



City of Brownsville

March 8th, 2018

To: Budget Committee Members
From: S. Scott McDowell, Administrator
Re: FY 2018-2019 Budget Committee

Dear Member,

The first Budget Committee Meeting will be held at City Hall on Thursday, April 26th at 7:00 p.m. I have enclosed a budget calendar which we will follow throughout the budgetary process. I am hopeful that 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 three meetings as we have the past several years. The Committee will meet at 7:00 p.m. on April 26th, May 3rd, 10th & 17th (*if necessary*) upstairs in Council Chambers.

I plan on having the complete, proposed budget to you at the first meeting. If I should get it to you earlier, 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 following meetings. The page-by-page and line item review typically happens at the second meeting which we have been able complete the entire budget at the second meeting the last five years.

If you don't have it, 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 www.ci.brownsville.or.us/budget.html. (*Click this icon under "General Info" on the home page.*) You will also find the City Prospectus which includes context and orientation information which is important to review. I look forward to working with each of you on this important task!



Cordially,

A handwritten signature in blue ink, appearing to be "SM".

S. Scott McDowell
City Administrator
Budget Officer

c: Administrative Assistant Tammi Morrow
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