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MEMORANDUM

Administrative Services

To: Mayor Jackola and City Council
From: Ron Whitlatch, Interim City Manager
Subject: **Ordinance Creating City Services Fee**

Date: November 4, 2024

I. BACKGROUND

Over the last year, City Staff and City Council have been working to find solutions to correct the General Fund Structural deficit. During work sessions in March and April of 2024, the City Council identified implementing a City Services Fee as the primary solution to eliminating the General Fund Structural Deficit based on the current five-year budget projection. This and a reduction of 9.75 Full Time Equivalent positions should be adequate to ensure that the current level of service can be maintained over the next five years.

As part of the process of implementing a proposed City Services Fee, the City Council and Staff held two town hall meetings to give community members an opportunity to provide input and ask questions. The City has also provided a dedicated web page sharing information such as frequently asked questions, an explanation of why the General fund is in a structural deficit, and what the City has done to help mitigate the problem.

The attached Ordinance creates Section 3.24 of the City's Municipal Code, creating a City Services Fee. If the City Council adopts the Ordinance, it will become effective 30 days after passage.

II. RECOMMENDATION

I recommend the City Council adopt Ordinance Bill No. 2024-10, Ordinance No. 3026, and create Section 3.24 – City Services Fee to the Lebanon Municipal Code.

