LEBANON CITY COUNCIL MEETING -WS MINUTES

March 20, 2024 at 12:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

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.

Mayor: Kenneth Jackola

Council President Michelle Steinhebel | Councilor Wayne Dykstra | Councilor Carl Mann

Councilor Jeremy Salvage | Councilor Kim Ullfers | Councilor Dave Workman

PRESENT
Mayor Kenneth Jackola
Councilor - Ward 1 Wayne Dykstra (online)
Councilor - Ward 1 Carl Mann
Councilor - Ward 2 Kim Ullfers
Councilor - Ward 2 Dave Workman
Councilor - Ward 3 Jeremy Salvage (online)
Council President - Ward 3 Michelle Steinhebel

STAFF
Interim City Manager Ron Whitlatch
Finance Director Brandon Neish
Police Chief Frank Stevenson
Human Resource Director Angela Solesbee
Community Development Director Kelly Hart
City Recorder Julie Fisher
Transit and Senior Services Director Kindra Oliver
Library Services Director Kendra Antila
City Attorney Tre Kennedy
IT Administrative Assistant Erin Gomez
IT Director Brent Hurst

MEDIA
None

CALL TO ORDER WORK SESSION

City of Lebanon Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Like regular Council meetings, citizens are encouraged to attend and observe work sessions. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.

The meeting was called to order at 12:00 PM.

DISCUSSION ITEMS

1. 5 Year Projection Discussion

   Mayor Jackola opened the meeting by explaining the information brought to the Council will be difficult and is an opportunity to find innovative solutions. His desire is for Lebanon to be an economically viable city and continue to provide current service levels.

   Interim City Manager Ron Whitlatch and Finance Director Brandon Neish presented the City Council the financial projection for the upcoming five years. The five-year forecast indicates a serious deficit at the end of the projection. The presentation from staff included revenue projections followed by expenditure forecasting. Some of the revenue discussed included property taxes, franchise, and utility fees. Expenditures reviewed included PERS, personnel costs, insurance premiums, and materials and services. The effects of inflation were evident in the projections.

   Reserve fund policies were introduced, noting that changing the current 17% reserve fund influences debt sale options.

   Staff reported what is currently being done to mitigate the negative impacts of the general fund. Material and services have been reduced and 8.6 FTE in the general fund have been reduced. As vacancies occur, positions will be evaluated to determine whether or not the position should be filled.

   Next steps, moving forward, staff requests council establish policy and service decision for priorities moving forward. Staff have made the changes they are able without impacting current services levels.

   Additional expenditure reductions or alternative revenue sources are needed to bring the forecasted deficit to meet the reserve policies and comply with state law.

   Options staff presented and discussed with the Council, included sales tax, local option levy tax, or service fees. Other items considered PERS buy down. Council was interested in how other cities are handling the same issues. staff will bring back information on comparable and neighboring cities utility fees or levies. An additional work session will be held on April 24, 2024, at noon.

ADJOURN WORK SESSION

The meeting was adjourned at 1:00 PM.

CITY OF LEBANON, OREGON

Kenneth Jackola, Mayor ☐
Michelle Steinhebel, Council President ☐

ATTESTED BY:

Julie Fisher, City Recorder