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# MEMORANDUM

## *Administration*

To: Mayor Jackola and City Council  
From: Ron Whitlatch, Interim City Manager  
Subject: **Administration Update – June 2024**

Date: June 27, 2024

- Brandon Neish and I attended the City of Sodaville Budget Committee Hearing where Brandon presented the budget that he had prepared for them. The budget was approved by their committee and will go for adoption at the June 27<sup>th</sup> Sodaville City Council Meeting. As a reminder, this was done through an IGA which provided Sodaville with Staff resources to prepare and present their budget. Per the IGA, the City of Sodaville will reimburse Lebanon for Staff time (not to exceed \$2,500) and advertising costs.
- Continuing to move forward with the possible relocation of the City Council Chambers to the Library Community Room. We are getting pricing for a new dais and the needed IT improvements for the proposed meeting room, and hope to provide an update to City Council in July or August.
- SSW Consulting is under contract to moderate and develop the City Council 5-year Strategic Plan. Staff has met with the consulting team several times in order to get prepared for the Strategic Planning retreat in July. The retreat will be held on July 22<sup>nd</sup> at Boulder Falls, 9:00 am to 4:00 pm. Continental Breakfast and lunch will be provided.
- Staff is continuing to refine options for a City Services Fee. This includes developing informational material, a list of frequently asked questions, dollar options, and example ordinances. A City Council Work Sessions will be held in August to provide information and get input from the City Council.
- Kelly Hart and I provided a tour of the Wastewater plant to members of the Oregon Cascades West Council of Governments (OCWCOG) who actively searching for grant opportunities to fund wastewater projects. OCWCOG is also researching grant opportunities related to streets, public safety, and solar project.
- Staff is continuing to work with Sean Tate (Tate Public Affairs) who is helping the City navigate legislative affairs and advocate for the City. We currently meet with Sean every other Wednesday.
- Holding regular Department Director Meeting (every two weeks) to keep moving priorities forward.

- Continuing to participate in Linn County's Natural Hazards Mitigation Plan update being completed by Department of Land Conservation and Development. This plan includes updates to all cities located in Linn County and will be presented to City Council for approval in 2025.
- Continuing discussions with Lebanon Farmers Market to see about moving them to a different location for next year.