Resolution 2008-8

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALEM, ESTABLISHING THE SALEM CITY COUNCIL FINANCE COMMITTEE AND MAKING PROVISION THEREFOR

Whereas, the City Council of the City of Salem has adopted financial policies for debt and investments, but has not yet adopted a comprehensive set of financial policies to guide financial planning and management; and

Whereas, financial policies are necessary to provide guidance to the City Council and City Staff in the preparation of financial forecasts and budgets, to thereby ensure the City has the capacity to provide services and to sustain appropriate and necessary levels of service into the future; and

Whereas, Rule 1 of the City Council Rules adopt Robert's Rules of Order as the rules for its proceedings, unless Council Rules or other law provide for another procedure; and

Whereas, Rule 50 of Robert's Rules provide that standing committees "must be constituted by name (a) by a specific provision of the bylaws or (b) by a resolution . . . if all business of a certain class is to be automatically referred to the committee"; and

Whereas, the City Council deems it necessary and proper, and in the public interest, to establish a standing committee of the City Council, to be known as the "Salem City Council Finance Committee," to advise the City Council and City Manager on financial policy, planning and management issues;

Now, therefore, the City Council of the City of Salem resolves as follows:

Section 1. Establishment. There is hereby established a standing subcommittee of the City Council of the City of Salem, to be known as the "Salem City Council Finance Committee."

Section 2. Membership.

(a) The Salem City Council Finance Committee shall be comprised of three sitting City Councilors and the Mayor. The City Council members shall be appointed by the Mayor, and shall serve terms of two years. The terms of the City Council members shall be staggered, with two members being appointed each even-numbered year, and one member being appointed each odd-numbered year. Except as provided in subsection (b) of this section, the City Council members shall be appointed at the first regular meeting during each fiscal year.

(b) The initial term of the City Council members shall be as follows: one councilor shall be appointed to serve a one-year term, which term shall expire on June 30, 2008, and two councilors shall be appointed to serve the two year terms, which terms shall expire on June 30, 2009.

Section 3. Rules. The Salem City Council Finance Committee shall select a chairperson, and shall adopt rules of procedure to govern its meetings. The rules of procedure shall provide that the chairperson or the City Manager may call a meeting of the Committee.

Section 4. Matters to be Considered by the Salem City Council Finance Committee.

(a) The following matters shall be referred to the Salem City Council Finance Committee without further action by the City Council as a whole or the City Manager, for its review and recommendation:

(1) The annual financial audit, management letter and City Manager's response;

(2) Financial policies recommended by the City Manager or the City Council for adoption; and

(3) Revenue and expenditure assumptions contained in the Five-Year Financial Forecast.

(b) The Salem City Council Finance Committee may provide advice and provide recommendations to the City Council as a whole or to the City Manager, on the following matters:

(1) Integration of the Council Goals with the City's financial plan;

(2) Development of, and updates to, a long-range financial strategy to ensure the provision of sustainable community services; and

(3) Any other matter concerning the City's financial planning referred by the City Council as a whole or by the City Manager.

Section 5. Effective Date. This resolution is effective upon adoption.

ADOPTED by the Council this _____ day of _____, 2008.

ATTEST:

City Recorder
Approved by City Attorney: _____

Checked by: T. Mounts