

BUDGET ADVISORY COMMITTEE 2020-2021
Terms, Guidelines, and Duties

1. Purpose
 - a. The Budget Advisory Committee advises the City Council on expenditures, revenues, and financial policies
2. Length
 - a. The committee shall end June 30, 2021 with the end of the fiscal year 2020-2021 budget
3. Purpose
 - a. Advising the City Council regarding the expenditures, revenues, and financial policies in relation to the 2020-2021 Budget
 - b. The committee shall report to City Council on topics deemed important to the fiscal health of the City, encouraging public participation and input into fiscal decision making, and improving the transparency and accountability of City fiscal information and decision making. The committee shall perform duties assigned to it by the City Council and review any fiscally related goals and objective of the City Council. The Committee shall have such other functions as may be directed by the City Council.
4. Member Information
 - a. The committee shall have 11 community members
 - b. As much as possible, the committee shall be composed of a variety of ages ranging from 18 and older and shall reflect the geographical diversity of the City of Fairfield.
5. Member Requirements
 - a. Members must be residents of the City of Fairfield or have a business interest in the City.
 - b. A basic understanding of how a budget works is required.
 - c. Those with professional, community, or volunteer experience are preferred.
6. Member Term
 - a. Term will be to June 30, 2021, the end of fiscal year 2020-2021.
7. Expectations
 - a. The committee members shall receive no salary for serving.
 - b. The committee shall report to the City Council their findings quarterly, or as needed.
 - c. The committee shall meet at least once a month.
8. Appointment Process
 - a. There will be an application period and process ran by the Deputy City Clerk.
 - b. A special subcommittee is formed for the appointment of members to the Budget Advisory Committee (the "Subcommittee"). The Deputy City Clerk will coordinate with the Subcommittee. The Subcommittee will be comprised of Vice-Mayor

Bertani and Councilmember Timm, which will interview and select from the applicant pool maintained by the Deputy City Clerk.

- c. The Subcommittee shall recommend applicants to the Mayor.
 - d. The Mayor shall make the appointment from the recommended applicants by the Subcommittee. If none of the recommended applicants are acceptable to the Mayor, the Subcommittee shall recommend additional applicants until an appointment is made by the Mayor, which shall be subject to the final approval of the full Council.
9. Staff Liaison and Support
- a. The Finance Department will delegate staff to serve as the liaison.
 - b. City Manager will delegate a staff member for the agenda and minutes preparation.
 - c. City Manager will delegate staff as needed to support the committee.