CITY OF SISTERS
ORDINANCE NO. 422

AN ORDINANCE OF THE
CITY OF SISTERS CREATING A FISCAL ADVISORY COMMITTEE

WHEREAS, the formation of the Fiscal Advisory Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of the financial transactions; and,

WHEREAS, the Government Finance Officers Association of the United States recommends that all government agencies establish a committee as a best practice; and

WHEREAS, the City Council finds it to be in the best interests of the City of Sisters to establish a Fiscal Advisory Committee;

NOW, THEREFORE, the City Council of the City of Sisters ordains as follows:

SECTION 1. The City of Sisters Municipal Code is amended to establish the Fiscal Advisory Committee as set forth in the attached Exhibit A.

SECTION 2. This Ordinance shall take effect thirty (30) days after its approval by the Council and signature by the Mayor.

PASSED by the Common Council of the City of Sisters this 11th day of April, 2013 and APPROVED by the Mayor of the City of Sisters.

Mayor

ATTEST:

Kathy Nelson, City Recorder

Exhibit A

Chapter 2.30

FISCAL ADVISORY COMMITTEE

Sections:

2.30.010 Created.
2.30.020 Composition -- Appointment -- Terms -- Vacancy filling.
2.30.030 Chair and vice-chair -- Election.
2.30.040 Reimbursement for expenses -- Records of proceedings.
2.30.050 Quorum -- Governing rules and regulations -- Meetings.
2.30.060 Conflicts of Interest.
2.30.070 Responsibilities.
2.30.080 Recommendations to council to be in writing.
2.30.090 Expenditures.

2.30.010 Created. There is created a Fiscal Advisory Committee for the City of Sisters.

2.30.020 Composition -- Appointment -- Terms -- Vacancy filling.

(1) The Fiscal Advisory Committee shall consist of five (5) members to be appointed by the mayor, with the consent of the council. One (1) member shall be a current council member. One (1) member shall be a current budget committee member. The remaining three (3) members may be residents or non-residents of the City of Sisters. Any non-resident Fiscal Advisory Committee member must reside within the Sisters School District boundaries. While committee members need not be accountants, they should possess sufficient knowledge and experience in finance, business and accounting to fulfill the committee's duties.

(2) At the first meeting of the Committee, the five (5) appointed members shall choose their terms of office by lots as follows: Three (3) for two years, and two (2) for three years.

(3) Successors to the term of office of members of the committee shall be for three (3) years.

(4) Any vacancy in office shall be filled by the mayor, with the consent of the council, for the unexpired portion of the term of the member whose office became vacant.

(5) A member of the Fiscal Advisory Committee may be removed by the city council, after hearing, for misconduct or nonperformance of duty.

2.30.030 Chair and vice-chair -- Election. The Fiscal Advisory Committee, at its first meeting after the effective date of the ordinance codified in this chapter, shall elect a chair and vice-chair. The chair and vice chair shall serve a three-year term.

2.30.040 Reimbursement for expenses -- Records of proceedings. Members of the Fiscal Advisory Committee shall receive no compensation, but shall be reimbursed for duly authorized expenses. The Fiscal Advisory Committee shall keep an accurate record of all proceedings of the committee and the committee shall make and file with the common council minutes of all transactions of the committee.

2.30.050 Quorum -- Governing rules and regulations -- Meetings.

(1) A majority of the current members of the Fiscal Advisory Committee shall constitute a quorum. The Fiscal Advisory Committee may make and alter rules and regulations for its government and procedure consistent with laws of this state and with city charter and ordinances. The Fiscal Advisory Committee shall meet at a minimum quarterly or as needed or as directed by the Council.

(2) The Finance Director shall facilitate and coordinate such meetings, as well as provide ancillary support to the committee, as time permits. City staff shall provide notices for all meetings and maintain the minutes for all meetings.

2.30.060 Conflicts of Interest.

(1) Fiscal Advisory Committee members shall not participate in any Fiscal Advisory Committee proceeding or action in which they hold a direct or substantial financial interest, or when a member's immediate family holds such interest. Additionally, a member shall not participate when an action involves any business in which they have been employed within the previous two (2) years, or any business with which they have a prospective partnership or employment.

(2) Fiscal Advisory Committee members shall disclose any actual or potential conflict of interest in any action before the Fiscal Advisory Committee at the meeting where the action is to be taken.

2.30.070 Responsibilities.

The committee shall act as an advisory body to the City Council and City Manager on matters pertaining to oversight responsibilities of the public funds and the financial reporting process. General functions and specific responsibilities of the Fiscal Advisory Committee are as follows:

a. To participate in the selection, renewal or removal of the independent external auditor by making a recommendation to the City Council for final approval;

b. Meeting with the external auditor during the planning of the audit, presentation of the audited financial statements and discussion of the letter to management on recommendations;

c. To review compliance with the Comprehensive Financial Management Policies annually;

d. Review and discuss with management the findings, recommendations and significant audit adjustments communicated by the external auditor;

e. To determine that appropriate and timely corrective action has been taken by management to remedy any identified weaknesses;

f. To provide an annually written report to City Council summarizing the committee's activities and recommendations at a Fiscal Advisory Committee meeting attended by the Council or may be scheduled for a regularly scheduled meeting of the City Council.

g. The committee shall perform other activities related to this chapter as requested by the City Council.

2.30.080 Recommendations to council to be in writing. All recommendations made to the council by the Fiscal Advisory Committee shall be submitted in writing.

2.30.090 Expenditures. The Fiscal Advisory Committee shall have no authority to make any expenditure on behalf of the city, or to obligate the city for the payment of any sums of money, except as the common council of the city shall have authorized such expenditures.