



# MEMORANDUM

*Finance Department*

To: Mayor & City Council  
Ron Whitlatch, City Manager

From: Brandon Neish, Finance Director

Subject: Fiscal Year 2025-2026 Budget Adoption

Date: June 11, 2025

## I. INTRODUCTION

Oregon Local Budget Law, ORS 294, outlines a very specific process for budget development and citizen involvement. The City is required to follow this process which consists of a citizen Budget Committee containing the Mayor, six City Councilors, and seven citizen members, a Budget Message and Proposed Budget from a designated Budget Officer, an approved budget, multiple hearings, levied taxes, and an adopted budget. The Budget Committee reviews the Budget Officer's Proposed Budget and Budget Message before approving a budget (with any changes they deem necessary), recommends tax levies, and forwards that to the City Council. During the approval process, a public hearing is required, and a second public hearing is required before the City Council can adopt the budget. All of this must be completed before July 1 annually or the City cannot legally operate.

## II. CURRENT REPORT

The Budget Committee received the Budget Officer's (City Manager's) Proposed Budget and Budget Message during a public meeting on April 16, 2025. The meeting was noticed in the Albany-Democrat Herald to comply with ORS 294.426(3)(a). During a second meeting held on May 6, 2025, committee members heard from the City's Department Directors who supervise the functions of the Senior Center, LINX transit, Public Works, the Police Department, Library Services, Information Technology (IT), Human Resources, Engineering, Community Development, City Recorder, and Finance, as well as the City Manager's Office. After opportunities to hear from the public, the committee approved a budget of \$95,677,938, recommended taxes of \$5.1364 per \$1,000 of assessed value and bond revenue of \$2,000,000, and recommended the Council adopt the budget. This included operating and non-operating costs.

Before the City Council is a resolution to adopt a total expenditure budget of \$66,738,962 and a resolution to levy taxes for the coming fiscal year. Reserves for future expenditures and ending

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fund balance are unappropriated by definition and therefore not included in the adoption resolution.

### III. RECOMMENDATION

- Conduct a public hearing on the Approved Budget.
- Adopt Resolution No. 2025-09 adopting a budget for the 2025-2026 fiscal year beginning July 1, 2025.
- Adopt Resolution No. 2025-10 levying taxes for the City of Lebanon's budget for fiscal year 2025-2026