City of Arts & Innovation

Budget Engagement Commission

TO: **HONORABLE COMMISSIONERS** **DATE: FEBRUARY 22, 2018**

FROM: **FINANCE DEPARTMENT** **WARD: ALL**

SUBJECT: **AMEND MEETING RULES REGARDING ELECTION OF THE CHAIR AND VICE-CHAIR**

ISSUE:

Amend the meeting rules regarding the election of the Chair and Vice-Chair.

RECOMMENDATIONS:

That the Budget Engagement Commission (BEC) amend Article VI to elect the Chair and Vice-Chair at the first meeting in May of every year.

BACKGROUND:

Article VI – Officers and Staff Secretary of the current bylaws of the BEC require the election of the BEC Chair and Vice-Chair to occur at the first meeting in March of every year. *Article I – Meetings* of the bylaws sets regular quarterly meetings in February, May, August and November of each year.

DISCUSSION:

As an advisory body to the City Council on budgetary matters, the BEC provides critical input during the budget development period of January through April; the proposed budget is presented to the City Council in May. Moving the election of the Chair and Vice-Chair to the regular May meeting date would allow the BEC to conclude its activities related to budget development under existing leadership and would allow for a smooth transition of duties to the newly elected officers. Also, since there is no regular meeting in March, this will avoid the need for a special meeting just to elect new officers. Further, newly appointed BEC members are appointed in March and by changing the election this will allow for the new members to be seated and participate in that election.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Kristie Thomas, Interim Budget and Revenue Manager
Approved as to Availability of funds:	Adam Raymond, Chief Financial Officer/Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager

Attachments:

1. Revised Meeting Rules