



Memorandum

TO: City Council

CC: Larry Schulz, City Treasurer
Randy Young, City Manager
Janice Smothers, Assistant to the Mayor and City Council

FROM: Jerry DiTullio, Mayor

DATE: 12/18/2008

SUBJECT: Budget Oversight Committee (BOC)

Statement of the Issue(s):

Current economic conditions and the most recent City budget cuts inspire the need for an advisory or "sounding board" committee to review City revenues and expenses. The advisory committee will also promote citizen involvement.

Executive Summary:

I am creating a new Budget Oversight Committee (BOC) to review City revenues and expenses. The members will be appointed by the Mayor's Office. The committee will make recommendations to City Council and meet quarterly, or more often as needed. City Council may also refer budget questions or issues to the committee for a recommendation. All recommendations to City Council from the committee would be advisory. The City Manager's Office will support the committee with financial data along with the City Treasurer's Office. The committee may further define their role and mission once they meet.

Mission of the Committee:

The committee will review City revenues and expenses and forward recommendations to City Council. For example, the committee may recommend an expense not be incurred, even though approved in the budget, based on economic conditions and data from the City Manager's Office. The committee may explore new revenue streams and make recommendations to Council. City Council may refer budget questions or issues to the committee for a recommendation. The committee may further define their role and mission once they meet.

How will the committee determine their recommendations to City Council?

- The committee will review revenues, expenses and budget issues, as needed, with the City Manager or his/her designee. The Chair of the committee will forward recommendations to City Council in a timely manner. A majority report

would be forwarded to City Council by the Chair through the Mayor's Office.

Logistics/Timeline:

- Budget Oversight Committee ratified by City Council in January 2009
- Committee members appointed by Mayor's Office in February and ratified by City Council in February of 2009
- Committee meets and elects a Chair
- Committee will meet at any City location such as City Hall or Richards-Hart Estate, etc...
 - ◆ Abide by Roberts Rules of Order and Procedure
 - ◆ Post all meetings (date/time/location/agenda)
 - ◆ Transcribe/distribute minutes
- Utilize field trips, as needed
- Conduct public input meetings, as needed
- Recommendations (majority and minority) to City Council, as needed

Membership (1 year terms unless perpetual):

- Councilmember, voting
- Councilmember, voting
- Citizen, District I, voting
- Citizen, District II, voting
- Citizen, District III, voting
- Citizen, District IV, voting
- City Treasurer, voting, **perpetual**
- City Manager or his/her designee, non-voting, **perpetual**

If more than two Council Members desire to be on the committee, names will be drawn. Council Members will make recommendations to the Mayor for the citizen members.

Staff Support:

- Mayor's Office
- City Manager's Office
- City Treasurer's Office