

Policy X Budget Issue Process

POLICY PURPOSE:

One of Council's primary roles is to approve an annual budget. While the city manager submits a proposed budget to Council, Council can propose the addition of one-time or ongoing expenses through budget supplements.

It is the purpose of this policy to identify those aspects of the City's Budget Issue process for which Council has established required standards. This policy is in no way intended to constrain the actions or options of the city manager with respect to the number or type of budget issues or supplements he or she includes in the context of his/her recommended budget, to Council, and those aspects of the City's Budget Issue process not addressed by this policy are considered administrative or operational in nature, and shall be established under the authority of the city manager.

POLICY STATEMENT:

1. Budget Issue Sponsorship

A Council sponsored budget issue must receive the support of at least two councilmembers in order for staff to prepare a study issue paper, and for the issue to be considered at the Council Budget Issues Workshop, and subsequently during the budget approval process.

2. Selection of Budget Issues

Any Council-proposed budget addition of a one-time or ongoing expenditure is subject to the budget issue process (i.e. evaluated for approval at the Council Budget Issues Workshop). Exceptions to this approach include emergency issues, and urgent budgetary issues that must be completed in the short term to avoid serious negative consequences to the City, subject to a majority vote of Council. Exceptions such as this shall be processed as budget modifications in accordance with established Department of Finance practice.

3. Deadlines for Councilmember-Proposed Budget Issues

A. New Council-proposed budget issues are due to the city manager no later than three weeks in advance of the annual budget issues workshop. If the public hearing is held less than three weeks before the workshop, councilmembers may also sponsor issues *introduced by the public* at the public hearing, but must do so during that Council meeting.

B. Additional budget issues may be proposed during the annual study issue workshop.

4. Drop or Deferral of Issues

A. At the Budget Issues Workshop, Council shall drop, defer, or refer to the budget hearing each proposed budget issue. Any issue that is dropped by a majority vote of Council will not be eligible for consideration at the next year's Workshop unless sponsored by a majority of the Council. Any issue that is deferred shall automatically be returned for Council's consideration the following year.

COUNCIL POLICY MANUAL

Lead Department: Office of the City Manager