

City Council Action Item Cover Sheet

DATE: January 16, 2019

Agenda Item:

Ordinance 355

Question Before Council:

Consideration and discussion of Ordinance 355

Person/Group Initiating Request:

City Manager

Item Summary/Background:

The drafted red-line ordinance presented to Council includes updates from the January 2 Council discussion. If Council moves to approve Ord. 355

The City Manager recommends, after considering any comments, the Council consider the following motion:

I move to approve Ordinance 355.

Alternative: Continue discussion and not approve Ordinance 355.

**CITY OF YACHATS
ORDINANCE NO. 355**

**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 – ~~Finance Committee and~~ 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 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.~~ The Finance Committee shall include, at least seven (7) members, one representative from the Public Works & Streets Commission, Planning Commission, Parks & Commons Commission, Library Commission, Budget Committee, City Council, and the City Manager's Office.

The City Manager's Office Finance Committee Representative shall serve as the Chair of the committee; however, will be an ex-officio (non-voting) member of the committee. Citizen membership is strongly encouraged. The representatives shall be appointed from their respective entities. The Finance Committee shall appoint citizen members. Members can be removed from the Committee by City Council for cause.

(Ord. 248, Add, 12/10/2004, Add 1/16/2019)

Section 3.10.020 Powers and Duties

The ~~Sub-committee~~ Finance Committee, at public meetings, shall:

- 1) Provide financial expertise in recommendations to the City Council and Commissions for utility rate studies, property tax decisions, changes in other taxes, and studies or recommendations for other sources of revenue and financial agreements;
- 2) Provide a long term horizon for fund balance projections (3-5 years);
- 3) 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.
- 4) Assist the City Manager on special projects like:
 - a. Review and recommend changes to the City budget document
 - b. Review and comment on the CIP document and process
 - c. Advise if development paying their fair share of the infrastructure and operational costs

- d. Advise how can the City organize / present information to improve decision making
- 5) Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
- a. 1) are purchased or undertaken at intervals of not less than five years;
 - b. 2) have a useful life of at least five years; and 3) cost over \$5,000. and
- 6) Other projects assigned by the City Council

Each year, commission chairs, boards, and department heads, shall submit capital project requests to the ~~Sub-committee~~Finance 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~~Finance 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 Add 1/16/2019)

Section 3.10.030 Capital Improvement Program - Annual Report to City Council

The ~~Sub-committee~~Finance 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. The first year amounts shall be included in the proposed budget for the next year for consideration by the Budget Committee.~~
(Ord. 248, Add, 12/10/2004 Add 1/16/2019)

Section 3.10.040 Capital Improvement Program - Adoption and Appropriations

~~Such Capital Improvement Program~~Adoption of the City's budget, after its adoption, shall permit the expenditure on Capital Improvement pProjects 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 Add 1/16/2019)

Section 3.10.050 Capital Improvement Program - Public Report

The ~~Sub-committee's~~Finance Committee's report and the City Council's recommended Capital Budget shall be published and made available to the public. The ~~Sub-committee~~Finance Committee shall deposit its original report with the City ~~Recorder~~Manager's Office.
(Ord. 248, Add, 12/10/2004 Add 1/16/2019)

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:

W. John Moore, Mayor

Shannon Beaucaire, City ~~Recorder~~Manager