LEBANON FINANCE ADVISORY COMMITTEE
SEPTEMBER 17, 2026 - 11:00 AM
COUNCIL CHAMBERS, CITY HALL OR REMOTE VIA VIRTUAL PLATFORM
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1. **Call to Order**
   The September 17, 2026, Finance Advisory Committee Meeting is hereby called to order.
2. **Approval of Minutes**
   A. July 29, 2026
   B. August 13, 2026
3. **Old Business**
   A. Date for Next Impact Fee Assessment/ Fee Increase
   B. Results of Health Insurance Study/ Peer Group Analysis
   C. Solar Implementation and Buyout
   D. Personnel Summary/ Full-Time Equivalent (FTE) Report
4. **New Business**
   A. Set Meeting Schedule
   B. Budget Format
   C. Summary Format
   D. Presentation from the Department of Public Works on Paving Plan and Budget
5. **Other Business**
6. **Adjournment**

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.
Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

LEBANON FINANCE ADVISORY COMMITTEE

COUNCIL CHAMBERS, CITY HALL
JULY 29, 2026 11:00 AM

MEMBERS PRESENT: Jay Simms, Robert Moses, Matthew Smith, Bill Martin, Mayor Douglas Whittlesey, Councilor Lori Key.

ALTERNATES PRESENT: Fran Casale and Kevin Purcell.

MEMBERS ABSENT: Councilor Nicole Ford Burley

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Finance Director Alesia Williams, and Deputy Finance Director Victoria Paquin.

CALL TO ORDER

The first meeting of the Finance Advisory Committee (FAC) was called to order following introductions.

NEW BUSINESS

A. Recommendation of Chair and Vice Chair

Staff advised that under City Code, the City Council appoints the Chairperson and Vice Chairperson of the Finance Advisory Committee. Because the Committee was beginning its work mid-year, members discussed making recommendations to the City Council for those positions.

A motion was made to recommend Jay Simms as Chair of the Finance Advisory Committee. No additional nominations were offered.

The Committee voted in favor of recommending Jay Simms as Chair.

The Committee then considered nominations for Vice Chair.

Robert Moses was nominated for Vice Chair. No additional nominations were offered.

The Committee voted unanimously to recommend Robert Moses as Vice Chair.

Following the votes, Jay Simms assumed responsibility for facilitating the remainder of the meeting.

B. Committee Purpose and Draft Charter

Mr. Simms reviewed materials he had circulated as potential working documents, including a proposed FAC charter, a budget summary format, and ideas concerning the Committee's purpose and long-term responsibilities.

Mr. Simms stated that he viewed the Committee as a resource to the City Council, City Manager, and staff rather than simply as a body that reviews or "rubber stamps" a proposed budget. Potential areas of work discussed included:

Identifying revenue opportunities and cost-saving opportunities; Exploring shared services with other municipalities or the State; Benchmarking City departments against appropriate peer communities; Reviewing major financial outliers and significant cost drivers; Providing independent analysis of major financial proposals; Improving the accessibility and presentation of financial information; Evaluating long-term financial risks and opportunities; and Helping the Council and public understand complex municipal financial information.

Members generally supported developing a clear charter defining the Committee's goals, responsibilities, and priorities.

C. Budget Presentation and Financial Reporting

The Committee discussed ways to improve the presentation of the annual budget and quarterly financial information.

Members emphasized the need to balance detailed line-item information with higher-level summaries that are understandable to Council members and the general public. The Committee discussed providing concise executive-level information while retaining detailed supporting data for those wishing to review individual accounts.

Mr. Simms noted that wages and benefits represent a significant portion of City expenditures and recommended adding supplemental personnel schedules to the budget. He suggested presenting full-time and part-time staffing and full-time equivalent (FTE) information by department, including historical comparisons and proposed staffing levels.

Members also discussed:

Historical budget-versus-actual comparisons; Major expense categories and financial trends; Department-level summaries and narratives; Appropriate standards for determining financially material items; "Burn rate" analysis to identify areas where spending may be occurring faster than anticipated; Encumbrances and other committed expenditures; Debt management; Risk-benefit analysis for significant recommendations; and Presentation formats that allow residents without a financial background to understand the budget more easily.

There was general agreement that the Committee should focus primarily on significant financial issues rather than minor line-item variances, while recognizing that smaller expenditures may become material when aggregated across departments.

D. Strategic and Long-Term Financial Issues

Members discussed the importance of examining financial issues beyond the annual budget cycle.

Potential areas identified for future analysis included:

Opportunities to reduce reliance on property taxes; Revenue potential associated with City assets; Enterprise fund operations, including the Airport and landfill; Long-term debt management; Major capital and infrastructure costs; Benchmarking against comparable communities; Coordination with other local governmental entities, including the school district; Multi-year financial projections; and Evaluation of assumptions used in major financial proposals.

The Committee discussed the landfill gas-to-energy project as an example of a project where multiple scenarios and assumptions should be examined before major financial decisions are made. Members expressed interest in reviewing best-case, base-case, and other realistic scenarios when evaluating long-term projects.

Members also emphasized the importance of understanding the underlying causes, or “drivers,” of municipal cost increases rather than relying exclusively on comparisons with other communities.

E. Committee Role as an Independent Financial Resource

Several members discussed the value of the FAC serving as an additional independent review of City financial information.

Members stated that the Committee could help translate complicated financial information into an understandable format for residents and provide the Council with additional analysis before major financial decisions are made.

The Committee discussed its responsibility to act as a fiduciary resource for residents while maintaining a collaborative relationship with City staff.

F. Staff Comments and Workload Considerations

City Manager Hosmer thanked Committee members for volunteering their time and stated that the FAC offers opportunities to improve operational efficiency and financial decision-making.

He cautioned, however, that some of the proposed work could result in a substantial additional workload for City employees. Staff must continue to meet existing daily, weekly, monthly, and quarterly responsibilities while responding to Committee requests.

Members acknowledged this concern and agreed that requests should be coordinated in a manner that minimizes unnecessary demands on individual departments.

G. Communication Protocol

The Committee and staff discussed establishing a clear communication process.

There was general agreement that individual FAC members should not independently contact department heads for information. Instead, Committee requests should generally be consolidated through the Chair.

The proposed process discussed was for Chair Jay Simms to serve as the Committee’s primary conduit for information requests, with requests forwarded to the City Manager, who would determine the appropriate staff member or department to respond.

The Mayor would be kept informed as appropriate.

City Manager Hosmer, Finance Director Williams, Deputy City Manager Brooks, and Deputy Finance Director Paquin indicated an intention to participate in the Committee’s initial meetings. Members discussed whether, after the Committee becomes established, regular staff attendance might primarily consist of the City Manager and Finance Director, with other staff participating as needed.

H. Document Management and SharePoint

The Committee discussed establishing a central location for FAC documents.

Staff recommended using a City SharePoint site, similar to arrangements used for other committees. The SharePoint site would allow Committee members and staff to access working documents while helping the City maintain records in a manner consistent with RSA 91-A requirements.

FOLLOW-UP: Staff will coordinate with Cyber Services to establish SharePoint access for Committee members.

Members and staff also discussed the risks associated with conducting Committee business through personal email accounts. Members were reminded that substantive discussions conducted through personal email may create public records subject to disclosure.

Staff agreed to explore whether dedicated City email accounts could be established for FAC members and potentially for members of other boards and committees.

I. 2027 Budget Process and Labor Agreements

The Committee asked about the status of the 2027 budget.

Staff indicated that departmental work was approximately 75 to 80 percent complete but that departments had not yet formally submitted their initial budget proposals and Finance and management had not yet begun detailed departmental budget review.

The Committee also discussed collective bargaining agreements. City Manager Hosmer reported that the City was negotiating with four newly organized bargaining units, including a separate Library bargaining unit. He anticipated that the new agreements would ultimately run concurrently with the City's existing bargaining agreements through the end of calendar year 2027.

The City Manager anticipated beginning negotiations involving all eight bargaining units on or about January 1, 2027.

J. Second Quarter Financial Review

The Committee discussed preparation for its review of the City's second-quarter financial results.

Staff clarified that the second-quarter financial report was now scheduled for presentation to the City Council at its September 2, 2026 meeting rather than August 19.

This revised schedule provides the FAC additional time to review the financial information and prepare comments for the Council.

Finance staff anticipated making substantially complete second-quarter information available in the near term. The quarterly reports will include activity through June 30 as well as a separate section identifying encumbered expenditures.

The Committee requested historical financial information for comparison, particularly 2024 and 2025 budget-versus-actual results. Members agreed that existing reports should be used where possible rather than requiring Finance staff to create new reports on a short timetable.

Members expressed a preference for receiving financial data in Excel format when available.

The Committee discussed examining current-year spending through a burn-rate approach rather than attempting to project full-year actual results based on approximately six or seven months of activity.

Follow-up and Timeline

Finance will provide the Q2 financial information when substantially complete. Available historical 2024 and 2025 budget-versus-actual reports will be shared where practical. Materials will be placed on the FAC SharePoint site once established. The Committee will prepare summary comments for the September 2 City Council agenda. FAC comments should be provided to Deputy City Manager Brooks by approximately August 21, 2026, to allow materials to be included in the agenda packet scheduled for release on approximately August 26.

OTHER BUSINESS

A. Future Work Items

Members identified several subjects for future FAC consideration, including:

Development and refinement of the FAC charter; FTE and staffing analysis; Historical budget-versus-actual comparisons; Budget presentation improvements; Revenue opportunities and cost-saving initiatives; Enterprise fund analysis; Debt management; Benchmarking and peer-community analysis; Major financial risk and scenario analysis; Coordination with other governmental entities; Infrastructure investment; and Paving management and roadway maintenance.

Mr. Simms expressed particular concern regarding the City's paving and infrastructure needs. Members discussed the long-term cost implications of deferred road maintenance and suggested that a future meeting could include a presentation from the Department of Public Works regarding the City's paving management strategy, including preventive maintenance, patching, reclamation, and reconstruction.

Members and staff also discussed the importance of communicating clearly with department heads that the FAC is intended to operate collaboratively and as an advisory resource rather than as an adversarial review body.

B. Next Meeting

The Committee agreed to hold its next meeting on Thursday, August 13, 2026, at 11:00 a.m. Staff confirmed that Council Chambers was available.

The primary purpose of the meeting will be to begin reviewing the second-quarter financial information and developing the Committee’s summary comments for the City Council.

ADJOURNMENT

A motion was made to adjourn, and the meeting adjourned.

These minutes were drafted with artificial intelligence assistance.

Reviewed by: City Manager’s Office and Finance Department

DRAFT

LEBANON FINANCE ADVISORY COMMITTEE

COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
AUGUST 13, 2026 11:00 AM

MEMBERS PRESENT: Jay Simms, Bill Martin, Mayor Douglas Whittlesey, Robert Moses, Councilor Nicole Ford Burley, and Matthew Smith (arrived after the meeting began).

ALTERNATES PRESENT: Fran Casale and Kevin Purcell.

MEMBERS ABSENT: Councilor Lori Key

STAFF PRESENT: City Manager Andrew Hosmer, Deputy Finance Director Victoria Paquin, and Finance Director Alesia Williams.

CALL TO ORDER

Jay Simms called the meeting to order at 11:02 a.m. Members and staff introduced themselves for purposes of the meeting transcription.

NEW BUSINESS

A. Second Quarter 2026 Budget Review

The Committee reviewed the second-quarter budget reports and financial summary. Staff reported no significant overall budget concerns at the midpoint of the year. Fuel costs were trending higher than anticipated, and the Airport budget was also running higher in certain areas, although staff indicated that some of the apparent variance was attributable to the timing of expenditures.

Regarding the paving budget, Deputy Finance Director Paquin explained that paving expenditures commonly occur later in the year because projects must first be bid. Funds may then be encumbered for construction occurring in the following construction season. Staff agreed to confirm the current status of the paving procurement.

Committee members requested additional analytical information in future financial reports, including percentage expenditure or “burn rate” information within major categories such as wages, salaries, and benefits. The Committee also discussed allocating health insurance costs among departments based on FTEs for analytical purposes so that reports would provide a clearer representation of the full employment cost associated with individual departments. The intent was to accomplish this through reporting or automated analysis rather than changing the City’s underlying accounting methodology.

Property Tax Revenue and Collections

The Committee reviewed property tax revenues and noted that the budgeted property tax amount was approximately $27.7 million and slightly below the prior-year figure. Members also noted that collections through the first half of the year represented approximately 45.6 percent of the annual amount, compared with approximately 47.7 percent at the same point in the prior year, while interest and penalties on delinquent payments were higher.

Staff stated that there was no known concern regarding property tax collections. Deputy Finance Director Paquin explained that first-half tax bills are based on one-half of the prior year’s tax rate applied to the current valuation and therefore do not necessarily equal exactly one-half of the ultimate annual property tax levy. Staff believed the variation was primarily attributable to timing.

Building Permits and Impact Fees

The Committee noted that building permit revenues were substantially ahead of the prior year and had reached approximately 77 percent of the annual budget.

Staff clarified that impact fees are maintained separately in restricted funds and must be tracked according to the department or purpose for which they are collected. Discussion followed regarding the level of Lebanon’s impact fees, their effect on residential and commercial development, the costs associated with community growth, and the need to balance development incentives with the cost of providing municipal infrastructure.

Staff indicated that the Planning Board is principally involved in the impact-fee process and that the most recent comprehensive review had involved a consultant assessing qualifying capital projects and developing appropriate rates. Members observed that prior reviews appeared to occur on an approximately three-year cycle and discussed whether another review might therefore occur in the next several years.

The Committee also discussed whether the City tracks impact fees that are waived. Staff agreed to confirm the City’s current tracking practices.

Meals and Rooms Tax

Staff advised that the State generally distributes the City's meals and rooms tax allocation near the end of the year, typically around November. The Committee discussed the uncertainty created by legislative decisions affecting municipal distributions and noted that the budget had generally maintained a flat assumption based on the State’s recent treatment of those revenues.

Grant Administration Revenue

The Committee discussed City staff time used to administer or write grants benefiting nonprofit organizations, including Community Development Block Grant activities. Staff explained that when a grant permits administrative overhead, the City charges and collects allowable administrative expenses. Staff agreed to review the specific reimbursement status associated with the Families Flourish grant.

Employee Benefits And Dependent Care Program

The Committee discussed a prior compensation and benefits study performed for the City and whether recommendations from that study would result in benefit changes for 2027. City Manager Hosmer stated that he was not prepared to characterize the study's conclusions without reviewing it further and agreed that the report could be revisited at a future meeting. He noted that the 2027 compensation assumptions being developed would reflect existing labor agreements and contracts anticipated to come into effect later in the year.

The Committee held an extended discussion regarding the City's dependent care benefit, under which eligible employees may receive up to $5,000 in assistance. Members discussed the benefit's cost, usage, comparative availability in other municipalities, and whether household income or other eligibility criteria should be considered.

Staff explained that dependent care expenses are initially processed through a special revolving fund and subsequently allocated back to the responsible departments. Because reimbursements and departmental transfers occur periodically, the second-quarter report did not necessarily reflect the full year's activity.

City Manager Hosmer stated that the dependent care program is discretionary rather than contractually required and that its utilization and cost were being reviewed as part of the 2027 budget process. He identified the program as a potential area for savings while noting that no decision had been made.

Mayor Whittlesey provided historical context that the benefit had been developed in part as an employee recruitment and retention measure, particularly for employees with young families, and as a response to workforce demographics and anticipated retirements. Members emphasized that any significant change should consider employee reliance on the benefit and the City's broader recruitment, retention, vacancy, and workforce-age trends. The Committee expressed interest in receiving retention and workforce-age information by department as part of future human resources discussions.

Solar Energy And Municipal Electric Costs

The Committee asked for an update regarding the City's multi-phase solar initiative, including the status of the proposed third phase and the potential purchase or restructuring of existing solar arrangements. City Manager Hosmer requested that the detailed project update be deferred to a future meeting.

Staff explained that reported electricity expenses may appear higher in part because the City now records solar revenue separately instead of netting that revenue against electricity expenditures. Electricity rates themselves have also increased.

The Committee requested additional information regarding the extent to which municipal solar facilities offset City electricity use and costs.

Landfill Gas-to-Energy Project And Solid Waste Operations

The Committee reviewed the financial performance of the landfill gas-to-energy project. Staff advised that the facility had only become fully operational toward the end of the previous year and that available data remained preliminary. Current revenue appeared sufficient to cover operating expenses and a portion of the project's debt service. Staff therefore believed continued operation remained financially appropriate based on information presently available.

Deputy Finance Director Paquin confirmed that renewable energy credit revenue associated with the landfill gas-to-energy project remains within the Solid Waste Enterprise Fund.

The discussion expanded to the long-term future of the City's landfill. Members considered whether the City should continue operating the landfill or eventually transition to a transfer-station model. The Committee discussed the limited number of remaining municipal disposal facilities in New Hampshire, the effect of continued regional development on available landfill capacity, the City's obligations to outside communities using the facility, and the financial consequences of restricting or terminating outside use.

City Manager Hosmer stated that Phase 2 was being closed out and was expected to reach the end of available capacity around late 2028 or mid-2029. If approved, Phase 3 was estimated to provide approximately 19 additional years of capacity under current assumptions. He indicated that the City did not presently have an appetite to pursue Phase 4, which could involve reopening and lining the older Phase 1 area and could introduce additional environmental and operational risks.

Members noted that the landfill provides more than $500,000 annually to the General Fund through the community host fee. Eliminating outside disposal activity could therefore increase the burden on property taxpayers in addition to potentially increasing disposal costs.

The Committee discussed the work of the City's landfill task force and requested consideration of a direct financial comparison between continued landfill operation and conversion to a transfer station. Members also emphasized the importance of planning for eventual closure and post-closure environmental monitoring.

Staff stated that Sanborn Head periodically estimates closure and post-closure obligations and that the City maintains reserves for those costs. Discussion indicated that approximately $12 million was currently reserved. Members stressed the importance of reviewing investment-return assumptions, future monitoring requirements, tipping fees, host fees, and other revenue sources to ensure that adequate funds will exist when the landfill ultimately closes.

Enterprise Fund Accounting

The Committee discussed whether profitable City enterprises such as the Airport or Solid Waste operation could generate revenue for general municipal purposes.

Deputy Finance Director Paquin stated that enterprise funds are subject to restrictions on transfers to the General Fund and are not intended to generate unrestricted profit for general municipal purposes. The City may, however, allocate legitimate administrative and support costs to the enterprise funds. Accordingly, the Water, Sewer, Airport, and Solid Waste funds reimburse the General Fund for services such as City management, Finance, Cyber Services, and administrative support.

Members requested that future budget reports be available in both PDF and Excel formats.

Departmental Budget Questions

Planning and Zoning

Councilor Ford Burley asked why the Planning and Zoning consultant line showed no year-to-date spending. Staff explained that the City had added a building inspector as an employee rather than relying on an outside consultant. Other consultant funds could potentially be used for planning initiatives such as the master plan. Staff agreed to determine what expenditures the department anticipates before year-end.

Human Services Direct Assistance

Councilor Ford Burley also asked about the Human Services direct-assistance account, which was approximately 20 percent expended. Staff explained that the variance reflected both timing and reimbursements received from the County or other communities for certain assistance costs. Human-services spending also tends to fluctuate seasonally, particularly as colder weather approaches.

Debt And Financial Outlook

The Committee reviewed authorized but unissued debt, including projects originally authorized several years earlier. Staff explained that municipal capital projects can require lengthy design, permitting, grant, and construction processes. The City seeks to avoid borrowing before funds are actually needed in order to reduce unnecessary interest expense.

When a project is completed for less than the authorized amount or is no longer proceeding, staff returns to the City Council to request rescission of the remaining borrowing authority.

The Committee discussed approximately $7.4 million in anticipated 2027 borrowing. Staff clarified that this figure was not necessarily attributable to newly proposed projects but largely represented previously authorized projects expected to reach a stage requiring borrowing in 2027.

Members requested that future financial-outlook materials include a concise five-year schedule of anticipated principal payments so readers can more easily see when existing debt service declines or expires.

Legal Expenses

Matthew Smith asked about legal expenditures, which were approximately 19 percent of budget through the second quarter.

City Manager Hosmer explained that the City had experienced unusually costly litigation during prior years and had budgeted accordingly. He has attempted to reduce outside legal costs by assigning some work to an attorney already employed in the Planning Department, although he cautioned that additional legal assignments could interfere with that employee's primary planning responsibilities.

The City Manager also described a significant outstanding legal bill associated with a legal matter [case name to be confirmed] and an RSA 91-A records request. The work had been referred by the City's law firm to another firm and resulted in an invoice in the hundreds of thousands of dollars. City Manager Hosmer stated that he did not intend to pay the invoice as submitted without seeking concessions because he believed the ultimate cost had substantially exceeded expectations.

The Committee discussed potential recovery of costs associated with RSA 91-A requests and the need to balance cost recovery with the expense of further legal action. City Manager Hosmer stated that the City was considering options for reducing and better managing legal expenses in the 2027 budget.

Winter Operations

Matthew Smith noted that winter operations appeared to be approximately 92 percent expended even though the final months of the calendar year remained.

Staff explained that many winter expenses are concentrated in January through April. In addition, open purchase orders, including an encumbrance for road salt, are reflected in the financial reports as committed expenditures. Based on prior municipal experience, staff did not consider the current percentage inherently unusual.

Airport Operations

The Committee discussed Airport expenditures and the decision to defer certain maintenance work to 2027. Staff stated that the Airport Manager considered the deferred projects relatively minor and did not expect the postponement to have an adverse operational impact.

Major Airport capital work supported by Federal Aviation Administration funding, including significant infrastructure projects, would continue. Members distinguished those federally supported capital improvements from smaller maintenance activities being deferred.

Cyber Services Hardware

Mayor Whittlesey asked why hardware expenditures were only a small percentage of the annual budget and whether equipment purchases were expected later in the year.

Staff indicated that Cyber Services Director Perry Eaton often places hardware purchase orders later in the year. Staff agreed to follow up regarding the expected timing of hardware expenditures.

General Budget Performance

A Committee member commented that the overall budget appeared to be tracking well through the first six months and expressed appreciation for staff's management of expenditures.

City Manager Hosmer thanked the member and stated that he had likewise been impressed by the competence, professionalism, and commitment to public service demonstrated by City staff. He noted that opportunities for improvement remained but said he would share the positive feedback with employees.

B. FTE Analysis and 2027 Budget Presentation Format

The Committee discussed how personnel information should be presented during the upcoming 2027 budget process. Members expressed interest in tables showing full-time, part-time, and total full-time equivalents (FTEs) for the current actual workforce, the current budget, and the proposed 2027 budget, accompanied by explanations for material staffing changes.

Mayor Whittlesey explained that clearer staffing information would help identify situations in which positions had been added, converted from part-time to full-time, or otherwise changed between budget cycles. Members emphasized that significant staffing changes should be clearly disclosed so the Council and public do not discover them only after positions have been filled.

Alesia Williams noted that producing multiple presentations of the same staffing data could be time consuming and raised questions concerning the technical definition of FTEs, particularly where overtime and part-time staffing are involved. The Committee discussed distinguishing simple employee counts from calculated FTE equivalents and agreed that the underlying detailed personnel information could support a more concise summary for public presentation.

Members also discussed adopting a departmental budget format that would identify accomplishments, upcoming goals, and major expenditure categories in a more accessible format for the general public while retaining detailed line-item information for those wishing to review it.

OTHER BUSINESS

A. SharePoint and Document Access

Members confirmed their ability to access SharePoint. The Committee anticipates using SharePoint to distribute meeting and budget materials in the future.

B. Future Agenda Items

The Committee identified future discussion topics including the 2027 budget presentation format and summary reporting; FTE and personnel analysis; paving management, roadway condition, and infrastructure investment; the municipal solar program; landfill and landfill gas-to-energy financial analysis; and outstanding follow-up items from the second-quarter budget review.

Members expressed particular interest in a future Public Works presentation regarding roadway condition, the pavement index, maintenance costs, and the level of paving investment necessary to maintain the City's road network.

C. Next Meeting

The Committee scheduled its next meeting for Thursday, September 17, 2026, at 11:00 a.m. Staff confirmed that the meeting room was available.

Members agreed to continue meeting approximately monthly until the budget process intensifies, with the possibility of additional meetings later in the fall after departmental budget workshops are completed.

ADJOURNMENT

The meeting adjourned at approximately 12:23 p.m.

These minutes were drafted with artificial intelligence assistance.

Reviewed by: City Manager's Office and Finance Department