



# LEBANON BUDGET COMMITTEE AND URBAN RENEWAL AGENCY BUDGET COMMITTEES MEETING MINUTES

April 29, 2024 at 12:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

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## MISSION STATEMENT

*The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.*

### CALL TO ORDER:

The meeting was called to order at 12:04 PM.

### ROLL CALL

#### PRESENT

Kenneth Jackola  
Kim Ullfers  
Dave Workman  
Jeremy Salvage  
Michelle Steinhebel (12:09 PM)  
Rebecca Grizzle  
Lance Caddy (left at 2:55 PM)  
Robert Waterhouse

#### ABSENT

Wayne Dykstra  
Carl Mann  
Jeffrey King  
Dominic Conti  
Tom Wells

#### STAFF

Interim City Manager Ron Whitlatch  
Finance Director Brandon Neish  
Community and Economic Development Director Kelly Hart  
City Recorder Julie Fisher  
Information Technology Brent Hurst  
Library Services Director Kendra Antila  
Senior Services Director Kindra Oliver  
Chief of Police Frank Stevenson  
Public Works Director Jason Williams  
IT Administrative Assistant Erin Gomez

### APPROVAL OF MINUTES

Motion made to approve the FY 2023-24 Budget Committee and Urban Renewal Agency minutes by Grizzle, Seconded by Ullfers.

Voting Yea: Jackola, Ullfers, Workman, Salvage, Steinhebel, Grizzle, Caddy, Waterhouse

Motion made to approve the 2024-04-03 Budget Committee and Urban Renewal Agency minutes by Ullfers, Seconded by Workman  
Voting Yea: Jackola, Ullfers, Workman, Salvage, Steinhebel, Grizzle, Caddy, Waterhouse

**PRESENTATIONS:** Interim City Manager - Ron Whitlatch  
City Recorder/ Mayor & City Council - Julie Fisher  
Community Development - Kelly Hart  
Engineering - Ron Whitlatch  
Finance - Brandon Neish  
Human Resources – Brandon Neish  
Information Technologies - Brent Hurst  
Library - Kendra Antila  
Linx Transit - Kindra Oliver  
Non-Departmental - Brandon Neish  
Police - Frank Stevenson  
Public Works -Jason Williams

Dala Johnson and Chris Beechers representing the Lebanon Downtown Association presented the goals of the organization which included to be self-sufficient. They hired a part time Executive Director and highlighted many of the events they will be hosting. The LDA requested support from the City from the Motel Tax funds which can only be used to promote tourism. Their request was \$30,000.

Following the presentation from the Lebanon Downtown Association, Finance Director Brandon Neish introduced the Department Heads one by one, who gave an overview of their departments budget.

Interim City Manager Ron Whitlatch presented the City Manager's department which oversees the day-to-day operations of the City. Due to the vacancy of the City Manager position, there is only 6 months budgeted for the position in hopes that it is filled by January 2025. The City has entered into an agreement with Oregon Cascades West Council of Governments to help with grants.

Julie Fisher, City Recorder reported the largest change to the department is the Deputy City Recorder's hours will be reduced to 20 hours per week. In addition to the City Recorder's Department, the City Council funds were also discussed with no significant changes.

Community and Economic Development Director Kelly Hart reported on the Community and Economic Development and Building funds. It was reported the Economic Development Catalyst position will not be filled. CEDD Hart provided a staffing analysis that compared the department staffing levels to those of comparable cities. Lebanon is able to provide excellent service with limited staff. In addition to staffing, the contract for Building Services and Building Services Fees were discussed. CEDD Hart stated regional partners such as OCWCOG will be utilized to help offset staffing reductions when possible.

Finance Director Brandon Neish presented the Finance Funds which include Payroll, Utility Billing, and Municipal Court. The department will not fill one vacancy. There was an increase in the Audit Contract. Finance Director Neish also reviewed the Non-Departmental Funds which include the NW Urban Renewal District, Emergency Management, Santiam Travel Station and City Hall alarm and securities and utilities.

Finance Director Neish reviewed the Human Resources Department which oversees benefit administration, hiring system, employee trainings and negotiations. The Department will not fill the HR Generalist and Safety Coordinator positions.

Information Technologies Director Brent Hurst provide a report on the IT Department noting that the City currently contracts IT support to the Fire District and will continue to do so with some contract modifications. The department is also working on the City's website upgrade project. The City Council Chambers relocation using ARPA funds will be another project the IT department will focus on in 2025. IT will also be updating the SCADA programs at both the Water and Wastewater Treatment Plants. The department will reduce personnel by .2 FTE.

Library Services Director Kendra Antila reported to reduce strain on the General Fund, the library is closing on Friday, reducing hours open to the public to 37 hours per week. One FTE position will also not be filled. There is a 15% reduction in the collection budget and in programming for adults. All programming for youth will remain.

Senior Services Director Kindra Oliver reported an adjustment in the funds to more reflect actual staff time for both Senior Center and LINX transit. No ride fares have been collected since the COVID pandemic and studies have shown the amount collected from fares take more staff time to process than they bring in. LINX continues to operate with grant funding.

Police Chief Frank Stevenson reported many challenges including an increase in personnel costs, wages, and PERS. The jail has closed and there is lack of resources necessary for it to reopen. The overall crime rate has increased. There is a rise in calls such as mental health and related to the unhoused which are labor intensive calls. The Lebanon Police Department is operating with staff less than Best Practice Standards which are 2.4 officers per 1000 population. The City is currently at 1.2 officers per 1000.

Public Works Director Jason Williams reported on Parks, Streets, Storm, Water and Wastewater Funds. He also addressed Building Maintenance. PWD Williams explained the cost related to the high turbidity drawdowns of Green Peter Reservoir and the effect it is having on the plants. Costly Infiltration of rainwater into the system was a concern for the Wastewater Fund. Two FT Park Maintenance employees maintain 371 acres - 83 acres are improved. There was concern about trail improvements and maintenance with current staffing levels.

Interim City Manager Ron Whitlatch who also serves as the Director of Engineering, presented the budget report for Engineering. It was noted that there are 4 staff that work primarily in Facility Planning and 2 in Parks and General Services. The staffing has been reduced from 6.8 FTE to 6.0 FTE. Director Whitlatch spoke to the \$350,000 for the Sewer Lateral Program, and the \$328,000 for the Wastewater Treatment Plant Consultants. The Oregon Cascades West Council of Governments will partner with the City to help find and secure grants for Water and Wastewater projects.

Motion made to amend the agenda to allow the Finance Director to give a high-level view of the General Fund by Workman, Seconded by Steinhebel.

Voting Yea: Jackola, Ullfers, Workman, Salvage, Steinhebel, Grizzle

Voting Nay: Caddy, Waterhouse

Finance Director Neish presented the 5-year Budget Forecast with fund summaries and general fund projected balance. It was noted that PERS is a significant driver in hurdles moving forward and part of the reason for the projected deficit ending fund balance.

## **PUBLIC COMMENTS**

None

## **COMMITTEE COMMENTS**

None

**NEXT SCHEDULED BUDGET MEETING: April 30, 2024 at Noon.**

## **ADJOURNMENT**

The meeting adjourned at 3:50 PM.

**City of Lebanon and Lebanon Urban Renewal Agency FY 2023/24  
Budget Committee Meeting Minutes – DRAFT  
May 17, 2023**

**MEMBERS PRESENT** Kenneth Jackola, Wayne Dykstra, Carl Mann, Jeremy Salvage, Michelle Steinhebel, Kim Ullfers, Dave Workman, Rebecca Grizzle and Tom Wells

**STAFF PRESENT** City Manager (Budget Officer) Nancy Brewer, Finance Director Brandon Neish, City Attorney Tre Kennedy, City Recorder Kim Scheafer, Community Development Director Kelly Hart, Engineering Services Director Ron Whitlatch, Human Resources Director Angela Solesbee, Information Services Director Brent Hurst, Library Director Kendra Antila, Police Chief Frank Stevenson, Public Works Director Jason Williams and Senior Services Director Kindra Oliver

1) **CALL TO ORDER** – Jackola called the meeting to order at 12:00 p.m. in the Santiam Travel Station Board Room.

2) **ROLL CALL** – Lance Caddy and Josh Port were absent.

3) **NOMINATIONS**

A. **Budget Committee Chair** – *Ullfers moved to nominate Grizzle as Budget Committee Chair. Grizzle moved to nominate Steinhebel as Budget Committee Chair.*

*Steinhebel moved, Workman seconded, to nominate Ullfers as Budget Committee Chair. The motion passed with 7 yeas (Dykstra, Grizzle, Mann, Salvage, Steinhebel, Wells, Workman) and 1 nay (Ullfers).*

B. **Budget Committee Secretary** – *Steinhebel moved, Grizzle seconded, to nominate Salvage as the Budget Committee Secretary. The motion passed unanimously.*

4) **APPROVAL OF 2022/23 BUDGET COMMITTEE MEETING MINUTES** – *Steinhebel moved, Workman seconded, to approve the FY 2022/23 Budget Meeting minutes as presented. The motion passed unanimously.*

5) **PRESENTATION OF FY 2023/24 BUDGET MESSAGE** – presented by City Manager (Budget Officer) Brewer and Finance Director Neish

City Manager Brewer read the Budget message that included sections on programs and services, the proposed budget, and the future. She distributed an updated General Fund Financial Summary [page 7].

In response to Workman's question, City Manager Brewer said that the City has a fleet of about 75 vehicles.

6) **PRESENTATION OF DEPARTMENT BUDGETS** – Directors spoke about their departments and provided budget highlights.

Library – Kendra Antila

Library Director Antila spoke about the many resources and programming offered.

Police – Frank Stevenson

Lebanon's police staffing is below the national average and is low compared to other Willamette Valley cities. This year's budget contains funding for two police vehicles after one anticipated for the 2023 fiscal year was delayed. The budget does not include funds for operation of the municipal jail.

City Manager Brewer clarified for Jackola that Teamsters union members receive a 4% cost of living adjustment with officers and sergeants receiving an additional 1% market adjustment. Police Chief Stevenson confirmed for Salvage that the 2023/24 budget includes funding to fully staff the police

department.

City Manager Brewer said that many communities use utility fees or a local option levy to increase public safety staffing. There was a brief discussion about exploring a local levy for the jail. Regarding Workman's question about the cost of not having a jail, Police Chief Stevenson said that there are fewer thefts and larceny when the jail is open.

Police Chief Stevenson confirmed for Steinhebel that narcotics crime has gone down due to Measure 110, but there has been an increase in overdoses and the use of Narcan. In response to Steinhebel's question, he said that officers train for mental health calls, but they are not experts. The City relies on Linn County Mental Health.

#### Senior Center/LINX Transit – Kindra Oliver

Changes in this budget includes increasing the Activities Coordinator FTE from 0.6 to 1.0 while redistributing a LINX dispatcher with office duties from 0.4 to none in the General Fund. A small increase in materials and services is due to the anticipated receipt of grant funds. Since most LINX program revenue comes from federal and state grants, fluctuations can have a major impact on services.

Responding to Salvage's question about dependence on grant funding, Senior Services & LINX Director Oliver said that grant funding for operations is relatively stable and should increase.

Ullfers asked whether Lebanon's population increase to 20,000 will exclude the City from rural grant funding. City Manager Brewer said that for transportation, a population of 50,000 is considered a metropolitan planning organization.

Grizzle asked for more information on LINX ride performance measures. Senior Services & LINX Director Oliver said that costs per ride vary depending on the system, but it is about \$18-\$22 per ride.

*Ullfers called for a 10-minute recess.*

#### Community Development – Kelly Hart

The majority of expenditures for this budget are for personnel. The Planning division will be working toward the final adoption and comprehensive plan amendment process for the Housing Production Strategy. The Economic Development division will begin work on Economic Opportunity Analysis policies and action items.

Responding to Grizzle's question, Community Development Director Hart said that the significant decrease in materials and services is due to reduction in training and conferences.

Steinhebel asked whether funding for the six City grants comes from the General Fund. Community Development Director Hart said that they are funded by transient lodging taxes.

#### Information Technology – Brent Hurst

Additional funds were added to upgrade the water and wastewater treatment plants' Supervisory Control and Data Acquisition systems and to upgrade the sewer and storm drainage mapping systems.

At Ullfers' request, IT Director Hurst described how ADA website accessibility works.

#### Mayor & City Council/City Recorder – Kim Scheafer

There was a slight increase in organization-wide membership fees and contract services, mainly for archiving social media. She confirmed for Salvage that membership dues are part of materials and services.

#### Human Resources – Angela Solesbee

HR Director Solesbee compared safety claim numbers from 2022 and 2023 and said that a new safety coordinator position was added in 2023 using vacancy savings from a Public Works position. This budget includes \$135,000 to cover creation of this new position.

Regarding Ullfers' question about more accurate safety claims comparison numbers, Human Resources Director Solesbee said that she will provide figures for the first four months of 2022 to compare it to the figures she spoke about for 2023.

In response to Salvage's question about the timing of the safety coordinator hiring, Human Resources Director Solesbee said that this position was funded with cost savings from another position, so it was not budgeted for ahead of time. She confirmed that the \$130,000 in personnel services for safety and training is for the new position.

Steinhebel asked for clarification on the safety position since it was not included in last year's budget. Finance Director Neish said that this position was funded with vacancy savings from one of the utility funds. He confirmed for Ullfers that a wastewater position was moved to human resources. The justification was that work was being done at the wastewater treatment plant and across Public Works.

Finance Director Neish confirmed for Salvage that the safety position is long-term. He also confirmed for Ullfers that this budget includes a wastewater position and adds a safety position. Finance Director Neish confirmed for Steinhebel that sewer bills are paying for the safety position for the current fiscal year. Steinhebel and Ullfers expressed their displeasure at the safety position being funded out of the utility fund.

#### Finance, Municipal Court and Non-Departmental – Brandon Neish

This year's budget includes an ADP services contract for payroll processing and human resource management. An open position was reclassified resulting in cost savings of \$38,000. Operating costs for Municipal Court are mainly staff salaries and benefits and contract costs for the Judge and Public Defender. Remaining costs are for running an office. In this budget, 62.6% of expenses are offset by revenue from court fines and fees in the General Fund, leaving non-program funds to cover the remaining costs.

In response to Workman's question, Finance Director Neish said that the payroll specialist started in April.

Grizzle asked about expected PERS increases. City Manager Brewer said that PERS is expected to increase in July 2023, 2025 and 2027. Finance Director Neish explained to Salvage that the PERS rate of 25.16% is the amount the City is paying into the overall pension for employees; it is in addition to gross earnings.

At Ullfers' request, Finance Director Neish spoke about the ADP payroll system transition. Steinhebel, Ullfers and Workman asked to review information on the transition hurdles, how it affected staff, and solutions.

#### Engineering/Public Works – Ron Whitlatch & Jason Williams

The Public Works budget includes a 3% increase. Personnel services and materials and services increased 4.0% and 6.3% respectively. Capital expenditures decreased 8.4%. There was a big increase in the Parks Fund due to receiving a Cheadle Lake project grant.

There is an 18.4% decrease in Engineering costs primarily due to the completion of the wastewater treatment plant master plan. Demolition of the former water treatment plant is expected to cost \$1.2 million. The sanitary sewer lateral program budget increased by \$50,000 to \$200,000.

In response to Grizzle's question, Engineering Services Director Whitlatch said that it is hard to say whether he believes funding for the sewer later program is adequate. He spoke about how costs have increased. Public Works Director Williams added that some replacements are being done in-house for the rest of this fiscal year.

Engineering Services Director Whitlatch confirmed for Salvage that funds not used for projects are carried over to next year.

Salvage asked Engineering Services Director Whitlatch and Public Works Director Williams whether they feel, from the Engineering's and Public Works' standpoint, that the safety position is justified. Engineering Services Director Whitlatch said that he has not had much interaction with the safety person. He pointed out that public works contractors are responsible for implementing their own safety programs. Public Works Director Williams said that having the safety person take care of the OSHA recordkeeping was helpful. Salvage wondered whether safety issues can be managed internally once caught up because he dislikes adding positions when there are budget concerns.

Steinhebel asked whether there is anything the City can do to prepare for possible per- and polyfluorinated substance (PFAS) regulations. Public Works Director Williams said that staff started PFAS sampling a couple of months ago and is trying to get an idea of what the system has and to identify any potential risks. He will keep the Council informed.

## 7) Public Hearings

### A. State Shared Revenues

*Chair Ullfers opened the public hearing at 2:23 p.m.*

Finance Director Neish explained State Revenue Sharing and said that these funds are used as General Fund revenue to support normal operations.

*There were no public comments.*

***Salvage moved, Steinhebel seconded, to recommend the City of Lebanon Budget Committee adopt State Revenue Sharing monies as non-dedicated revenue in the General Fund. The motion passed unanimously.***

*Chair Ullfers closed the public hearing at 2:27 p.m.*

### B. FY 2023/24 Proposed City of Lebanon Budget

*Chair Ullfers opened the public hearing at 2:27 p.m. He asked for public comments.*

Jeannie Davis and Cody Zuniga, Lebanon Downtown Association (LDA), spoke about their organization and requested continued financial support from the City for their Main Street Manager position.

In response to Salvage's question, Ms. Davis said that the group is requesting \$30,000. They are in good standing with the Secretary of State and are waiting for a response to their submittals from the IRS. They have filed for their 501(c)(3).

There was discussion about the history of money management issues and reporting. City Manager Brewer confirmed that the agreement requires an accounting on how funds are spent. The Mayor and Council felt that the group needs to be good stewards of the funds. City Manager Brewer asked for a motion to direct staff to work on a new agreement with LDA for the June 2023 Council meeting.

City Manager Brewer confirmed for Salvage that this funding from the motel tax fund is appropriated in the upcoming budget.

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Wells asked whether the City is collecting enough in Systems Development Charges (SDCs) to pay for all of its growth. City Manager Brewer spoke about development fees, inflation, housing, and growth. SDC fees do not pay for General Fund impact services. Per the five-year financial plan, revenues are not growing as fast as expenses.

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Responding to Workman's question, Finance Director Neish said that the Justice Center/Library General Obligation Bond expires in June 2027.

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Dykstra requested more funding for Pioneer Cemetery. City Manager Brewer said that the Budget Committee and Council can allocate more funding to the Pioneer Cemetery by reducing some amount in the budget or by taking it out of General Fund ending fund balance and putting it into the proposed budget. Jackola said that there are a couple of groups starting to work on the Pioneer Cemetery. He suggested leaving the budget as it is and letting the groups come up with a plan and do fundraising.

**Salvage moved, Workman seconded, to seconded, to recommend the City of Lebanon Budget Committee levy the permanent property tax rate of \$5.1364 per \$1,000 of assessed value for operating purposes, and \$1,666,124 for payment of bond principal and interest. The motion passed unanimously.**

**Salvage moved, Jackola seconded, to approve the FY 2023/2024 Budget in the amount of \$85,312,588 as proposed by the City's Budget Officer and recommend the City of Lebanon City Council adopt the fiscal year budget. The motion passed unanimously.**

**Steinhebel moved, Salvage seconded, to direct staff to work with the Lebanon Downtown Association to create a quarterly payment plan based on adherence to state and federal financial laws to fund the Main Street Manager position with \$30,000 of City-provided funds. The motion passed unanimously.**

*Chair Ullfers closed the public hearing at 3:08 p.m.*

*After a 10-minute break, Chair Ullfers adjourned as the Lebanon Budget Committee and convened as the Urban Renewal Agency Budget Committee.*

## **8) FY 2023/24 Lebanon Urban Renewal Agency Budget Presentation**

City Manager Brewer said that for the five urban renewal districts, total requirements include appropriated contingencies and unappropriated ending balances of about \$5.5 million. Most of this is budgeted for debt service. A portion is budgeted for capital outlay in case there is opportunity to address some projects remaining in an urban renewal district.

City Manager Brewer explained for Salvage that debt service for the Northwest Urban Renewal District lasts until 2032. After that time, the funds will be returned to all taxing districts.

## **9) Public Hearings**

### **A. Proposed Urban Renewal District Taxes**

*Chair Ullfers opened the public hearing at 3:18 p.m. There were no public comments.*

**Workman moved, Salvage seconded, to recommend the Urban Renewal Agency Budget Committee approve the NW Lebanon URD Taxes for FY 2023/24 at the tax increment value of \$959,488. The motion passed unanimously.**

*Chair Ullfers closed the public hearing at 3:18 p.m.*

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*Chair Ullfers opened the public hearing at 3:18 p.m. There were no public comments.*

**Salvage moved, Jackola seconded, to recommend the Urban Renewal Agency Budget Committee approve the Cheadle Lake URD Taxes for FY 2023/24 at the rate of 100% of the amount from the division of tax. The motion passed unanimously.**

*Chair Ullfers closed the public hearing at 3:19 p.m.*

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*Chair Ullfers opened the public hearing at 3:19 p.m. There were no public comments.*



**Workman moved, Dykstra seconded, to recommend the Urban Renewal Agency Budget Committee approve the N. Gateway URD Taxes for FY 2023/24 at the rate of 100% of the amount from the division of tax. The motion passed unanimously.**

Chair Ullfers closed the public hearing at 3:19 p.m.

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Chair Ullfers opened the public hearing at 3:19 p.m. There were no public comments.

**Salvage moved, Steinhebel seconded, to recommend the Urban Renewal Agency Budget Committee approve the Downtown URD Taxes for FY 2023/24 at the rate of 100% of the amount from the division of tax. The motion passed unanimously.**

Chair Ullfers closed the public hearing at 3:19 p.m.

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Chair Ullfers opened the public hearing at 3:20 p.m. There were no public comments.

**Steinhebel moved, Grizzle seconded, to recommend the Urban Renewal Agency Budget Committee approve the Mill Race URD Taxes for FY 2023/24 at the rate of 100% of the amount from the division of tax. The motion passed unanimously.**

Chair Ullfers closed the public hearing at 3:20 p.m.

#### **B. Proposed Urban Renewal Budget**

**Salvage moved, Mann seconded, to recommend the Urban Renewal Agency Budget Committee adopt the FY 2023/24 Lebanon Urban Renewal Agency Budget in the sum of \$4,720,888 as proposed by the Agency's Budget Officer. The motion passed unanimously.**

Chair Ullfers adjourned as the Urban Renewal Agency Budget Committee and reconvened as the City of Lebanon Budget Committee.

#### **10) Committee Comments**

Ullfers and Grizzle spoke about this budget being user-friendly.

#### **11) Next Budget Meeting – No additional meetings were needed.**

#### **12) Adjournment – 3:23 p.m.**

*[Minutes prepared by Donna Trippett]*



# LEBANON BUDGET COMMITTEE AND URBAN RENEWAL AGENCY BUDGET MEETING MINUTES

April 03, 2024 at 12:00 PM

Santiam Travel Station – 750 3rd Street, Lebanon, Oregon

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## MISSION STATEMENT

*The City of Lebanon is dedicated to providing exceptional services and opportunities that enhance the quality of life for present and future members of the community.*

### **CALL TO ORDER** - *Kenneth Jackola*

The meeting was called to order at 12:00 PM.

### **ROLL CALL** - *Julie Fisher, City Recorder*

#### **PRESENT**

Mayor Kenneth Jackola  
Councilor Wayne Dykstra  
Councilor Kim Ullfers  
Councilor Dave Workman  
Councilor Jeremy Salvage  
Council President Michelle Steinhebel  
Committee Member Rebecca Grizzle  
Committee Member Lance Caddy  
Committee Member Jeffrey King  
Committee Member Dominic Conti  
Committee Member Robert Waterhouse

#### **ABSENT**

Committee Member Councilor Carl Mann  
Committee Member Tom Wells

Mayor Jackola began the meeting with roundtable introductions.

### **NOMINATIONS**

#### **1. Election of Chair** - *Kenneth Jackola*

Council President Michelle Steinhebel nominate Councilor Jermey Salvage as Chair, with Councilor Kim Ullfers seconding. The motion passed with all in favor.

Committee Chair Jermey Salvage began presiding over the meeting.

#### **2. Election of Secretary** - *Committee Chair*

Councilor Kim Ullfers nominated Councilor Dave Workman as Secretary with Council President Steinhebel seconding. The motion passed with all in favor.

### **PRESENTATION(S)**

### 3. Presentation of FY 2024/2025 Budget Message

- Ron Whitlatch, Interim City Manager (Budget Officer)

Interim City Manager Ron Whitlatch presented the Budget Message for the Lebanon 2024/2025 Budget.

Temporarily adjourn as the Lebanon Budget Committee and convene as the Urban Renewal Agency Budget Committee

Interim City Manager Ron Whitlatch presented the Budget Message for the Lebanon 2024/2025 Urban Renewal Budget Committee.

Finance Director Brandon Neish gave an overview of the budget document and encouraged committee to ask any questions of him or the Department Heads if they have any. Finance Director Neish stated he will track any questions and report to the full committee so everyone will have the same information.

### NEXT SCHEDULED BUDGET MEETING

After discussion, the Budget Committee selected April 29th at noon to review Public Works, Engineering, Information Technology, and Linx Transit. Review of General Funds was scheduled for April 30th at noon.

### ADJOURNMENT

The meeting adjourned at 12:42 PM.

*Meetings are recorded and available on the City's YouTube page at:*

<https://www.youtube.com/user/CityofLebanonOR/videos>

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder at 541.258.4905.*