1. 9:30 A.M. Agenda

   Documents:

   2022-02-03 WS-Reg Council Agenda .Pdf

2. 9:30 A.M. Meeting Materials

   Documents:

   1. WS Charge Letter.pdf
   2. III.1 Martin Desmond Email.pdf
   3. III.2 LCC Request For Straw Vote 12-28.Pdf
   4. III.3 Climate Survey Results Final 12-10.Pdf
   5. IV.1 Council 2022 Goals.pdf
   6. IV.2 Finance Committee.pdf
   7. IV.2 355 January 19 Suggested Version.pdf
   8. IV.2 355 Edited As Of January 6 And Presented For Council Consideration .Pdf
   9. IV.2 355 - Finance Committee Final.pdf

CITY OF YACHATS
CITY COUNCIL WORK SESSION & COUNCIL MEETING
Yachats OR
Thursday, February 3, 2022, at 9:30am
To Be Held Via Zoom

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/84651149572

Meeting ID: 846 5114 9572
One tap mobile
+16699006833,,84651149572# US (San Jose) 12532158782,,84651149572# US +(Tacoma)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 846 5114 9572
Find your local number: https://us02web.zoom.us/u/kSBzkyLt1

Work Session

I. Charge Letters for the Commissions
II. Agenda for February 9 joint meeting with the Parks and Commons
III. City Manager Transition

The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Regular Council Meeting

I. Announcements, Correspondence, Proclamation

II. Public Comment: **Topics not listed on the agenda**
5-minute limitation per person

III. New Business

a. Proposal for a November "straw vote" for Lincoln County voters concerning a voluntary goal to become carbon neutral by 2035 (presentation by Martin Desmond)

IV. Old Business
a. Approval of 2022 Council goals
b. Finance Committee

IV. City Manager Report

V. Other Business
a. From Mayor
b. From Council
c. From Staff

The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance.

Draft 4

Dear Commission Member, Date

Thank you for your willingness to serve on the Yachats Parks and Commons Commission. Yachats is fortunate to have individuals such as yourself who volunteer their time, knowledge, and experience to our Commissions. Our Commissions, and the volunteers on them, are integral to the functioning of our city.

The Council desires to improve the efficiency and effectiveness of the process by which the Commissions move their work forward to the Council. We have discussed areas that we believe could be improved and now wish to present a solution.

The Council asks that when you have a project, recommendation, or request needing Council action, your Commission submits it to the City Manager by providing ~~it~~ a cover letter providing the following information:

Commission Name:
Date submitted:
Name of Submitter:
Title of Project, recommendation, or request:

Community Implications:

- Briefly describe the background of how this item came forward (i.e., the history, the value for the community).

- Referencing sources, describe input obtained from citizens, commissions, staff, consultants, and other that resulted in the recommendation being brought forward.

Budgetary implications

- What is the estimated cost for this project? What is the source of this estimate, and your confidence that it is within 10% of the actual cost? Has funding for the project been identified and or approved?

- Recommended timeline for start and finish. Explain any critical dates.

Environmental Considerations

- Describe real or potential impact of this project on the environment (Air, water, earth, natural resources).

The cover letter will provide important information to help the Council understand the request and to act on it in a timely manner.

Following submission, the City Manager, in collaboration with the Mayor, will determine placement on the Council Agenda and will notify the Commission Chair. If the proposal is approved, the City Manager assumes the administrative responsibility for the project.

The City Council looks forward to a productive year working with the Parks and Commons Commission. Should you have any questions or comments, please contact Mayor Vaaler.

DRAFT

Update about our request for a county climate "straw" vote

Martin Desmond <martinjdesmond@gmail.com>

Thu 1/13/2022 7:46 PM

To: Leslie Vaaler <Leslie@YachatsMail.org>; Greg Scott <CoastGuy46@gmail.com>; Anthony Muirhead <Anthony@YachatsMail.org>; Ann@yachatsmail.org <Ann@YachatsMail.org>; Mary Ellen O'Shaughnessey <MaryEllen@YachatsMail.org>

2 attachments (903 KB)

LCC Request for Straw Vote 12-28.pdf; Climate survey results final 12-10.docx;

Hi Mayor Vaaler and City Councilors,

I would like to give a brief update about our request to the Lincoln County Commissioners to place a "straw vote" on the November ballot to ask Lincoln County voters to adopt a voluntary goal to become carbon neutral by 2035.

Several of us met with Commissioner Jacobson last Thursday and Commissioner Hall last Tuesday. We have a meeting scheduled with Commissioner Hunt this coming Thursday. We are giving a presentation before the Toledo City Council next Wednesday. We have also been asked by the Newport City Manager to give a presentation and that date and time is being scheduled to the Newport City Council.

We would like to give a brief presentation to the Yachats City Council to request your support for the straw vote to be placed before the Lincoln County voters for the November election. Let me be clear that we are not asking that the Yachats City Council take an actual position on our straw vote proposal, but we are only asking that the Yachats City Council support that the climate straw vote be placed before the voters in the November election.

Our presentation will be quite brief (less than 5 minutes) and we can then take questions from the Council. For ease, I have attached our letter to the county commissioners as well as our news release from two years ago about our non-scientific climate poll. Thank you for your interest.

Martin

Citizens for a Better Lincoln County
PO Box 2011, Newport, Oregon 97365

December 28, 2021

Commissioner Kaety Jacobson
Commissioner Claire Hall
Commissioner Doug Hunt
Lincoln County Courthouse
225 West Olive Street
Newport, Oregon 97365

Re: Request for straw vote approval for Lincoln County to become carbon neutral by 2035

Dear Commissioners:

As you are aware, our two organizations generated a 65-page Lincoln County Climate Action Plan in August 2020 which has a goal for Lincoln County to become carbon neutral by 2035. One of the action elements in our plan is to seek a county wide initiative for Lincoln County residents to vote to establish a voluntary goal for the county (not just the government) to become carbon neutral by 2035.

We contacted County Clerk Dana Jenkins to ask about the steps for the initiative process for our voluntary goal several weeks ago. Mr. Jenkins then contacted the county counsel office. The county counsel responded *"Dana, thank you for forwarding this to me. It is the position of the Counsel's Office that the proposed initiative, which calls for an advisory vote, is not legislative and is thus not a proposed law as required by Section (1)(2)(d) Article IV of the Oregon Constitution. Therefore, the proposed advisory vote cannot be done by county initiative"*

I then sought some additional legal resources who directed me to LCC Chapter 8.005 to 8.035. In part, this section provides for a *"procedure by which the Board may submit questions to the electorate for an advisory opinion."* 8.015 Scope states: *"Any matters of county concern may, in the discretion of a majority of the Board, be put on the ballot for a straw vote."* 8.020 Ballot Questions states: "*Any person, agency of government, or public interest group may submit a matter of county concern to the Board for a straw vote. Ultimate authority in determining whether a question will be placed on the ballot will be the Board."*

The question – which is certainly open to editing – is the following: Should Lincoln County residents adopt a voluntary goal to become carbon neutral by the year 2035?

What we envision is that individuals, families, businesses, industries, and government entities could voluntarily decide how they themselves would become carbon neutral by 2035. For example, Hallmark

Resorts could voluntarily adopt this goal and then calculate out the carbon footprint of its operations as well as the carbon footprint of their customers who stay at their facility. For its customers' transportation footprint, Hallmark could then contribute to a carbon offset program. The GP facility in Toledo is actually the largest greenhouse gas emitter of any manufacturing facility (according to the DEQ) process in the state of Oregon GP could figure out how to best capture its greenhouse gas emissions. In fact, the Oregon Environmental Quality Commission approved the Climate Protection Plan two weeks ago which will require large industrial facilities to reduce their climate pollution by 50% by 2035. For individuals and families, they could figure out how they could best achieve carbon neutrality through a combination of means.

By having a straw vote on becoming carbon neutral voluntarily, we could demonstrate that a majority of Lincoln County residents recognize that climate change is serious and that we as a community are willing to voluntarily take action. This straw vote, if successful, would be a grass roots effort and show that there is community support.

While Lincoln County commissioners and other LC councils have passed climate resolutions, we feel that it is important to involve the community to also make such a resolution. If the Board approves the placing of the straw vote question on the ballot, we would establish a political action committee to fund this effort. As the Board is aware, we have given many in-person and Zoom presentations over the past four years on climate issues. We will be travelling throughout the county to promote a yes vote on this straw vote. We request that you place this straw vote for the November 2022 election.

Section 8.035(2) Procedure by Board states: *"Within 10 days after the notice required by subsection (1) of this section, the person proposing the question shall post security in an amount approved by the Board to pay for all expenses of the straw vote."* Would it be possible to provide an early estimate of the projected expenses of the straw vote? Thank you for your interest in this important matter.

Sincerely,

Martin Desmond	Bill Kucha	Fran Recht
Monica Kirk	Robin Hochtritt	Dorothy Stern-Kucha
Rolla Cleaver	Joanne Cvar	June O'Connor
Paul Engelmeyer	Debra Fant	Maria Kraus
Victoria Megowan	Fred Holzmer	Jay Fineman

Cc: County Clerk Dana Jenkins
State Senator Dick Anderson
State Representative Dave Gomberg
Newport Mayor Dean Sawyer and City Council members
Lincoln City Mayor Susan Wahlke and City Council members
Toledo Mayor Rod Cross and City Council members

Waldport Mayor Greg Holland and City Council members
Yachats Mayor Leslie Vaaler and City Council members

For immediate release - December 10, 2019
For more information: Martin Desmond
cclnewport@gmail.com 541-968-5143

Lincoln County survey shows residents want to see action to combat climate change

The Citizens' Climate Lobby – Newport group (CCL) and the 350 Oregon Central Coast (350) have released the results of a 32 question climate change survey of Lincoln County residents which showed that 88% of the 123 respondents agreed that human activity is contributing to climate change. Over 65% of the respondents agreed that the Sixth Mass Extinction (ongoing extinction of other species) is happening right now. Over 70% of the respondents believe that climate change is a serious threat to current generations.

"The results of our survey show that the survey respondents overwhelmingly believe that the climate crisis is human-caused and poses a serious threat to life forms on the planet Earth," says Martin Desmond, co-chair of the CCL Newport group. "The survey also showed that the respondents want both government and industry to take an active role to combat greenhouse gas emissions. Over 70% of the respondents would support a county ballot measure to endorse a carbon neutral goal for Lincoln County by 2035. In addition, 25% of the respondents were willing to pay upwards of 5% of their income to solve the climate issue."

The two environmental groups had released a survey in late August 2019 asking 32 questions for Lincoln County residents about their views of climate change. The survey included a variety of different questions about the location of the respondent, the political and cultural background, how the respondent views human-caused climate change, and what steps and actions would the respondent support to solve the climate crisis. The groups had submitted news releases to the local news media and social media in an attempt to secure as many responses as possible. While there was an attempt to solicit as many viewpoints as possible, CCL and 350 agree that the poll is not as scientifically valid as a Gallup or Pew poll.

Of the 123 respondents, over 95% were from Lincoln County cities.

Town	Percent response
Newport	34%
Lincoln City	13%
Yachats	11%
Depoe Bay	7%
Waldport	6%
Toledo	5%

The other respondents were spread throughout the rural parts of Lincoln County.

The respondents were asked about their political and cultural attitudes:

Political classification	Percent
Conservative	9%
Moderate	13%
Libertarian	2%
Liberal	22%
Progressive	37%
Independent	13%
Other	5%

Regardless of political affiliation, an overwhelming 88% of the respondents agreed that human activity is contributing to climate change. In a similar vein, 73% agreed that climate change is a serious threat to current generations. However, when asked if climate change was a serious threat to future generations, a smaller majority of 63% of the respondents agreed.

Large majorities supported action being taken by local governments to reduce greenhouse gases including increasing the availability of public transportation (63%); supporting the development of wind and solar energy (71%); supporting the development of wave energy (64%); supporting improvement of energy efficiency in public and private buildings (77%); and support more options to increase the use of recyclables (77%).

On the national and state levels, 79% supported the United States re-joining the Paris Climate Accord and 63% supported HB 2020 – Clean Energy jobs bill that nearly passed in the 2019 Oregon State Legislative session and will be considered again in the 2020 session.

While there was strong support for government and industry to take action, the respondents did not display much confidence. When asked about federal, state, and local action, individuals responded:

Very confident	21%
Somewhat confident	39%
Not at all confident	34%
Other	6%

Interestingly, the respondents showed more confidence in the ability of business and industry to reduce greenhouse gases:

Very confident	27%
Somewhat confident	37%
Not at all confident	29%
Other	7%

When asked if more concerned about the financial costs to mitigate climate change or the ecological impacts of climate change, 61% were more concerned about the ecological impacts rather than the economic impacts. 24% were equally concerned about ecological and economic impacts while less than 10% were just concerned about the economic impacts.

Respondents were asked what they would be willing to do to reduce their consumption with eight choices. The top choice by 66% of the respondents was to eat less meat. The second category was to partake in an electric audit to reduce energy use. 52% of the respondents were willing to travel less by air.

While Americans typically want something done, but are not willing to pay the costs, this survey indicated that individuals are willing to pay for actual mitigation costs to reduce greenhouse gases. A surprising 26% of the respondents were willing to pay up to 5% of their income to pay for actual mitigation. Only 19% of the respondents said that they were not willing to pay anything, while the others chose various percentages from 1% to 5%.

The respondents showed surprisingly strong support of 70% for a county-wide or city-wide ballot initiative to be placed on the ballot in 2020 to endorse a carbon neutral goal by 2035 for the cities and towns of Lincoln County.

Respondents also supported a modest increase in the tourist room tax for Lincoln City, Newport, and Lincoln County by a 3.5 to 1 factor to pay for the mitigation costs of greenhouse gases generated by tourists. By a smaller majority, 51% of the respondents would support a prepared food tax (primarily restaurants) for Newport for those mitigation costs.

The survey also asked questions about the purchase of electric cars since Central Lincoln PUD is nearly 100% carbon free. 44% of the respondents would be willing to consider buying or leasing an electric car. However, when asked about what factors are holding people back from purchasing electric cars, 33% said that they didn't think that the electric cars had sufficient range, 24% said that electric cars are too expensive, and 9% would not know if they would save money by driving an electric car. Nevertheless, 76% supported the building of more electric car stations in Lincoln County.

The survey asked respondents about the reasons why HB 2020 – the cap and invest climate change bill- failed to become law. The format of the question allowed for multiple responses. 51% of the respondents said that the legislative process had become too polarized between the Democrats and the Republicans. 49% said that the walking out by the Republican state senators effectively killed the bill. Surprisingly, only 16% felt that the bill did not pass because the gasoline and diesel prices would have risen too much. Plus, only 12% thought that the bill was too complex.

On the local level, 45% of the respondents would be willing to partake in neighborhood resilience efforts. Those actions showed that 58% would be willing to develop water cisterns; 49% would be willing to do community gardens; and 55% would be willing to help develop renewable electric micro grids.

A resounding 80% of the respondents supported the creation of local climate action plans for the cities and towns of Lincoln County.

"Our two environmental groups – CCL and 350 Oregon Central Coast – have been holding a series of public meetings in Waldport, Lincoln City, and Newport to discuss the development of a climate action plan. We will be releasing the citizen-drive action plan in the spring 2020," said Desmond.
A copy of the climate survey PowerPoint presentation can be obtained by sending an email to cclnewport@gmail.com.

Council's 2022 Goals

Improve timeliness, relevance, quality and effectiveness of city service delivery

1. Recruit, evaluate, and hire City Manager.
2. Track and measure resident satisfaction with City requested services.
3. Work on priority items from Water and Wastewater Master Plans.

Prioritize and demonstrate environmental responsibility in all actions and decisions

1. Take action on priorities relative to water sustainability.
2. Complete local wetland inventory and have it adopted by the state.

Strengthen relationships with Community

1. Conduct comprehensive community survey.

Provide a safe environment

1. Continue work on walkway project.
2. Ensure that intersections and streets have appropriate signage and other modifications to protect citizens and visitors.
3. Prioritize maintaining adequate water flows for fire safety and user needs.

Demonstrate Financial Responsibility

1. Pass an ordinance regarding the Finance Committee that addresses the expertise needed on the committee and the role of the committee.

Housing

1. Support avenues that address the lack of housing.

Public Works Staffing

1. Recognizing the importance of appropriately trained operators for City's water and wastewater plants, budget for public works hiring that addresses succession planning.

Council initiated discussion of a draft of a revised ORD. 355 at its January 6 meeting. It was decided that the draft, along with enacted ORD 355, should be placed in the packet for the January 19 meeting, and that further discussion would take place at that meeting. Only three Councilors were present for this discussion, and it was agreed that further consideration should take place on February 3. Council can now hopefully agree upon a version that is ready to be considered at a public hearing.

DRAFT FOR COUNCIL CONSIDERATION, JANUARY 19, 2022

CITY OF YACHATS
ORDINANCE NO. 355 (AMENDED ____)

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 Commissions 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, 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 (3-5 years) including revenue, capital expenditures, and reserves.
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, 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 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 Katherine Guenther, City Manager

DRAFT FOR COUNCIL CONSIDERATION, JANUARY 6, 2022

CITY OF YACHATS
ORDINANCE NO. 355 (AMENDED ____)

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:

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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 Commissions and serves in an advisory role to the City Council.

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

The size and composition of the Finance Committee may vary over time, with a target size of five to eight members. It is highly desirable that the Committee include a member of City Council, a member of the Budget Committee who is not also a member of the City Council, and a member of the Public Works and Streets Commission or other individual who is very familiar with Public Works. If the Committee does not include a member of the Public Works and Streets Commission, or the Parks and Commons Commission, or the Library Commission, it should designate one of its members as a liaison to that Commission. It is very helpful that the Committee includes community members who possess relevant knowledge and experience, along with the ability to be actively-engaged members of the Committee.

Nomination for membership will be made jointly by the Mayor, the Council President, and the City Manager. 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, 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 (3-5 years) including revenue, capital expenditures, and reserves.

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) Without becoming bogged down with operational issues, 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, 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 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 Katherine Guenther, City Manager

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

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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 City Manager's Office Finance Committee Representative shall serve as the Chair of the committee and will be a voting member. The representatives shall be appointed from their respective Commissions. 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 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. 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 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 Shannon Beaucaire, City Manager