

## **COUNCIL POLICY STATEMENT**

Policy No. 17  
General Subject: Finance  
Specific Subject: Budget Procedures  
Date Approved: September 4, 1984

### **PURPOSE**

To set forth the role and responsibilities of standing committees in regard to the annual budget.

### **RATIONALE**

The City Code and Budget Policy set forth the authority and responsibility of the City Manager to prepare and submit an annual budget to the City Council. Thereupon, it is the job of the City Council to determine and approve the final programs of services and related budgets together with the allocation of revenues. The budget is the most significant policy document adopted by the City Council each year.

Deliberation of the overall budget proposals shall be performed in sessions of the Council Committee-of-the-Whole. Prior thereto, each standing committee shall have the opportunity to study the proposals involving new and major changes to the committee's area of responsibility. (See attached excerpt from the Practices and Procedures Manual.) These deliberations will enhance the awareness and understanding of committee members and place them in a position to advise the Committee-of-the-Whole.

### **STATEMENT OF POLICY**

1. The proposed budget shall be submitted separating the base budget from new and major programs and revenue source changes.
2. The base budget shall include the cost estimates of continuing to operate the City with the same service level as in the previous year. It shall include anticipated salary levels, increased costs of commodities and contractual services, and normal equipment replacements and equipment needs to continue prior service levels. Revenues shall be projected with anticipated growth without any source changes or rate changes other than the property tax rate.

3. New programs shall include major changes in service levels, increased services or deleted services.
4. Revenue source changes shall include any rate or fee schedule change, additions of new revenues, and deletions of revenue sources or other major financing policy issues.
5. Prior to discussion of new programs and revenue source changes at the Committee-of-the-Whole level, these new and major programs shall be reviewed with the committees most directly involved with the service area. The revenue source changes shall be reviewed by the Finance Committee. The committees should be prepared to make a recommendation to the Committee-of-the-Whole but shall not have veto power.

#### **EXCERPT FROM PRACTICES AND PROCEDURES MANUAL (JANUARY 1983)**

The City Council may establish standing committees or special ad hoc committees as may best serve the Council's needs and interest, or the Council may meet as a Committee-of-the-Whole to study particular issues. At the present time, there are four standing committees: Public Works and Services, Finance and Budget, Procedures and Regulations, and Public Safety.

1. The purpose of the Public Works and Services Committee is to consider all matters of policy relating to:
  - a) capital improvements and the construction or maintenance of public works;
  - b) the provision of services through the functions of public works, including streets, sidewalks, water, sewer, sanitation, lighting, forestry services, parking lot construction, refuse collection and public buildings and grounds.
2. The Finance and Budget Committee considers policy questions regarding revenues and expenditures, budgets and appropriations, personnel, special assessment collections, and tax collections.
3. The Procedures and Regulations Committee is charged with considering all matters of policy related to the general health and welfare of the community, including:
  - a) The review of legal proceedings and many ordinances and resolutions;
  - b) The review of enforcement issues relating to ordinances and resolutions;
  - c) The review of coordination of activities involving the Council, its standing or special committees, and boards or commissions;
  - d) The review of other matters, which do not fall clearly within the realm of another official advisory body.
4. The Public Safety Committee is charged with considering all matters of policy related to the safety of the community.