

Budget and Finance

2021 Committee Norms and Expectations

Meeting Scheduling - 2021:

The Budget and Finance Committee will expect to meet regularly twice per month, the Thursday following each meeting of the City Council. These will be the regular standing meetings excluding public hearings, budget workshops, and other special meetings called on an as needed basis. The Chair will make every effort to adhere to the prescribed schedule.

For 2021, the meeting dates will be:

1/14 1/28	2/11 2/25	3/11	4/1 4/15	5/27* 5/13*	6/17*
7/1	8/12	9/2 9/16 9/30	10/19 (Tue) 10/28	11/18**	12/2

The default start time will be 6:30 pm unless otherwise changed due to other meetings/circumstances.

* May be absorbed by budget process

** Moved one week due to observance of Veteran's day

Expectation for turnaround:

In an effort to maximize transparency, the following table endeavors to give some sense of expectation as to the turnaround time that will be needed for various matters. This is a guideline, only, the Committee may need more or less time on any or other circumstances may dictate things. The Committee recognizes the need to work with the Administration to manage the financial affairs of the City in a timely fashion while giving Committee members and residents time to deliberate and consider issues.

<i>Transfers < \$25k</i>	<i>Transfers > \$25k</i>	<i>Orders (general)</i>	<i>Orders (referendum)</i>	<i>Orders (bond)</i>	<i>Ordinances</i>
1 committee meetings	1-2 committee meetings	1-2 committee meetings	3-4 committee meetings	4 committee meetings	2-4 committee meetings

Expectation for receipt of information:

When information is requested by the Committee on Budget and Finance, it is respectfully requested to be received a minimum of 48 hours prior to the posted meeting where the matter that the information is related to is slated to be discussed. Items received inside of this timeline will not be assumed to be considered or debated by the Committee to ensure that all members have time to review and digest information in preparation.

Public Comment:

The Committee works to encourage and welcome public comment. Public comment will be accepted at the beginning and end of each meeting. Speakers may be limited to 2 minutes depending on the volume of comment.

Collaboration:

The Committee seeks to work collaboratively with other Council committees with relevant jurisdiction, Boards and Commissions in the City where there is overlap on a matter. The Chair will make efforts to schedule joint meetings and/or invite the Chair of the other body when possible and where applicable.

Quorum Issues that may arise:

In the event that a matter is not posted as COTW and more than 5 Councilors appear, the Chair will recognize the members of the Committee (3), followed by one sponsor (1), and then first come, first serve for the remaining Councillor (1) for a total of 5 individuals. In these situations, other Councillors may attend/observe but may not participate in accordance with Open Meeting Law.

Budget Workshops and Capital Planning:

In order to facilitate budget workshops, the Chair will endeavor to work with the Finance Director and Mayor's Chief of Staff to ensure that meetings are spread out as much as possible to allow for adequate time per Department as well as to avoid fatigue from the process.

Report out to the Council:

Chair will make an effort to update the Council during Committee reports on items that have been in Committee for an extended period of time so that Councillors are aware of the status of the item and the reason the item is still in Committee.