



CITY COUNCIL MEETING
June 13, 2012 – 7:00 pm
(Santiam Travel Station - 750 3rd Street)

A G E N D A

CALL TO ORDER / FLAG SALUTE

ROLL CALL

APPROVAL OF CITY COUNCIL MINUTES: Regular Session – May 9, 2012
Noon Session – May 23, 2012

CONSENT CALENDAR - *The following item(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Calendar and considered separately.*

AGENDA: Lebanon City Council Agenda – June 13, 2012
APPOINTMENTS: Library Advisory Board: Delvin King, and
reappointments Kathy Pointer & Sue Spiker
BID AUTHORIZATION: 3rd Street Waterline Replacement Project No. 12704
BOARD MINUTES: Library Advisory Board Meeting Minutes – April 11, 2012
R-O-W DEDICATION: Cascade Ridge Apartments & Buildings (5th Street)

CITIZEN COMMENTS – *Citizens may address the Council on any matters that do NOT pertain to scheduled Public Hearings or other items already on the agenda. All comments concerning a Public Hearing must be addressed during that agenda item. As for other items listed on the agenda, the Mayor will ask for input in the order they appear.*

PUBLIC HEARING(S)

1) Proposed City Fees Update

Presented by: John Hitt, City Manager
Approval/Denial by RESOLUTION NO. 2012-8

2) Proposed Uses of State Shared Revenue for FY 12/13 and Certifying Eligibility to Receive State Shared Revenue

Presented by: Dean Baugh, Finance Manager
Approval/Denial by RESOLUTION NO. 2012-9
Approval/Denial by ORDINANCE BILL NO. 2012-6, ORDINANCE NO.2833

3) Adoption of FY 12/13 Approved City of Lebanon Budget (Making Appropriations & Levying Taxes)

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-10 (Making Appropriations)

Approval/Denial by RESOLUTION NO. 2012-11 (Levying Taxes)

(Temporarily adjourn as the Lebanon City Council and convene as the Lebanon Urban Renewal Agency)

4) Proposed Lebanon NW Urban Renewal District Amendment

Presented by: Walt Wendolowski, Community Development Manager

Approval/Denial by MOTION

5) Adoption of FY 12/13 NW Lebanon URD Approved Budget (Making Appropriations & Levying Taxes)

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-12 (Making Appropriations)

Approval/Denial by RESOLUTION NO. 2012-13 (Levying Taxes)

6) Adoption of FY 12/13 Cheadle Lake URD Approved Budget (Making Appropriations & Levying Taxes)

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-14 (Making Appropriations)

Approval/Denial by RESOLUTION NO. 2012-15 (Levying Taxes)

7) Adoption of FY 12/13 North Gateway URD Approved Budget (Making Appropriations & Levying Taxes)

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-16 (Making Appropriations)

Approval/Denial by RESOLUTION NO. 2012-17 (Levying Taxes)

REGULAR SESSION

8) Intergovernmental Agreement (City & Cheadle Lake URD)

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-18 (Continuing to act as the Urban Renewal Agency)

(Adjourn as the Lebanon Urban Renewal Agency and reconvene as Lebanon City Council)

9) Intergovernmental Agreement (City & Cheadle Lake URD)

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-19 (acting as the Lebanon City Council)

10) Interfund Transfers for FY11/12

Presented by: Dean Baugh, Finance Manager

Approval/Denial by RESOLUTION NO. 2012-20

11) Proposed Water Rates

Presented by: Dan Grassick, Utilities/Engineering Services Manager

Approval/Denial by RESOLUTION NO. 2012-21

12) Proposed Wastewater Rates

Presented by: Dan Grassick, Utilities/Engineering Services Manager

Approval/Denial by RESOLUTION NO. 2012-22

13) City Manager's Report

Presented by: John Hitt, City Manager

DISCUSSION

ITEMS FROM COUNCIL

CITIZEN COMMENTS – *Another opportunity for citizens to comment on items discussed earlier, with the exception of any public hearings, or new business.*

ADJOURNMENT

Approval of Minutes

LEBANON CITY COUNCIL
MINUTES
May 9, 2012

Council Present: Council President Bob Elliott, Councilors Floyd Fisher, Ron Miller and Ray Weldon

Staff Present: City Manager John Hitt, Assistant City Manager/HR Manager Ginger Allen, City Attorney Tré Kennedy, Police Chief Mike Schulte, City Clerk Linda Kaser, Library Program Manager Denice Lee, and Community Development Manager Walt Wendolowski

CALL TO ORDER / FLAG SALUTE / ROLL CALL

Council President Elliott called the Regular Session of the Lebanon City Council to order at 7:00 p.m. in the Santiam Travel Station Board Room. Roll call was taken with Mayor Ken Toomb and Councilors Margaret Campbell and Wayne Rieskamp absent.

APPROVAL OF CITY COUNCIL MINUTES – Regular Session – April 11, 2012

Councilor Miller moved, Councilor Fisher seconded, to approve the April 11, 2012 Regular Session Minutes as presented. The motion passed unanimously by roll call vote.

CONSENT CALENDAR

AGENDA: Lebanon City Council Agenda – May 9, 2012
BOARD MINUTES: a) Library Advisory Board – March 14, 2012
b) Senior Advisory Committee – February 22, 2012
LIQUOR LICENSE: Peppers Deli (change of ownership application) –
2752 S. Santiam Hwy.

Elliott amended the Consent Calendar by removing Item 1 (NW URD Amendment Update). There was a scheduling conflict for the presenter.

Councilor Fisher moved, Councilor Miller seconded, to approve the Consent Calendar as amended. After roll call vote was completed, Kennedy recommended that Miller remove the Liquor License portion of the Consent Calendar rather than voting against that portion of the consent calendar.

Councilor Miller moved, Councilor Fisher seconded, to approve the Consent Calendar without the liquor license application. The motion passed with 2 yeas and 1 nay (Councilor Weldon).

Councilor Fisher moved, Councilor Miller seconded, to approve the liquor license application. The motion passed with 2 yeas and 1 nay (Councilor Miller).

CITIZEN COMMENTS

Karin Stauder, 595 E. Rose Street, Lebanon, distributed two items – Corvallis Municipal Code and Chronic Nuisance Property. She stated that she has been a part of this community since 2000 and is a Corvallis police officer. Corvallis' noise ordinance includes Unlawful Amplified Sound and Loud Noise. She asked that Lebanon consider changing its ordinance from using decibel readings to the 50-foot rule because it really ties the hands of

officers and frustrates citizens. She explained that Corvallis has a 50-foot rule where if it can be heard 50 feet away, then it is violating the unlawful amplified sound and is a C misdemeanor. Because it is a misdemeanor, an officer can cite on probable cause based on someone's statement, but the loud noise piece is a violation that the officer does have to hear. She also discussed Corvallis' Special Response Notice, which is civil. If the problem continues, within 30 days after a complaint is made, the person would be charged a fee for the police department's time.

Ms. Stauder confirmed for Councilor Weldon that the officer's word (using the 50-foot rule) is valid in court because they are sworn to uphold the law and be truthful. Corvallis has never had the issue of this being contested.

PRESENTATION(S)

Council President Elliott honored the contest recipients:

- 1st Place (Essay) – Sarah Anderson, Seven Oak Middle School
- 1st Place (PowerPoint) – Brenna Hyder, Pioneer School

PROCLAMATION(S)

Council President Elliott read the proclamations:

- a) Older Americans Month (May 2012) – Never Too Old To Play!
- b) 103rd Strawberry Festival Proclamation (May 24th - June 3rd)

REGULAR SESSION

- 1) **Item Removed from the Agenda**
- 2) **Restricting On-Street Parking**

At the request of resident Dean Akin and some Council members, City Manager Hitt presented material from other municipalities with residential parking ordinances and/or programs that require a parking permit on streets in certain residential areas.

Dean Akin, 330 W. D Street, Lebanon, stated that he knew this was going to be on the agenda, but he just downloaded the information from the City website, so he did not have time to review it. Regarding Mr. Akin's concern about the statement in the memo ("*staff will not pursue this matter further unless Council so directs at the May 9th meeting*"), Councilor Miller stated that he sees this as a beginning point of a discussion.

Councilor Miller stated that he is not enthusiastic about the way other cities are doing it and that it would bother him to be required to pay for a permit to park in front of his house. He provided an example of where this could be very problematic (the northwest corner of Oak and Williams). To address a chronic problem, there should be current ordinances in place to help solve the nuisance. Mr. Akin stated that the 72-hour restriction is insufficient. It is a lot of work for Officer Buchheit to come out and mark tires only to have the person move their vehicle five feet. Councilor Miller felt that the focus should be on the derelict/nuisance ordinance.

Councilor Fisher commented that he is a little cautious because sometimes changes to address parking issues create other problems. He agreed with Councilor Miller about a cumbersome fee charge. He felt that something like this should be limited to small areas with a lot of neighborhood input – a very specific discussion to meet a specific area.

Councilor Weldon thought that Mr. Akin was speaking mostly about non-resident parking.

Hitt stated that the restriction that any vehicle cannot be in one place for more than 72 hours could be reduced to 48 or 24 hours. The vehicle is supposed to be moved to the next block, but he realizes that it is hard to enforce. There are also restrictions on derelict or abandoned vehicles and vehicles more than about 40 feet (including the trailer). This is not an easily resolved problem, as can be seen in the fairly complicated ordinances. Since it would take some time to work on a draft ordinance, if it is Council's desire, the soonest this could be brought back would be July because of the heavy schedule with the budget.

Councilor Weldon reported that the no parking restriction near the high school has moved the problem to his block.

Regarding Mr. Akin's neighborhood, Chief Schulte stated that there seems to be one household creating this problem, so he is unsure whether this justifies changing the ordinance. A better step would be a group mediation effort to stress the fact that there needs to be a change or there could be other changes that will be less favorable for them. Mr. Akin stated that this has already happened and it has helped for only a short time. The main problem affecting the whole street is the number of their vehicles and their friends' vehicles.

Mr. Akin confirmed for Chief Schulte that this house is a rental. Chief Schulte stated that he is confident that there are tools that can be used to resolve this, but there needs to be more of a collaborative effort. Mr. Akin felt that the focus should not be on the fact that it is a rental because a homeowner can be just as disrespectful to the neighbors. In response to Councilor Miller's question, Chief Schulte stated that he has not been a part of this discussion. Chief Schulte asked Mr. Akin if he is willing to try this avenue first. Mr. Akin stated that he has tried this and it has gotten worse.

City Attorney Kennedy stated that it does not sound as though the Council is interested in a new ordinance, at least at this point. He suggested that Chief Schulte look at the existing ordinances from an enforcement perspective. Kennedy stated that he would speak with Officer Buchheit and look at firming up the existing ordinance to make it easier to enforce, and then will bring it back to Council.

Councilor Weldon suggested adding the prohibition of parking on lawns. Hitt stated that this may be controversial but it could be added to the existing ordinance.

Councilor Fisher stated that would like to see how this situation meshes with our existing ordinances. Chief Schulte stated that the Police Department can get more people and resources involved and put a stronger emphasis on coming up with a solution. Mr. Akin stated that he would be satisfied with strengthening the existing ordinances. He suggested increasing the fee for parking in the wrong direction and possibly using a three-strike rule. Chief Schulte asked Mr. Akin to meet with him next week to discuss this further.

3) Library Policies & Procedures Manual Update

Library Program Manager Lee presented the revised Library Policy Manual, which was formally approved by the Library Advisory Committee.

Councilor Miller moved, Councilor Fisher seconded, to APPROVE THE LEBANON PUBLIC LIBRARY POLICY MANUAL. The motion passed unanimously by roll call vote.

4) Proposed Temporary Use Permits – Downtown Sidewalk Sales

Community Development Manager Wendolowski asked for Council approval of a resolution allowing temporary downtown sidewalk sales events during the months of June to October. These are normally handled as individual

temporary use permits, but the Development Code provides that the Council may pass a resolution giving blanket approval. The sponsor, Partners for Progress, unanimously supports the resolution.

Kennedy read the title of **RESOLUTION NO. 2012-7**.

Councilor Fisher moved, Councilor Miller seconded, to approve A RESOLUTION ALLOWING TEMPORARY DOWNTOWN SIDEWALK SALES ON THE FIRST THURSDAY DURING THE MONTHS OF JUNE TO OCTOBER, 2012. The motion passed unanimously by roll call vote.

5) City Manager Recruitment Process

Assistant City Manager/HR Manager Allen announced that Mayor Toomb would like to provide input, so he asked the Councilors to consider having a discussion only, rather than pass a motion. She agreed with Mayor Toomb since Councilors Campbell and Rieskamp were also absent and suggested meeting at noon on May 23.

There are two options for recruiting a City Manager – in-house via the Human Resource Department or contract another firm. The League of Oregon Cities will charge a flat fee of \$10,000 for recruitment services, which would include up to four background checks (\$400 per additional candidate), in-state travel expenses and staff time, regardless of time spent. This also includes time reinitiating the process if the initial recruitment is not successful. The City would incur the cost for candidate reimbursement of any authorized travel and related expenses. If the League of Oregon Cities staff has to travel outside the State, the City would also be responsible for that cost.

The Prothman Company will charge \$18,500 with a two-year guarantee, which means that if the selected finalist terminates for cause or resigns within two years, they will do another recruitment. If advertisement costs exceed \$1600, the City would more than likely be responsible for that. Direct mail announcement costs would be approximately \$2000. If the firm makes over three trips and spends over \$1500 on those trips, it would be at the City's expense.

For the last several internal recruitments for department managers, the City's costs have not exceeded \$4000. The City has also received nothing but praise for the last police chief recruitment.

In Allen's discussions with Mayor Toomb and Hitt, she suggested adding about two days to the City Manager recruitment process to allow more of the community to be engaged, so this would likely cost more than \$4000 but should not be more than \$6000.

Councilor Weldon stated that, because of the cost, he is in favor of an in-house recruitment, regardless of what Mayor Toomb or the other Councilors feel. Council President Elliott agreed that the City has done a very good job in-house. Because of this and because of the big difference in cost, so he would also like to do the recruitment in-house.

Councilor Weldon moved that the City Manager recruitment be done in-house.

Councilor Miller stated that he agrees with Councilor Weldon and Councilor President Elliott because the nuances of these types of jobs are best done in-house, but he would like to hear the views of Mayor Toomb and the absent Councilors. Since this is such an important position, Councilor Fisher agreed. Councilor Miller stated that he would support Councilor Weldon's motion on May 23.

The motion died for lack of a second.

At Mayor Toomb's request, Councilor Miller moved, Councilor Fisher seconded, to meet at noon on May

23, 2012 to discuss the City Manager recruitment process. The motion passed with 2 yeas and 1 nay (Councilor Weldon).

6) City Attorney Contract Review

Hitt explained that the existing City Attorney contract provides for a review after the first six months of the contract. He asked for Council approval that staff meet with the City Attorney at the end of the fiscal year and pay whatever is necessary, when comparing the monthly retainer fee against the total hours billed for the second half of the fiscal year, to bring that total closer to the amount of \$150/hour. At this point, it is estimated to be an additional \$18 per hour but the final amount will be determined at the end of the fiscal year. He estimates the additional amount (for the second half of the fiscal year) to be \$10,000 or \$15,000. It is also staff's recommendation that the current contract be extended two years with the monthly retainer fee to be raised to \$10,000 per month and eliminating any possible renegotiation or changing of that retainer amount.

Councilor Miller stated that he finds it odd that the contract was worded so that the City Attorney could come back and request another \$18 per hour. He asked for an explanation as to how this was supposed to work and why. Hitt respectfully disagreed stating that it is working the way it was supposed to work. Because this is a new firm with new individuals, the amount of billable hours was unknown. This was requested by the City Attorney and approved by the Council with the goal that \$150/hour was fair compensation. He has found that most City Attorneys charge about \$200/hour.

Kennedy stated that his firm is not asking for any adjustment for the first six months, where the effective billing rate came in well less than \$150. Retroactive pay is being proposed because this should have been done in January. His normal billing rate is \$225/hour, but the goal was to equalize it at about \$150/hour. They requested \$11,000 per month but is agreeable to \$10,000. If their normal hourly expectations continue for the next two years, they will still be under \$150/hour, but he feels that it is a reasonable accommodation.

Councilor Miller asked what would happen if it goes over \$150/hour. Kennedy stated that the monthly retainer would have been reduced; this was the purpose for the six-month evaluation period.

Councilor Miller somewhat disagreed with the statement that there is no history because this firm has had a lot of history with the City. Allen stated that some of the attorneys in the firm are somewhat new compared to McHill. Hitt added that this contract is broader than it was previously with former City Attorney McHill so it was very difficult to know the billable hours. Councilor Miller stated that he is not impugning the work that has been done. Hitt stated that there are few attorney firms who would sign a blanket agreement to provide an indefinite amount of hours of service at a flat monthly stipend. He believes this is fair and there is no catch-up provision for the next two years. There will be enough compensation for the law firm for him to feel comfortable that they will provide the City with the full amount and scope of services needed.

He confirmed for Councilor Fisher that the monthly stipend was \$10,000 when McHill left, but the City was sometimes billed for other things.

Councilor Miller stated that he would have understood it better, from a contract/purchasing standpoint, with language like a certain amount for a certain number of hours. Allen and Councilor Miller agreed that this discussion was helpful.

Hitt concurred with Allen that Kennedy and his firm have done a very fine job and have been extremely responsive.

To be fair both ways, Councilor Miller asked staff to look at whether the City is using the firm more than they

realize, which causes hours to be spent. Kennedy stated that the majority of the firm's time is spent on prosecutions. The other attorneys are doing a really good job of focusing their time, but the number of crimes and appearances are going up. Kennedy's time has been fairly regular and has not jumped much from when McHill was doing the City Attorney work. He feels that there is a pretty good relationship, as far as bringing him in only when needed. Councilor Miller thought that it would be good for the Council to get a report, possibly three times per year, about trends. Allen stated that she carefully reviews the detailed monthly invoice. The City will be meeting with the other attorneys to discuss ways to make things more efficient. Staff can report back to Councilor Miller on that discussion.

Councilor Miller moved, Councilor Fisher seconded, to APPROVE THE NEW TWO-YEAR CITY ATTORNEY AGREEMENT WITH MORLEY THOMAS LAW FIRM AS PRESENTED FOR \$10,000 PER MONTH BEGINNING JULY 1, 2012. The motion passed unanimously by roll call vote.

Councilor Miller moved, Councilor Fisher seconded, to AUTHORIZE STAFF TO CONSIDER ADDITIONAL COMPENSATION FOR MORLEY THOMAS LAW FIRM AT THE END OF THE FISCAL YEAR, IN ORDER TO MEET WITH THE SPIRIT OF THE ORIGINAL CONTRACT. The motion passed with 2 yeas and 1 nay (Councilor Weldon).

7) City Manager's Report – Hitt and other staff provided updates:

Library Manager Recruitment – Allen reported that Carol Dinges tentatively accepted the Library Program Manager position. She spoke about how involved Ms. Dinges is with libraries and stated that the City is looking forward to working with her. Lee has graciously extended her retirement date to help with training.

Chief of Police Recruitment – The selection committee, along with input from the community host team and comments received from attendees at the community meet-and-greet, have unanimously selected Mark Daniel of Sherwood as the finalist for Police Chief. Staff is still in the process of completing his background check. She also spoke of Mr. Daniel's accomplishments.

FY 2011/12 3rd Quarter Financial Report – Hitt announced that staff was unable to provide the third quarter financial report because of the lateness in getting the budget done. Three-quarters of the way through the fiscal year, General Fund revenues are at 89% of budget and expenses are 68.5%. Water fund revenues are at 75% with expenses at 83.6%. There is no basis for concern because interfund transfers are basically ahead of schedule. Wastewater fund revenues are at 87.2% and expenses at 84.2%. He does not anticipate ending the fiscal year with major shortfalls in any fund.

The Councilors should have their budget document for next week's Budget meeting.

Oregon Business Development Market Distributors Center Proposal – The State of Oregon is working with a private consultant to develop a program to market Oregon as a location for distribution centers. About 10 or 12 Oregon cities are interested in participating. It has not been finalized, but the City's share would be approximately \$5000 to \$8000 to do the analysis (costs to service different markets, cost comparisons relating to labor force, utility costs, land costs, etc).

Hitt feels that this is a good expenditure of \$5000 to \$8000, but he does not want to proceed without Council input.

Noise Ordinance – Chief Schulte stated that the current noise ordinance was adopted quite a while ago. Hitt reported that the decibel restriction was made because it was felt that this was a clearer standard. He asked Chief Schulte whether this makes it difficult to enforce. Chief Schulte stated that the decibel meters are problematic because they are highly sensitive and expensive. Since the Department only has two, the officers do not carry

them around in their car. It is a little inconvenient to have to run back to the office and it irritates the complainant that the officers are unable to address their problem immediately.

He feels that there is room for improvement in the existing ordinance, but the City should leave the decibel meter as an option because it does have its place, particularly with noises that are more constant, like industrial. Hitt stated that proposals will be brought back in July or August.

Kennedy expressed concern about terms such as "plainly audible," as in the Corvallis Municipal Code, but one of his attorneys will contact prosecutors in other cities about this. He will discuss with Chief Schulte what their responses are, from a prosecution standpoint.

Chief Schulte confirmed for Councilor Miller that the officer will knock on the door and tell them to quiet down, but their hands are tied to strictly using the decibel meter. Councilor Miller felt that the City should do anything it can to untie the officers' hands to immediately correct a problem. Hitt stated that staff will bring back some proposed amendments.

ITEMS FROM COUNCIL

Councilor Weldon asked why there is no Wi-Fi at the Travel Station. City Clerk Kaser stated that she believes this is waiting on cabling projects so that it can be done at the same time. Hitt stated that he will provide more details about this to the Council.

CITIZEN COMMENTS – *There were none.*

ADJOURNMENT

Council President Elliott adjourned the Regular Session at 8:45 p.m.

[Meeting recorded and transcribed by Linda Kaser & Donna Trippett]

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

LEBANON CITY COUNCIL
MINUTES
May 23, 2012

Council Present: Mayor Ken Toomb, Councilors Bob Elliott, Floyd Fisher, Ron Miller, Wayne Rieskamp and Ray Weldon.

Staff Present: City Manager John Hitt, Assistant City Manager Ginger Allen, City Attorney Tré Kennedy, City Clerk Linda Kaser, and Utilities Services Manager Dan Grassick

CALL TO ORDER / FLAG SALUTE / ROLL CALL

Mayor Toomb called the Regular Session of the Lebanon City Council to order at noon in the Santiam Travel Station Board Room. Roll call was taken with Councilor Margaret Campbell absent.

CONSENT CALENDAR

Agenda: Lebanon City Council Agenda – May 23, 2012

Councilor Rieskamp moved, Councilor Elliott seconded, to approve the Consent Calendar as presented. The motion passed unanimously by roll call vote.

CITIZEN COMMENTS – None

NOON SESSION

1) Northwest Urban Renewal District Amendment Update

Hitt stated that today's meeting is for discussion and information only. If Council recommends, this proposal would go before the Planning Commission on June 6 and then a public hearing would be set for the July 11 City Council meeting. The Planning Commission public hearing would be for the purpose of looking at the land use and Comprehensive Plan related issues only.

Mr. Hitt introduced the City's urban renewal consultant Elaine Howard who also helped to develop the City's North Gateway Urban Renewal District (URD).

Mrs. Howard stated that this proposed amendment is considered a *substantial* amendment; the highest level of amendment. So it would come forward as a recommendation of the Urban Renewal Agency. The Planning Commission would review it for consistency with the comprehensive plan. The ordinance would then come before the City Council which, if approved, would take effect 30 days after adopted.

The amendment addressed in this report (the 4th amendment to the NW URD) would add land to the area, update the project list, and increase the maximum indebtedness by \$8,547,822, bringing the total maximum indebtedness to be incurred to \$33.2 million.

Mrs. Howard also noted that with the unincorporated property proposed, Linn County would need to also give their approval once the City Council has approved.

Mrs. Howard stated that she recommended a language change to the substantial amendment section to make it clearer and consistent with the current law.

Major changes to the plan are the additional, mainly infrastructure, projects and the costs related to those projects.

Adopting the amendment would likely extend the life of the NW URD to FY 2015/16. At which time all remaining indebtedness could be paid off. If no action is taken, then the District has enough revenues to pay off all existing debt in FY 2013/14.

Hitt directed Council to Page 36, Table 22 – Projected Reduction in Taxes for Property Tax Payers due to Termination of Special Levy, which will result in property tax reductions for all city property owners.

Referring to page 22 outlining the proposed projects, Grassick briefly described the primary purposes of the nine projects as they relate to the URD.

At the request of Linn-Benton Community College, the revised project list includes adaptive reuse of the Pace America site, for an advance automotive technology center.

Miller asked what would happen to the proposed projects, if the amendment did not happen. Grassick stated that projects would be extended out to five years or more and Oak Street may never be done.

In regards to the water projects, Hitt stated that the only other way to fund it was through additional water rate increases. The amendment would reduce the impact on ratepayers' future increases. The average person in town will see property taxes go down, but will also see water rates go down, in comparison to what they otherwise would be.

Hitt stated that if the amendment is approved, these projects will be done and we further enhance our economic develop opportunities in that area.

Fisher stated the need to enhance pedestrian access in and around Airway and Oak Streets. Grassick confirm that it is the intent of one of the proposed projects.

Mayor Toomb asked for public comment on the proposed amendment to the NW URD.

Sue Davis, a taxpayer and a Lebanon Fire District Board member, stated that she fully supports and cannot say enough about all the good things happening in this town. Her concern is of the use of taxing monies which leaves the Fire District in a precarious position. Mrs. Davis questioned adding another amendment – what's to prevent this being brought up again and being extended another 3 to 5 years. The Fire District has issues with their main station. They also need to repave their roadbed (due to new equipment standards) that does not support the heavier equipment required. Mrs. Davis urged Council to consider the Fire District's needs.

Mrs. Howard, referring to the 2009 legislation, explained that this amendment would allow a "one-time" ability to increase maximum indebtedness on our own. Any future or additional increase in indebtedness would have to get a concurrence with 75% of the tax increase.

Dan Woodson, Chief of the Lebanon Fire District, stated that the current NW URD would be paid off in two fiscal years, but this amendment would add another few years to be paid off. Hitt confirmed that it would sunset regardless in 5 years; the amendment would increase another 3 fiscal years to the date of payoff.

Woodson stated that the current URD has done what it was set to do. This amendment is a whole new realm; is that really the spirit of what the URD was for? This allows the City to have a different funding source than the General Fund. Total assessed value of that area is \$163 million dollars. Revenue sharing would not be in our best interest.

Hitt referred Weldon to Table 20 – Fiscal Impact on All the Taxing Districts indicated on Page 34. Hitt believes that the benefits merit the fiscal impact.

Chief Woodson asked if Linn-Benton would take the Pace America property off of the tax rolls. Mrs. Howard stated it will and this was taken into account in the projections.

Weldon stated that Council has to consider safety and health first. Therefore, in his opinion, the Fire Department needs would trump Linn-Benton.

Miller moved, Rieskamp seconded, to forward the NW Lebanon Urban Renewal Plan Fourth Amendment and its Report to the Lebanon Planning Commission for their review for conformance with the Lebanon Comprehensive Plan; and then to the Lebanon City Council/NW Urban Renewal Agency for their approval.

2) City Manager Recruitment Process

Hitt distributed examples of other community recruitments that had been outsourced.

Allen brought a packet prepared by the Human Resources Department and described the contents. There are two options for recruiting a City Manager – in-house via the Human Resource Department or outsourcing.

Miller stated that from a financial standpoint and as a successor he would like the recruitment to be done in-house. Rieskamp concurred, the in-house packets he's seen are better than he's seen in other examples – we do the recruiting and the hiring. Elliott stated he feels very strongly that it should be done in-house – we did a great job in recruiting the Police Chief and the Library Manager. Weldon concurred that it should be in-house. Fisher, I had a lot of comments from a lot of candidates, from our Chief of Police recruitment, that the process was thorough and friendly. Mayor Toomb stated that he spoke with the Mayor of Sherwood regarding their recent recruitment and he felt that their decision to hire a firm to recruit was a waste of about \$15,000 as they could have done the same thing in-house. Rieskamp stated that all of the Police Chief candidates gave us glowing remarks as far as recruitments; the only negative, more citizens didn't participate in the "Meet and Greet." Allen stated that a better job can be done with advertising that event.

Miller moved, Elliott seconded, to have the City Manager recruitment and hiring done internally. The motion passed unanimously.

Allen clarified the timeline of the recruitment process: The formal recruitment would begin in August, with applications due by mid-September, and possibly have someone on board in October. Once someone has been hired, we can look at any overlapping in duties that would be asked of Mr. Hitt.

Council concurred with the timeline.

ITEMS FROM COUNCIL –

Weldon asked Hitt what he found out about the WI-FI service at the Santiam Travel Station. Hitt stated he would have an answer at the next Council meeting.

Weldon stated that he would vote against every City Council Agenda under the consent calendar, unless "Items from Council" is placed at the beginning of the Council Agenda again.

ADJOURNMENT – Mayor Toomb adjourned the meeting at 1:30 p.m.

[Meeting recorded and transcribed by Linda Kaser]

Kenneth I. Toomb, Mayor	<input type="checkbox"/>
Bob Elliott, Council President	<input type="checkbox"/>

ATTESTED:

Linda Kaser, City Clerk/Recorder

DRAFT

Consent Calendar

June 4, 2012

Mayor Ken Toomb,

As the secretary for the Library Advisory Committee for the Lebanon Public Library, I am forwarding the Committee's recommendation for the reappointment of both Kathy Pointer and Sue Spiker to four year terms on the Lebanon Public Library Advisory Committee. In addition, the Committee would like to recommend the appointment of Delvin King. The terms they are filling will expire June 30, 2016.

Kathy and Sue are both asking to be reappointed to four year terms to be served from July 1, 2012 to June 30, 2016. As well as serving on the Library Advisory Committee, they have been actively involved with the library as patrons and library advocates. Both are looking forward to continuing on the Library Advisory Committee as the library continues to strive for improved library services for the people of our community.

Delvin King is a library patron and local business owner (King's Coffee House) who is seeking his first appointment to the Library Advisory Committee. Delvin is "interested in promoting Lebanon as a fine place to live and work." The Committee is pleased to recommend his appointment.

We are pleased to recommend that you appoint Delvin King, Kathy Pointer and Sue Spiker to the Advisory Committee of the Lebanon Public Library. The Committee looks forward to receiving notification of their appointments.

Sincerely,

Denice Lee

Secretary, Lebanon Public Library Advisory Committee

Board Members:

Cathy Benneth

Margaret Campbell

Kathy Pointer

Garry Browning, Chair

Sharon Follingstad

Sue Spiker

Harlan Mastenbrook, Friends Representative



MEMORANDUM

Engineering Services

To: Dan Grassick, Manager Utility & Engineering Services

Date: June 5, 2012

From: Ron Whitlatch, Senior Engineer

Subject: APPROVAL TO ADVERTISE PROJECT FOR BIDS
Third Street Waterline Replacement (Tangent – Rose)
Project No. 12704

RECOMMENDATION

I recommend that City Council pass a motion authorizing City Staff to advertise the Third Street Waterline Replacement Project for bids.

BACKGROUND

The waterline on Third Street from Tangent to Rose Street is one of the budgeted waterline replacement/upgrade projects for 2012/2013. There are currently thirteen residents served off of the existing two inch waterline on Third Street. Due to the small waterline and number of service connections there have been several complaints of poor water pressure during the peak water usage times.

To mitigate the pressure issues and provide upgraded fire flows for this section of Third Street, Staff is proposing to install a new eight inch waterline to replace the existing two inch waterline. Along with the new waterline, all existing services will be replaced, and additional fire hydrants will be added.

The Engineers estimate for construction is between \$170,000 and \$230,000.



LEBANON PUBLIC LIBRARY
 Advisory Committee Meeting Minutes
 April 11, 2012

The Library Advisory Committee meeting was called to order at 5:35 p.m. by Chair Garry Browning. Attending were Cathy Benneth, Garry Browning, Margaret Campbell, Sharon Follingstad, Harlan Mastenbrook, Kathy Pointer, Sue Spiker and Library Services Manager Denice Lee.

Minutes of the March 14, 2012 meeting were unanimously approved.

Manager's Report:

Circulation:

March	2012	17,729	YTD 2012	144,908
March	2011	18,699	YTD 2011	144,510

Recruitment:

The library has filled the second part-time position created by the retirement of Nancy McKinnon. The candidate went for the pre-employment physical this week, and contingent upon passing the physical, will start Monday, April 16. Jennine Lane filled the first part time position created by the departure of Rachel Correll in February. Jennine has completed her initial 2 week training period and is doing well.

The recruitment for a new library services manager has closed. There are 35 applicants for the position. The goal is to have the new person on board for several weeks before Denice retires June 1. Of particular concern is training on the new automated circulation system due to be installed June 14.

Programming events:

The library had a Spring Break Palooza with activities for three days of spring break week: Wednesday, March 28 staff read for three storytimes at 1 p.m., 2:30 p.m., and 4 p.m.; Thursday, March 29, Brad Clark presented a program of music and stories at 11 a.m.; Friday, March 30, the library showed three movies in the community meeting room. At 11 a.m. *Happy Feet Two*; at 2 p.m. *The Muppets*; and at 7 p.m. *The Adventures of Tintin*. Attendance improved over last year by 52%.

Middle School Book Club:

The Middle School Book Club ended at the end of March. The Book Club read and participated in discussions and activities related to Ridley Pearson's novel Kingdom Keepers. Each student received a free copy of the book. Funding for the program is provided by the Friends of the Library.

Albany/Lebanon/LBCC migration plans:

The Intergovernmental Agreements between Lebanon and Albany, and LBCC and Albany have been signed. Administrative training (IT) has been scheduled and training for library staff has been scheduled for the week of May 7 – 11. The three libraries will all move to an open source ware hosted at the Albany Public Library. Lebanon and Albany have shared a system since 1995. Linn Benton Community College will join Lebanon Public and Albany Public on the new open source ware system

called Evergreen. The goal is a more user-friendly interface for library staff and the public, and lower maintenance costs for all three libraries. The “go live” date for the system is June 14, 2012.

LSTA Grant:

The library services manager has completed the application for the third year of the LSTA grant which will fund non-resident library cards at a reduced rate. The first year the grant paid 90% of the card’s cost; the second year the grant paid 75% of the card’s cost; the third and final year of the grant will cover 50% of the card’s cost. The goal is to draw area non-residents to their local libraries and make them long-term library users. Lebanon, Scio and Sweet Home Public Libraries are participating in the project.

Head Start:

The Library Services Manager talked with the director of Head Start about improving the involvement of two of the Head Start classes in the story time sessions being offered to Head Start by the library. The Friends of the Library have funded the purchase of a hard back picture book to be given to each child. Two of the four Head Start classes have continued throughout the year, so students in those two classes will receive a new picture book at their May visit. The books have been purchased and a bookplate with the child’s name put in each book.

Volunteer Appreciation Week:

This week the library staff has set up a coffee bistro in the staff workroom with coffee, tea, juice and treats for volunteers as they come in for their scheduled volunteer assignments. There will also be a small gift for each volunteer. This is to honor our volunteers for National Library Week. The goal is to honor a larger number of our volunteers as some are unable to attend the traditional luncheon.

Budget:

The budget meetings for fiscal year 2012 – 2013 are scheduled for May 14, 15 and 16. The library is requesting increased funding for the book budget, building maintenance (due to increased utility costs) and increased staffing.

Friends Report:

Harlan reported that the Friends of the Library made approximately \$200 at their last book sale.

Unfinished Business:

The Committee finished the review of the Library’s Policy Manual by amending the following policies: Child Safety and Behavior Policy; and the Internet Access and Public Access Computer Use Policy. The Committee also approved deleting the Unaccompanied Children at Closing Time Policy because that information has been included in the Child Safety Policy. This completes the additions and changes to the Lebanon Public Library Policy Manual. The manual will be presented to City Council for approval May 9.

Adjournment:

The meeting was adjourned at 6:15 p.m.

Next Meeting:

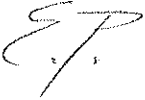
Wednesday, May 9, 2012 @ 5:30 p.m.

Lebanon Public Library



MEMORANDUM

Engineering Division

To:	Dan Grassick, PE Director of Engineering/City Engineer	Date: 5/21/12
From:	Ed Patton, PE, PLS Senior Engineer 	
Subject:	Right of way dedication – Cascade Ridge Apartments & Commercial Buildings	

The attached right of way dedication is submitted for approval during the next available City Council meeting.

The dedication is for the recently completed portion of 5th Street north of Reeves Parkway. This portion of 5th Street extends along the east side of the Cascade Ridge commercial and multifamily residential development to its north property line per Planning Case PD-07-02.

After Recording Return to:
City of Lebanon
925 Main Street
Lebanon, Oregon 97355

Grantor:
Cascade Ridge, LLC
500 Willamette Street
Stayton, Oregon 97383

Grantee:
City of Lebanon
925 Main Street
Lebanon, Oregon 97355

RIGHT-OF-WAY DEDICATION

KNOW ALL MEN BY THESE PRESENTS that for and in consideration of the sum of \$ 0, receipt of which is hereby acknowledged, the undersigned, **Cascade Ridge, LLC**, owner of the land below described, hereinafter called **Grantor**, hereby grants, bargains, sells and conveys to the **CITY OF LEBANON**, a Municipal Corporation located within Linn County, Oregon, hereinafter called **Grantee**, its successors and assigns, a perpetual municipal right-of-way in, over and upon property situated in Linn County, Oregon, more fully described as follows:

See Exhibit "A" and Exhibit "B" attached hereto.

The purpose of this right-of-way is to provide property for 5th Street 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 17th day of May, 2012.

IN WITNESS WHEREOF, we have set our hands hereto this _____ day of _____, 20____.

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

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

By: [Signature]
Cascade Ridge, LLC

By: _____
Kenneth I. Toomb, Mayor
Bob Elliott, Council President

MEMBER / AGENT
Title

By: _____
Linda Kaser, City Clerk/Recorder

GRANTOR(S)

GRANTEES

On the 17th day of May, 2012,
personally appeared the Steve Flett within named
Steve Flett who
acknowledged the foregoing instrument to be a voluntary act
and deed.

On the _____ day of _____, 20____,
personally appeared _____ and LINDA
KASER, who each being duly sworn, did say that the former is
the Mayor/Council President 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
_____, 20____; and each of them
acknowledged said instrument to be its voluntary act and deed.

BEFORE ME: [Signature]
NOTARY PUBLIC FOR OREGON

BEFORE ME: _____
NOTARY PUBLIC FOR OREGON

My commission expires: Jul. 12, 2013

My commission expires: _____



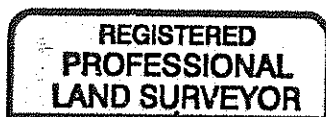
CASCADE RIDGE LLC

Legal Description Exhibit "A"

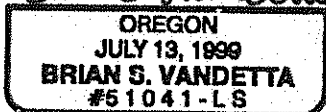
5th Street Right-of-Way Dedication

An area of land 35.00 feet in equal width within Parcel 2 of Linn County Partition Plat number 2006-96 in the Southeast 1/4 of Section 3, Township 12 South, Range 2 West, Willamette Meridian, City of Lebanon, Linn County, Oregon being more particularly described as follows:

Beginning at a 5/8" iron rod with yellow plastic cap marking the Northwest corner of Parcel 2 of Linn County Partition Plat number 2006-96 in the Southeast 1/4 of Section 3, Township 12 South, Range 2 West, Willamette Meridian, City of Lebanon, Linn County, Oregon; thence South 89°56'15" East 35.00 feet along the north line of said Parcel 2; thence South 00°25'28" East 546.39 feet to the north right-of-way of Reeves Parkway; thence North 89°47'26" West 35.00 feet along said north right-of-way to the Southwest corner of said Parcel 2; thence leaving said north right-of-way, North 00°25'28" West 546.30 feet to the point of beginning.



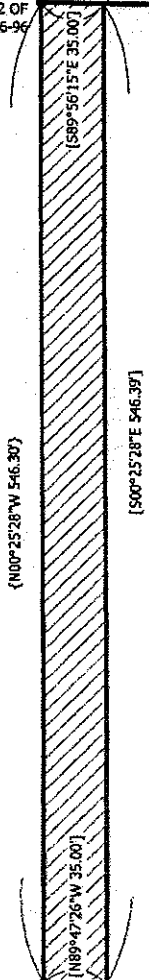
Brian Vanetta



POINT OF BEGINNING
FD 5/8" IR W/YPC
C.S. 24433
HELD AS NW CORNER
OF PARCEL 2 OF
PP 2006-96

{S89°56'15"E 705.87'}
[670.87']

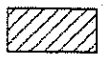
FD 5/8" IR
C.S. 8103
HELD AS NE CORNER
OF PARCEL 2 OF
PP 2006-96



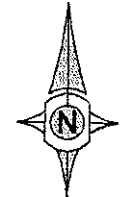
LEGEND

- MONUMENT FOUND AS NOTED
- FD FOUND
- C.S. COUNTY SURVEY
- { } MEASURED AND RECORD PER C.S. 24433
- () DATA OF RECORD
- [] CALCULATED DATA
- IR IRON ROD
- IP IRON PIPE
- PP PARTITION PLAT

REFERENCE SURVEY: C.S. 24433



AREA OF DEDICATION



SCALE:



PARCEL 2
PP 2006-96

BASIS OF BEARING
S00°06'55"W 548.08'
(S00°06'55"W 548.08')
C.S. 24433

PARCEL 1
PP 2006-96

FD STONE
HELD AS SW CORNER
OF PARCEL 2 OF PP 2006-96

{N89°47'26"W 700.72'}

FD 5/8" IR W/YPC
C.S. 24433
HELD AS SE CORNER
OF PARCEL 2 OF PP 2006-96

5TH ST.

REEVES PARKWAY

(130.00')

**UDELL ENGINEERING
AND
LAND SURVEYING, LLC**
69 EAST ASH ST.
LEBANON, OREGON, 97366
541-461-6726

RIGHT-OF-WAY DEDICATION MAP

EXHIBIT "B"
CASCADE RIDGE LLC.
LEBANON, OREGON

DATE ALBERT J. DOR
PROJECT TO STARTEN
REEVES PARKWAY
DRAWN BY GSG
CHECKED BY ASD

SHEET 1
OF 1
SCALE: AS NOTED

Agenda Item 1



MEMORANDUM

Administration Department

To: Mayor and City Council

Date: June 13, 2012

From: John Hitt, City Manager

Subject: Amendments to City Fees and Charges

City staff, on an annual basis, reviews the costs of providing requested services. As a result, City staff is proposing certain changes to the city fee structure.

The following changes are due to either an increase or decrease of staff time and/or costs associated with providing the requested service. The entire Fees Schedule follows the proposed Resolution.

This item was duly noticed for a public hearing.

EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Effective ~~July 1, 2011~~ **July 1, 2012** Supercedes All Previous Schedules

TYPES OF FEES	CURRENT FEES
ADMINISTRATIVE FEES:	
Foreclosures notice	\$25.00 \$100.00
Residential RV Permit (1 - 15 days)	\$35.00
Renewal periods 15 days (no more than 3 2 renewals)	\$25.00 each
Voters' Pamphlets:	
Candidate Filing Fee (with or without photo)	\$35.00
BUSINESS LICENSE FEES (Miscellaneous)	
Annual Business License Fees (after July 1 issued @ 1/2 annual fee prorated):	
Itinerant Merchant (30-days)	\$35.00
Liquor License (original application)	*\$100.00
Annual renewal of a liquor license	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00
Temporary Application (Valid for one year; covers multiple events)	*\$35.00

*Not to exceed per ORS.

Public Event Applications (event with dances, carnivals, fairs etc):	-	
1-Day Event		\$250.00
Over 1 Day		\$500.00
Taxi Licenses:		
Annual Taxi Driver Permit (July 1 to June 30) Valid for one year	\$30.00	\$15.00
BUSINESS REGISTRATION FEE:		
Bees, Fowls & Other Animals Fee (accompanied with surrounding property owners' approval per LMC)	\$35.00	\$25.00
Business Registration Fees:		
Change in Business Ownership, responsible person, location or contact information	\$7.50	\$5.00
PARK FEES - GILLS LANDING:		
PER DAY:		-
camping fees per day (group discount for three reserved sites or more)	\$20.00	\$22.00
PER WEEK:		-
camping fees per week	\$130.00	\$144.00
camping fees per week (senior/military discount)	\$125.00	\$134.00
PARK FEES - GILLS LANDING (continued....):		
PER MONTH (October 1 - April 30):		-
camping fees per month (Oct 1 - April 30)		\$526.00
camping fees per month (Oct 1 - April 30) (senior/military discount)		\$506.00
PER MONTH (May 1 - September 30):		-
camping fees per week (May 1 - Sept 30)		\$576.00
camping fees per month (May 1 - Sept 30) (senior/military discount)		\$556.00
PER MONTH (Year Round):		
Monthly Rate		\$450.00
camping fees per month (construction workers in the City of Lebanon)	\$350.00	\$500.00
Sewage Dump Station fee	\$5.00	\$4.00
PARK SHELTER RENTAL FEES:		
Security and Cleaning deposit for groups over 50 (refundable) in the form of check or credit card number		Equal to base rental fee
PLANNING DEPARTMENT FEES:		
Code Interpretation	\$100.00	\$150.00
Comprehensive Plan Map Amendment (<i>with or without Zone Change</i>)		\$2,000.00
Conditional Use Permit:		
Residential/ Commercial / Industrial		\$1,500.00
Commercial / Industrial		\$1,500.00
Development Code (Copy of)		\$40.00
Home Occupation	\$50.00	\$100.00
Sidewalk Café Permit	\$65.00	\$50/annually
Subdivision:		
Tentative Plat (Planning \$3,000 + \$15/lot / Engineering \$500)		\$2,000.00 + \$15/lot

Final Plat (Planning \$1,875 + \$25/lot / Engineering \$500)	\$800.00 + \$15/lot
Zoning Map	\$25.00
PUBLIC WORKS FEES:	
Banner Installation	\$65.00 \$50.00
Bid Document	\$50.00
Standard Drawings	\$20.00
WATER / WASTEWATER SPECIAL SERVICE FEES:	
Credit Check	\$20.00 \$10.00
Service Charges:	
Deposit- Owner (refundable) - currently reflected in the Water Resolution	\$200.00
Deposit- Owner (if customer previously sent to collections has a Bad payment History)	\$300.00
Deposit (Renter/Non-owner) (non-refundable until account reconciled and closed)	\$200.00
Deposit (Renter/Non-owner with bad payment history) (non-refundable until account reconciled and closed)	\$300.00
Installing a 5/8" X 3/4" Meter to an Existing Service	\$130.00
Installing a 3/4" Meter to an Existing Service	\$165.00 \$125.00
Installing a 1" Meter to an Existing Service	\$200.00
Installing a 1 1/2 " Meter to an Existing Service	\$1215.00
Installing a 2" Meter to an Existing Service	\$1400.00
Renter Deposit (non-refundable until account reconciled and closed)	\$100.00
RV Dump Station Commercial Permit	\$15.00

A RESOLUTION AMENDING FEES AND CHARGES FOR CITY SERVICES) **RESOLUTION NO.** 2012-8
)

WHEREAS, Oregon Revised Statutes (ORS) 192.440(3) authorizes the City to charge fees associated with public records requests.

WHEREAS, it remains the policy of the City of Lebanon to require that city fees charged fully reimburse the City for the actual costs associated with the requested city services, products or information; and

WHEREAS, the City Manager has caused a review of city fees and charges in order to fully recover all reasonable fees calculated to reimburse the City for the actual cost of providing city services, products and public information requests and recommends such adjustments to the City Council.

WHEREAS, said review of all city fees and charges, as well as necessary and appropriate revisions are as provided in EXHIBIT A.

WHEREAS, the City Council has reviewed the basis for establishing such fees as described in EXHIBIT A.

WHEREAS, it is the City's policy to conserve city resources so that city staff time, copying expenses and other related expenses are not exhausted on unspecified or vague public information requests or with performing information requests that are not retrieved by the requester.

THEREFORE, THE LEBANON CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1: The following fees amendment attached hereto as EXHIBIT A and incorporated herein by this reference are adopted by the City and shall become *effective July 1, 2012*.

Section 2: The City Council hereby determines that the fees, rates and charges hereby adopted are not subject to the limits of Section 11 or 11b, Article XI of the Oregon Constitution.

Section 3: The City Council hereby finds that the fees proposed in EXHIBIT A are reasonably calculated and represents the City of Lebanon's true, reasonable and actual cost of making public records available including costs for summarizing or compiling public records in response to public information requests.

Section 4: The City Council hereby finds that in order to not exhaust city resources on unspecified public information requests, the City shall only receive public information requests in writing on a form approved by the City Clerk. Staff shall make a good faith estimate of the City's required fees and notify the requester in writing if the fees estimated exceeds \$25 prior to fulfilling the request. If the fee estimate exceeds \$100, a 50% deposit may be required

before staff begins the work. Payment must be received in full before the public records are inspected or released. The City shall carefully document the City's actual expenses in obtaining the requested information and alert the City Clerk of any document requests estimated to be over \$250.00, prior to commencing with the request. The City shall refund any funds due upon delivery of the requested information, or shall require payment for any money still owing, prior to the release of requested information.

Passed by the Lebanon City Council by a vote of _____ for and _____ against on this 13th day of June, 2012.

CITY COUNCIL OF LEBANON OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

EXHIBIT "A" CITY OF LEBANON FEES AND CHARGES

Effective July 1, 2012 - Supercedes All Previous Schedules

TYPES OF FEES	CURRENT FEES
ADMINISTRATIVE FEES:	
Administrative Requests - Miscellaneous	\$25.00/hour
Appeals (Non Land Use)	\$25.00
Audit Report (Otherwise available at no charge online or at the Library)	\$25.00
Budget Document (Otherwise available at no charge online or at the Library)	\$50.00
Collection Fee (accounts turned over to Linn Co. or Collection's Agency)	\$100.00
Fax Service (for public)	\$2.00 first page/ .75 each additional page
Foreclosures notice	\$100.00
Housing Rehab Payoff and Reconveyance	\$50.00
Lien Search (online)	\$25.00
Non Sufficient Funds (NSF) and Charge Back Fee <i>For debit/credit card charge backs and returned checks</i>	\$25.00
Notary Services:	
An acknowledgement; verification upon an oath or affirmation; certifying a copy of a document, witnessing or attesting a signature; and protesting commercial paper, except a check drawn on an insolvent financial institution in which case the fee is \$0.	\$5.00
Administering an oath or affirmation without a signature; taking a deposition, each page; and all other notarial acts not specified.	\$1.00
Payment Extension Fee	\$5.00
Residential RV Permit (1 - 15 days)	\$35.00
Renewal periods 15 days (no more than 2 renewals)	\$25.00 each
Tall Weeds & Grass Abatement (if not abated within 7 days)	\$100.00
Temporary Use Permit	\$250.00
Public Records Request: (All requests must be made on a City Public Records Request Form)	
If request exceeds \$25.00, the requester's authorization is required to proceed with request. If request exceeds \$100.00, a deposit may be required before commencing work	May require 50% deposit
Archived Electronic Information Retrieval	\$100.00/hr
Reproductions:	
Audio/Video Tape Copies (\$15.00 for first tape, \$5.00 for each additional)	\$15.00 / \$5.00
Photocopies - Letter 8-1/2" x 11", Legal 8-1/2" x 14" (per side)	\$0.50
Photocopies - Executive 11" x 17" (per side)	\$0.75
Voters' Pamphlets:	
Candidate Filing Fee (with or without photo)	\$35.00
BUSINESS LICENSE FEES (Miscellaneous)	
Annual Business License Fees (after July 1 prorated):	
Auctions	\$150/year, \$25/each
Drug Paraphernalia Sales	\$250.00
Gambling License:	
Ongoing Annual License	\$200.00
License for one day special event	\$50.00
License for one day special event/ non-profit organization	\$20.00

TYPES OF FEES	CURRENT FEES
BUSINESS LICENSE FEES (Miscellaneous) (continued...)	
Liquor License (original application)	*\$100.00
Annual renewal of a liquor license	*\$35.00
Change Application (in ownership, location, or privilege)	*\$75.00
Temporary Application (valid for one year -- covers multiple events)	*\$35.00
Non Profit Organizations	N/A
Parade Permit	\$20.00
Parking Permit - Annual Residential	\$75.00
Parking Permit - Daily	\$15.00
Peddler and Solicitors:	
1-30 days	\$15.00
31- 60 days	\$25.00
61 days to 6 months	\$30.00
More than 6 months, up to one year	\$40.00
Public Event Applications:	
1 Day Event	\$100.00
2-3 Day Event	\$150.00
Master Permit	\$250.00
Secondhand Buyers and Sellers Annual Fee (July 1 to June 30)	\$75.00
Taxi Licenses:	
Annual Taxi Operator License (July 1 to June 30)	\$200.00
Annual additional vehicle (July 1 to June 30)	\$150.00
Annual Taxi Driver Permit Valid for one year	\$30.00
Transfer of ownership/change of location or name	\$10.00
BUSINESS REGISTRATION FEE:	
Bees, Fowls & Other Animals Fee <i>(accompanied with surrounding property owners' approval per LMC)</i>	\$35.00
Business Registration Fees:	
Annual Renewal - submitted late	\$20.00
Annual Renewal - timely submitted (no changes)	\$0.00
Annual Renewal - with changes	\$7.50
Change in Business Ownership, responsible person, location or contact information	\$7.50
Initial Business Registration Fee	\$25.00
CITY FACILITIES (Use of):	
City Park Facilities	<i>(Please See "Park Shelters")</i>
Santiam Travel Station Rental:	
Passenger Lobby	\$5.00/hour
Freight Room (plus refundable deposit)	\$25.00/hour
GIS DIVISION FEES:	
City Street Map with UGB	\$12.00
Zoning Map	\$25.00
Custom Data	\$75.00/hour
City wide GIS on CD	\$75.00

TYPES OF FEES	CURRENT FEES
LIBRARY FEES:	
Community Meeting Room Rental Fees:	
Rental per hour (depending on time and entity)	\$10.00 - \$25.00
Refundable deposit (depending on time and entity)	\$100.00 or \$250.00
Refundable key deposit, after hours use	\$200.00
Non-refundable after hours use	\$35.00
Non-Refundable weekend use	\$50.00
PA System	\$10.00
AV System	\$20.00
Interlibrary loan (per item)	\$3.00
Lost item processing fee (plus replacement cost of item)	\$3.00
Lost Library Card Fee	\$1.00
Non-resident Cards:	
Household (12 month)	\$50.00
Household (6 months)	\$25.00
Children-Materials-Only Card	\$15.00
Senior Citizen (60 years +) Household (12 month)	\$40.00
Senior Citizen (60 years +) Household (6 month)	\$20.00
Youth (18 years or younger)	\$20.00
Overdue items per day per item (up to a maximum of \$5.00)	\$0.20
Overdue (cumulative fines up to a maximum of \$25.00)	\$25.00
Photocopies by coin operated machine (per copy)	\$0.10
Reservation fee (per item)	\$0.50
MUNICIPAL COURT FEES:	
Appeal to Linn County Circuit Court (+ certified copy charge)	\$25.00
Certified copy (per sheet)	\$5.00
Court Appointed Attorney Application fee	\$20.00
Court Costs:	
Cite or Arrest Warrant	\$50.00
Notice of court action of driving privileges to DMV	\$20.00
Court Costs (per Trial):	
Confinement Fee/day	\$20.00
Criminal (non Jury - if convicted)	\$20.00
Jury trial (if convicted)	\$50.00
Traffic (if convicted)	\$15.00
DUII Diversion extension fee	\$25.00
Expungement Filing Fee (State mandated)	\$250.00
Expungement Packet Fee	\$5.00
Failure to Appear Fees:	
Trial (jury) (and jury fee)	\$150.00
Trial (no jury)	\$100.00
Fee for turning to collection	40% of the principal balance
Insufficient funds service charge	\$25.00
Jury fee (if canceled after arrival of Jurors)	\$10.00/juror
Late Payments	\$20.00
Miscellaneous petitions and warrants	\$20.00
Payment extension fee	\$30.00
Payment extension interest	(9% per annum)
Suspension Packet Administration Fee	\$12.00

TYPES OF FEES	CURRENT FEES
PARK FEES - GILLS LANDING:	
PER DAY:	
camping fees per day	\$24.00
camping fees per day (senior/military discount)	\$22.00
camping fees per day (group discount for three reserved sites or more)	\$20.00
PER WEEK:	
camping fees per week	\$130.00
camping fees per week (senior/military discount)	\$125.00
PER MONTH (Year Round):	
Monthly Rate	\$450.00
camping fees per month (construction workers in the City of Lebanon)	\$350.00
Extra vehicle (per night)	\$5.00
Sewage Dump Station fee	\$5.00
Cancellation Fee	\$12.00
PARK SHELTER RENTAL FEES:	
River Park Alcoholic Beverage Permit (non-refundable) <i>In addition must provide proof of liability insurance</i>	\$25.00
Booth Park Shelter	\$15.00
Century Park Shelter	\$30.00
Christopher Columbus Park Shelter	\$15.00
Ralston Park Gazebo	\$55.00
River Park Main Shelter	\$50.00
River Park Horseshoe Area Picnic Table Shelter	\$20.00
Wynn Mill	\$25.00
PLANNING DEPARTMENT FEES:	
Note: For land use applications that require more than one approval, the applicant shall be charged the highest individual application fee with all subsequent applications charged at half-price.	
Administrative Review:	\$450.00
Annexation	\$1,500.00
Appeal of Planning Commission Decision	\$500.00
Appeal of Staff Decision	\$250.00
Code Interpretation	\$100.00
Comprehensive Plan Map Amendment	\$2,000.00
Comprehensive Plan Documents	\$25.00
Conditional Use Permit:	
Residential/Commercial / Industrial	\$1,500.00
Development Code (Copy of)	\$40.00
Extension of Time Request	25% of original fee
Historic Reviews and Register Updates:	
Administrative	\$300.00
Quasi-Judicial	\$600.00
Legislative	\$1,000.00
Home Occupation	\$50.00
Lot Line Adjustment	\$250.00
Measure 56 Mailing	Actual Cost
Ministerial Review	\$150.00
Modification to Approved Application	25% of application
Non-Conforming Uses and Developments	\$450.00
Partition	\$450.00

TYPES OF FEES	CURRENT FEES
PLANNING DEPARTMENT FEES (continued):	
Planned Development:	
Preliminary	\$2,500.00
Final Plan - Ministerial	\$200.00
Final Plan - Administrative	\$450.00
Final Plan - Qausi-Judicial	\$750.00
Residential Plot Plan Review	\$25.00
Residential Remodels (fee incurred if outside of original footprint)	\$25.00
Sidewalk Café Permit	\$65.00/annually
Sign Review	\$75.00
Subdivision:	
Tentative Plat	\$2,000.00 + \$15/lot
Final Plat	\$800.00 + \$15/lot
Tree Felling (Steep Slopes)	**\$150.00 + \$5.00/tree
Temporary Use	\$35.00
UGB Amendment	Actual Costs
Variance:	
Class 1 - Minor Adjustment	\$150.00
Class 2 - Adjustment	\$450.00
Class 3 - Variance	\$1,000.00
Zone Change	\$1,000.00
POLICE DEPARTMENT FEES:	
Abandoned Vehicle Abatement (if not abated within 10 days)	\$50.00
Alarm permits (Phase in over 5 year period)	\$10.00
Dog Permit (for Potentially Dangerous Dogs per ORS)	\$50.00
Diversion Classes, Other (\$35 to \$50 maximum)	\$50.00
False alarm billing:	
1st alarm	\$0.00
2nd alarm or more at \$25 ea	\$25.00
Incident Page(s) (first 5)	No Charge
Incident Pages (after 5)	\$0.25 each
Inspection fee for "fix-it" tickets (each)	\$5.00
Local Records Check (waive fee for Armed Forces) - up to 5 pages	\$7.50
Additional pages	\$0.25
Oregon Crash Reports	No Charge
Police Case Reports:	
Current Report (up to 5 pages)	\$5.00
Additional pages	\$0.25
Photographs (copied on paper or disc)	\$1.00/sheet or \$5.00/disc
Postage (overnight)	current postage rates
Public Finger Printing	\$15.00
Seat Belt Class	\$50.00
Vehicles:	
Boot Removal Fee	\$50.00
Impounded Vehicle Release (Admin. Fee)	\$100.00
PUBLIC WORKS FEES:	
Banner Permit	\$30.00
Banner Installation	\$65.00
Basic Right-of-Way Encroachment Fee:	\$65.00
Bid Document	\$50.00
Contractor Pre-qualification	\$50.00

TYPES OF FEES	CURRENT FEES
PUBLIC WORKS FEES (continued...):	
Deferral of improvements	\$200.00
Engineering Fees:	
Developer Assurance Agreement	\$100.00
Engineered Site Plan Review (Engineering)	\$500 + \$350/acre
Reapplication Fee (for up to "2" resubmittals)	33% of original fee
New Residential Site Plan Review (Engineering)	\$50.00
Street/Alley Vacation (Engineering)	\$1,200.00
Easement Vacation (Engineering)	\$750.00
Public Improvement Drawing Review (for up to "2" resubmittals)	\$250.00 + 3% of const.
Public Improvement Permit:	
The first \$50,000 of the construction cost	\$250.00 + 4% of cost up to \$50,000
Above the first \$50,000 of the construction cost	\$250.00 + 3% of cost above \$50,000
Right-of Way Encroachment Surcharges:	
Curb Cut	\$1.50/sf; \$20.00 min
Street Pavement Cut	\$1.00/sf; \$30.00 min
4" Sanitary Connection	\$55.00
6" Sanitary Connection	\$110.00
4" Storm Connection	\$30.00
6"-8" Storm Connection	\$90.00
Over 8" Storm Connection	\$125.00
Easement/ROW Dedication Process Fee	\$125.00 each
Standard Drawings	\$20.00
SENIOR CENTER FEES:	
Facility Rental: Depending on space, time & entity renting	\$10.00-\$35.00/hr/room
Refundable Deposit - Non-Profit, Government and Public Group	\$100.00
Refundable Deposit - Private Groups	\$250.00
Custodial Services with kitchen or auditorium rental	\$35.00
Non-Refundable fee for weekend cleanup (functions over 100 ppl)	\$50.00
Open/Close partitions in auditorium	\$35.00
PA System	\$10.00
Slide Projector or TV/VCR	\$10.00
Audio/Visual System (including projector)	\$20.00
Easel & Flip Chart	\$10.00
Bus Transportation:	
Seniors and Disabled Persons (one way)	\$1.00
Public (one way)	\$2.00
5 years of age and under (one way)	Free
WATER / WASTEWATER SPECIAL SERVICE FEES:	
3/4" Water Meter Service Connection Fee	\$850.00
1", 1 1/2", 2" Water Meters (cost of materials & labor - deposit required)	Cost
Contaminated Waste Dump Permit	\$250.00
Credit Check	\$20.00
Industrial Pretreatment Program Fees:	
Initial Issue for 1 to 5 years	\$500.00
Annual Monitoring & Compliance Review	\$250.00
IPP Hauled Waste Dump Fee - per gallon	.085/per gallon
IPP Wastewater Discharge Permit Application	\$250.00
IPP Contaminated Waste Discharge Permit:	
Issued for \leq or less	\$250.00

TYPES OF FEES	CURRENT FEES
WATER / WASTEWATER SPECIAL SERVICE FEES (continued...):	
Service Charges:	
After Hours Meter Turn On	\$100.00
Deposit-Owner (refundable) - currently reflected in the Water Resolution	\$200.00
Deposit-Owner (if customer has a Bad payment History)	\$300.00
Deposit (Renter/Non-owner) (non-refundable until account reconciled and closed)	\$200.00
Deposit (Renter/Non-owner with bad payment history) (non-refundable until account reconciled and closed)	\$300.00
Door Hanger	\$15.00
Lock-Off (Meter)	\$50.00
Installing a 5/8" X 3/4" Meter to an Existing Service	\$130.00
Installing a 3/4" Meter to an Existing Service	\$165.00
Installing a 1" Meter to an Existing Service	\$200.00
Installing a 1 1/2 " Meter to an Existing Service	\$1215.00
Installing a 2" Meter to an Existing Service	\$1400.00
Provide a 3/4" Hand Valve	\$35.00
Provide a Water Meter Box	\$70.00
Re-inspection fee for backflow prevention devices	\$50.00
Remove an Existing and Replace a Water Meter Box	Actual Cost
Remove Meter due to tampering	\$100.00
Replace a Damaged Meter Lock	\$50.00
Replace a Damaged Meter Locking Cap	\$50.00
Replace a Damaged Meter Resetter	\$60.00
Tampering with City Property:	
First violation within a 24 mth period	\$25.00
2nd Violation	\$50.00
3rd Violation and each subsequent violation	\$250.00
Test Water Meter (<i>Refund when Test Indicates Meter Runs Fast</i>)	\$25.00
Test Water Meter - <i>if an independent agency is requested</i>	\$50.00
Utility bill late payment fee (added to late payment notice)	\$10.00
Water retest fee	\$200.00/300 linear foot
Lower or Raise Water Meter	Actual Cost (\$50 Minimum)
Meter Damage (by customer tampering)	\$500.00
Move Water Meter Location	Actual Cost (\$50 Minimum)
Install a Fire Hydrant Meter	\$25.00

Agenda Item 2



MEMORANDUM

Finance Department

To:	John E. Hitt, City Manager	Date: June 6, 2012
From:	Dean Baugh, Finance Manager	
Subject:	State Revenue Sharing	

Each year, the State of Oregon requires that public hearings be held before the Budget Committee and the City Council regarding the uses of State Revenue Sharing. The hearing before the Budget Committee on the proposed uses was held on May 14, 2012, and the hearing before the City Council on the approved uses will be held on June 13, 2012. The funds come from beer and wine taxes collected by the state. The City received \$139,387 in fiscal year 2010-11, and it is expected that the City will receive \$133,000 this year. The Approved Budget for 2011-12 has budgeted revenue in the amount of \$133,000 in the General Fund. The amount included in the budget is derived from an estimate provided by the League of Oregon Cities.

Actions Requested:

- Conduct a Public Hearing on the use of State Revenue Sharing in the Approved Budget.
- Motion to Approve a Resolution Certifying the City Provides Services for Eligibility to Receive State Shared Revenue.
- Motion to Approve an Ordinance Declaring the Election to Receive State Shared Revenue.

**A RESOLUTION CERTIFYING THE CITY OF)
LEBANON PROVIDES MUNICIPAL SERVICES)
FOR ELIGIBILITY IN RECEIVING STATE SHARED)
REVENUE PAYMENTS)**

RESOLUTION NO. 2012-9

WHEREAS, ORS 221.760 provides as follows:

Section 1. The Officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- | | |
|--------------------|--|
| 1) Police Services | 5) Street Construction, Maintenance & Lighting |
| 2) Fire Protection | 6) Planning, Zoning & Subdivision Control |
| 3) Sanitary Sewers | 7) One or more utility services |
| 4) Storm Sewers | |

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now therefore,

BE IT RESOLVED, that the City of Lebanon hereby certifies that it provides the following six municipal services enumerated in Section 1, ORS 221.760:

- | | |
|--------------------------|--|
| 1) Police Services | 5) Street Construction, Maintenance & Lighting |
| 2) Water Utility Service | 6) Planning, Zoning & Subdivision Control |
| 3) Sanitary Sewers | |
| 4) Storm Sewers | |

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

**AN ORDINANCE DECLARING THE
CITY OF LEBANON'S ELECTION
TO RECEIVE STATE REVENUES**

) **ORDINANCE BILL NO. 2012-6**
)
) **ORDINANCE NO. 2833**

THE CITY OF LEBANON ORDAINS AS FOLLOWS:

Section 1. Pursuant to ORS 221.770, the City of Lebanon hereby elects to receive state revenues for fiscal year 2012-13.

Section 2. A public hearing before the Budget Committee was held on May 14, 2012 and a public hearing before the City Council was held on June 13, 2012, giving citizens an opportunity to comment on use of State Revenue Sharing.

Passed by the Lebanon City Council by a vote of ____ for and ____ against and approved by the Mayor this 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

Agenda Item 3



MEMORANDUM

Finance Department

To: John E. Hitt, City Manager **Date:** May 29, 2012
From: Dean Baugh, Finance Manager
Subject: Changes for Budget Adoption FY 2012-13

Attached is a resolution to appropriate the City's 2012-13 budget as well as a resolution to levy the taxes. Oregon Budget Law allows the budget to change from approval to adoption by up to 10% or \$5,000, whichever is greater in each or any fund. The resolution to adopt the budget was approved by the Budget Committee on May 14, 2012, with no changes to the proposed budget.

The City Manager is requesting the Council make the following amendments to the budget approved by the Budget Committee on May 14, 2012, the changes are:

General Fund	reduction of \$46,675 to \$9,149,676
	Revenue decrease by \$46,675
	Personal Services decrease by \$26,507
	Transfers out Increase by \$763
	Contingencies decrease by \$20,931
Debt Service Fund	No change
Enterprise Fund	Increase of \$410 to \$15,285,583
	Revenue increase by \$410
	Transfers out Increase by \$27,896
	Contingencies decrease by \$27,486
Special Revenue Fund	Increase of \$28,105 to \$5,459,929
	Revenue increase by \$28,105
	Personal Services increase by \$46,747
	Materials & Services decrease by \$7,000
	Transfers out Increase by \$73,948
	Contingencies decrease by \$85,590

Special Assessment Fund	No change	
Capital Projects Fund	No change in budgeted amount	
	Transfers out	decrease by \$33,625
	Contingencies	increase by \$33,625
Trust and Agency (Bail)	No change	

These changes are the result of a calculation error on two employee's salaries that were inadvertently not budgeted for the entire year and some reallocations of FTE's by the City Manager. None of these changes are in excess of the 10% change allowed by the State of Oregon.

Action requested:

Conduct public hearing on the Budget approved by the Budget Committee.

Motion to approve the amended resolution making appropriations.

Motion to approve resolution levying taxes.

Adjourn as the Lebanon City Council, and reconvene as the Lebanon Urban Renewal Agency for the next agenda item.

**A RESOLUTION ADOPTING THE CITY OF) RESOLUTION NO. 2012-10
 LEBANON'S BUDGET AND MAKING)
 APPROPRIATIONS FOR FISCAL YEAR 2012-13)**

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the City Council of the City of Lebanon hereby adopts the budget for 2012-13, in the sum of \$37,122,444 now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

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

Section 1. That the amounts for fiscal year beginning July 1, 2012, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND

Administration & Economic Development	\$219,550
Human Resources	336,957
City Attorney	122,200
Planning	280,003
Parks	457,972
Finance	460,429
Legislative	135,712
Library	574,863
Municipal Court	282,500
Police	4,588,660
Senior Services	220,173
Non-Departmental	<u>1,470,657</u>
GENERAL FUND TOTAL	\$9,149,676

DEBT SERVICE FUND

G.O. Bonds 2007	\$1,524,600 ¹
Pension Bond Series 2002	<u>162,271</u> ²
DEBT SERVICE FUND TOTAL	\$1,686,871

¹ Includes \$20,000 unappropriated fund balance not appropriated.

² Includes \$000 unappropriated fund balance not appropriated.

ENTERPRISE FUND

Water	\$4,182,028
Water Capital Improvement	1,444,168
Water Bond Debt Service	262,203 ³
Storm Drainage	660,510
Wastewater	5,436,000
Sewer & Lateral Repair Program	339,200
Wastewater Capital Improvement	1,281,000
Wastewater Bond Debt Service	1,455,654
Wastewater 2010 Bond Project	<u>224,820</u>
ENTERPRISE FUND TOTAL	\$15,285,583

SPECIAL REVENUE FUND

City Facilities Repairs	\$111,528
Motel Tax	25,000
Building Inspection	311,105
Park Enterprise	47,627
Parks Grant	145,100
Operations & Environmental	1,862,000
Geographic Information Services	218,500
Information Systems Service	699,822
Custodial & Maint Services	170,143
Foot & Bikepath	18,800
Engineering Improvements Permits	31,300
Streets	885,600
911 Taxes	75,000
School Resource Officer	36,375
Dial-A-Bus	268,596
STP Streets	305,780
Donations Trails	101
LSTA Library Grant	29,872
83/84 Housing Rehabilitation	75,000
Gills Landing	11,510
93 Housing Rehabilitation	25,000
96 Housing Rehabilitation	69,737
98 Housing Rehabilitation	<u>36,433</u>
SPECIAL REVENUE FUND TOTAL	\$5,459,929

³ Includes \$10,000 unappropriated fund balance not appropriated.

SPECIAL ASSESSMENT FUND

Public Improvements	<u>31,378</u>
SPECIAL ASSESSMENT FUND TOTAL	\$31,378

CAPITAL PROJECTS FUND

Grant Street Bridge Grant	\$4,922
State Highway Signal Maintenance	82,500
Equipment Acquisition & Replacement	1,465,745
Historic Resource Commission Trust	79
Pioneer Cemetery	9,151 ⁴
Police Trust	17,050
Library Trust	265,349
Library Building Trust	646,700
Senior Services Trust	189,110
Snedaker Trust	33,200
Streets Capital Improvement Projects	424,479
Infrastructure Deferral	55,409
Drainage SDC	133,625
Drainage Reimbursement	3,405
Parks SDC	308,450
Parks Reimbursement	17,839
Sewer SDC	326,174
Sewer SDC Reimbursement	205,450
Streets SDC	997,800
Streets SDC Reimbursement	36,780
Water SDC	76,200
Water SDC Reimbursement	<u>24,590</u>
CAPITAL PROJECTS FUND TOTAL	\$5,324,007

TRUST AND AGENCY FUND

Bail & Trust	<u>\$185,000</u>
TRUST AND AGENCY FUND TOTAL	\$185,000

CITY BUDGET TOTAL **\$37,122,444**

Section 2. This resolution is effective July 1, 2012.

⁴ Includes \$00 unappropriated fund balance not appropriated.

Adopted and appropriated by the Lebanon City Council by a vote of ___for and ___
against and approved by the Mayor on this 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor	<input type="checkbox"/>
Bob Elliott, Council President	<input type="checkbox"/>

ATTEST:

Linda Kaser, City Clerk/Recorder

**RESOLUTION LEVYING TAXES FOR)
 THE CITY OF LEBANON'S BUDGET FOR)
 FISCAL YEAR 2012-13)**

RESOLUTION NO. 2012-11

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

Section 1. The City of Lebanon hereby levies the taxes provided for in the adopted budget at the rate of \$5.1364/\$1,000 of assessed valuation for operations, and in the amount of \$1,634,348 for debt service and that these taxes are hereby levied upon the assessed value of all taxable property within the City of Lebanon.

The following allocation and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the above aggregate levy:

	<u>Subject to the General Governmental Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	\$5.1364/\$1,000	
Debt Service Fund		\$1,634,348
Delinquent Sewer Charges		\$XX,XXX.XX
Delinquent Storm Drain Charges		\$XX,XXX.XX

Section 2. This resolution is effective July 1, 2012.

Passed by the Lebanon City Council by a vote of ___for and ___ against and approved by the Mayor on this 13th day of June, 2012.

CITY OF LEBANON, OREGON

 Kenneth I. Toomb, Mayor
 Bob Elliott, Council President

ATTEST:

 Linda Kaser, City Clerk/Recorder

Agenda Item 4



MEMORANDUM

Community Development Department

To: John E. Hitt, City Manager

Date: June 6, 2012

From: Walt Wendolowski, Community Development Manager

Subject: Northwest URD Amendment – Public Hearing

REQUEST

This is a request for City Council to continue the public hearing for the proposed Northwest Urban Renewal District Amendment to their July 11, 2012, meeting.

BACKGROUND

The proposed NW URD Amendment was originally scheduled for public hearings before the Lebanon Planning Commission on May 16, and before City Council on June 13. City staff sent notice of the scheduled public hearings to the City's utility customers as required by Administrative Rule. Attached is a copy of that notice.

However, Staff and the City's consultant, Elaine Howard, were not ready to proceed with this matter at the May 16 Planning Commission meeting. Therefore the public hearing was continued to June 6, when the Commission will review the Amendment and make a formal recommendation to City Council.

Due to the late review of the Planning Commission and the Council's full agenda on June 13, it is prudent and cost-effective to continue the public hearing to July 11. This will save the City approximately \$900 not having to send out notice of the revised public hearing date.

This continuation of the public hearing to July will have little or no effect on the proposed Amendment.

COUNCIL ACTION:

Staff is requesting that City Council *open the public hearing for the NW URD Amendment, move to continue the hearing to the July 11 Council meeting, and then close the public hearing.*



NOTICE OF PUBLIC HEARINGS

Northwest Urban Renewal District Amendment

The City of Lebanon has scheduled two public hearings on the matter of amending the Northwest Urban Renewal District as follows:

May 16, 2012 before the Lebanon Planning Commission:

At 6:30 p.m. on Wednesday, May 16, 2012, the Lebanon Planning Commission will review the proposed substantial amendment to the Lebanon Urban Renewal Plan including its relationship to the Comprehensive Plan, and make a recommendation to the Lebanon City Council.

June 13, 2012 before the Lebanon City Council:

At 7:00 p.m. on Wednesday, June 13, 2012, the Lebanon City Council will hold a public hearing and consider an ordinance for the adoption of the proposed substantial amendment to the Northwest Lebanon Urban Renewal Plan.

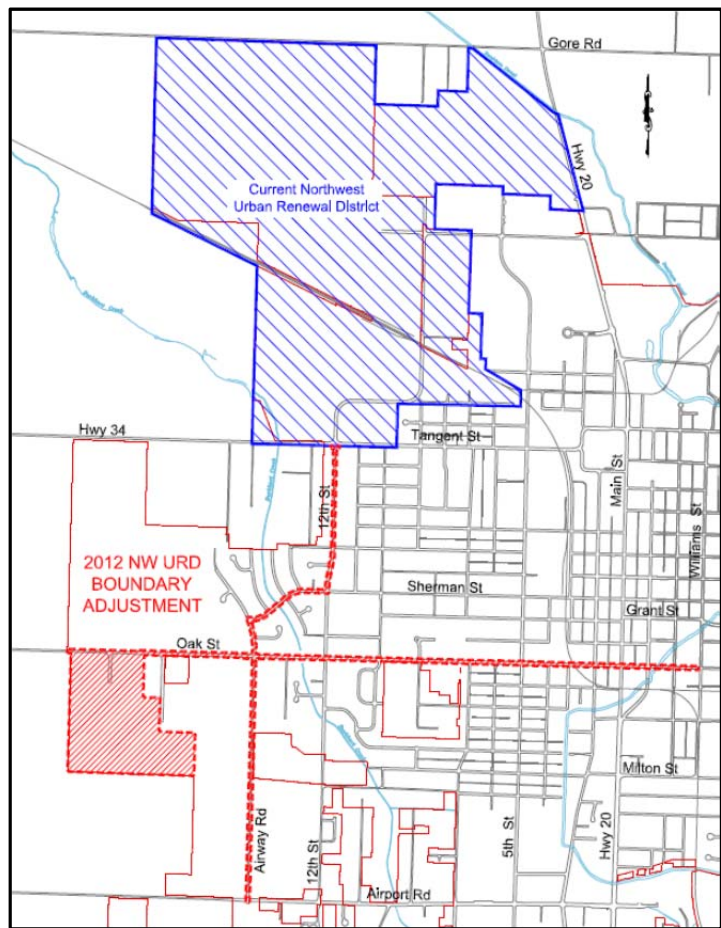
The proposed amendment to the Northwest Urban Renewal Area plan would modify the existing the boundary (see map), add associated public infrastructure projects and adjust the maximum indebtedness limit.

The proposed maximum indebtedness of the Plan is \$32,583,712. The ordinance, if approved, is subject to referendum. The adoption of the Amendment may impact property tax rates for general obligation bonds approved by voters prior to October 6, 2001.

For information on the proposed amendment, please contact:

**Walt Wendolowski, 925 Main Street,
Lebanon, Oregon 97355
541-258-4252
wwendolowski@ci.lebanon.or.us**

A copy of the ordinance, the proposed amendment to the Northwest Lebanon Urban Renewal Plan and accompanying report can be viewed at:



City Hall, 925 S. Main Street, Lebanon, OR 97355; or the City's website at www.ci.lebanon.or.us
Copies can be provided for .25 per single-sided page.

Agenda Item 5



MEMORANDUM

Community Development Department

To: John E. Hitt, City Manager

Date: June 6, 2012

From: Walt Wendolowski, Community Development Manager

Subject: Northwest URD Amendment – Public Hearing

REQUEST

This is a request for City Council to continue the public hearing for the proposed Northwest Urban Renewal District Amendment to their July 11, 2012, meeting.

BACKGROUND

The proposed NW URD Amendment was originally scheduled for public hearings before the Lebanon Planning Commission on May 16, and before City Council on June 13. City staff sent notice of the scheduled public hearings to the City's utility customers as required by Administrative Rule. Attached is a copy of that notice.

However, Staff and the City's consultant, Elaine Howard, were not ready to proceed with this matter at the May 16 Planning Commission meeting. Therefore the public hearing was continued to June 6, when the Commission will review the Amendment and make a formal recommendation to City Council.

Due to the late review of the Planning Commission and the Council's full agenda on June 13, it is prudent and cost-effective to continue the public hearing to July 11. This will save the City approximately \$900 not having to send out notice of the revised public hearing date.

This continuation of the public hearing to July will have little or no effect on the proposed Amendment.

COUNCIL ACTION:

Staff is requesting that City Council *open the public hearing for the NW URD Amendment, move to continue the hearing to the July 11 Council meeting, and then close the public hearing.*

**A RESOLUTION ADOPTING THE NW LEBANON) RESOLUTION NO. 2012-12
URBAN RENEWAL DISTRICT BUDGET AND MAKING)
APPROPRIATIONS FOR FISCAL YEAR 2012/2013)**

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Board of the Lebanon Urban Renewal Agency hereby adopts the Northwest Lebanon Urban Renewal District budget for 2012-13, in the sum of \$16,774,659 now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. That the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below, are hereby appropriated as follows:

NORTHWEST LEBANON URBAN RENEWAL DISTRICT (URD)

NW Lebanon Urban Renewal District	13,964,139
Wetlands Mitigation	927,012
Project Construction	160,286
NW Lebanon Urban Renewal Bonds	<u>1,723,222</u> ¹
TOTAL APPROPRIATIONS	\$16,774,659

Section 2. This resolution is effective July 1, 2012.

Passed by the Lebanon Urban Renewal Agency by a vote of ___ for and ___ against and approved by the Mayor on the 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

¹ Includes \$000 unappropriated fund balance not appropriated.

RESOLUTION LEVYING TAXES FOR THE CITY OF) RESOLUTION NO. 2012-13
LEBANON'S NORTHWEST URBAN RENEWAL)
DISTRICT BUDGET FOR FISCAL YEAR 2012/2013)

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. To certify to the county assessor for the Northwest Lebanon Urban Renewal District Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution, and the maximum as the amount to be raised through the imposition of a special levy; and

Section 2. This resolution is effective on July 1, 2012.

Passed by the Lebanon Urban Renewal Agency by a vote of ___ for and ___ against and approved by the Mayor on the 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

Agenda Item 6



MEMORANDUM

Finance Department

To: John E. Hitt, City Manager **Date:** May 29, 2012
From: Dean Baugh, Finance Manager
Subject: Cheadle Lake Urban Renewal District Budget Adoption FY 2012-13

The budget amount of \$402,900 is the same as the amount approved by the Budget Committee.

The City Manager is requesting the Council make the following amendments to the budget approved by the Budget Committee on May 14, 2012, the changes are:

Transfers out	increase by \$5,875
Contingencies	decrease by \$5,875

Action Requested:

Conduct a public hearing on the approved budget.
Motion to approve a resolution making appropriations.
Motion to approve a resolution levying taxes.

**A RESOLUTION ADOPTING THE CHEADLE LAKE) RESOLUTION NO. 2012-14
URBAN RENEWAL DISTRICT BUDGET AND MAKING)
APPROPRIATIONS FOR FISCAL YEAR 2012 / 2013)**

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Board of the Lebanon Urban Renewal Agency hereby adopts the Cheadle Lake Urban Renewal District budget for 2012-13, in the sum of \$402,900 now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. That the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below, are hereby appropriated as follows:

CHEADLE LAKE URBAN RENEWAL DISTRICT (URD)

Cheadle Lake Urban Renewal District	201,450
Cheadle Lake Urban Renewal District Debt	<u>201,450</u>
TOTAL APPROPRIATIONS	402,900

Section 2. This resolution is effective July 1, 2012.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

**A RESOLUTION LEVYING TAXES FOR THE CITY OF) RESOLUTION NO. 2012-15
LEBANON'S CHEADLE LAKE URBAN RENEWAL)
DISTRICT BUDGET FOR FISCAL YEAR 2012 / 2013)**

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. To certify to the county assessor a request for the Cheadle Lake Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 2. This resolution is effective July 1, 2012.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

Agenda Item 7



MEMORANDUM

Finance Department

To: John E. Hitt, City Manager **Date:** May 29, 2012
From: Dean Baugh, Finance Manager
Subject: North Gateway Urban Renewal District Budget Adoption FY 2012-13

The budget amount of \$181,741 is the same as the amount approved by the Budget Committee.

The City Manager is requesting the Council make the following amendments to the budget approved by the Budget Committee on May 14, 2012, the changes are:

Transfers out	decrease by \$8,425
Contingencies	increase by \$8,425

Action Requested:

Conduct a public hearing on the approved budget.
Motion to approve a resolution making appropriations.
Motion to approve a resolution levying taxes.

**A RESOLUTION ADOPTING THE NORTH GATEWAY) RESOLUTION NO. 2012-16
URBAN RENEWAL DISTRICT BUDGET AND MAKING)
APPROPRIATIONS FOR FISCAL YEAR 2012/2013)**

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Board of the Lebanon Urban Renewal Agency hereby adopts the North Gateway Urban Renewal District budget for 2012-13, in the sum of \$181,201 now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. That the amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below, are hereby appropriated as follows:

NORTH GATEWAY URBAN RENEWAL DISTRICT (URD)

North Gateway Urban Renewal District	<u>181,741</u>
TOTAL APPROPRIATIONS	\$181,741

Section 2. This resolution is effective July 1, 2012.

Passed by the Lebanon Urban Renewal Agency by a vote of _____ for and _____ against and approved by the Mayor on the 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

**A RESOLUTION LEVYING TAXES FOR THE CITY OF) RESOLUTION NO. 2012-17
LEBANON'S NORTH GATEWAY URBAN RENEWAL)
DISTRICT BUDGET FOR FISCAL YEAR 2012/2013)**

BE IT RESOLVED by the Board of the Lebanon Urban Renewal Agency:

Section 1. To certify to the county assessor a request for the North Gateway Urban Renewal District Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 2. This resolution is effective July 1, 2012.

Passed by the Lebanon Urban Renewal Agency by a vote of _____ for and _____ against and approved by the Mayor on the 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

Agenda Item 8



MEMORANDUM

Finance Department

To: John E. Hitt, City Manager **Date:** May 31, 2012
From: Dean Baugh, Finance Manager
Subject: Resolution to approve an Intergovernmental Agreement between the
City and Lebanon Urban Renewal Agency

In Article IX, Section 1c of the Oregon Constitution, there is the requirement for an Urban Renewal District to have indebtedness established prior to levying a tax. There has not been a bond issued in the Cheadle Lake URD, so the two options available to establish indebtedness are:

- 1) Do a short term borrowing from the bank.
- 2) To borrow from the City until property tax revenue is realized.

In fiscal year 2008-09 through 2011-12, option 2 was chosen because the cost was less than to borrow from the bank.

Option 2 is what is being recommended again for fiscal year 2012-13. The interest cost charged to the district will be the rate the City earns on its investments estimated to be less than 2.0% per annum. Additionally, the district saves the issuance costs that may be charged.

An intergovernmental agreement between the Agency and the City acknowledges the indebtedness, and makes valid the levying of the tax.

Attached is a resolution for the City and the Lebanon Urban Renewal Agency to approve that authorizes the Mayor or Council President to execute the intergovernmental agreement.

Actions Requested:

Acting as the Lebanon Urban Renewal Agency Board: Move to approve a resolution authorizing an intergovernmental agreement.

Adjourn as the Lebanon Urban Renewal Agency Board and Reconvene as the Lebanon City Council and then request a motion to approve a resolution authorizing the intergovernmental agreement.

A RESOLUTION OF THE LEBANON URBAN RENEWAL AGENCY AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF LEBANON, OREGON) RESOLUTION NO. 2012-18))

WHEREAS, the Lebanon Urban Renewal Agency of the City of Lebanon, Oregon (the "Agency") is a "unit of local government" as defined in Oregon Revised Statutes 190.003; and

WHEREAS, the Agency finds it desirable to enter into an intergovernmental agreement with the City of Lebanon, Oregon (the "City") whereby the City will loan to the Agency current and prior taxes of the Agency estimated to be received for fiscal year 2012-13; and

WHEREAS, this short term loan will be repaid during fiscal year 2012-13 with an interest rate that is equal to that rate the City earns on investments, estimated to be less then two percent per annum; and

WHEREAS, the Agency has certified, or will certify, tax increment revenues of the Cheadle Lake Urban Renewal Area for collection in fiscal year 2012-13 in an amount not less than \$201,450 to carry out the purposes of the Plan.

NOW, THEREFORE, THE LEBANON URBAN RENEWAL AGENCY OF THE CITY OF LEBANON, OREGON RESOLVES:

Section 1. *Approval of Intergovernmental Agreement.* The intergovernmental agreement with the City dated as of the 13th day of June, 2012 whereby the City agrees to loan on behalf of the Agency certain current and prior taxes of the Agency estimated to be received for fiscal year 2012-13, is approved in substantially the form attached hereto with such changes as are approved by the Chair and Secretary.

Section 2. *Execution of Intergovernmental Agreement.* The Mayor or Council President is authorized to execute the intergovernmental agreement on behalf of the Agency.

Passed by the Lebanon Urban Renewal Agency by a vote of _____ for and _____ against this 13th day of June, 2012.

LEBANON URBAN RENEWAL AGENCY OF THE CITY OF LEBANON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

Agenda Item 9

**A RESOLUTION OF THE CITY OF LEBANON, OREGON) RESOLUTION NO. 2012-19
AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT)
WITH THE CITY OF LEBANON URBAN RENEWAL AGENCY)**

WHEREAS, the City of Lebanon, Oregon (the "City") is a "unit of local government" as defined in Oregon Revised Statutes 190.003; and

WHEREAS, the City finds it desirable to enter into an intergovernmental agreement with the Urban Renewal Agency of the City of Lebanon, Oregon (the "Agency") whereby the City will loan to the Agency current and prior taxes of the Agency estimated to be received for fiscal year 2012-2013; and

WHEREAS, the short term loan will be repaid during fiscal year 2012-2013 with an interest rate that is equal to that rate the City earns on investments, estimated to be less than two percent per annum.

NOW, THEREFORE, THE CITY OF LEBANON, OREGON RESOLVES:

Section 1. Approval of Intergovernmental Agreement. The intergovernmental agreement with the Agency dated as of the 13th day of June, 2012 whereby the City agrees to loan to the Agency current and prior taxes of the Agency estimated to be received for fiscal year 2012-2013. This short term loan will be repaid during fiscal year 2012-2013 with an interest rate that is equal to that rate the City earns on investments, estimated to be less than two percent per annum, and is approved in substantially the form attached hereto with such changes as are approved by the Mayor and the City Manager.

Section 2. Execution of Intergovernmental Agreement. The City Manager is authorized to execute the intergovernmental agreement on behalf of the City.

Passed by the Lebanon Urban Renewal Agency by a vote of _____ for and _____ against and approved by the Mayor on the 13th day of June, 2012.

CITY OF LEBANON, OREGON

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

Agenda Item 10



MEMORANDUM

Finance Department

To: John E. Hitt, City Manager **Date:** May 31, 2012
From: Dean Baugh, Finance Manager
Subject: Final Transfer Resolution for FY 2011-12

Attached is the final transfer resolution for FY2011-12. This is considered “budget house-keeping” that assures the City will not exceed budget in any department and prevents an exception in the annual audit report. This does not increase the budget overall, it merely transfers already approved appropriation from one area to another.

The transfers are as follows:

1. General Fund;
 - a. \$2,434 decrease in Transfers in due to change in FTE allocations
 - b. \$5,678 increase in Office Equipment in Administration expense was reimbursed by the insurance company for the return to work program
 - c. \$3,851 increase in City Attorney due to change In contract
 - d. \$7,095 decrease in contingency account to balance the General Fund
2. Waste Water 2010 Bond Construction
 - a. \$351,100 increase in the Beginning Balance amount and Improvements, due to and increased carry over from 2010-11
3. System Development Charges (SDCs) Funds
 - a. \$22,769 decrease in Transfer out due to change if FTE allocations
 - b. \$22,769 increase in contingency accounts to balance SDC Funds
 - c.
4. Northwest Urban Renewal District (URD)
 - a. \$6,340 decrease in Transfer out due to change if FTE allocations
 - b. \$6,340 increase in contingency accounts to balance NW URD Fund

Action Requested: Approval of resolution making intra-fund transfer.

**A RESOLUTION AUTHORIZING
CERTAIN INTRA-FUND TRANSFERS
IN THE 2011-12 BUDGET**

)
)
)

RESOLUTION NO. 2012-20

WHEREAS, ORS 294.463 authorizes intra-fund transfers with the official action of the governing body;

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

Section 1. The Council of the City of Lebanon herein authorizes those transfers as specified by fund, activity, and amount attached hereto as "Exhibit A" and incorporated herein by this reference.

Section 2. This resolution is effective immediately upon passage.

Passed by the Lebanon City Council by a vote of _____ for and _____ against on this 13th day of June, 2012.

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk

EXHIBIT "A"General Fund:

Revenues		
100-00-49011	Transfer In	(\$2,434)
Admin		
100-110-72500	Office Equip	\$5,678
Finance		
100-120-61014	City Attorney	\$3,851
Non-Departmental		
100-195-80005	Contingency	(\$7,095)

WW 2010 Bond Construction

Revenues		
478-000-49901	Beginning Balance	\$351,100
478-478-72300	Improvements	\$351,100

Building Inspection

Expenditures		
527-527-90011	Transfer General Fund Sal/Ben	\$ 21,871
527-527-80005	Contingency	(\$21,871)

SDC Drainage improvements

Expenditures		
852-852-90011	Transfer General Fund Sal/Ben	(\$6,795)
852-852-80005	Contingency	\$6,795

SDC Parks improvements

Expenditures		
862-862-90011	Transfer General Fund Sal/Ben	(\$7,987)
862-862-80005	Contingency	\$7,987

SDC Wastewater improvements

Expenditures		
872-872-90011	Transfer General Fund Sal/Ben	(\$7,987)
872-872-80005	Contingency	\$7,987

Northwest URD

Expenditures		
925-925-90011	Transfer General Fund Sal/Ben	(\$6,340)
925-925-80005	Contingency	\$6,340

Agenda Item 11



MEMORANDUM

Engineering Division

**To: Daniel Grassick PE, General Mgr.
Engineering & Utility Services**

Date: June 5, 2012

From: Rob Emmons, PE, Senior Engineer Facility Planning

Subject: WATER RATE ADJUSTMENT

RECOMMENDATION

Staff recommends City Council approve, by attached resolution, a 15% water rate increase beginning July 1, 2012.

BACKGROUND

During the January 11, 2012 City Council meeting, staff presented the financial conditions of the city utilities (water, wastewater and storm) and outlined the status of existing capital projects and pending system-wide needs that create funding challenges. Water system capital improvements were developed from the 2007 Water System Master Plan and a supplemental update completed early in 2009. Previous system rate adjustments including the 15 percent during FY2010-11 and FY2011-12 provided needed revenue to fund necessary program operation and maintenance expenses and distribution system improvement projects.

Proposed rate adjustments are being driven by the need for a new water treatment plant, the replacement of the existing reservoirs and major maintenance and rehabilitation of transmission mains. During warm weather, the existing water treatment plant capacity is at or near the three-day peak demand, and reservoir storage volume approaches and dips below 24- hours of system-wide demand. Estimated total combined treatment plant and reservoir project costs are approximately \$23.5 million.

Of the several rate proposal options considered for funding the capital projects, the consensus rate adjustment plan was a four-year, 15% per year increase schedule. This year's rate increase is the third of four that are being proposed.

WHEREAS, the City Council of the City of Lebanon did on November 28, 1987 adopt Section 13.04.380 of the Municipal Code providing that Water Use Rates should be established by Resolution;

NOW THEREFORE, be it resolved by the Council of the City of Lebanon as follows. The Water Use Rates shall be:

Section 1. WATER USE FEE SCHEDULE

Domestic Service Charge: For each domestic account, a monthly service charge shall be assessed in amounts not to exceed the charges shown on Exhibit "A" (attached). Four pressure levels have been added to the volume rate table for domestic users, with Level 1 being the base level. Rates for the different pressure levels are set at 1.15 times the rate of the level below it. This rate difference is intended to offset the added operation and maintenance expense of delivering water to higher elevation locations.

Special Rate for Low Income Senior Citizens and Disabled: Senior and disabled citizens who qualify for the State of Oregon Low Income Energy Assistance Program will be entitled to a discount of 10% for residential service. To be eligible, a copy of the State of Oregon approved income verification form must be presented to the Finance Department. Duration of eligibility is for 12 months from the date the application is approved and must be resubmitted annually. Discounts will begin for the billing received on or about the first of the month following presentation of the form at the Finance Department.

Commercial and Industrial Service Charge: For each commercial or industrial account a monthly service charge shall be assessed in amounts not to exceed the charges shown on Exhibit "A" (attached).

Charges for Properties Outside the City Limits: Charges for properties outside the City Limits shall be 1.25 times the rates as shown in Exhibit "A" (attached).

Section 2. PRIVATE FIRE PROTECTION SERVICE CHARGE

For each Private Fire Protection Service account, a monthly service charge shall be assessed in an amount not to exceed the fees listed in Exhibit "A" (attached).

Section 3. SPECIAL SERVICE FEES

Fees are listed in Exhibit "A" (attached).

Section 4. FIRE HYDRANT METER DEPOSIT

Fees are listed in Exhibit "A" (attached).

Section 5.

STANDBY WATER SERVICE CHARGE

For all residential, commercial, or industrial, including irrigation meters, the Standby Water Service charge shall not exceed the fees listed in Exhibit "A" (attached).

NOTE: Should the water use for a Standby Water Service exceed one (1) unit in any one meter read period, the service charge will resort to the standard residential or commercial rate as appropriate for that month.

Section 6.

ANNUAL INFLATION RATE ADJUSTMENT

Unless City Council establishes a higher rate, beginning July 1, 2013 and each July 1st thereafter, both the base and volumetric water rates, shall be adjusted for inflation using the 12-month change in the Seattle Engineering News Record Construction Cost Index (CCI) published by McGraw Hill, Inc., based on the published April data. The annual inflation adjustment minimum is set at two and one-half percent (2.5%) and the maximum at six percent (6%).

The formula for updating the rate each year within the above noted minimum/maximum range is as follows:

$$\text{Water Rate}_{\text{Current Year}} = \text{Water Rate}_{\text{last Year}} \times (\text{CCI}_{\text{current year}} / \text{CCI}_{\text{last year}})$$

Where:

CCI_{current year} = Construction Cost Index for the current year

CCI_{last year} = Construction Cost Index for the last year the rates were updated

Water Rate_{Current Year} = Water Rate for the current year

Water Rate_{last Year} = Water Rate to be updated

Section 7.

This resolution shall be effective July 1, 2012 and shall supersede and replace all prior resolutions.

Passed by the Council by a vote of _____ for and _____ against this 13th day of June, 2012.

Kenneth I. Toomb, Mayor
Bob Elliott, Council President

ATTEST:

Linda Kaser, City Clerk/Recorder

Exhibit A

15% Rate Increase Effective July 1, 2012.

Description	Base Rate: \$/month	Volume Rate: \$/ unit *			
		Pressure Level 1	Pressure Level 2	Pressure Level 3	Pressure Level 4
<u>Domestic</u>					
3/4" (low Income)	\$16.84	\$3.93	\$4.52	\$5.20	\$5.98
3/4"	\$18.71	\$4.35	\$5.00	\$5.75	\$6.61
1"	\$25.24	\$4.35	\$5.00	\$5.75	\$6.61
1 1/2"	\$56.43	\$4.35	\$5.00	\$5.75	\$6.61
2"	\$100.68	\$4.35	\$5.00	\$5.75	\$6.61
<u>Commercial and Industrial</u>					
3/4"	\$18.71	\$4.35	\$5.00	\$5.75	\$6.61
1"	\$25.24	\$4.35	\$5.00	\$5.75	\$6.61
1 1/2"	\$56.42	\$4.35	\$5.00	\$5.75	\$6.61
2"	\$100.68	\$4.35	\$5.00	\$5.75	\$6.61
3"	\$184.54	\$4.35	\$5.00	\$5.75	\$6.61
4"	\$318.88	\$4.35	\$5.00	\$5.75	\$6.61
6"	\$567.57	\$4.35	\$5.00	\$5.75	\$6.61
<u>Fire Hydrant Meter</u>					
Deposit: \$550					
Installation: \$25					
Metered Water	NA	\$4.35	\$5.00	\$5.75	\$6.61
<u>Special Service Fees</u>					
SCIP Fill Station - Key Deposit \$10					
Metered Water	NA	\$2.17	NA	NA	NA
<u>Private Fire Protection</u>					
Privately Owned and Maintained Hydrants: <u>Connection Size</u>		No Volumetric Rate Charge For Private Fire Protection or Standby Water Service			
2" or Smaller	\$13.06				
4"	\$17.60				
6"	\$28.77				
8"	\$46.41				
10"	\$75.18				
12"	\$121.80				
<u>Standby Water Service Charge</u>					
3/4"	\$18.71	Private Fire Protection or Standby Water Service			
1"	\$25.24				
1 1/2"	\$56.42				
2"	\$100.68				
3"	\$184.54				
4"	\$318.88				
6"	\$567.57				

* 1 unit = 100 cubic feet

Agenda Item 12



MEMORANDUM

Engineering Division

To: Daniel Grassick, PE, General Mgr. Engineering & Utility Services

Date: June 5, 2012

From: Rob Emmons, PE, Senior Engineer

Subject: WASTEWATER RATE ADJUSTMENT

RECOMMENDATION

Staff recommends City Council approve, by attached resolution, a 12% wastewater rate increase beginning July 1, 2012.

BACKGROUND

During the January 11, 2012, City Council meeting, staff presented the financial conditions of the city utilities (water, wastewater and storm) and outlined the status of existing capital projects and pending system-wide needs that create funding challenges. Wastewater capital improvements were developed from the 2004 Wastewater Treatment Plant Facility Plan along with recommended alternatives from Staff. Proposed improvements for both the treatment plant and collection system were reviewed and approved by the Oregon Department of Environmental Quality. Rate revenue from previous year rate adjustments has funded approximately \$11.7 million in capital construction financing for the effluent discharge, biosolids reduction and additional secondary clarifier projects.

Future planned and approved capital projects are being driven by regulatory requirements as well as treatment plant wet weather capacity needs. Projects that will be funded with this and future programmed rate adjustments include: Continuation of the Westside Interceptor; Inflow/infiltration reduction (downtown sewer separation); and Existing clarifier rehabilitation. Staff estimates the total combined project costs at approximately \$8.5 million.

This year's rate adjustment is the last of a series of rate increases which provided funding for the current Wastewater CIP Program as well as annual required operation and maintenance expenses.

**RESOLUTION ADOPTING THE CITY)
OF LEBANON'S WASTEWATER RATES)**

RESOLUTION NO. 2012-22

WHEREAS, the City Council of the City of Lebanon did on November 28, 1987 adopt Section 13.04.080 of the Municipal Code providing that Wastewater Use Rates should be established by Resolution;

NOW THEREFORE, be it resolved by the Council of the City of Lebanon as

follows: The wastewater use fees shall be:

SECTION 1:

WASTEWATER FEE SCHEDULE

For purposes of this resolution, average winter water consumption shall be calculated each year and the new monthly rate set for the bills sent out each May 1.

Domestic User Rates: For each domestic user, the monthly sewage charge is based on Average Winter Water Consumption (AWWC) as defined in LMC Section 13.04.020 and as shown in Exhibit A.

The basic fee to account for users who are not served by the City of Lebanon's water system and do not wish to install a private meter on their private water service line shall be the same as a customer whose average winter water usage is nine (9) units. Refer to Exhibit A.

For those users who choose to install a private meter on their private water service line, the monthly sewer charge shall be as shown in Exhibit A, PROVIDED: the installed meter is certified and calibrated annually by a licensed water meter technician and a copy of such certification is provided to the City no later than July 1 each year; and should such private meter prove to provide erroneous readings or malfunction in any one month where a reading is taken, the minimum usage rate shall be assumed to be eleven (11) units; and where such private water service serves more than one domestic residence, the rates shall include a Base Rate charge per residence and the upper limit for the volumetric portion of the monthly sewer charge will be calculated on a per residence basis, not on a total meter volume.

Commercial User Rates: For each commercial user, the monthly sewage charge is based on Average Winter Water Consumption (AWWC) as outlined in LMC Section 13.04.020 as follows in Exhibit A.

Schools: For each school, the monthly sewage rate is based upon the following formula

as outlined in Section 13.04.540 of the Lebanon Municipal Code. Rates are listed as follows in Exhibit A.

$$A = FG$$

Where: A = Monthly sewage charge
F = Total student enrollment
G = Sewerage charge per student (Middle School & High School)
G = Sewerage charge per student (Elementary Schools)

Industrial User Rates: For each industrial user, the monthly sewage rate is based upon the following formula as outlined in section 13.04.550 of the Lebanon Municipal Code. Rates are listed in Exhibit A (attached).

$$I = (TSS) J + (BOD) K + L + (Q) M$$

Where: I = Monthly sewage charge
TSS = Total suspended solids/month
J = Use charge for TSS (per pound)
BOD₅ = Total biochemical oxygen demand/month
K = Use charge for BOD (per pound)
L = Demand charge by meter size: 3/4", 1", 1½", 2", 3", 4"
Q = Monthly flow of discharge
M = Volumetric Rate (per 100 c.f.)

Charges for Properties Outside the City Limits: Charges for properties outside the City Limits shall be 1.25 times the rates as shown in Exhibit A (attached).

Wastewater Rates for Vacant Property Served by the City of Lebanon Water System: Vacant Residential, Commercial and Industrial property shall be charged it corresponding base rate per month as shown in Exhibit A. If Residential, Commercial or Industrial property is vacant and the water meter servicing the property has been removed, the vacant property shall be charged the base rate for Residential property as shown in Exhibit A.

Special Rate for Low Income Senior Citizens and Disabled: Senior and disabled citizens who qualify for the State of Oregon Low Income Energy Assistance Program will be entitled to a discount of 10% for residential service. To be eligible, applicants must present a copy of the State of Oregon approved income verification form to the Finance Department. Duration of eligibility is for 12 months from the date the application is approved and must be resubmitted annually. Discounts will begin for the billing received on or about the first of the month following presentation of the form at the Finance Department.

SECTION 2:

Annual Inflation Rate Adjustment: Unless City Council establishes a higher rate, beginning July 1, 2013 and each July 1st thereafter, both the base and volumetric wastewater rates, shall be adjusted for inflation using the 12-month change in the Seattle Engineering News Record Construction Cost Index (CCI) published by McGraw Hill, Inc., based on the published April data. The annual inflation adjustment minimum is set at two and one-half percent (2.5%) and the maximum at six percent (6%).

The formula for updating the rate each year within the above noted minimum/maximum range is as follows:

$$\text{Wastewater Rate}_{\text{Current Year}} = \text{Wastewater Rate}_{\text{last Year}} \times (\text{CCI}_{\text{current year}} / \text{CCI}_{\text{last year}})$$

Where:

CCI_{current year} = Construction Cost Index for the current year

CCI_{last year} = Construction Cost Index for the last year the rates were updated

Wastewater Rate_{Current Year} = Wastewater Rate for the current year

Wastewater Rate_{last Year} = Wastewater Rate to be updated

SECTION 3:

This resolution shall be effective July 1, 2012 and shall supersede and replace all prior resolutions.

Passed by the Lebanon City Council by a vote of _____ for and _____ against this 13th day of June, 2012.

Kenneth I Toomb, Mayor
Bob Elliott, Council President

ATTESTED:

Linda Kaser, City Clerk/Recorder

Exhibit A

Rates Effective July 1, 2012

12% Increase

Description	Base Rate \$/month	Volumetric \$/unit
<u>Commercial</u>		
Meter Size		
3/4"	\$32.08	\$6.23
1"	\$49.08	\$6.23
1.5"	\$124.30	\$6.23
2"	\$219.59	\$6.23
3"	\$495.25	\$6.23
4"	\$1,198.22	\$6.23
<u>Schools</u>		
	<u>Per Student</u>	
Middle and High Schools	\$2.25	
Elementary Schools	\$1.39	
<u>Industrial</u>		
Meter Size		
3/4"	\$32.07	\$6.23
1"	\$49.08	\$6.23
1.5"	\$124.30	\$6.23
2"	\$219.59	\$6.23
3"	\$495.25	\$6.23
4"	\$1,198.22	\$6.23
Per pound of TSS, \$/month	\$0.74	
Per pound of BOD, \$/month	\$3.11	
<u>Domestic</u>		
Domestic - low income	\$19.57	\$5.62
Domestic	\$21.78	\$6.23
Domestic - not served by water system	\$77.92	\$0.00

1 unit = 100 cubic feet

Agenda Item 13



Administration

City Manager

MEMORANDUM

To: Mayor Toombs & City Councilors

Date: May 5, 2012

From: John E. Hitt, City Manager

Subject: City Manager's Report

At the June 13 Council Meeting, I will provide a brief update concerning:

- ❖ City Council Elections
- ❖ URD Amendment Update
- ❖ STS Wi-Fi
- ❖ Miscellaneous



Mayor Toombs

Members of the council

First I want to thank you for the opportunity to come before you and talk to you about something that I think is both important and needs attention on your part.

Before we start, I know that some of you will remember that I was a sergeant for the Lebanon police. I worked there for 18 years and retired in August of 1999. I didn't leave here for any other reason than I could retire and I did. The last time I was at a city council meeting was in 2000 and I came to meet the candidates for the city manager's job. This was the process that hired Mr. Hitt.

Today I am here because when I got home from a four and a half month trip, a number of my neighbors came up to talk to me about what was going on at the police department. After listening to what I had been told, and knowing from my own experience what a facility can do for the workings of the department, I decided to see if I could find out just what was going on at the Justice Center.

I also think that you should know that since I left the police department almost thirteen years ago; I have only been back there three times. Once in Feb, 2000 as the acting Chief, I had the tour when the building was new and once I volunteered to build the riser on the municipal court judge's bench. I'm not here as a disgruntled ex-employee, but rather a disgruntled tax payer.

I have talked to people I know who have worked on the planning for the new justice center/police department and how much time was spent on getting this facility built and made right. The former Chief spent untold hours making sure that all the information he could get on a new facility was not only correct, but also fit the needs of the Lebanon police department. There was an incredible amount of time and money spent planning for this new justice center and I hope that the city didn't spend any more money on the facility than was needed. After all, in this ballot you all asked the citizens of this city to build a justice center and a library, and nothing else.

(Give them a copy of the ballot.)

I know firsthand what it was like to work in a building that met virtually none of the needs of a police department. During the time I worked for the Lebanon police department, we had the area that was left in city hall by the fire department when they got a new building. This area was the old bay area and even the floors weren't level, it was laid out about as bad as any facility I've ever been in. We had suspects walking by where there were victims were talking with officers. I personally had a mental jump the counter and scare a dispatcher half to death before we could get there. We used to have to talk to victims of sex crimes in areas where people walked by or looked through the window and I can't imagine how bad they already felt without them feeling victimized again with the feeling of being watched by whoever. I also had to interview a suspect who had shot the victim right between the eyes; we had to do this in an area that was open and not really safe for anyone including the suspect.

I also think it's important to tell you that almost all of us spent our own time and our own tools to remodel the old facility to make it at least a little bit better than it was. Trust me; it was better, but not much... I could go on and on about the problems of the old building, but I think you have already got the idea.

This Justice Center is also part of the reason that there has been some success in recruiting certified officers that do not require months of training. Trust me, word gets out that an agency has a new and up to date facility, potential employees look at it and if they like what they see, they will put this in the equation of accepting a job or not. If this facility changes, and it has, then that is what potential employees see's and that is what they put into the recruiting process. I can easily see potential candidate's look at what has already happened and thinking, the police are just going to get shoved to the rear of the building and learn to live there. As this continues you will also likely see current employees deciding that their not worth much and someone will start looking elsewhere for a job. All this does is start another hiring process and then hiring someone else. Then the whole thing starts over again. Enough said.

While I'm talking about the building there are some things that you either don't know about or do not understand. There have been decisions made to start putting city hall employees in the justice center. To start with, it was called a Justice Center for a reason. I believe the only reason this building was ever approved by the citizens is because it was a JUSTISE CENTER and a LIBRARY. If you would have asked for a city hall, in my opinion, you would not have gotten this ballet measure passed. And I am not the only one that feels that way. If you are a citizen of this community, and are aware of what is going on, you would only come to one conclusion and that is let's hide what we are doing and we can get some really nice office space for the city administration. Now I know someone is going to talk about making good use of the space available. While I for one don't buy it. City hall personel need to be in city hall period. City hall needs to be in the down town area and separate from the police department. The two do not mix when you are all hooked together and it was never planned to be that way. There is a common entrance and the City Hall people coming and going out the front door will cause problems. I will give just one example of what I am talking about. I was told about an incident that happened recently that concerns me a lot. What occurred was the assistant city manager was apparently waiting for someone to come into the office to meet with her. While waiting, an irate citizen came into the police department, this individual was causing enough of a problem that the front office police personnel called in two officers to take care of the situation. During the time that this individual was causing the problem, the assistant city manager was opening the secure front door to see if her appointment was there. This could not have been potentially more dangerous, this could have allowed this individual access inside the secure facility. Then to make matters worse, after the officers arrived to deal with the problem, the assistant city manager directed one of the officers to make contact with the person she was meeting with and make sure this person got into see her safely. However, this only made the situation more dangerous as it took one of the officers away from the suspect. Come on, is this the kind of thing we really want going on at the Justice Center.

Now I want to talk about the Police Chiefs office, you have been told that the Police Chief and the Lieutenant's office along with others have been moved to the "Core" of the police department. This

was done to make them closer to the other police department personnel increasing better communications and contact. Now I know that Chief Schulte said to move the chief's office to the back, this wasn't done because he thought it was a good idea, he said it was because after everyone else got move to the rear of the department and how could you leave the chief up there all by himself, and Schulte was right. I also find it interesting that the offices the administration took over was the front offices, where the windows and nice views are. And does it bother you that when the assistant city manager came to the justice center to start talking over an office, she made sure she brought a tape measure to make sure she got a big enough office for her liking, come on that's not right. Now I have learned that Mr. Hitt is taking over one of the offices in the justice center half time to be near the rest of the administration as he needs the close working relationship. If these people had just stayed at city hall where they came from, there wouldn't be a need for none of this.

Now we are paying for at least one new wall and some new office cabinets/furniture to put together a new chief's office, in the back of the building along with the lieutenant and others. Nice view of the back parking lot, this area and view must not have been good enough for city hall personnel. Along with that, I have been told that some of the spaces the police use at times every day have been taken away. The detectives have been moved out of their office and put in the briefing area, they are now working in one room and have some cubical for office space. I personally didn't agree to pay for a Justice Center that shoves the detectives out of their working space and moves others to locations not designed for them to be there.

This city put together a plan for a Justice Center/police department that set things up so that all of the spaces and offices would work well together. It was also set up for communications to each other would work well, the idea that we take offices(the best ones) and decide to start moving people around because what, this is better, I don't think so. Please don't let this continue.

Also, how much money have we spent fixing up spaces at city hall and what are they doing there. I found out that we built a really nice file storage system at city hall to make things much easier. Now I'm asking, what are your plans with that system, some of the people that need those files now have moved to the Justice Center. If that is true, and I think it is, then they are either not close to the files at all or do you have plans to move that whole system to the justice center, and how much more space will be taken up by this system. Now, if that's true, then I have another question, who goes where to make room for it and how much does that cost.

I asked for a tour and got one, I was able to look around the justice center and ask some questions. I saw that the entire area that police department administrators were supposed to be located in has been completely taken over by the city administration.

I also was told by the assistant city manager that this was done as a way to save money and she incur raged me to think of any way to help save the city some money, and if I came up with a good idea, I should bring it to the councils attention.

Now I was told that these changes have all been a cost saving measure. Certainly this is something that is very important; this brings me to the second part of what I am here to talk about. I

have looked into the budget and I have what many people in this town including me think is a real cost saving measure. In this town of approximately 15,200 people we don't need, nor can we afford two city managers and an assistant to the assistant city manager. This is not a personal matter.

First of all, this city has had some good things; I thank Mr. Hitt for doing whatever he did to bring in the Lowes distribution center and the Medical school. No one can deny that these were good things. I'm sure there is more, but I'm not going to go over those.

In checking over the budget, I have found that the assistant city manager and her assistant cost the tax payers of Lebanon over two hundred thousand dollars, about \$69,000 dollars of which comes out of the general fund. I also see that 60% of their cost comes out of the Urban Renewal District. I for one would very much like to see the documentation that shows what is being done that accounts for that kind of money going into these wages. But regardless of that there is still \$69,000 dollars coming out of the general fund money. Also no matter where the money comes from there is a total of over \$200,000 being spent. I don't care where the money comes from; its money that we cannot afford.

There are other things that concern me that occurred regarding the treatment of the last chief that only stayed for a few months. I was told that he was micro managed to the point that about 40% of the reason he left was do to the assistant city manager. One of the requirements that I was told about and I hope is not true was that he had to call the assistant city manager every hour or hour and a half to let her know what was happening. There isn't any need for a department head to have to check in that often, if there is, then you hired the wrong person and they should be let go.

Before I close, there is one last thing I want you to know. We, the tax payers, were told that this city needed a new justice center and a library. The people responded by voting yes to the ballet measure to give the city over 16,000,000 dollars.

(Give them the ballet measure and the survey results, go over it and explain)

There is no doubt in my mind that the people I have talked to voted for a library and a Justice Center, not a CITY HALL! If you need a new city hall, and I think it would be nice, put together a small but adequate plan, build it in the parking lot of city hall, and then tear down the old building. Get all the information together, ask the voters for the money and if they think you need it, then build it. In the meantime, don't do what seems like a behind the scenes, make up stories about the "NEEDS" and try to justify what looks like someone just wanting nicer offices. Get out of the Justice Center and back to City Hall where you should be and better serve the citizens of this community from a single location.

Potential Questions

1. Is it true that the City spent \$58,000 dollars on improvements last year at the City Hall?
2. I had someone tell me that there was people considering a new entrance and calling it city hall.
3. Is it true that the last chief had to check in by phone ever 1 to 1 1/2 hours during the day?
4. Do any of you believe that taking over the Justice center is the right thing to do, if so why.
5. If you allow this to continue how will you ever convince voters that what you asked for is what they will get.
6. Do you realize you have a demoralized bunch of police department employees and what appears to be a hostel work environment?

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Key demographics who received their information from the Lebanon Express were 18-34 years old (40%), 55-64 years old (30%), Independents/Others (35%), voters in 4 out of 4 elections (30%), and 2 out of 4 elections (27%).

Of those respondents who gave "other" responses "both newspapers" topped the list, followed by "internet" and "from what I have seen, heard, read" as indicated in the table below. The reader should note the following percentages were taken from a much smaller sub-sample (13% of all respondents).

		Of Total Universe
Both newspapers	17%	2%
Internet	13%	2%
From what I have seen, heard, read	13%	2%
City council	10%	1%
Mail	10%	1%

WHO'S AHEAD: \$18.5 MILLION BOND MEASURE

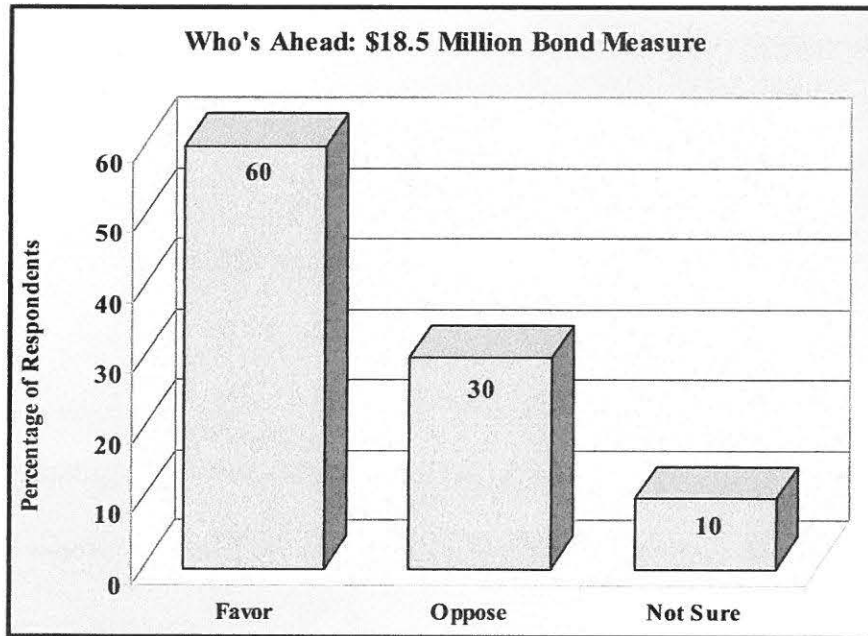
Next, respondents were given the following information and question:

"The City of Lebanon is considering three potential bond measure options."

"The first option is an \$18.5 million bond measure. \$8 million would construct a new police facility located on city-owned property at Tangent and 2nd Street, while \$6 million would be used to construct a new library on city-owned land at Academy Square. The new police facility would house the police department, courts, information services and a 12-bed jail. The remaining \$4.5 million would be used to refinance existing debt at a lower interest rate. This proposal would increase the property tax rate by 40-cents per thousand"

"If an election were held today, would you FAVOR or OPPOSE an \$18.5 million bond measure that would include a new library and police facility at a cost of 40-cents per thousand?"

A large number of respondents, 60%, favored a \$18.5 million bond measure to construct a new police facility and library, while 30% opposed. Another ten percent were not sure.



Key demographics who favored an \$18.5 million bond measure were females (62%), 55-64 years old (66%), 65+ years old (63%), 18-34 years old (62%), Independents/Others (64%), and voters in 4 out of 4 elections (65%).

Main reasons for favoring the \$18.5 million bond measure were: (60% of all respondents)

It's needed	70%
Growing community	7%
Affordable	5%
Existing buildings are old/dangerous	5%
Current facility is too small/old	5%

Key groups who opposed an \$18 million bond measure were 45-54 years old (40%), 35-44 years old (39%), Republicans (33%), voters in 3 out of 4 elections (36%), 2 out of 4 elections (34%), and 1 out of 4 elections (33%).

Principal reasons for opposing the \$18.5 million proposal were: (30% of all respondents)

Oppose property tax increase	43%
Can't afford it	17%
It isn't needed	9%
Needs to be scaled down	4%
Last bond wasn't spent wisely	4%
Don't need all projects in proposal	4%

In a special cross tab 66% of respondents who later **avored** the alternate \$8 million bond measure for the police facility only (42% of all respondents) **avored** the \$18.5 million proposal.

In another key cross tab, 56% of respondents who later **opposed** the alternate \$8 million bond measure for the police facility only (16% of all respondents) **avored** the \$18.5 million proposal.

In yet another cross tab 65% of respondents who later **avored** the alternate \$6 million bond measure for the library only (33% of all respondents) **avored** the \$18.5 million proposal.

In yet another cross tab, 59% of respondents who later **opposed** the alternate \$6 million bond measure for the library only (26% of all respondents) **avored** the \$18.5 million proposal

The following chart displays the proposed \$18.5 million bond measure who's ahead results with the corresponding key demographics.

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LEBANON CITY COUNCIL

FILED

Notice of City Measure Election

AUG 30 2006

SEL 802

REV 1001 ORS 250.035, 250.041, 250.275, 250.285, 254.085, 254.405

Name of City Lebanon

By STEVE DRUCKENMILLER, Clerk
8:30 A.M. Deputy

Notice is hereby given on date of election November 7, 2006. A measure election will be held in name of county or counties Linn County, Oregon.

The following shall be the ballot title of the measure to be submitted to the city's voters on this date: November 7, 2006

CAPTION 10 words

CITY OF LEBANON BOND FOR POLICE/COURT/JAIL, LIBRARY FACILITIES

QUESTION

20 words

Is City authorized to issue general obligation bonds not exceeding \$19,970,000 to finance police/court/jail and expanded library facilities? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY

175 words

If approved, this measure provides funds to finance capital construction and improvements, refinance existing bonded debt and pay bond costs. Specifically, this measure would:

- Construct, furnish and equip a new police station with court and jail facilities on city-owned land at Tangent and 2nd Streets (the old Santiam school site). The new, approximately 25,000 square foot, building would include space for the police department with a jail facility, emergency communications center, courts, information services and Lebanon's Emergency Operations Center.
- Construct, furnish and equip a new expanded library on City-owned land at Academy Square. The approximately 20,000 square foot library would provide space for better organized and larger library collections, group meetings, tables and seating for patron use, and computer access.
- Refinance existing bonded debt of the City and Urban Renewal Agency to reduce the cost impact of this bond levy to taxpayers.
- Pay associated bond issuance costs.

The Bonds would mature in twenty-one (21) years or less from issuance date and may be issued in one or more series.

signature

The following authorized city official hereby certifies the above ballot title is true and complete.

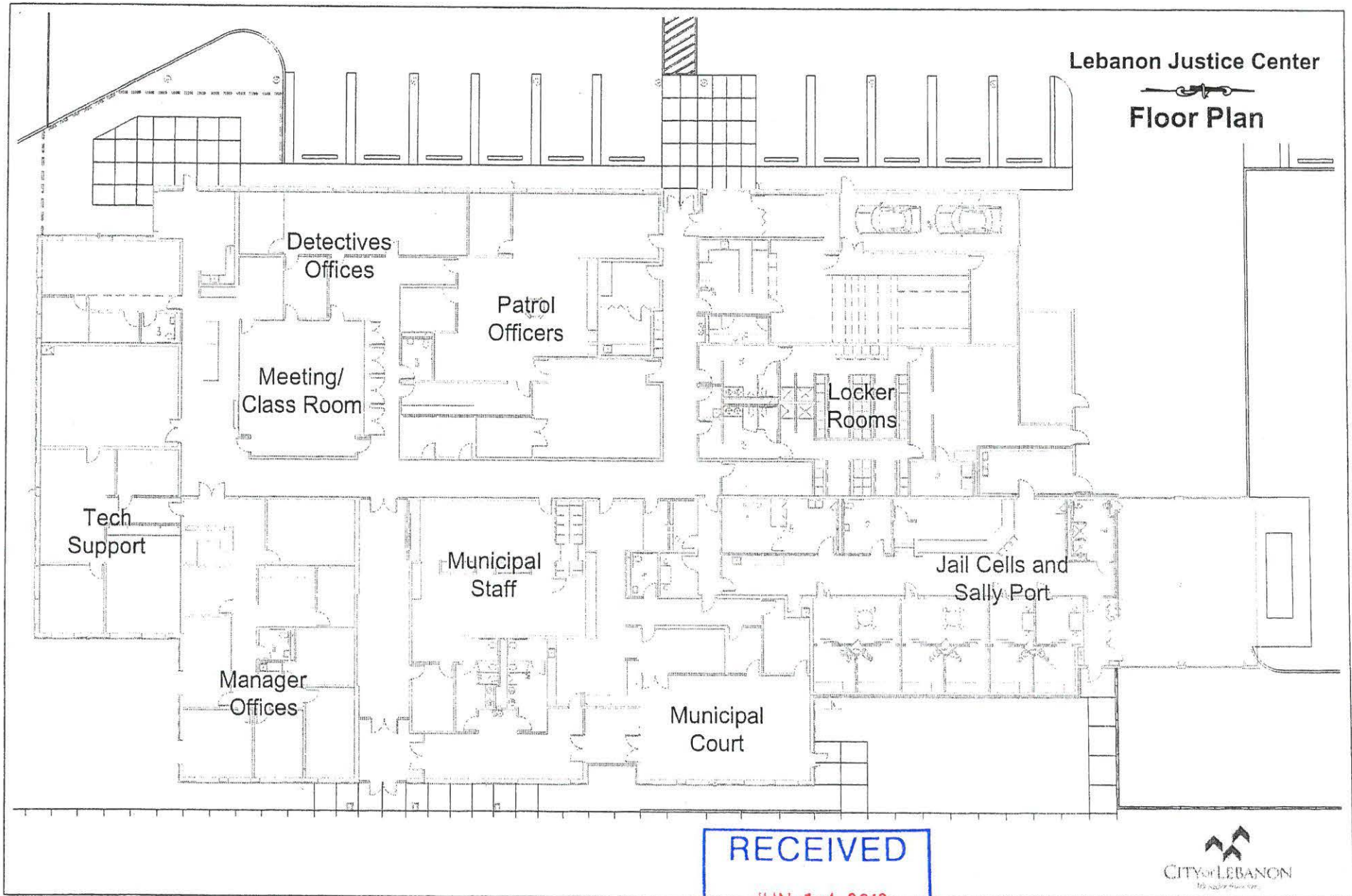
Linda Kaser
signature of authorized city official not required to be notarized

8/18/06
date signed

Linda Kaser
printed name of authorized city official

City Clerk/Co-Recorder
title

Lebanon Justice Center
Floor Plan



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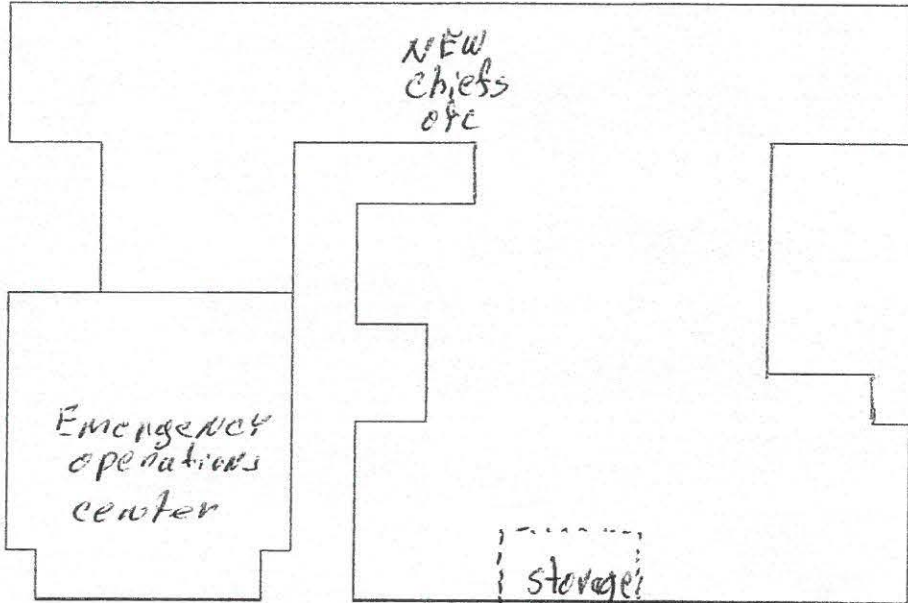


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Dispatch



Admin

Sheet1

Admin	2730	32%	WITH EOC.
Dispatch	782		
EOC	940	36%	WITHOUT EOC
Police	4010		
Total	8462		

NOT # FEET

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JULY 1, 2012

Assistant City Manager/H.R.M.	Midpoint	7,124 X 12	<u>85,488</u>
Assistant to Assist. City Manager/H.R.	Midpoint	3,660 X 12	<u>43,920</u>
			129,408
	Fringe @ 55% of salary		<u>71,174</u>
	Total		\$ 200,582
	Estimated General Fund Cost		62,180 + or - 5%

The above represents 31% of the \$480,980 that is left in the general fund after the other expenses.

1,072,989	Transfers in Salaries/Benefits(Coming from water, sewer, ect.)
5,819,468	Total general fund Salaries/Benefits
-385,270	Library (100% General Funds)
-155,262	Court (100% General Funds)
<u>-3,724,967</u>	Police(100% General Funds)
1,553,969	In General Fund
<u>-1,072,989</u>	69% Other funds (Waist water, water, U.R Funds)
\$480,980	

General Information

If a new City hall cost 3,000,000 dollars @3.5% for 20 years= \$208,785 a year.

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There is a matter that you may be interested in investigating. Because of my connection, I cannot identify myself. It would create a lot of problems for numerous people at their jobs.

The matter concerns the fact that City Hall has moved into the Justice Center. The citizens of Lebanon did not vote for this! It goes so far as to having Hitt take over the Chief of Police's office, despite the fact that a new Chief of Police has been hired. He will not be occupying the office intended for Chief of Police, despite the fact that that was the office he was shown when he was being shown around. Along with that, the briefing room, a room used twice a day for briefing and also used for multiple other reasons, will be converted into offices to accommodate other City Hall employees that are being moved in. However, the police employees have all been told that there will be pay freezes and no raises, yet the money for these new offices will be coming out of the general fund—the very fund used to pay the police personnel. The person behind all of this is, surprise!, surprise!—Ginger Allen!

I cannot divulge any more information, but there is a LOT more going on than just what I've mentioned. However, if I go into further detail, I'm afraid of jeopardizing my identity and making trouble for those associated with me.

I strongly urge you to take over investigations from here. Plans are already underway to make these changes so TIME IS CRITICAL! The citizens of Lebanon deserve to know how their money is being spent.

*This will be sent to the Lebanon Express, Albany Democrat Herald, and Lebanon City Councilman, Mr. Wheldon.

NEW DEVELOPMENTS:

Since I finished the letter, there was another development. The tours and ride-alongs—basically anything that gives the public any access to the department—has been cancelled. Wonder why?? Could it be they're hiding something??

JUN 07 2012

Initial: _____

I hope this is the last year of the rate hike in the water-sewer department

In 2010, my monthly bill ranged between \$31.00 to \$37.00.

July, 2011 - \$44.82, and June, 2012 almost \$52.00 for the month,

with the rates stepping up next month to the next and hopefully, final level, will be close to \$60.00.

This means that I will be paying almost twice as much as I did in 2010.

I conserve water in all ways as I learned that at a very early age when we had a 19' foot well on our farm.

I am to the point of feeling that it's not worth trying to conserve.

Sincerely,
Lebanon resident,

Lucille James