



925 S. Main Street
Lebanon, Oregon 97355

TEL: 541.258.4900
www.lebanonoregon.gov

MEMORANDUM

Administration

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

Date: March 27, 2024

- Working with staff to determine feasibility of relocating the City Council Chambers to the Library Community Room. We are currently getting pricing for a new dais and the needed IT improvements for the proposed meeting room.
- Budget process for FY 25 is moving along in preparation for the first committee meeting on April 3rd.
- A consultant has been selected to moderate the City Council 5-year Strategic Plan process. We expect the process to kick off in the next couple of months.
- Continuing to refine the five-year budget projection with the Finance Director. We will be looking at operating levy options and utility fee options for the City Council to consider at the April 24th work session.
- 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.
- Beginning to look into consulting firms that specialize in grant writing as we head into FY 24/25. The idea would be to have consultant research and apply for applicable grants that would be worthwhile to the City.
- Began discussions with Lebanon Farmers Market to see about moving them to a different location for next year.