIVISION Facility Planning Workgroup

### Examples of "Return on Investment":

#### Past:

1. Grant development - Approximately \$3 million in infrastructure grants; approximately \$10,000 in engineering staff cost.
2. Engineering support to industrial development ("What If") proposals.
3. West Side Interceptor - Identify need, solution and funding. **Consultant cost - \$70,000.**
4. Street preservation - Developed and implemented a pavement management system, determined needs and obtained funding.
5. Developed proposal for proposed new utilities - Storm Sewer and Transportation.
6. Infiltration and inflow (I&I) identification and prioritize projects - Smoke Testing and Downtown Sewer Separation. **Consultant cost - \$50,000.**
7. Developed Small Diameter Waterline Replacement projects and priorities.
8. Investigating the cause and need for sewer rehabilitation.
9. Engineering support for Community Center.

### Current or Recent:

- Project "Walden" - Developing alternatives for Wastewater Treatment Plant effluent discharge - Removing discharge from the South Santiam River.  
**Estimated consultant cost - \$300,000.**
- Developing a Storm Drainage Utility.
- Updating SDC rates.
- WWTP facility planning to cost effectively meet permit & regulatory needs.  
**Consultant cost - \$135,000.**
- Assisting in development of grant submittals.
- Initiated, developed and maintaining the City's GIS system. **Consultant cost - \$250,000 (over an eight year period).**
- Coordinating with Lebanon School District on identifying infrastructure needs for new school sites.
- Conditions of development - Meeting long-term and immediate needs
- Engineering support for Projects "Rich", "Cold", "Crystal" and "Box".
- Developed and analyzed "Parkway" concept. Modeling included in **Consultant contract - \$190,000.**

## Engineering Division Staffing Guidelines

1. Staffing levels should be based upon providing a good quality level of service to the public at the least overall cost. This includes evaluating alternatives to:
  - Minimize life-cycle costs.
  - Minimize annual maintenance costs.
  - Maximize public safety, usefulness, and convenience
2. At least once every 6 months, perform a 3-year staffing level analysis showing the projected workload. The staffing levels within this projection
  - To anticipate the need for additional staff or a reduction in staffing levels.
  - To anticipate the need for engineering consultant assistance to cost effectively provide special expertise not provided with existing staff and to prevent the need for hiring additional staff for temporary peaks in workloads.

Our goal is to provide a reasonably consistent staffing level on an annual basis to successfully complete the work in a timely, cost effective manner.

3. We do not anticipate doing any in-house engineering function for which there is not a predictable and reasonably assured source of funds with which to construct the project or continue the activity.
4. We need to provide a pay and benefits package that will reduce turnover and allow us to compete for well-qualified engineers.
5. We need to provide a positive work environment, which includes appropriate workspace, work assignments, and work load, which will reduce turnover and allow us to compete for well-qualified engineers.
6. We need a supervisory/management structure with clearly defined roles and responsibilities by customer service function. Managers/supervisors need clearly defined performance goals for their team that will continuously assure the public and elected officials that the cost and quality of service provided is outstanding.
7. Clerical/administrative support functions of a general nature need to be provided on an "as needed" basis rather than tied to a particular section or division.
8. Supervisor and management structures should be "flattened" to the maximum extent possible while still meeting goals.
9. We need to continue to be flexible in our organization, and the way we provide services to the public in order to take advantage of any changes, which may farther our goals.

# CIP/CONSULTANT RATE COMPARISON

By: AD

Date: 5/10/01

## Hourly Rates

Position	David Evans Portland S. Main/Oak St.	KCM Portland WSI 1a	LDC Beaverton WSI Canal Xing	West-Yost Eugene WSI Pump Sta.	K & D Eng. Albany Various	CIP Lebanon Various
Principal/Vice President	N/A	\$136	\$130	\$145	\$90	N/A
Senior Engineer	\$120	\$116	\$110	\$112	\$82	\$72
Project Engineer	\$78	N/A	\$85	\$90-\$100	\$72-\$78	\$67
Engineering Associate	\$66	\$64	\$65	\$77	\$56-\$66	\$52-\$61
Administrative	\$51	\$38-\$67	\$40	\$33-\$47	\$34	\$36-\$42
Computer/Equip. Rental	\$0	\$4.40-\$13.20	\$15	\$10-\$25	\$0	\$0
Subconsultant Mark-up	0%	10%	10%	10%	10%	0%
Direct Expense Mark-up	0%	10%	0%	15%	10%	0%

Monthly Project Accounting  
Project Detail Report

06/03/02  
15:35:30

Project: Oak Street Improvements

Project Number: 704 From: \*\*/\*\*/\*\* To: \*\*/\*\*/\*\*

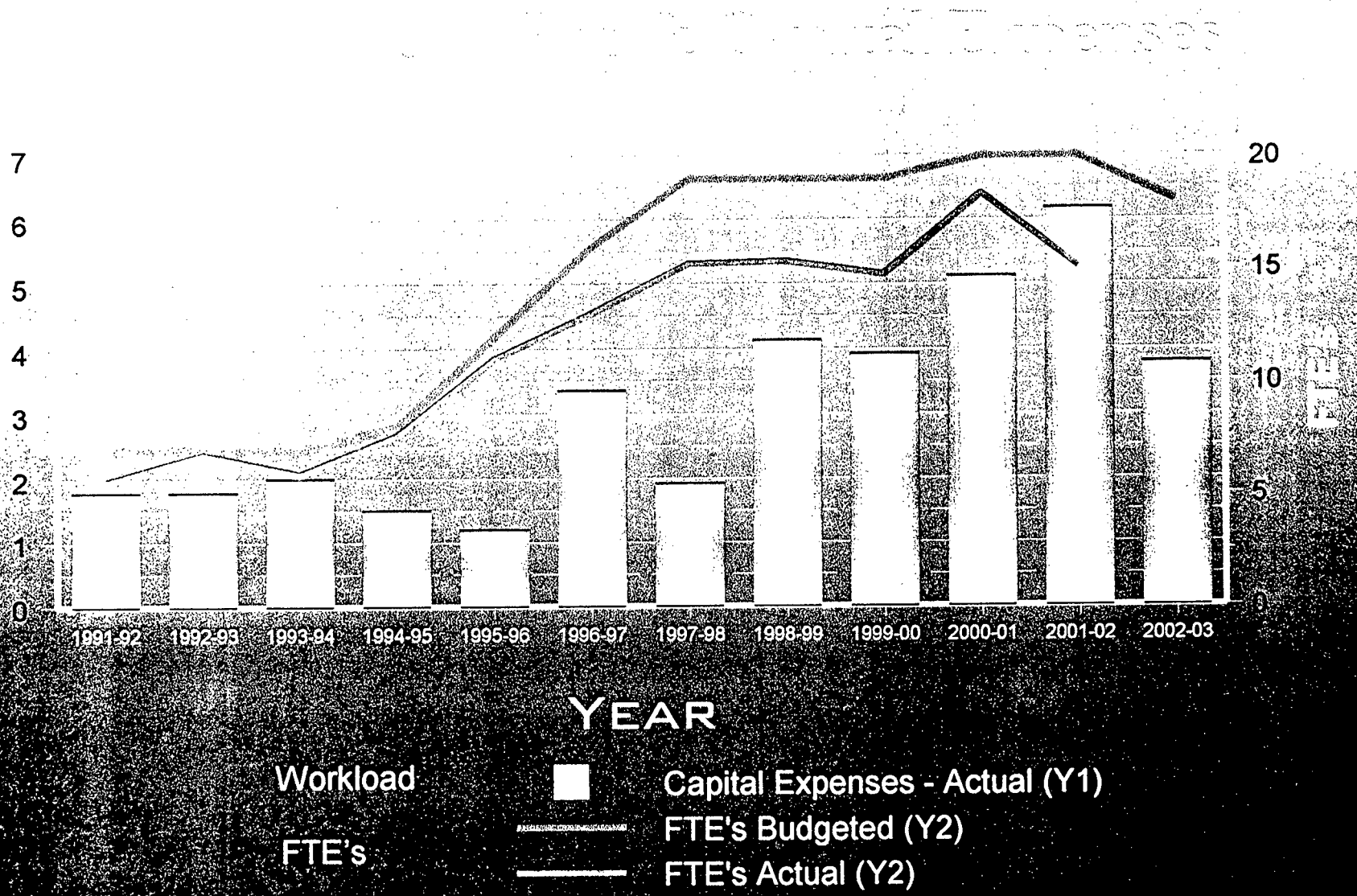
Date	Account Code	Ref#	Description	Payroll	Materials & Supplies	Contractor Payments	Consultants Administration	Other	Equipment Capital Outlay	Monthly Total	Project To Date
07/30/01	882-72300-02	71412	Barrett Bus. Serv., Bond		100.89					100.89	
07/30/01	882-72300-02	718792	Barrett Bus. Serv., Bishop		77.76					77.76	
07/30/01	882-72300-02	718792	Barrett Bus. Serv., Bond		71.74					71.74	
* Monthly Totals *				11,101.63	1,073.26		11,101.63			23,276.52	147,270.88
08/15/01	840-72301-03	PYEST1	Morse Brothers			4,551.05				4,551.05	
08/15/01	840-72301-02	18241	Barrett Bus. Serv., Bishop		352.51					352.51	
08/15/01	882-72300-03	PYEST1	Morse Brothers			70,506.86				70,506.86	
08/15/01	882-72300-02	265051	Barrett Bus. Serv., Bishop		165.56					165.56	
08/15/01	882-72300-02	265051	Barrett Bus. Serv., Bond		362.24					362.24	
08/15/01	882-72300-02	18241	Barrett Bus. Serv., Bond		184.66					184.66	
08/15/01	882-72300-06	052001	Linn County Recorder					45.00		45.00	
08/24/01	840-50001-01	014220	Weigel, Zachary	1,807.72						1,807.72	
08/24/01	840-50001-01	09520	Dannen, Allen	287.76						287.76	
08/24/01	840-50001-01	10925	Jones, Scott	2,904.85						2,904.85	
08/24/01	840-50001-01	10973	Herring, Doreen	530.01						530.01	
08/24/01	840-50001-01	14300	Whitlatch, Ron	893.05						893.05	
08/24/01	840-99999-05	ADMIN	INDIRECT				6,423.39			6,423.39	
08/24/01	882-50001-01	013020	Schmidt, Michael	256.86						256.86	
08/24/01	882-50001-01	014220	Weigel, Zachary	3,892.53						3,892.53	
08/24/01	882-50001-01	09520	Dannen, Allen	287.76						287.76	
08/24/01	882-50001-01	10973	Herring, Doreen	117.78						117.78	
08/24/01	882-50001-01	14300	Whitlatch, Ron	1,769.25						1,769.25	
08/24/01	882-50001-01	14300	Whitlatch, Ron	1,769.25						1,769.25	
08/24/01	882-99999-05	ADMIN	INDIRECT				6,324.18			6,324.18	
08/29/01	840-72301-02	PETTY	Safeway - Film Develop		2.70					2.70	
08/29/01	882-72300-04	048107	ODOT			1,842.00				1,842.00	
08/29/01	882-72300-02	PETTY	Safeway - Film Develop		22.25					22.25	
08/29/01	882-72300-02	PETTY	Safeway - Film Develop		7.98					7.98	
08/29/01	882-72300-02	556913	Barrett Bus. Serv., Bond		20.38					20.38	
* Monthly Totals *				12,747.57	1,118.28	75,057.91	1,842.00	12,747.57	45.00	101,558.33	250,829.21

**RECENT CIP PROJECTS - FINANCIAL BREAKDOWN**

By: AD Date: 4/23/02

Project No.	Project Name	Dates	Payroll/Admin	Consultants	Construction	Total	% E & A	% CIP	% Consultants	Consultant Service Type
<b>Consultant Design</b>										
92717	Green Acres Waterline	7/92-11/99	\$55,482.27	\$21,153.13	\$182,755.74	\$259,391.14	29.54%	21.39%	8.15%	Survey, Partial Design
92727	Westside Interceptor 1a	3/92-3/00	\$294,639.20	\$571,352.20	\$2,532,161.81	\$3,398,153.21	25.48%	8.67%	16.81%	Design, Inspection, Env'l, Survey, Appraisal
94705	Hansard Area Improvements Ph. 1	11/94-3/00	\$395,558.07	\$253,762.08	\$1,089,316.87	\$1,738,635.02	37.35%	22.75%	14.60%	Design, Survey, Material Testing, Appraisal
94708	Santiam Travel Station	7/94-11/00	\$130,694.17	\$61,340.39	\$341,925.72	\$533,960.28	35.96%	24.48%	11.49%	Architect, Survey, ODOT Admin, Cost Est.
95702	Airport Area Improvements	8/95-10/98	\$62,092.62	\$103,771.50	\$919,871.74	\$1,085,735.86	15.28%	5.72%	9.56%	Design, Inspection
Various	WSI Pump Station/WWTP Generator	6/00-3/02	\$328,000.00	\$265,000.00	\$1,834,279.00	\$2,427,279.00	24.43%	13.51%	10.92%	Design, Limited Inspection
<b>Totals</b>			\$1,266,464.33	\$1,276,379.30	\$6,900,310.88	\$9,443,154.51	26.93%	13.41%	13.52%	
<b>CIP Primary Design/Consultant Specialized Design</b>										
Various	2nd & Airport	7/94-12/00	\$450,695.08	\$77,466.92	\$1,552,120.80	\$2,080,282.80	25.39%	21.67%	3.72%	Survey, Traffic Signal, Geotech
Various	South Main Road - Airport to Vaughn	8/97-3/00	\$525,505.72	\$31,934.99	\$1,677,351.54	\$2,234,792.25	24.94%	23.51%	1.43%	Traffic Signal, Survey, Appraisal
99705	Westside Interceptor Canal Crossing	9/99-10/01	\$154,663.74	\$47,385.78	\$550,993.23	\$753,042.75	26.83%	20.54%	6.29%	Bore Design, Environmental
Various	Oak Street/2001 Street Preservation	9/00-3/02	\$199,142.40	\$31,682.33	\$599,100.80	\$829,925.53	27.81%	24.00%	3.82%	Signal Design, Surveying
Various	2nd Street Bridge	10/00-3/02	\$195,976.11	\$31,000.00	\$363,695.86	\$590,671.97	38.43%	33.18%	5.25%	Bridge Design & Inspection
<b>Totals</b>			\$1,525,983.05	\$219,470.02	\$4,743,262.23	\$6,488,715.30	26.90%	23.52%	3.38%	
<b>CIP Design</b>										
92714	Downtown Sewer Separation Ph. 1	6/92-3/00	\$256,346.75	\$10,149.83	\$363,527.82	\$630,024.40	42.30%	40.69%	1.61%	Geotech, Environmental
98710	Cleveland St. Sewer Replacement	2/98-11/99	\$31,581.07	\$0.00	\$72,734.73	\$104,315.80	30.27%	30.27%	0.00%	
99707	2000 Street Preservation Program	12/99-3/00	\$36,992.49	\$35.00	\$163,256.65	\$200,284.14	18.49%	18.47%	0.02%	Arborist
99708	Downtown Sewer Separation Ph. 2	12/99-3/00	\$95,324.46	\$0.00	\$266,856.18	\$362,180.64	26.32%	26.32%	0.00%	
99717	Westside Interceptor Phase 1b	9/99-10/01	\$373,528.49	\$53,340.36	\$2,212,921.08	\$2,639,789.93	16.17%	14.15%	2.02%	Survey, Geotech, Environmental
<b>Totals</b>			\$793,773.26	\$63,525.19	\$3,079,296.46	\$3,936,594.91	21.78%	20.16%	1.61%	

= Current Projection







**LEBANON PUBLIC LIBRARY**  
626 SECOND ST.  
LEBANON, OREGON 97355  
(541) 451-7461

---

**ADVISORY BOARD MEETING  
LEBANON PUBLIC LIBRARY  
May 15, 2002**

The Library Advisory Board meeting was called to order by Lois Rands at 5:30 p.m. Attending: Shirley Foulds, Carol Hiebert, Jane Hutchings, Carolyn Misa, and Interim Library Services Director Denice Lee.

Minutes of the April 10, 2002 meeting were approved as written.

**PROGRAM MANAGER'S REPORT:**

**CIRCULATION:** The library's circulation for April 2002 was 8,470. Fiscal year total is 78,978. This is a 27% increase over April 2001, and an 8% increase in total circulation year to date.

**ADULT READING CONTEST:** Florence Christ won the April prize - a "Reader" key ring. The prize for May is a "Love My Library" paper cube.

**RETIREMENT OPEN HOUSE:** The library staff hosted an open house to celebrate the retirement of Program Manager Susan Messersmith. It was held from 4:00 p.m. - 6:00 p.m. on April 30, 2002 at the library. The event was well attended. Both the Friends of the Library and the Library Advisory Board received a thank you from Susan for their recognition of her years of service.

**BUDGET MEETINGS:** The City budget meetings were held May 7, 8, and 9. The budget committee restored \$10,000 cut from the proposed budget which allows the library to maintain the same book budget as last year.

**BOT DONATION:** The library received a very generous donation of abridged books on tape. The value of the donation was \$6,400. This will be a significant addition to that popular collection.

**VOLUNTEER APPLICATION:** The library's volunteer application is being updated to include a police background check.

**STRAWBERRY PARADE:** The library staff is making plans for the library to have a presence in both the Kiddie parade and the Grand parade. The Lebanon Public Library banner will be carried, and an additional banner advertising our Summer Reading Program will be carried as well. The banners and attached balloons (in bug shapes) will reflect the Summer Reading theme of "Don't Bug Me, I'm Reading".

**TRUST MANAGEMENT:** Still no word on the Trust Management Grant the library applied for to replace our reader/printer.

**REPORTS:**

**FRIENDS OF THE LIBRARY:** The April monthly book sale netted \$144.00.

**NEW BUSINESS:**

Denice told the Advisory Board that there will be 2 positions open July 1. One is a partial term from July 2002-June 2003. The second is a full term from July 2002-July 2006.

**ITEMS FROM THE FLOOR:**

None.

**ADJOURNMENT:**

The meeting was adjourned at 6:11 p.m.

**NEXT MEETING DATE:**

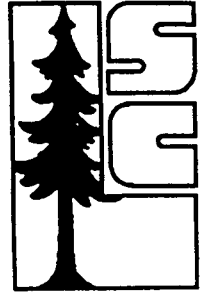
The next meeting will be held on June 12, 2002 at 5:30 p.m.



## SENIOR AND DISABLED SERVICES

LEBANON SENIOR CENTER  
585 PARK STREET  
LEBANON, OREGON 97355

(541) 451-7481 Fax (541) 258-7386



### ADVISORY BOARD MEETING

June 19<sup>th</sup> 2002

#### MINUTES

Members present: Lyn Jones, Bob Johnson, Heather Loveall, Lori McNulty, Jackie Pendleton, Bonnie Prince, Jim Toftner, Stan Usinger, Frances West, Kathy Grinnell and Susan Tipton

Members absent: Sandra Mallette, Cheryl Wagner

#### MINUTES:

Minutes for May's meeting were approved as written.

#### CHAIRPERSON'S REPORT:

Rather than a formal meeting, members met for a tour of the new Senior Center LMS.

#### REPORTS:

There were no reports due to the tour of the building.

#### CONTINUING BUSINESS:

Members had a change to tour the building and ask questions about services and make suggestions for building use.

#### NEW BUSINESS:

No new business

#### ITEMS FROM THE FLOOR:

There were continued discussions about use of the gyms and reiteration of desire to have gyms open for walking. There were ideas and suggestions about possible use of various space and ideas for classes and presentations.

It was suggested that we have the meeting in July, but skip a meeting in August. We usually take a month off during the summer.

#### ADJOURNMENT:

Meeting was adjourned.

**Next Meeting: Wednesday, July 17<sup>th</sup> 2002**

EASEMENT FOR PUBLIC ACCESS AND UTILITIES

THIS AGREEMENT, made and entered into this 19<sup>th</sup> day of June, 2002 by and between Duane & Grace Stutzman, herein called Grantors, and the CITY OF LEBANON, a Municipal corporation, herein called "City."

WITNESSETH:

That for and in consideration of the total compensation to be paid by the City, the Grantor does bargain, sell, convey and transfer unto the City of Lebanon, a perpetual and permanent easement and right-of-way, including the right to enter upon the real property hereinafter described, construct sidewalk, and to maintain and repair public utilities for the purpose of conveying public utilities services over, across, through and under the lands hereinafter described, together with the right to excavate and refill ditches and/or trenches for the location of the said public utilities and the further right to remove trees, bushes, under-growth and other obstructions interfering with the location and maintenance of the said public utilities.

This agreement is subject to the following terms and conditions:

- 1. The right-of-way hereby granted is described as follows:

SEE ATTACHED "EXHIBIT A"

- 2. The permanent easement described herein grants to the City and to its successors, assigns, authorized agents or contractors, the perpetual right to enter upon said easement at any time that it may see fit for construction, maintenance, evaluation and/or repair purposes.
3. The easement granted is in consideration of \$ 1.00, the receipt of which is hereby acknowledged, and in further consideration of the public improvements to be placed upon said property and the benefits Grantor may obtain therefrom. Nothing herein shall reduce or limit grantor's obligation to pay any costs or assessments which may result from the improvements.
4. The Grantor does hereby covenant with the City that Grantor is lawfully seized and possessed of the real property above described, has a good and lawful right to convey it or any part thereof, and will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.
5. Upon performing any maintenance, the City will make reasonable efforts to return the site to its original condition.
6. No permanent structure shall be constructed on this easement.

IN WITNESS WHEREOF, we have set our hands hereto this 19<sup>th</sup> day of June, 2002.

STATE OF OREGON )
County of Linn )ss.
City of Lebanon )

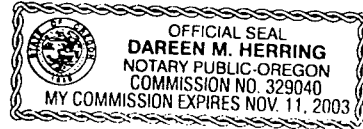
[Signature of Duane Stutzman]
Duane Stutzman

GRANTOR (S)

On the 19<sup>th</sup> day of June, 2002, personally appeared the within named Duane Stutzman who acknowledged the foregoing instrument to be a voluntary act and deed.

BEFORE ME: [Signature of Daren M. Herring]
NOTARY PUBLIC FOR OREGON

My commission expires: 11-11-03



IN WITNESS WHEREOF, we have set our hands hereto this 24<sup>th</sup> day of June, 2002.

STATE OF OREGON )
County of Linn )ss.
City of Lebanon )

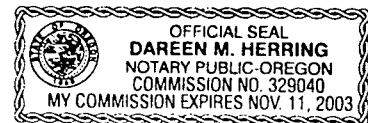
[Signature of Grace Stutzman]
Grace Stutzman

GRANTOR (S)

On the 24 day of June, 2002, personally appeared the within named Grace Stutzman who acknowledged the foregoing instrument to be a voluntary act and deed.

BEFORE ME: [Signature of Daren M. Herring]
NOTARY PUBLIC FOR OREGON

My commission expires: 11-11-03



IN WITNESS WHEREOF, we have set our hands hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

STATE OF OREGON )  
County of Linn )ss.  
City of Lebanon )

\_\_\_\_\_  
J. Scott Simpson, Mayor [ ]  
Ken Toombs, Council President [ ]

\_\_\_\_\_  
John E. Hitt, Recorder

GRANTEES

On the \_\_\_\_\_ day of \_\_\_\_\_, 2002, personally appeared \_\_\_\_\_ and JOHN E. HITT, who each being duly sworn, did say that the former is the \_\_\_\_\_ and the latter is the Recorder for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the \_\_\_\_\_ day of \_\_\_\_\_, 2002; and each of them acknowledged said instrument to be its voluntary act and deed.

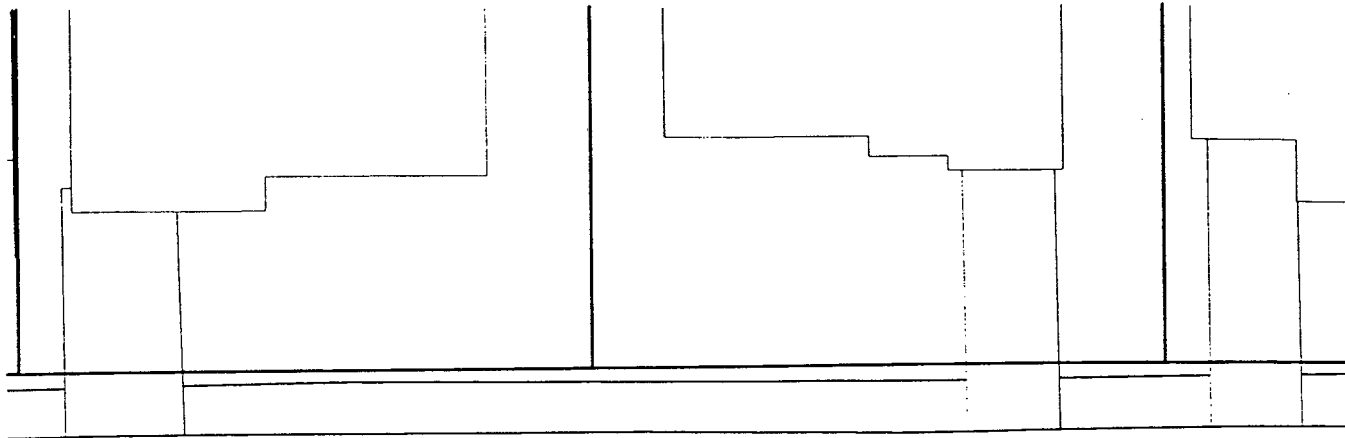
BEFORE ME: \_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

My commission expires: \_\_\_\_\_

**EXHIBIT "A"**  
**HYDRANT EASEMENT**

A parcel of land lying in the Northwest Quarter of Section 14, Township 12 South, Range 2 West of the Willamette Meridian, City of Lebanon, County of Linn, State of Oregon, being a 15.00' strip of land, more particularly described as:

Beginning at the intersection of the Westerly right of way of Carroll Street and the Southerly right of way of Ralston Street now Jennings Street, thence continuing along Westerly right of way of Carroll Street S00°10'30"E 15 feet; thence N89°54'30"W 7 feet; thence N00°10'30"W 15 feet to the South right of way line of Jennings Street, thence S89°54'30"E along said South right of way line 7 feet to the Point of Beginning, containing 105.00 square feet.



JENNINGS STREET



S89°54'30"E 7.00ft.

POINT OF BEGINNING

N00°10'30"W 15.00ft.

S00°10'30"E 15.00ft.

N89°54'30"W 7.00ft.

CARROLL STREET

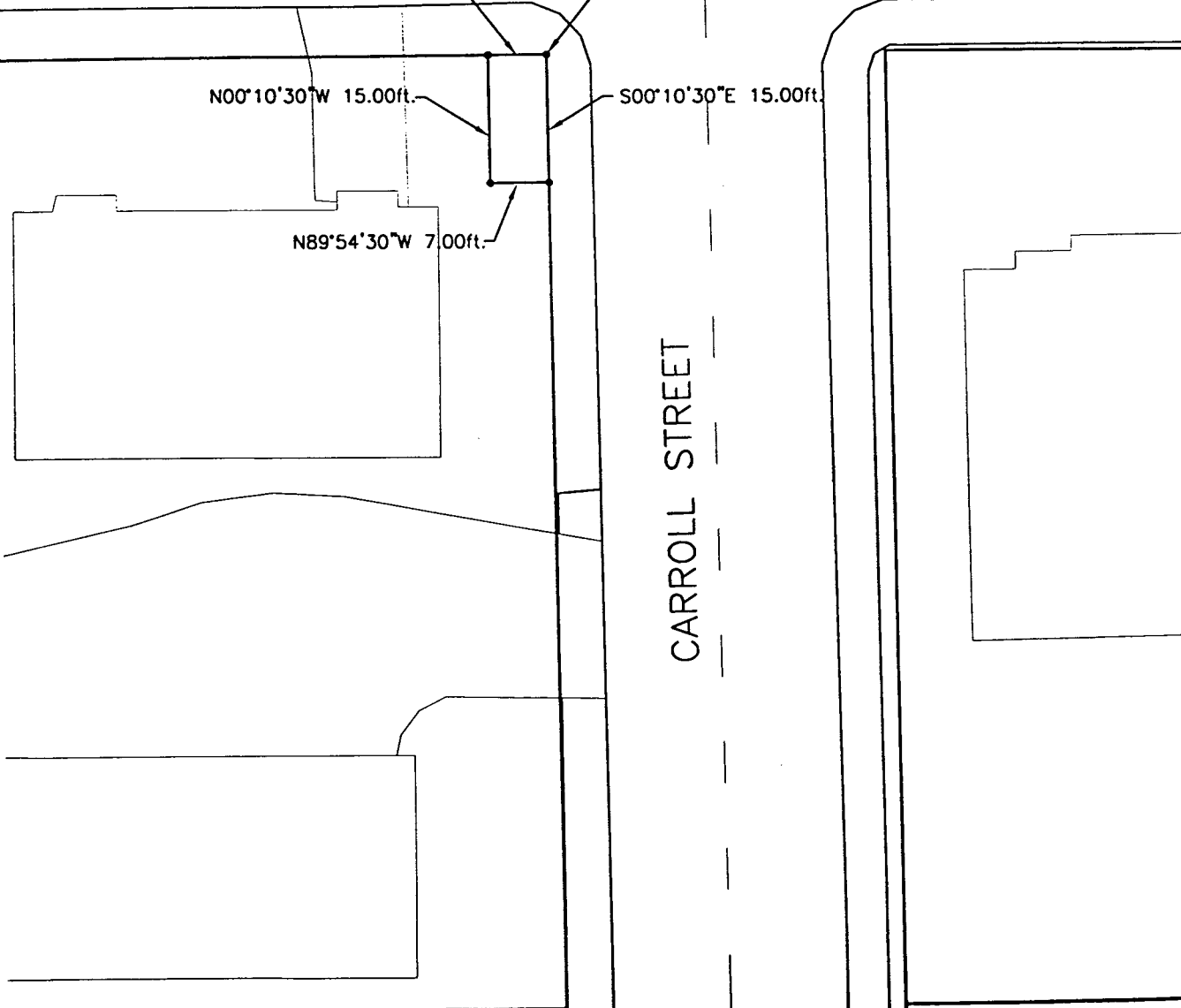


EXHIBIT "A" - HYDRANT EASEMENT

SCALE 1"=20'

RIGHT-OF-WAY DEDICATION

KNOW ALL MEN BY THESE PRESENTS that for and in consideration of the sum of \$23.05, receipt of which is hereby acknowledged, the undersigned, Sunny Garcia and Ann M. Garcia for Sunny Properties Innovation, Inc., City of Lebanon, Oregon, more fully described as follows:

A portion of a parcel of land conveyed to Sunny Garcia and Ann M. Garcia for Sunny Properties Innovation, Inc. recorded August 27, 1996 in Volume 822, Page 253,254,255, Linn County, Oregon Official Records and being more particularly described as follows:

Beginning at the southwest corner of Lot 6, Block 4 of "J.M. RALSTON 4th ADDITION TO LEBANON, OREGON", a subdivision of record in Linn County, Oregon, thence North 00°22'34" West, along the west line of said lot, a distance of 12.66 feet to a 5/8 inch rod; thence South 10°23'26" East 5.75 feet to a 5/8 inch rod; thence North 89°52'00" East, parallel with the south line of said lot, a distance of 5.00 feet to a 5/8 inch rod; thence South 00°22'34" East, parallel with said west line, 5.61 feet to a 5/8 inch rod; thence South 72°56'12" East 4.69 feet to a 5/8 inch rod on the south line of said Lot 6; thence South 89°52'00" West 10.48 feet to the Point of Beginning.

EXCEPTING THEREFROM the following described tract:

Beginning at the southwest corner of Lot 6, Block 4 of "J.M. RALSTON 4th ADDITION TO LEBANON, OREGON", a subdivision of record in Linn County, Oregon; thence North 00°22'34" West, along the west line of said lot, a distance of 7.00 feet; thence North 89°52'00" East, parallel with the south line of said lot, a distance of 6.00 feet; thence South 00°22'34" East, parallel with said west line, 7.00 feet to a point on said south line of Lot 6, thence South 89°52'00" West 6.00 feet to the Point of Beginning.

Parcel contains 6.00 square feet.

The purpose of this right-of-way is to provide property for the construction of a traffic signal on the above-described property.

This right-of-way includes the rights of ingress and egress at any time over and upon the above-described land of the Grantor, and other land of the Grantor adjoining said right-of-way that is necessary to exercise the rights of ingress and egress.

There is reserved to Grantor, their heirs and assigns, the right and privilege to use the above-described land of the Grantor at any time, in any manner, and for any purpose not inconsistent with the full use and enjoyment by the Grantee, its successors and assigns, of the rights and privileges herein granted.

Grantee shall be responsible for the construction, maintenance, operation and replacement of the right-of-way for which the granting of this right-of-way dedication has been given.

IN WITNESS WHEREOF, we have set our hands hereto this 21 day of June, 2002.

IN WITNESS WHEREOF, we have set our hands hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

STATE OF OREGON )
County of Linn )ss.
City of Lebanon )

STATE OF OREGON )
County of Linn )ss.
City of Lebanon )

[Signature]
Sunny Properties Innovation, Inc.
By Sunny Garcia

\_\_\_\_\_  
J. Scott Simpson, Mayor

[Signature]
Sunny Properties Innovation, Inc.
By Ann M. Garcia

\_\_\_\_\_  
John E. Hitt, City Recorder

GRANTOR(S)

GRANTEES

On the 21 day of June, 2002, personally appeared the within named Sunny Garcia and Ann M. Garcia for Sunny Properties Innovation, Inc. who acknowledged the foregoing instrument to be a voluntary act and deed.

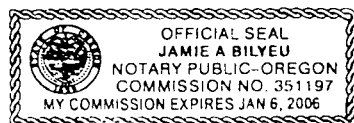
On the \_\_\_\_\_ day of \_\_\_\_\_, 2002, personally appeared J. Scott Simpson and John E Hitt, who each being duly sworn, did say that the former is the Mayor and the latter is the Recorder for the City of Lebanon, a Municipal Corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its City Council, which accepted this easement on the \_\_\_\_\_ day of \_\_\_\_\_, 2002; and each of them acknowledged said instrument to be its voluntary act and deed.

BEFORE ME: [Signature]
NOTARY PUBLIC FOR OREGON

BEFORE ME: \_\_\_\_\_

My commission expires 01/06/06

My commission expires:





**MAP**  
FOR  
**CITY OF LEBANON**  
OF  
**RIGHT-OF-WAY ACQUISITION**

**EXHIBIT "B"**

LOCATED IN  
LOT 6, BLOCK 4 "MYLAND ADDITION TO  
CITY OF LEBANON"  
IN  
SEC. 10, T. 12 S., R. 2 W., W.M.  
CITY OF LEBANON, LINN COUNTY, OREGON



SCALE: 1" = 10'

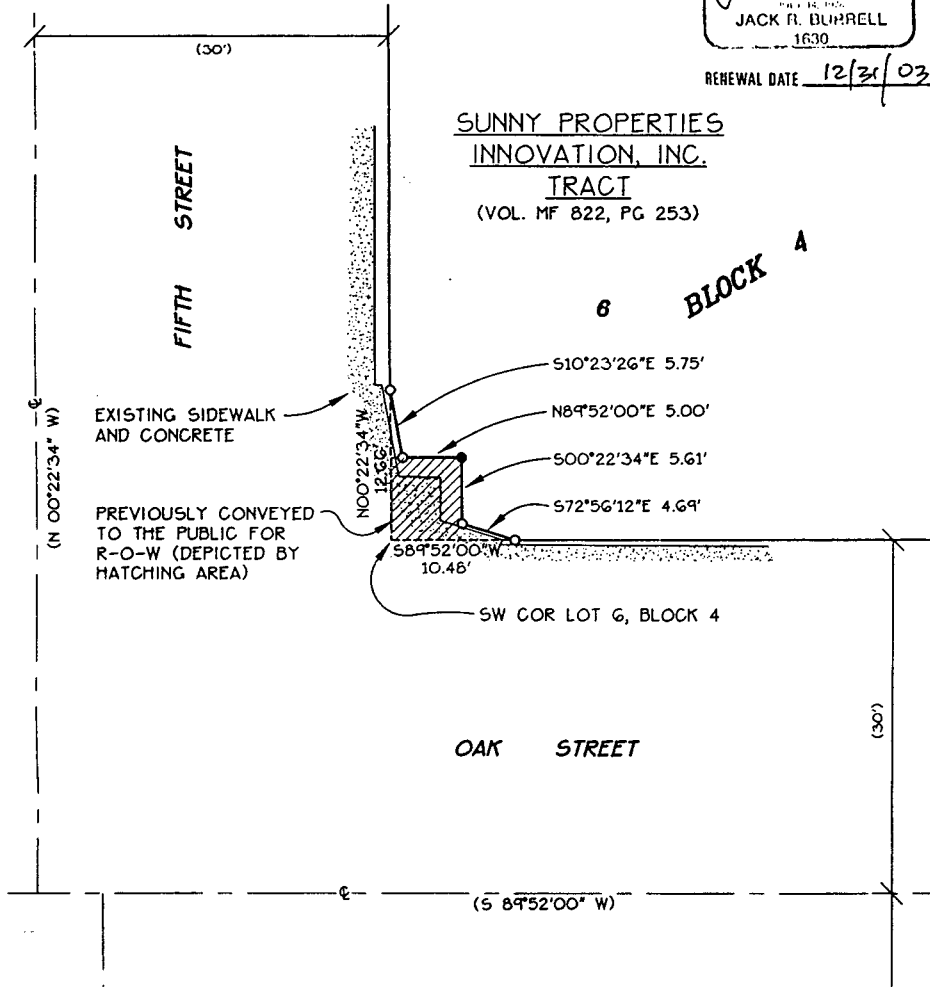
MARCH 7, 2002

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Jack R. Burrell*

OREGON  
JACK R. BURRELL  
1630

RENEWAL DATE 12/31/03



**K & D ENGINEERING, Inc.**  
276 N.W. Hickory Street P.O. Box 725  
Albany, Oregon 97321  
(541) 828-2583

Date: 3/7/2002 Time: 15:36  
View: PLOT1 Scale: 1=10(FS)  
File: dwg\01-20-A1\0120A153.dwg (Justin)

## DURABLE GENERAL POWER OF ATTORNEY

I, Ann Margaret Garcia do hereby make, constitute and appoint Armando Garcia my Agent and attorney in fact (hereinafter called Agent), with power and authority:

1. Support. To make expenditures for my care, maintenance, support and general welfare, and to distribute such sums as are necessary for the care, maintenance, education and support of members of my immediate family who are or become dependent upon me for support;

2. Management. To take possession of, manage, administer, operate, maintain, improve and control all my property, real and personal; to insure and keep the same insured; and to pay any and all taxes, charges and assessments that may be levied or imposed upon any thereof;

3. Collections. To collect and receive any money, property, debts or claims whatsoever, now or hereafter due, owing and payable or belonging to me; and to forgive debts; and to give receipts, acquittance or other sufficient discharges for any of the same;

4. Checks and Notes. To sign, endorse, sell, discount, deliver and/or deposit checks, drafts, notes and negotiable or nonnegotiable instruments, including any payments to me drawn on the Treasury of the United States or the State of Oregon or any other state or governmental entity, and to accept drafts;

5. Investments. To retain any property in the hands of the Agent in the form in which it was received; and to make investments and changes of investments in such securities, including common and preferred stocks of corporations or other property, real or personal, as my Agent may deem prudent;

6. Debts. To pay my debts and other obligations;

7. Litigation. To sue upon, defend, compromise, submit to arbitration or adjust any controversies in which I may be interested; and to act in my name in any complaints, proceedings or suits with all the powers I would possess if personally present and under no legal disability;

8. Acquisition. To bargain for, buy and deal in property and goods of every description;

9. Disposition. To sell, convey, grant, exchange, transfer, option, convert, mortgage, pledge, consign, lease and otherwise dispose of any of my property, whether real or personal;

1 - DURABLE GENERAL POWER OF ATTORNEY

JEFFREY J. BLIXT  
Attorney At Law  
P.O. Box 7096  
Eugene, Oregon 97401  
Telephone: (541) 672-5544

10. Borrowing. To advance or loan the Agent's own funds on my behalf; and to borrow any sums of money on such terms and at such rate of interest as my Agent may deem proper and to give security for the repayment of the same;

11. Agreements. To make and deliver any deeds, conveyances, contracts, covenants and other instruments, undertakings or agreements, either orally or in writing, which my Agent may deem proper;

12. Voting. To appear and vote for me in person or by proxy at any corporate or other meeting;

13. Safety Deposit Box. To have access to any safety deposit box which has been rented in my name or in the name of myself and any other person or persons;

14. Withdrawal of Funds. To withdraw any monies deposited with any bank, mutual savings bank, credit union, savings and loan association, mutual fund, money market account, investment advisor or broker in my name or in the name of myself and any other person or persons and generally to do any business with any such financial institution or agency on my behalf;

15. Tax Returns. To sign and file on my behalf all city, county, state, federal and other governmental or quasi-governmental tax returns or reports, including income, gift, sales, business, and property tax returns or reports of every kind whatsoever; to execute waivers, extension agreements, settlement agreements and closing agreements with respect to those returns and to appear for me, in person or by attorney, and represent me before the United States Treasury Department or the Oregon Department of Revenue or the taxing authority of any other state or governmental entity;

16. Government Benefits. To do and perform every act necessary or desirable and to serve as representative payee with respect to rights and entitlements for my benefit and the benefit of my spouse from Social Security, Medicare and military service;

17. Treasury Bonds. To purchase U.S. Treasury bonds or other instruments redeemable at par in payment of federal estate taxes;

18. Additions to Trust. To add any or all of my assets to a trust created by me alone or in conjunction with one or more other persons and already in existence at the time of the creation of this power if the trust provides that the income and principal shall be paid to me or applied for my benefit during my lifetime;

## 2 - DURABLE GENERAL POWER OF ATTORNEY

JEFFREY J. BLIXT  
Attorney At Law  
P. O. Box 7096  
Eugene, Oregon 97401  
Telephone: (541) 672-5544

19. Business Interests. To continue as a going concern any business interest owned by me, either individually or as a co-partner;

20. Substitution and Delegation. To appoint and substitute for my said Agent any Agents, nominees or attorneys to exercise any or all of the powers herein and to revoke their authority at pleasure.

General Authority. I authorize my Agent for me in my name generally to do and perform all and every act and thing necessary or desirable to conduct, manage and control all my business and my property, wheresoever situate, and whether now owned or hereafter acquired, as my Agent may deem for my best interests and to execute and acknowledge any and all instruments necessary or proper to carry out the foregoing powers, hereby releasing all third persons from responsibility for my Agent's acts and omissions and I empower my Agent to indemnify all such persons against loss, expense and liability.

Third Party Reliance. Third persons may conclusively rely upon the continued validity of this Power of Attorney until receiving actual knowledge of its revocation. Third persons may conclusively rely on a copy of this instrument in its entirety or any portion thereof certified as such by my Agent.

Durability. These powers of attorney shall be exercisable by my Agent on my behalf notwithstanding that I may become legally disabled or incompetent.

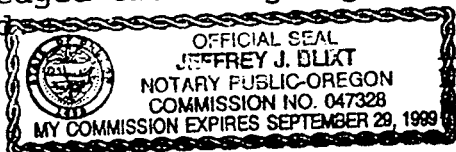
Governing Law. All questions pertaining to validity, interpretation and administration of this power shall be determined in accordance with the laws of Oregon.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 20th day of May, 1996.

*Ann Margaret Garcia*  
Ann Margaret Garcia

STATE OF OREGON            )  
  ) ss.                                    May 20, 1996.  
County of Linn                )

Personally appeared before me Ann Margaret Garcia and acknowledged the foregoing instrument to be her voluntary act and deed.



*Jeffrey J. Blixt*  
Notary Public for Oregon  
My Commission expires: 9/29/99

3 - DURABLE GENERAL POWER OF ATTORNEY

# Agenda Item 1



# CITY OF LEBANON

## PUBLIC WORKS DEPARTMENT - CAPITAL IMPROVEMENTS MEMORANDUM

**TO:** Jim Ruef, Director of Public Works      **DATE:** July 2, 2002  
**FROM:** Ron Whitlatch, Senior Engineer, AIC *RW*  
**SUBJECT: AWARD OF CONTRACT**  
**Main Street Improvements – CIF Grant, Vine Street to Maple Street –**  
**Project No. 99701 – JUNE EDITION –**

On June 12, City Council authorized City staff to re-advertise the Main Street Improvements – CIF Grant, Vine Street to Maple Street project for bids. The primary element of the project includes installation of 16 streetlights and 22 street trees through the mid block areas along Main Street from Vine Street to Maple Street. The scope of the project also includes utilizing the existing conduit, which provides power to the Cobra lights and pull new wires to supply power to the proposed streetlights.

The Bid opening for the June Contract is scheduled for July 16, 2002. City staff will present the results of the bid opening and a recommendation for award at the City Council meeting on July 17, 2002.

# Agenda Item 2



# CITY OF LEBANON

## PUBLIC WORKS DEPARTMENT - CAPITAL IMPROVEMENTS MEMORANDUM

**TO:** Jim Ruef, Director of Public Works **DATE:** July 2, 2002  
**FROM:** Ron Whitlatch, Senior Engineer, AIC *(RW)*  
**SUBJECT:** **AWARD OF CONTRACT**  
**5<sup>th</sup> Street Improvements Project No. 01711**

This memo requests a City Council motion to award the contract for the 5<sup>th</sup> Street Improvements project.

### BACKGROUND

On June 12, City Council authorized City staff to advertise the 5<sup>th</sup> Street Improvements Project for bids. The primary elements of this project include the installation of sidewalks, curb and gutter, additional signage, and new striping. Also included will be asphalt paving around the Industrial Spur crossing, which is owned by the City of Lebanon. The City will be entering into a separate agreement with Albany & Eastern Railroad to install a new concrete crossing over the A&E mainline. The City will provide the funding for the materials and Albany & Eastern will provide the equipment and labor for the installation.

Bids for this contract were opened on Tuesday, July 2. Four bids were received. A comparison of the bid with the engineer's estimate is presented below.

<b>Contractor</b>	<b>Bid Price</b>
Axis Curb Company	\$48,137.70
Sullivan Construction	\$48,406.00
Gelco Construction Company	\$49,843.00
Morse Brothers, Inc.	\$60,840.00
Engineer's Estimate	\$52,028.44

A bid tabulation is attached for review. The apparent low bidder is Axis Curb Company. Their bid is approximately 7% less than the engineer's estimate.

### RECOMMENDATION

I recommend that City Council pass a motion to award the 5<sup>th</sup> Street Improvements contract to Axis Curb Company.



**Bid Tabulation**  
**City of Lebanon**  
**Fifth Street Improvements - Project #01711**  
**July 2, 2002**

Bid Item No.	Bid Items	Units	Quantity	Engineer's Estimate		Axis Curb Co.		Sullivan Construction		Gelco Construction		Morse Bros. Inc.	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization	LS	1	8.0%	\$3,471.04	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	\$2,200.00	\$2,200.00	\$7,300.00	\$7,300.00
2	Temporary Protection & Direction of Traffic	LS	1	4.0%	\$1,735.52	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$500.00	\$500.00
3	Flagging	HR	100	\$30.00	\$3,000.00	\$30.00	\$3,000.00	\$34.00	\$3,400.00	\$33.00	\$3,300.00	\$32.00	\$3,200.00
4	Erosion Control	LS	1	1.0%	\$433.88	\$500.00	\$500.00	\$1,100.00	\$1,100.00	\$450.00	\$450.00	\$500.00	\$500.00
5	Type III Temporary Barricades	EA	6	\$175.00	\$1,050.00	\$150.00	\$900.00	\$400.00	\$2,400.00	\$230.00	\$1,380.00	\$100.00	\$600.00
6	Temporary Signing	SF	162	\$22.00	\$3,564.00	\$8.00	\$1,296.00	\$17.00	\$2,754.00	\$8.00	\$1,296.00	\$20.00	\$3,240.00
7	Common Excavation	CY	170	\$18.00	\$3,060.00	\$22.00	\$3,740.00	\$22.50	\$3,825.00	\$29.00	\$4,930.00	\$22.00	\$3,740.00
8	Subgrade Geotextile	SY	385	\$2.00	\$770.00	\$1.00	\$385.00	\$1.00	\$385.00	\$1.00	\$385.00	\$1.00	\$385.00
9	Base Rock 3/4"-0	CY	137	\$30.00	\$4,110.00	\$23.00	\$3,151.00	\$18.00	\$2,466.00	\$52.00	\$7,124.00	\$35.00	\$4,795.00
10	Class "C" Asphalt Concrete	TON	70	\$75.00	\$5,250.00	\$98.25	\$6,877.50	\$62.50	\$4,375.00	\$125.00	\$8,750.00	\$90.00	\$6,300.00
11	Standard Curb & Gutter	LF	96	\$25.00	\$2,400.00	\$19.60	\$1,881.60	\$20.00	\$1,920.00	\$11.50	\$1,104.00	\$35.00	\$3,360.00
12	Barrier Curb & Gutter	LF	118	\$28.00	\$3,304.00	\$22.60	\$2,666.80	\$22.00	\$2,596.00	\$13.00	\$1,534.00	\$35.00	\$4,130.00
13	4' P.C.C.	SY	290	\$34.00	\$9,860.00	\$35.12	\$10,184.80	\$27.00	\$7,830.00	\$30.00	\$8,700.00	\$50.00	\$14,500.00
14	A.C. Sawcut	LF	800	\$2.00	\$1,600.00	\$1.10	\$880.00	\$1.00	\$800.00	\$1.10	\$880.00	\$1.00	\$800.00
15	Permanent Signing	SF	70	\$28.00	\$1,960.00	\$10.50	\$735.00	\$26.50	\$1,855.00	\$9.00	\$630.00	\$30.00	\$2,100.00
16	Steel Sign Post Installation	EA	8	\$150.00	\$1,200.00	\$200.00	\$1,600.00	\$180.00	\$1,440.00	\$180.00	\$1,440.00	\$200.00	\$1,600.00
17	Remove Signs and Supports	EA	7	\$150.00	\$1,050.00	\$55.00	\$385.00	\$100.00	\$700.00	\$30.00	\$210.00	\$90.00	\$630.00
18	Permanent Curb Striping	LF	230	\$2.00	\$460.00	\$1.00	\$230.00	\$2.00	\$460.00	\$1.00	\$230.00	\$2.00	\$460.00
19	Thermoplastic Pavement Line	SF	100	\$15.00	\$1,500.00	\$5.00	\$500.00	\$20.00	\$2,000.00	\$5.00	\$500.00	\$12.00	\$1,200.00
20	Tree Removal & Disposal	EA	3	\$750.00	\$2,250.00	\$1,075.00	\$3,225.00	\$700.00	\$2,100.00	\$600.00	\$1,800.00	\$500.00	\$1,500.00
<b>Total Base Bid:</b>					<b>\$52,028.44</b>	<b>\$48,137.70</b>	<b>\$48,406.00</b>	<b>\$49,843.00</b>	<b>\$60,840.00</b>				

# Agenda Item 3



**CITY OF LEBANON**  
**FINANCE**  
**MEMORANDUM**

---

**TO:** John Hitt, City Administrator

**DATE:** July 9, 2002

**FROM:** Casey Cole, Finance Director *CC*

**SUBJECT:** In-Lieu-of Franchise Fee Water and  
Wastewater Systems

In May during the budget deliberations, the Budget Committee approved a 5% charge on the water and wastewater systems with the revenues totaling \$219,000 to be credited to the General Fund. From that revenue, a transfer in the amount of \$43,710 (an amount equal to 1% of the water and wastewater fees) was to go to the Streets Fund. These same amounts are included in the budget that was adopted by the Council on June 26, 2002.

Attached is an ordinance which would amend the common provisions section of the Lebanon Municipal code which pertains to the Water and Wastewater systems by adding a new section, In-Lieu-Of Franchise Fee. This would give us the authority to charge the Water and Wastewater systems the 5% fee. Additionally, this will revoke section 13.04.190 currently in the Municipal code which exempts facilities owned or operated by the city from being charged for system use. The Budget Committee was told that with the fee, the City would begin to pay for it's water and wastewater services.

Action requested:

Approval of ordinance.

A BILL FOR AN ORDINANCE AMENDING )  
PROVISIONS OF THE LEBANON )  
MUNICIPAL CODE, BY ADDING A NEW )  
SECTION, 13.04.085, IN-LIEU-OF FRANCHISE )  
FEE, REPEALING SECTION 13.04.190 OF THE )  
LEBANON MUNICIPAL CODE, AND )  
DECLARING AN EMERGENCY )

ORDINANCE BILL NO. \_\_\_\_\_  
FOR 2002  
ORDINANCE NO. \_\_\_\_\_

WHEREAS, the Water Utility and the Wastewater Utility have the use of City owned right-of ways;

**NOW, THEREFORE, THE CITY OF LEBANON ORDAINS AS FOLLOWS:**

**Section 1.** Chapter 13.04, Common Provisions of the Water and Wastewater Systems, of the Lebanon Municipal code is hereby amended by adding a new section, 13.04.085, In-lieu-of franchise fee, as follows:

13.04.085 In-Lieu-of Franchise Fee. Effective July 1, 2002, as compensation for the use of City-owned rights-of-way, the Water and Wastewater funds shall each pay the General Fund an In-Lieu-of Franchise Fee in the amount of five percent (5%) of City of Lebanon water and wastewater user receipts.

**Section 2. Repeal.** Section 13.04.190 is hereby repealed.

**Section 3. Emergency Clause.** This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist and this Ordinance shall take effect immediately upon passage by the Council and approval by the Mayor.

Approved as to form: \_\_\_\_\_ Date: \_\_\_\_\_  
Thomas A. McHill, City Attorney

Passed by the City Council on the 17<sup>th</sup> day of July, 2002 by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

# Agenda Item 4



CITY OF LEBANON  
**MEMORANDUM**

---

TO: Jim Ruef, Director of Public Works

DATE: July 10, 2002

FROM: Allen Dannen, City Engineer ASD

SUBJECT: Surplus Vehicle - 1987 Ford Tempo

---

The white 1987 Ford Tempo, formerly used as an engineering inspection vehicle, is ready to be declared surplus. The vehicle was purchased used and is no longer in adequate condition for everyday use. As authorized in the 2001-02 budget, a replacement vehicle has been purchased. A resolution for City Council is attached.

cc: Ron Whitlatch, Senior Engineer, AIC

A RESOLUTION AUTHORIZING ) RESOLUTION NO. \_\_\_\_\_  
THE SALE, DISPOSAL AND DONATION )  
OF CITY OWNED PERSONAL PROPERTY ) FOR 2002

WHEREAS, the attached Exhibit "A" incorporated herein at this point, lists personal property owned by the City of Lebanon for public purpose; and

WHEREAS, the City of Lebanon wishes to Sell the item listed on Exhibit "A" at auction to the highest bidder, through Oregon State Surplus, or otherwise dispose of the items; and

WHEREAS, such action is deemed to be reasonable and in the public interest of the City of Lebanon,

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

The item listed upon the attached Exhibit "A", incorporated herein, are hereby declared surplus personal property which has ceased to be used by the public of the City of Lebanon. The City Administrator, or his designee, is hereby authorized and directed to offer such items for sale. The City Administrator, or his designee, is hereby authorized to dispose of any item not sold as the City Administrator deems reasonable and in the best interests of the City of Lebanon.

Passed by the Council by a vote of \_\_\_ for and \_\_\_ against and approved by Mayor Simpson this 17th day of July, 2002.

\_\_\_\_\_  
J. Scott Simpson, Mayor

ATTEST:

\_\_\_\_\_  
John Hitt, City Recorder

EXHIBIT "A"  
PUBLIC WORKS EQUIPMENT

This list is in conjunction with the Resolution authorizing the sale; disposal of City owned personal property, dated July 17, 2002.

<u>Items</u>	<u>Inventory No.</u>	<u>Serial No.</u>
(1) 1987 Ford Tempo	23534	ZFABP36X64B258310



# Agenda Item 5

# CITY OF LEBANON

---

## MEMORANDUM

TO: Mayor Simpson and City Council  
FROM: John E. Hitt, City Administrator  
SUBJECT: Proposed City Ordinance Amendments

DATE: July 11, 2002

The principle proposed changes are as follows:

1. **LMC 5.48 Burglar Alarms.** The principal revision requires a permit from the Chief of Police prior to installing a residential or commercial burglar alarm.
2. **LMC 10.24 (Vehicle) Stopping, Standing and Parking.** The main revision defines and prohibits vehicle storage as leaving a vehicle unmoved on the city street for more than 72 consecutive hours. Enforcement would be complaint driven and would address vehicles left in one place on city streets for extended periods of time. The amendments also limit the parking of all vehicles and vehicle accessories (trailers, etc.) that are in excess of 30 feet to only those places where we allow truck parking.
3. **LMC 8.08 Notice to Abate Nuisance.** The revision adds a paragraph allowing the City to charge the person responsible, unless such nuisance is removed within ten days of the posting or mailing of the notice, or an appeal is filed in accordance with 8.08.070, then a Nuisance Abatement Fee in an amount determined by City Council resolution will be levied upon the person responsible. In addition, the city may abate the nuisance and the cost of abatement, as well as any unpaid Nuisance Abatement Fee, will be a lien against the property;
4. **LMC 8.12 Abatement of Tall Weeds and Grass.** The revision adds a paragraph allowing the city to charge a property owner if they fail to cause the weeds or grass to be cut down within ten days. The Nuisance Abatement Fee would be an amount determined by City Council Resolution. In addition, said owner or person in charge will be liable for any costs incurred by the City in accordance with Sections 8.12.050 and 8.12.070 of this Chapter.
5. **LMC 15.16 Trailer Houses and Parks.** Several fees with the amounts established by City Council are needed throughout the Ordinance. The permit extension for Outside Trailer Park Time Limits, under 15.16.040, has been revised and Section 15.16.070 Nonconforming-Continuation was deleted.

A BILL FOR AN ORDINANCE AMENDING ) Ordinance Bill No. \_\_\_\_\_  
LEBANON MUNICIPAL CODE ) for 2002  
CHAPTER 5.48, BURGLAR AND ) Bill Number  
ROBBERY ALARMS )

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

**Section 1.** Chapter 4.48 of the Lebanon Municipal Code, Burglary and Robbery Alarms, is amended to read as follows:

5.48.010 Policy.

This chapter governs burglary and robbery alarms, establishes acceptable standards and establishes a system for administrators.

5.48.020 Purpose.

This chapter is to encourage alarm users to assume increased responsibility for maintaining the mechanical reliability and the proper use of alarm systems. The goal of this chapter is to prevent unnecessary police emergency responses to false alarms and thereby to protect the emergency response capability of the city from misuse.

5.48.025 Permit Required. No person shall install, or cause to install or connect, an alarm system on any property without first obtaining an alarm system permit from the Chief of Police. No person shall, after having a permit revoked or suspended, fail to disconnect an audible alarm or, in the case of a silent alarm, continue to relay emergency signals to the communications center. The fee for said permit shall be as established by City Council Resolution.

5.48.030 Definitions.

For the purpose of this chapter, the words set out in this section have the following meanings:

- A. "Alarm user" means a person or other entity in control of any building, structure, or facility in which a burglary alarm or robbery alarm is maintained.
- B. "Alarm system" means a burglary or robbery alarm as defined herein.
- C. "Burglary alarm" means an alarm system designed to signal an entry or attempted entry into a protected area requiring urgent attention to which police are requested to respond.
- D. "Robbery alarm" means an alarm system designed to signal a robbery or attempted robbery requiring urgent attention to which police are requested to respond.

E. "False alarm" means any burglary or robbery alarm requesting a response by police personnel when a situation requiring such response does not in fact exist. It does not include an alarm signal caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm user.

#### 5.48.040 Sound emission cutoff feature.

Alarm systems which emit audible sound which can be heard outside the building, structure or facility of the alarm user, shall be equipped with a sound emission cutoff feature which will stop the emission of sound fifteen minutes or less after the alarm is activated.

#### 5.48.050 False alarms.

A. Surcharges for false alarms will be assessed to the alarm user by the chief of police, or his designee, for excessive false alarms during a twelve-month period, except for a period of sixty days after the installation of a new alarm system, as established by City Council Resolution.

B. The chief of police, or his designee, will notify the alarm user of the false alarm, by mail. Failure to receive such notice will not be a defense to the imposition of the surcharge. The notification will include information for the user as to how many false alarms have been recorded during the preceding twelve-month period and the consequences of not complying with this chapter. In the event the false alarm meets the criteria for one of the required surcharges, the notification will also inform the alarm user of his/her right to appeal the validity of the false alarm and the procedures for such appeal.

#### 5.48.060 Right to appeal.

A. Any alarm user who has been notified of a false alarm, or assessed a false alarm surcharge may appeal the determination that the alarm was a false alarm or the surcharge, to the city administrator, by giving written notice to the city administrator of said appeal. Such notice must be received by the city administrator within thirty days of the date of mailing of the false alarm notice. Failure to contest the determination of the chief of police, or his designee, within the time period set forth above results in a conclusive presumption for all purposes that the alarm was false.

B. If a hearing is requested, written notice of the time and place of the hearing shall be mailed to the user by certified mail at least ten days prior to the date set for hearing to an address designated by the user in the notice of appeal.

C. The hearing shall be before the city administrator. The alarm user shall have the right to present written and oral evidence. The city administrator shall issue written findings waiving, expunging, or entering a false alarm designation on the alarm user's record. If false alarm designations are entered on the alarm user's record and surcharges are

thereby due, such surcharges must be paid within thirty days of notification of the decision on appeal.

D. The city administrator may appoint another person to be a hearings officer to hear the appeals and to render judgment.

E. The decision rendered shall be final.

5.48.070 Confidentiality.

All information gained by the chief of police, or his designees, or the city administrator, for the determination of a false alarm pursuant to this chapter shall be held in the strictest confidence and shall be deemed a public record exempt from disclosure pursuant to state statute.

5.48.080 Enforcement and penalties.

A. Violation of any provision of this chapter shall be punishable subject to the penalties set forth in Section 1.12.010.

B. The remedies contained herein are cumulative and in addition to any and all other enforcement remedies available at law.

**Section 2.** The provisions of this ordinance shall become effective thirty days after its passage by the City Council.

Passed by the City Council by a vote of \_\_\_ for and \_\_\_ against on July 17, 2002.

\_\_\_\_\_  
J. Scott Simpson, Mayor   
Ken Toombs, Council President

Attest:

\_\_\_\_\_  
John E. Hitt, City Recorder

A BILL FOR AN ORDINANCE AMENDING )  
LEBANON MUNICIPAL CODE SECTION )  
8.08.030, NOTICE TO ABATE NUISANCE )

Ordinance Bill No. \_\_\_\_\_  
for 2002  
Bill Number \_\_\_\_\_

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

**Section 1.** Section 8.08.030 of the Lebanon Municipal Code, Notice to Abate – Contents, is amended to read as follows:

8.08.030 Notice to abate--Contents.

The notice to abate provided for in Sections 8.08.010 and 8.08.020 shall contain:

- A. A description of the real property, by street address or otherwise, on which such nuisance exists;
- B. A direction to abate the nuisance within ten days from the date of notice;
- C. A description of the nuisance;
- D. A statement that unless such nuisance is removed within ten days of the posting or mailing of the notice, or an appeal is filed in accordance with 8.08.070, then a Nuisance Abatement Fee in an amount determined by City Council resolution shall be levied upon the person responsible. In addition, the city may abate the nuisance and the cost of abatement as well as any unpaid Nuisance Abatement Fee shall be a lien against the property;
- E. A statement that the owner or other person in charge of the property may protest the abatement by giving notice to the city administrator within ten days from the date of the notice.

**Section 2.** The provisions of this ordinance shall become effective thirty days after its passage by the City Council.

Passed by the City Council by a vote of \_\_\_ yes and \_\_\_ no, this 17 day of July, 2002.

\_\_\_\_\_  
J. Scott Simpson, Mayor   
Ken Toombs, Council President

Attest:

\_\_\_\_\_  
John E. Hitt, City Recorder

A BILL FOR AN ORDINANCE AMENDING )  
LEBANON MUNICIPAL CODE )  
SECTION 8.12.030, ABATEMENT OF )  
TALL WEEDS AND GRASS )

Ordinance Bill No. \_\_\_\_\_  
for 2002  
Bill Number \_\_\_\_\_

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

**Section 1.** Section 8.12.030 of the Lebanon Municipal Code, Tall Weeds and Grass, is amended to read as follows:

8.12.030 Cutting--Deadline.

Within ten days after the third publication of the notice provided for in Section 8.12.010 or as soon thereafter as a violation of Section 8.12.020 occurs, the owner or person in charge of the property shall cause the weeds or grass in violation of Section 8.12.020 to be cut down. Any owner or person in charge of the property who fails to cause the weeds or grass to be cut down within ten days shall be assessed a Nuisance Abatement Fee in an amount as determined by City Council Resolution. In addition, said owner or person in charge shall be liable for any costs incurred by the City in accordance with Sections 8.12.050 and 8.12.070 of this Chapter.

**Section 2.** The provisions of this ordinance shall become effective thirty days after its passage by the City Council.

Passed by the City Council by a vote of \_\_\_\_ yes and \_\_\_\_no, on July 17, 2002.

\_\_\_\_\_  
J. Scott Simpson, Mayor   
Ken Toombs, Council President

Attest:

\_\_\_\_\_  
John E. Hitt, City Recorder

A BILL FOR AN ORDINANCE AMENDING )  
LEBANON MUNICIPAL CODE )  
CHAPTER 10.24, STOPPING, STANDING )  
AND PARKING )

Ordinance Bill No. \_\_\_\_\_  
for 2002  
Bill Number

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

**Section 1.** Chapter 10.24 of the Lebanon Municipal Code, Stopping, Standing and Parking is amended to read as follows:

10.24.005 Definitions. For the purposes of this Chapter, the following definitions shall apply:

- A. "Vehicle Storage" means leaving a vehicle unattended and failing to move it by a distance of at least 150 feet for 72 or more consecutive hours.
- B. "Vehicle Abandonment" means any vehicle not displaying a current state registration or that is inoperative, damaged, or in a state of disrepair.

10.24.010 Parking and standing controls designation.

The city council may designate the parking and standing of vehicles by:

- A. Prohibitions and Hours Restrictions. Classifying portions of streets and alleys upon which either parking or standing, or both, shall be prohibited or prohibited during certain hours;
- B. Time Limits. Establishing the time limit for legal parking in limited parking areas;
- C. Loading Zones. Designating on each side of a block where required, not more than two loading zones;
- D. Common Carrier Stands. Establishing bus stops, bus stands, taxicab stands and stands for other passenger common-carrier vehicles;
- E. Passenger Loading Zones. Designating the location of passenger loading zones for use in front of the entrance to any hotel, auditorium, theater, church, school or public building;
- F. Angle Parking. Designating the angle of parking if other than parallel to the curb;
- G. Public Parking. Designating city-owned or city-leased lots or property on which public parking will be permitted or restricted;
- H. Meter Zones and Rates. Designating lots or areas within which parking meters will be installed, and the denomination of coins to be used or deposited in parking meters.



10.24.015 Parking near fire department connections.

A. In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle within fifteen feet of either side of a fire department connection device, said zone constituting an area thirty feet in length centered on the fire department connection.

B. The area designated in subsection A of this section shall be identified pursuant to law, in a manner clearly marked as a "No Parking Zone" or in such other manner provided by this code or the Uniform Fire Code of 1994.

C. The penalty for violation of this section shall be a fine of no more than seventy-five dollars

10.24.020 Parking on elevated structures and tunnels.

In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle upon a bridge, viaduct or other elevated

structure used as a street or within a street tunnel in this city unless marked or indicated otherwise.

10.24.030 Parking in alleys, private driveways and sidewalks.

In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle in an alley except to load or unload persons or materials for not to exceed twenty consecutive minutes in any two-hour period. In addition, no person shall park so as to block access to private driveways nor all or any portion of a public sidewalk.

10.24.040 Parking on street prohibited when.

In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle upon a public street for the principal purpose of:

A. Displaying the vehicle for sale;

B. Washing, greasing or repairing the vehicle except repairs necessitated by an emergency;

C. Selling merchandise from the vehicle except in an established marketplace or when so authorized or licensed under the ordinances of this city;

D. Storage: No vehicle may be stored on a public street for a period greater than 72 hours

E. Abandonment. No vehicle may be abandoned on a public street, private or publicly owned parking lot for more than 24 hours.

10.24.050 Parking upon parkways.

In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle upon any parkway except where specifically authorized, nor park in any location that necessitates the mounting, crossing or straddling of any curb in excess of 2.5 inches in height.

10.24.060 Parking on private property without consent.

In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle upon private property without the consent of the owner or person in charge of the private property.

10.24.065 Parking in publicly owned parking lots. No person shall park a vehicle in a public parking lot in violation of the posted restrictions. No person shall park in a public parking lot except in a designated parking space. Public parking lots shall include lots owned by the City of Lebanon and the Lebanon School District.

10.24.070 Parking in yellow-painted or signed or marked areas.

In addition to provisions of the motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle in an area that has been painted yellow for no parking or so signed or marked.

10.24.080 Compact car zones.

In addition to provisions of motor vehicle laws of Oregon prohibiting parking, no person shall park a vehicle in an area that has been signed for compact cars only which is greater in overall length than fourteen feet and/or is greater in overall height than five feet.

10.24.090 Loading zone use.

No person shall stop, stand or park a vehicle for any purpose or length of time other than for the expeditious unloading and delivery, or pickup and loading, of materials, freight or passengers in a place designated as a loading zone during the hours when the provisions applicable to loading zones are in effect. In no case shall the stop for loading and unloading of passengers and personal baggage exceed five minutes nor the loading or unloading of materials exceed fifteen minutes.

10.24.100 Passenger loading zone use.

No person shall stop, stand or park a vehicle for any purpose or length of time other than for the expeditious loading or unloading of passengers in a place designated as a

passenger loading zone during the hours when the provisions applicable to passenger loading zones are in effect.

#### 10.24.110 Buses and taxicabs.

The driver of a bus or taxicab shall not stand or park the vehicle upon a street in a business district at a place other than at a bus stand or taxicab stand, respectively; except, that this provision shall not prevent the driver of a taxicab from temporarily stopping for the purpose of and while actually engaged in the loading or unloading of passengers.

#### 10.24.120 Bus and taxicab stands.

No person shall stop, stand or park a vehicle other than a bus in a bus stand or other than a taxicab in a taxicab stand; except, that the driver of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers when the stopping does not interfere with a bus or taxicab waiting to enter or about to enter the zone.

#### 10.24.130 Truck parking restrictions.

No person shall park a truck described in Section 10.32.020 or a truck trailer, recreational vehicle (RV), or other vehicle in excess of 30 feet on a street other than a street designated in Chapter 10.32 of this code as a truck route; except truck parking is allowed on West Oak Street from Second Street to the west city limits for ten minutes only.

#### 10.24.140 Parking time limits in downtown areas.

A. No person shall stop, stand or park a vehicle for a continuous period of more than two hours, Monday through Saturday, (except holidays) from eight a.m. to six p.m. on the following streets:

Main Street, east side only, from Vine Street north three hundred twenty-four feet;

Park Street from Oak Street to Vine Street;

Main Street from Oak Street to Vine Street;

B. No person shall stop, stand or park a vehicle for a continuous period of more than three hours, Monday through Saturday, (except holidays) from eight a.m. to six p.m. on the following streets:

Vine Street from Second Street to Park Street, except that area located on the south side of Vine Street from Main Street to Second Street;

Ash Street from Second Street to Park Street;

Sherman Street from Second Street to Park Street;

Grant Street from Second Street to Park Street;

Maple Street from Second Street to Park Street;

and the following public parking lots;

Grant and Main Street parking lot;

Vine and Main Street parking lot.

C. The penalty for violation of this section shall be a fine of not more than twenty-five dollars. The judge of the municipal court shall have authority to establish a bail schedule for bail to be posted in lieu of court appearances in a manner provided by law, and regulated by the municipal traffic clerk.

#### 10.24.142 Parking permits.

A. Notwithstanding the provisions of this chapter concerning time limits on parking, the City of Lebanon may issue permits to persons that exempt the vehicle of the holder of the permit from parking time limits.

B. Parking permits shall be issued by the city, in such a design and during hours and in such manner as the city administrator shall direct. Such permits shall be valid for one day. No one person shall be able to purchase more than ten permits for any one day.

C. The fee for the purchase of a parking permit shall be determined by resolution of the city council. Those residing permanently in the area of the restrictions governed by Section 10.24.140 may purchase a permit that shall be valid for one year from issuance..

D. Permits purchased according to this section shall be left on the front dashboard of the vehicle parked in such a manner as to be clearly visible to any person outside of the vehicle. Failure to make the permit visible so that it may be readable to a person outside of the vehicle shall void the permit.

#### 10.24.145 Enforcement of unpaid or overdue fines.

A. In addition to the penalties provided in this code, in the event that any person shall be found guilty of a violation of Chapter 10.24 or Chapter 10.28 of this code, and such person fails to pay the fine for said violation within the time allowed by the municipal court, the municipal court shall cause a notification of said fact to be delivered to the chief of police of the Lebanon police department. Upon receipt of such notification, the chief of police, or his delegate, shall authorize the placement of an impound device (commonly known as a "parking boot" or similar device) to impound or prevent the movement of any vehicle or vehicles owned by said violator as reported to the police department by the state of Oregon, Department of Transportation, Motor Vehicles Division, which are located within the city limits of the city of Lebanon.

B. A violator whose vehicle or vehicles have been impounded in the manner provided in this section, may redeem the vehicle or procure the removal of such impound device by paying to the municipal court the fine or fines which have been imposed and are delinquent, in addition to any actual costs incurred by the court or the police department in enforcing this section for the payment of such fines.

Upon notification to the police department, or upon the payment of such delinquent fines to the police department in the event the municipal court is not in session, the police department shall cause to have the impoundment device removed from the vehicle or vehicles owned by the violator.

C. It is unlawful for any person to place upon any vehicle or to remove from any vehicle any impoundment device, except as authorized in this section. A violation of this subsection shall be a Class C misdemeanor.

D. Any police officer, agent or person acting under the authority of the chief of police who acts in good faith in enforcing this section shall be immune from any criminal or civil liability to any person by enforcing this section of the code.

#### 10.24.150 Parking time limits--Moving vehicle within block.

The moving of any vehicle within the block shall not be deemed to extend the time of parking.

#### 10.24.160 Lights on parked vehicle.

No lights need be displayed upon a vehicle parked in accordance with Chapters 10.04 through 10.24, 10.32 through 10.48 and 10.56 of this code and upon a street where there is sufficient light to reveal a person or object upon the street within a distance of five hundred feet.

#### 10.24.170 City, utility and postal vehicle exemption.

The provisions of Chapters 10.04 through 10.24, 10.32 through 10.48 and 10.56 regulating the parking or standing of vehicles shall not apply to a vehicle of a city department or public utility necessarily in use for construction or repair work, or to a vehicle owned by the United States while in use for the collection, transportation or delivery of United States mail.

#### 10.24.180 Scheduled construction and emergency repair of city facilities.

A. No parking shall be allowed in areas of scheduled construction or repair of city facilities, along detours caused by such construction or repairs and areas where such construction, repairs or detours cause traffic control difficulties as deemed necessary by the director of public works or his authorized representative. Temporary "NO PARKING" signs shall be placed at least twelve hours in advance of enforcing this no parking regulation in areas of scheduled construction or repair of city facilities, detours and traffic control difficulties caused by such construction, repairs or detours.

B. For emergency repair of city facilities, all legally parked vehicles and any other lawfully placed obstructions, located within the street right-of-way for which removal has been deemed necessary to perform the repair, may be towed or removed and stored, and the city shall pay all costs associated with such towing and removal. The city shall also pay all the cost of said storage for twenty-four hours after the owner has received notification of such action.

C. Unless otherwise provided, this section shall be enforced pursuant to the provisions of Chapter 10.56.

**Section 2.** The provisions of this ordinance shall become effective thirty days after its passage by the City Council.

Passed by the City Council by a vote of \_\_\_ yes and \_\_\_ no, on this 17 day of July, 2002.

\_\_\_\_\_  
J. Scott Simpson, Mayor

Ken Toombs, Council President

Attest:

\_\_\_\_\_  
John E. Hitt, City Recorder

A BILL FOR AN ORDINANCE AMENDING ) Ordinance Bill No. \_\_\_\_\_  
LEBANON MUNICIPAL CODE CHAPTER ) for 2002  
15.16, TRAILER HOUSES AND PARKS ) Bill Number \_\_\_\_\_

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

**Section 1.** Chapter 15.16 of the Lebanon Municipal Code, Trailer Houses and Parks is amended to read as follows:

15.16.010 Definitions. As used in this chapter:

A. "Person" means any individual, firm, trust, partnership, association or corporation.

B. "Trailer house" means any camp car, trailer home, mobile home, vacation trailer, travel trailer, "park" trailer or recreation vehicle, or any structure converted from a trailer to a living unit.

C. "Trailer park" means a lot or parcel of land used for accommodation of two or more trailer houses occupied as living or sleeping quarters.

15.16.020 State provisions adopted.

Chapter 446 of the Oregon Revised Statutes, together with all acts and amendments applicable to cities which are now enacted or are enacted after October 17, 1971, are adopted by reference and made a part of the ordinance codified in this chapter, and the rules and regulations of the Oregon Health Services promulgated under those laws are adopted by reference and made a part of the ordinance codified in this chapter.

15.16.030 Outside trailer park--Prohibited.

It is unlawful, except as provided in Sections 15.16.040 through 15.16.070, to park, locate, keep, maintain or place any trailer house used for sleeping or living purposes within the city for a period of time exceeding twenty-four hours, except in a trailer park, and no cooking shall be done in a trailer house outside of a trailer park. It is to be understood that the parking of trailer house in the city which are not used for sleeping or living purposes are not regulated by this chapter but are regulated by the general ordinances of the city regulating vehicular parking when parked on the city streets or alleys.

15.16.040 Outside trailer park-- Exception--Time limit.

A trailer house used for sleeping or living purposes may be parked in the city outside a trailer park for a period of not to exceed fifteen days in that portion of the city outside of fire zone one, after the owner or occupant thereof has secured a permit from the city recorder and has paid a fee as established by City Council Resolution. This permit shall not be issued unless the applicant shows to the city recorder that the proposed parking and use of the trailer house will comply with the laws of the state and the rules and regulations of

the Oregon Public Health Services pertaining to trailer parks with respect to access, water supply, garbage disposal, sanitation, etc. This permit shall be temporary only and when a permit has been issued for a particular trailer house once in a calendar year. The permit may be extended for a maximum of two additional consecutive 15 day periods upon application to the City Recorder, accompanied by a fee as established by City Council Resolution. Said Extension(s) shall be granted by the City Recorder only upon demonstration by the applicant of personal hardship and that the public health, safety or sanitation will not be threatened. No other temporary permit shall not be issued for that particular trailer house in the same calendar year.

#### 15.16.050 Security use outside trailer park-- Approval criteria.

A person may apply to the city council for a permit to place a trailer house to be used for security purposes in the city outside of a trailer park. The council shall approve the application if the following criteria are met:

- A. That there is a likelihood of injury or damage to the real or personal property of the applicant if a trailer house is not placed on or near the property for security purposes;
- B. That no substantial inconvenience will be caused to adjoining landowners or occupants if the permit is granted;
- C. That the proposed placement of the trailer house will not interfere with the safe movement of traffic in the area;
- D. That the applicant is the owner or lessee of the real property on which the trailer house will be placed;
- E. That the trailer house is not larger than eight feet wide by thirty-five feet long;
- F. That, if there is not a functional lavatory located on the real property, the trailer house has a self-contained lavatory.

#### 15.16.060 Security use outside trailer park--Fee, terms and conditions.

If the city council determines that the criteria set out in Section 15.16.050 have been met or shown to be true, the council shall direct the city administrator, upon receipt of a fee as established by City Council Resolution, to grant the permit for a period not to exceed ninety days from the effective date of the permit and only so long as the criteria set out in Section 15.16.050 continues to be met.

#### 15.16.080 Alteration and emplacement--Applicability of provisions.

The removal of the wheels, the setting of a mobile home or trailer house on posts or footings, the affixing to the land by connection with sewer, water pipes, electric utilities, etc., shall not be considered as removing the structure from the regulations affecting trailer houses.



# Agenda Item 6

**CITY OF LEBANON**

---

**MEMORANDUM**

**TO:** Mayor Simpson and City Council

**DATE:** July 11, 2002

**FROM:** John E. Hitt, City Administrator

**SUBJECT:** City Administrator's Report

I will provide the City Council an oral update on the following matters:

1. Santiam Travel Station
2. Wal-Mart Application
3. Downtown Improvements
4. Municipal Court
5. Miscellaneous Matters

JEH/lgk