

For Budget Committee Meeting of: April 2, 2008
Agenda Item: 5

CITY OF SALEM
BUDGET COMMITTEE PROCEDURE ALTERNATIVES

Where possible, at least two options have been identified for each procedure. The staff recommendations are consistent with the procedures used by the Budget Committee over the past several years.

I. RULES TO GOVERN COMMITTEE PROCEDURES

Staff Recommendation: Adopt Roberts Rules of Order

II. SCHEDULE - STARTING TIME FOR MEETINGS

- Options: 1) 6:30 p.m.
 2) 7:00 p.m.

Staff Recommendation: Start meetings at 6:30 pm.

III. SCHEDULE CLOSING TIME FOR MEETINGS

- Options: 1) Close meetings at 10:00 p.m.
- 2) Close meetings at 10:00 p.m.; however, a majority of the Budget Committee can extend the closing time by half hour intervals decided at the meeting.
- 3) No official closing time.

Staff Recommendation: Close meetings at 10:00 p.m.; however, a majority of the Budget Committee can extend the closing time by half hour intervals decided at the then current meeting.

IV. COMMITTEE STRUCTURE

- Options: 1) Assign subcommittees to review department budgets.
- 2) Meet as a committee of the whole to review department budgets.

Staff Recommendation: Meet as a committee of the whole.

V. PUBLIC HEARING(S)

- Options:
- 1) Allow one evening for all public testimony.
 - 2) Allow time each evening for public testimony.

Staff Recommendation: Allow time each evening for public testimony.

VI. PROCEDURES FOR PUBLIC TESTIMONY

For the past several years the Budget Committee has adopted procedures for testimony on the budget. These procedures have been as follows:

- A. An overview of the Department will be presented by the City Manager and the respective department head.
- B. The public will be invited to testify. In order to allow time for everyone wishing to testify, there will be time limits on all testimony.
 1. Groups are asked to select a spokesperson whose testimony will be limited to five minutes.
 2. After the spokesperson's presentation, the Budget Committee Chairperson will ask all of those in the audience to indicate their support by a show of hands.
 3. If other members of the same group have additional information, their testimony will be limited to three minutes.
 4. Individuals not affiliated with a group are, of course, also encouraged to testify. Individual testimony will be limited to three minutes.

Staff Recommendation: Adopt above guidelines. Print procedures on all Budget Committee Agendas.

VII. DEPARTMENT REVIEW PROCEDURES

Staff Recommendation: That each department's budget be reviewed in the following manner:

- A. City Manager and appropriate department head highlight the department's budget;
- B. The allotted time for department presentations, including Municipal Court, is 10 minutes with the exception of Public Works and Administrative Services which is 15 minutes;

- C. The public is invited to testify on the department's budget;
- D. The Budget Committee reviews the proposed budget; and
- E. Budget Committee closes review of the department's budget.

VIII. QUORUM

State law requires that a quorum of the Budget Committee must be present to hold a Budget Committee meeting. A quorum shall consist of ten Budget Committee members. In addition, in order for a motion to be approved, a majority vote of the Committee is needed. In other words, a vote on a motion must receive at least ten votes to be implemented.

IX. "WISH LIST"

In the past, the Budget Committee has used a "Wish List" throughout the budget review process. Items placed on the Wish List are those that the Budget Committee wants to consider including in the balanced budget. At the last meeting, the Budget Committee determines whether or not Wish List items are included in the balanced budget; and if so, how they will be financed.

Staff Recommendation: Continue using the Wish List process, recognizing that the Budget Committee desires to review and tentatively approve or close review on all budgets before making their recommendation to the City Council. The Wish List provides the opportunity at the end of the review meetings to balance the proposed 2008-09 budget in the manner and content determined by the Budget Committee.

X. PRE-MEETING BRIEFINGS

The Budget Committee may choose to hold lunch time meetings prior to each evening's department review sessions. The pre-meetings provide the opportunity for Budget Committee members to ask staff questions about the budgets that are scheduled for review that evening. The meetings are optional and no decisions will be made at the pre-meetings.

Staff Recommendation: Hold same day lunch meetings to ask questions prior to evening department presentations.

XI. SPECIAL MEETINGS

A special meeting of the Budget Committee may be called by the presiding officer, or upon the request of not less than ten members of the Budget Committee submitted in writing to the presiding officer, or upon majority vote of the City Council.

X. BUDGET COMMITTEE MINUTES

The Budget Committee minutes will use the final action agenda format used by the City Council. The final action agenda shall contain the following information: 1) date, time and place of the meeting; 2) names of the members recorded as either present or absent and; 3) any motions, and amendments thereto, a record of all votes taken, and general description of all matters considered during the meeting.