

**SUBJECT: Council Policy – Budget Process**

REQUESTED BY: Council Member Keller

PREPARED BY: Jamie Newman, Deputy Clerk

*JNH*

DATE: November 30, 2001

FOR AGENDA OF: December 10, 2001

**SUMMARY:**

Council Member Keller is proposing the following policy, which establishes guidelines for the city council to follow when preparing for their annual budget:

***Budget Policy***

The city council shall hold a minimum of one work session in January to discuss their proposed budget and their budget priorities for the city for the upcoming fiscal year.

The council shall work with a baseline budget from the previous year. Any increase to the baseline budget must be approved by a majority of council members.

If the majority of council members do not support increasing the baseline budget, amendments must be made from the floor during the actual budget hearing(s) that take place during special or regular city council meetings.

**FISCAL IMPACT:**  x  No  \_\_\_  Yes, amount requested: \$

**CLERK’S RECOMMENDED ACTION:**

To adopt the council budget policy as stated above.

Administration Initial:  *SP*

Attachments: None

Presented to council on  12/10/01   
Action taken:  Approved  Denied  
other \_\_\_\_\_  
Verified by  *NY*