

**RESOLUTION NO. 2016-38**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALEM, OREGON,  
ESTABLISHING A JOINT ADVISORY FINANCE COMMITTEE FOR THE CITY OF  
SALEM AND THE URBAN RENEWAL AGENCY OF THE CITY OF SALEM**

**Whereas**, financial policies and financial planning are necessary to provide guidance to the City Council of the City of Salem (the City Council) and to City staff in the preparation of financial forecasts and budgets, to ensure that the City of Salem has the capacity to provide services and to sustain necessary levels of service into the future; and

**Whereas**, on February 11, 2008, Resolution No. 2008-08 was adopted by the City Council establishing a standing subcommittee of the City Council to be known as the "Salem City Council Finance Committee" to advise the City Council and the City Manager on financial policy, planning, and management, and providing for the membership of the Salem City Council Finance Committee; and

**Whereas**, on March 3, 2008, Resolution No. 08-4 URA was adopted by the Board of the Urban Renewal Agency of the City of Salem (the Board) establishing a standing subcommittee of the Urban Renewal Agency known as the "Urban Renewal Agency Finance Committee" to advise the Board and the Executive Director of the Agency on financial policy, planning, and management, and providing for the membership of the Urban Renewal Agency Finance Committee; and

**Whereas**, the membership of the Urban Renewal Agency Finance Committee is comprised of the same members and officers as those appointed by the City Council for the Salem City Council Finance Committee; and

**Whereas**, the City Council deems it necessary and proper, and in the public interest, in order to facilitate the more efficient operation of City affairs to amend the membership of the Salem City Council Finance Committee and to merge it with the Urban Renewal Agency Finance Committee in order to create one joint advisory finance committee to advise both the City Council and the Board.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM, OREGON,  
RESOLVES AS FOLLOWS:

**Section 1. Establishment of Joint Advisory Finance Committee.** The Salem City Council Finance Committee is hereby merged with the Urban Renewal Agency Finance Committee to establish a new joint advisory committee to be known as the "Finance Committee of the Salem City Council and the Urban Renewal Agency of the City of Salem," and which may be referred to as the "Finance Committee."

**Section 2. Membership; Appointment; Term.** The Finance Committee shall be comprised of four (4) sitting members of the City Council and those same four (4) members of the Board of the Urban Renewal Agency. One alternate member may be appointed. The alternate member may attend meetings of the Finance Committee but shall not vote unless a sitting member of the Finance Committee is absent. Members of the Finance Committee, including the alternate member, shall be appointed, and may be removed, by the Mayor of the City of Salem during the annual committee

appointment process. All members of the Finance Committee shall serve a term of one year. Members may be reappointed for subsequent terms.

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

**Section 4. Matters to be Considered by the Finance Committee.**

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

- (1) Annual financial audits, management letters, the City Manager's response, and the Executive Director's response;
- (2) Financial policies recommended by the City Manager, the City Council, the Executive Director, or the Board for adoption; and
- (3) Revenue and expenditure assumptions contained in the Five-Year Financial Forecast and the Ten Year Spending Plans.

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

- (1) Integration of the City Council Goals with the City's financial plan(s);
- (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 or the Urban Renewal Agency's financial planning, including any matters referred to it by the City Council, the City Manager, the Board, or the Executive Director.

**Section 5. Voting.** The Finance Committee may, by single vote, approve items pertaining to both the City and Urban Renewal Agency.

**Section 6. Rescission.** Resolution No. 2008-8 is hereby rescinded.

**Section 7. Effective Date.** This resolution is effective upon adoption.

ADOPTED by the Council this 22 day of August, 2016.

ATTEST:

*Andrés Montoya*

City Recorder

Approved by City Attorney:

*J. B. K.*

Checked by: S. Montoya

**RESOLUTION NO. 2016-38**

A Resolution Of The City Council Of The City Of Salem, Amending Resolution No. 2008-08 To Modify The Membership Of The Salem City Council Finance Committee And Create A Joint Advisory Finance Committee With The Board Of The Urban Renewal Agency

Adopted: August 22, 2016
Effective: August 22, 2016
Copy to :

Council Vote	Yes	No
Mayor Peterson	X	
Bennett (Ward 1)	X	
Andersen (Ward 2)		A
Nanke (Ward 3)	X	
McCoid (Ward 4)	X	
Dickey (Ward 5)		A
Benjamin (Ward 6)	X	
Bednarz (Ward 7)	X	
Lewis (Ward 8)	X	

\*A = Absent



# CITY OF SALEM

555 Liberty St SE  
Salem, OR 97301

## Staff Report

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**File #:** 16-195  
**Version:** 1

**Date:** 8/22/2016  
**Item #:** 3.2a.

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**TO:** Mayor and City Council  
**FROM:** Salem City Council Finance Committee

**SUBJECT:**

Resolution No. 2016-38 Establishing a Joint Advisory Salem City Council and Urban Renewal Agency Finance Committee and Rescinding Resolution No. 2008-8

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the City Council adopt Resolution No. 2016-38 establishing a joint advisory Salem City Council and Urban Renewal Agency Finance Committee, and rescinding Resolution No. 2008-8?

**RECOMMENDATION:**

Adopt Resolution No. 2016-38 establishing a joint advisory Salem City Council and Urban Renewal Agency Finance Committee, and rescinding Resolution No. 2008-8.

**SUMMARY AND BACKGROUND:**

In the 1980's the City of Salem formed an audit committee to receive and consider the results of the City's annual financial audit. Through Resolution No. 2008-8 the committee became the "Salem City Council Finance Committee". The 2008 resolution established membership requirements and the matters to be considered by the committee. The Salem City Council Finance Committee is currently comprised of the Mayor and three sitting City Councilors. The City Council members are appointed by the Mayor.

On March 3, 2008, the Board of the Urban Renewal Agency of the City of Salem (Board) adopted Resolution 08-4 URA creating an "Urban Renewal Agency Finance Committee." It is comprised of the same members as those appointed to serve on the Salem City Council Finance Committee, and it advises the Board on financial issues affecting the Urban Renewal Agency.

At a July 11, 2016 joint meeting, the committees approved the following recommendations to City Council and the Board:

1. Merge the Salem City Council Finance Committee and the Urban Renewal Agency Finance Committee into one, joint committee to be known as the "Finance Committee of the Salem City Council and the Urban Renewal Agency of the City of Salem," and which may be referred to as the "Finance Committee."
2. Modify the membership of the new joint Finance Committee from the current requirement of three (3) sitting City Councilors and the Mayor, to four (4) sitting members of the City Council and the Board of the Urban Renewal Agency. The term for all members would be for one year, and members may be reappointed.

**FACTS AND FINDINGS:**

- The Salem City Council Finance Committee and the Urban Renewal Agency Finance Committee are comprised of the same members and perform essentially the same functions.
- One joint committee will help streamline processes and ensure consistent financial planning and policies.

Sandra Montoya  
Financial Services Administrator

**Attachments:**

1. Resolution No. 2016-38  
08/03/2016