



LEBANON CITY COUNCIL AGENDA

September 9, 2020 (6:00 PM)

Electronic Meeting

The City Council will be meeting electronically and not hold a live meeting at the Santiam Travel Station due to the COVID-19 pandemic and the Governor's social distancing Executive Order 20-12. Public comments may be submitted by email to cityrecorder@ci.lebanon.or.us prior to 5:00 p.m. on September 9.

Public comments regarding the Annexation should be emailed to Kelly Hart at khart@ci.lebanon.or.us prior to 5:00 p.m. on September 9. Those wanting to give public comments for the public hearings during the electronic meeting should contact the City Recorder at cityrecorder@ci.lebanon.or.us for the Zoom meeting link prior to 5:00 p.m. on September 9.

Members of the press wanting to attend the executive session electronically can contact the City Recorder at cityrecorder@ci.lebanon.or.us prior to 5:00 p.m. on September 9 to arrange access. The public can listen to the meeting on YouTube by clicking this link: <https://www.youtube.com/watch?v=UEIFFbj7Z4E>

Mayor Paul Aziz

<i>Council President Jason Bolen</i>	<i>Councilor Robert Furlow</i>	<i>Councilor Rebecca Grizzle</i>
<i>Councilor Wayne Rieskamp</i>	<i>Councilor Karin Stauder</i>	<i>Councilor Michelle Steinhebel</i>

MISSION STATEMENT

The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.

CALL TO ORDER / FLAG SALUTE

ROLL CALL

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 – September 9, 2020
BOARD MINUTES:	Planning Commission – July 15, 2020
COUNCIL MINUTES:	August 5, 2020 Special Session and August 12, 2020 Regular Session

PROCLAMATION / PRESENTATION / RECOGNITION

- American Legion Day (September 16, 2020)
- Constitution Week (September 17-23, 2020)
- Fire Prevention Week (October 4-10, 2020)
- National Night Out (October 6)

PUBLIC COMMENTS *(Public comments may be submitted by email to cityrecorder@ci.lebanon.or.us prior to 5:00 p.m. on September 9. The City Recorder will distribute comments to the Mayor and Council prior to the meeting.)*

PUBLIC HEARING

1) Annexation A-20-05

Presented by: Kelly Hart, Community Development Director

Approval/Denial by ORDINANCE BILL NO. 2020-11, ORDINANCE NO. 2951

REGULAR SESSION

2) Adoption of Cyber Security Policy

Presented by: Brent Hurst, IT Director

Approval/Denial by MOTION

3) Correction on Subdivision Fees on Fee Schedule

Presented by: Matt Apken, Finance Director

Approval/Denial by MOTION

4) Utility Billing Update Due to COVID-19

Presented by: Matt Apken, Finance Director

Discussion

5) Refinance R56200 Wastewater DEQ Loan

Presented by: Matt Apken, Finance Director

Approval/Denial by RESOLUTION 2020-19

6) Approval to Award Owner's Representative and Administrative Oversight Contract for Westside Interceptor Phase V

Presented by: Ron Whitlatch, Interim City Manager/Engineering Director

Approval/Denial by MOTION

7) Update on Wastewater Treatment Plant Operational Transition

Presented by: Ron Whitlatch, Interim City Manager/Engineering Director

Discussion

8) City Manager's Report

Presented by: Ron Whitlatch, Interim City Manager/Engineering Director

Discussion

ITEMS FROM COUNCIL

PUBLIC/PRESS COMMENTS *An opportunity for citizens and the press to comment on items of city business.*

NEXT SCHEDULED COUNCIL MEETING

- September 23, 2020 (6:00 PM) Special Meeting

RECESS REGULAR SESSION

EXECUTIVE SESSION *Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session. Final action/decisions are to be made in open session.*

Per ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of the public body with regard to litigation or litigation likely to be filed.

RECONVENE REGULAR SESSION *City may reconvene into open session should action be required.*

ADJOURNMENT

City Council meetings are recorded and available on the City's YouTube page at <https://www.youtube.com/user/CityofLebanonOR/videos> The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.

Consent Calendar

Board & Committee
Meeting Minutes



City of Lebanon
Planning Commission
Meeting Minutes
July 15, 2020

Due to the COVID-19 Pandemic, the City of Lebanon Planning Commission conducted a virtual meeting in accordance with Governor's Executive Order 20-16 and in State public meeting laws.

Members Present: Chairman Jeremy Salvage, Vice-Chair Don Robertson, and Commissioners David McClain, Todd Prenoveau, Josh Port and alternate Commissioner Samuel Brackeen.

Staff Present: Community Development Director Kelly Hart; City Engineer Ron Whitlatch and Tre' Kennedy, City Attorney.

1. CALL TO ORDER/ FLAG SALUTE

Vice-Chair Robertson called the meeting of the Lebanon Planning Commission to order at 6:00 pm via the Zoom Meeting virtual platform. The meeting was also live streamed on YouTube for the public to view live.

2. ROLL CALL

Roll call was taken. Commissioner Galka was excused.

3. APPROVAL OF MEETING MINUTES

The minutes for the June 17, 2020 and June 24, 2020 Planning Commission meeting were approved as submitted.

4. CITIZEN COMMENTS - None

5. PUBLIC HEARINGS

A. Planning File AR-20-05 – Administrative Review Request for Farmworker Housing Development Corporation (Western terminus of Weldwood Drive)

Vice-Chair Robertson opened the continued public hearing for the item and summarized the actions taken by the Planning Commission to date prior to the hearing on July 15, 2020. Vice-Chair Robertson concluded that the Applicant has requested that the public record be re-opened to allow for further public comment to

be received, then requested City Attorney Kennedy to provide further information on the Applicant's request.

City Attorney Kennedy indicated that the City received a letter from Attorney Bragar on behalf of the Applicant. He indicated that he had no concern regarding granting the request of the Applicant as indicated in the letter and would suggest the Planning Commission honor the request. City Attorney Kennedy further indicated that although he does not agree that there was any procedural errors made by the City, since we are not following the same meeting procedures due to the pandemic, that he sees no issue with opening the public record again, reading the hearing procedures, and providing the public a greater opportunity to speak.

Vice-Chair Robertson requested City Attorney Kennedy to summarize the procedure that is currently requested.

City Attorney Kennedy reviewed the procedures. The Planning Commission would re-open the public record, City Attorney Kennedy would then read for the record the quasi-judicial hearing procedures, then the Planning Commission would leave the public record open from July 15 through July 22 at 5:00pm for any member of the public to provide comment. Then, from July 22 to July 29 at 5:00pm the record would be left open for any interested party to rebut the comments received during the initial comment period. Finally, the record would be left open from July 29 through August 5 at 5:00pm to allow the Applicant to provide final written rebuttal and arguments. At 5:00pm on August 5, the public record would be closed. On August 19, 2020, the Planning Commission will reconvene and consider the public testimony, discuss the application, then decide on the application.

Jennifer Bragar, representative for the Applicant, indicated an appreciation for accommodating the procedural requests, and wanted to make sure the process is followed and in addition to the timelines set forth the raise it or waive it standards are mentioned so all members of the public are aware of the hearing procedures and requirements.

Vice-Chair Robertson motioned the Commission to reopen the record based on the letter provided by the Applicant, and as reviewed by the City Attorney.

Commissioner Prenoveau seconded the motion.

The motion passed 6-0. City Attorney Kennedy read the quasi-judicial meeting procedures and the raise it or waive it provisions for public hearings.

B. Planning File AR-20-09 – Administrative Review Request for McKinney Lane II, LLC (South of intersection of Russell Drive and Franklin Street)

Vice-Chair Robertson opened the public hearing. City Attorney Kennedy read into the record the quasi-judicial hearing procedures and the raise it or waive it provisions of public meeting law.

Vice-Chair Robertson asked the Commissioners whether they had any ex-parte communications, conflicts of interest or bias to report. Seeing none, Vice-Chair

Robertson requested staff to present the application.

Director Hart presented staff's report. The application before the Planning Commission is a request for approval of a 78-unit apartment complex on the south side of the intersection of Russell Drive and Franklin Street. The subject parcel is 7.42 acres and is zoned Residential Mixed-Density (Z-RM). Surrounding the property to the north are vacant properties zoned or designated as residential mixed density (Z-RM and C-RM). At the June Planning Commission meeting, an application for a 48-unit apartment complex at the northwest corner of Russell Drive and Franklin Street was approved. To the south are vacant properties zoned Industrial. To the West is the developed first phase of the McKinney Lane apartment complexes, as well as single-family homes in the County. To the east are single-family homes in the County unincorporated are designated for residential low-density (C-RL).

For the proposed development area, the subject property is 7.42 acres, but the total proposed development area is only 4.02 acres. The site contains identified wetlands, which have been delineated and concurred with DSL. The development proposal would be located between Russell Drive from the north, and the delineated wetland area to the south. The remainder of the approximate 3.4 acres of the property would remain undeveloped.

Director Hart continued, for the development proposal, the Applicant is proposing to develop a 78-unit apartment complex. As indicated on the site plan, there would be a total of six 2-story apartment buildings, and a clubhouse.

In terms of setbacks, per the Lebanon Development Code, the minimum observed setbacks include a 10-foot front setback, 5-foot side setbacks, and a 20-foot rear setback. As indicated on the site plan, the front setback (on Russell Drive) would be over 12-feet. The side setbacks would be over 13-feet on the western property line, and over 12-feet on the eastern property line. The rear setback would far exceed 20-feet as the rear part of the development backs up to the wetlands and property not proposed to be developed.

For Density, with the removal of the wetland area and portions of the property not included in the development, the total project area is 4.02 acres, and as demonstrated in the agenda report, calculating the required land area based on unit type, the required land for the development would be 2.48 acres, therefore the site meets density standards.

For Open space the development code requires 25% of the project development area to be designated for open space/landscaping. Of this open space area, at least 50% shall be usable open space (i.e., not designated for storm drain facilities, etc.), and at least 25% of this usable open space shall be in one area. In addition, a children's play area shall be provided. The remainder of the open space area may be distributed throughout the site. As proposed, the applicant is providing 29% of the development area as landscaping, 41% of the landscaping would be designated for usable open space. Credits, as authorized in the development code at a rate of 1:4 ratio are provided for amenities, such as the clubhouse and pool area. With the credits applied, the project exceeds the 50% of the landscape area to be usable. Over 25% of the usable open space is in the northwest portion of the site and would

include the area with the clubhouse and the pool. The required children's play area would also be located centrally to the site, adjacent to Building 3 as identified on the site plan.

For parking, the development code requires 2.25 vehicle parking spaces per unit, and 0.5 bicycle parking spaces per unit, but also authorizes an earned parking reduction of up to 15% when additional covered and uncovered bicycle parking is provided. The applicant is only proposing a 10% reduction. With the code authorized reduction, the minimum required vehicle parking would be 158 spaces, and the minimum required bicycle parking would be 112 spaces, 92 covered, and 20 uncovered. The development has proposed to meet the minimum vehicle parking with 158 open parking spaces along the internal drive aisle. Bicycle racks would also be provided throughout the site to meet the 20 uncovered bicycle parking requirements, and a total of 92 covered bicycle parking spaces would be provided including covered racks, and storage in each unit, exceeding the minimum requirements.

Finally, regarding traffic considerations, a Traffic Impact Analysis was prepared as part of the planning process and has been included as part of the Agenda. The results of the TIA determined the increased traffic associated in this development can be accommodated within the current transportation system, and no additional off-site improvements would be required. This TIA also took into consideration the anticipated added traffic associated with the recently approved development at the northwest corner of Franklin Street and Russell Drive.

Director Hart concluded the staff report and was available for questions.

Vice-Chair Robertson asked if there were any questions to staff.

Commissioner Brackeen asked a question about providing signage for the wetlands to keep people out of the wetland areas.

Director Hart indicated that wetlands would not be able to be developed on, but there is not any condition to state that the wetlands would not be able to be accessed. But if the Planning Commission wanted to place a condition to restrict access or place signage for the restriction.

Seeing no further questions, Vice-Chair Robertson asked the Applicant if they wished to speak on the project.

Aaron Wigod, representing the development spoke. Mr. Wigod indicated that this is a second phase of the McKinney Lane development. They are providing amenities and a clubhouse that would be shared with the first phase. Overall, indicated an excitement to build the second phase and would be happy to answer any questions.

Vice-Chair Robertson requested that the Applicant address the question of the wetlands posed by Commissioner Brackeen.

Mr. Wigod indicated that they would be amenable to put up signage for the wetlands. They view the wetlands as an amenity, and there were wetlands on the

previous development as well, but they haven't had any known issues of the wetlands being impacted by the residents.

Commissioner Brackeen clarified he did not have any issues or specific requirements regarding signage but was simply asking the question. As the original development didn't have an issue, he did not see an issue moving forward.

Commissioner Prenoveau asked whether there was a rule against walking on wetlands.

Brian Vandetta, Consultant for the Applicant addressed the wetland question. Indicated that there is nothing in State law that would restrict access to the wetland areas, just development.

Vice-Chair Robertson, seeing no further questions moved on to the following proceedings, and requested clarification on the next steps.

City Attorney Kennedy indicated the appropriate process at this point would be to initiate the 7-7-7 rule.

With this determination, Director Hart identified the suggested motion would be to continue the public hearing to August 19, 2020. The public record would be left open until Wednesday, July 22 at 5:00pm for any member of the public to provide comment. Then, from July 22 to July 29 at 5:00pm the record would be left open for any interested party to rebut the comments received during the initial comment period. Finally, the record would be left open from July 29 through August 5 at 5:00pm to allow the Applicant to provide final written rebuttal and arguments. At 5:00pm on August 5, the public record would be closed. On August 19, 2020, the Planning Commission will reconvene and consider the public testimony, discuss the application, then decide on the application.

Vice-Chair Robertson requested a motion based on the procedures discussed.

Commissioner Prenoveau made the motion consistent with the procedures and recommendation identified for the timeframes and the modifications to the findings and conditions.

Commissioner Brackeen seconded the motion.

Motion passed 6-0.

6. PLANNING COMMISSION REVIEW –

A. Mill Race Urban Renewal District – Comprehensive Plan Consistency Finding.

Vice-Chair Robertson requested Director Hart to introduce the item.

Director Hart provided a brief introduction on the purpose of the agenda item, and the history of actions that have resulted in the purpose of the development of the

Mill Race Urban Renewal Area. Director Hart then introduced the City's consultant, Elaine Howard from Elaine Howard Consulting, LLC to present the item further.

Ms. Howard indicated that the purpose of the presentation tonight is to provide background on the proposed Urban Renewal Plan and discuss how the project conforms with the City's Comprehensive Plan, then request the Planning Commission to consider a motion that the proposal conforms with the Comprehensive Plan.

Ms. Howard identified the project boundary area and acreage and indicated that there is only one property owner within the plan area as it is project specific to the Mill Race Planned Development Area and is tied to the 2017 Economic Development Agreement. In order to approve the new URD, there would also be the requirement to remove the land from the Northwest URD, which the City Council would consider in August.

Ms. Howard indicated the role of the Planning Commission is to have the plan presented for recommendation, and the statute requires the plan to conform to the comprehensive plan. The role tonight is to decide on conformance and a recommendation to the City Council.

Ms. Howard discussed the specifics of the Urban Renewal Plan, the Maximum Indebtedness and the link to the existing economic development agreement. There was a discussion of the two projects associated with the Plan, a reimbursement of public improvements through tax incentives, and the administration of the program.

There is no impact to the property taxpayers, but impacts are on the different taxing agencies and jurisdictions. Impact of the Plan to the taxing districts is anticipated to be less than the maximum indebtedness, and there are no bonds or local option levies included in the plan.

Ms. Howard then discussed conformance with the comprehensive plan. Ms. Howard indicated that the agenda report provided a detailed analysis for conformance to the Comprehensive Plan, specifically in key areas of land use, population and economy, housing, community friendly development, transportation and public facilities and services.

Ms. Howard asked the Planning Commission if they wanted her to go through each section in detail. Vice-Chair Robertson, seeing no affirmative request from the Commissioners, waived further discussion on the conformance considerations.

Ms. Howard moved on to the process for adoption of the Mill Race Plan Area and the next steps, with the City Council meeting scheduled for final consideration of the Plan on August 12, 2020.

Ms. Howard concluded her report and asked if there were any further questions.

Seeing none, Vice-Chair Robertson asked if the Planning Commission had a motion for conformance with the comprehensive plan.

Commissioner Brackeen moved that the Planning Commission finds, based on the staff report and the provided attachments, that the Mill Race Urban Renewal Plan conforms with the Lebanon Comprehensive Plan.

Commissioner Port seconded the motion.

Motion passed 6-0.

7. WORK SESSION - None

8. COMMISSION BUSINESS & COMMENTS

The Planning Commission and staff discussed the current meeting format, concerns, desires to provide opportunities for live public comment during the meeting, and opportunities to meet in person in the upcoming meetings.

Staff identified limitations on meeting in person due to restrictions in place for indoor gathering based on the Governor's Orders, and that the City Council has continued to only meet virtually. Staff indicated that a meeting with the IT Department and the City Recorder will be scheduled to coordinate meeting formats and identify an alternative virtual meeting method to allow for public comments and interactions during the meeting.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:10pm.

[Meeting minutes prepared by Kelly Hart, Community Development Director]

Council Minutes

**LEBANON CITY COUNCIL
MINUTES
August 5, 2020**

Council Present Mayor Paul Aziz, Councilors Jason Bolen, Robert Furlow, Rebecca Grizzle, Wayne Rieskamp, Karin Stauder and Michelle Steinhebel

Staff Present Interim City Manager/Engineering Director Ron Whitlatch, City Recorder Kim Scheafer, Maintenance Services Director Jason Williams and IT Director Brent Hurst

Counsel Present City Attorney Tré Kennedy and Kerry Shepherd from Markowitz Herbold PC

CALL TO ORDER Mayor Aziz called the electronic meeting to order at 12:00 p.m. using Zoom web conferencing due to the COVID-19 pandemic.

ROLL CALL All Councilors were present.

The Council convened into Executive Session at 12:00 p.m.

EXECUTIVE SESSION – *Per ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of the public body with regard to litigation or litigation likely to be filed.*
Councilors Grizzle and Stauder left the meeting at 12:50 p.m.

REGULAR SESSION – *The Council reconvened into open session at 1:05 p.m.*

1) OMI/CH2M Hill Breach of Contract

Councilor Bolen moved, Councilor Rieskamp seconded, to allow staff to terminate the wastewater management contract with OMI/CH2M Hill pursuant to the breach of contract letter submitted earlier by the City. The motion passed unanimously.

ADJOURNMENT – Mayor Aziz adjourned the meeting at 1:06 p.m.

[Minutes prepared by Donna Trippett]

Minutes Approved by the Lebanon City Council on
this 9th day of September 2020.

Paul R. Aziz, Mayor
Jason Bolen, Council President

ATTESTED:

Kim Scheafer, MMC, City Recorder

**LEBANON CITY COUNCIL
MINUTES - DRAFT
August 12, 2020**

Council Present Councilor President Jason Bolen, Robert Furlow, Rebecca Grizzle, Wayne Rieskamp, Karin Stauder and Michelle Steinhebel

Staff Present City Attorney Tré Kennedy, Interim City Manager/Engineering Director Ron Whitlatch, City Recorder Kim Scheafer, Police Chief Frank Stevenson, Finance Director Matt Apken, Community Development Director Kelly Hart and Human Resources Director Angela Solesbee

CALL TO ORDER Council President Bolen called the electronic meeting to order at 6:00 p.m. using Zoom web conferencing due to the COVID-19 pandemic.

ROLL CALL Mayor Aziz was absent. All Councilors were present.

CONSENT CALENDAR *Councilor Rieskamp moved, Councilor Grizzle seconded, to approve the Consent Calendar as presented. The motion passed unanimously.*

AGENDA	Lebanon City Council Agenda – August 12, 2020
BOARD MINUTES	Planning Commission – April 30 & May 7, 2020 and June 17 & 24, 2020
COUNCIL MINUTES	July 8, 2020 Regular Session
EASEMENT	New Sewer Main Extension (S. 2 nd & W. Ash Streets)
LIQUOR LICENSE	Mugs Coffee House – New Full On & Off Premises Application

INTRODUCTION/PROCLAMATIONS

Interim City Manager/Engineering Services Director Whitlatch introduced proposed Interim City Manager Nancy Brewer who shared some of her background.

Council President Bolen read the proclamations declaring September to be both Senior Center Month and Preparedness Month and September 11 to be Patriot Day.

PUBLIC COMMENTS

There were no Council comments regarding Jennifer Puccio's letter [included in the Council packet] supporting the development of Colonia Paz I. She also shared possible solutions to housing disparities in Lebanon.

City Recorder Scheafer said that she did not receive any additional public comments.

REGULAR SESSION

The Lebanon City Council recessed and convened as the Urban Renewal Agency.

1) Approval of a Resolution Authorizing a Minor Amendment to the Northwest Lebanon Urban Renewal District's Boundary

Community Development Director Hart provided background and requested that the Agency approve the resolution enacting a minor amendment to reduce the Northwest Lebanon Urban Renewal District's boundary, which is

currently on track to exceed the maximum indebtedness unless modifications are made. The Plan creates a single development tax increment finance zone to reimburse the developer for infrastructure require to facilitate development and implements the economic development agreement for the property. If Council approves the Mill Race Urban Renewal Plan, the Agency needs to adopt a concurrent amendment to the Northwest Lebanon Urban Renewal Plan to remove this property from that urban renewal area. All considerations tonight would not result in increases in taxes or the utility billing structure.

Consultant Elaine Howard explained that this amendment does not go into effect until the ordinance creating the new Mill Race Urban Renewal Plan becomes effective.

Councilor Stauder said that some constituents are concerned that funds will benefit the private development. Hart explained that the Mill Race Plan would create a new urban renewal area to provide its own funding source to pay for the public improvements associated with those identified in the City's Transportation System Plan and the overall facilities plan. The development includes expansion of public streets and public infrastructure which the developer is building for the City. Any reimbursement associated with the public improvements would be generated out of property tax increases from the development; it is not generated out of the City's General Fund or a separate funding source. Funds would not go towards the private development.

City Attorney Kennedy read the title of RESOLUTION NO. 2020-17. ***Councilor Rieskamp moved, Councilor Steinhebel seconded, to APPROVE RESOLUTION NO. 2020-17, A RESOLUTION OF THE LEBANON URBAN RENEWAL AGENCY AUTHORIZING A MINOR AMENDMENT TO THE NORTHWEST LEBANON URBAN RENEWAL DISTRICT'S BOUNDARY. The motion passed with 5 yeas and 1 nay (Furlow).***

The Lebanon Urban Renewal Agency adjourned and reconvened as the Lebanon City Council.

PUBLIC HEARINGS

2) Approval of an Ordinance Making Certain Determinations and Findings Relating to and Approving the Mill Race Urban Renewal Plan and Directing that Notice of Approval be Published

Ms. Howard reviewed background and components of the Mill Race Urban Renewal Plan, which consists of 51.45 acres and is estimated to last eight years. The specifics mirror the economic development agreement that the City entered into with the developer in 2017. The maximum indebtedness of the Plan is \$9,652,364 and will be reimbursed to cover administrative expenses and to reimburse developer infrastructure improvements. Notice to the taxing districts included the full potential impact for both the amount anticipated (about \$3 million) and the capacity (about \$9.6 million), which enables the City to fulfill the economic agreement. There are no impacts through the creation of this new urban renewal area to property tax payers; the impacts are on taxing jurisdictions.

Linn County expressed their confidence by voluntarily passing a motion in support of the Plan's adoption. They asked the City to consider future traffic impacts. All required processes and notifications were followed.

Council President Bolen opened the Public Hearing at 6:30 p.m. City Attorney Kennedy reviewed public hearing quasi-judicial procedures. There were no declarations of ex parte contact or conflicts of interest by any Council member.

Hart said that written public comments were included in the packet. She played two voicemail messages that were in opposition to the proposal. She added that the City included clarification on some of the public comments and concerns. Staff communicated clearly with nearly 30-plus individuals and had informed them that it would not impact their property taxes or utility bills.

Council President Bolen closed the Public Hearing at 6:36 p.m. Kennedy read the title of ORDINANCE BILL NO. 2020-10, ORDINANCE NO. 2950. ***Councilor Furlow moved, Councilor Steinhebel seconded, to APPROVE***

ORDINANCE BILL NO. 2020-10, ORDINANCE 2950, A BILL FOR AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE MILL RACE URBAN RENEWAL PLAN AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED. The motion passed unanimously.

3) Amending Fees and Charges for City Services and Repealing Exhibit A "Fee Schedule" of Resolution No. 2019-22

Council President Bolen opened the Public Hearing at 6:37 p.m. Finance Director Apken stated that there were few changes this year, with the exception of Community Development. He confirmed for Councilor Stauder that the City compares its fees to comparable-sized cities.

Scheafer stated that no comments were received. *Council President Bolen closed the Public Hearing at 6:39 p.m.* Kennedy read the title of RESOLUTION NO. 2020-08. **Councilor Grizzle moved, Councilor Steinhebel seconded, to APPROVE RESOLUTION NO. 2020-08, A RESOLUTION AMENDING FEES AND CHARGES FOR CITY SERVICES AND REPEALING EXHIBIT A "FEE SCHEDULE" OF RESOLUTION NO. 2019-22. The motion passed unanimously.**

REGULAR SESSION (continued)

4) Utility Billing Due to COVID-19

Apken stated that to help citizens during the pandemic, the City had stopped doing lock-offs and issuing penalties for nonpayment of water and sewer service since March. Staff is requesting Council direction about whether to resume lock-offs or penalties since there is a growing number of past due accounts.

Throughout the discussion, Apken shared information about the past due accounts. Many of the accounts are residential, as opposed to commercial. As of today, of the 355 past due accounts, 222 are only one month behind. Sixty-three are either two or three months past due. Of those, 29 are owners and 34 are renters. There are 70 accounts that are four or more months past due. Of those, 27 are owners and 43 are renters. For those with bills over \$1,000, it may take years to catch up. Some cities are restarting their lock-offs and late fees and others are continuing to suspend lock-offs. Regarding impact on the City's finances, there is about \$73,000 in past due accounts; the City bills \$944,000 monthly.

Councilor Steinhebel said that it should be taken into consideration that at some point, at the state or federal level, there may be a ruling that utilities cannot be turned off for nonpayment. Until the state of emergency is over, it also may be not be in the best interest of the City's vulnerable population to restrict clean water. She agrees with trying to work with those past due, but she is not in favor of doing shutoffs during a healthcare crisis.

Councilor Stauder stated that she feels the same way but does not want to make assumptions about why there is nonpayment. She asked how many customers were in arrears prior to COVID. Apken said that as of last month, 44 accounts had a history of being locked off. Of the 133 accounts past due more than two months, only 14 of those have never been locked off.

Councilor Grizzle also felt the same, but she felt that some sort of effort had to be made. The City needs to move forward with doing something because it would be remiss in allowing this to continue.

Council President Bolen stated that he understands people are hurting right now but the City has a responsibility to provide a service and to bill for that service. Based on these figures, the City may be close to or is already being taken advantage of. There are responsibilities to being a citizen, state of emergency or not. The City should work with those who make contact with a plan. For those who ignore the calls and bills and do not make an effort to contact the City, he does not think the City should just look the other way because of the state of emergency. If it gets overturned at the federal or state level, the City can deal with that as it comes.

Councilor Furlow asked how many customers reached out explaining their situation. Apken said that some, but not the majority, have set up payment plans. Councilor Furlow agreed with Councilor Steinhebel because of the importance of hand washing. He also sees the predicament that people are getting into so he thinks the City should communicate with customers this month, stating that the City needs to hear from them by a certain date or their water will be shut off. A discussion about their circumstances and payment plans can be made at that time.

Councilor Rieskamp agreed with Councilors Furlow and Steinhebel.

Responding to Council President Bolen's question, Apken said that normally the entire outstanding balance plus a \$50 fee must be paid to resume service. Whitlatch confirmed for Councilor Stauder that it is possible to forgive the fee during the pandemic for those who do not have a history of shut offs. The required amount to resume service can be made on a case by case basis.

Apken shared that CARES Act funds may be able to help with electric utilities which would not directly benefit the City, but it would benefit citizens. Staff is looking at other options to help those individuals past due on water bills as well.

Council consensus was to communicate (via letters and phone calls) with those past due that they need to contact the City to set up a payment plan. This topic will be revisited at the September City Council meeting as to when to resume lock-offs.

5) Authorizing the Issuance and Negotiated Sale of a Full Faith and Credit Financing Agreement and Notes to Refinance Outstanding Obligations of the City; Designating an Authorized Representative, Financial Advisor and Special Counsel; and Related Matters

Apken requested approval of a resolution allowing for refinancing of the 2010 Wastewater Revenue bonds. PFM Financial Advisors LLC believes that the City can save about 10% (about \$300,000) over the next 11 years. The resolution will give him or Whitlatch authority to work with the financial advisors and sign the refunding documents.

Kennedy read the title of RESOLUTION NO. 2020-18. ***Councilor Stauder moved, Councilor Grizzle seconded, to APPROVE RESOLUTION NO. 2020-18, A RESOLUTION AUTHORIZING THE ISSUANCE AND NEGOTIATED SALE OF A FULL FAITH AND CREDIT FINANCING AGREEMENT AND NOTES TO REFINANCE OUTSTANDING OBLIGATIONS OF THE CITY; DESIGNATING AN AUTHORIZED REPRESENTATIVE, FINANCIAL ADVISOR, AND SPECIAL COUNSEL; AND RELATED MATTERS. The motion passed unanimously.***

6) Recommendation to Award – Sherman Street Waterline Replacement Project

Whitlatch described what the Sherman Street Waterline Replacement Project will entail. Thirteen bids were received; four were rejected. He recommended awarding the project to Pacific Excavation, Inc. who had the lowest bid at \$273,295.00.

Councilor Grizzle moved, Councilor Steinhebel seconded, to AWARD THE SHERMAN STREET WATERLINE REPLACEMENT PROJECT TO PACIFIC EXCAVATION, INC. FOR \$273,295.00. The motion passed unanimously.

7) Approval to Advertise Project for Bids – Gill's Landing Boat Dock Replacement

Whitlatch requested that Council pass a motion authorizing staff to advertise the Gill's Landing Boat Dock Replacement Project for bids. The project will be about \$110,000. The City was successful in receiving a portion of the funding (\$94,000-\$98,000) from the Federal Emergency Management Agency. The balance will be taken out of the Parks Maintenance fund. The project will go to bid in the fall or spring.

Councilor Rieskamp moved, Councilor Furlow seconded, to APPROVE AUTHORIZING CITY STAFF TO ADVERTISE THE GILL'S LANDING BOAT DOCK REPLACEMENT PROJECT FOR BIDS. . The motion passed unanimously.

8) City Manager's Report – Whitlatch provided updates:

- Staff is continuing to look at different granting opportunities (CARES Act, CDBG funds) to assist small businesses and residents with utilities costs.
- Human Resources Director Solesbee developed a new salary schedule for exempt staff. There is currently minimum, mid and maximum levels but no mechanism for moving through current pay scales. New evaluation forms had been developed. To get exempt staff in the correct pay scale and range, a budget amendment of about \$60,000 will likely be brought back sometime this year but the cost will be spread over all City funds so there is no hit and it is well within budget.

Solesbee explained that industry standard and best practice is to use a step schedule, similar to what the unions use. This aligns with the pay equity law passed in 2019 and allows the City a more structured approach with a fair and competitive wage and helps with retention. There have been no evaluations or probably pay increases for non-union staff in quite some time. The compensation evaluation was based on comparable-sized cities, the City's budget, and overall FTE. She compared positions to develop a pay scale similar and within market. Overall, non-union staff were about 14% below market with most 20% below market. This new step schedule will get employees to within +/- 5% of market, which is a good first step in a three to five-year process of fine tuning the schedule and employees' pay. The next step is to evaluate each employee and place them within the step schedule.

Council President Bolen expressed his appreciation to Solesbee and stated that being fair to City employees is one of the most important things the Council can do to keep quality employees. Councilor Grizzle also thanked Solesbee for the tedious work. Councilor Furlow agreed and said that this should be revisited regularly so it does not happen again.

Councilor Stauder asked for clarification that only exempt employees were not getting annual evaluations. Solesbee said that all employees were lacking. A new evaluation form was created. By May 2021, all staff should have had an evaluation in the previous year. She confirmed that employees should have an evaluation every year.

ITEMS FROM COUNCIL

Councilor Stauder said that she had to leave the Executive Session early last week and had not voted when they went into open session. She wanted her constituents to know that she had stated her support for the decision that the Council was going to take before she left the Executive Session.

PUBLIC/PRESS COMMENTS – Kelly Kenoyer, *Lebanon Local Newspaper*, asked for clarification on who was present.

NEXT SCHEDULED COUNCIL MEETING(S) – September 9, 2020 (6:00 p.m.) Regular Session.

The Council recessed the open session and convened into Executive Session at 7:33 p.m.

EXECUTIVE SESSION – *Per ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.*

RECONVENE REGULAR SESSION – *The Council reconvened into open session at 7:38 p.m.*

9) Approval of Employment Contract for Interim City Manager

Whitlatch stated that Nancy Brewer agreed to a starting salary of \$140,000.00. Ms. Brewer said that she is very excited to be joining the City.

Councilor Stauder moved, Councilor Rieskamp seconded, to AUTHORIZE THE MAYOR TO SIGN AN EMPLOYMENT AGREEMENT AS PROPOSED ON BEHALF OF THE CITY WITH NANCY BREWER AS INTERIM CITY MANAGER AT A SALARY OF \$140,000.00. The motion passed unanimously.

ADJOURNMENT – Council President Bolen adjourned the meeting at 7:40 p.m.

[Minutes prepared by Donna Trippett]

Minutes Approved by the Lebanon City Council on this 9th day of September 2020.

Paul R. Aziz, Mayor
Jason Bolen, Council President

ATTESTED:

Kim Scheafer, MMC, City Recorder

Presentation/Proclamation/
Recognition



"American Legion Day"

September 16, 2020

PROCLAMATION

WHEREAS, the American Legion was chartered by Congress in 1919 on September 16 as a wartime veterans' organization based on the four pillars of Veterans Affairs & Rehabilitation, National Security, Americanism, and Children & Youth; and

WHEREAS, the American Legion is an eminent community service organization with Legion posts worldwide working a variety of programs that support the four pillars and benefit our nation's veterans, its service members, their families, the youth of America and its citizens; and

WHEREAS, Legion members are dedicated to upholding the ideals of freedom and democracy while working to make a difference in the lives of fellow Americans; and

WHEREAS, the 2020 observance of American Legion Day provides an opportunity to recognize **Local Santiam Post #51** and the Legionnaires in our community for their community contributions.

NOW, THEREFORE, I, Paul R. Aziz, Mayor of Lebanon, do hereby proclaim September 16, 2020 as "**AMERICAN LEGION DAY**" in Lebanon.

Paul R. Aziz, Mayor
City of Lebanon, Oregon

In Witness, Whereof, I Hereunto Cause the Great Seal of the City of Lebanon to be affixed on this 9th Day of September 2020.

Kim Scheafer, MMC, City Recorder



September 17 – 23, 2020

Proclamation

WHEREAS, September 17, 2020, marks the 233rd anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, the U.S. Constitution defined two axioms for our nation: the first for basic human equality and the second for a right to life, liberty, and the pursuit of happiness; and

WHEREAS, the U.S. Constitution declared that governing would be upheld by three branches: the executive, the legislative, and the judicial branch; and

WHEREAS, through all its changes, the Constitution's foundation has endured and adapted; and

WHEREAS, Constitution Week is an opportunity to acknowledge the work of our Founding Fathers and to honor the U.S. Constitution.

NOW, THEREFORE, I, Paul Aziz, Mayor of the City of Lebanon do hereby proclaim September 17 –23, 2020 as "**Constitution Week**" in the City of Lebanon and call this observance to the attention of all our citizens.

*Paul R. Aziz, Mayor
City of Lebanon, Oregon*

In witness, whereof, I hereunto place the great seal of the City of Lebanon to be affixed on this 9th Day of September 2020.

Kim Scheafer, MMC, City Recorder



WHEREAS, the City of Lebanon is committed to ensuring the safety and security of all; and

WHEREAS, fire is a serious public safety concern both locally and nationally with homes being the location where people are at greatest risk of fire; and

WHEREAS, home fires killed 2,630 people in the United States in 2017, and fire departments responded to 357,000 home fires; and

WHEREAS, smoke alarms cut the risk of dying in reported home fires in half. Residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Lebanon's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, this year's theme of "Look. Listen. Learn. Be Aware. Fire can happen anywhere" effectively serves to remind us that we need to take personal steps to increase our safety from fire.

THEREFORE, I, Mayor Paul R. Aziz, do hereby proclaim October 4-10, 2020, as "**Fire Prevention Week**" and urge everyone to develop and practice a home fire escape plan with your entire household, and to participate in the public safety activities of Lebanon's Fire Department during this week.

*Paul R. Aziz, Mayor
City of Lebanon, Oregon*

In witness, whereof, I hereunto place the great seal of the City of Lebanon to be affixed on this 9th Day of September 2020.

Kim Scheafer, MMC, City Recorder



"National Night Out"
October 6, 2020"

PROCLAMATION

WHEREAS, the National Association of Town Watch (NATW) sponsors a nationwide crime, drug, and violence prevention campaign entitled "National Night Out" on October 6, 2020; and

WHEREAS, National Night Out provides a unique opportunity for Lebanon to join forces with other communities across the country in promoting cooperative, police and community crime prevention efforts; and

WHEREAS, the community plays a vital role in assisting the Lebanon Police Department through local joint crime prevention efforts and by supporting Lebanon's National Night Out; and

WHEREAS, it is essential that all citizens of Lebanon be aware of the importance of crime prevention programs and the impact that their participation can have on reducing such crimes; and

WHEREAS, police/community partnerships and neighborhood safety awareness and cooperation are important themes of the "National Night Out" program;

NOW, THEREFORE I, Mayor Paul R. Aziz, hereby proclaim Tuesday, October 6, 2020 **NATIONAL NIGHT OUT** in Lebanon and call upon all citizens to join the Lebanon Police Department in supporting the annual National Night Out campaign.

Paul R. Aziz, Mayor
City of Lebanon, Oregon

In Witness Whereof, I Hereunto Cause the Great Seal of the
City of Lebanon to be affixed on this 9th Day of September
2020.

Kim Scheafer, MMC, City Recorder

Agenda Item 1



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4906
cdc@ci.lebanon.or.us
www.ci.lebanon.or.us

MEMORANDUM

Community Development

To: Mayor Aziz and City Council
From: Kelly Hart, Community Development Director
Subject: Annexation and Zoning of Property
Planning File No.: A20-05
Applicant: Ross Latimer

Date: August 31, 2020

This is a request to annex the subject property located at 2120 Stoltz Hill Road, on the west side of Stoltz Hill Road, north of Antioch Street. The County Assessor Map places the parcels within Township 12 South; Range 2 West; Section 15CA; Tax Lots 100 and 200.

The property is located within the Lebanon UGB and is designated Residential Mixed Density in the Lebanon Comprehensive Plan Map. Consistent with the requirements of the Lebanon Development Code, the land is assigned the corresponding Residential Mixed Density (Z-RM) zone upon annexation.

The Planning Commission conducted a public hearing on August 19, 2020, and found the application complied with the decision criteria contained in the Lebanon Development Code, voting unanimously (6-0) to recommend City Council approval of the application. Exhibit "B" of the attached Ordinance contains the Planning Commission findings in support of the request. Staff will review the material at the public hearing.

It is the recommendation of the Planning Commission that the City Council approve the application to Annex the subject property and to establish the corresponding Residential Mixed Density (Z-RM) zone on the newly annexed properties.

**A BILL FOR AN ORDINANCE ANNEXING AND
ZONING PROPERTY FOLLOWING CONSENT
FILED WITH THE CITY COUNCIL BY
LANDOWNERS IN SAID AREA PURSUANT TO
ORS 222.120 AND ORS 222.170
File A20-05; ROSS LATIMER**

) **ORDINANCE BILL NO. 2020-11**
)
)
) **ORDINANCE NO. 2951**
)
)

WHEREAS, the City of Lebanon has received a submission by written request for annexation of real property to the City of Lebanon, herein described in Exhibit “A”; and,

WHEREAS, on August 19, 2020, the Planning Commission for the City of Lebanon conducted a hearing on Planning File No. A20-05, making findings recommending annexation of the subject property and establishment of the Residential Mixed Density (Z-RM) zone; and,

WHEREAS, after conducting the hearing and considering all objections or remonstrance regarding the proposed annexation, and further considering the recommendation of the Lebanon Planning Commission, the City Council finds that this annexation is in the best interest of the City and of the contiguous territory.

NOW, THEREFORE, the City of Lebanon ordains as follows:

Section 1. Findings. In addition to the findings referred to above, the City Council further adopts and finds those matters contained in Exhibit “B” which is incorporated herein by this reference as if fully set forth at this point.

Section 2. Annexation Area. Based upon the findings contained above and in Exhibit “B”, the contiguous territory described in Exhibit “A” and incorporated herein by this reference as if fully set forth is hereby proclaimed to be annexed to the City of Lebanon, and zoned as indicated in accordance with the Lebanon Development Code, and assigned the corresponding Residential Mixed Density (Z-RM).

After Recording Return to:
City Recorder’s Office
City of Lebanon
925 S. Main Street
Lebanon, OR 97355

Reserved for Recording

Section 3. Record. The City Recorder shall submit to the Oregon Secretary of State a copy of this Ordinance. The City Recorder is further ordered to send a description by metes and bounds, or legal subdivision, and a map (Exhibit "A") depicting the new boundaries of the City of Lebanon within ten (10) days of the effective date of this annexation ordinance to the Linn County Assessor, Linn County Clerk and the Oregon State Department of Revenue.

Passed by the Lebanon City Council by a vote of _____ for and _____ against and approved by the Mayor this 9th day of September 2020.

Paul R. Aziz, Mayor
Jason Bolen, Council President

Attested:

Kim Scheafer, MMC, City Recorder

EXHIBIT "A"
ANNEXATION LEGAL DESCRIPTION & MAP

AN AREA OF LAND IN THE SOUTHWEST QUARTER OF SECTION 15,
TOWNSHIP 12 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, IN
LINN COUNTY, OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS
FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF PARCEL 2, PARTITION PLAT
NO. 2005-18; THENCE SOUTH 68°01 '43" EAST 60.00 FEET TO THE EAST LINE
OF STOLTZ HILL ROAD
(COUNTY ROAD NO. 739); THENCE ALONG SAID EAST LINE NORTH 21 °58'17"
EAST 107.83 FEET; THENCE NORTH 68°01 '43" WEST 60.00 FEET TO THE
WEST LINE OF STOLTZ HILL ROAD AND THE NORTHEAST CORNER OF THE
LAND DESCRIBED IN DEED DOCUMENT NO. 2020-10641; THENCE SOUTH
89°52'29" WEST 323.52 FEET TO THE NORTHWEST CORNER OF LAND IS
SAID DEED; THENCE SOUTH 0°31 '35" 99.57 FEET ALONG THE EAST LINE OF
CYPRESS ESTATES TO THE NORTH LINE OF HEARTLAND PHASE I
SUBDIVISION; THENCE NORTH 89°56'38" EAST 282.26 FEET TO THE POINT
OF BEGINNING.

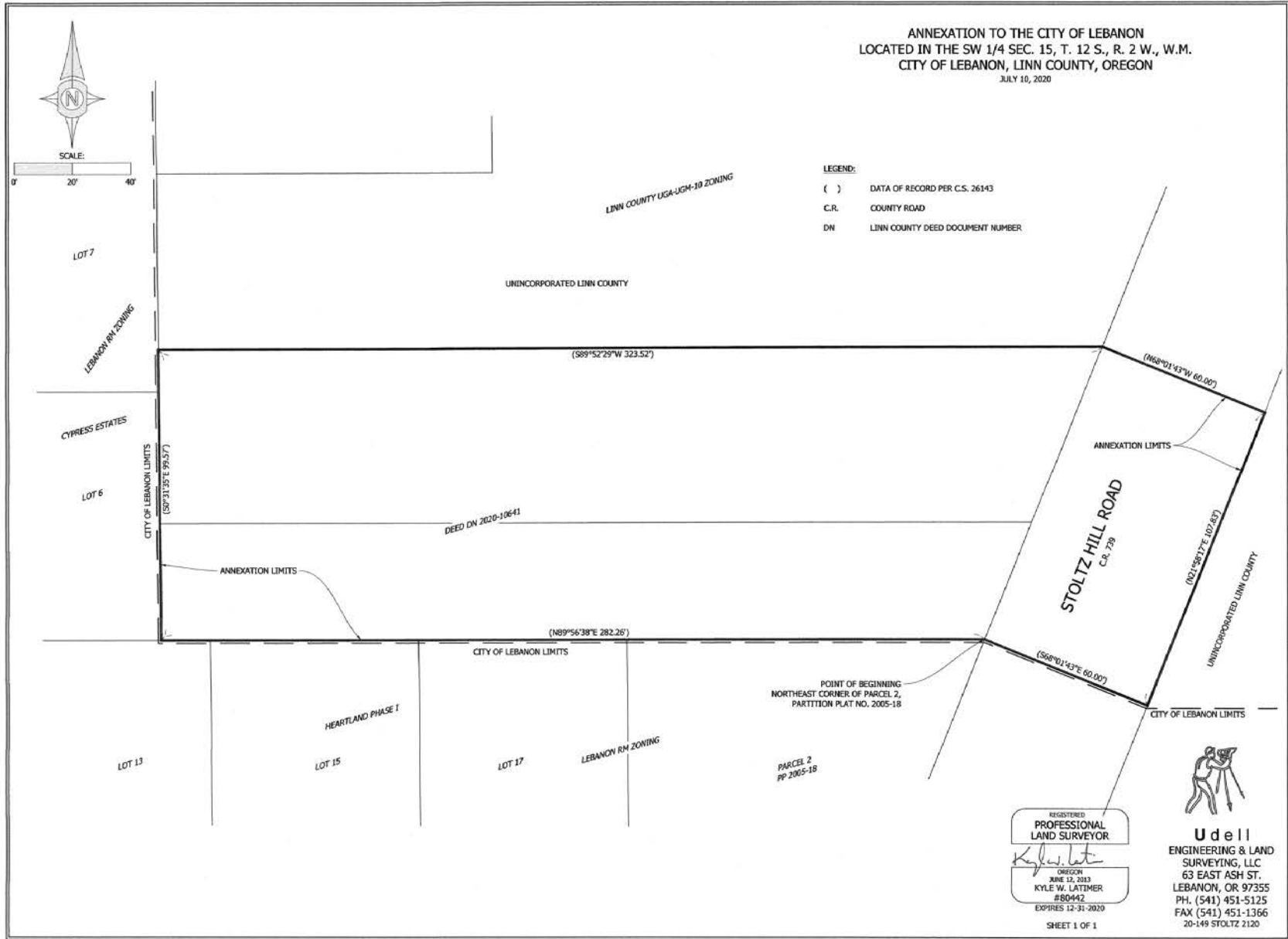


EXHIBIT B LEBANON CITY COUNCIL FINDINGS

I. NATURE OF THE APPLICATION

This matter comes before the Lebanon Planning Commission on the application of the Ross Latimer to Annex property on Stoltz Hill Road and establish the applicable Residential Mixed Density (Z-RM) zone.

II. GENERAL INFORMATION

A. Site Location

The subject property is located on the west side of Stoltz Hill Road, north of Antioch Street. The site address is 2120 Stoltz Hill Road. The County Assessor Map places the parcel within Township 12 South; Range 2 West; Section 15CA; Tax Lots 100 and 200.

B. Site Development and Zoning

The subject properties are a combined 0.72 acres in size, with approximately 107 feet of street frontage along Stoltz Hill Road. The portion of Stoltz Hill Road along the frontage of the subject properties would also be annexed to the centerline as part of the proposal. Properties to the south and west, including the public right-of-way is located within city limits; therefore, the site is contiguous to city boundary limits and is eligible for annexation. The property is currently improved with a single-family residence and a detached garage. There has been no concurrent development proposal. City water, sewer, and storm drainage is available in Stoltz Hill Road, directly to the south of the subject properties. Upon annexation, the Applicant intends to extend city utility services across the length of the property. The land is located within the Lebanon UGB and designated in the comprehensive plan as Residential Mixed Density (C-RM).

C. Adjacent Zoning and Land Uses

The property is located in a developed residential neighborhood. To the south and west are residential properties within the City limits with a zoning designation of Residential Mixed-Density (Z-RM). To the north and east are residential properties in the county unincorporated area, within the City's Urban Growth Boundary (UGB) with a Comprehensive Plan designation of Residential Mixed-Density (C-RM).

D. Proposal

The applicant is requesting approval to Annex the subject property, establishing the Residential Mixed Density (Z-RM) zone.

III. PUBLIC HEARING

A. Planning Commission Action

On August 19, 2020, the Lebanon Planning Commission held a virtual public hearing on this application. At the hearing, Planning File A-20-05 was made a part of the record. The City

noticed the hearing pursuant to Chapter 16.20 of the Lebanon Development Code. No objection was raised as to jurisdiction, evidence or testimony presented at the hearing. At the end of the hearing, the Planning Commission deliberated on the issue and voted to recommend the City Council approve the proposed Annexation and corresponding zoning designation. The Commission found the proposal consistent with the applicable decision criteria.

B. City Council Action

A public hearing will be held before the City Council at a date, time and place to be announced. At the hearing, the City Council has the following options:

- (1) Adopt the Commission's findings and recommendation;
- (2) Adopt the recommendation with modified findings;
- (3) Reject the Planning Commission's findings and recommendations; or,
- (4) Remand the matter to the Commission for additional review and comment.

IV. FINDINGS OF FACT-GENERAL

The Lebanon Planning Commission, after careful consideration of the testimony and evidence in the record, adopts the following General Findings of Fact:

- A. The applicant is Ross Latimer, the property owner.
- B. The subject property is located on the west side of Stoltz Hill Road, north of Antioch Street. The site address is 2120 Stoltz Hill Road. The County Assessor Map places the parcel within Township 12 South; Range 2 West; Section 15CA; Tax Lots 100 and 200.
- C. The total area contains 0.72 acres.
- D. The subject parcel is accessed from Stoltz Hill Road. The lot is currently improved with a single-family residence and a detached garage. City water, sewer, and storm drainage is available in Stoltz Hill Road, directly to the south of the subject properties.
- E. The land is currently located within the Lebanon UGB and designated Residential Mixed Density (C-RM).
- F. The property is located in a developed residential neighborhood. To the south and west are residential properties within the City limits with a zoning designation of Residential Mixed-Density (Z-RM). To the north and east are residential properties in the county unincorporated area, within the City's Urban Growth Boundary (UGB) with a Comprehensive Plan designation of Residential Mixed-Density (C-RM).
- G. The applicant is requesting approval to Annex the subject property, establishing the Residential Mixed Density (Z-RM) zone.
- H. The decision to approve or deny shall be based on criteria contained in the Lebanon Development Code, Chapter 16.26 – Annexations.

V. APPLICATION SUMMARY

- A. The request annexes a 0.72-acre property on Stoltz Hill Road into the city limits. The subject property is located within the urban growth boundary of the City, and contiguous with City limits along the western and southern portion of the property. The property is currently designated C-RM (Residential Mixed Density) on the Lebanon Comprehensive Plan Map. Upon annexation, the land will be zoned Residential Mixed Density (Z-RM). There is no concurrent development proposal.
- B. The Department contacted the Department of Land Conservation and Development, affected agencies and area property owners regarding the application. No comments were submitted.

VI. CRITERIA AND FINDINGS

The subject property is located within the City's Urban Growth Boundary (UGB) and is eligible for annexation into the City limits. Annexation application and review requirements are contained in Chapter 16.26 of the Lebanon Development Code. Annexations require a hearing before the Planning Commission and City Council. The purpose of the Commission hearing is to review the request and recommend whether the Council should approve or deny the Annexation.

Section 16.26.060 contains the decision criteria for an annexation with specific requirements in Section 16.26.060.A. This Section requires compliance with provisions in the City Annexation Ordinance and Lebanon Comprehensive Plan, Chapter 3 – Urbanization. Essentially, the Annexation Ordinance and Comprehensive Plan decision criteria are the same. The findings are combined to avoid duplication:

1. Annexation Ordinance Section 2. - All Annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance (i.e., Development Code), City of Lebanon/Linn County Urban Growth Management Agreement and shall be consistent with applicable State law.

Comprehensive Plan Annexation Policy #P-19: [The City shall] recognize and act on the basis that all annexations shall conform to the requirements of the Lebanon Municipal Code, Annexation Ordinance, Lebanon Land Development Ordinance, City of Lebanon/Linn County Urban Growth Management Agreement (UGMA), and shall be consistent with applicable State law.

FINDING: The application site is located within the City of Lebanon Urban Growth Boundary and is contiguous with city limits, therefore eligible for annexation per the Annexation Ordinance, and the Municipal and Development Codes. The annexation is not inclusive of a Comprehensive Plan Map Amendment and is accepting of the initial zoning designation of Residential Mixed Density, consistent with the Comprehensive Plan Designation and the pre-designation identified in the Lebanon Development Code. With the assignment accepted as identified in the Comprehensive Map, it is determined that the annexation has already been accounted for in the City's Facilities Plan, including the Transportation System Plan. The site complies with the Annexation requirements.

2. Annexation Ordinance Section 3. - All Annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

Comprehensive Plan Annexation Policy #P-20: [The City shall] recognize and act on the basis that all annexations shall be consistent with the goals and policies of the Lebanon Comprehensive Plan.

FINDING: The Annexation Ordinance policies are consistent with, and often mirror, the Comprehensive Plan Annexation Policies. The State acknowledges that the City's Comprehensive Plan complies with all applicable Statewide Planning Goals and statutes, recognizing the consistency of the Plan goals and policies. Therefore, compliance with the applicable Comprehensive Plan policies ensures compliance with the Annexation Ordinance. Findings in the following Sections detail this proposal's compliance with all applicable policies.

More Specifically, this annexation supports the goals and policies under Chapter 4: Land Use, and Chapter 6: Housing. In Section 2.3 of Chapter 4 of the Comprehensive Plan, all areas annexed into the City are automatically placed in a zoning classification in accordance with the Adopted Comprehensive Plan and Map. The adopted comprehensive plan map identifies the subject property as Residential Mixed-Density, with the zoning designation of Residential Mixed-Density. As the annexation does not include a proposal to modify the zoning designation, the annexation is consistent with the land use goals established by the Comprehensive Plan. In addition, Table 6-5 in Chapter 6 of the Comprehensive Plan identifies the total number of estimated housing needs by type through 2025. The subject property is currently developed with a single-family residence, but being zoned Residential Mixed, the site can accommodate all different housing types from single-family detached to multi-family development. Based on the 2019 Housing Needs Assessment completed by the City, there is a need for 291 acres of low-density development acreage, 92 acres of medium density, and 39 acres of high density. In the City and the Urban Growth Boundary, there is an identified a surplus of 735 acres of residential land in the City, and 298 acres of residential land in the UGB to accommodate the residential development anticipated to accommodate the population growth. The annexation of this property, and the classification for residential mixed-density would accommodate the identified need for any of the residential classifications, and upon development, could be built to provide affordable units, as such, would be consistent with the goals and policies of the Comprehensive Plan.

3. Annexation Ordinance Section 4. - All lands included within the Urban Growth Boundary are eligible for annexation and urban development. Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space and related uses.

Comprehensive Plan Annexation Policy #P-21: [The City shall] recognize and act on the basis that all lands included within the Urban Growth Boundary are eligible for annexation and urban development. (Areas within the Urban Growth Boundary with designated environmental constraints may be annexed and utilized as functional wetlands, parks, open space and related uses.)

FINDING: The subject site is located within the Urban Growth Boundary and contiguous to city limits, therefore is eligible for annexation. The subject site is generally flat, with no steep slopes or environmental constraints, and generally within a developed neighborhood. There is existing development on the site, including a single-family residence and detached garage. As the site is already improved with urban development, and does not contain any known environmental constraints, the property is eligible for annexation.

4. Annexation Ordinance Section 5. - The City shall only annex land that is contiguous to the existing City limits and is within the City's UGB.

Comprehensive Plan Annexation Policy #P-22: [The City shall] only annex land that is contiguous to the existing City limits and is within the City's UGB.

FINDING: The subject site is contiguous with the city boundary on the south and west side of the property, and is therefore contiguous with existing City limits and eligible for annexation.

5. Annexation Ordinance Section 6. - An annexation shall be deemed orderly if the annexation territory is contiguous to the existing City limits. An annexation is efficient if the annexation territory can be developed or redeveloped to an urban use. Urban uses may include wetlands, parks, open space and related uses.

Comprehensive Plan Annexation Policy #P-23: [The City shall] deem an annexation orderly if the annexation territory is contiguous to the existing City Limits, and deem an annexation efficient if the annexation territory can be developed or redeveloped to an urban use (urban uses may include functional wetlands, parks, open space and related uses).

FINDINGS: The proposed annexation complies with the above noted criteria as follows:

- (a) The site is contiguous with city limits along the southern and western property lines.
- (b) The property is located within an already developed and urbanized portion of the Urban Growth Boundary and City. Surrounding the property include residential development. The site can be serviced by city water, sewer, and has developed storm drainage within the Stoltz Hill Road right-of-way. As the property can be serviced by city facilities and transportation system, and is already improved with an urban development, the property would be eligible for annexation.

6. Annexation Ordinance Section 7. - Development proposals are not required for annexation requests.

Comprehensive Plan Annexation Policy #P-24: [The City shall] recognize and act on the basis that development proposals are not required for annexation requests.

FINDING: The application does not include a concurrent development proposal and is currently improved with a single-family residence and detached garage. Any future development or redevelopment proposal would be required to comply with the provisions for the development code for the Z-RM zone, as applicable.

7. Annexation Ordinance Section 8. - As part of the annexation process of developed property or properties, the City shall consider the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

Comprehensive Plan Annexation Policy #P-25: [The City shall] consider as part of the annexation process of developed property or properties, the anticipated demands to access key City-provided urban utility services, which are water, storm drainage, sanitary sewer, and streets, of existing development within the annexation territory.

FINDING: Section 16.26.040 of the Lebanon Development Code states "anticipated urban

densities (according to the automatic City Zoning assignment upon annexation) within the UGA are already accounted for in the City's Facilities Plans, including the Transportation System Plan." No revisions to the plans are necessitated, when following annexation, an area is assigned the zoning classification that is in accordance with the adopted Comprehensive Plan Map designation. The subject site is assigned the zoning classification of Z-RM in accordance with the Comprehensive Map designation and therefore, the anticipated demands to access key City-provided urban utilities have already been considered. There is existing city water, sewer and available in the immediate vicinity for connection to the site, and the existing transportation system can accommodate the inclusion of the property and the existing development.

8. Annexation Ordinance Section 9. - As part of the annexation process of developed property or properties, the City shall consider the impacts on key City-provided urban utility services needed to serve these properties, which are water, storm drainage, sanitary sewer, and streets.

Comprehensive Plan Annexation Policy # P-26: [The City shall] Consider as part of the annexation process of developed property or properties, the impacts on the capacities of key City-provided urban utility services needed to satisfy the anticipated demands of the properties discussed in P-25 above.

FINDING: Section 16.26.040 of the Lebanon Development Code states "anticipated urban densities (according to the automatic City Zoning assignment upon annexation) within the UGA are already accounted for in the City's Facilities Plans, including the Transportation System Plan." No revisions to the plans are necessitated, when following annexation, an area is assigned the zoning classification that is in accordance with the adopted Comprehensive Plan Map designation. The subject site is assigned the zoning classification of Z-RM in accordance with the Comprehensive Map designation and therefore, the anticipated demands to access key City-provided urban utilities have already been considered. There is existing city water, sewer and available in the immediate vicinity for connection to the site, and the existing transportation system can accommodate the inclusion of the property and the existing development.

9. Annexation Ordinance Section 10. - Needed Public rights-of-way, as identified in adopted transportation plans as necessary for the safe and efficient movement of traffic, bicycles and pedestrians, shall be dedicated to the City either with annexation or when the property develops and/or redevelops and creates an increased demand for the benefits provided by additional rights-of-way dedication.

FINDING: Stoltz Hill Road maintains a right-of-way width of 60-feet. The adopted 2018 Transportation System Plan identified Stoltz Hill Road as a minor arterial, which requires a 75-foot right-of-way. The Engineering Department reviewed the annexation and determined that if the property were to redevelop in the future, any required street dedication would be conditioned at that time. The street is already improved with storm drainage. As such, no additional right-of-way dedication from the subject property is necessary for the annexation.

10. Annexation Ordinance Section 11. - Upon annexation, the annexation territory shall be assigned zoning classifications in accordance with the adopted Comprehensive Plan Map, as shown in the City's Annexation Zoning Matrix. Such zoning assignments in and of themselves are not a zoning map change and shall not require approval of a zoning map amendment, or a separate proceeding.

FINDING: This subject property is designated Residential Mixed Density by the Comprehensive Plan. Consistent with the adopted Zoning Matrix, the only possible applicable zone is Residential Mixed Density (Z-RM). The Applicant accepts the applicable zoning designation and is not proposing a Comprehensive Plan Map Amendment.

11. Annexation Ordinance Section 12. - If a zoning designation other than one in accordance with the Comprehensive Plan Map (shown in the Annexation Zoning Matrix) is requested by an applicant, the zoning requested shall not be granted until the Comprehensive Plan Map is appropriately amended to reflect concurrence. Such an amendment shall require a separate application, hearing and decision, which may be held concurrently with an annexation hearing and will not become effective until the annexation is complete.

FINDING: This application does not include a change in the Plan designation or corresponding zone. Therefore, this Section does not apply.

12. Annexation Ordinance Section 13. - The areas within the Urban Growth Boundary with designated environmental constraints may be annexed and developed as functional wetlands, parks, open space and related uses.

FINDING: The subject site is generally flat, with no steep slopes or environmental constraints, and generally within a developed neighborhood. There is existing development on the site, including a single-family residence and a detached garage. As the site is already improved with urban development, and does not contain any known environmental constraints, the property is eligible for annexation.

13. Annexation Ordinance Section 14. - An “urban use” is hereby defined as any land use that is authorized under the terms and provisions of the land use regulations, Zoning Ordinance (i.e., Development Code), Subdivision Ordinance, Comprehensive Plan, and other related documents of the City of Lebanon.

FINDING: This Section does not apply as the provisions in this Section provide a definition and not a decision criterion.

14. Annexation Ordinance Section 15. - At the applicant’s discretion and with the City’s concurrence, a development or redevelopment proposal for an annexation territory may be acted upon by the Planning Commission immediately following the Commission’s hearing on the annexation proposal and a decision of recommendation of approval to the City Council. However, any approval of the Planning Commission of such a development or redevelopment proposal must be contingent upon subsequent approval of the annexation by City Council.

FINDING: The request does not contain a concurrent development request.

15. Comprehensive Plan Annexation Policy # P-27: Expand the City Limits as necessary to accommodate development, including housing, commercial, industrial, and services (that will in turn accommodate population growth).

FINDING: This Policy does not directly apply as the proposal simply incorporates an existing urbanized parcel into the City limits.

VII. CONCLUSION

The City Council concludes the proposed Annexation, including establishment of the corresponding Residential Mixed Density zone, complies with the applicable decision criteria.

Agenda Item 2



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MEMORANDUM

Finance Department

To: Mayor, Council & Ron Whitlatch, City Manager
From: Matt Apken, Finance Director
Subject: Cyber Security Policy

September 1, 2020

I. INTRODUCTION

The City has variety of risk management practices, one of which is purchasing insurance. Management felt it was in the best interest of the City to purchase increased Cyber Security Insurance. This insurance covers theft, loss, or unauthorized disclosure of personally identifiable nonpublic information that is in the care, custody or control of the member, or of an independent contractor that is holding, processing or transferring such information on behalf of us.

II. CURRENT REPORT

The company that City County Insurance Services (CIS) uses to underwrite this coverage requires those requesting this coverage have a Cyber Security Policy. Brent and all the IT staff have worked hard to get this policy together. This policy will be updated as needed going forward.

III. RECOMMENDATION

Move to adopt Cyber Security Policy as of September 9, 2020.

City of Lebanon

Cybersecurity Policy

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Objective

The focus of this policy is to help City of Lebanon meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and approved by the IT Director.

The purpose of this policy is to clearly communicate the City of Lebanon's security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all City of Lebanon elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by City of Lebanon. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

Roles and Responsibilities

City of Lebanon has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

IT Director

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.
- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

Employees and Contractors

- City of Lebanon Employee Handbook: Chapter 8 Communications & Electronic Systems Policy

Identify, Protect, Detect, Respond, and Recover

The following sections outline City of Lebanon's requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): ***Identify, Protect, Detect, Respond, and Recover***.

The scope of security controls addressed in this policy focus on the activities most relevant to City of Lebanon as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the IT Director.

IDENTIFY (ID)

Objective: To develop the organization's understanding that's necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

Asset Management

An inventory of all approved hardware and software on City of Lebanon's network and systems will be maintained in a computer program or spreadsheet that documents the following:

- The employee in possession of the hardware or software.
- Date of purchase.
- Amount of purchase.
- Serial number.
- Type of device and description.

PROTECT (PR)

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

Identity Management, Authentication and Access Control

IT Director is responsible for ensuring that access to the organization's systems and data is appropriately controlled. All systems housing City of Lebanon data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to City of Lebanon's systems and data are not to share passwords with anyone.

City of Lebanon has established following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for ten (10) iterations
- Changed periodically every 90 days
- Minimum password age is 30 days
- Invalid login attempts set to five

Other potential safeguards include:

- Locking file cabinets
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by IT Director.
- It is the responsibility of IT Director to ensure that all employees and contractors who separate from the organization have all system access removed within 30 days.

On an annual basis, a review of user access will be conducted under the direction of IT Director to confirm compliance with the access control policies outlined above.

Awareness and Training

City of Lebanon personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Participants will review and sign the ***employee handbook acknowledgement*** as a new hire and anytime the handbook changes.

Two online classes are available through the CIS Learning Center at learn.cisoregon.org: "Cyber Threats and Best Practices to Confront Them" and "Cyber Security Basics."

On an annual basis, City of Lebanon will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

Data Security

Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

Data Destruction

You must follow your records retention policy before destroying data.

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
 - Paper/documents: Cross-cut shredding is required.
 - Storage media (CD's, DVD's): Physical destruction is required.
 - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the organization must use the most secure commercially-available methods for data wiping. Alternatively, the organization has the option of physically destroying the storage media.

Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- Whole disk encryption

- Encryption of partitions/files
- Encryption of disk drives
- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels
- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

Information Protection Processes and Procedures

Contingency Planning

The organization's business contingency capability is based upon cloud and local backups of all critical business data. Confirmation that backups were performed successfully will be conducted quarterly. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the IT Director.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of City of Lebanon's systems or applications are deemed corrupted or inaccessible, the IT Backup Team will work with the respective vendor(s) to restore data from the most recent cloud or local backup and, if necessary, acquire replacement hardware.
- In the event that the location housing the City of Lebanon systems are no longer accessible, the IT Team will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent cloud backup.

Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by IT Director and Sr. Network Engineer.
- Both router and firewall passwords must be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.

Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.
- If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.
- Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

Network Segmentation

Network segmentation is used to limit access to data within the City of Lebanon network based upon data sensitivity. City of Lebanon maintains two wireless networks. The *guest* wireless network is not password protected but is segmented onto its own network and uses a separate internet connection. Access to the *secure* wireless network should only be given to City of Lebanon personnel and provides the user access to the intranet.

Protective Technology

Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. City of Lebanon will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Network Vulnerability Assessments

On a monthly basis, City of Lebanon will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of IT Director to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

DETECT (DE)

Definition: Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

Anomalies and Events

The following logging activities are conducted by Sr. Network Engineer under the direction of IT Director:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.

Passwords should not be contained in logs.

Logs of the above events will be reviewed by the IT Systems Engineer at least once per month. Event logs will be configured to maintain record of the above events for three months.

Security Continuous Monitoring

Anti-Malware Tools

All organization servers and workstations will utilize Sophos Endpoint Protection to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the Sophos Endpoint Protection dashboard will be conducted by IT Systems Engineer to confirm the status of virus definition updates and scans.

Patch management

All software updates and patches will be distributed to all City of Lebanon system as follows:

- Workstations will be configured to install software updates every week automatically.
- Software updates to non-critical servers will be performed at least monthly.
- Software updates to critical servers will be performed at least quarterly unless a critical patch is needed.
- Any exceptions shall be documented.

RESPOND (RS)

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

Response Planning

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the City of Lebanon's information assets, can be defined as either an Electronic or Physical Incident.

IT Director is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the IT Director or Risk Advisor.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.

9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain organization information. All instances of a suspected physical security incident should be reported immediately to the IT Director or Risk Advisor.

Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at claims@cisoregon.org.
2. Inform your attorney
3. Complete this form if the breach involves more than 250 records.
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

RECOVER (RC)

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

IT Director is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of Public Information Officer or City Manager. Recovery activities are communicated to internal stakeholders, executives, and management teams.

Agenda Item 3



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MEMORANDUM

Finance Department

To: Mayor, Council & Ron Whitlatch, City Manager
From: Matt Apken, Finance Director
Subject: Correction on Subdivision Fees on Fee Schedule

August 28, 2020

I. INTRODUCTION

Each year the City of Lebanon goes through a public hearing process to approve its fee schedule. The City of Lebanon's Fee Schedule was updated was August 2020.

II. CURRENT REPORT

At that time there was an inadvertent switch of the order of the fees for Subdivisions plats: tentative plat and final plat. Tentative plat should be \$1,500 and final plat should be \$750. This follows the payment structure from prior years where the tentative plat is a higher fee than the final.

III. RECOMMENDATION

Move to correct the subdivision plat error on the City Fees Schedule.

Agenda Item 4

Agenda Item 5



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MEMORANDUM

Finance Department

To: Mayor, Council & Ron Whitlatch, City Manager
From: Matt Apken, Finance Director
Subject: Wastewater DEQ Loan R56200

August 28, 2020

I. INTRODUCTION

In March of 2006 the City agreed to borrow \$3,442,000 in a draft down loan from DEQ and through amendments in 2008 and 2014 only took a loan for \$900,000. This loan is at 2.93 percent interest over 20 years with an annual fee of 0.5 percent.

II. CURRENT REPORT

The City is in the process of refinancing the 2010 wastewater revenue bonds and we realized we could add this to that refinancing and have some additional interest. The present value savings will be around \$30,000.

III. RECOMMENDATION

Staff recommends motion to approve this resolution 2020-19 to allow staff refinancing the DEQ R56200 Loan.

A RESOLUTION AUTHORIZING THE) RESOLUTION NO. 2020-19
ISSUANCE AND NEGOTIATED SALE)
OF A FULL FAITH AND CREDIT)
FINANCING AGREEMENT AND)
NOTES TO REFINANCE OUTSTANDING)
OBLIGATIONS OF THE CITY;)
DESIGNATING AN AUTHORIZED)
REPRESENTATIVE, FINANCIAL)
ADVISOR, AND SPECIAL COUNSEL;)
AND RELATED MATTERS)

WHEREAS, the City of Lebanon, Linn County, Oregon (the “City”), is authorized pursuant to the Constitution and the laws of the State of Oregon, specifically Oregon Revised Statutes (“ORS”) Sections 271.390 and 287A.315 to enter into financing agreements to finance and refinance real or personal property that the City determines is needed and pledge its full faith and credit; and

WHEREAS, the Charter of the City does not (1) prohibit the City from entering into a financing agreement and pledging its full faith and credit as security for the financing agreement, nor (2) require a non-appropriation clause to be included in the financing agreement; and

WHEREAS, on or about February 22, 2006, the City entered into the Clean Water State Revolving Fund Loan Agreement No. R56200 with the State of Oregon acting by and through its Department of Environmental Quality, as amended (the “DEQ Loan”), currently outstanding in the principal amount of \$478,852, to provide funds to (1) make improvements to the City’s wastewater system; and (2) pay costs related to the DEQ Loan (the “DEQ Project”); and

WHEREAS, the DEQ Loan may be prepaid, in whole or in part, at the option of the City on any business day with 24 hours prior written notice; and

WHEREAS, the City desires to authorize and enter into a financing agreement to refund all or a portion of the DEQ Loan and pay costs incidental thereto.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1. Authorization. The Council of the City hereby authorizes:

The City authorizes the issuance and negotiated sale of a full faith and credit financing agreement, together with a note (collectively, the “Financing Agreement”) with a lender in an amount not to exceed an amount sufficient to refund all or a portion of the DEQ Loan and pay related costs of the Financing Agreement.

Section 2. Security.

A. All of the payments under the Financing Agreement shall be payable from the general, non-restricted revenues of the City and other funds which may be available for that purpose, including taxes levied within the restrictions of Sections 11 and 11b, Article XI of the Constitution of the State of Oregon. The obligation of the City to make payments under the Financing Agreement shall be a full faith and credit obligation of the City, not subject to appropriation. The Financing Agreement will not be secured by any lien or security interest on any property, real or personal.

Section 3. Designation of Authorized Representative.

The City hereby authorizes the City Manager, the Finance Director, or their designee (each an “Authorized Representative”) to act as the authorized representative on behalf of the City and determine the terms of the Financing Agreement as delegated in Section 4 below.

Section 4. Delegation of Final Terms of Financing Agreement and Additional Documents.

The Authorized Representative is authorized, on behalf of the City, to:

A. select a lender, negotiate the terms of the Financing Agreement, and enter into a commitment letter or purchase agreement related to the Financing Agreement;

B. establish the maturity and interest payment dates, dated date, principal amounts, prepayment provisions, interest rates, denominations, fees, covenants, financial reporting requirements, whether to obtain insurance or some other form of guaranty or security for the payment of the Financing Agreement, and such other provisions and all other terms of the Financing Agreement as the Authorized Representative determines to be in the best interest of the City, and to execute and deliver the Financing Agreement;

C. designate the Financing Agreement as a “qualified tax-exempt obligation” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), so long as the City and all subordinate entities do not reasonably expect to issue more than \$10,000,000 of tax-exempt obligations during the calendar year in which the Financing Agreement is entered into;

D. approve, execute and deliver a Tax Certificate; and

E. appoint consultants necessary or desirable in connection with the refinancing, execute and deliver a certificate specifying the action taken pursuant to this Resolution and any other documents, agreements or certificates that the Authorized Representative determines are necessary and desirable to enter into the Financing Agreement in accordance with this Resolution and take any other actions that the Authorized Representative determines are necessary or desirable to finance the Project with the Financing Agreement in accordance with this Resolution.

Section 6. Compliance with Internal Revenue Code.

The City hereby covenants for the benefit of the lender to use the Financing Agreement proceeds and the Project financed with Financing Agreement proceeds in the manner required, and to otherwise comply with all provisions of the Code, so that interest paid on the Financing Agreement will not be includable in gross income of the lender for federal income tax purposes. The City makes the following specific covenants with respect to the Code:

- A. The City will not take any action or omit any action if it would cause the Financing Agreement to become an arbitrage bond under Section 148 of the Code.
- B. The City shall operate the DEQ Project so that the Financing Agreement does not become a “private activity bond” within the meaning of Section 141 of the Code.
- C. The City shall comply with appropriate Code reporting requirements.
- D. The City shall pay, when due, all rebates and penalties with respect to the Financing Agreement that are required by Section 148(f) of the Code.

The covenants contained in this Section 6 and any covenants in the closing documents for the Financing Agreement shall constitute a contract with the lender, and shall be enforceable by it. The Authorized Representative may enter into covenants on behalf of the City to protect the tax-exempt status of the Financing Agreement.

Section 7. Appointment of Special Counsel.

The City appoints Mersereau Shannon LLP as special counsel to the City for the Financing Agreement.

Section 8. Appointment of Financial Advisor.

The City appoints PFM Financial Advisors LLC as financial advisor for the Financing Agreement.

Section 9. Resolution to Constitute Contract.

In consideration of the purchase and acceptance of the Financing Agreement, the provisions of this Resolution shall be part of the contract of the City with the lender and shall be deemed to be and shall constitute a contract between the City and the lender. The covenants, pledges, representations and warranties contained in this Resolution, in the Financing Agreement or in the closing documents executed in connection with the Financing Agreement and the other covenants and agreements herein set forth to be performed by or on behalf of the City shall be contracts for the benefit, protection and security of the lender and shall be enforceable by the lender.

Section 10. Effective Date.

This resolution shall take effect immediately upon its adoption by the Council.

Passed by the Lebanon City Council and executed by the Mayor on this 9th day of September 2020 by a vote of __ yeas and _____ nays.

Paul R. Aziz, Mayor
Jason Bolen, Council President

ATTEST:

Kim Scheafer, MMC, City Recorder

Agenda Item 6



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MEMORANDUM

Engineering Services

To: Mayor Aziz and City Council

Date: September 1, 2020

From: Ron Whitlatch, Engineering Services Director 

Subject: **Approval to Award Contract
Owner's Representative and Administrative Oversight Services
Westside Interceptor Phase V**

I. INTRODUCTION

City Staff is currently pursuing a \$14 Million Dollar Loan from the Oregon Department of Environmental Quality (ODEQ) for Phase V of the Westside Interceptor Project. Staff has been informed that loan will be awarded by ODEQ upon completion of several Environmental Permitting Requirements which are currently underway, and we are anticipating bringing the loan to City Council for approval in early 2021.

Staff is proposing to send out a Request for Proposals later this year for a Construction Manager/General Contractor (CM/GC) Contract in order to be prepared for the 2021 construction season. This process will require an exemption from Public Bidding (very similar to the Water Treatment Plant Project) which will likely be brought to the City Council later this fall for approval.

Staff is proposing to have David Evans and Associates (DEA) be the Owner's Representative for the project. They will draft the RFP, CM/GC Contract, and help guide City Staff through the Federal Loan process (this is the same concept as was used on the Water Treatment plant). DEA is very familiar with the project, as they have completed all the modeling work and pipe size verification for the City.

II. RECOMMENDATION

I recommend that City Council pass a motion approving the Owner's Representative and Administrative Oversight Contract with DEA for the Westside Interceptor Phase V Project.



**DAVID EVANS
AND ASSOCIATES INC.**

August 5, 2020 (Rev 1 082420)

Mr. Ron Whitlatch, PE
City of Lebanon
Engineering Services Director/City Engineer
925 Main Street
Lebanon, Oregon 97355

RE: Owner's Representative and Administrative Oversight Services for CM/GC delivery of the Westside Sewer Interceptor Project (Preconstruction Phase)

Dear Mr. Whitlatch,

We are truly grateful for the opportunity to continue our relationship with the City of Lebanon and appreciate your interest in DEA providing Owner's Representative and Administrative Oversight Services for the Construction Manager/General Contractor (CM/GC) delivery of the Westside Sewer Interceptor (WSI) project.

We are pleased to present the following scope of work for your review and approval.

UNDERSTANDING

The City of Lebanon (City) is seeking a consultant to provide Owner's Representative and Administrative Oversight services for the CM/GC delivery of the Westside Sewer Interceptor (WSI) project. A key driver for the WSI project is providing expanded sanitary sewer system capacity to address City growth and development (particularly in the South part of town). The project includes an extension of approximately 21,000 LF of new and existing sanitary sewer piping, and associated roadway work, in a single phase. The project is currently under design and is at approximately 60% complete and the City intends to bring the design to approximately 80%-85% complete before selecting a CM/GC firm. The City is anticipating CM/GC delivery of the project and has some recent/relevant experience with CM/GC delivery (design and construction of the Water Treatment Plant) and have indicated their appreciation of the following benefits of CM/GC delivery:

- Real time pricing
- Value engineering (particularly with pipe materials, construction means alternatives, etc.)
- Pre-construction coordination (including dewatering plans and construction staging/phasing)
- Developing a Guaranteed Maximum Price (GMP)
- Control of the work

The total preliminary project cost is estimated at \$20M (which includes \$14M from the DEQ Clean Water State Revolving Fund and \$6M in local City funding). The DEQ portion of project funding is contingent upon the submittal of a United States Army Corps of Engineers (USACE) permit under Section 404 of the Clean Water Act, which is anticipated to be approved in

approximately 4 to 6 months. Given this anticipated timing of permit approval, the overall estimated schedule is outlined below:

September 2020:	Contract executed with Owner's Representative (DEA)
December 2020:	Request For Proposal (RFP) issued for CM/GC firm selection
January 2021:	CM/GC firm selected
February 2021:	Contract executed with selected CM/GC firm for Preconstruction Phase
March 2021:	Value engineering and GMP development
April 2021:	WSI final design completed
May 2021:	GMP Amendment
June 2021:	WSI construction begins

The project is expected to extend over a period of 3-4 years and estimated to be complete by August 2025.

The City will need an effective CM/GC firm to ensure project success. The overall Project Team (Team) and anticipated roles are as follows:

- City Project Manager: Mike Trippet (City of Lebanon)
- Project Design Manager: Udell Engineering and Land Surveying
- Project Construction Manager/General Contractor (CM/GC Firm): TBD
- Owner's Representative and Administrative Oversight: DEA

As Owner's Representative, DEA will advocate for the City's best interests by overseeing the WSI project during the Preconstruction Phase and coordinating directly with the Design Manager and the CM/GC firm on the City's behalf. This scope of work, for the Preconstruction Phase, will extend up to the CM/GC provided GMP (anticipated May 2021). A new scope of work will be provided by DEA for Owner's Representative support services during the following Construction Phase.

The anticipated scope of work for DEA to provide Owner's Representative and Administrative Oversight services, during this first, Preconstruction Phase, is summarized directly below and outlined in detail in the following section:

1. Project management and administration
2. Preparatory information exchange and review
3. CM/GC RFP solicitation, evaluation and selection
4. CM/GC contract negotiations and onboarding for preconstruction services
5. Value Engineering and GMP support
6. Miscellaneous Owner's Representative services and support

SCOPE OF WORK - Owner's Representative and Administrative Oversight Services (Preconstruction Phase)

The following summarizes the scope of work that DEA anticipates under our role of Owner's Representative.

Given the ongoing Covid-19 related restrictions and DEA's goal of efficient resource use, all meetings will be videoconference / teleconference and all deliverables (memo, letters,

reports, RFP, etc.) will be provided electronically through email and cloud repository exchange.

TASK 1. PROJECT MANAGEMENT AND ADMINISTRATION

- Project Management
- Planning and Milestone Development
- Quality Control
- Schedule Monitoring
- Monthly Invoicing, Status Reports and Budget Monitoring
- Develop communications plan

DEA will perform project management, coordination and contract administration related to the execution of this scope of work. Work for this task includes managing project scope, schedule and budget, and providing monthly invoices and status reports. This task also includes the project quality management plan, quality control practices, and implementation of quality reviews of project deliverables prior to submittal, as needed.

The communications plan involves identifying means and platform for exchanging and tracking information in an efficient manner. The concept is to identify and manage a cloud-based repository for project documents that all stakeholders can access, ensuring that all review is on the most current version (ie. SharePoint, Onedrive, Google docs, etc). The plan will encompass the use of remote meetings (Zoom) and email communications. The last element of the plan is to identify and document who needs to review and authorize the various portions of the RFP development.

Assumptions:

- Preconstruction Phase duration is approximately ten (10) months (from Contract execution to GMP Amendment).
- One project kick-off meeting. The meeting will be held via video conference (e.g. Zoom) and attended by up to three DEA project staff (anticipated time of the meeting and summary notes is 3 hours).
- Bi-monthly video conference with all stake holders (18x) (meeting length and attendees will vary, 0.5 to 1.5 hours each)

Deliverables:

- Summary memo of kick-off meeting, goals/objectives and project success factors
- Meeting summary notes
- Monthly project invoices and progress reports for the duration of the phase
- Communications plan

TASK 2. PREPARATORY INFORMATION EXCHANGE AND REVIEW

- Review engineering plans for general site familiarity, status, complexity and constructability
- City led briefing of project construction concept and scope, including constraints (funding, scheduling, reporting, environmental)
- Joint review with Project Design Manager on design and progression history
- Review the Project Design Manager's preliminary estimate

DEA will collect and review information pertinent to developing the RFP for a CM/GC for the Westside Sewer Interceptor. The goal will be to identify and document all factors that may impact the RFP preparation and the project as a whole. Value engineering will be performed in Task 5. This task will identify potential alternatives to be evaluated later and clarify the types of experience that will be requested in the RFP.

Assumptions:

- City and Project Design Manager will supply all materials, primarily in electronic format.
- Anticipate up to six (6) 2-hour meetings (videoconference) for knowledge assimilation and project development discussion

Deliverables:

- Meeting summary notes
- Summary memo of; A) project status, engineering plans, constructability and preliminary estimate review and B) key elements and constraints (funding, scheduling, reporting, environmental) to be incorporated into RFP

TASK 3. CM/GC RFP SOLICITATION, EVALUATION AND SELECTION

- Prepare CM/GC WSI RFP (with Project Design Manager's plans)
- Coordinate advertisement of RFP
- Review and coordinate responses to Requests For Information (RFIs)
- Revision (Addendum) to RFP, as needed
- Review and rank proposals received
- (Optional – See Task 6) Prepare, participate and rank Proposer Interviews
- Prepare recommendation for award
- (Optional – See Task 6) Prepare and participate in presentations to City Council

This task builds on the information received and decisions made in Tasks 1 and 2 to produce, advertise and revise the RFP for selection of a CM\GC firm. Once the proposals have been received, DEA will work with the City to review, rank and finally recommend award of the Preconstruction Phase contract to the selected CM/GC firm. There will be several submittals, reviews and meetings to ensure that this is a collaborative process with the City having continuous knowledge of the status.

Optional (contingency) tasks for Proposer interviews (if required) and preparation and participation in City Council presentations (if required) are included in Task 6.

Assumptions:

- RFP format will be based on City supplied and previously used RFP for CM/GC Services for the Water Treatment Plant Project (August 15, 2016)
- Project Design Manager's Plans Specifications and Estimate (PS&E) will be 85% complete or greater at time of RFP Advertisement
- City to review RFP at 90% and Final (1-hour video conference each)
- Review and respond to RFI, ten (10) or less memos (anticipated cloud posting)
- Addendum(s) to RFP will be consolidated to two (2) or less
- Proposals received/reviewed will be six (6) or less
- Proposer interviews, if required, will be authorized separately under Task 6
- City Council presentations, if required, will be authorized separately under Task 6

Deliverables:

- Draft RFP at 90% and Final (for City review and approval)
- RFI received and responses
- RFP-Addendum
- Summary memo of proposals received at due date
- Summary letter of proposal ranking
- Letter of Recommendation for Award

TASK 4. CM/GC CONTRACT NEGOTIATIONS AND ONBOARDING FOR PRECONSTRUCTION SERVICES

- Hold CM\GC introduction meeting and prepare onboarding agenda and schedule
- Review CM\GC requested Special Provisions to Preconstruction Services Contract
- Evaluate CM\GC provided scope and level of effort for Preconstruction Services
- Prepare Contract documents for signature
- Verify Contract submittals and issue Notice To Proceed (NTP)

DEA will assist the City and coordinate with the selected CM\GC to review the scope, level of effort, and any CM\GC requested contract revisions. DEA will promote a team building approach and provide a qualified third-party perspective where appropriate. Once the scope/cost issues are resolved, DEA will revise the contract accordingly and facilitate acquiring signatures. Final actions will be to review the contract submittals and issue NTP.

Assumptions:

- Video conferences will include introductory and three (3) contract review meetings (up to 3 hours each)
- Contract format will be based on City supplied and previously used contract for CM/GC Services for the Water Treatment Plant Project (August 15, 2016), as published in the RFP
- City's legal team will advise on any Special Provisions to the Contract (if applicable)

Deliverables:

- Introductory meeting agenda
- Meeting Notes (4x)
- Draft Contract for review (2 revisions and final)
- NTP for CM\GC (with City concurrence)

TASK 5. VALUE ENGINEERING AND GMP SUPPORT

- Participate in Value Engineering (VE-1) analysis
- Review alternatives, preliminary estimates and schedules with Team
- Participate in Value Engineering (VE-2) analysis
- Develop an independent production-based cost estimate
- Coordinate PS&E revisions by Project Design Manager
- Assist City in evaluating GMP contingencies
- Prepare GMP amendment
- (Optional – See Task 6) Prepare and participate in presentations to City Council

DEA will facilitate a Team (City, Owner's Representative, Project Design Manager, CM/GC) meeting (VE-1) to identify goals, constraints and anticipated construction challenges. Then the Team will identify potential alternatives (means, materials, extent) for further evaluation. Feedback will be fast tracked to identify the most viable alternatives. A second Team meeting (VE-2) will focus on the viable alternatives and their ability to reduce costs, schedule and disruption (restoration).

The accepted alternatives will be directed to the Project Design Manager for applicable revisions to the PS&E. This will allow the CM\GC to formulate their preliminary GMP. DEA will then evaluate the base and contingencies requested, for discussion first with the City and then the CM\GC firm. Upon agreement by all, DEA will prepare the GMP Amendment (Construction Phase) to the CM\GC contract.

Assumptions:

- All meetings by videoconference (4 hour each for VE, 1 hour each for GMP (2x))
- Memos and letter either posted to cloud or emailed
- GMP reviews/revisions will be three (3) cycles or less

Deliverables:

- VE-1 Agenda
- VE-1 meeting summary and action item list
- Memo – Summary of alternative evaluations
- VE-2 Agenda
- VE-2 meeting summary and action item list
- Memo - Summary of detailed alternative evaluations
- Letter – Directive to Project Design Manager and CM\GC of PS&E revisions
- Memo –GMP review (3x)
- Draft and Final GMP Amendment

TASK 6. MISCELLANEOUS OWNER'S REPRESENTATIVE SERVICES AND SUPPORT

- Provide general input and ideas around CM/GC delivery of the project, as needed.
- (Optional) Develop Proposer interview questions, shortlisting and response ranking.
- (Optional) Coordinate and participate in interviews
- (Optional) Prepare and participate in presentations to City Council

On an as-needed basis, DEA will provide miscellaneous, yet to be defined, services, support and input around CM/GC delivery of the project.

Assumptions:

- City will direct or authorize services.

Deliverables:

- As requested by City

SCOPE OF WORK - Owner's Representative and Administrative Oversight Services (Construction Phase)

Services after the Preconstruction Phase are anticipated but not scoped at this time. As the GMP is finalized and indications are in place that the project will proceed, DEA will work with the City to identify the tasks and services needed in the Construction Phase that will assist the City in delivering a successful project.

ESTIMATED FEE

For the scope of work outlined above, DEA proposes the following not to exceed fee of:

TASK	COST
1 – Project management and administration	\$23,310.00
2 – Preparatory information exchange and review	\$12,540.00
3 – CM/GC RFP solicitation, evaluation and selection	\$28,750.00
4 – CM/GC contract negotiations and onboarding	\$16,750.00
5 – Value Engineering and GMP support	\$28,780.00
6 – Miscellaneous Owner's Representative services and support	\$10,270.00
Expenses	\$1,600.00
TOTAL	\$122,000.00

Thank you again for this opportunity to work with you as the Owner's Representative on the CM/GC delivery of the Westside Sewer Interceptor Project. We truly appreciate your consideration and we look forward to continuing our relationship with you and the City of Lebanon.

Sincerely,

DAVID EVANS AND ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Craig Sheahan". The signature is fluid and cursive, with the first name being more prominent.

Craig Sheahan, PE
Principal in Charge

A handwritten signature in blue ink that reads "Evan Henke". The signature is cursive and somewhat stylized.

Evan Henke, PE
Project Manager



DAVID EVANS
AND ASSOCIATES INC.

Project Fee Estimate

City of Lebanon: WSI
Owner's Representative and Admin
Services for CM/GC delivery of the WSI:
Preconstruction Phase

Project Ref:

Date: 8/19/2020

Prepared By
EFH

Estimate of Effort										
Personnel Positions and Est. Hourly Billing Rates										
Task/Subtask (1)	Principal/Director	Project Manager	Senior Engineer	Design Engineer	CAD/GIS Tech	Project Coord.	Admin. Assistant	Total Hours	Labor	
									Total Est. Fee	
1	Project Management	14	62	13	6	0	0	118	\$23,310.00	
2	Info Exchange	3	26	29	0	2	0	62	\$12,540.00	
3	RFP Solicit, Eval & Award	10	41	53	32	4	0	158	\$28,750.00	
4	Contract	9	26	34	14	0	0	83	\$16,750.00	
5	Value Engineering and GMP	12	43	64	22	0	0	147	\$28,780.00	
6	Misc. OR Services	4	16	20	10	0	0	54	\$10,280.00	
6.1	As Requested (allowance)	4	16	20	10	4	0	54	\$10,280.00	
6.2								0	\$0.00	
	Total	104	428	426	168	12	0	1138	\$120,410.00	

Estimated Direct Expenses	
Mileage & Reproduction	\$1,200
Travel	\$400
Subconsultants	\$0
Total	\$1,600

2x trips
2 nights

Project Fee Estimate Summary and Total	
Total Estimated Labor	\$120,410.00
Total Estimated Expenses	\$1,600.00
Total Fee Estimate (Rounded)	\$122,000.00

Notes and Assumptions:

- (1) See detailed Scope of Work dated August 5th, 2020 (Rev 1 082420)
- (2) Hours and Rates shown are approximate, actual hours and rates will be based on assigned staffing and may decrease or increase. However, DEA will not exceed the Total Fee Estimate (Rounded) without the client's written authorization.
- (3) The DEA project manager may transfer budget between tasks or from estimated expenses to labor and vice versa, as the project manager may determine as appropriate. Work will be billed on a time and expense basis, subject to the limit of the not-to-exceed Total Fee Estimate value.
- (4) Client shall be responsible for direct payment of all permit, agency review, advertisement, service or other project expenses not expressly included in the Project Fee Estimate and/or Scope of Work.

Agenda Item 7



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4918
www.ci.lebanon.or.us

MEMORANDUM

Engineering Services

To: Mayor Aziz and City Council

Date: September 1, 2020

From: Ron Whitlatch, Engineering Services Director 

Subject: **Wastewater Treatment Plant (WWTP) Operational Transition Update**

I. INTRODUCTION

On August 5, 2020, the City Council unanimously voted to terminate the current contract for operations of the WWTP with Jacobs, Inc. Jacobs was notified by the City of the August 31, 2020 final end date of the contract.

A meeting between Jacobs and City Staff (as well as attorneys) was held on August 18, 2020 to discuss transitioning the operations of the WWTP to City Staff. During this meeting the City indicated the desire to offer employment to the staff (non-supervisory only) currently operating the WWTP. Below is a summary of actions that the City has taken and will need to take as it relates to operations of the WWTP:

- The City will be offering temporary employment to the five staff members currently operating/maintaining the WWTP that were laid off by Jacobs as of August 31, 2020.
 - The 30-day temporary agreement allows City Staff to prepare permanent job descriptions and evaluate the overall number of personnel needed for operations.
- The City has entered into a three month contract with James Allred to be the Designated Person In Charge of the Plant.
 - Jim comes highly recommended from our Technical Expert Team working through the legal case with Jacobs. Jim will also act as the interim supervisor, until a recruitment for a permanent position can be filled.
- Operational changes will likely be implemented based on the recommendations of the Technical Expert Team and Jim Allred.
- City Staff will be performing various maintenance projects at the WWTP over the next several months.
- Staff is currently working on extending the IGA with the City of Albany to take solids from Lebanon.

- City IT Staff are getting the needed software/hardware in place for the change in operation.

II. RECOMMENDATION

Additional information will be shared at the City Council Meeting as well as opportunity for questions.

Agenda Item 8



CITY MANAGER'S REPORT

Reporting period: August 2020

I. A. ADMINISTRATION – Ron Whitlatch, Interim City Manager

- Still spending a large amount of time dealing with the COVID -19 Outbreak. This includes multiple conference calls, developing guidelines, updates, and fielding phone calls.
- Worked with Human Resource Department to develop and implement new salary schedule for Non-Bargaining Staff.
- Department Directors have finalized policy related to re-opening (Phase II) of City Buildings closed due to COVID-19. This includes timing (based on Governors guidelines), acquiring PPE, and determining additional measures to keep employees and public safe. In following the Governors Executive Orders, City Staff are wearing face coverings when in common areas of facilities.
- Working with Finance Department for reimbursement of COVID related expenses
- Spent time preparing for Interim City Manager Contract to be approved.
- Spent time with several departments discussing HR issues
- Spent a large amount of time preparing for City Staff to take over operations of the Wastewater plant.

B. HUMAN RESOURCES – Angela Solesbee, HR Director

- Business as usual with normal day-to-day operations.

II. LEGISLATIVE / CITY RECORDER – Kim Scheafer, MMC, City Recorder

- **City Council Meetings:** Regular Session September 9, 2020
- **Miscellaneous:**
 - The City Recorder and Deputy City Recorder are working remotely. Some of the projects we have been working on are:
Web page updates, Facebook posts, processing press releases, meeting minutes, public records requests, meeting agendas and packets, directing web page inquiries, Voter's Pamphlet, and preparing electronic records for transfer to the State's Records Management System.
- **Liquor License Applications:** One new Liquor License application has been received and approved since the last packet was published.
- **ORMS Implementation:** Virtual training meetings are now being held with key users.
- **Public Records Requests:** Three Public Records Requests have been received since the last packet was published.
- **2020 CC Election:** The City of Lebanon's Certified List of Candidates was sent to the Linn County Elections office on August 28, 2020. The candidates that qualified for the ballot are:
 - Mayor** – Paul Aziz
 - Ward 1** – Wayne Dykstra and Zach Beck
 - Ward 2** – Rebecca Grizzle
 - Ward 3** – Jason Bolen

THE CITY THAT FRIENDLINESS BUILT

III. COMMUNITY DEVELOPMENT – Kelly Hart, Director

A. Planning:

- The Planning Commission held a Planning Commission meeting on August 19, 2020. Under consideration included 5 agenda items: the continuation of the hearing for the 24-unit apartment complex on Weldwood Drive; consideration of a 78-unit apartment complex on Russell Drive; a Conditional Use Permit application for operation of a nonconforming drive-through coffee cart on Airport Road; an annexation on Stoltz Hill Road; and a proposed Comprehensive Plan Map Amendment for a property on Stoltz Hill Road. The Planning Commission approved the affordable housing project on Weldwood, the apartment complex on Russell Drive, and the Conditional Use Permit on Airport Road. The Planning Commission also recommended the City Council approve the annexation on Stoltz Hill Road. At the applicant's request, the Planning Commission postponed the public hearing for the Comprehensive Plan Map Amendment to the September 2020 meeting.
- A portion of the month has been focused on supporting the City Manager with the response to the COVID-19 pandemic as we are continuing to monitor the situation, participate in weekly updates with the League of Oregon Cities, communicate with the Regional Solutions Team in the Governor's Office and representatives of OHA.
- In August, three applications were approved administratively, including a Minor Land Partition on Weldwood; a Ministerial Review for Elite Equipment Rentals on Montessa Way; and an Administrative Review application for the development of an 18-unit apartment complex on Primrose/Alder/Taylor.
- Staff is currently processing seven planning projects:
 - Admin Review for a four-unit development on Cooper Street (waiting for the applicant to respond to comments)
 - Modification to an approved Planned Development for the construction of the Physical Therapy College (Hearing postponed at the request of the Applicant)
 - 24-unit apartment complex project on Weldwood Drive (Planning Commission approved project on 8/19. Staff is preparing for appeal process)
 - Comprehensive Plan Map Amendment application for a property on Stoltz Hill Road (Applicant requested to postpone the application to the September Planning Commission meeting)
 - Annexation of property on Stoltz Hill Road (Application to be reviewed by the City Council in September)
 - Annexation of property on S 9th Street (Application to be considered by the Planning Commission on September 16, 2020)
 - Annexation of a property on Kees Street (Application to be reviewed by the Planning Commission on September 16, 2020)
- Three DRT meetings were held during the month of August. Discussion included a possible project at the Hometown Furniture Store, expanded operation of a business on Montessa Way, and staff coordination on current projects.

B. Building:

- The city processed 79 permits in July. Total fees received were \$63,775.43 and valuation of construction was \$4,815,483.28. By comparison, in July 2019, 57 permits were processed. Total fees received were \$22,644.47 and valuation of construction was \$1,639,282.00.
- During the COVID-19 pandemic, construction sites are still operating. A current list of the larger construction sites include:
 - Village Loop Apartments (Mill Race Development)
 - Wassom Street Townhomes
 - Riverside Banks Subdivision and Duplexes (Williams Street)
 - Garden View Apartments (South Main Road)
 - Cam Multifamily (12 Street & Leonard)
 - Cascade Ridge Apartments (North 5th Street)
 - Mill Race Multi-Use Building (Hwy 20, north of Reeves Pkwy)
 - Gerig Industrial Building (Tennessee Road)
 - Redbud Apartment Complex (Russell Drive)
 - Urgent Care Building (Cooperative Way)

C. Economic Development:

- Small Business Assistance program update - The Economic Development Catalyst has attended meetings and webinars in regards to creating a Small Business Assistance program to gather funds in order to apply for future rounds of funding through Business Oregon or the CAREs Act. These funds would only go toward businesses in the territory of Lebanon. The group administering for this program would be a local CDFI, DevNW. Unfortunately we did not receive the grant through the Oregon Community Foundation. The next step in the project is waiting until we have a response from the Lebanon Industrial Development Corporation (LIDC) regarding a request for funds to support this effort. The LIDC has recently voted in new board members and has started to review their bylaws to see if this is something that they could fulfill.
- Cascades West Economic Development District (CWEDD) Update – The Economic Development Catalyst has participated in two Go To meetings to be part of the process of helping the Oregon Cascades West Council of Governments' Economic Development District update the Comprehensive Economic Development Strategy (CEDS). The CEDS document is the guiding document for economic development for our region. This document gets updated every 5 years and is used for support when it comes to applying for grants through the state. It is helpful to participate in this process to be able to help prioritize the goals of the region along with the goals of Lebanon.
- Small Business Development Center (SBDC) Update - The Economic Development Catalyst connected with Jeff Flesch, The Director of Extended Learning at Linn Benton Community College, to discuss the outreach efforts of the SBDC during the time of COVID-19. Jeff has provided the final two reports for the consultations and business meetings in Lebanon over the last 2 quarters. They have helped more businesses in Lebanon year to date than in 2019, have had greater participation from Lebanon businesses in classes and are looking at new ways to increase outreach.
- This month the Main Street Manager and the Economic Development Catalyst made phone calls to all of the restaurants in Lebanon to discuss the ways other communities have extended outdoor seating to sidewalks and parking spots. It was through this communication that it was discovered that businesses would rather extend out to the sidewalks in front of their establishments than repurpose the limited parking available in the downtown. The Economic Development Catalyst with the Main Street Manager distributed the City's application for Café sidewalk seating to downtown businesses.
- The Mid Valley Partners (MVP, formally the 8 Cities in rural Linn and Benton Counties) – The MVP group met to discuss the future of the partnership with RAIN and how the communities will continue to work together for economic recovery.
 - City of Sweet Home was successful on their application on behalf of Linn County (excluding Albany) to obtain a Community Development Block Grant for job creation and retention. The funds come from Business Oregon and will be administered through Community Lending Works.
 - The funding gap that resulted from the City of Lebanon's budget constraints regarding RAIN in the next fiscal year was partly covered by Harrisburg, Halsey, and Brownsville. The MVP group will meet with Corey Wright in August to discuss the changes to the MOU as a result of the financial changes and to further understand how RAIN is shifting their events and metrics during this time of COVID.
 - Also discussed was the restructuring of how contributions are calculated for future years, the new model would more evenly distribute the financial costs of the larger Cities (Lebanon's contribution would decrease by \$3,000).
 - The timeline on the recently approved IGA with the other 7 cities was also discussed and the potential to approach other rural communities to join the MVP group (Tangent and Scio).
 - Attached for further review is RAINs Annual Report.
- The Economic Development Catalyst has also been in regular communication with the Chamber of Commerce, Lebanon Downtown Association and local businesses to gauge which businesses are in the process of reopening.

- Lebanon Downtown Association (LDA) Meetings: The Economic Development Catalyst has still been in attendance for the Design Committee Meetings, Economic Vitality Committee Meetings (EVC), and the Board Meetings. The EVC has created the event for the first virtual "Space Walk" to showcase the vacant spaces in the downtown.
- The Economic Development Catalyst has also been attending meeting for Virtual Greeters (Zeeters), The Museum Foundation, Optimist and other webinars.

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- City Crews have been actively televising the Existing Westside Interceptor in an effort to identify areas with high infiltration and inflow rates. Staff is currently designing several projects for construction this summer/Fall that will fix these high inflow areas. Currently we have identified three sanitary sewer lines for replacement based solely on the amount of infiltration they are taking in.
- City Staff has been preparing to take over operations of the Wastewater Plant. There will be an agenda item for discussion/information purposes during the September 9th City Council Meeting.
- Staff will be preparing a Request for Proposals in an effort to begin a Master Plan for the Wastewater Treatment Facility. This was originally planned for 2022. However, with City Staff taking over operations/maintenance of the WWTP we have determined this facility plan needs to be done sooner rather than later.
- Staff is continuing to work with Build Lebanon Trails on multiple projects. The Old Mill Trail is the next priority. Staff is currently designing the trail which goes from Gills landing to Mountain View Park. Funding for this is still unknown, as we are waiting on several grant opportunities.
- The playground structure for Porter Park will be installed as soon as Maintenance Crews have a break in their schedule. The remainder of the park has been constructed.
- David Evans and Associates has completed the update to the existing Westside Interceptor (sanitary sewer) model. The report shows that the Existing Westside Interceptor is at or above capacity during 5-year storm events. The last model update was done 10 years ago and showed that the existing pipe was at capacity. David Evans will now begin modeling the City Eastside Interceptor. This data will be used to verify any changes need in the system associated with continued development off of the East end of Milton Street.
- The next phase of the Westside Interceptor Project was originally planned to be done in two phases. Udell Engineering has the project approximately 70% designed. Staff has learned that the application submitted to DEQ for low interest financing of the project has been accepted, and they intend to fund \$14 Million of the proposed \$20 million-dollar project. Once we have a wetland permit from Division of State lands, we can move forward on the Loan Agreement. It is anticipated that permitting will take 4-6 months.
- Staff will be requesting approval of a contract with David Evans & Associates to be the City's "Owners Rep" for the Westside Interceptor Project. The City is not able to administer Federal Aide Projects, thus the need to have a firm on board who is. DEA's role will be to help with the process of selecting a CM/GC Contractor, along with the contract support and administrative overview on behalf of the City during construction. This is a very similar scenario as was used for our Water Treatment Plant Project. The proposal will be brought to the City Council for approval in September.
- Staff has been actively working on our required TMDL update to DEQ. There will likely be several new storm drainage ordinances brought to City Council for review over the next 12 to 18 months.
- Staff is updating the City Standard Drawings and Supplemental Specifications. They currently have not been revised since 2008. The updates will be brought to the City Council for approval as time allows.
- Staff is currently designing a waterline replacement for Seventh Street (Oak to 'F'). This section of waterline has had multiple repairs done to it over the last several years. If funding allows, the project will likely go out for bids in spring 2021.
- The Sherman Street Waterline Replacement Project was awarded to Pacific Excavation at the August City Council Meeting. They plan to begin construction in late September to early October. This project replaces an existing 2-inch line on Sherman from Tenth to Seventh with an 8-inch line.

- Staff is continuing to work with David Evans and Associates to update the City's Drainage Master Plan. Part of the plan will be to collect pipe and invert data on the entire storm system which will then be used in modeling as well as updating the City's GIS system.
- Staff is working with Linn County to complete a speed study on River Road (from the water intake site to Mountain River Drive) in hopes of reducing the speed to 35 MPH rather than the current speed of 45 MPH. This will likely take several months to complete.
- Engineering Staff is currently working on several small projects which include a storm line extension on Ash Street, traffic speed/volume counts on North Second Street, and permitting for the fire pond on Industrial Way.
- Lebanon Staff will be meeting with representatives from the City of Albany to discuss property acquisition for future trails projects. Currently, the City of Albany owns parcels adjacent to River Park and East olive Street that would be locations for future trails.
- Staff will be moving forward with a plan to update the Street and Water SDC's. We intend to work with our consultant to update the Transportation SDC.'s first, which will begin in September 2020.
- The City is in the preliminary phases of prepping for a new Traffic Signal at the intersection of Airport Road and Stoltz Hill Road. Kittleson Engineering will be completing the design for the City. This is in conjunction with a proposed development (Applegate landing) which will extend Stoltz Hill north of Airport Road. This will be a joint developer, City, and Linn Count project.
- Staff is slowly stripping items out of the Old Water Treatment Plant that can be used elsewhere in the City. We are also working on preliminary plans to demo all of the structures associated with the Old WTP. This will likely be done in Spring of 2020.
- Plans have been changed from a 5-plex to a duplex on Second Street. Building permits have been issued and construction is under way. Connections to City services have been made and water meters installed. Building under construction. Driveway still to be completed.
- Mill Race Multi Use site plan have been approved, building construction in process with onsite utilities.
- Mill Race Apartments Complex Phase I- site plans have been approved, building permits have been issued construction to start soon. Site grading in process.
- Site plan for Miller's Auto Repair have been approved site work to begin soon.
- Entek building expansion site plans have been stamped approved, site work construction underway.
- Paventy & Brown Orthodontics new building site plans have been approved. Project has been awarded and to start shortly.
- River Place at the Lakeside subdivision plans have been approved, construction in process with onsite clearing under way.
- Site plan for Hall Duplexes off Oak Street have approved. Contractor working onsite improvements along with building permits for 3- duplexes and 1-single family home.
- First Baptist Church parking lot expansion plans have been approved, construction complete.
- Riverside Banks Subdivision (Milton & Williams St) all public improvement complete and tested. Final plant signed and recorded with building permits issued for two tax lots.
- Garden View Apartments nearing completion with final walk through scheduled.
- River Trail Place Subdivision on River Road construction in process. Extension of water line from Mtn River under construction complete and passed pressure testing and chlorination. Contractor completed sewer extension of main. Working on onsite utilities.
- N 5th apartments plans have been stamped approved, construction to start soon.
- Water main extension for Franklin Street for single family home construction started and making progress with extensions.
- Gerig warehouse and water line extension water line complete and sewer tap to manhole. Contractor working on punch list items.

- Cam Multi-family 10th & Leonard contractor working on storm line extension and base rock. Sewer tested and passed on Leonard street. Testing of sewer on 12th completed and under review. Contractor working onsite improvements and buildings.
- Steven King site plan for Airport road has been approved and building permits to be issued.
- Lebanon Urgent Care site plan and public improvement have been stamped approved for construction. Preconstruction meeting to be scheduled.
- Cascade Ridge IV Apartments preconstruction meeting complete, contractor completing onsite utilities and building.
- Cordle Construction project on Third Street, contractor working on site improvements, sewer connections complete.
- Redbud Apartments on Airport Road, contractor working on site utilities and building.
- Vine Half Street improvements, public improvements complete and accepted.
- Welch Apartments (Walker Rd)- sewer main extension across Walker Road complete, contract working on site plan.
- Applegate civil and site plans approved. Preconstuction meeting complete and permit for public improvements issued. Contractor working on site clearing.
- Site plan and public improvements for Prism Manor corner of Russell and Franklin returned to Engineer for revisions.

V. **FINANCE SERVICES – Matt Apken, Finance Director**

- **Accounts Payable:**
 - FY19/20 payments made in August 2020, 16 Checks were processed for payments of \$123,944
 - FY20/21 payments made in August 2020, 271 Checks were processed for payments of \$1,354,453
- **Miscellaneous Payment:**
 - We are working on an online payment system for non-utility Payments
- **COVID-19 Grant:**
 - The City has submitted at total of 3 reimbursement request for Coronavirus Relief Funds for a total of \$137,021.
- **Process Review:**
 - We have put a focus on reviewing our current policies and processes and looking for way to make them more effective and efficient. We are looking at several ways to use new technology that will help to automate more of the workflow through our department.
- **Utility Billing for August 2020:**
 - 5,620 Billing statements mailed by the end of August = \$1,122,313.
 - Active accounts: 6314
 - Penalties were waved due to the Coronavirus for 976 delinquent accounts and 316 Owner lien notices were sent out.
 - 0 Pre-lock off IVR calls sent out. We are working with our software vendor to change our message so we can send out in advance to encourage customers to pay or start a payment plan.
 - Lock offs were not done due to the Coronavirus.
 - Total of 189 Service orders: 19 read request, 0 Lock offs, 4 Turn offs, 23 Turn on, 41 Move Outs, 60 Move ins, 2 reconnects, 9 Returned Mail, 8 Leak Checks, 0 Pressure Test, 9 Meter Change out, 1 New Meter Installations, 4 Quality Checks, 4 Door Hangers, 1 Dead meters, 4 misc. other.

	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	June 20	July 20	Aug 20
Active Accounts	6,281	6,279	6,295	6,294	6,295	6,296	6,299	6,301	6,304	6,305	6,306	6,312	6,312
Penalty applied	1,175	1,185	788	853	959	822	822	0	0	0	0	0	0
Lock Offs	48	72	64	48	61	49	49	0	0	0	0	0	0

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

- Working with Engineering and Maintenance Departments to support operations at the Waste Water Treatment Plant. This includes purchase of operations and scheduling software, purchases of computer and network equipment, installation of security and video systems, and coordination of plant operations with City staff and vendors.
- Completed Cyber Security Policy for Council adoption.
- Troubleshoot, coordinate, and reconfigure Water Treatment Plant reporting system to new platform.
- Work on route and monitor systems for Senior Center buses.
- Installed new scanner and printer for Account Payable specialist.
- Completed upgrade to new firewalls and VPNs.
- Completed upgrade to new City Hall network equipment.
- Ordered new WiFi access points to provide better public access WiFi at the Library.
- Virtual Meeting prep and testing for Planning Commission and City Council meetings.
- Updated Police CAD system to address vehicle connectivity issues.
- Coordinated with IT and LFD staff regarding MDT upgrade project.
- Coordinated with IT and Maintenance staff to troubleshoot and resolve issues with equipment vending machine in Maintenance shop
- Coordinated with IT and Maintenance staff regarding potential Wastewater Treatment Plant review, operation, and equipment installations.
- Removed existing Finance printer, installed replacement printer, and worked with Finance and IT staff to migrate and configure all existing services and test for function.
- Coordinated with IT staff to complete firewall RMA project.
- Coordinated with LFD and IT staff regarding radio expansion project and related fiber infrastructure mapping needs.
- Continued 2020 Aerial Photography updates.
- Continued Residential Fiber Project coordination with IT and Engineering staff.
- Coordinated with Community Development staff regarding issues and improvements on Portal galleries and apps.
- Purchase and configure dedicated tablets for GIS collection by City staff and Udell engineering for City GIS systems.
- Coordinated with ESRI, network vendor, and IT staff regarding planned GIS server operating system, database, and software geodatabase functional level upgrade project schedule, licensing, and workflow.
- Coordinated with Police staff regarding Common Place layer update process and current issues; performed GIS sync and update processes.
- Continued Tax lot update automation project and performed monthly update
- Coordinated with IT and vendor staff to identify GIS Internship need and potential resources for assistance.
- Coordinated with City of Corvallis GIS staff to review hosted image tile service publishing workflow, GIS department projects, and potential future coordination efforts.
- Reviewed work order management/asset management solution demo and coordinated with IT staff.
- Completed City Protect and Police web map replacement projects
- Completed Engineering web map replacement project.
- Reviewed and documented Maintenance shop IT drop locations, labels, and connected devices where possible for later updates to IT equipment dataset and building map.

VII. LIBRARY – Kendra Antila, Director

- We continue to limit the number of people in the building to 25% of capacity. We have not asked our volunteers to return and staff are performing those tasks.

- We are currently open to the public from 12:00pm-6:00pm, Monday through Thursday. However, in order to better meet public needs, we will also be open from 12:00pm-5:00pm on Saturdays beginning September 5th. We will continue offering no contact curbside service between 10:00am-12:00pm, Monday thru Thursday, and from 10:00am-4:00pm on Friday. (This allows us to offer the required accommodation for those who cannot wear face coverings.)
- We have added an exterior Wi-Fi network available for public use between 6:00am and 10:00pm. The service is free and available to all, no library card or log-in is required. Users can remain in their cars if they choose, the signal is very strong.
- We continue to engage with our patrons via social media, offering virtual storytimes, craft and STEM demonstrations.
- On September 1st, we kick off the “1,000 Books Before Kindergarten” initiative. As with all library programs, one does not need a library card to participate. The program is open to any parent/caregiver and child from birth until they enter kindergarten.
- While the Albany Public Library remains closed to the public, the Lebanon Public Library along with the other libraries in the Linn Library Consortium (LBCC, Sweet Home, Scio and Harrisburg) hope to resume resource sharing in mid-September.

VIII. MAINTENANCE – Jason Williams, Director

IX. POLICE – Frank Stevenson, Chief of Police

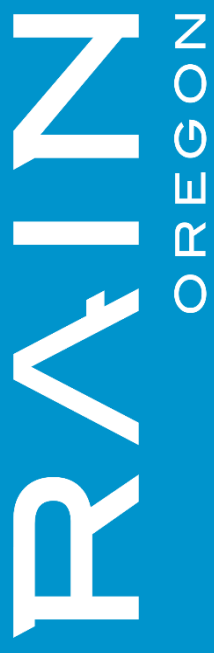
- The Patrol Division had approximately 1,355 calls for service, made 88 arrests, issued 25 traffic citations and wrote 150 case reports. Patrol functions remain unchanged during COVID-19; however, we are conducting more business via telephone and practicing appropriate social distancing when we can. We remain diligent in our patrolling, focusing on being visible and doing our best to provide extra patrol to local businesses.
- There was a total of one use-of-force incident during the month of August; no injuries were reported. The incident was reviewed extensively, found to be justified, and verified to make sure it was handled in accordance with policy.
- Lebanon Jail has opened back up, keeping cautionary measures in the forefront. As of August 23rd, 52 individuals were booked and released, brought to Lebanon Municipal Court or Linn County Court, transported to/from Linn County Jail, or sentenced to the Lebanon Jail. A total of 84 days were served by individuals.
- Detectives remain busy with involved sex abuse cases and narcotics investigations. They were assigned 2 new cases this month, cleared 1, made 2 arrests, and executed a total of 4 search warrants. Detectives also assisted outside agencies with search warrant executions and reviewed 22 Department of Human Services’ (child welfare) cases.
- Traffic Safety Class will be held virtually again this month, with an estimated total of 16 participants.
- The process for full-time officer continues to move along. Three of the those who applied were either certified officers or had already gone through the academy; two of them were moved forward in the process. Further screening will take place during the end of August and into the month of September.
- The Reserve Officer recruitment process continues to progress; panel interviews were conducted during the month of August and we plan to send three candidates to a Chief’s interview in the first-half of September.
- An internal promotional process to fill a new, additional lieutenant position began June 1st. This lieutenant will be tasked with the operational and leadership responsibilities of one or more functional divisions within the Lebanon Police Department. With that, the vacating sergeant will also create a vacancy (FTE will remain the same, however). Panel interviews were conducted this month, and an executive board was assembled to finalize the candidate choice.
- The Community Services Division remains active in the community. This month, staff has been very involved with assisting citizens in various ways during the pandemic.

X. SENIOR SERVICES and LINX – Kindra Oliver, Director

- The Senior Center building energy trust project is currently underway. Jason Rush, in Maintenance, is working with the contractor crew to replace all the existing lights in the facility with LED bulbs. The new lighting will result in less energy

used and annual savings of approximately \$2,600. The project is funded at 100%, so there is no cost to the City. The project should be completed by mid-September.

- As COVID-19 cases in Lebanon and Linn County decrease, we will be adding in person classes that follow the Governor's current guidelines. Most will be hybrid classes, capped at 10 participants in person and will be recorded so others can view at a later time. We don't currently have these scheduled for September, but will be evaluating on a regular basis.
- The Senior Center continues to offer virtual on-line activities and classes through Zoom, You Tube and Facebook to provide more programming and reach more seniors who are remaining at home. Follow the [Lebanon Oregon Senior Center](#) on Facebook, for up to date information and check out our programming for the month of September.
 - National Preparedness Month: join us for weekly conversations about emergency preparedness and chances to win items to help during an emergency situation.
 - Chair Chi, Stretch and Strengthen Exercise Classes
 - Mystery Team Project
 - Crafternoon
 - Bingo
 - And more!
- The Lebanon Senior Center is continuing with our services that started in March 2020, including our Friendship Brigade to help combat isolation, partnering with Lebanon Police Department (LPD) to assist with prescription pick-ups for our senior population and those whose immune systems are compromised and puzzle and book drop-offs.
- We submitted a second CARES ACT fund grant for additional funds for driver wages for paid furlough, additional \$2/hour for hazard pay, PPE (masks, sanitizer, disinfectant, etc.), decontamination unit for the vehicles, loss in farebox revenue, other COVID-19 response related expenses, contingency and another vehicle to address capacity limitations with social distancing on the bus. There is no match required for this grant. We hope to hear back from the Oregon Department of Transportation in the next 2-6 weeks.
- The LINX Dial-a-Bus continues to be available, at no charge, for essential trips. Bus operations are currently Monday through Friday, from 7:30am to 5:00pm. Please call 541.258.4920 for ride arrangements.
- We continue to follow COVID-19 levels in Lebanon and Linn County to help determine when to add back service.



RURAL LINN BENTON ANNUAL REPORT

July 2019 – June 2020



Corey Wright | Oregon RAIN Venture Catalyst
corey@oregonrain.org | 503-507-8812

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



HIGHLIGHTED QUOTE



*"I just wanted to take a minute to thank you for all you have taught and shown us about building our brand and business this past year. **Everything we covered in class has been invaluable**, and although we were a little disappointed that we had to put our weekly meetings on hold, Fiona and I are both looking forward to the days we can see you [in-person] again!"*

-Jesse Gandy & Fiona Gledhill, Screamin' Jays - Lebanon Entrepreneurs

86 RURAL ENTREPRENEURS IDENTIFIED OR ASSISTED DURING THIS REPORTING PERIOD

MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
06 (Jun) 2020	Suzanne	Brean	My Little Dog Training Academy	Service-Based - Pets	Lebanon	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun) 2020	Andrew	Bumstead	Sapience Building Co.	Construction	Philomath	Reached out to request assistance creating business logo and new branding. Connected him to several designers.

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MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
06 (Jun) 2020	Connie	Gulliford	JNC Gunsmithing LLC	Serviced Based - Gunsmithing	Sweet Home	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun) 2020	Scottie	Jones	Farm Stay USA	Trade Association	Alsea	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun) 2020	Mark	McGuire	Bountiful Backyard	Non-Profit / Farmer's Market	Philomath	Connected by individuals at City of Philomath. Provided some resources and contacts on starting a farmers market.
06 (Jun) 2020	Stacey	Newman Weldon	Adventure Wednesdays LLC	Service Based - Counseling	Philomath	Applied for and accepted into the RAINmaker Accelerator program.
06 (Jun) 2020	Kelly	Reetz	VICTORIAN CHOCOLATE COMPANY	Food Manufacturer + Brick & Mortar	Lebanon	Applied for and accepted into the RAINmaker Accelerator program.
05 (May) 2020	Autumn	Peterson	Heritage Natural Finishes	Manufacturing	Philomath	Requested funding assistance. Had to sell large lot in Philomath (old Nectar Creek building) and move downtown to smaller space. Connected to Sandra Easdale at the COG, and others.
04 (Apr) 2020	Cory-Ann	Imhof	PPE Manufacturing Facility	Medical Equipment	Lebanon	Working on the PPE manufacturing project. Married to Andy Imhof.
03 (Mar) 2020	David	Mallery	Moonlight Distillery	Food & Beverage	Sweet Home	Introduced by Blair Larson. Wants to start a brewery. Met for an initial consultation.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
02 (Feb) 2020	Jim	Drago	Vac-Lid	Consumer Products	Sweet Home	Met with and consulted on go-to-market strategy. Provided coaching on completing customer discovery.
02 (Feb) 2020	Sarah	Isom	Rooh's Four Corners Coffee	Food & Beverage	Halsey	Provided coaching on customer discovery. Invited to PreX classes.
02 (Feb) 2020	James	Roenspie	the gallery	Art Gallery	Harrisburg	Held some events previously. Assisted with info on the PPP loan program.
01 (Jan) 2020	Amanda	Champ	Art by A. Champ	Consumer Products	Philomath	She attended most of the Pre-X. She had to stop due to health and family issues. She will reach out to work on the idea when things get better.
01 (Jan) 2020	Fiona	Gledhill	Queen Wich and Darling Delights	Food Manufacturing	Lebanon	Attended and graduated Pre-X. Helping formulate a business plan and build a prototype.
01 (Jan) 2020	Melissa	Grossman- Naples	Prelude	Healthcare (Intensive Outpatient Eating Disorder Program)	Philomath	Attended and graduated Pre-X. Helping formulate a business plan and preparing to raise funding.
01 (Jan) 2020	Leatha	Krehoff	Wyld Womyn Farm	Food & Beverage	Sweet Home	She attended part of Pre-X. She had to stop to focus on health and financial issues. She has an idea for a food truck with farm ingredients.
01 (Jan) 2020	Katrina	Larson	TBD	Dietician / Diabetes Educator	Sweet Home	Met with via phone and discussed a business idea for virtual dietician services. Connected to attorneys with HIPPA experience, and a mentor with health care experience.

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MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
01 (Jan) 2020	Tessa	Lovelace	Q Worx, LLC, and Assorted Tech, LLC	Ag Tech	Scio	Business Partner of Corey Zuccaro.
01 (Jan) 2020	David	Malcolm Blume	Food Hub Idea	Food & Beverage	Blodgett	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
01 (Jan) 2020	Gary	Marks	Gary Marks Art	Art	Lebanon	Provided coaching on customer discovery to validate the business model.
01 (Jan) 2020	Eli	Meyer	Aquabiomics	Service	Monroe	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
01 (Jan) 2020	Melissa	Meyer	Aquabiomics	Service	Monroe	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
01 (Jan) 2020	Jeannette	Miller Mickensham	Philomath Art & Cinema	Entertainment	Philomath	Attended and graduated Pre-X. Helping formulate a business plan and preparing to raise funding.
01 (Jan) 2020	Sallye	Mills	Wylid Womyn Farm	Food & Beverage	Sweet Home	She attended part of Pre-X. She had to stop to focus on health and financial issues. She has an idea for a food truck with farm ingredients.
01 (Jan) 2020	Charlotte	Ridinger	Shine on SUP Yoga	Service / Athletic	Brownsville	The entrepreneur reached out on the website. I followed up with phone call and email.
01 (Jan) 2020	Vandy	Roadifer	Heart-Root Nutrition LLC	Service Sector	Lebanon	She attended most of the Pre-X. She had to stop due to health and family issues. She will reach out to work on the idea when things get better.

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MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
01 (Jan) 2020	Larry	Shuttlesworth	Pacific Recovery Recycling Solutions, Inc.	Clean Tech	Lebanon	He attended most of Pre-X. He had to stop due to health and family issues.
01 (Jan) 2020	Mackenzie	Thomas	Cascade Virtual	Service	Sweet Home	Met with to discuss how to involve the company and reach customers in the local area. Connected to local co-working spaces.
01 (Jan) 2020	Chris	Wade	Nova Aerial LLC	Service	Sweet Home	Attended and graduated Pre-X. Helping formulate a business plan and preparing to raise funding.
01 (Jan) 2020	Dawn	Wheaton	TBD	Mental Health	Sweet Home	She wants to study and open a hypnosis facility. Provided a free laptop through Nerds Abroad so that she could begin studying.
01 (Jan) 2020	Corey	Zuccaro	Q Worx	Ag Tech	Scio	Reach out for funding assistance. Just moved from Florida. Met with and provided various connections to funding in Oregon. Working with Mike White in Marion County (lives closer to Salem, even though in Linn County)
01 (Jan) 2020	Cody	Zuniga	TBD		Lebanon	Offered assistance on a potential business acquisition.
12 (Dec) 2019	Shawn	Hayward	Trucking Dispatch Software	Software	Lebanon	Developing new trucking software. Assisting with product dev and customer discovery.
11 (Nov) 2019	Faith	Castle	TBD	Service Industry	Sweet Home	Met at an event. I sent an email to follow up and learn more about the business idea and how to help.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
11 (Nov) 2019	Peter	Cersovski	TBD	Agricultural	Harrisburg	Met at Social Media Marketing event. Has an idea for a new type of flood-resistant corn seed. Met with a provided coaching on market analysis and value proposition design.
11 (Nov) 2019	Lindsay	Eilers	TBD	Food & Beverage	Sweet Home	She has a cake decorating business she wants to start. Julie from Groovy Moods referred her. I sent an email to line up a time for a meeting with her.
11 (Nov) 2019	Angelita	Sanchez	Angel's Rock' nRoll Construction	Service	Sweet Home	Reached out at Sweet Home City Council Presentation. She has a contractor business. I followed up with an email to arrange a time to meet. No response.
10 (Oct) 2019	Jacob	Bowman	Think Brain Candy	Local Retail	Lebanon	He owns a local bookstore. He attended several events.
10 (Oct) 2019	Devon	Krukiewicz	Blueriver Biotech Inc	Ag Tech	Blodgett	Attend part of the Pre-X series. Provided connections and pitch coaching.
10 (Oct) 2019	Devin	Schultz	<u>DoggieRamps.com</u>	E-Commerce	Lebanon	Attended Mentor Mixer event. Working on a pet-based product startup. Shared info on the PPP program.
09 (Sep) 2019	Marc	Aitkin	Incite Coffee Roasters	Food & Beverage	Lebanon	Looking for a location to roast coffee. Invited to several RAIN events and connected to Lebanon Ec Dev. Department.
09 (Sep) 2019	Cyndy	Cessnun	AVON	MLM	Philomath	She attended an Oregon RAIN event. She has not reached out for additional assistance.
09 (Sep) 2019	Mike	Cockrem	KiwiChem International Inc.	Consulting	Philomath	He attended an Oregon RAIN event. He has not reached out for additional assistance.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
09 (Sep)	Emily	Cowart	Blue-Collar Massage	Service Industry	Lebanon	Attended Oregon Startup CAFE for mentoring and networking.
09 (Sep)	Mino	Fuller	Ortho Bionomy	Service	Philomath	She attended multiple Oregon RAIN events. I connected her to mentors and marketing professionals.
09 (Sep)	Kellie	Kem	Sweet Home Choppers	Auto Sales	Sweet Home	Interested in moving their location. Potentially wants to start a scooter shop in Lebanon.
09 (Sep)	Paula	Newman	Schmizza Public House	Restaurant	Lebanon	She has attended multiple Oregon RAIN events. She is also a mentor for entrepreneurs.
09 (Sep)	Levi	Reese	Keira's Kars, LLC	Vehicle Sales	Lebanon	He has attended several Oregon RAIN events. Assisted with providing info about the PPP program.
09 (Sep)	Brandon	Sofge	Vantaggio	Consulting	Crawfordsville	Do not engage. This individual has a criminal background record and has been preying on local startups. Our Executive Director has been informed.
09 (Sep)	Ian	Tassin	Oregon IT	Service	Philomath	Student. I hired for business to give him experience. He attended an event on marketing. I gave him feedback on customer service techniques.
09 (Sep)	Janie	Tuller	Just Say It With Sweets	F&B	Sweet Home	She is a potential entrepreneur that needs assistance. I reached out via email. I haven't heard back yet.
09 (Sep)	Nicole	Zedwick	Nicole Zedwick Interior Design	Interior Design	Lebanon	Attended Oregon Startup CAFE for mentoring and networking.
08 (Aug)	Allison	Lamplugh	Lamplight Creative	Creative Services Agency	Philomath	Helping set up a local entrepreneur meetup group for startups in Philomath. Covid-19 has put things on hold for now.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
07 (Jul) 2019	Becky	Cornforth	Fair Winds Acres	Soap Artisan	Cheshire	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul) 2019	Hipsy	Gypsy	Hipsy Gypsy	Recycled Clothing	Monroe	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul) 2019	Dayna	Hansen	Not 2 Shabbee	Resale	Brownsville	The entrepreneur attended several RAIN events.
07 (Jul) 2019	Johnie	Harp	The Original Weed Bead	E-Commerce	Lebanon	I connected to a Mercy Corps IDA grant application that opened in Dec. She is currently putting the business on hold while getting in better financial shape.
07 (Jul) 2019	Melody	Jordan	Mighty Mama in Pajamas	Fitness and mom-life online coach	Lebanon	Providing coaching on how to leverage the COVID crisis to develop online workouts for new moms.
07 (Jul) 2019	Kendra	Knebel	Bo-Macks	Food Manufacturing	Lebanon	She attended part of the Pre-X. I'm trying to provide assistance and help, but the entrepreneur is very busy and needs to focus on 1 or 2 ideas.
07 (Jul) 2019	Mack	Knebel	Bo-Macks	Food Manufacturing	Lebanon	I provided marketing coaching. He is part of the Bo-Macks businesses.
07 (Jul) 2019	Michelle	Sheets	Branch, Leaf, Bloom by the Greenhouse	Designer & Fabricator	Monroe	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul) 2019	Ron	Stover	Hill Code Knives	Knife Artisan	Bellfountain	Entrepreneur identified at the local farmers market. I gave business cards and invited to events.
07 (Jul) 2019	Carol	Terrill	TBD		Halsey	She reached out for assistance with an idea. I tried multiple times to schedule a meeting but the entrepreneur did not respond.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
07 (Jul) 2019	Stephanie	Victor	Drive Through Salad Restaurant Idea	Restaurant	Lebanon	Attended Startup CAFE in Lebanon. Has the idea for a drive-through salad business. I reached out to offer assistance but no response yet.
06 (Jun) 2019	Ashleigh	Telfer	Ashleigh's Originals	Apparel	Harrisburg	Making custom dresses and shoes and wants to get into the apparel industry. Coaching on customer interview questions.
05 (May) 2019	Camelia	Moss	Camelias Candles	Candle Wax Recycling	Lebanon	I met with her for an initial consultation. She attends many Oregon RAIN events. She will need assistance with learning disabilities before Oregon RAIN can provide more impactful support.
05 (May) 2019	Jim	Tremi	Tremi's Jewelry	Jewelry Store	Lebanon	He has attended various startup events in Lebanon.
05 (May) 2019	Michelle	Waddell	Spoons Ice Cream	Restaurant	Philomath	Held initial consultation and provided homework and introductions to help with customer discovery. Introduced to SBDC. Helping find funding.
05 (May) 2019	Jonathan	Woo	Boardgame Meetup App	Tech	Philomath	Attended and graduated Pre-X. Helping formulate a business plan and prepare to raise funding.
03 (Feb) 2019	Jennifer	Puccio	Endangered Species Project (ESP)	Fashion	Lebanon	She attended most of the Pre-X. She has several business ideas she is considering. I'm assisting as I can.
12 (Dec) 2018	Anielis	Raas	ZenPui	Clothing	Philomath	Promoted her startup posts on making protective gear. Helping advocate for more assistance to rural startups making PPE products.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
11 (Nov) 2018	Andrew	Imhof	The Horsepower Hour Podcast	Entertainment and education	Lebanon	Assisting with mentoring. Looking into starting a PPE business in Lebanon.
11 (Nov) 2018	Cory	Love	Hand Picked Agents	Real Estate	Philomath	Provided information on PPP and EIDL loan applications.
11 (Nov) 2018	Cindy	Sekiguchi	Koala Pete	Consumer Products	Lebanon	Attended and graduated Pre-X. Helping formulate a business plan and build a prototype.
09 (Sep) 2018	Joseph	Sanchez	CryptoChats	Tech	Lebanon	A media company for all things blockchain. He also wants to start an incubator/accelerator.
09 (Sep) 2018	Julie	Southern Wolfsong	Groovy Moods	E-Commerce	Sweet Home	Helped her with some details of attending the Mercy Corps program to allow her to qualify for the IDA grant. Helping her get access to technology to scale her business.
08 (Aug) 2018	Shelley	Roenspie	The Gallery	Art	Harrisburg	Needs website, wants to get on Amazon. May not be coachable.
08 (Aug) 2018	Stan	Salot	Business and Quality Process Management, LLC / DDI	Manufacturing	Monroe	Assisted with connections and mentoring on the idea of starting a medical mask company.
07 (Jul) 2018	John	Marr	Varlio	Tech	Philomath	Caroline is helping as he deals with investor-related issues. Provided info on the PPP program. He recently landed a 6-figure contract for his business!
07 (Jul) 2018	Jeanie	Wenning	Recliner Bedding	Manufacturing	Lebanon	Revisiting idea for the apparel business. Attending local virtual events.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



MM / YYYY (1st assisted)	Entrepreneur First Name	Entrepreneur Last Name	Company Name (if exists)	Industry	City	Assistance Needed & Assistance Provided (include referrals made)
06 (Jun) 2018	Mary	Granzow	The Crossroads Cafe	Food & Beverage	Halsey	Introduced to individuals that she could sell the business to and to potential funders for investing in Halsey downtown. Unfortunately, due to personal health issues, she had to close down her cafe.
06 (Jun) 2018	Alvin	Kimble	TBD		Sweet Home	Entrepreneur re-reached out with new business ideas and asking for funding. Provided feedback and suggested performing customer discovery to validate product idea.
06 (Jun) 2018	Corey	McEldowney	Slabtown	Food & Beverage	Lebanon	He attended the Oregon RAIN Holiday Party. Moving forward with food cart space in Lebanon. I introduced to several people.
06 (Jun) 2018	Jerry	Springer	Wholesale Online Group	E-Commerce	Brownsville	Provided coaching on value proposition design, pitching to investors, and introduced to mentors. Entrepreneur attended multiple startup events.
06 (Jun) 2018	Christina	Wickstein	Chris Wick Gallery	Art	Monroe	Provided information and workshops on PPP loans. I helped with business pricing and model.

Privacy Notice

We respectfully ask that you keep all company and entrepreneur specific data internal to city staff only. If you choose to publish this document, we ask that you request a copy from Oregon RAIN without company-specific data.

Rural Linn Benton Annual Report: JUL 2019 – JUN 2020



METRICS

All of the below data is self-reported by rural Linn Benton startups for their 2019 Fiscal Year. Not all entrepreneurs we surveyed report their data. Oregon RAIN has switched to collecting survey data from Linn Benton entrepreneurs on an annual basis.

Metric	Jan 2019 - Dec 2019
New Workers/Jobs	17.75
Funding Raised	\$323,000
Funding Needed Over Next Year	\$5,830,000
Biggest Barrier to Growing Business:	Funding, CoFounders, Skills Training
Age:	25.0% 30-39 Years Old 25.0% 40-49 Years Old 12.5% 50-59 Years Old 25.0% 60-69 Years Old 12.5% 70-79 Years Old
Gender:	50.0% Female 50.0% Male
Ethnicity:	75.0% Caucasian 12.5% Black/African 12.5% Hispanic/Latinx/Spanish origin

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RURAL LINN BENTON ENTREPRENEURIAL ECOSYSTEM SCORECARD

Below is a table highlighting the Linn Benton rural region’s Entrepreneurial Ecosystem. This score is meant to be the starting basis for discussions with key regional stakeholders and will be updated annually. We welcome your comments and feedback, as well as what you might score differently. For some low scoring items, commentary has been provided.

Rural Linn Benton Score: 33 out of 48 points possible

SCORING: 0 = Disagree 1 = Don’t Know or Too Early to Tell 2 = Somewhat Agree 3 = Agree

Regional Characteristics of a Thriving Entrepreneurship & Innovation (E&I) Ecosystem	SCORE
Government buy-in still exists to support a thriving E&I Ecosystem	3 – Agree
Government leaders are demonstrating a willingness to amend policies to support the ecosystem	2 – Somewhat Agree ¹
Human capital (talent) exists in your region to support the growth of the E&I ecosystem	2 – Mostly Agree
Workforce training is available in the region	2 – Somewhat Agree
The right education and training exists to support an E&I ecosystem (e.g. higher education, leadership training, accelerators, incubators, workshops, etc.)	2 – Somewhat Agree ²
People who have “been there, done that” business expertise exist in the region	2 – Somewhat Agree
Quality mentors are engaging with local startups	2 – Somewhat Agree
The local media covers stories about your local startups and innovation economy	1.5 – Occasionally ³
There are multiple ecosystem partners engaged in the ecosystem	2 – Mostly Agree
Entrepreneurs have stepped up to champion the ecosystem	3 – Agree

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Regional Characteristics of a Thriving Entrepreneurship & Innovation (E&I) Ecosystem	SCORE
Relevant physical assets exist in your community to support a growing E&I ecosystem (e.g., labs, kitchen incubators, co-working spaces, maker spaces, innovation hubs, etc.)	2 – Somewhat Agree
High net-worth individuals interested in learning about angel investing have been identified.	1.5 – Too Early to Tell ⁴
Capital is being invested into startups in the region.	1 – Too Early to Tell ⁵
Service providers exist in the region and are engaging in the ecosystem	2 – Mostly Agree
There are regional and global markets demanding the types of products/innovations being created in your community (market timing)	2 – Mostly Agree
There are entrepreneurs, inventors, and creatives in your community asking for support.	3 – Agree
TOTALS	33.0

Note: If your grand total is under 20, your community/region may not be ready for this work, or the work plan needs to be revisited. Maximum score = 48.

¹ Suggestions for government leaders to do more in this category: reviewing an “Entrepreneurial Impact Statement” when voting on new regulations, or working to ease restrictions for businesses like food trucks and pop-up markets.

² More free and formal training on using computers and technology in business, as well as financial literacy, would vastly assist rural entrepreneurs, especially those in higher age brackets.

³ Your Venture Catalyst subscribes to the primary local papers in the region and scans them daily. Nearly 100% of the stories about businesses focus on those that have existed in the community for a long time, and not new ventures, startups, and entrepreneurs. Oregon RAIN is working on getting more startups covered.

⁴ While a few angel investors living in rural communities have been identified, by and large, the majority live in Albany or Corvallis. To increase this score, we recommend that city leaders directly connect the Oregon RAIN venture catalyst to known high-net-worth individuals in their community.

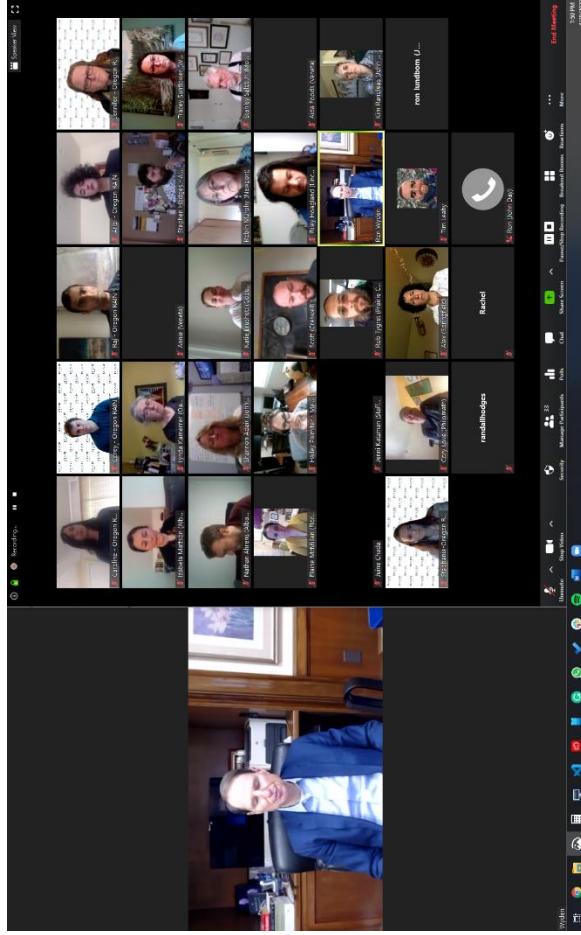
⁵ A few rural startups have received capital investments, most notably, Varilio from Philomath raised \$300k in a seed round raise. However, the majority of rural startups are still too young to receive consideration for investment or have products that will need to raise capital through alternative methods like crowdfunding and lending programs.

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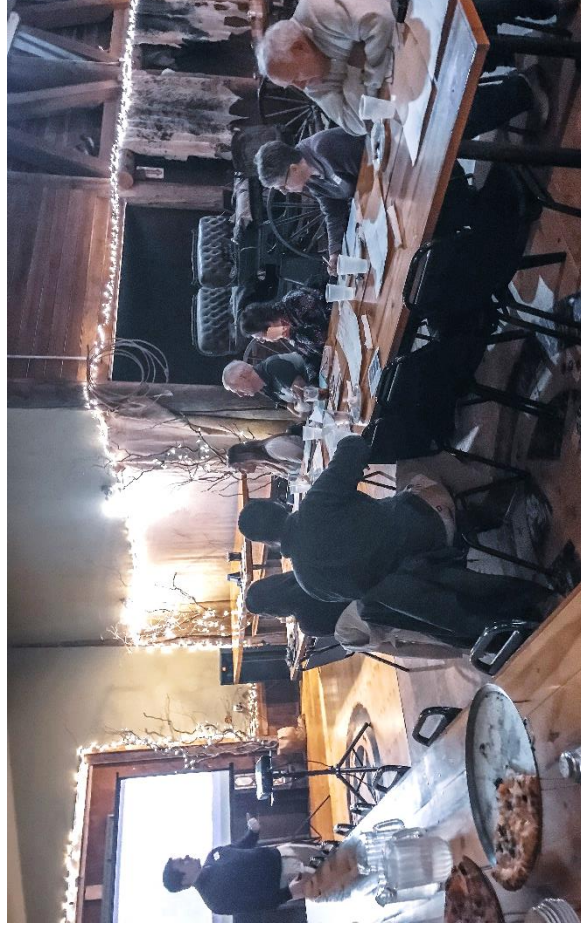


102 EVENTS & ACTIVITIES HELD DURING THIS REPORTING PERIOD

Events and activities were **well-attended by entrepreneurs, business owners, stakeholders, and ecosystem partners**. Exceptionally well-attended and high energy events were those discussing re-opening Oregon after the COVID-19 lockdown and taking advantage of PPP loan programs.



Entrepreneurs from Linn Benton and beyond share their experiences and challenges regarding trying to get PPP loan funding from local banks and the SBA with U.S. Senator Ron Wyden.



Local entrepreneurs and business owners attend an Oregon RAIN marketing event at the historic Kirk's Ferry building in Brownsville.

Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
06 (Jun)	24	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
06 (Jun)	24	Engaging Customers with Online Marketing & Social Media	Online via Zoom	N/A	Guest speaker, Melody Reese-Jordan	25

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
06 (Jun)	17 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7
06 (Jun)	17 2020	Virtual Female Founder Fireside Chat	Online via Zoom	N/A	Guest speakers: Aida Camalich Lough, Madison Page, Shannon Adair	22
06 (Jun)	10 2020	Getting That Investor's Check	Online via Zoom	N/A	Speaker, Corey Wright	10
06 (Jun)	10 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
06 (Jun)	5 2020	Cash Flow & P&L Best Practices	Online via Zoom	N/A	Guest speaker, Robert Killen	34
06 (Jun)	3 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
06 (Jun)	1 2020	7 Tips for Making Sales at Farmer's Markets	Online via Zoom	N/A	Guest speaker, Stephanie LeQuieu	17
05 (May)	27 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
05 (May)	21 2020	Finanzas para negocios 101 (Business Finances 101)	Online via Zoom	N/A	Guest speaker, Anielis Raas	30
05 (May)	20 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
05 (May)	18 2020	Running a Crowdfunding Campaign During COVID-19	Online via Zoom	N/A	Speaker, Corey Wright	27
05 (May)	15 2020	The Basics of Financial Statements for a Business	Online via Zoom	N/A	Guest speaker, Michael Couch	42
05 (May)	14 2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
05 (May)	13 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	8
05 (May)	11 2020	Food Manufacturer Perspectives on Weathering COVID-19	Online via Zoom	N/A	Guest speaker, Seth Tibbott	49

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
05 (May)	8	2020 Reopening Oregon: What Small Businesses & Startups Need to Know	Online via Zoom	N/A	Guest speakers: Arnie Roblan, Leah Horner, David Gerstenfeld, Erin Reynolds, Melisa Drugge.	282
05 (May)	7	2020 Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
05 (May)	6	2020 Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	8
05 (May)	5	2020 City leaders speak to CLW about creating Emergency Loan Fund	Online via Zoom	N/A	Guest speaker, Lynn Meyer, Community Lending Works	12
05 (May)	4	2020 Maintaining Leadership in Times of Crisis	Online via Zoom	N/A	Guest speaker, Dr. Rod Ray	20
05 (May)	2	2020 Getting Kids Excited About Entrepreneurship	Online via Zoom	N/A	Guest speaker, Ariel Ruben	6
05 (May)	1	2020 Mental Health for Entrepreneurs	Online via Zoom	N/A	Guest speaker, Dr. Caroline Fisher	16
04 (Apr)	30	2020 Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	29	2020 City leaders speak to CLW about creating Emergency Loan Fund	Online via Zoom	N/A	Guest speaker, Lynn Meyer, Community Lending Works	
04 (Apr)	29	2020 Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	9
04 (Apr)	28	2020 Senator Ron Wyden Speaks to Entrepreneurs	Online via Zoom	N/A	Guest VIP, Senator Ron Wyden	32
04 (Apr)	27	2020 Investor Perspectives on How Startups Can Weather the COVID-19 Storm	Online via Zoom	N/A	Guest speakers, Robert Pease & Julie Harrelson	74
04 (Apr)	23	2020 Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	22	2020 Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
04 (Apr)	21 2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	20 2020	Startup Sales & Marketing Tips	Online via Zoom	N/A	Guest speaker, Caroline Cummings	60
04 (Apr)	17 2020	Virtual Support Group	Online via Zoom	N/A	Weekly meetup for startups.	32
04 (Apr)	16 2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	4
04 (Apr)	15 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7
04 (Apr)	13 2020	Virtual Workshop - Digital Sales Platforms	Online via Zoom	N/A	Guest speaker, Raj Vable	48
04 (Apr)	10 2020	Virtual Support Group - PPP Loans with First Interstate Bank	Online via Zoom	N/A	Guest speaker, Gary Collins	72
04 (Apr)	9 2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	7
04 (Apr)	8 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	7
04 (Apr)	6 2020	Virtual Workshop - Social Media 101	Online via Zoom	N/A	Guest speaker, Ariel Ruben.	54
04 (Apr)	6 2020	Virtual Support Group - PPP Loans with Banner Bank	Online via Zoom	N/A	Guest speaker, Jason Alansky	64
04 (Apr)	3 2020	Virtual Support Group - PPP Loans with Oregon Pacific Bank	Online via Zoom	N/A	Ron Green (268 Signups - Zoom snafu. Added up to 500 capacity, but didn't apply to that meeting)	100
04 (Apr)	2 2020	Lebanon Startup Community	Online via Zoom	Lebanon	Weekly meetup for startups.	5
04 (Apr)	1 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	8
03 (Mar)	31 2020	Scale Your Startup 2020 - Lebanon	Online via Zoom	Lebanon	Week 7 of Pre-Accelerator Series taught by Corey Wright.	6

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees	
03 (Mar)	30	2020	Virtual Workshop - Why Knowing Your Customer is Important	Online via Zoom	N/A	Virtual Workshop presented by Corey Wright.	19
03 (Mar)	30	2020	Scale Your Startup 2020 - Philomath	Online via Zoom	Philomath	Week 7 of Pre-Accelerator Series taught by Corey Wright.	14
03 (Mar)	27	2020	Oregon RAIN Virtual Entrepreneur Support Group	Online via Zoom	N/A	Virtual support session for startups.	3
03 (Mar)	27	2020	Represent Your Startup With Confidence	Online via Zoom	N/A	Virtual Workshop presented by Dr. Melissa Bird.	6
03 (Mar)	26	2020	Lebanon Startup E-CAFE	Online via Zoom	Lebanon	Weekly meetup for startups.	5
03 (Mar)	25	2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	11
03 (Mar)	19	2020	Lebanon Startup E-CAFE	Online via Zoom	Lebanon	Weekly meetup for startups.	6
03 (Mar)	17	2020	Scale Your Startup 2020 - Lebanon	Online via Zoom	Lebanon	Week 6 of Pre-Accelerator Series taught by Corey Wright.	6
03 (Mar)	16	2020	Scale Your Startup 2020 - Philomath	Online via Zoom	Philomath	Week 6 of Pre-Accelerator Series taught by Corey Wright.	15
03 (Mar)	9	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 5 of Pre-Accelerator Series taught by Corey Wright.	21
03 (Mar)	3	2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 4 of Pre-Accelerator Series taught by Corey Wright.	9
03 (Mar)	2	2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 4 of Pre-Accelerator Series taught by Corey Wright.	13
02 (Feb)	24	2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 3 of Pre-Accelerator Series taught by Corey Wright.	15

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
02 (Feb)	23	2020 Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 3 of Pre-Accelerator Series taught by Corey Wright.	13
02 (Feb)	20	2020 State of the City - Philomath	Peace Lutheran Church	Philomath	Outreach to Philomath Chamber of Commerce.	N/A
02 (Feb)	18	2020 Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 2 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	17	2020 Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 2 of Pre-Accelerator Series taught by Corey Wright.	14
02 (Feb)	13	2020 Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
02 (Feb)	11	2020 Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 1 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	10	2020 Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 1 of Pre-Accelerator Series taught by Corey Wright.	16
02 (Feb)	5	2020 Eight City Check In with Oregon RAIN	Eats and Treats Cafe	Philomath	Update to rural Linn Benton city leaders.	11
02 (Feb)	1	2020 The Ford Family Foundation Workshop	Sweet Home City Hall	Sweet Home	Economic Development strategy activity for Sweet Home.	N/A
01 (Jan)	30	2020 Bring Your Business Idea	The Rio Theater	Sweet Home	Pitch event in Sweet Home for new business ideas.	21
01 (Jan)	30	2020 Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	4
01 (Jan)	23	2020 Social Media Marketing to Boost Your Business	Kirks Ferry	Brownsville	A workshop taught by Corey Wright & Melody Jordan.	9

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees	
01 (Jan)	16	2020	Marketing Secrets to Boost Your Business	Sweet Home City Hall	Sweet Home	A workshop taught by Raj Vable & Melody Jordan.	18
01 (Jan)	11	2020	Timber Towne Coffee Chamber Ribbon Cutting	Timber Towne Coffee	Philomath	Outreach to new Philomath entrepreneurs & businesses.	N/A
12 (Dec)	16	2019	Oregon Leadership Summit	Oregon Convention Center	Portland	Attended the Oregon Leadership Summit to network with stakeholders and advocate for rural entrepreneurship support and capital access for rural entrepreneurs and minorities.	N/A
12 (Dec)	12	2019	Oregon RAIN Linn Benton Holiday Party	Community Room	Halsey	Holiday Party for Linn Benton entrepreneurs to celebrate the season.	20
12 (Dec)	10	2019	Brownsville Startup Cafe	Randy's Coffee	Brownsville	Outreach Event.	2
12 (Dec)	6	2019	Venture Catalyst Annual Meeting	Perkins Coie LLP	Portland	Attended annual Venture Catalyst meeting to network, share about work in the region, advocate for programs to support rural entrepreneurs, and learn best practices.	N/A
12 (Dec)	5	2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	6
12 (Dec)	4	2019	Effective Marketing for Rural Businesses	Monroe Community Library	Monroe	Outreach event. Marketing educational workshop.	18
12 (Dec)	3	2019	Tie Pitch Oregon 2019	The Loft	Portland	Attended to support entrepreneurs (include those from the Linn Benton region) at Tie Oregon's annual pitch event in Portland.	N/A
11 (Nov)	26	2019	Present to Sweet Home City Council	Sweet Home City Hall	Sweet Home	Presented by Corey Wright.	N/A

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Event Date MM / DD / YYYY		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
11 (Nov)	26 2019	StoryBoard Your Business	LBCC Lebanon Center	Lebanon	A workshop taught by Startup Champion, Stan Salot.	10
11 (Nov)	21 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	9
11 (Nov)	18 2019	Effective Marketing w/ Social Media	KeyBank Harrisburg	Harrisburg	Outreach event. Marketing educational workshop.	16
11 (Nov)	7 2019	LSF for Lebanon Chamber of Commerce	LBCC Lebanon Center	Lebanon	Educational outreach to local business leaders.	21
11 (Nov)	7 2019	Building Powerful Relationships in Business	The Point in Sweet Home	Sweet Home	Guest speaker Barb Williams. Branding workshop.	18
11 (Nov)	7 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
10 (Oct)	24 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
10 (Oct)	10 2019	Mentor Mixer	The Lobby in Lebanon	Lebanon	7 Mentors attended to meet with entrepreneurs.	15
09 (Sep)	30 2019	Everyone Communicates, Few Connect	Philomath Library	Philomath	Guest Speaker Lee Edwards. Educational workshop.	11
09 (Sep)	26 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	9
09 (Sep)	12 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
08 (Aug)	29 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	6
08 (Aug)	23 2019	City Hall Grand Opening	New City Hall in Sweet Home	Sweet Home	Outreach to the community. Networking with stakeholders.	N/A
08 (Aug)	22 2019	Chamber After Hours	Umpqua Bank	Sweet Home	Outreach to local entrepreneurs.	N/A

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Event Date MM / DD / YYYY	Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation	Total Attendees
08 (Aug) 15 2019	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	4
08 (Aug) 1 2019	Lebanon Startup Cafe	Sugar Vibes	Lebanon	Weekly meetup for startups.	7
07 (Jul) 31 2019	Coffee with Entrepreneurs	Sugar Vibes	Sweet Home	Outreach to local entrepreneurs.	5
07 (Jul) 24 2019	Mead with Entrepreneurs	Nectar Creek in Philomath	Philomath	Outreach to local entrepreneurs.	11
07 (Jul) 24 2019	Presentation to Ec Dev Com.	Oregon Veteran's Home	Lebanon	Outreach to local business stakeholders.	8
07 (Jul) 23 2019	Outreach at Monroe Farmers Market	Highschool Parking Lot	Monroe	Outreach to local entrepreneurs.	N/A
07 (Jul) 18 2019	Coffee with Entrepreneurs	Sugar Vibes Lebanon	Lebanon	Outreach to local entrepreneurs.	11
TOTAL ATTENDEES					1790

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FUNDS LEVERAGED DURING THIS REPORTING PERIOD

During this reporting period, an additional **\$111,832** in new funding was leveraged to support growing the Linn Benton entrepreneurial ecosystem.

- Eight Rural Cities (Adair Village, Brownsville, Halsey, Harrisburg, Lebanon, Monroe, Philomath, & Sweet Home): **\$30,000** (FY 19-20)
- Linn County: **\$25,000** (FY 19-20)
- Benton County: **\$25,000** (FY 19-20)
- The Ford Family Foundation: **\$25,000** (FY 19-20)
- Oregon Community Foundation - COVID funds: **\$5,000** (FY 19-20)
- Peak Internet - RAINmaker Sponsor: **\$1,500** (FY 19-20)
- Individuals to support RAINmaker: **\$332** (FY 19-20)

Total New Funding Leveraged for Linn Benton Region from Jul 2019 – Jun 2020: \$111,832

MEDIA GARNERED DURING THIS REPORTING PERIOD (14)

A total of 14 articles were written about our ecosystem building work and entrepreneurs/startups we supported during Jul 2019 – Jun 2020.

Month	Day	Year	Title	Publication	Link
05 (May)	8	2020	Local Restaurateurs Expand & Launch Despite Pandemic	KLCC	https://www.klcc.org/post/local-restaurateurs-expand-launch-despite-pandemic
04 (Apr)	21	2020	LONG-AGO TRIP TO EUROPE RESULTS IN NEW FRENCH BAKERY IN LEBANON	Lebanon Local	https://www.lebanonlocalnews.com/long-ago-trip-to-europe-results-in-new-french-bakery-in-lebanon/
04 (Apr)	12	2020	Making business connections matter in mid-valley	Corvallis Gazette-Times	https://lebanon-express.com/news/local/making-business-connections-matter-in-mid-valley/article_9029b907-7417-5fd6-92bf-0a224f080d25.html

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Month	Day	Year	Title	Publication	Link
01 (Jan)	28	2020	Augmented Reality: Where art + tech = magic Jon Mar TEDxManhattanBeach	<i>TEDx Talks</i>	https://youtu.be/zepG-4YZZlg
12 (Dec)	18	2019	Home-grown toy business taking off for mom, daughter	<i>The New Era</i>	https://www.sweethome.news.com/story/2019/12/18/news/home-grown-toy-business-taking-off-for-mom-daughter/22505.html
12 (Dec)	17	2019	RAIN score puts SH in middle for business climate	<i>The New Era</i>	https://www.sweethome.news.com/story/2019/12/18/news/rain-score-puts-sh-in-middle-for-business-climate/22502.html
12 (Dec)	11	2019	New app Varlio brings paintings to life	<i>Fox 12 Oregon</i>	https://www.kptv.com/good_day_oregon/more/new-app-varlio-brings-paintings-to-life/video_5145962c-70f-5085-8d6e-8253c3602ef5.html?fbclid=IwAR2fAZKXgZTHO2EE4DRZIL6mn7dJQoB4BnlNGI7XKplqdaCFQpEYdX99U
12 (Dec)	11	2019	10 tech products we loved in 2019	<i>Inman</i>	https://www.inman.com/2019/12/11/10-tech-products-that-impressed-us-this-year/
11 (Nov)	23	2019	Board Game Start-up Mountaineers	<i>The Corvallis Advocate</i>	https://www.corvallisadvocate.com/2019/board-game-start-up-mountaineers/
11 (Nov)	8	2019	Augmented Reality Art Store: Varlio	<i>The Corvallis Advocate</i>	https://www.corvallisadvocate.com/2019/augmented-reality-art-store-varlio/?fbclid=IwAR2GYg62Br8jnmq4VqTIPbE3CX-Z57wSvoB0mX_LYmo1_apSCiABwbNo
11 (Nov)	5	2019	OCWCOG Celebrates Regional Successes: Honors Six Leaders with Regional Awards During [...]	<i>OCWCOG Press Release</i>	https://mailchi.mp/ocwcoog/press-release-ocwcoog-celebrates-regional-success-2699913?e=c3cb50998d
10 (Oct)	27	2019	Brad's Blog: Dale Collins definitely worthy of recognition for volunteerism	<i>Gazette Times</i>	https://www.gazettetimes.com/blogs/brad-fuqua/brad-s-blog-dale-collins-definitely-worthy-of-recognition-for/article_b3f0f4a-13ab-56ea-9578-54a5abf880ca.html
10 (Oct)	24	2019	Corvallis company combines art with augmented reality	<i>Gazette Times</i>	https://www.gazettetimes.com/news/local/corvallis-company-combines-art-with-augmented-reality/article_c6c4effe-cfa7-59fb-87a9-42641a050828.html
09 (Sep)	16	2019	Oregon RAIN planning events	<i>Gazette Times</i>	https://www.gazettetimes.com/community/philomathexpress/news/oregon-rain-planning-events/article_cf9232ed-c95d-5a42-8b38-c5148768a600.html

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12 MENTORS IDENTIFIED DURING THIS REPORTING PERIOD (ORGANIZED BY LAST NAME)

A total of 12 new mentors were identified during this reporting period to support Linn Benton entrepreneurs.

Mentor First Name	Mentor Last Name	Area(s) of Expertise
Mike	Standen	CoFounder of VallisCor
Damion	Shelton	Entrepreneur, Robotics Expert
Anielis	Raas	Spanish Business Advisor
Autumn	Peterson	Entrepreneur & Business owner
Hilary	Norton	Grant Writer / City Councilor
Paula	Newman	Business Owner and Serial Entrepreneur
Arthur	Meeker	Longtime Business Owner/Advisor
Patrick	Fortunato	Website Builder; wants to help with more tech meetups
Michael	Couch	Financial planner. Business advisor
Brock	Byers	Owner of The Lobby, experienced in web security
Michael	Brown	Tech Entrepreneur / CEO of Echemion
Jim	Abbott	Entrepreneur, Innovator

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47 PARTNER ORGANIZATIONS SUPPORTED DURING THIS REPORTING PERIOD

Oregon RAIN's Linn Benton Venture Catalyst supported 47 partners in more than 100 ways over the July 2019 to June 2020 fiscal year.



Highlighted Partner: Sweet Home Chamber of Commerce

While across rural Linn Benton we have many incredible partners, we especially love the collaborative approach that the Sweet Home Chamber of Commerce has taken in working with us.

The chamber has been a joy to work with, and has helped provide connections, resources, and promotion for several of the events that Oregon RAIN created to engage new Sweet Home entrepreneurs. We look forward to continuing to work with the Sweet Home Chamber and City of Sweet Home in times to come.

Pictured Left: Oregon RAIN Venture Catalyst, Corey Wright, speaks with Sweet Home Chamber of Commerce Manager, Mackenzie Thomas, as they prepare for a “Bring Your Business Idea” pitch event at the Roxy Theatre in Sweet Home, Oregon.

Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
Josh	Carter	1859 Ventures	Promoted Seed Fund in newsletter.
Firiel	Severns	Albany Chamber of Commerce	Attended 2019 Job Fair and spoke with students about entrepreneurship.
Gabriel	Shields	Benu Creative & SBDC	Promoted COVID-19 response restaurant branding event.
Mitch	Daugherty	Built Oregon	Promoted “Built Oregon Festival” in newsletter. Connected entrepreneur to him.

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Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
Melissa	Murphy	Business Oregon	Promoted Team Oregon natural products expo in newsletter. Promoted business impact survey. Promoted "Expanding Global Opportunities Webinar". Promoted Enhanced Innovation Grant Program. Promoted \$10M Grant Program by Business Oregon to local community leaders.
Melissa	Murphy	Business Oregon & Travel Oregon	Promoted Emergency Response Grant Program.
Robert	Pease	Cascade Seed Fund	Promoted new fund opening to entrepreneurs. Introduced to Linn Benton startups. Invited to speak at Angel Investing 101. Provided introductions to potential angel investors. Attended annual fund update in Bend. Promoted Cascade Seed Fund's ask us anything sessions for entrepreneurs.
Kate	Porsche	CBCEDO	Promoted Benton County Small Business Emergency Loan Fund. Promoted "Back to Business" guide for small businesses. Promoted YesCorvallis website to startups in Benton county. Helped find entrepreneurs to present at leadership lunch event.
Seth	Sherry	City of Albany	Promoted City of Albany small business emergency loan fund.
Alysia	Rodgers	City of Lebanon	Provided information on Grant Program to assist City of Lebanon with Ec. Dev. funding challenges. Promoted Live Virtual Space Walk for downtown.
Blair	Larsen	City of Sweet Home	Promoted Sweet Home Business Grant program to Sweet Home entrepreneurs. Provided information on loan programs by state.
Zeth	Owen	Clark 5 Design	Promoted COVID-19 digital marketing event by local entrepreneur.
Lisa	Hartwick	Community Lending Works	Helped connect with entrepreneurs interested in lending programs. Promoted new loan offering to entrepreneurs. Connect cities interested in partnering on loan programs to them.
Simon	Date	Corvallis Chamber of Commerce	Panel member helping decided businesses and entrepreneurs of the year. Promoted Chamber Entrepreneurship event in newsletter.
Brad	Attig	Corvallis Foundry	Promoted events in regional Linn Benton newsletter.
Mary	Phillips	Corvallis Foundry / TWIST	Caroline offered to promote and speak at event.

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Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
N/A	N/A	Corvallis Sewing Brigade	Promoted T-Shirt sale to help Corvallis Sewing Brigade create more masks.
Micah	Elconin	Eugene's Kitchen	Promoted upcoming Eugene Food Startup Weekend in newsletter.
David	McFeeters-Crone	Federal Laboratories / OMEP / Intellectual Assets	Promoted R&D funding event to startups.
N/A	N/A	Jones & Roth	Promoted PPP Loan Forgiveness webinar.
N/A	N/A	Kaufmann Fellows / TechStars	Promoted free "Venture Deals" course to startups raising capital.
Mary	Garner	Lebanon Chamber of Commerce	Taught "Last Founders Standing" at their leadership class focused on economic development. Provided resources for helping attendees join Zoom meetings.
Brad	Attig	Let's Keep Connected - CBCEDO & Foundry	Promoted new resource website to entrepreneurs.
Jeff	Flesch	Linn Benton SBDC	Promoted multiple marketing and Spanish business classes. Promoted Small Business Management Program in monthly newsletter. Promoted event in newsletter. Promoted Foundations of Business Success class, along with other SBDC workshops. Referred multiple entrepreneurs to organization throughout the year.
Heather	Stevens	Meals on Wheels / CBCEDO	Reached out to startups for freezer space.
Stephen	Hodges	Nerds Abroad	Attended workshops to help develop micro grant program. Interviewed city leaders about pricing for grants. Supporting non-profit in identifying board members and building of micro grant program.
Meredith	Howell	Nonprofit Board Training & Resources	Promoted Grant Writing Workshop Series in newsletter.
Heather	DeSart	Northwest Oregon Works	Promoted available layoff conversion funds.
Raj	Vable	Oakridge High School	Taught "Last Founders Standing" to high school students interested in entrepreneurship.
Amanda	Osborne	OEN	Attended VC Annual Meeting. Assisted with review of VC Study RFP. Supported other Venture Catalysts with various connections and emails.

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Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
David	McFeeters-Crone	OMEF	Provided event coordination and promotion for “Coffee with COBOTS” event geared at small manufacturing businesses in Linn and Benton counties. Promoted Food Safety Cohort event and scholarship.
N/A	N/A	Oregon Cascade West Council of Governments	Promoted their Celebrate LBL event. Caroline Cummings attended and accepted award for collaboration with Eight Cities.
Sandra	Easdale	Oregon Cascade West Council of Governments – Loan Department	Made connections to several businesses that could be eligible for loan programs that she needed to find recipients for. Promoted RMAP lending program in newsletter
N/A	N/A	Oregon Office of Emergency Management	Promoted to startups with manufacturing capability for key resources.
Karl	Mundorff	OSU Advantage Accelerator	Promoted Iterate Program. Sent entrepreneur referrals. Invited to participate as partners in Oregon RAIN PitchFest. They declined but said they would tell rural entrepreneurs about it. Promoted Accelerator to multiple entrepreneurs. Promoted their Beaver Summer Investment Opportunity 2020. Sent entrepreneur referrals.
Audrey	Iffert-Saleem	OSU College of Business	Attended mentoring session for young student entrepreneurs. Promoted their “Excellence in Family Business” Award Application.
Mark	McGuire	Philomath Farmer’s Market	Promoted inaugural launch of Philomath Farmer’s Market
Brad	Attig	PitchFork Incubator	Promoted “Getting On The Shelf” accelerator program in newsletter.
Brad	Attig	Re-inventing Rural & Foundry	Promoted “Whatever it Takes” series.
Scott	Swanson	SHARE	Attended monthly ec dev meeting and provide support/suggestions for moving ahead with projects in Sweet Home.
Melissa	Murphy	Team Oregon / Business Oregon	Promoted Expo West event for food manufacturers in newsletter.
N/A	N/A	TechFest NW	Promoted event in newsletter.
N/A	N/A	The Ford Family Foundation	Promoted Grant Writing Workshop Series in newsletter.
N/A	N/A	Tie Oregon	Attended Pitch Event and promoted in newspaper.

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Partner First Name	Partner Last Name	Partner Organization (if exists)	Details of Collaboration
Leon	Wolf	Vertue Lab	Connected cleantech entrepreneurs to him. Promoted their newsletter and SBIT / STTR programs. Promoted event on ABS's of SBIR/STTR Funding. Promoted their EcoCapital Connections for Clear Tech Startups event.
Christina	Rehklau	Visit Corvallis	Provided CPA contact and information / resources regarding EIDL grant program.
N/A	N/A	Visit Corvallis & Albany Visitors Association	Promoted Mid-Willamette Valley Food Trail application in monthly newsletter.
N/A	N/A	Willamette Workforce Partnership	Promoted available layoff conversion funds.
Aaron	Moore	WiIN	Promoted all PubTalks and Shark Tank events in monthly newsletter. Reached out to discuss collaboration and support on Shark Tank event / participate in Oregon RAIN PitchFest. Promoted upcoming WiIN expo to entrepreneurs in monthly newsletter. Offered assistance to entrepreneurs attending Bootstrap Exhibit.

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CASE STUDIES

CASE STUDY #1 – John Marr, CEO/Founder of Varlio

Starting a tech startup is plain hard. Starting a tech startup in an emerging industry is even harder. And John Marr, founder of [Varlio](#)—based out of Philomath, Oregon—can attest to how much work building an augmented reality tech startup is.

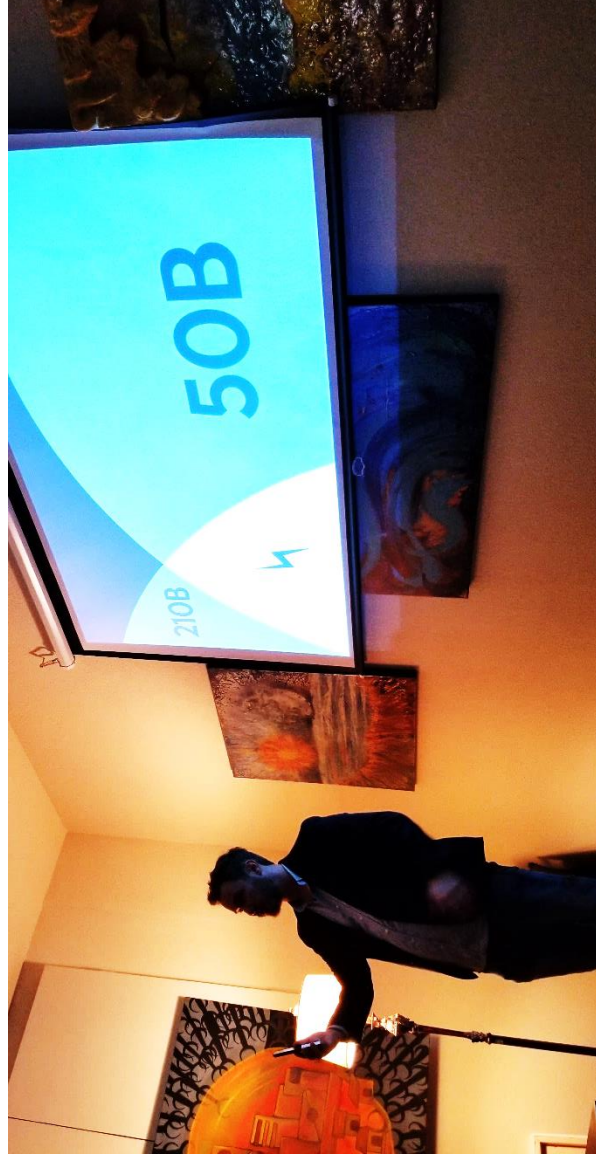
In Q3 of 2019, Oregon RAIN started working with John Marr and his idea to create an augmented reality art platform. By October, we were helping him work on a pitch deck, and introducing him to several venture firms in Portland and Bend. John also pitched his startup at our Winter PitchFest 2019 in Feb 2019, and took away first place! Following this, John made some bold steps. He stopped working as a senior developer at Nike, left a consulting gig, and went all-in with Varlio. In Q2 of 2019, John successfully raised \$300k at a \$1.5M valuation and set to work!

However, building a tech startup is never easy, and John faced multiple barriers and legal setbacks—right as he was about to land some nationally recognized sports teams as customers to use his platform for experiential marketing.

In May, it was all coming down to the wire, but with the help of his advisory board, of whom Oregon RAIN was a part, John made it through, and just landed his first major customer with a sale valued at more than \$150k!

While he still has a long way to go, we are incredibly proud of John pushing forward and sticking with the process, setting an example for other rural entrepreneurs in the region to follow! You can hear John share about his experience with Oregon RAIN by clicking on the following URL: https://youtu.be/cj_VaJhCWzA.

Right: John Marr gives a pitch at Varlio's private augmented reality art gallery opening.



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CASE STUDY #2 – Oregon RAINmaker Sales & Marketing Accelerator

A point that the Oregon RAIN team prides itself on is the ability to pivot, think differently, and respond quickly to the needs of our customers—the entrepreneurs and communities we serve. By keeping our physical infrastructure at a minimum and using remote tools to develop and adapt our programs, we can better respond to the communities we serve.

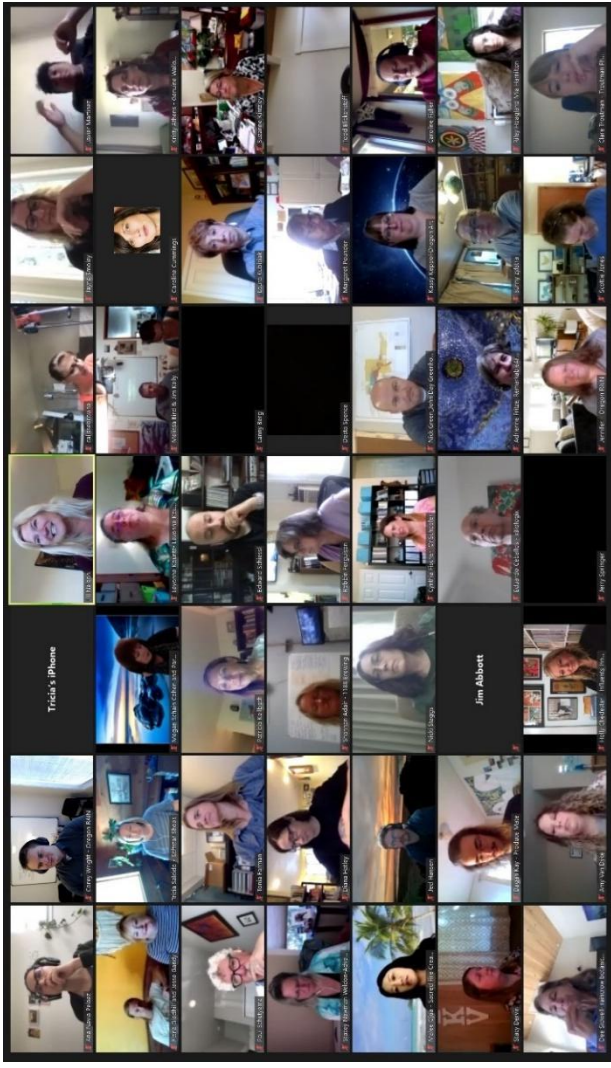
A recent example of this, is our newly launched RAINmaker Sales & Marketing Accelerator. As businesses emerged from the COVID-19 induced shutdowns, one thing was starkly clear. Business would not be returning to normal, Oregon companies and startups were facing a severe shortage of sales, and customer’s needs/demographics were rapidly changing. A common theme in the requests that we were hearing from startups and businesses alike, was help with marketing, especially online marketing, switching to e-commerce, and developing new sales channels.

Based on this information, we launched the RAINmaker Accelerator, a first of its kind in Oregon, built to specifically respond to the needs of startups and businesses trying to survive the pandemic. The program takes place over 10 weeks, and entrepreneurs learn topics related to understanding and utilizing sales funnels, sales channels, CRMs, sales calls, digital platforms, e-commerce conversion optimization, and analytics. We initially expected to have 30-40 entrepreneurs take this program. However, by the application deadline, more than 100 businesses and 140 entrepreneurs had applied, **including 23 from the Linn Benton region!**

We just finished the 4th series of the course and have had guest speakers who created million-dollar companies share their experiences in sales and marketing. Each week, attendees complete homework assignments and attend mentor hours.

While we still have six weeks to go and will be doing intensive surveying to measure the impact of this program, the initial results are exciting!

Right: RAINmaker students listen to Jill Nelson, founder of Ruby Receptionists (Oregon’s fastest-growing startup multiple years in a row) talk about how she creates customer personas and uses them to craft marketing messages.



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CHALLENGES / BARRIERS DISCOVERED DURING THIS REPORTING PERIOD

- COVID-19 Impacts on Entrepreneurs
 - ◆ Startup capital has been put on back burner
 - ◆ Some entrepreneurs lack the technology skills to pivot quickly
 - ◆ Some entrepreneurs lack financial literacy to take advantage of loan programs and manage them successfully
 - ◆ Some entrepreneurs are pivoting and finding new creative ways to change their business and grow.
 - ◆ Some entrepreneurs had to focus on family and put their companies on the back burner

→ Identifying mentors and angel investors has traditionally been done through high-profile in-person “wine and dine” style events. We are looking into creative solutions for identifying these essential entrepreneurial ecosystem components under the COVID-19 social distancing restrictions.

→ **To-date**, However, even as the need in Linn Benton has grown, we are also facing a funding shortage that will result in your Venture Catalyst going part-time in 2021. As the program in your region grows, Oregon RAIN would like to raise additional funding to keep the Venture Catalyst full time and to hire a second Venture Catalyst to assist with events and workshops.

Oregon RAIN has identified over 231 entrepreneurs, innovators, and creators total in the Linn Benton region.

WHAT'S NEXT?

- We will continue our RAINmaker Accelerator program through the end of September and track the impact on businesses.
- Eligible RAINmaker graduates will receive 1:1 support on developing paid google ads, landing pages that convert, and Google Analytics accounts.
- We will continue 1:1 Zoom meetings and online workshops to assist entrepreneurs in responding to the COVID-19 pandemic.
- We will look for new ways and methods to build and grow the mentor and angel investor networks in the region.
- We will continue to provide assistance and close mentoring to several startups that are ready to raise angel/venture capital.

Thank you for believing in the power of rural entrepreneurship!

*Executive Session

Per ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of the public body with regard to litigation or litigation likely to be filed.

** Executive Sessions are closed to the public due to the highly confidential nature of the subject. It is unlawful to discuss anything outside of the Executive Session.*

Citizen Comments



Lebanon Downtown Association

Downtown Update

9/9/2020

- The Lebanon Downtown Association's - Concerts Steering committee achieved great success with the completion of the Summer Bands & Brews concert series that ended on August 29th. With physical distancing in place, the venue averaged about 55 people.. This effort would not have been possible without the help of dedicated weekly volunteers. The concerts steering committee is already looking forward to next year! If you would like to support Summer Bands & Brews, and other LDA events. Go to, Lebanon Downtown Association .com / donate & fundraisers. If your business would like to become a sponsor contact Cassie Cruze at: LDA Main Street Manager @ Gmail .com
- The Economic Vitality committee's Space Walk gained greater attention after a front page spread in the Lebanon Express, and being featured in the Albany Democrat Herald. Space Walk takes viewers, entrepreneurs, and business owners through the available spaces in downtown Lebanon. Space Walk gives future tenants and buyers the ability to see a space within the comforts of their office or home office. For the most recent video checkout the LDA website. The next video to upload is of the Old Lee Enterprises Building.
- The Lebanon Downtown Association partnered with The City of Lebanon's Economic Development Catalyst - Alysia Rodgers to take the Chamber of Commerce Gateway Leadership Class on a walking tasting tour of downtown. The class saw before and after pictures of buildings that received funding from the Downtown Building Restoration Program. Then the group hit the streets for a tasting tour of downtown. The group



enjoyed 6 different downtown restaurants, toured the Old Andrews Building on Main and W. Grant Street, and the Weatherford Building on Main and E. Grant Street. The tasting tour was definitely a highlight. With this success, the Lebanon Downtown Association will launch The Taste of Downtown. More details to come!

- A plan is underway to safely implement Downtown Trick or Treat. Details to come.