



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-074
September 20, 2022
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB22-074: Financial Management Policy	☒ Discussion Only
RECOMMENDED ACTION:	F&A Committee Discussion: Review Proposed Policy Council: Pass Resolution No. (to be assigned) establishing and updating comprehensive Financial Management Policy	☐ Action Needed: ☐ Motion ☐ Ordinance ☐ Resolution

DEPARTMENT:	Finance		
STAFF:	Jen Ferguson, Finance Director		
COMMITTEE:	Finance & Administration	Meeting Date: September 20, 2022	
COUNCIL LIAISON:	James Mayhew	Bryan Holloway	Cara Christensen
EXHIBITS:	1. Staff Memo dated August 2, 2022 2. Current Financial Policies and SMC Excerpts 3. Proposed Financial Management Policy (original version) 4. Comparison Matrix of New Policy to Current 5. Proposed Financial Management Policy – WIP version with changes to date (updated for September 20 F&A) 6. Proposed Financial Management Policy – Clean version with changes to date (updated for September 20 F&A) 7. Resolution No. XXXX (To be presented for Council Deliberations at a later date)		

SUMMARY

The purpose of this agenda bill is for Council consideration of the proposed Financial Management Policy.

LEGISLATIVE HISTORY

The Financial Management Policy discussions occurred or were included in the committee agendas for discussion at the following Finance & Administration (“F&A”) Committee meetings:

May 3, 2022	June 7, 2022	July 6, 2022	Aug 2, 2022	Aug 29, 2022
May 17, 2022	June 21, 2022	July 19, 2022	Aug 3, 2022	Aug 30, 2022
Sept 20, 2022				

On June 14, 2022, and August 2, 2022, the proposed Financial Management Policy was provided to the City Council in advance for study.

During the August 3 and August 4, 2022 F&A Committee meetings, the committee made good progress on their review of the proposed financial management policy. The F&A committee continued its review of proposed policy and finished its revision work at special committee meetings on August 29 and August 30, 2022. The Budget Calendar has been amended to reflect any updated meeting schedules.

Exhibit 5 is the final work-in-progress WIP version of proposed policy with F&A Committee changes to date.

Exhibit 6 is a clean version of the F&A committee changes and is anticipated to be presented to the full City Council for approval on September 26, 2022

BACKGROUND

The City Council is in the process of reviewing and updating the Financial Management Policy. A staff memo has been prepared to provide context and an overview of the policy update project (see exhibit 1). The F&A Committee role has been review of all current, separate and outdated policies, as well as, excerpts of various section of the Snoqualmie Municipal Code pertaining to financial policy or financial procedures (see exhibit 2). Final policy is expected to be authorized through the passing of a resolution.

The original proposed Financial Management Policy is attached as Exhibit 3. Exhibit 4, a comparison matrix was prepared to assist with comparing parts of existing, old policies and SMC with the new, combined Financial Management Policy. This matrix also includes a section of code and the proposed changes/ repeals for council's consideration.

BUDGET IMPACTS

While there are no budgetary impacts for updating and setting financial management policy, effective financial policy is essential to the overall financial health of the city and assists elected officials, management, and staff in making sound financial decisions. The budget is a key decision-making tool for establishing the level of service delivery and making capital investments.

NEXT STEPS

- September 26, 2022 Regular Council Meeting – Financial Management Policy, Review of revised, proposed policy and consider passing a resolution approving the policy

PROPOSED ACTION

F&A to review final revised Financial Management Policy and forward to City Council for consideration at the September 26, 2022 regular city council meeting.