

City Council Action Item Cover Sheet

DATE: November 7, 2018

Agenda Item:

Finance Committee Membership

Question Before Council:

Approval of Resolution 2018-37. Direction as to whether to revise Section 3.10.010
Membership

Person/Group Initiating Request:

City Manager

Item Summary/Background:

In response to Council's inquiry about the history of the Finance Committee, the City Manager has found Resolution 2007-10-01 which discusses the duties and membership of the Finance Committee. Additionally, Ordinance 330 outlines the changes to the CIP Planning Subcommittee completed in 2014. The language in Ordinance 330 reflects the current language in the Code.

Resolution 2007-10-01 clearly outlines membership of the Finance Committee. With the addition of the Library, this membership makes sense as it ensures that each Commission, the Budget committee, Council, and the Administrators office is a member. I have included a lined version of the suggested changes, as well as, a cleaned-up version of 2018-37 for discussion.

Resolution Recommendation: Upon discussion and review, the City Manager recommends that the Council consider the following motion: I move to accept Resolution 2018-37; A Resolution Modifying the Yachats Advisory Finance Committee.

Ordinance Recommendation: Upon discussion, the City Manager Recommends that the Council provide direction to the City Manager as to whether to modify Section 3.10.010 to go back to more specificity in CIP Subcommittee membership.

**CITY OF YACHATS
RESOLUTION NO. 2007-10-01**

WHEREAS, small cities lack staff resources to provide comprehensive financial analysis. Existing staff that could do this work are assigned other duties and don't have the time studies and analysis often require; and

WHEREAS, there tends to be a reliance on financial consultants who are expensive; and

WHEREAS, the City Recorder would benefit from the opportunity to discuss financial issues with other professionals; and

WHEREAS, Yachats has retired volunteers with financial and analytical skills;

NOW THEREFORE, the City of Yachats resolves to authorize the creation of the Yachats advisory finance committee to provide financial expertise in recommendation to the City Council and Commissions.

Duties:

- Provide financial expertise in recommendations to the City Council and commissions for utility rates studies, property taxes decisions, changes in other taxes, other sources of revenue and financial agreements.
- Provide a long term horizon for fund balance projections (3-5 years)
- Provide a "state of the City" financial report to the City Council – This would be a snapshot of how the financial long term picture looks given certain assumptions.
- Provide a financial framework for a Drainage utility fund
- Assist the City Recorder on special projects like:
 - Review and recommend changes to the City budget document
 - Review and comment on the CIP document and process
 - Is development paying their fair share of the infrastructure and operational costs?
 - How can the City organize / present information to improve decision making?
- Other projects assigned by the City Council

The committee's role is advisory.

Membership:

- Members should have skills in finance, analysis, budgets, and taxes.
- Experience with Excel and an e-mail account are desirable.
- Members will include one individual from Public Works, Planning, Parks & Commons, Budget Committee, Council, and the City Recorder

This Resolution is memorializing an action taken by City Council at the October 11, 2007 meeting and was effective as of that date.

Attest:

Susanne Smith, Mayor

Nancy Batchelder, City Recorder

2007-10-01 - Finance Committee

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**CITY OF YACHATS
ORDINANCE NO. 330**

**AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 3.10 –
CAPITAL IMPROVEMENT PLANNING AND PLANNING SUB-COMMITTEE**

WHEREAS, the procedure used to develop the Capital Improvement Plan has become a function of the Finance Committee; and

NOW THEREFORE, the City of Yachats ordains that Chapter 3.10 – Capital Improvement Planning and Planning Sub-Committee shall be amended to read as follows:

Chapter 3.10 - Capital Improvement Planning And Planning Sub-Committee

Sections:

- 3.10.010 Membership
- 3.10.020 Powers and Duties
- 3.10.030 Capital Improvement Program - Annual Report to City Council
- 3.10.040 Capital Improvement Program - Adoption and Appropriations
- 3.10.050 Capital Improvement Program - Public Report

Section 3.10.010 Membership

~~The City Council shall establish and appoint a Sub-committee to be known as the CIP Sub-committee. The Sub-committee shall be composed of representatives of entities with capital improvement authority. The Sub-committee shall include one member of the Little Log Church and Museum Board, the Library Commission, the Public Works and Streets Commission, the Parks and Commons Commission, one citizen at large, the Public Works Director, and the Budget Officer. The chair shall be the Budget Officer. A quorum of four members is required to meet. The City Council shall establish and appoint a Finance Committee which shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Chair of the Finance Committee shall also serve as the Chair of the CIP Sub-Committee.~~

(Ord. 248, Add, 12/10/2004)

Section 3.10.020 Powers and Duties

The Sub-committee, at public meetings, shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which: 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life of at least five years; and 3) cost over \$5,000. Each year, commission chairs, boards, and department heads, shall submit capital project requests to the Sub-committee including information for all anticipated projects requiring Council action during the ensuing ~~six-five to ten~~ years. Submissions shall be on the proscribed forms provided by the City's budget officer. The Sub-committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the city. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Sub-committee's report or the Sub-committee shall first have submitted a report to the City council explaining the omission.

(Ord. 248, Add, 12/10/2004)

Section 3.10.030 Capital Improvement Program - Annual Report to City Council

The Sub-committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program ~~including~~ including recommended capital improvements for the

following five fiscal years. The report shall be submitted to the City Council for its consideration and approval. The first year amounts shall be included in the proposed budget for the next year.
(Ord. 248, Add, 12/10/2004)

Section 3.10.040 Capital Improvement Program - Adoption and Appropriations

Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been so approved by the city through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.
(Ord. 248, Add, 12/10/2004)

Section 3.10.050 Capital Improvement Program - Public Report

The Sub-committee's report and the Council's recommended Capital Budget shall be published and made available to the public. The Sub-committee shall deposit its original report with the City Recorder.
(Ord. 248, Add, 12/10/2004)

PASSED AND ADOPTED by the City Council of the City of Yachats on this _____ day of _____.

Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____

APPROVED by the Mayor this _____ day of _____.

Attest:

Ronald L Brean, Mayor

Nancy Batchelder, City Recorder

CITY OF YACHATS

RESOLUTION NO. ~~2007~~2018-40-0137

A RESOLUTION MODIFYING THE YACHATS ADVISORY FINANCE COMMITTEE

WHEREAS, small cities lack staff resources to provide comprehensive financial analysis. Existing staff that could do this work are assigned other duties and don't have the time studies and analysis often require; and

WHEREAS, there tends to be a reliance on financial consultants who are expensive; and

WHEREAS, the City ~~Reeorder-Manager~~ would benefit from the opportunity to discuss financial issues with other professionals; and

WHEREAS, Yachats has ~~retired~~-volunteers with financial and analytical skills;

NOW THEREFORE, the City of Yachats resolves to authorize the creation of the Yachats advisory finance committee to provide financial expertise in recommendation to the City Council and Commissions.

Duties:

- Provide financial expertise in recommendations to the City Council and commissions for utility rates studies, property taxes decisions, changes in other taxes, other sources of revenue and financial agreements.
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- Provide a financial framework for a Drainage utility fund
- Assist the City ~~Reeorder-Manager~~ on special projects like:
 - Review and recommend changes to the City budget document
 - Review and comment on the CIP document and process
 - Is development paying their fair share of the infrastructure and operational costs?
 - How can the City organize / present information to improve decision making?
- Other projects assigned by the City Council

The committee's role is advisory.

Membership:

- Members should have skills in finance, analysis, budgets, and taxes.
- Experience with Excel and an e-mail account are desirable.
- Members will include one individual from Public Works, Planning, Parks & Commons, Library, Budget Committee, Council, and the City ~~Reeorder~~Manager's Office

This Resolution is memorializing an action taken by City Council at the October 11, 2007 meeting and was effective as of that date. Effective Date: This Resolution shall take effect immediately upon its adoption. Passed and adopted by the Yachats City Council the 7th day of November, 2018

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Attest:

~~Susanne Smith~~Gerald Stanley, Mayor
City Recorder Manager

~~Nancy Batchelder~~Shannon Beaucaire

2007-10-01 - Finance Committee2007-10-04 - Finance Committee
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committee.docx\\sbs2044\shared_data\resolutions\historical-years\2007\2007-10-01 - finance-committee.doc

**CITY OF YACHATS
RESOLUTION NO. 2018-37**

A RESOLUTION MODIFYING THE YACHATS ADVISORY FINANCE COMMITTEE

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Attest:

Gerald Stanley, Mayor

Shannon Beaucaire, City Manager

