



March 11th, 2024

To: Budget Committee Members
From: S. Scott McDowell, Administrator
Re: FY 2024-2025 Budget Committee Logistics

Dear Member,

Last year, several Committee members asked if the City could complete the budget process in one Budget Committee meeting. It is possible if the Committee completes all deliberations and passes the necessary motions in one evening. So, this year the City is planning to complete the Budget Committee's responsibilities in one meeting. I expect the meeting to run just over two hours.

The first and perhaps only Budget Committee meeting will be held at City Hall on Thursday, April 25th at 7:00 p.m. in the Community Room in person. Staff will plan on having the motions ready. If a second meeting is needed, the April 25th, 2024, meeting will be tabled until May 2nd, 2024, at the same time and place. The City will plan for the required second hearing for State Revenue Sharing (SRS) at the Council meeting in May to meet the State hearing requirements for SRS.

I have enclosed a budget calendar which the City will follow throughout the budgetary process. The Committee will consist of fourteen members this year. It will be very important for everyone to attend each meeting. I feel confident that we can get through deliberations in one meeting. The Committee will meet at 7:00 p.m. on April 25th with May 2nd & May 9th reserved only if necessary.

I plan on having the complete, proposed budget to you on Tuesday before the first meeting. State law prohibits any members from discussing line items with other Budget Committee Members prior to the first meeting, however it does give you extra time to review the document and prepare questions for the upcoming meeting(s). The page-by-page and line-item review will begin after the budget message presentation.

My e-mail address is admin@ci.brownsville.or.us in case you have any questions or concerns. I also have posted basic information about Oregon Budget Law on the City website at <https://www.ci.brownsville.or.us/bc-budget>. The new City Prospectus is included there for your review along with Council Goals for 2024.2025. The Prospectus includes context and orientation information which is important to review. See you soon!

Cordially,

A handwritten signature in blue ink, appearing to be "SM", representing S. Scott McDowell.

S. Scott McDowell
City Administrator
Budget Officer

c: Administrative Assistant Tammi Morrow
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