

**CITY OF YACHATS  
ORDINANCE NO. 370**

**(AMENDED ORD. 248 OF 12/10/2004 AND ORD. 355 OF 1/16/2019)  
AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 3.10**

**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 shall be amended to read as follows:

**Chapter 3.10 – Finance Committee and Capital Improvement Planning**

**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 that shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Finance Committee will work with the Commission Chairs and serves in an advisory role to the City Council.

The City Manager shall serve as the Chair of the Finance Committee.

The Finance Committee shall include 4-6 members skillful in financial analysis.

Nomination for membership will be made jointly by the Mayor, the Council President, and the City Manager in consultation with the Finance Committee. Each representative will be appointed by the City Council for a specified term. Members can be removed from the Committee by City Council for cause.  
(Ord. 248, Add, 12/10/2004, and Ord. 355 Add 1/16/2019)

**Section 3.10.020 Powers and Duties**

The Finance Committee's mission is to address the City's long-term financial planning. This may include complex organizational issues that impact Capital Improvement Planning, reserve generation, and other long-term financial planning.

The Finance Committee, at public meetings, shall:

- 1) Provide financial analysis as requested by the City Manager.
- 2) Provide a long-term horizon for fund balance projections; including appropriations of remaining projects documented in master plans; revenue, capital expenditures, and reserve balances.
- 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 including, but not limited to:
  - a. Review and recommend changes to the City Budget document by the Supplemental Budget process

- b. Provide project updates, changes, and substitutions for projects in City's CIP plan
  - c. Advise whether system development charges provide for an equitable share of infrastructure and operational costs
  - d. If requested by the City Manager, advise on how City Manager organizes the Financial Staff
  - e. Advise on creation and maintenance of City's Financial reporting.
- 5) Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
- a. are purchased or undertaken at intervals of not less than five years;
  - b. have a useful life of at least five years; and
  - c. cost over \$5,000; and
- 6) Other projects assigned by the City Council.

Each year, commission chairs and staff shall submit capital project requests that have completed the Discovery Phase of the CIP Process or were previously documented in the city's master plans. The 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. The Finance Committee will provide a completed CIP to the City Council for approval prior to completion of the annual budget. (Ord. 248, Add, 12/10/2004 and Ord. 355, Add 1/16/2019)

**Section 3.10.030 Capital Improvement Program - Annual Report to City Council**

The Finance Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report shall be submitted to the City Council for its consideration and approval. Following Council approval, 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**

Adoption of the City's budget, shall permit the expenditure on Capital Improvement 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 Add 1/16/2019)

**Section 3.10.050 Capital Improvement Program - Public Report**

The Finance Committee's report and the City Council's recommended Capital Budget shall be published and made available to the public. The Finance Committee shall deposit its original report with the City 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:

\_\_\_\_\_  
Leslie Vaaler, Mayor

\_\_\_\_\_  
Heide Lambert, City Manager