



March 12th, 2025

To: Budget Committee Members
From: S. Scott McDowell, Administrator
Re: FY 2025-2026 Budget Committee Logistics

Dear Member,

The last two budget seasons, the Committee has completed their review and recommendations in one meeting. We are planning to do the same this year. To accomplish this, members must be prepared. 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 can be found there as well, which includes Council Goals for 2025,2026. The Prospectus includes context and orientation information which is important to review.

The first and perhaps only Budget Committee meeting will be held at City Hall on Thursday, April 24th at 7:00 p.m. in the Community Room. If a second meeting is needed, the April 24th, 2025, meeting will be tabled until May 1st, 2025, to be reconvened at the same time and place. The City will plan for the required second public hearing for State Revenue Sharing (SRS) at the Council meeting in May to meet the SRS requirements.

I have enclosed a budget calendar which the City will follow. The Committee will consist of fourteen members this year. The Committee will meet at 7:00 p.m. on April 24th with May 1st & May 8th reserved only if necessary.

Staff will have the proposed budget for you no later than 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 expect the meeting will last just over two hours. See you soon!

Cordially,

A handwritten signature in blue ink, appearing to be "SM", written in a cursive style.

S. Scott McDowell
City Administrator
Budget Officer

c: Administrative Assistant Tammi Morrow
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