



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

- Continuing to move forward with the possible relocation of the City Council Chambers to the Library Community Room. Staff gave City Council a brief update on the conceptual layout for the room at the April 24th Work Session. We will be getting pricing for a new dais and the needed IT improvements for the proposed meeting room.
- Preparing for FY 24/25 Budget process.
- A consultant has been selected to moderate the City Council 5-year Strategic Plan process. Staff will be meeting with the consultant soon to kick off the process.
- At the April 25th City Council Work Session, Staff presented several options for the City Council to consider in regard to new revenue streams. The Council consensus was to start with a fee on the Utility bill and look into an operation levy. Staff will present additional and refined information at the June 12th City Council Work Session.
- Staff engaged Sean Tate (Tate Public Affairs) to provide to help the City navigate legislative affairs and advocate for the City. The City intends to enter into a contract with Tate Public Affairs in the near future. More information will be presented at the City Council Meeting in May during the Manager Report in May.
- The City will be signing an IGA with Oregon Cascades West Council of Governments (OCWCOG for grant writing services. The City will be having OCWCOG write a grant for Parks Master Plan Funding (priority of the Parks, Trees, Trails Committee) and be looking for additional grants related to streets and wastewater on the City's behalf. 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.