

**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 Sup-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