



City Council Memorandum

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MEMORANDUM: April 19, 2013

AGENDA DATE: April 23, 2013

TO: Mayor and City Council

FROM: Susan A. Stanton, ICMA-CM
City Manager

TITLE: **BUDGET AND FINANCE ADVISORY BOARD MEMBERS
APPOINTMENT**

BACKGROUND:

As discussed at the City Council meeting on March 26, 2013, the following people have been identified for appointment on the Budget and Finance Advisory Board:

- Sonia Heredia
- Lee-Ann Ruyle
- Stephanie Garcia
- Ray Diaz
- Michael Tidwell

At the April 9th 2013 meeting, the Council requested each candidate to fill out a Board application which provides additional information regarding each resident's qualification and background. As of Friday, April 19th, the City has received four completed applications from Ray Diaz, Stephanie Garcia, Lee-Ann Ruyle and Michael Tidwell. (See attached) Staff will provide all additional applications from any other interested candidate as they are received prior to the April 23 2013 Council meeting.

Once the City finalizes the appointment of individuals to the Board they will assume the following duties:

- Review the City Manager's proposed budget and asset improvement programs and provide recommendations of expenditure/revenue allocation,
- Review the annual Strategic Plan as part of the budget process

- Review non-departmental applications for funding and provide funding recommendations in accordance with direction received from the Mayor and City Council
- Address any other financial matters as requested by the City Council or City Manager and
- Review the City's financial activity on a quarterly basis and report to the Council any concern it may have in maintaining a balanced budget and good financial management.
- Review and recommend action relating to the Annual Financial Report audits, investments and bond or other debt related instruments to be issued by the City
- Review and make recommendations on the rates and fees charged for City services

As stated in December, this Board will be most effective if appointed members have a financial background, are capable of acting in a non-partisan manner and have sufficient time to devote to participating in meetings. Additionally, I think it is important the Board contain a sufficient number of persons to fulfill the charge of the Council and to provide adequate representation of community interests.

BUDGET AND FINANCIAL IMPACT:

Establishment of the Board will ensure that Measure X funding is used to:

- Prevent Potential Reduction of Services to the Police Department
- Restore Police Staffing and Services
- Maintain Financial Viability of the City
- Ensure Adequate Park Maintenance
- Restore City Hall Service Hours
- Return Recreation Programs for Youth

Measure X became effective on October 1, 2012 with the first revenues being received by the City in January 2013. Total revenue for FY 2013 is estimated at \$350,000. There will be no substantial cost for creating the Board but it will require staff support regarding minutes and policy deliberation.

CITY MANAGER RECOMMENDATION:

I am excited about the creation of this Board and the number of people willing to commit their time and energy. During the next 90 days, I will also request that the Board assist me in hiring an Accounting and Operations Manager, review the proposed FY 2014 Budget prior to presentation to the City Council and in the installation of the City's new Financial Management software.

**CITY OF GREENFIELD
RESOLUTION NO. 2013-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD
APPOINTING MEMBERS TO THE CITY OF GREENFIELD BUDGET AND FINANCE
ADVISORY BOARD**

WHEREAS, on March 26, 2013, the City Council of the City of Greenfield adopted Resolution #2013-20 creating a Budget and Finance Advisory Board, subject to appointment of members; and

WHEREAS, the City Council considered qualified nominees for the positions of Board Members to the City of Greenfield Budget and Finance Advisory Board.

NOW, THEREFORE, BE IT RESOLVED, that after careful consideration, the City Council of the City of Greenfield hereby appoints the following individuals to the City of Greenfield Budget and Finance Advisory Board:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PASSED AND ADOPTED by the City Council of the City of Greenfield at a regular meeting duly held on the 23th day of April, 2013, by the following vote:

AYES, and in favor thereof, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

John P. Huerta, Jr., Mayor

Attest:

Ann F. Rathbun, City Clerk