

INTRODUCED: February 12, 2018

A RESOLUTION No. 2018-R012

To adopt the Handbook of Procedures for Review and Adoption of the 2019/2020 Budget by Richmond City Council.

\_\_\_\_\_  
Patron – President Hilbert

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: FEB 26 2018 AT 6 P.M.

WHEREAS, the Council has determined that a set of special procedures to govern the review of the City’s annual budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020, will improve the efficiency and effectiveness of the budget review and amendment process; and

WHEREAS, the “Handbook of Procedures for Review and Adoption of the 2019/2020 Budget by Richmond City Council,” a copy of which is attached to this resolution, will establish procedures for the Council’s review and adoption of the City’s annual budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020;

NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    FEB 26 2018    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

That the Council hereby adopts the “Handbook of Procedures for Review and Adoption of the 2019/2020 Budget by Richmond City Council,” a copy of which is attached to this resolution, to govern its consideration of the City’s annual budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020.



# Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

## Ordinance/Resolution Request

**TO** Allen Jackson, Richmond City Attorney  
Richmond Office of the City Attorney

**THROUGH** Lou Brown Ali *LB*  
Council Chief of Staff

**FROM** Meghan K. Brown, Deputy Council Chief of Staff *MB*

**COPY** Chris A. Hilbert, President  
Haskell Brown, Deputy City Attorney  
William E. Echelberger, Council Budget Analyst  
Charles M. Jackson, Council Budget Analyst  
Lisa F. Townes, 3<sup>rd</sup> District Liaison

**DATE** February 2, 2018

**PAGE/s** 1 of 1

**TITLE** 2019/2020 Budget Review - Council Procedures

RECEIVED

FEB 02 2018

OFFICE OF CITY ATTORNEY

This is a request for the drafting of an Ordinance  Resolution

**REQUESTING COUNCILMEMBER/PATRON**

Chris A. Hilbert, President

**SUGGESTED STANDING COMMITTEE**

Committee Waived

**ORDINANCE/RESOLUTION SUMMARY**

The Patron requests a resolution to establish the attached Handbook of Procedures for 2019/2020 Budget Review and Adoption as the agreed to set of procedures for review and adoption of the 2019/2020 budget by Richmond City Council.

**BACKGROUND**

**Summary:**

- City Council has determined that a set of special rules to govern the 2019/2020 Budget Review will improve the efficiency and effectiveness of the budget review and amendment process.

**FISCAL IMPACT STATEMENT**

Fiscal Impact Yes  No

Budget Amendment Required Yes  No

Estimated Cost or Revenue Impact

There is no revenue or budget impact for the proposed special rules of procedure.

Attachment/s Yes  No



# Handbook of Procedures for Review and Adoption of the 2019/2020 Budget by Richmond City Council

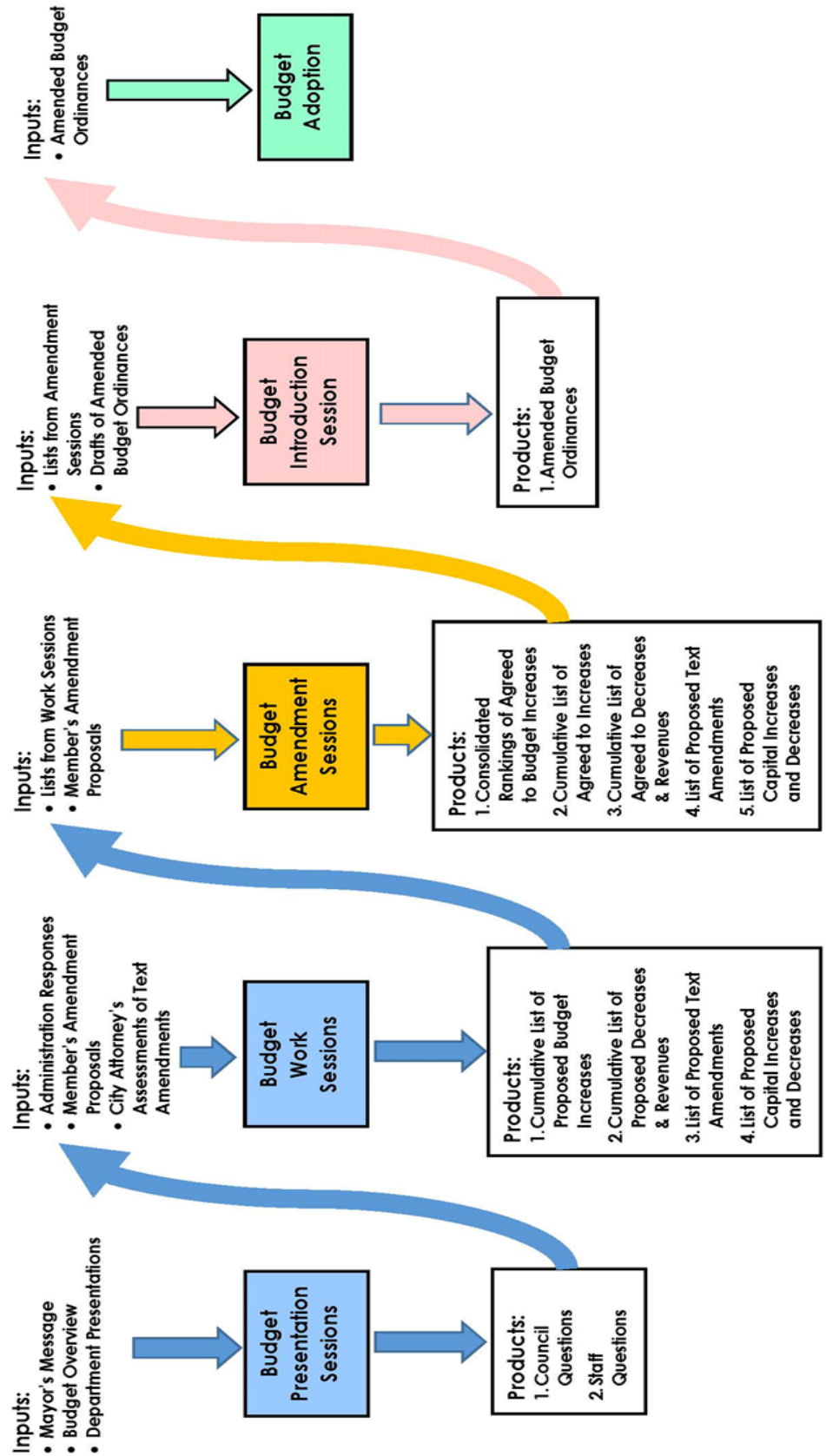
Adopted by Richmond City Council

February xx, 2018

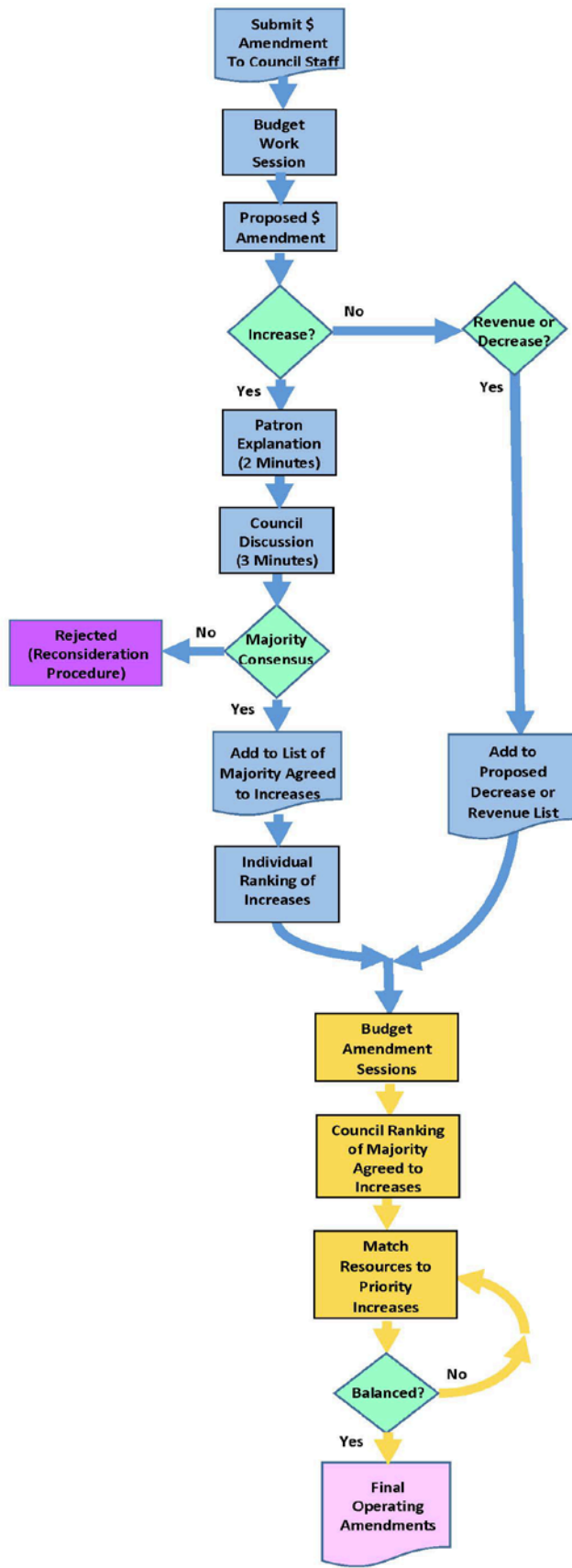
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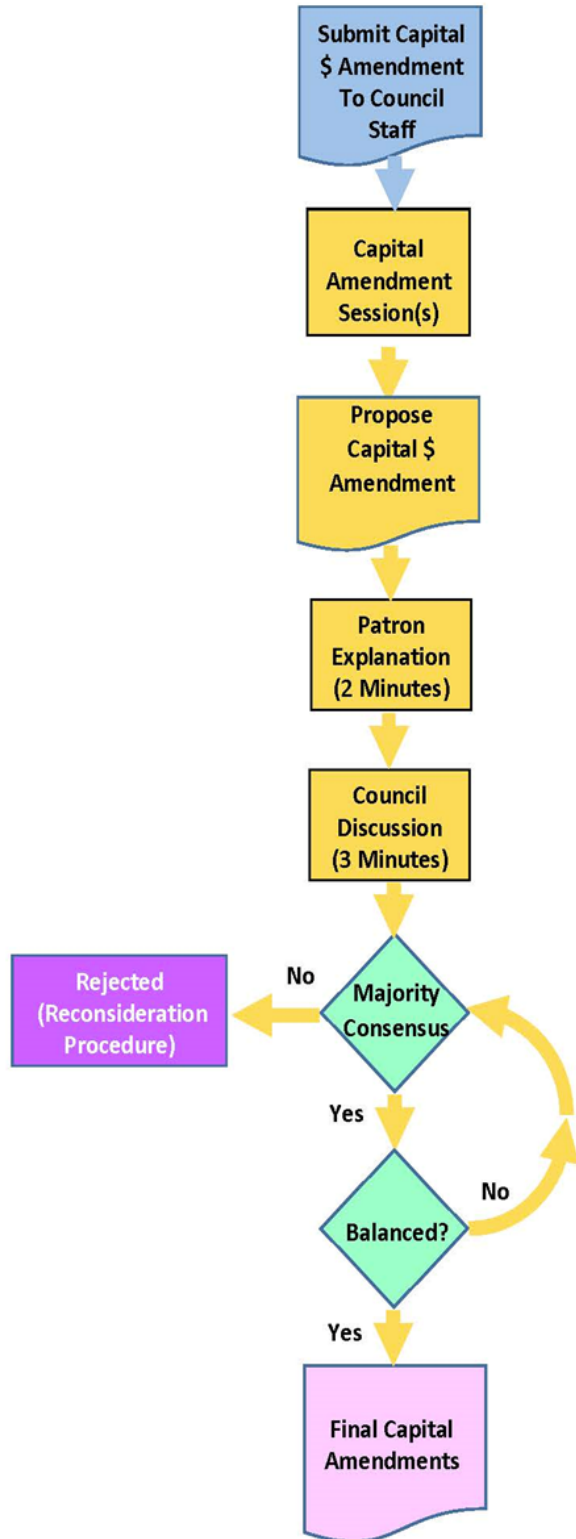
# Summary of the Richmond City Council's 2018-19 Budget Review and Approval Process



# Operating Amendment Flow Chart

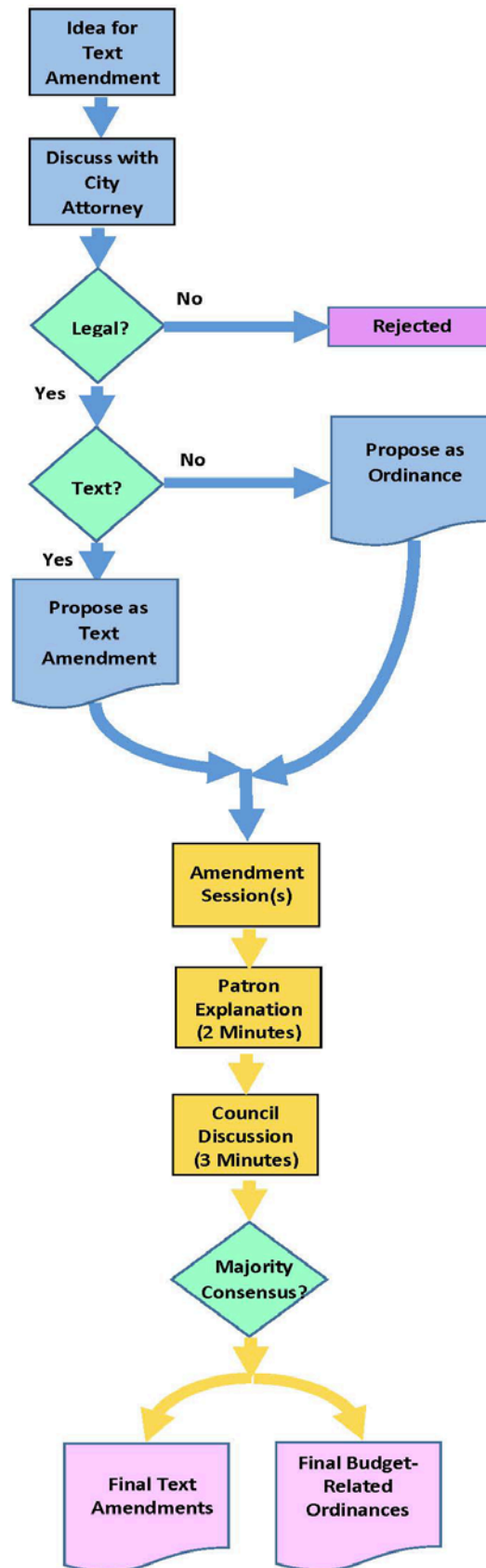


# Capital Budget Amendment Flow Chart





# Text Amendments & Budget-Related Ordinances Flow Chart



1 **1. Introduction**

2 While the City Council Rules of Procedure govern all Council meetings,  
3 including Budget Work Sessions and Budget Amendment Sessions as defined  
4 herein, this handbook is intended to supplement those Rules by providing  
5 specific procedures for Budget Work Sessions and Budget Amendment  
6 Sessions and providing specific procedures for Council’s review of the annual  
7 budget.

8 **2. Definitions**

9 a. *Budget Amendment Session* means meetings where Council is to reach  
10 majority consensus on the final budget amendments and to balance the  
11 budget.

12 b. *Budget-Related Ordinance* means an ordinance not introduced with the  
13 Mayor’s budget ordinances that is necessary to balance the annual budget  
14 as amended by Council. Examples include ordinances to amend the City  
15 Code (i) to change a tax rate, a fee or a utility rate to fund the annual budget  
16 or (ii) to abolish, create, or modify a City agency to conform the City Code to  
17 the annual budget.

18 c. *Budget Work Session* means meetings where Council is to receive budget  
19 presentations from departments, propose budget amendment increases, and  
20 obtain majority consensus on which proposed increases are to move to the  
21 Budget Amendment Sessions for final consideration.

22 d. *Text Amendment* means an amendment to an introduced budget  
23 ordinance that conditions or restricts the use of funds appropriated to a  
24 particular item of expenditure in that ordinance. Examples include a condition  
25 that a portion of the funds appropriated for that item be used to fund a full-  
26 time employee to perform particular functions or a restriction preventing the  
27 use of funds appropriated for that item for certain activities.

28 **3. Budget Calendar**

29 a. Council’s review and amendment of the 2019/2020 budget ordinances are  
30 to be governed by a budget calendar.

31 b. The budget calendar is to be developed by Council budget staff, in  
32 consultation with Council Members.

33 c. Changes to the budget calendar will be proposed by Council budget staff  
34 as needed.

35 d. The budget calendar will establish the dates and times of the Budget Work  
36 Sessions and Budget Amendment Sessions for consideration of  
37 amendments.

38 e. To the extent practical, the Budget Work Sessions set out in the budget  
39 calendar are to be arranged by Council’s Priorities, such as Strategic  
40 Infrastructure, and Safe Neighborhoods.

41 i. Each Budget Work Session will generally be divided into two discrete  
42 parts.

43 ii. The first part is to be allocated to budget presentations.

- 1           iii. The second part is to be allocated to discussion of and obtaining  
2           consensus to or rejection of budget amendments related to the Council  
3           Priority of the previous Budget Work Session. (For example: the second  
4           part of the Budget Work Session on Monday, March 19<sup>th</sup> will be  
5           dedicated to the departments that made presentations on March 12<sup>th</sup>.)
  - 6           1. The budget calendar will note the departments scheduled to make  
7           a presentation.
  - 8           2. Departments that did not make formal presentations at the Budget  
9           Work Session, but are covered by the relevant Council Priority are to  
10           be considered at the Budget Work Session for the Council Priority. (For  
11           example: the Sheriff's Office did not make a formal presentation on  
12           Monday, March 12<sup>th</sup>, however, its budget will be considered during  
13           the second part of the Budget Work Session on Monday, March 19<sup>th</sup>.)
  - 14           3. The budget calendar is to allow more than one week between the  
15           Capital Budget presentations and consideration of the Capital  
16           Budget at a subsequent Budget Amendment Session. (For example:  
17           the Capital Budget presentation is scheduled for Monday, March  
18           19<sup>th</sup>, however, the Capital Budget will be considered during the  
19           second part of the Budget Amendment Session on Monday, April  
20           16<sup>th</sup>.)
- 21           iv. Variations to this structure may be made to fit Council's work on the  
22           budget into the time available at each Budget Work Session.
- 23           f. Council budget staff will distribute materials for each Budget Work Session  
24           as received.

#### 25   **4. Presentations**

- 26           a. Budget presentations by the Administration are to include an initial budget  
27           overview and presentations from select agencies.
- 28           b. Budget presentations will be limited to 10 to 15 minutes. Any time remaining  
29           from the amount allocated may be used for questions from Council  
30           Members, and answers to those questions. (For example: The Police  
31           Department is allocated a total of 40 minutes at the Budget Work Session. If  
32           the department's presentation lasts 15 minutes, 25 minutes will be available  
33           for questions and answers.)
- 34           c. Budget presentations are generally to be arranged by the several Council  
35           Priorities, such as Strategic Infrastructure and Safe Neighborhoods.
- 36           d. Budget presentations are only to be made on the date prescribed by the  
37           budget calendar.
- 38           e. Presentations are to be in the format provided by Council budget staff.
  - 39           i. Departments, and the Department of Budget and Strategic Planning,  
40           are to make every effort to assure that:
    - 41           1. Presentation materials are provided to Council budget staff on or  
42           before the date and time due,
    - 43           2. Changes to presentation materials after the due date are minimized.

- 1 ii. Presentations that significantly deviate from the approved format are to  
2 be rejected by Council staff and returned to the agency for correction.
- 3 f. Final versions of presentations are due to Council budget staff no later than  
4 12:00 noon on the second business day prior to the date of the relevant  
5 Budget Work Session. (For example: for the Budget Work Session on  
6 Monday, March 12<sup>th</sup> the due date is Thursday, March 8<sup>th</sup> at 12:00 noon.)
- 7 g. Council budget staff will distribute materials for each Budget Work Session  
8 on the first business day prior to that Budget Work Session. (For example: for  
9 the Budget Work Session on Monday, March 12<sup>th</sup> the materials will be  
10 distributed on Friday, March 9<sup>th</sup>.)
- 11 h. Departments are encouraged to meet with Council Staff prior to the  
12 presentation due date.

## 13 **5. Requests for Additional Information**

- 14 a. Council may request additional information to supplement or clarify an  
15 agency presentation.
  - 16 i. Council Members are to make every effort to hold questions until the  
17 end of each presentation.
  - 18 ii. Departments are to make every effort to respond to questions at the  
19 Budget Work Session where the questions are asked.
- 20 b. Requests for additional information may be proposed by any Council  
21 Member.
- 22 c. Requests are limited to the departments making presentations at that  
23 Budget Work Session.
- 24 d. Budget related requests that have not been fully addressed at the Budget  
25 Work Session will be forwarded to the Administration for a response.
- 26 e. Council budget staff will prepare a list of requests, and forward such list to  
27 the Administration for response within 24 hours.
- 28 f. Responses to requests for additional information are due from the  
29 Administration no later than 12:00 noon on the second business day prior to  
30 the date of the next relevant Budget Work Session. (For example: Answers  
31 to questions posed at the Budget Work Session on Monday, March 12<sup>th</sup> will  
32 be provided by Thursday, March 15<sup>th</sup> at 12:00 noon.)

## 33 **6. Proposal of Amendments to Increase or Decrease the Budget and** 34 **Revenues**

- 35 a. Members are strongly encouraged to seek assistance from Council and  
36 departmental staff as early as possible when estimating the cost of budget  
37 amendments.
- 38 b. Each Council Member is allowed:
  - 39 i. Up to two amendments to provide increases for the departments or  
40 topics covered by each Budget Work Session.

- 1           ii. An unlimited number of amendments to propose decreases or increases  
2           in revenues.
- 3       c. Council budget staff will provide copies of the Budget Amendment form to  
4       Council Members prior to each Budget Work Session.
- 5           i. The Budget Amendment form for each Budget Work Session is to provide  
6           a list of each department, or topic that is the subject of that Budget Work  
7           Session.
- 8           ii. Proposed budget amendments must be submitted on the Budget  
9           Amendment form.
- 10          iii. Each budget amendment form must be signed by the requesting  
11          Council Member.
- 12          iv. Completed budget amendment forms are to be submitted to Council  
13          budget staff no later than 12:00 noon on the first business day prior to the  
14          date of the next relevant Budget Work Session. (For example: for the  
15          Budget Work Session on Monday, March 19<sup>th</sup>, the due date is Friday,  
16          March 16<sup>th</sup> at 12:00 noon.)
- 17       d. Options for amendments to decrease, or otherwise fund, the budget may  
18       be proposed by Council budget staff.
- 19       e. Council budget staff will prepare a consolidated list of all amendments  
20       proposed by Council Members which is to be distributed to Members.
- 21       f. Council budget staff will prepare three Cumulative Lists of Potential Budget  
22       Amendments:
- 23           i. Cumulative List of Proposed Budget Increases
- 24           ii. Cumulative List of Proposed Budget Decreases
- 25           iii. Cumulative List of Proposed Budget Revenues
- 26       g. Requests for amendments to increase or decrease the budget are to be for  
27       a specific dollar amount and indicate the number of new or abolished  
28       positions, if applicable.
- 29       h. Requests for amendments to increase or decrease the budget are limited  
30       to the departments on the budget amendment form for that Budget Work  
31       Session. (For example: Requests for amendments to increase the budget for  
32       departments that are listed on the budget amendment form for Monday,  
33       March 12<sup>th</sup> will be proposed during the second half of the Budget Work  
34       Session on Monday, March 19<sup>th</sup>.)
- 35       i. Each proposed amendment to increase the budget will be considered  
36       separately at the Budget Work Session, however, duplicate amendments  
37       from multiple Members are to be consolidated into one co-patron  
38       amendment. (*NOTE: Discussion of proposed decreases and revenue items*  
39       *will be deferred to the Budget Amendment Sessions.*)
- 40       j. The requesting Council Member is to have up to two minutes to state the  
41       request for amendments to increase the budget.

- 1 k. After the allotted two minutes, Council Members may have up to a  
2 combined total of three minutes to discuss the request.
- 3 l. After the allotted time for discussion has expired (up to three minutes), the  
4 Chair is to call for majority consensus to the request.
- 5 m. If majority consensus is obtained, the Council staff will record the request  
6 and add such amendment to the Cumulative List of Budget Increases that  
7 receive majority consensus.
- 8 n. Consensus to, or rejection of, a proposed budget amendment to the  
9 budget may be reconsidered:
  - 10 i. For a proposed amendment to increase the budget; at the Budget Work  
11 Session where the proposed budget amendment was originally  
12 considered, or at the Budget Work Session immediately thereafter.
  - 13 ii. Only by a request from a Member on the prevailing side, who is to be  
14 allotted two minutes to explain the reason for reconsideration.
  - 15 iii. After the allotted two minutes, the Chair is to call for majority consensus  
16 to the request for reconsideration.
  - 17 iv. A majority consensus of Council must be obtained to the request for  
18 reconsideration.
  - 19 v. If reconsideration receives majority consensus, the Chair is to call for  
20 majority consensus to the original amendment.
  - 21 vi. A majority consensus of Council is required for inclusion of the Budget  
22 Amendment in the Cumulative List of Budget Amendment Increases.
  - 23 vii. Rejected requests will not be included in the Cumulative List of Budget  
24 Increases.
  - 25 viii. A proposed amendment to increase the budget may only be  
26 reconsidered once.
- 27 o. Amendments to decrease the budget or increase revenues may be  
28 proposed or reconsidered at any time.

## 29 **7. Proposal of Amendments to Increase or Decrease the Capital** 30 **Budget**

- 31 a. Requests for amendments to increase or decrease the Capital Budget may  
32 be proposed by any Council Member.
  - 33 i. **Capital Budget amendments must balance.**
  - 34 ii. Members are strongly encouraged to seek assistance from Council and  
35 departmental staff as early as possible when estimating the cost of  
36 budget amendments.
- 37 b. Options for amendments to decrease, or otherwise fund, the Capital  
38 Budget may be proposed by Council budget staff.
- 39 c. Budget impact statements are to be provided by the Administration on any  
40 proposed Capital Budget decreases, no later than 12:00 noon on the first  
41 business day prior to the date scheduled for the Capital Budget

1 Amendment Session (For example: if the Capital Budget Amendment  
2 Session is scheduled for Monday, April 23<sup>rd</sup> the due date is Friday, April 19<sup>th</sup>  
3 at 12:00 noon.)

4 d. Proposed amendments to increase or decrease the Capital Budget are to  
5 be for a specific dollar amount, and include:

6 i. The amount of the increase or decrease for FY19, and

7 ii. The amount of projected increase or decrease for FY20, FY21, FY22, and  
8 FY23.

9 iii. A brief description of the project scope.

10 e. Requests for amendments to increase or decrease the Capital Budget may  
11 be submitted to Council budget staff at any time up to the deadline set out  
12 in the budget calendar, but are to be accompanied by a copy of the CIP  
13 Amendment Request Form signed by the requesting Member, or Members.

14 f. Requests to increase or decrease the Capital Budget will be discussed only  
15 during the Budget Amendment Sessions that are designated for the Capital  
16 Budget.

17 g. Each proposed budget amendment will be considered separately at the  
18 Budget Amendment Session; however, duplicate amendments from  
19 multiple Members are to be consolidated into one co-patron amendment.

20 h. The requesting Council Member is to have up to two minutes to state the  
21 request for amendments to increase or decrease the Capital Budget.

22 i. After the allotted two minutes, Council Members may have up to a  
23 combined total of three minutes to discuss the request.

24 j. After the allotted time for discussion (up to three minutes) has expired, the  
25 Chair is to call for majority consensus to the request.

26 k. If majority consensus is obtained, the request will be recorded by Council  
27 budget staff, and the amendment will remain on the List of Proposed  
28 Capital Budget Increases and Decreases.

29 l. Consensus to, or rejection of, a proposed Capital Budget amendment may  
30 be reconsidered under the following conditions:

31 i. For a proposed amendment to increase the Capital Budget, the  
32 amendment may be reconsidered only at the Budget Amendment  
33 Session where the proposed budget amendment was originally  
34 considered or at the Capital Budget Amendment Session immediately  
35 thereafter.

36 ii. A proposed Capital Budget amendment may be reconsidered only by  
37 a request from a Member on the prevailing side, who is to be allotted  
38 two minutes to explain the reason for reconsideration.

39 iii. After the allotted two minutes, the Chair is to call for majority consensus  
40 to the request for reconsideration.

41 iv. A majority consensus of Council must be obtained to the request for  
42 reconsideration.

- 1 v. If reconsideration receives majority consensus, the Chair is to call for
- 2 majority consensus to the original amendment.
- 3 vi. A majority consensus of Council is required for inclusion of the budget
- 4 amendment.
- 5 vii. Rejected requests will not be included.
- 6 viii. A proposed amendment to increase the Capital Budget may only be
- 7 reconsidered once.
- 8 m. Amendments to decrease the Capital Budget or increase revenues may
- 9 be proposed or reconsidered at any time.

## 10 **8. Proposal of Text Amendments and Budget-Related Ordinances**

- 11 a. Council staff will prepare a List of Potential Text Amendments and Budget-
- 12 Related Ordinances; and forward such list to the Members of Council, and
- 13 the Administration.
- 14 b. Budget-Related Ordinances will move through the budget process in a
- 15 manner similar to Text Amendments.
- 16 c. Requests for Text Amendments may be proposed by any Council Member.
- 17 i. Members are strongly encouraged to seek the advice of the City
- 18 Attorney to determine, in advance, if a topic can be addressed as a Text
- 19 Amendment to the budget or if the topic should be structured as an
- 20 ordinance or resolution.
- 21 ii. Members should keep in mind that the Council may not be able to adopt
- 22 some proposed Text Amendments or Budget-Related Ordinances
- 23 because they are unconstitutional or because the City lacks the requisite
- 24 legal authority under state law to do so.
- 25 d. Requests for Text Amendments may be submitted to Council budget staff
- 26 at any time up to the deadline set out in the budget calendar, but are to
- 27 be accompanied by a copy of the Text Amendment Request Form signed
- 28 by the requesting Member or Members.
- 29 e. Requests for Text Amendments will be discussed only during the Budget
- 30 Amendment Sessions that are designated for the Text Amendments.
- 31 f. Each proposed Text Amendment will be considered separately at the
- 32 Budget Amendment Session, however, duplicate amendments from
- 33 multiple Members are to be consolidated into one co-patron amendment.
- 34 g. Requests for Text Amendments are to include:
  - 35 i. A notation as to whether the proposed Text Amendment has been
  - 36 discussed with the City Attorney to determine suitability as a Text
  - 37 Amendment,
  - 38 ii. A brief description of the purpose of the proposed Text Amendment,
  - 39 iii. Supplemental explanatory documentation, where applicable,
  - 40 iv. Indicate the associated line item of expenditure or source of funds,



- 1 h. The requesting Council Member is to have up to two minutes to state the  
2 request for the proposed Text Amendment.
- 3 i. After the allotted two minutes, Council Members may have up to a  
4 combined total of three minutes to discuss the request.
- 5 j. After the allotted time for discussion has expired (up to three minutes), the  
6 Chair is to call for majority consensus to the request.
- 7 k. If majority consensus is obtained, the request will be recorded by Council  
8 budget staff and remain on the List of Text Amendments.
- 9 l. Following consensus by City Council, the City Attorney, working with  
10 Council budget staff, will determine if the Text Amendment may be  
11 properly included in the relevant budget ordinance. If not, the City  
12 Attorney is to indicate if the proposed Text Amendment is:
- 13 i. Unconstitutional, or in violation to state or federal law, or  
14 ii. More appropriately accomplished by an ordinance or resolution.
- 15 If more appropriately accomplished by a Budget-Related Ordinance, the  
16 City Attorney is to make every effort to have such Budget-Related  
17 Ordinance available for Council on the day for amendment introduction,  
18 as set out in the budget calendar.
- 19 m. Consensus to, or rejection of, a proposed Text Amendment may be  
20 reconsidered under the following conditions:
- 21 i. The proposed Text Amendment may be reconsidered at the Budget  
22 Amendment Session where the proposed Text Amendment was  
23 originally considered, or at the Budget Amendment Session immediately  
24 thereafter.
- 25 ii. The proposed Text Amendment may be reconsidered only by a request  
26 from a Member on the prevailing side, who is to be allotted two minutes  
27 to explain the reason for reconsideration.
- 28 iii. After the allotted two minutes, the Chair is to call for majority consensus  
29 to the request for reconsideration.
- 30 iv. A majority consensus of Council must be obtained to the request for  
31 reconsideration.
- 32 v. If reconsideration receives majority consensus, the Chair is to call for  
33 majority consensus to the original amendment.
- 34 vi. A majority consensus of Council is required for inclusion of the Text  
35 Amendment in the List of Text Amendments
- 36 vii. Rejected requests will not be included in the List of Text Amendments.
- 37 viii. A proposed Text Amendment may only be reconsidered once.
- 38 n. Once a majority of Council has achieved a consensus that a particular Text  
39 Amendment should be included with the budget amendments, the  
40 Council budget staff will provide the request for that Text Amendment to  
41 the City Attorney's office. The City Attorney's office will draft the Text  
42 Amendment and work with the Member or Members who submitted the

1 request for the Text Amendment to ensure that the Text Amendment  
2 reflects Council's consensus. The City Attorney's office will provide the final  
3 wording of the Text Amendments together with the other budget  
4 amendments on the day on which the budget amendments are  
5 introduced.

## 6 **9. Budget Amendment Sessions**

- 7 a. The purpose of the Budget Amendment Sessions is to reach consensus on  
8 the final budget amendments, and balance the budget.
- 9 b. Budget impact statements are to be provided by the Administration on any  
10 proposed budget decreases or increases in revenues no later than 12:00  
11 noon on the second business day prior to the date scheduled for the first  
12 Budget Amendment Session (For example: if the first Budget Amendment  
13 Session is scheduled for Monday, April 23<sup>rd</sup> the due date is Thursday, April  
14 19<sup>th</sup> at 12:00 noon.)
- 15 c. Council budget staff will distribute materials for each Budget Amendment  
16 Session on the first business day prior to that Budget Amendment Session.  
17 (For Example: for the Budget Amendment Session on Monday, April 23<sup>rd</sup> the  
18 materials will be distributed on Friday, April 20<sup>th</sup> )
- 19 d. Within 24 hours of the last Budget Work Session, Council budget staff will  
20 distribute:
- 21 i. Cumulative List of Budget Increases that Received Majority Consensus
  - 22 ii. Cumulative List of Proposed Budget Decreases
  - 23 iii. Cumulative List of Proposed Budget Revenues
- 24 (For example: Following the Budget Work Session on Monday, April 16<sup>th</sup> the  
25 materials will be distributed by close of business on Tuesday, April 17<sup>th</sup>.)
- 26 e. Requests for further changes to the Cumulative List Budget Increases may  
27 only be made at the first Budget Amendment Session, and only to correct  
28 a material error or when unforeseeable circumstances have significantly  
29 changed the budgetary environment.
- 30 i. The requesting Member is to be allotted two minutes to explain the  
31 reason for the requested change.
  - 32 ii. After the allotted two minutes, Council Members may have up to a  
33 combined total of three minutes to discuss the change.
  - 34 iii. After the allotted time for discussion has expired (up to three minutes),  
35 the Chair is to call for majority consensus to the change.
  - 36 iv. If majority consensus is obtained, the request will be recorded by Council  
37 budget staff, and will make such change to the Cumulative List of  
38 Budget Increases that received majority consensus.
  - 39 v. Rejected changes will not be included in the Cumulative List of Budget  
40 Increases.
  - 41 vi. A proposed change may only be considered once.
- 42 f. Ranking of Potential Budget Increases:

- 1 i. After receiving the three Cumulative Lists of Budget Amendments,  
2 Council Members are to rank each proposed budget increase in priority  
3 order.
- 4 ii. Members are to provide their priority rankings to Council budget staff no  
5 later than 12:00 noon on the Thursday immediately following the receipt  
6 of the final Cumulative Lists. (For example: Following the receipt of the  
7 Final Cumulative Lists on Tuesday, April 17<sup>th</sup>, rankings are to be returned  
8 to Council budget staff by 12:00 noon on Thursday, April 19<sup>th</sup>.)
- 9 iii. Council budget staff will prepare a consolidated ranking list of budget  
10 increases, and provide this list to Council Members prior to the Budget  
11 Amendment Session(s).
- 12 iv. Any ties in the consolidated rankings of the budget amendment  
13 increases are to be resolved by Council at the next Budget Amendment  
14 Session following receipt of the consolidated rankings.
- 15 g. Funding of Potential Budget Increases:
  - 16 i. After receiving the Consolidated Rankings of the Budget Amendment  
17 Increases, Council Members are to consider the proposed increases in  
18 priority order.
    - 19 1. Council must obtain majority consensus to the funding of each  
20 priority before moving on to the next item in the Consolidated Priority  
21 List.
    - 22 2. Council may fund any item on the Consolidated Priority List at the full  
23 amount requested, or a lesser amount.
  - 24 ii. Funding for each proposed increase amendment will come from  
25 consensus of:
    - 26 1. An amendment to increase revenues. (Note: Increases in existing  
27 revenue sources generally require a certification from the Mayor. The  
28 Mayor's certification is not required for new sources of revenue,  
29 revised fees or tax rates, committed fund balances reflected in an  
30 adopted ordinance or the City's Comprehensive Annual Financial  
31 Report ("CAFR") for the most recently ended fiscal year, and assigned  
32 fund balances reflected in the City's CAFR for the most recently  
33 ended fiscal year.)
    - 34 2. An amendment to decrease the budget.
  - 35 iii. Council is generally to consider increases in revenue before moving to  
36 consideration of budget decreases.
  - 37 iv. The requesting Council Member is to have up to two minutes to state the  
38 proposed means of funding.
  - 39 v. After the allotted two minutes, Council Members may have up to a  
40 combined total of three minutes to discuss the means of funding.
  - 41 vi. After the allotted time for discussion has expired (up to three minutes),  
42 the Chair is to call for majority consensus to the means of funding.

- 1           vii. If majority consensus is obtained, the request will be recorded by Council  
2           budget staff, and added to the list of funding sources.
- 3           h. At any time after the first attempt at funding the amendments on the  
4           Consolidated Priority List, any Member may request the Chair to call for  
5           majority consensus to finalize the budget, including those amendments that  
6           have been agreed to up to that point.
- 7           i. The requesting Council Member is to have up to two minutes to state  
8           the request.
- 9           ii. After the allotted two minutes, Council Members may have up to a  
10          combined total of three minutes to discuss the request.
- 11          iii. After the allotted time for discussion has expired (up to three minutes),  
12          the Chair is to call for majority consensus to the request.
- 13          iv. If majority consensus is obtained, consideration of further amendments  
14          is to be closed.
- 15          i. Following majority consensus to the Final Amendment Lists, Council budget  
16          staff will work with the City Attorney to draft the final budget amendments.

## 17 **10. Budget Adoption**

- 18          a. On the last day for amendment introduction, as set out in the budget  
19          calendar, or such earlier date as may be practical, the City Attorney will  
20          provide Council Members with the budget amendments.
- 21          b. Final budget amendments and all Budget-Related Ordinances are to be  
22          voted on for adoption at a meeting of City Council.