



LEBANON CITY COUNCIL AGENDA

March 10, 2021 (6:00 PM)

Regular Electronic Meeting

The City Council will be meeting electronically and not hold a live meeting at the Santiam Travel Station due to the current State of Emergency and in compliance with the adopted regulations of House Bill 4212. Public comments may be submitted by email to cityrecorder@ci.lebanon.or.us prior to 5:00 PM on March 9.

*Written testimony for **A-21-01** may be emailed to khart@ci.lebanon.or.us or may be mailed to the City at 925 S. Main Street, Lebanon, OR 97355, or delivered to the City and dropped in the white mailbox in front of City Hall. For verbal testimony, a recording may be provided to the City, or you may call (541) 258-4252 and leave a voice message. Written and verbal testimony will be accepted until 5:00 PM on March 9. Those wanting to give public comments for the public hearing during the electronic meeting should contact the City Recorder at cityrecorder@ci.lebanon.or.us prior to 5:00 p.m. on March 10 for the Zoom Meeting link.*

The public can listen to the meeting on YouTube by clicking this link: <https://youtu.be/0hXmRdRhPQ8>

Mayor Paul Aziz

Council President Jason Bolen
Councilor Wayne Rieskamp

Councilor Wayne Dykstra
Councilor Karin Stauder

Councilor Rebecca Grizzle
Councilor Michelle Steinhebel

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 – March 10, 2021
COUNCIL MINUTES: February 10, 2021 Regular Session
LIQUOR LICENSE: 7-Eleven #24230B Off-Premises Liquor License Application

PROCLAMATION / PRESENTATION / RECOGNITION

- National Child Abuse Prevention Month Proclamation
- Distracted Driving Awareness Month Proclamation
- National Library Week Proclamation
- Recognition – Councilor Stauder
- Presentation – Lebanon Chamber Annual Tourism/Transient Room Tax Report

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

PUBLIC HEARING

1) Annexation A-21-01 (Jason Cadwell)

Presented by: Kelly Hart, Community Development Director

Approval/Denial by Ordinance Bill No. 2021-05, Ordinance No. 2961

REGULAR SESSION

2) Interview Ward 2 City Council Applicants & Appointment

Presented by: Mayor Aziz

Approval/Denial by Motion

3) City Manager's Report

Presented by: Nancy Brewer, Interim City Manager

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

- March 24, 2021 (12:00 PM) Electronic Regular Meeting

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

Council Minutes

**LEBANON CITY COUNCIL
MINUTES – DRAFT
February 10, 2021**

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

Staff Present City Attorney Tré Kennedy, Interim City Manager Nancy Brewer, City Recorder Kim Scheafer, Police Chief Frank Stevenson, Community Development Director Kelly Hart, Economic Development Catalyst Alysia Rodgers, Engineering Director Ron Whitlatch and Finance Director Matt Apken

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

ROLL CALL All Councilors were present.

CONSENT CALENDAR Councilor Dykstra asked that the minutes be amended to reflect that he declined to be on the Cascades West Area Commission on Transportation. *Councilor Bolen moved, Councilor Steinhebel seconded, to approve the Consent Calendar as amended. The motion passed unanimously.*

AGENDA	Lebanon City Council Agenda – February 10, 2021
APPOINTMENT	Cascades West Area Commission on Transportation – Wayne Rieskamp
BID AUTHORIZATION	Filter Belt Press
COUNCIL MINUTES	January 13, 2021 Regular Session

PRESENTATION – Lebanon Downtown Association (A Year in Review)

Cassie Cruze, Lebanon Downtown Association (LDA) Main Street Manager, gave a PowerPoint presentation [found in the Council packet] on their 2020 accomplishments and 2021 vision, mission and goals. Yvette Meyer, LDA Board President, requested that the City invest \$25,000 into the LDA and community.

PUBLIC COMMENTS – City Recorder Scheafer reported that no public comments were received.

1) Annexation A-20-08 (StoreIT, LLC)

Mayor Aziz opened the public hearing at 6:17 p.m.

Kennedy reviewed public hearing quasi-judicial procedures. There were no Councilor declarations of ex parte contact, bias, or conflicts of interest. Community Development Director Hart reported that there were no submitted objections to the notice sent out in this case or to the jurisdiction of this body to hear and consider this case.

Hart presented a request to annex a 4.96-acre parcel at 611 Hansard Avenue. The property is located within the Lebanon Urban Growth Boundary and is designated Industrial in the Lebanon Comprehensive Plan Map. Consistent with the requirements of the Development Code, the land would be assigned the corresponding Industrial (Z-IND) zone upon annexation. The staff report provides a detailed analysis of the required review criteria and the recommended findings on how the proposal meets the annexation requirements.

Mayor Aziz asked for applicant testimony.

Chris Godell, AKS Engineering, 12965 SW Herman Road, Tualatin, the applicant's representative, expressed appreciation for the Planning Commission's positive recommendation for approval of the application.

Mayor Aziz asked for comments regarding the application. Hart reported that no further public comments were received.

Mayor Aziz closed the public hearing at 6:24 p.m. City Attorney Kennedy read the title of ORDINANCE BILL NO. 2021-04, ORDINANCE NO. 2960. ***Councilor Rieskamp moved, Councilor Stauder seconded, to APPROVE ORDINANCE BILL NO. 2021-04, ORDINANCE 2960, 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 A-20-08; STOREIT, LLC. The motion passed unanimously.***

2) Community Development Block Grant (CDBG) Application/Intergovernmental Agreement Report

Mayor Aziz opened the public hearing at 6:26 p.m.

Economic Development Catalyst Rodgers spoke about a Wi-Fi enabled smart device program for about 38 Linn County low- to moderate-income seniors. If the initial program is successful, the Senior Center will apply for additional funding with the goal of reaching up to 100 seniors over the next 12 months. She read the public notice and requested that Council approve a resolution authorizing staff to submit a CDBG funding application for senior communications devices and authorize the Interim City Manager to sign the required documents and administer the program through the Lebanon Senior Center staff and approve an IGA between the City and Linn County to allow Linn County to be a secondary applicant and provide the smart devices to Linn County residents outside of city limits (excluding any entitlement zones).

Rodgers and Hart reported that no public comments were received. *Mayor Aziz closed the public hearing at 6:31 p.m.*

Councilor Grizzle said that she was happy to see that the City is applying for this grant to help our seniors.

Kennedy read the title of RESOLUTION NO. 2021-03. ***Councilor Grizzle moved, Councilor Steinhebel seconded, to APPROVE RESOLUTION 2021-03, A RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE 2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND AUTHORIZING THE CITY MANAGER SIGN ALL THE APPROPRIATE DOCUMENTS ASSOCIATED WITH IT. The motion passed unanimously.***

REGULAR SESSION

3) Approval of Use of City Sidewalk for Outdoor Dining (Growler Café)

Engineering Director Whitlatch presented the Growler Café's request to use a portion of the public right-of-way for more permanent outdoor dining and alcohol service and to install decorative fencing along the perimeter of the seating area. The lease agreement would require them to maintain the outdoor dining area and return the area to the City in a manner deemed acceptable by the City upon the end of the lease.

Councilors said that this is a great addition to downtown and applauded owner Chris Borgmann's initiative. Mr. Borgmann thanked Council for their kind words and added that he believes this will help to improve the look of the outdoor area.

Councilor Rieskamp moved, Councilor Steinhebel seconded, to APPROVE THE COMMERCIAL LEASE AGREEMENT WITH THE GROWLER CAFÉ AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE ANY FUTURE LEASE EXTENSION OPTIONS AS AUTHORIZED IN THE LEASE. The motion passed unanimously.

4) Creation of an Illegal Camping Ad-Hoc Advisory Committee

Mayor Aziz stated that members of the Illegal Camping Ad-Hoc Advisory Committee would include Mayor Aziz, Councilor Dykstra, Councilor Rieskamp, Police Captain Kim Hyde, Citizen Denise Downer, and Community Services Consortium Employee/Citizen Dina Eldridge.

Kennedy read the title of RESOLUTION 2021-02. ***Councilor Bolen moved, Councilor Dykstra seconded, to APPROVE RESOLUTION NO. 2021-02, A RESOLUTION OF THE CITY OF LEBANON CREATING AN ILLEGAL CAMPING AD-HOC ADVISORY COMMITTEE. The motion passed unanimously.***

5) Acceptance of the City of Lebanon Financial Audit

Finance Director Apken reported that the City received an unmodified audit opinion, which is the highest opinion that can be received. He requested that Council accept the City of Lebanon Annual Financial Report for fiscal year ending June 30, 2020.

Councilor Stauder moved, Councilor Grizzle seconded, to ACCEPT THE CITY OF LEBANON ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2020. The motion passed unanimously.

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

6) Acceptance of the Lebanon Urban Renewal Agency Financial Audit

Apken said that the Agency also received an unmodified audit opinion and requested that Council accept the Lebanon Urban Renewal Agency Annual Financial Report for fiscal year ending June 30, 2020.

Councilor Grizzle moved, Councilor Bolen seconded, to ACCEPT THE LEBANON URBAN RENEWAL AGENCY ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2020. The motion passed unanimously.

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

7) Approval of a Financial Services Audit Request for Proposal (RFP)

Apken requested approval allowing for a Financial Audit Services Request for Proposal. The proposed RFP Review committee would include: Interim City Manager Brewer, Finance Director Apken, Accounting Manager Casey Headley and a minimum of two Council members. Councilors Grizzle and Stauder volunteered to serve on the RFP Review Committee.

Councilor Steinhebel moved, Councilor Stauder seconded, to ALLOW AN RFP FOR FINANCIAL AUDIT SERVICES. The motion passed unanimously.

8) Economic Development Presentation

Hart thanked Rodgers for all of the work she did in 2020. Rodgers provided an economic development report [presentation found in the Council packet] on activities through 2020 and requested feedback on 2021 initiatives.

There was discussion about a business registration program. Rodgers said that some research would have to be

done. There would be a lot of initial work but having a dedicated economic development staff person would help. Hart said that the business registration program already implemented in the Code never really got off the ground. Business registrations with an annual renewal would be very helpful for economic development forecasting. It would also have been helpful when trying to help businesses during the pandemic. The Fire District having knowledge of the businesses within each facility would help with response.

Councilor Bolen added that this would give the Fire District an idea of occupancies and what is going on in the structures. It would also be helpful for preplanning, special equipment purchasing, and their inspection program. Councilor Stauder agreed and shared that some police departments participate in the helpful Business Watch program. Councilor Grizzle expressed her support in exploring the idea but recalled that the program would have entailed a lot of staff time and there was reluctance by some businesses to participate. She also commended Rodgers for her work, especially in the last year. Police Chief Stevenson confirmed for Mayor Aziz that a registration program would be helpful to the Police Department. Council confirmed for Hart that they would like staff to research this and come back with options.

9) City Manager's Report – Brewer provided updates:

- Payment arrangements can be made, but water service lock-offs will be starting later this month. There is concern about the size of outstanding receivables.
- She thanked Senior Services Director Kindra Oliver and her staff for helping seniors sign up for COVID-19 vaccines. The Library is also working to help with vaccine sign-ups. The LINX bus was used to help transport people to receive their vaccines.

In response to Councilor Steinhebel's question, Brewer said that, at least for the time being, using the Senior Center as a vaccination clinic is not an option. The fairgrounds is working well for Linn County Health and they have a lot of controls in place. She added that the State approved opening the Senior Center for programs, as long as they are not senior programs.

Councilor Grizzle asked Chief Stevenson about the less lethal tool called WRAP he mentioned in his City Manager's Report. Stevenson explained that it is like a tight blanket that controls someone's arms in an upright seated position. It is much safer than anything out there to control someone violent or someone who needs to be restrained.

ITEMS FROM COUNCIL

Mayor Aziz said that Linn County will be moving down from the Extreme COVID-risk level to High. He encouraged everyone to continue to be safe.

The deadline for applications for the Ward 2 Council vacancy is February 12, 2021 at 5:00 p.m.

PRESS COMMENTS – *There were none.*

NEXT SCHEDULED COUNCIL MEETING(S) – March 10, 2021 (6:00 p.m.) Regular Electronic Meeting

ADJOURNMENT Mayor Aziz adjourned the meeting at 7:21 p.m.

[Minutes prepared by Donna Trippett]

Minutes Approved by the Lebanon City Council on
this 10th day of March 2021.

Paul R. Aziz, Mayor
Jason Bolen, Council President

ATTESTED:

Kim Scheafer, MMC, City Recorder

Liquor License(s)



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.ci.lebanon.or.us

MEMORANDUM

City Recorder's Office

To: Mayor Aziz and City Council

Date: March 1, 2021

From: Kim Scheafer, MMC, City Recorder

Subject: Liquor License Application

7-Eleven #24230B has applied for an Off-Premises Liquor License due to a change of ownership. The OLCC Application is attached for Council's review and consideration.

The Fire District, Police Department, Building Official and Community Development Director have reviewed the application and found no evidence to support a denial of this liquor license application.

Council Action:

Staff recommends that Council authorize a favorable recommendation to OLCC under the City Council Consent Calendar.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
<input type="checkbox"/> Brewery 2 nd Location	February 22, 2021
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	City of Lebanon
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input type="checkbox"/> Limited On-Premises	
<input checked="" type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

J. Paul Singh, Aulakh Yuvraj Inc. _____
 (Applicant #1) (Applicant #2)

 (Applicant #3) (Applicant #4)

3. Trade Name of the Business (Name Customers Will See) 7-Eleven #24230B		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 1490 S. Main Street		
City Lebanon	County Linn	Zip Code 97355



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) 7-Eleven #24230B			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) Attn Licensing, PO Box 219088			
City Dallas	State TX	Zip Code 75221	
9. Phone Number of the Business Location 541-451-1686		10. Email Contact for this Application heather.verrier@gray-robinson.com	
11. Contact Person for this Application Heather Verrier, Licensing Specialist GrayRobinson, PA		Phone Number (850) 577-6963	
Contact Person's Mailing Address (if different) 301 S. Bronough Street, Suite 600	City Tallahassee	State FL	Zip Code 32301

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

 (Applicant#1) **J. Paul Singh Aulakh**

 (Applicant #2)

 (Applicant#3)

 (Applicant #4)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Yuvraj, Inc Phone: 541-451-1686

Trade Name (dba): 7 - Even # 24230B

Business Location Address: 1490 S. Main Street

City: Lebanon ZIP Code: 97355

DAYS AND HOURS OF OPERATION

Business Hours: Sunday 24/7 to ... Outdoor Area Hours: Sunday N/A to ... The outdoor area is used for: N/A
[] Food service Hours: ... to ...
[] Alcohol service Hours: ... to ...
[] Enclosed, how ...
The exterior area is adequately viewed and/or supervised by Service Permittees.
(Investigator's Initials)

Seasonal Variations: Yes (No) If yes, explain:

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
Recorded Music Coin-operated Games
DJ Music NONE Video Lottery Machines
Dancing Social Gaming
Nude Entertainers Pool Tables
Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday NONE
Monday NONE
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: Outdoor:
Lounge: NONE (explain):
Banquet: Total Seating:

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Redacted] Date: 10-10-2020

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)

Presentation/Proclamation/
Recognition



APRIL is
Child Abuse
Prevention
Month

“National Child Abuse Prevention Month” PROCLAMATION

WHEREAS, National Child Abuse Prevention Month began in 1983 as part of a Presidential proclamation to raise awareness of the alarming rate at which children were being abused and neglected; and

WHEREAS, our children are our most valuable resources and will shape the future of our community; and

WHEREAS, every child deserves to grow up in a healthy, safe and nurturing environment; and

WHEREAS, child abuse and neglect causes psychological, emotional and physical harm which can create lifelong problems for abuse victims thereby impacting our entire society; and

WHEREAS, parents, families and communities can help reduce child abuse and neglect by recognizing that prevention starts with each of us; and

WHEREAS, the City of Lebanon encourages everyone to display blue ribbons or pinwheels at your home or business during the month of **April** as part of the National Child Abuse Prevention Month campaign to create awareness of the need to prevent child abuse and neglect.

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 10th Day of March 2021.

Kim Scheafer, MMC, City Recorder





STOP Distracted Driving

DISTRACTED DRIVING AWARENESS MONTH

PROCLAMATION

WHEREAS, distracted driving can result in injuries and deaths to motorists, pedestrians and bicyclists; and

WHEREAS, the health and well-being of Lebanon's citizens are a direct result of increased awareness about the dangers of distracted driving, which occurs when drivers divert their attention away from the task of driving to focus on another activity; and

WHEREAS, more than 700 injury crashes involve distracted driving on an average day and the economic toll of all motor vehicle crashes in the U.S. annually exceeds \$400 billion; and

WHEREAS, it is estimated that 1.6 million crashes per year can be attributed to cell phone talking and texting while driving; and

WHEREAS, preventing distracted driving injuries and deaths requires the cooperation of all levels of government, employers and the general public; and

WHEREAS, distracted driving is a serious, preventable life-threatening practice. Lebanon motorists should dedicate themselves to adopting and maintaining safe behavior while behind the wheel.

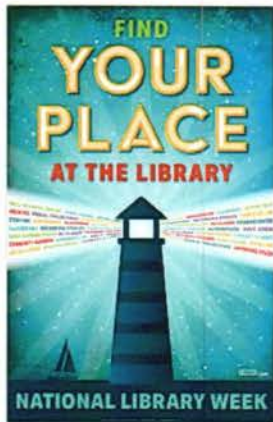
NOW, THEREFORE, be it resolved that I, Paul R. Aziz, Mayor of the City of Lebanon, proclaim April as **DISTRACTED DRIVING AWARENESS MONTH** and encourage all residents to increase their awareness of the dangers of distracted driving, and promise to protect each other on the road through distraction-free driving behavior.



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 10th Day of March 2021.

Kim Scheafer, MMC, City Recorder



“National Library Week”

PROCLAMATION

WHEREAS, libraries help lives change in their communities, campuses and schools; and

WHEREAS, librarians work to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls; and

WHEREAS, libraries and librarians bring together community members to enrich and shape the community and address local issues; and

WHEREAS, libraries offer programs to meet community needs, providing Lebanon residents with story times, the summer reading program and Lego Club, Genealogy Society and Gift of Literacy; and

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities; and

WHEREAS, libraries, library staff and supporters across America are celebrating National Library Week.

NOW, THEREFORE, be it resolved that I, Paul R. Aziz, Mayor of the City of Lebanon, proclaim April 4 – 10, 2021 as **NATIONAL LIBRARY WEEK** and encourage all residents to visit the library this week to take advantage of the wonderful resources available.



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 10th Day of March 2021.

Kim Scheafer, MMC, City Recorder

Recognition

City Councilor Karin Stauder

Presentation

Annual Tourism/Transient Room Tax Report

*Rebecca Grizzle,
Chamber of Commerce Director*

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.: A21-01
Applicant: Jason Cadwell

Date: March 2, 2021

This is a request to annex the subject property 998 Airport Road, located on the south side of Airport Road, west of Stoltz Hill Road, and south of Strawberry Lane. The County Assessor Map places the parcels within Township 12 South; Range 2 West; Section 15CA; Tax Lot 400.

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 February 17, 2021, and found the application complied with the decision criteria contained in the Lebanon Development Code, voting unanimously (7-0) 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 property.

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 A21-01; JASON CADWELL
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ORDINANCE BILL NO. 2021-05
ORDINANCE NO. 2961

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 February 17, 2021, the Planning Commission for the City of Lebanon conducted a hearing on Planning File No. A21-01, 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 10th day of March 2021.

CITY OF LEBANON, OREGON

Paul R. Aziz, Mayor
Jason Bolen, Council President

Attested:

Kim Scheafer, MMC, City Recorder

EXHIBIT "A"
ANNEXATION LEGAL DESCRIPTION & MAP

ANNEXATION AREA

(TAX LOT 400, LINN COUNTY ASSESSOR'S MAP 12S2W15CA)

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

BEGINNING ON THE EAST LINE OF CYPRESS ESTATES, CITY OF LEBANON, AT A POINT WHICH BEARS SOUTH 1 °17'47" WEST 45.92 FEET OF THE NORTHEAST CORNER OF LOT 8 OF SAID CYPRESS ESTATES; THENCE ALONG SAID EAST LINE NORTH 1 °17'47" EAST 272.44 FEET TO THE SOUTH RIGHT OF WAY OF W. AIRPORT ROAD; THENCE ALONG SAID RIGHT OF WAY SOUTH 88°09'22" EAST 115.00 FEET; THENCE LEAVING SAID RIGHT OF WAY SOUTH 1°18'59" WEST 272.18 FEET; THENCE NORTH 88°17'11" WEST 114.90 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED AREA CONTAINS± 30301 SQUARE FEET.



EXPIRES: 12-31-2022

EXHIBIT B LEBANON CITY COUNCIL FINDINGS

I. NATURE OF THE APPLICATION

This matter comes before the Lebanon City Council on the application of Jason Cadwell to Annex property at 998 Airport Road and establish the applicable Residential Mixed Density (Z-RM) zone.

II. GENERAL INFORMATION

A. Site Location

The subject property is located south side of Airport Road, west of Stoltz Hill Road, and south of Strawberry Lane. The site address is 998 Airport Road. The County Assessor Map places the parcel within Township 12 South; Range 2 West; Section 15CA; Tax Lot 400.

B. Site Development and Zoning

The subject property is 0.72 acres in size, with approximately 116 feet of street frontage along Airport Road. Property to the west 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 an accessory structure. There has been no concurrent development proposal. City utilities are available in Airport Road within the vicinity of the subject property. Upon annexation, the Applicant will be able to extend city utility services to the site. The land is located within the Lebanon UGB and designated in the comprehensive plan as Residential Mixed Density (C-IND).

C. Adjacent Zoning and Land Uses

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

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 February 17, 2021, the Lebanon Planning Commission held a virtual public hearing on this application. At the hearing, Planning File A-21-01 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.

IV. FINDINGS OF FACT-GENERAL

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

- A. The applicant is Jason Cadwell.
- B. The subject property is located south side of Airport Road, west of Stoltz Hill Road, and south of Strawberry Lane. The site address is 998 Airport Road. The County Assessor Map places the parcel within Township 12 South; Range 2 West; Section 15CA; Tax Lot 400.
- C. The total area contains 0.72 acres.
- D. The subject parcel is accessed from Airport Road. The lot is currently improved with a single-family residence and an accessory structure. City water, sewer and storm drainage is available in Airport Road within the vicinity of the subject parcel. Upon annexation, the property would be eligible to extend City utilities to the site.
- E. The land is currently located within the Lebanon UGB and designated Residential Mixed Density (C-RM).
- F. The property is in a developed residential neighborhood. To the north, south, and east are residential properties within the county unincorporated area, within the City's Urban Growth Boundary (UGB) with a Comprehensive Plan designation of Residential Mixed-Density (C-RM) and improved with single family residences. The property to the west are in City limits with a zoning designation of Residential Mixed-Density (Z-RM) and are improved with a mix of multifamily development, duplexes, and single-family residences.
- G. The applicant is requesting approval to Annex the subject property and establish 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 the south side of Airport Road, on the south side of the intersection of Strawberry Lane 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 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 Density and over 9,000 square feet in size, 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 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. The site is currently improved with an existing single-family residence and an accessory structure. As the site has already been previously developed 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 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).

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

- (a) The site is contiguous with city limits along the western property line.
- (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 with a mix of single-family, duplexes and multifamily developments. The site can be serviced by city water, sewer, and storm drainage. Upon development of the property, City sewer would need to be extended along the length of the entire property frontage, and storm drainage improvements may be required depending on the type of development proposed. 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. Any future development 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 and sewer available in the immediate vicinity for extension 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 impacts to access key City-provided urban utilities have already been considered.

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: Airport Road maintains a right-of-way width of 60-feet. The adopted 2018 Transportation System Plan identifies Airport 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. 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. The site is currently improved with a single-family residence and accessory structure. As the site has already been previously developed 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



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4905
www.ci.lebanon.or.us

MEMORANDUM

City Recorder's Office

To: Mayor Aziz and City Council
From: Kim Scheafer, MMC, City Recorder
Subject: Ward 2 Vacancy Interviews

Date: March 1, 2021

I. INTRODUCTION

At the January 13, 2021 City Council meeting Councilor Stauder announced her resignation with an effective date of March 11, 2021. A Press Release was published on January 14 advertising the upcoming vacancy with a deadline for applications of February 12, 2021 at 5:00 p.m.

II. CURRENT REPORT

The City received two applications for the upcoming vacancy in Ward 2 to replace Councilor Stauder. Applications were received from Dave McClain (January 14) and Gamael Nassar (February 12).

Interviews will be conducted at the City Council's March 10 electronic meeting. Interviews will take place in the order that the applications were received and should not take more than 20 minutes each. After the interviews, the Council will deliberate and announce their decision.

The appointed candidate will be sworn in at the April 14, 2021 City Council Meeting to fill the remaining term which ends on December 31, 2022.

III. RECOMMENDATION

Staff recommends that the Council conduct interviews at their March 10 meeting. Interview questions will be emailed to the Council prior to the meeting.

Sample Motion:

"I move to appoint _____ to be a sworn in on April 14, 2020 to fill the remaining term of Councilor Karin Stauder which expires on December 31, 2022."



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 541.258.4905
kscheafer@ci.lebanon.or.us
www.ci.lebanon.or.us

**APPLICATION FOR
 BOARD / COMMITTEE / COMMISSION / COUNCIL**

Applicant Information (Please type/print clearly):

Name: <u>David Wayne McClain</u>		Date: <u>12-15-20</u>
Home Address: <u>430 Hiatt St. Lebanon, OR. 97355</u>		
Mailing Address: <u>Same</u>		
Home Phone: <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>	Business Phone:
Occupation: <u>retired/construction</u>	Employer: <u>McClain Family Corp.</u>	Emergency Contact Phone: <u>[REDACTED]</u>
Preferred method of contact: <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email		

Please mark which one you are interested in serving on:

- | | |
|---|--|
| <input type="checkbox"/> Ad Hoc Committee _____
<small>(Print the Ad Hoc Committee Name)</small> | <input checked="" type="checkbox"/> Non-Election Council Vacancy |
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Budget Committee
<small>(Must be Registered Voter)</small> |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Senior & Disabled Services Advisory Committee |
| | <input type="checkbox"/> Library Advisory Committee |
| | <input type="checkbox"/> Trees & Trails Advisory Committee |

Are you applying for reappointment: Yes No If so, how long did you serve in this capacity: ___ Year(s) ___ Month(s)

Describe experience related to position applying for: I currently sit on the planning Commission. I have children and grand children here that are involved and integrated in this community that motivate me to get involved.

List current and/or previous involvement on any government boards/committees/commissions/councils:

Planning Commission City of Lebanon

Explain why you are interested in serving in this capacity (attach additional sheet if needed):

I want to participate in a decision making role for the City of Lebanon. I want to be part of the growth and direction that makes us a great place to live.

Applicant's Signature: [REDACTED]

Date: 12-15-20

FOR OFFICE USE ONLY

DATE SENT TO:		City Council Appointment	___/___/___
Director: ___/___/___	Mayor: ___/___/___	Date: Applicant Notification	___/___/___
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Term End Date:	___/___/___

Print Form

Reset Form



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 541.258.4905
kscheafer@ci.lebanon.or.us
www.ci.lebanon.or.us

APPLICATION FOR BOARD / COMMITTEE / COMMISSION / COUNCIL

Applicant Information (Please type/print clearly):

Name: Gamael Nassar		Date: 2/10/2021
Home Address: 321 Tangent St, Lebanon Oregon 97355		
Mailing Address: 532 S Main St, Lebanon Oregon 97355		
Home Phone: [REDACTED]	Email: [REDACTED]	Business Phone: [REDACTED]
Occupation: Insurance Agency Owner	Employer: G & Jenny Insurance Group	Emergency Contact Phone: [REDACTED]
Preferred method of contact: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> <i>Ad Hoc Committee</i> _____ <small>(Print the Ad Hoc Committee Name)</small>		<input checked="" type="checkbox"/> <i>Non-Election Council Vacancy</i>
<input type="checkbox"/> <i>Arts Commission</i>	<input type="checkbox"/> <i>Budget Committee</i> <small>(Must be Registered Voter)</small>	<input type="checkbox"/> <i>Library Advisory Committee</i>
<input type="checkbox"/> <i>Planning Commission</i>	<input type="checkbox"/> <i>Senior & Disabled Services Advisory Committee</i>	<input type="checkbox"/> <i>Trees & Trails Advisory Committee</i>
Are you applying for reappointment: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for:		
1. Please see attached		
List current and/or previous involvement on any government boards/committees/commissions/councils:		
2. Please see attached		
Explain why you are interested in serving in this capacity (attach additional sheet if needed):		
3. Please see attached		

Applicant's Signature: _____ [REDACTED]

Date: 2/10/2021

FOR OFFICE USE ONLY

<p style="text-align: center;">DATE SENT TO:</p> <p>Director: ____ / ____ / ____ Mayor: ____ / ____ / ____</p> <p>Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>City Council Appointment ____ / ____ / ____</p> <p>Date: Applicant Notification ____ / ____ / ____</p> <p>Term End Date: ____ / ____ / ____</p>
--	---

1. Describe experience related to position applying for:

My experience related to a Council Members position is such that I have worked in social services and non-profit management for over twenty years. We presently own and operate a business located in Downtown Lebanon, and we participate and volunteer in many areas within the community. In 2018, we were honored with the Volunteer Of The Year Award by the Lebanon Chamber of Commerce, and in 2019, I was nominated First Citizen by the Albany Chamber of Commerce.

As someone who understands organizational thought and group dynamics, I am also a results-oriented leader, manager, and educator with extensive experience in organizational development, project management, training, community organizing, and strategic planning. While the list of organizations, boards, committees, councils, and groups worked with may be extensive, none were as important and impactful as all my roles representing the elderly and our youth.

In the past years I have been involved and or served the Academic Year in America, ATI Career College Adult Campuses, Centro Campesino Farmworker Center, the Children's Trust of Florida, the Christian Community Services Agency, the Coalition of Florida Farmworker Organizations, the US Department of Commerce, Drug Free Youth In Town, the Epilepsy Foundation, the Florida Association of Nonprofit Organizations, Florida Atlantic University, Florida Memorial College, GALATA Social Services, Miami-Dade College, the Miami-Dade County Public Schools, The National Drug Free Youth Foundation, Tidewater Community College, and multiple committees for the United Way of Miami.

Locally, I serve as a Lebanon Chamber of Commerce Ambassador, a Board Member for the Lebanon Downtown Association, Board President of the Enliven Foundation, and as a Board Member of the Strawberry Festival Association.

In addition to local Lebanon organizations, I also serve as a Board Member of the United Way of Linn, Benton & Lincoln Counties, a member of the NAACP, a Facilitator for the Albany Chamber of Commerce, a Board Member of Christmas Storybook Land, and I participate in the Albany Veterans Day Parade in honor of all the veterans in my family and in this area.

Many years of experience working with various cultures and multiple organizations has given me a unique understanding of diverse cultures and communities, and has provided me with a perceptive ability to listen and learn. I believe that I possess the Head, the Hands & the Heart to make pragmatic and passionate decisions on behalf of our community, our families, our elderly and our children.

2. List current and/or previous involvement on any government boards, committees/commissions/councils:

In the course of my career in Leadership Development, Social Services, and Non-Profit Management, I have worked with various government entities for a myriad of projects. These include the participation, creation, or development of partnerships, committees, councils, boards, workshops, foundations, trainings, grants, and even major community festivals. Some of these government entities include the Florida municipalities of Carol City, Florida City, Homestead, the Cities of Miami, North Miami & North Miami Beach, as well as the Counties of Broward, Palm Beach, and Miami-Dade.

In addition to working directly with governmental entities, I have participated and consulted in projects for such groups as the National Conference of Black Mayors and the National Leadership Council of Haitian Mayors. For several years, I also assisted the World Conference of Mayors in its mission to provide capacity building and technical assistance to developing nations around the world.

I also worked directly with three Miami-Dade County Commissioners providing valuable information, data, research, and community input. This community input was vital for the individual commission districts as well as countywide decisions for such areas as tourism, homelessness, education, elder affairs, family welfare, farm-worker issues, and cultural awareness.

3. Explain why you are interested in serving in this capacity

From the moment we visited this City that Friendliness built, my wife and I fell in love with it. We moved here from Florida to my wife's birth place, to care for our elderly parents who had already lived here for 13 years. We honestly had all intention to move them away to a larger town, but that all changed in one day.

We now plan on living here in Lebanon for a long time. In making that decision, we want to be an integral part of this community, its foundation, its infrastructure and its commercial livelihood. We have already made Lebanon an intrinsic part of our lives, and we now wish to offer a more active role in the continual development and creation of a prosperous community for all our families, our elderly, and our children.

I want to be a part of a reasonable and responsible Council that makes decisions, not just for today, but for a better future for our families and for our children. I want to be a part of a Council that listens to the community and wants to provide what's best for the land, the businesses, the environment, and for the over-all well being of the economy and its residents.

After many years of involvement in community events, activities and endeavors, I have learned the importance of working together, developing relationships and partnerships both in and out of governmental entities. For example, I encourage developing relationships and proactive partnerships with our surrounding cities to assist each-other towards stemming the tide of our growing homeless situation. I also find merit in fostering these relationships to increase youth sports-based tourism which may bring much needed economic boosts to our local businesses.

Finally, I also believe that this is the right time for me as a resident homeowner, a business owner, and volunteer, to contribute through Lebanon's City Council. As an established member of our local community and economy, I look forward to the honor of working with a Council that continues to grow as diverse as our city is becoming. No matter my role going forward, I see a Council with multiple points of view encouraging growth, development, community, and unity. I hope to be a part of this Council.

GAMAEEL R. NASSAR

Phone: [REDACTED]

Highly motivated, results-oriented leader, manager, educator, with extensive experience in organizational development, project management, training, education, community organizing, and strategic planning.

Outstanding record of achievement with advanced proficiency in:

- *Organizational Development*
- *Graduate Placement*
- *Education Leadership*
- *Audit Compliance*
- *Project Management*
- *Recruitment & Development*
- *Student Services*
- *Training & Development*
- *Grant Management*
- *Distance Learning*
- *Budget / P&L Management*
- *Accreditation Management*
- *Educator / Teacher*
- *Multicultural Environments*
- *Sales & Marketing*

HIGHLIGHTS / ACCOMPLISHMENTS

- Experienced in increasing organizational performance, effectiveness, efficiency, and financial stability
- Successfully increased campus profitability by 20% within one year and increased student population by 40% using Admission's Management & creative Student Retention strategies
- Expertise in Education and Curricula development, System's Compliance, and Non-Profit Grant Management
- Developed a Miami-Dade County Census office to the highest National ranking through the implementation of Project Management Strategies, Communication Methodologies, and Human Capital Development

EDUCATION / ACHIEVEMENTS

- **Life, Property & Casualty licenses in Oregon and 10 Other States**
- **M.B.A., Organizational Development & Project Management**, American Intercontinental University
- **B.A., Business and Management Administration**, American Intercontinental University
- Certified Business and Mathematics Instructor & Trainer of Leadership Development courses

PROFESSIONAL EXPERIENCE

LENSTONE EDUCATION INC. - WEST PALM BEACH, FL & SMITHFIELD, VIRGINIA **2014 - 2016**

Vice President of Operations & Academic Affairs: I was directly responsible for building an overall platform for long-term success for all Students, Faculty and Staff. LEI is creating a unique opportunity for education companies that will shape and develop an improved accreditation style foundation for long-term successful compliance through all departments including Graduate Placement, Education and Admissions. Our mission is a customized philosophical approach governing a transitional process of training and coaching that focuses on building positive internal cultures that will instinctively produce successful outcomes while developing and inspiring the very people who drive that success. My role is to provide guidance and vision in the implementation and execution of this mission.

FLORIDA CAREER COLLEGE – WEST PALM BEACH CAMPUS, FLORIDA **2012 – 2014**

Director of Education: As the campus leader with a multifaceted background repairing difficult environments, success has always been attained using effective leadership and change management skills. As a Campus Director with business acumen managing faculty, staff, students, and distance learning teams, effective communications led by result driven goals was the key to creating a successful team and campus, allowing for an \$8 million year. As an accreditation expert with additional extensive visit preparation experience, I have provided expertise and guidance to numerous organizations of which all have successfully obtained their required licenses and accreditations.

TIDEWATER COMMUNITY COLLEGE, CHESAPEAKE, VIRGINIA **2011 – 2013**

Professional Development & Business Instructor: Normal online and ground campus Instructor duties aside, it becomes a cognitive goal that each and every student be challenged to reach their full potential. Adult students learn more effectively from someone they like, or from someone that readily provides what they think they need to know. Combining both the creation of an impelling learning experience with a wealth of industry experiences related to professionalism and character related values, all learning aspects are totally dedicated towards increasing student performance for ultimate career success and sustainability.

ATI CAREER TRAINING CENTER, FORT LAUDERDALE, FLORIDA **2008 – 2011**
Executive Director / Director of Education: General leadership duties and responsibilities of a campus leader's time include continuously improving the student experience, creating a positive educational environment geared toward successful graduate employment, increasing operational efficiency, ensuring compliance, and maintaining staff & faculty development. Creating a team with foundational expertise is especially advantageous with such challenging programs as the Trades, Technology, The Arts, Allied Health, & Public Services. Proven leadership and management methods used to create a foundation for success include simple basic techniques like inspecting what one expects, getting back to training basics, developing good morale, and a blend of research and data examination, while concentrating on available human talent. This allows for creative and innovative solutions to address any and all deficiencies and concerns of staff and the organization, while focusing on successful outcomes.

GALATA SOCIAL SERVICES, INC. FLORIDA CITY / HOMESTEAD, FLORIDA **2003 – 2008**
Executive Director:

CENTRO CAMPESINO, FLORIDA CITY, FL **2000 – 2003**
Deputy Director:

All leadership positions within a Social Service agencies such GALATA and Centro are experienced through the responsibility of wearing many hats. The successful ability to wear these many hats help develop talents towards success in many areas or life and endeavors. Non-Profit management is the ultimate training ground for so many other industries as it teaches resourcefulness, tenacity, planning, stress control, time management, and it's the supreme arena for developing customer care & service skills. Throughout my tenure with such organizations, I have been honored to manage program logistics, grant management, compliance, staffing, fund development, organizational administration, career and adult placement programs. I also developed successful fund-raising and resource development skills within the private and public sectors with a demonstrated capability to engage and effectively influence the general, civic, corporate, and governmental communities. As a take-charge responsive leader who can foresee potential issues before they become more serious, I am able to focus on identified goals while moving forward with the challenge of helping others achieve success.

UNITED STATES DEPARTMENT OF COMMERCE, Miami, FL **1998 – 2000**
Executive Office Manager, Regional Recruiter, & Trainer: As the leader responsible for over 1,700 Field, Recruitment, Administrative, and Office Clerical Staff, this challenge proved to be an immense training ground to improve skills and abilities attained from the Social Service Industry. When assigned an office in an area of which I had little community knowledge, my background in Social Services which provided years of learned leadership and management skills, a solid base in consumer services, and personality traits of working hard & smart, proved quite effective. Our Census office rose to the highest National ranking among 500+ offices.

DRUG FREE YOUTH IN TOWN, INC., Miami, FL **1995 – 1998**
Executive Director: I directed administrative and executive programs and daily operations while providing direct supervision and training to program directors, fiscal department, human resources, staff and volunteers. I also managed the local Ameri-Corps, YouthBuild and other career related service-learning programs through such organizations as United Way of Miami-Dade County.

COALITION OF FLORIDA FARM WORKERS, INC., Homestead, FL **1992 – 1995**
Homestead Community Liaison: I served the Cities of Homestead and Florida City as an Advocate and Community Liaison for various immigrant / migrant / and relief programs and organizations including government offices, schools, and non governmental organizations. I was instrumental in developing many successful programs that helped lead to the revitalization of the community especially after the complete devastation of Hurricane Andrew.

PERSONAL CV

Born and raised in Miami Florida, I am the son of a Pioneer Social Worker who influenced many in the community as well as her own family. My mother ensured that we would all grow to be socially conscious educators able to communicate over a vast number of cultures while working with the most needy in the community. She was honored and given the name, "The Mother of Little Haiti," by the Mayors of both Miami-Dade County and the City of Miami. To say the least, because of her spirit my character was forged in love and dedication with friends and family amongst a community always searching for the American dream.

In addition to formal training, my management style was learned, developed, and tested while working in the trenches of some very difficult environments. These environments were instrumental in the development of philosophies that enabled me to create organizational transitions from difficult to productive, from good to successful and from successful to soaring.

Although I am enthusiastic, positive, creative, decisive, hardworking, I also work smart...with the understanding that as a team player that advocates a team philosophy, there are times when the team must also be carried. I have the leadership skills to bring peers together, motivate, train, lead, as well as carry a team if necessary.

Throughout my early career managing Non-profit social service centers, and working across many cultural backgrounds, strong organizational and problem-solving skills were developed using learned administrative and management proficiency. Supportive consumer services are always expressed through listening and communication skills which provides the ability to get along well with diverse personalities in a tactful and mature manner.

I have experience in various positions of business, project management, and education, including public speaking, training, coaching, and leadership development. And when it comes to dealing with staff, administration, consumers, students or faculty, I think well on my feet, and can control most situations, easily turning negative situations into productive ones.

My talents are a vast complimentary of skills and abilities advantageous to any organization no matter the title. I encompass interpersonal communication skills prepared to deal with a variety of environments and situations from the most harrowing to the corporate board room. My philosophy is that not all situations can remain positive but every situation can be turned productive – and something can be learned or accomplished.

As a project manager, I have a proven track record and the ability to complete the most stressful and difficult of projects in a timely and cost successful manner.

As an organizational leader, I have a passionate work ethic, a proven analytical and reasoning ability, high energy, strong oral and written communication skills, and the demonstrated ability to be effective within state and local political systems including interacting with elected officials, agencies, and boards.

Other Accomplishments Include:

- Successfully implemented program specific training and institutionalized student career development improving placement to 98% at one Florida based campus
- Highly skilled in increasing persistence and retention as exemplified by increased student retention by 17% at a very difficult high-ATB (Ability To Benefit) populated campus
- Effective leadership and change management skills as exemplified at one company location whose satisfaction survey results increased from 21% to 94% within 3 months, and I have led and participated in many successful accreditation visits; none of which have ever resulted in more than one finding
- Project Management Strategies, Communication Methodologies, and Human Capital Development have more than once catapulted excellence as exemplified by the Miami Dade County Census office reaching #1 status among 500+ other regional offices
- Successfully realized 5 annual multi-cultural street festivals with food vendors, professional stages, car shows, dance performances, including such local and international entertainers as Pitbull, The Bob Marley Family, Luther Campbell, Rick Ross, etc...
- Managed a multi-cultural Senior Activity Center and Family Social Service Center for over 250 seniors and over 150 youth per year
- Accomplished over 10 State College Educational Field trips for over 450 local youth geared toward college admission
- Recipient of many awards, commendations, and recognition for professional achievements from local governments, politicians and community leaders

Other Major Organizations & Associations

The National Drug Free Youth Foundation – Founder, Executive Director
COFFO – Office Program Director / Homestead Community Liaison
Youth Build – Program Supervisor and Grant Manager
Ameri-Corps – Program Coordinator
Everglades Community Association – Program Coordinator
Christian Community Service Agency – Program Coordinator

Marketing Accomplishments

Festival and Event Production & Successful Fund-Raising
Government Presentations and Funding Requests
Business Portfolio Development – and Corporate Presentations
Corporate Seminars / Training and PowerPoint presentations
Fliers, Posters, PowerPoint presentation

Sales Training and Education

Zig Ziglar Graduate
Grant Cardone & Victor Antonio Webinar Trainings
Numerous Business-2-Business Relationship Building Seminars & Workshops
Cold Calling & Hard Knocking Workshops, Training & Seminars
Research Completed - Books, Forums and Websites related to improving Sales and Marketing techniques

Alternate Skills and Abilities - Straight Sales

Given many years in the non-profit social service industry, it was often necessary to earn additional income to take care of family. These second or part-time positions afforded the ability to learn and perfect new skills – Examples:
Cost Segregation – Cold Calls and B2B Sales
Insurance – Cold and Warm calling -Field Sales – B2B Sales
TransWorld Systems / Medical Collection Programs – Cold Calls & B2B Door Knocking
Credit Repair - Residential and Commercial Referrals, Cold Calling, and Door Knocking
Computer & Technology Systems –Retail Floor Sales & Warm Phone Commercial Sales
Home Alarm Systems – Residential and Commercial Cold Calling and Door Knocking
Television Cable Services – Residential Cold Knocking
Telephone Equipment - Cold Calls & B2B Door Knocking
Auto Alarms and Accessories – Retail Floor Sales
Industrial Wiring - B2B Cold & Warm Phone Calls
Executive Recruitment – B2B Cold and Warm Phone Calls

Adult Training Classes & Seminars (Attended & Taught)

Management & Leadership Communication
Effective Management Techniques
Interviewing Preparation Skills
MS Office Package
Sales & Sales Management
Instructor Orientations, Training and Student Engagement Basics to Advanced
Student Orientations & Employment Preparation and Resume Workshops
Customer / Consumer Services Training – From Basics to Advanced
Business & Entrepreneurial Classes & Training – From Basics to Advanced
Several Annual African American & World Mayoral Conferences, Workshops, Events, & all Coordination
Many other Workshops / Training's & Seminars throughout my Non-Profit, For-Profit & Social Services Career

From: [Omar Rachdi](#)
To: [Kim Scheafer](#)
Cc: [City Council - Mayor Paul Aziz](#)
Subject: Support for Mr. G
Date: Friday, February 26, 2021 7:58:47 AM
Attachments: [Outlook-04tfvbxu.png](#)

[NOTICE: This message originated outside of your organization -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello Ms. Scheafer,

I hope you're well! My name is Omar Rachdi and I am a 4th-year medical student attending Western in our very own, Lebanon. I just wanted to provide my perspective towards Mr. G running; **in summary, Mr. G is one of the most kind, genuine individuals I have met and I think he is the only choice for the position in which he is running for.**

The funny thing is, Mr. G doesn't even know me. It all started back in 2017 when my wife, Taylor, and I first moved to Lebanon. We were shopping at the Safeway and Mr. G was in line in front of us. There was a disgruntled customer who was struggling to find the \$3.50 she needed to pay her groceries. Without hesitation, Mr. G took out his wallet and resolved the issue. He never asked for her name, didn't want anything in return. Mr. G exemplifies service to his community in the best ways.

However, this event was not an isolated incident. Over the years, I have seen Mr. G engage with our community in so many impactful ways. Please give him the consideration in which he deserves, that is all I ask.

Cheers,



Omar Rachdi | MS-IV

Class of 2021

Western University of Health Sciences

College of Osteopathic Medicine of the Pacific-Northwest

Phone: 503-593-1703

Alternate email: rachdio93@gmail.com

Agenda Item 3



CITY MANAGER'S REPORT

Reporting period: February 2021

I. A. ADMINISTRATION – Nancy Brewer, Interim City Manager

- As discussed at the last Council meeting, Finance and Maintenance staff re-started the lock-off program to get past due accounts current. Matt notes in the Finance Section that the first set of lock-offs resulted in about 85% of the customers either fully paying their past-due balance or are making time payment arrangements. Lock-offs of significant past due accounts will continue through March 3. March 16 staff will return to the regular lock-off schedule and begin charging the lock-off fee. We will continue to defer late payment penalties until the May 15 due date, at which time late payment penalties will be applied.

B. HUMAN RESOURCES – Angela Solesbee, HR Director

- Recruitment:
 - Custodian I – Full Time
 - Closed. Hired long time temp Wade Williamson on 2/26/2021
 - LINX Driver – Part Time
 - Interviews scheduled for 3/10.
- Benefits:
 - Business as usual.
- Classification and Compensation:
 - Market reviews on AFSCME positions completed. Pending union agreement on changes.
 - Review of part time employee pay practices completed. Implementing wage increases on 3/26/2021.
- Training and Development:
 - February all employee training – Preventing Discrimination and Harassment.
 - March all employee training – Workplace Violence.
 - 8 HR policies approved and reviewed by all employees.
 - ADA
 - Anti-Harassment and Non-Bullying
 - Bereavement
 - Employee Benefits
 - Holidays
 - Performance Management
 - Personnel File access and Management
 - Separation from Employment
 - Management training series began in February with Budget Training. Next up will be a communication training scheduled in March using CIS Learning.
- Performance Management:
 - Project – get performance evaluations to 100%, began in May 2020. Since then:
 - 30 employees (AFSCME and Non-union) have had a performance evaluation since May 2020
 - 12 evaluations are currently past due.
 - 100% of evaluations are past due for Teamsters (project to get this current will begin in February).

THE CITY THAT FRIENDLINESS BUILT

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

- **City Council Meetings:** Regular Session March 10, 2021
- **Miscellaneous:**
 - The City Recorder and Deputy City Recorder continue to work remotely. Some of the projects we have been working on are:
Web page updates, Facebook posts, processing press releases, meeting minutes, public records requests, liquor license processing, meeting agendas and packets, directing web page inquiries, and adding search content to records that have been transferred into the State's Records Management System (ORMS).
 - The City Recorder participated in the following:
 - Notary Training Webinar
 - Leadership Development Training "Fun with Budgeting"
- **Public Records Requests:** No public records requests have been received since the last packet was published.
- **Liquor Licenses:** One liquor license application has been received since the last packet was published.

III. COMMUNITY DEVELOPMENT – Kelly Hart, Director

A. **Planning:**

- The Planning Commission held a meeting on February 17, 2021. The Planning Commission considered a proposed Annexation of a property on the south side of the intersection of Airport Road and Strawberry Lane. The Planning Commission unanimously recommended the City Council approve the proposal. The Planning Commission also considered a proposed 9-lot subdivision, including an administrative review application for a 36-unit apartment complex for the property at the southern terminus of S 12th Street and Leonard Lanes. The Planning Commission unanimously approved the application. The Planning Commission also considered and unanimously approved a proposed 21-lot subdivision on the Stoltz Hill Road extension, north of Airport Road.
- The March Planning Commission meeting will include a work session for HB 2001 to obtain input from the Planning Commission on certain design standards for the required code updates.
- In February, two applications were approved administratively:
 - Class I Variance to construct a 6-foot tall fence around an RV storage area for the Mountain Shadows Manufactured Home Park on Vaughan Lane and 10th Street.
 - Minor Land Partition to divide a property into two parcels, which would allow for the construction of a single-family home for the property on the corner of 6th & Kees Streets.
- Staff is currently processing two planning projects:
 - Annexation for a property on Airport Road, south of Strawberry Lane (Application to be presented to the City Council in March 2021).
 - Minor Land Partition to divide a parcel into three lots for a property on Berlin Road (Application public notice has been published, waiting for conclusion of notice period)
- Two DRT meetings were held during the month of February. Discussion included interest in two new subdivisions for single family/duplex properties.
- HB 2001/2003 requirements: The State legislature passed two significant housing bills in 2019 which requires action to be taken to modify the City's development code. These bills require modification to the Accessory Dwelling Units, provide additional accommodations for duplexes, and ensure the code language is clear and objective. These new regulations need to be adopted by the City no later than June 30, 2021. Below is an overview of the key changes the City will be required to make to the development code:
 - Accessory Dwelling Units can no longer be required to provide on-site parking for the unit.
 - The City must include findings demonstrating consideration of methods to increase the affordability of Middle Housing through ordinances or polices that include:
 - Waiving or deferring system development charges
 - Adopting or amending criteria for property tax exemptions
 - And assessing a construction tax

- Code standards for duplexes cannot create unreasonable cost or delay that are more restrictive than those applicable to detached single-family dwellings in the same zone.
- Duplexes must maintain the same minimum lot size, setbacks, and height standards for single-family residences in the same zone.
- The City may not require more than a total of 2 off-street spaces for a duplex (one per unit).
- The City must allow conversion of an existing single-family residence to a duplex provided the conversion does not increase nonconformance with applicable clear and objective standards.

These are required modification to the development code, and as such, staff will be working with DLCD on review of the proposed code amendments and ensure compliance with the State OARs prior to initiating the public hearing process to adopt the new code. Public hearings on these code changes are anticipated in April/May of this year. Staff is also preparing for work sessions with both the Planning Commission and City Council in March to obtain input on certain design aspects that are within the City's purview to regulate.

B. Building:

- The city processed 30 permits in December. Total fees received were \$6,777.35 and valuation of construction was \$343,012.00. By comparison, in December 2019, 45 permits were processed. Total fees received were \$9,181.24 and valuation of construction was \$404,576.00.
- A current list of the larger construction sites include:
 - Applegate Landing Apartments (Stoltz Hill Road and Airport Road)
 - 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)
 - ODVA office and storage Building (Hansard Ave)

C. Economic Development:

- **Biz Oregon and CDBG update:** The Economic Development Catalyst has been in contact with representatives from other rural communities in Linn County as well as Business Oregon to try and brainstorm ideas for Community Development Block Grant (CDBG) uses. There are still funds available at the state level and they have reached out seeking further creative ideas in response to COVID 19. After speaking with community members, a need was identified for Senior outreach regarding telehealth, internet access, isolation, access to programming, family and current events. It was proposed that a grant become available to loan iPads or other devices from the Senior Center and to provide low/no cost internet access to these Seniors. A conversation was had with Business Oregon representatives and it was determined that this is the type of project they would like to support. Lebanon has submitted the pre-application to start the process with formal application to follow, a public hearing took place on February 10th at City Council and it was voted to move forward with the application and enter into an IGA with Linn county. Upon looking at the need further it was determined that the first round should be smaller than originally anticipated (15-20, instead of 38). The next step will be to get all of the CDBG documents in order to be able to apply once the Pre-Application is accepted.
- **City Council Presentation:** The Economic Development Catalyst presented to the City Council about the year in review and discussed the initiatives for the rest of 2021. City Council showed support for looking into a Business Registration Program.
- **Business Registration Program Initiatives:** Based on input from the City Council, staff initiated research on the reestablishing the business registration program or identifying alternative options. The Economic Development Catalyst and Community Development Director met with members of the Corvallis economic development team to

discuss their current efforts in establishing a program. Staff will continue research to determine all available options prior to conducting a work session with the City Council to determine an appropriate path forward.

- **Meeting with OCWCOG Economic Recovery Coordinator:** The Economic Development Catalyst and Community Development Director meet with Anne Whittington to discuss her role within the OCWCOG and what economic recovery looks like for Lebanon and for Linn County. As part of the City's 2021 initiatives, developing an economic recovery and resiliency plan was a key initiative after COVID. The OCWCOG has hired Mrs. Whittington specifically to draft a regional economic recovery and resiliency plan. The Economic Development Catalyst and Community Development Director intend to actively participate in the OCWCOG plan process to ensure Lebanon is appropriately represented, then determine whether additional Lebanon specific initiatives should be included for a City specific plan.
- **Other meetings and initiatives:**
 - Business Oregon PPE Pre-Packaged Deliveries to Businesses: Another round of PPE orders will be available to communities the first week in March and Lebanon plans to request more PPE for their businesses. In addition to the supplies available before, there will also be thermometer, XL gloves and sanitizer stands.
 - Virtually attending: Optimist, the Lebanon Museum Foundation Meetings, the monthly regional economic development practitioner meeting, Oregon Cascade West Council of Governments (OCWCOG) Certified Economic Development Strategy (CEDs) update monthly meetings, the quarterly Loan Program Advisory Committee Meeting.
 - Lebanon Downtown Association (LDA) Meetings: Virtually attended the Economic Vitality Committee Meeting as well as the Board of Directors meeting and the annual board retreat (The Main Street Manager will update City Council on this at the City Council meeting as well).

IV. ENGINEERING SERVICES – Ron Whitlatch, Director

- City Crews are continuing to televise the existing Westside Interceptor in an effort to identify areas with high infiltration and inflow rates. Staff is currently designing several projects for construction. The project construction timeframe has been put on hold due to Capital expenses at the Wastewater Treatment Plant, but design will continue. If funding allows 1 or 2 of the projects may move forward in the summer of 2021.
- City Staff has taken over operations of the Wastewater Plant. Currently, we have a contractor replacing approximately 50 - 4- and 6-inch valves that were inoperable. A majority of the work has been complete with the remaining valves to be done next summer during low flow conditions.
- Upon City Staff assuming operations and maintenance of the Wastewater Plant, a belt press for handling solids was rented to ensure we could handle biosolids over the winter months. Staff is currently advertising for bids for a more permanent (larger) belt press. Award of the Filter Belt Press will be brought to City Council for approval in late March.
- Three reputable Engineering Firms (Kennedy Jenks, West Yost, and Carollo) submitted proposals for the Wastewater Facility Plan Update. Staff has reviewed/scored the proposals and determined that Kennedy Jenks scored the highest of the three firms. We are currently negotiating a scope and fee estimate with Kennedy Jenks to complete the master plan. Once a final scope/fee has been established, Staff will bring a contract for approval to the City Council. The master plan process will likely take two years to complete as it will need DEQ review and approval. This effort will also tie into the issuance of a new NPDES Permit (issued by DEQ).
- Staff is continuing to work with Build Lebanon Trails on multiple projects. The Old Mill Trail is the next priority. Staff has completed the design of the trail. Due to timing and workload, City Staff will not be able to construct the trail this summer. It is possible that this segment of trail will be built privately this summer and then turned over to the City since funding for the trail is being provided by BLT and the property owner (no City Funds). Staff is working with BLT on the details and should know more in the coming weeks.
- The Oregon Marine Board has developed a design and specifications for the new dock at Gills Landing. Staff will bid the project in late March or April. This project is being funded by FEMA as we lost the dock in the 2019 high flow event on the South Santiam River.
- 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 is currently modeling the City's Eastside Interceptor. This data will be used to verify any changes needed in the system associated with continued development off of the East end of Milton Street. This study is scheduled to be complete in early spring 2021.
- Staff is continuing to work through the details for the next phase of the Westside Interceptor Project. Udell Engineering has the project approximately 85% designed. Currently, we are wrapping up multiple environmental, financial, and planning documents that are required to receive the Clean Water State Revolving Fund Loan.
- Staff has advertised the Westside Interceptor CM/GC Contract proposals. Proposals were due March 2, 2021, and are being scored to determine the most qualified contractor to enter into a contract for Pre-Construction Phase Services. Pre-Construction Phase Services will allow staff, our design team, and the Contractor to finalize the plans, develop a cost estimate, and hopefully a Guaranteed Maximum Price (GMP) for construction.
- 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. We are currently updating the City's TMDL Matrix as required by DEQ.
- Staff is updating the City Standard Drawings and Supplemental Specifications. They 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.
- Staff is currently working on a design to re-construct a section of River Road from Franklin Street to Garvord. This section of roadway is in extremely poor condition. We are hopeful that the project can be constructed this summer.
- Staff is currently preparing drawings for 2021 Street Preservation. The streets on this year's list include Grant (Main to Park) and Fifth Street (Tangent to Mary). If funding allows, these streets will be resurfaced this summer.
- 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, updating of our Pre-Treatment Ordinances, multiple sewer lateral replacements, street speed reduction requests, 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. The meeting has been pushed out until COVID Restrictions are reduced.
- Staff is 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 began in mid-September. There will be several Advisory Group Meetings to guide the process (members include staff, 2 City Councilors and 4 members of the public/building community). Upon completion, Staff will bring an updated Ordinance to City Council for approval.
- The City is preparing 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 which will be constructed in 2021. Udell Engineering will be completing a portion of the Civil Design, while City Staff prepares contracts, special provisions, and the bid package.
- 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. One of the first steps associated with the demolition was to remove any environmental hazards. Fortunately, the only environmental hazard was minor asbestos flooring tiles. These have been removed and disposed of by a licensed environmental contractor.
- Duplex on 2nd street complete and final occupancy granted.

- Mill Race Multi Use site plan has been approved. Building construction is progressing with onsite utilities completed and tested.
- Mill Race Apartments Complex Phase I, are under construction along with onsite utilities.
- Site plan for Miller's Auto Repair has been approved.
- Paventy & Brown Orthodontics new building site plans have been approved. Project has been awarded and to start shortly.
- River Place at the Lakeside contractor completed punch list items, plat bonded and signed. Public improvements will be accepted once streetlights complete.
- Site plan for Hall Duplexes off Oak Street has been approved. Contractor completed public improvements. Final walk through schedule to comply punch list.
- Riverside Banks Subdivision (Milton & Williams St) public improvements complete and accepted.
- Construction of the River Trail Place Subdivision on River Road is in process. Permit expiration letter sent with an extension to complete public improvements. Contractor onsite, preliminary testing ongoing.
- N 5th Street Apartment plans have been stamped approved; contractor hasn't started on any improvements.
- CAM Multi-family on 10th and Leonard Ave complete and public improvements have been accepted.
- Steven King site plan for Airport road has been approved and building permits to be issued.
- Nova Urgent Care project complete and public improvements have been accepted.
- Cascade Ridge IV Apartments has completed all public improvements. Contractor is working on final punch list items and as-builts pending Engineering submittal.
- Redbud Apartments on Airport Road, temp occupancy granted. Contractor to complete minor punch list items.
- Welch Apartments (Walker Rd)- public improvements complete and accepted.
- Applegate civil and site plans approved. Contractor completed water line extension and testing. All public hydrants are online and building permits will be issued once final payments have been completed. Contractor making progress on sewer main extension. Design changes submitted to City for review.
- Site plan and public improvements for Prism Manor at the corner of Franklin and Russell Dr. permit issued and construction started on Franklin St. sewer main and the contractor is working on the water main extension.
- Public Improvement Plans for the McKinney Phase II apartment complex off of River Road have been approved. Site work to begin soon.
- Colonia Paz Phase 1 public improvements and site plans revisions return to engineer for additional modification due to a complete design change from initial review.
- ODVA site plan received and under review for an additional building to the west.

V. FINANCE SERVICES – Matt Apken, Finance Director

- **Accounts Payable:**
 - FY20/21 payments made in February 2021 -- 306 Checks were processed for payments of \$1,165,788.
 - We have several vendors setup for ACH payments. Increasing the number of ACH paid vendors will allow more efficiency for Finance staff.
- **COVID-19 Grant:**
 - The City submitted a new reimbursement request for \$19,371 in February which covered time to January 31, 2021. At that point the City had about \$46,812 remaining in funds. We continue to use those funds to cover absences due to COVID-19.
- **Budget Prep:**
 - Presented a successful "Fun with Budget" training with directors and supervisors.
 - Estimates were for year-end numbers were completed.
- **Other Projects:**
 - Working with KeyBank to setup electronic bill pay.

- **Utility Billing for February 2021:**

- 5,631 Billing statements mailed by the end of February = \$893,220.
- Active accounts: 6,349
- 226 Owner Lien notification letters were mailed. 811 accounts were past due, but we did not charge late fees.
- 368 IVR calls sent out. 193 of those paid or made time payment arrangements. This call notified of lock off and need to setup payment plan.
- We locked off 74 accounts due to non-payment and 63 were reconnected the same week. The lock offs performed were for accounts that were over 2 months past due. There were 130 more accounts that could have been locked off but were deferred due to staff availability to lock-off and then turn back on. These accounts are scheduled for lock-off on Wednesday March 3.
- March 3rd we will complete the lock offs for the accounts past due over a month.
 - As of 2/11/2021 there were 367 accounts past due that would have been locked off with past due charges of \$95,318.
 - Past Due Aging:

Over 120 days	90-120 days	60-90 days	30-60 days
\$23,251	\$9,894	\$16,431	\$45,742
- Total of 334 Service orders: 29 read request, 74 Lock offs, 5 Turn offs, 27 Turn on, 32 Move Outs, 72 Move ins, 63 reconnects, 6 Returned Mail, 7 Leak Checks, 1 Pressure Test, 4 Meter Change out, 8 New Meter Installations, 0 Quality Checks, 1 Door Hangers, 0 Dead meters, 5 misc. other.

	Feb 20	Mar 20	Apr 20	May 20	June 20	July 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
Active Accounts	6,299	6,301	6,304	6,305	6,306	6,312	6,314	6,322	6,322	6,328	6,335	6,342	6,349
Penalty applied	822	0	0	0	0	0	0	0	0	0	0	0	0
Lock Offs	49	0	0	0	0	0	0	0	91	5	0	0	74

VI. INFORMATION TECHNOLOGY SERVICES – Brent Hurst, Director

- Helped Fire Admin and Fire Safety staff move to the MBVA Building. Provided network, copier, computer, and phone setup and configuration in addition to mapping the rooms used by Fire.
- Coordinated multiple meetings with Fire to address swap of fixed wireless to new fiber connection at Lacombe and faster internet options for Station 34.
- Met with Fire to discuss Fire budget.
- Attended sessions for Springbrook User Conference for cyber security, reporting, and future roadmap.
- Attended sessions for CIS Annual Conference on cyber security and telecommuting.
- Coordinated multiple meetings with Police to address list of open tickets with CAD software vendor. Performed upgrade to test environment.
- Coordinated meeting with Wastewater Treatment Plant and SCADA vendor to understand SCADA licensing models and best practices moving forward at this site.
- Coordinated multiple meetings to view demos, talk with references, analyze costs, and determine facility asset management and maintenance software selection. The City has chosen Dude Solutions as the software vendor to help manage facility maintenance schedules and track City assets such as streets and water.
- Set up multiple rugged laptops for Police and Maintenance staff to address needs for field and remote work.
- Coordinated multiple meetings with Zoom and hardware vendor to determine a better solution to allow Council to partially meet at the STS in the next few months.
- Coordinated meetings with Zoom to establish a Zoom for Government account.

- Coordinated surveillance camera installations with Maintenance Operations Supervisor for Wastewater Treatment Plant.
- Discussed Senior Center bus tracking and camera system upgrade with Senior Center Director and reviewed timelines.
- Configured Jail and Court to accept and utilize Zoom for remote court capability.
- Coordinated with Lebanon School District to configure camera servers to allow off site viewing of school cameras by school admin staff.
- Met with Library to coordinate installation of planned Library public access copier and coin-op machine.
- Met with network vendor to discuss upgrading and splitting of City domain for enhanced security and to further deploy City and Fire use of more cloud services.
- Worked with Wastewater Treatment Plant vendor and lab technician on training and configuration of data collection system for lab test results that are submitted to the state.
- Reviewed Office 365 Security Configurations to implement anti-impersonation rules (another layer of email protection).
- Generated a new SSL cert for the Library catalog and patron check-out software system to ensure secure connectivity with the servers in Albany.
- Discussed enabling two-factor authentication for all email access outside of City and Fire corporate networks.
- Coordinated loss of ability to transfer 911 calls from LCSO to Lebanon Police Dispatch and resolved the issue.
- GIS: Continued work on the GIS "Utility Network Dataset" migration project, which is an upgrade to the new database design for ESRI GIS that streamlines how much labor the City needs to publish web maps and update data from mobile devices. This is a 2021 goal of the IT and GIS Departments.
- GIS: Have been taking steps with HR to bring on a GIS student as a temp employee to assist with GIS work at the City. This will be a remote position as the student is attending OIT in Klamath Falls, Oregon.
- GIS: Coordinated multiple support calls to address database problems causing failed replication between GIS databases in ESRI. This is still an outstanding issue and is causing difficulties with keeping web maps current.
- GIS: Coordinated with Maintenance staff regarding GIS for extension of Cascade Ridge Apartments (701 N 5th St).
- GIS: Coordinated with Engineering staff for updates on as-built coordination with Contractor staff. Received site plan drawing updates for in-progress GIS updates at Airport Rd and Santiam Hwy.
- GIS: Received as-built project updates from Engineering staff for 14DCOM20160012- The Gleanns at Riverplace II
- GIS: Received as-built project updates from Engineering staff for 23ACOM20210003- Lebanon Urgent Care.
- GIS: Downloaded tax lot data from County and coordinated with Community Development staff.
- The IT\GIS Department has addressed multiple other normal break-fix issues, equipment replacements, and maintenance renewals for IT. During the past month, the IT\GIS Department closed 291 tickets or work orders. This includes system generated tickets that needed analysis and resolution in addition to end user requests for help.

VII. LIBRARY – Kendra Antila, Director

- Currently, we are continuing to limit occupancy to 25% of capacity (50 people including staff) and have not called back any volunteers. However, with the downgrade to 'moderate' risk level for Linn County, we will be increasing occupancy to 50%, as well as increasing open hours. We will also bring back a few volunteers. In order to avoid confusing the public with ever-fluctuating hours, we will wait until we hold steady at moderate for at least 2 weeks.
- Plans are well under way for Spring Break activities. There will be various scavenger hunts for the younger age groups and take & make kits for teens.
- Likewise, all programming for Summer Reading will involve take & makes and other fun activities that do not involve in-person gatherings.

VIII. MAINTENANCE – Jason Williams, Director

IX. POLICE – Frank Stevenson, Chief of Police

- For the month of February, the Patrol Division had approximately 1,057 calls for service, made 76 arrests, issued 19 traffic citations and wrote 119 case reports. Patrol functions remain unchanged during COVID-19; however, we continue to conduct more business via telephone and are 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.
- Detectives remain busy with involved sex abuse cases and narcotics investigations. All detectives, along with numerous patrol officers, conducted an investigation surrounding a homicide that was committed within a homeless encampment. The suspect was ultimately taken into custody and charged with murder in the second degree, unlawful use of a weapon, and burglary in the first degree. This investigation is still ongoing.
- Lebanon's jail operation has been affected due to COVID restrictions; however, 12 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 combined 57 days were served by inmates in the Lebanon jail.
- Oregon Department of Corrections conducted their yearly facility inspection that included an extensive audit of Lebanon Municipal Jail operations and facility standards. We are happy to announce that we remain in excellent standing.
- In the year 2020, Lebanon Youth Peer court saw a total of 26 juvenile referrals come through. The court heard a variety of cases including, but not limited to: runaway juvenile, curfew violations, minor in possession of alcohol, minor in possession of marijuana, and traffic infractions. All juveniles who are seen within our Peer Court program have a list of sanctions that can be imposed, such as writing essays or apology letters, community service, work crew participation, tours of Linn-Benton Detention Center and Lebanon Municipal Jail, completion of assigned homework packets, and participation in a teen marijuana education class. The goal continues to be to assist the juveniles in visualizing the path they could go down if they do not change their behavior and gives them an opportunity for increased education coupled with renewed responsibility.
- For the month of February, there were a total of three use-of-force incidents. No injuries were reported with any of the suspects involved; however, an officer did receive some minor injuries. All use-of-force incidents were reviewed extensively by a Sergeant, Lieutenant, the Captain, and finally by the Chief. All incidents were found to be justified and were handled in accordance with policy.
- This month, officers responded to an unconscious person who had overdosed on opioids. Through quick actions by the officer, Narcan (opioid reversal) was administered and the person regained consciousness and was transported to Lebanon Community Hospital, where they were subsequently treated and released.
- Lebanon Administration took a citizen complaint regarding an officer who issued a citation for Driving While Suspended (the complaint was that the officer had no legal right to conduct said traffic stop). After review of body camera footage and surrounding documentation of the incident, the complaint was unfounded and it was determined that the officer was justified to conduct the traffic stop. No policy violations were noted.
- Lebanon Administration also took a complaint from an individual living on Airport Road who felt we were conducting too much traffic enforcement with the area. It was determined that the officer who was working within the area was conducting focused patrol due to the number of traffic-related issues we were having surrounding speed. The complaint was unfounded, as there was ample reason for focused patrol.
- A recruitment is underway to fill a remaining vacancy (sworn position). A POST test was conducted with ten applicants, and all those candidates will move forward and undergo further screening. An ORPAT test is scheduled to take place the last weekend of the month.

X. SENIOR SERVICES and LINX – Kindra Oliver, Director

- LINX Transit is operating the Loop and Dial-a-Bus services, Monday through Saturday, 7:00am to 6:00pm. We continue with the additional FTA and OHA safety requirements and protocols for operating public transportation.
- We are currently recruiting for a part-time LINX driver position. Interviews are scheduled for March 10th, 2021.

- The Linn County Board of Commissioners approved the Linn County Transit Advisory Committee's recommendations for our STF (Special Transportation Funds) grant application for \$43,082 for FY2021-22 and our 5310 grant application for \$39,374 for preventative maintenance and camera equipment, for the FY2021-23 biennium.
- Senior Center staff has been assisting local seniors with getting information about COVID-19 vaccinations and helping to get them signed up. Many seniors don't have an email or the technology to get signed up on the Linn County website. Seniors have been very grateful for all of the help we've been providing. We have also been providing transportation for seniors to get to/from their vaccination appointments at the Linn County Fairgrounds and local pharmacies.
- The Senior Center continues to offer virtual on-line activities and classes through Zoom, You Tube and Facebook to provide more programming to help keep seniors connected while they 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 March.
- One of the new classes for March is "Living Your Best Life." This group of seniors gathers to talk about and discuss ideas for living their best life, including topics such as finding purpose, setting boundaries, identifying priorities, health topics, etc.