

# City Council Action Item Cover Sheet

DATE: Feb 20, 2019

**Agenda Item:**

Ordinance 355

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**Question Before Council:**

Amending Municipal Code Ch 3.10

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**Person/Group Initiating Request:**

Council

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**Item Summary/Background:**

Attached Ordinance to be accepted

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**CITY OF YACHATS  
ORDINANCE NO. 355**

**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 which shall also serve as the Capital Improvement Planning Committee (CIP 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 representative from the City Manager’s Office shall serve as the Chair of the committee and will be a voting member. The representatives shall be appointed from their respective bodies. Citizen membership is strongly encouraged. 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 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 developments are paying their fair share of the infrastructure and operational costs
  - d. Advise how the City can organize / present information to improve decision making
- 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 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 Finance Committee including information for all anticipated projects requiring Council action during the ensuing five to ten years. Submissions shall be on the proscribed forms provided by the City's budget officer. 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.

(Ord. 248, Add, 12/10/2004 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 five fiscal years. The report shall be submitted to the City Council for its consideration, possible amendment, and 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:

\_\_\_\_\_  
W. John Moore, Mayor

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Shannon Beaucaire, City Manager