

**Fiscal Year 2018
Finance Committee Guidelines**

1. **ORGANIZATION**

- A. Council Rules are suspended.
- B. "Rule 6" is in effect.
- C. All votes are tentative until adoption of final budget.

(Reconsideration of any tentative vote shall occur only at the next meeting after reconsideration is voted, and any Committee member who is absent when reconsideration is voted shall receive telephone notice from the City Manager of the decision to reconsider.)

- D. Vote will be taken on each departmental or other section of budget at the end of the presentation and question period for that budget.
- E. Members should self-discipline themselves in the number of questions asked in order to allow every member to have a chance to ask questions.

2. **SCHEDULE**

- A. All evening meetings will start promptly at 7:00 PM, or as otherwise scheduled, with or without a quorum present. Saturday meetings will start at 8:00 AM.
- B. All meetings will adjourn at 9:00 PM on weeknights, or 1:00 PM on Saturdays, unless a majority of the members present vote to continue.
- C. The order of the hearings will be:
 - (1) Presentation by City Manager
 - (2) Questions from Committee members
 - (3) Questions and comments from the public
 - (4) Discussion and tentative vote on departmental budget

3. **TIME LIMIT**

- A. Presentation of the departmental budgets by the City Manager, Department Heads or other staff will be limited to a total of 15 minutes, which shall be uninterrupted by questions or comments.
 - (1) Budget presentations should not be used as an opportunity to "educate" councilors on the operational aspects of any given municipal service.
 - (2) Budget presentations should be limited to budget items (i.e. revenues, expenditures and impacts).

- B. All other speakers will be asked to limit their presentations, exclusive of questions and answers, to 5 minutes or less.
- C. Any speaker may be granted additional time at his/her request, at the discretion of the Finance Committee.

4. **RECORDS OF COMMITTEE ACTION**

- A. Written record of Committee motions will be maintained by the City's Office of Management and Budget.
- B. Running financial summary of Committee budget adjustments will be provided at the beginning of the next meeting.

5. **PRIOR SUBMISSION OF WRITTEN MATERIALS**

- A. Written materials relative to the budget will be distributed at least 48 hours before the meeting where they are to be discussed in order to provide an opportunity for Committee members to review prior to discussion.
- B. Information may be requested by the Finance Committee members at any time. Forms will be provided to each Committee member so that they may request supplementary information from City staff. A copy of any information requested by an individual Committee member will be distributed to all other Committee members as well.
- C. If Finance Committee members are absent, the Administration shall be responsible for assuring that the absent members receive copies of any written information distributed during their absence.

6. **EXPLANATION OF FORMAL ADOPTION PROCEDURE**

- A. Resolutions representing the City Manager's budget (including bonded capital items) will be placed before the City Council and tabled for a public hearing on a date to be determined by the Council.
- B. After all budget deliberations have been completed by the Finance Committee, amending resolutions will be introduced, which reflect any changes made to the original resolutions by the Finance Committee. These resolutions are the report of the Finance Committee and will be ready for action after the public hearing is completed.
- C. After the public hearing has been held the City Council will take action on the amending resolutions. The amending resolutions may be further amended at this time. After passage of the amending resolutions the Council will take action on the original resolutions as amended.