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# MEMORANDUM

## *Community Development*

To: Mayor Jackola and City Council  
From: Kelly Hart, Community Development Director  
Subject: A Resolution to authorize submittal of a Community Renewable Energy Pass Through Grant on behalf of the Boys & Girls Club

Date: August 13, 2025

### I. INTRODUCTION

The Boys & Girls Clubs of the Greater Santiam (BGCBS) is pursuing a Community Renewable Energy Pass Through Grant from the Oregon Department of Energy to expand its existing solar array and install a large-capacity battery storage system at the Lebanon Clubhouse. The City of Lebanon has been asked to serve as the lead applicant for this grant. If awarded, the grant funds will be passed directly to BGCBS to implement the project. The City will not receive or manage project funds beyond fulfilling the applicant role.

### II. CURRENT REPORT

The proposed project has three primary goals: (1) reduce energy costs through the use of renewable power, (2) provide battery-backed electricity for critical operations during outages, and (3) strengthen the City's emergency preparedness by positioning the Club as a potential future shelter site during emergencies. The project scope includes relocating the existing roof-mounted solar panels to a new ground-mounted system to accommodate a planned roof replacement, protecting the existing investment, and enabling system expansion in conjunction with the battery installation.

The total grant request is \$1,000,000. The Boys & Girls Club owns the land and building where the project will occur. As part of the grant process, the Oregon Department of Energy requires written authorization from the City Council naming the authorized representative for the grant submission, confirming the City's role as lead applicant, and affirming compliance with applicable state and local laws. Approval of the attached resolution will allow the City to submit the application on behalf of BGCBS and meet all program documentation requirements.

### III. RECOMMENDATION

1. Approve the resolution authorizing staff to apply for the Community Renewable Energy Pass Through Grant on behalf of the Boys & Girls Club and authorize the City Manager to sign any required documents.