

Title: Administrative Policy Budget Advisory Committee	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 20
	Effective Date January 1, 2021
Policy Custodian Strategy, Innovation, & Finance and the Board of County Commissioners	Adoption/Revision Date December 15, 2020

Adopting Resolution(s): CC20-359

References (Statutes /Resos/Policies):

Purpose: To establish the Budget Advisory Committee, specify its membership and terms, and define its responsibilities.

Policy: Budget Advisory Committee

A. Establishment

The purpose of the Budget Advisory Committee (BAC) is to review and make recommendations regarding:

1. County budgetary and fiscal goals as to whether they reflect the expectations and priorities of the Jefferson County community.
2. Budgetary planning documents, major capital projects schedules, and ad hoc committee efforts, to ensure they align with the county’s strategic planning process.

B. Responsibilities

1. The BAC reports to staff on all recommendations.
2. Meetings
 - a. Regular meetings of the committee shall be held a minimum of 4 times a year (quarterly) or more frequently as requested by a majority of the BAC members or by the Chair.
 - b. Special meetings may be called by the Chair.
 - c. The meetings shall be open to the public and minutes of such meetings shall be kept. BAC shall make meeting notices, agendas, date, time and location of regular and special meetings available to the public.
3. More than fifty percent (50%) of the members shall constitute a quorum.

4. Remuneration
Members shall not be compensated.

C. Membership

1. Composition

The committee shall be comprised of seven members as identified below. Jefferson County elected officials, appointed officials, or county staff may not be a member of the BAC. Members shall be Jefferson County residents, unless otherwise approved by the Board of County Commissioners (BCC).

- a. Three (3) members that have experience overseeing budget production for a medium to large sized organization in Jefferson County, CO, with preference given to those with government experience.
- b. Two (2) members that are business owners in Jefferson County, CO.
- c. One (1) member from a non-profit organization in Jefferson County, CO.
- d. One (1) member that is a citizen of Jefferson County, CO that meet qualifications.

2. Qualifications

Each committee member shall be appointed based on their demonstrated expertise in the following areas:

- a. Understanding of generally accepted accounting and budgeting principles, including standards for local government budgeting and financial reporting as issued by the Governmental Accounting Standards Board and an understanding of financial statements.
- b. Working knowledge of the laws and regulations applicable to local governments is preferred.
- c. Ability to assess the general application of the foregoing principles and standards.
- d. Experience developing and evaluating budgetary information that present a breadth and level of complexity of financial operations.
- e. Ability to understand the financial priorities of a multi-faceted organization and to align needs through a strategic planning process.
- f. Understanding of internal controls and procedures for financial reporting.

3. Terms

- a. Members serve at the pleasure of the BCC, and may be removed with or without cause, at the discretion of the BCC.

- b. Members are appointed for a two (2) year term. If requested by the BCC, a member may continue to serve after a term has expired while a new appointment is pending. Note: For the initial establishment of the committee, three (3) members will have one-year terms, and four (4) members will have two-year terms in order to stagger the term end dates.
- c. Membership may be terminated (1) written resignation by the member; (2) two (2) consecutive unexcused absences in twelve (12) consecutive months; or (3) revocation by the BCC.

4. Conflict of Interest

A member of the committee shall avoid conflicts of interest, actual or perceived, by not: 1) voting on matters under consideration by the committee a) regarding the provision of services by such member (or an entity that such members represents); or b) that would provide direct financial benefit to such member or the immediate family of such member; or 2) engaging in any other activity determined by the County Attorney to be a conflict of interest.

5. Vacancies

Vacancies shall be filled by appointment by the BCC.

6. Absences

Members may be not select alternates to represent him/her at committee meetings.