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MEMORANDUM

Administration

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

Date: May 28, 2024

- The City of Sodaville Mayor, Brian Lewis reached out to me and requested some help with preparing their FY25 Budget. An IGA was drafted by the Lebanon City Attorney to provide Sodaville with Staff resources to prepare and present their budget to their Budget Committee. 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 will be getting pricing for a new dais and the needed IT improvements for the proposed meeting room.
- 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. SSW Consulting will be meeting with all City Department Directors, City Councilor's, and the Mayor over the next couple of months.
- Staff is continuing to refine options for a City Services Fee. Additional City Council Work Sessions will be held during the summer of 2024.
- Staff engaged Sean Tate (Tate Public Affairs) to provide to help the City navigate legislative affairs and advocate for the City.
- Mayor Jackola, Kelly Hart, Sean Tate (Tate Public Affairs), and I met with Representative Jamie Cate on May 29th to discuss several Lebanon topics. More information will be shared at the City Council Meeting in June during the Managers Report.
- Mayor Jackola, Kelly Hart, Jason Williams, Sean Tate (Tate Public Affairs), and I met with staff members from Representative Chavez-DeRemer's office on May 30th. The purpose of the meeting was to provide a tour of the City's Wastewater Plant and the need for capital funding. More information will be shared at the City Council Meeting in June during the Managers Report
- The City has entered into an IGA with Oregon Cascades West Council of Governments (OCWCOG for grant writing services. OCWCOG will be looking for grants related to streets, wastewater, and anything else pertinent to the City. The City

is also participating in a regional (Linn County and multiple cities within the county) grant being authored by OCWCOG for a Safe Streets 4 All Planning Grant. If successful, this is the first step in being eligible for large implementation (construction) grants for street projects.

- 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.