



Council Business Meeting

April 4, 2023

Agenda Item	Additional 2023–2025 Biennium Citizens’ Budget Committee Calendar Meeting	
From	Sabrina Cotta	Deputy City Manager & Acting Finance Director
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Item Type	Requested by Council <input checked="" type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/>	

SUMMARY

Mayor Graham and Councilor Dahle request that Council add a meeting of the Budget Committee the week prior to the current start date to help members get to know each other better and understand one another’s values and intentions in the budget process. This session will be shorter than a regular meeting – one and a half hours maximum and will culminate in the election of the Chair of the Citizen’s Budget Committee for the 2023 budget process. Electing the Chair and Vice Chair ahead of the first actual meeting of the committee allows that person to prepare for the role and be ready to facilitate the process immediately the following week.

Mayor Graham and Councilor Dahle believe the values exercise will be very beneficial to the budget committee process. The Mayor and Councilor will develop the agenda and Mayor Graham will facilitate the gathering through the selection of the Chair. The staff’s role will be to take minutes for the one decision on the agenda that day. The best time for the majority of Budget Committee members for this meeting is 3:30 – 5:00 pm on Friday, April 21, so that is the date and time proposed for this additional gathering.

POLICES, PLANS & GOALS SUPPORTED

To ensure on-going fiscal ability to provide desired and required services at an acceptable level.

PREVIOUS COUNCIL ACTION

Each Biennium, Council must adopt a balanced budget in which funding sources equal or exceed uses.

BACKGROUND & ADDITIONAL INFORMATION

The Citizens’ Budget Committee will hold meetings to review department missions, workloads, resources, and projected funding needs, primarily focused on General Fund operations. On January 31, 2023, the City Council adopted the following calendar for Budget Committee meetings:



Citizens' Budget Committee

Enterprise/Other Funds

1. April 27th – 3:00pm-5:00pm; Enterprise/Other Funds Overview

General Fund

2. May 4th – 3:00pm-5:00pm; Administration and Finance
3. May 11th – 3:00pm-5:00pm; Innovation & Technology and Public Safety
4. May 18th – 3:00pm-5:00pm; Parks & Recreation, Community Development and Public Works
5. May 25th – 3:00pm-5:00pm; Final Questions/Answers & Deliberations if Needed

The Budget Committee is scheduled for its meetings in the City Council Chambers.

City Council Budget Adoption

1. May 23rd – Notice deadline for budget ordinances
2. June 6th – City Council Business Meeting, regular 6:00pm-9:30pm meeting time
First reading, adoption of budget and necessary tax ordinances/resolutions
3. June 20 – City Council Business Meeting, regular 6:00pm-9:30pm meeting time
Second reading, final adoption of budget and necessary tax ordinances/resolutions

FISCAL IMPACTS

None

STAFF RECOMMENDATIONS

N/A

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to amend the budget calendar for the BN2023-2025 Budget process by adding a Citizens' Budget Committee meeting for April 21, 2023.

REFERENCES & ATTACHMENTS

N/A