

BAC Agenda Item Request

Effective: March 12, 2025

Last updated: March 3, 2025

Context

The Budget Advisory Commission (BAC) meets for two hours each month as a full body. During this meeting, we have standing items to discuss and approximately 60-75 minutes for varying discussions including Ad Hoc committee updates, presentations from organizations and City departments relevant to the BAC's work, and public comments. We have established the BAC Agenda Item Request process to make the best use of this time.

Process

1. **Send the following information to BAC leadership (Chair, Vice Chair, and Finance & Management Committee Liaison) at least two calendar weeks before the next BAC meeting**
 - What is the proposed agenda item and target BAC meeting?
 - How will this agenda item inform budget recommendations from the BAC?
 - Why should this item be discussed with the full BAC (vs. with a specific Ad Hoc)?
 - Is there anything driving the requested timing for this agenda item?

2. **Within one calendar week, BAC leadership concurs/defers/redirects**
 - a. *Concurs:* item will be added to requested meeting agenda
 - b. *Defers:* item will be slated for a future meeting but not immediately
 - c. *Redirects:* item may be more appropriate for an Ad Hoc or another Commission, rather than full BAC

3. **By 2pm PST the Thursday before the BAC meeting, BAC leadership shares finalized meeting agenda with City liaisons**
 - a. City Liaisons post agenda packet to BAC website