ORIGINAL

CITY OF SUN VALLEY
RESOLUTION NO. 2013 – 04

A RESOLUTION OF THE CITY OF SUN VALLEY AMENDING RESOLUTION 2012 – 3
ESTABLISHING A FINANCE COMMITTEE (AMENDED SEPTEMBER 20, 2012)

WHEREAS, Idaho Statute Title 50, Chapter 10, Section 50-1017 Presentation of Claims, states: "All claims against the city shall be approved by the city council prior to the payment of such claims and the city council shall establish and maintain an adequate and reasonable system of internal accounting controls"; and

WHEREAS, the Sun Valley Mayor and City Council desire that its payment of payables (claims) fully meets Idaho Statute 50-1017, Chapter 10; and

WHEREAS, the Sun Valley Mayor and City Council desire that bills and payroll be paid on time and recognize that its schedule of one regular monthly meeting cannot always accommodate full Council approval of bills and payroll in a timely manner and in accordance of Idaho Statute 50-1017, Chapter 10; and

WHEREAS, the Sun Valley Mayor and City Council desire that its internal accounting controls fully meet Idaho Statute 50-1017, Chapter 10; and

WHEREAS, Idaho Statute Title 50, Chapter 7, Section 50-708 Examination of Accounts of Fiscal Officers, states: "At least once in each quarter of each year, the council shall examine, either in open session or by committee, the accounts and doings of all officers or other persons having the care, management or disposition of moneys, property or business of the city"; and

WHEREAS, Idaho Statute Title 50, Chapter 2, Section 50-208 Duties of the Treasurer sets forth certain the responsibilities of a municipalities Treasurer, which the Council desires; and

WHEREAS, the Sun Valley Mayor and City Council desire that at least quarterly an examination of the accounts and doings of all officers or other persons having the care, management or disposition of moneys, property or business of the city be completed.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY OF SUN VALLEY, IDAHO,

1. The City Council does hereby establish a Finance Committee.

2. Purpose: The purpose of the Finance Committee is:

   2.1. To review and recommend to the City Council for approval all payables and payroll prior to payment;
   2.2. To report to the City Council at its regular monthly meeting to recommend to Council that payables and payroll, for the previous month, are ready to be filed;
   2.3. To review the City's internal accounting controls and recommend to Council, as needed, new controls or amendments to such controls; and

2.4. To examine quarterly the accounts and doings of fiscal officers or other persons having the care, management or disposition of moneys, property or business of the city, and report its findings to City Council; and

2.5. To review the City's annual financial report, due on the second (3rd) Monday of each year or at such later date when the annual audit is completed; and to forward the annual financial report to City Council; and

2.6. To monitor all functions and responsibilities of the Treasurer in accordance with Title 50, Chapter 2, Section 50-208; and

2.7. To provide and make recommendations on other financial matters of the City, when assigned by the Mayor.

3. Standing Committee: The Finance Committee is a standing committee.

4. Members, Appointment, Term & Quorum:

4.1. MEMBERSHIP/APPOINTMENT & TERM: Two (2) City Councilpersons and one (1) alternate shall comprise the membership of the Finance Committee. The City Council shall appoint each Councilperson to a three month term with the following rotation:

4.1.1. First Quarter: Three (3) consecutive, monthly regular meetings and any additional special meetings – appointed by City Council at its September regular meeting

4.1.1.1. Chairperson

4.1.1.2. Regular member

4.1.1.3. Alternate member

4.1.2. Second Quarter: Three (3) consecutive, monthly regular meetings

4.1.2.1. Chairperson – First Quarter Regular member assumes Chair

4.1.2.2. Regular Member – First Quarter Alternate member assumes Regular member position

4.1.2.3. Alternate Member – First Quarter Councilperson who was neither Chairperson, Member or Alternate assumes Second Quarter Alternate member position

4.1.3. Third Quarter: Three (3) consecutive, monthly regular meetings

4.1.3.1. Chairperson – Second Quarter Regular member assumes Chair

4.1.3.2. Regular Member – Second Quarter Alternate member assumes Regular member position

4.1.3.3. Alternate Member – Second Quarter Councilperson who was neither Chairperson, Member or Alternate assumes Third Quarter Alternate member position

4.1.4. Fourth Quarter: Three (3) consecutive, monthly regular meetings

4.1.4.1. Chairperson – Third Quarter Regular member assumes Chair

4.1.4.2. Regular Member – Third Quarter Alternate member assumes Regular member position

4.1.4.3. Alternate Member – Third Quarter Councilperson who was neither Chairperson, Member or Alternate assumes Fourth Quarter Alternate member position

4.2. QUORUM - A quorum shall be two members. The Treasurer and Finance Manager shall serve as staff to the Finance Committee, with other City staff joining a Finance Committee meeting on an as needed basis.

5. Meeting Time: The Finance Committee shall determine its regular meeting schedule.

6. Open Meeting: The Finance Committee is considered a public body and shall be governed by all rules and regulations for public bodies contained in Idaho Statute 67-2340 et seq.: Open Meetings. Meetings shall proceed by posted agenda.

7. Operating Procedures: The Finance Committee may establish its own procedures to facilitate timely and efficient review and approvals of payables and payroll. In addition, it shall, when appropriate, enter Executive Session to preserve privileged billing communications; and

8. Minutes: The Finance Committee meetings will not be broadcast on Granicus or recorded. Action minutes, recording only the recommendations of the Finance Committee, shall be prepared by the City Clerk, or his/her designee, and shall be provided to City Council prior to its regular monthly meeting.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 13th DAY OF FEBRUARY, 2013.

Dewayne Briscoe, Mayor

Attest:

Hannah Stauts, City Clerk