



*City of Greenfield Budget & Finance Advisory  
Board Meeting  
May 8, 2013 6:00 PM & May 9, 2013 6:00 PM*

599 El Camino Real Greenfield CA 93937 831-674-5591

A. CALL TO ORDER

B. ROLL CALL

C. BUSINESS

1. Selection of Chair / Vice Chair / Secretary
  - a. Oral Report
  - b. Public Comments
  - c. Board – Review / Discussion / Action
2. City Manager’s Introduction and Overview of the City’s FY 2013-2014 Annual Operating and Capital Budget
  - a. Oral Report
  - b. Public Comments
  - c. Board – Review / Discussion
3. Discussion of Public Works and Capital Improvement Program Proposed Budget – May 8, 2013
  - a. Oral Report – City Manager
  - b. Public Comments
  - c. Board – Review / Discussion / Action
4. Discussion of the Community Development / Recreation and Code Enforcement Proposed Budget – May 9, 2013
  - a. Oral Report – City Manager
  - b. Public Comments
  - c. Board – Review / Discussion / Action

D. ADJOURNMENT

The City of Greenfield does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available by contacting the City Clerk Office at 813-674-5591 [arathbun@ci.greenfield.ca.us](mailto:arathbun@ci.greenfield.ca.us).



Your courtesy is requested to help our meeting run smoothly. If you will be kind enough to follow the rules of conduct for public participation in City Council meetings, we can make the best possible use of your time and ours. Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering and any disruptive activities that substantially interfere with the ability of the City Council to carry out its meeting will not be permitted and offenders will be requested to leave the meeting. **Please turn off cell phones and pagers.**

## RESOLUTION NO. 2013-20

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENFIELD CREATING A BUDGET AND FINANCE ADVISORY BOARD

**WHEREAS**, the City will benefit from the establishment of a citizen based Budget and Finance Advisory Board that will review financial and budgetary matters; and

**WHEREAS**, the creation of a Budget and Finance Advisory Board will promote transparency in the City of Greenfield's budget process and to allow for additional citizen input on major financial decisions; and

**WHEREAS**, the creation of a Budget and Finance Advisory Board will also serve to monitor compliance regarding all Measure X funds; and

**NOW, THEREFORE, BE IT RESOLVED** the Board shall follow all applicable provisions of the Greenfield City Council Rules and Order and Protocols and such Board shall be created under the follow procedures:

- A. **Title:** The Board shall be officially known as the Budget and Finance Advisory Board.
- B. **Advisory Function:** The City of Greenfield Budget & Finance Advisory Board shall serve in an advisory capacity to the City Council and the City Manager. The Board shall serve to promote transparency in the City of Greenfield's budget process and allow for additional citizen input on major financial decisions. The Board shall consult with and advise the City Manager and the City Council in matters affecting the annual operating budget, capital improvement program and all financial policies.
- C. **Duties:** Duties of the Board shall include: 1) Review the City Manager's proposed budget and asset improvement programs and provide recommendations of expenditure/revenue allocation, 2) Review the annual Strategic Plan as part of the budget process, 3) Review non-departmental applications for funding and provide funding recommendations in accordance with direction received from the Mayor and City Council, 4) Address any other financial matters as requested by the City Council or City Manager, 5) 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, 6) 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 and 7) Review and make recommendations on the rates and fees charged for City services.
- D. **Membership:** *Number and composition of Board.* The Budget and Finance Advisory Board shall consist of seven (7) members appointed by the City Council. Board members shall serve without compensation.
- E. **Appointment and terms of members:** The City Council shall appoint seven (7) resident members. Initially the Council shall appoint two (2) members to each serve a one-year term, two (2) members to each serve a two-year term and three (3) members to each serve a three-year term. Following the initial appointment of members to the Board, the City Council shall annually appoint persons to fill the positions of members

whose terms have expired. Members of the Board so appointed shall serve three-year terms.

Members of the Board serve at the pleasure of the City Council and may be removed from the Board for any reason. If the position of a member becomes vacant for any reason, the City Council shall appoint another person to serve the unexpired term of the vacated position.

- F. **Qualification of members.** Whenever possible, the City Council shall appoint members to the Board who have demonstrated expertise, training, education or experience in finance, accounting, business or related fields and are broadly representative of the social, racial, religious, linguistic, cultural and economic groups comprising the population of the City.
- G. **Election of Board officers.** The Board shall elect its officers for a term of one calendar year, not to exceed the member's appointed term.

Chairperson - Presides at meetings of the Board and makes presentations, written and oral, on behalf of the Board to the City Commission and the City Manager.

Vice-Chairperson - Performs the duties of the Chairperson in his/her absence.

Secretary - Records the minutes and attendance at each meeting.

H. **Meetings.**

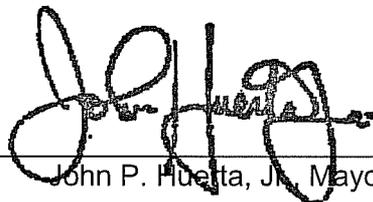
The Board shall meet as necessary or as requested by the City Council or the City Manager. A quorum for the conduct of business by the Board shall be not less than four (4) members of the Board. A majority of the members of the Board present at a meeting shall be necessary to make a determination required by the Board. Meetings of the Board shall be open to the public, and minutes shall be kept. A public record of the Board's minutes and resolutions shall be maintained and made available for inspection by the public.

**PASSED AND ADOPTED** by the City Council of the City of Greenfield at a regular meeting duly held on the 26<sup>th</sup> day of March, 2013, by the following vote:

**AYES, and in favor thereof, Councilmembers:** Mayor Huerta, Mayor Pro-tem Hurley, Councilmembers Moreno, Rodriguez and Walker

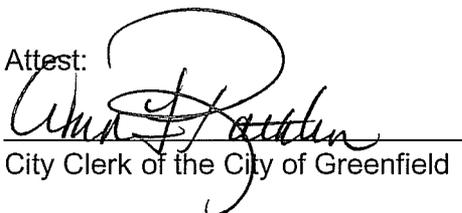
**NOES, Councilmembers: None**

**ABSENT, Councilmembers: None**



John P. Huerta, Jr. Mayor

Attest:



City Clerk of the City of Greenfield