



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-074
August 30, 2022
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB22-074: Financial Management Policy	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	F&A Committee Discussion: Review Proposed Policy Council: Adopt Ordinance No. (to be assigned) establishing and updating comprehensive Financial Management Policy	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Finance		
STAFF:	Jen Ferguson, Finance Director		
COMMITTEE:	Finance & Administration	Meeting Date: August 2, 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 4. Comparison Matrix of New Policy to Current 5. Proposed Financial Management Policy – WIP version with changes to date 6. Ordinance 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

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 The F&A Committee has begun review of all current, separate and outdated policies, as well as, excerpts of various section of the Snoqualmie Municipal Code pertaining to financial policy or financial procedures (see exhibit 2).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 adoption of an Ordinance.

ANALYSIS

The proposed Financial Management Policy is attached as Exhibit 3. The F&A Committee will continue discussion on the proposed policy. On June 14, 2022, and August 2, 2022, the proposed Financial Management Policy was provided to the City Council in advance for study prior to its upcoming Council Meeting on August 8, 2022.

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.

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 is committed to this work and scheduled special F&A committee meetings for August 29 and August 30, 2022. The Budget Calendar will require amendment. Exhibit 5 is a work-in-progress WIP version of proposed policy with F&A Committee changes to date.

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

- August 29, 2022 F&A Committee – Financial Management Policy, Continue Review
- August 30, 2022 F&A Committee – Financial Management Policy, Continue Review
- September 12, 2022 Regular Council Meeting – Financial Management Policy, Discussion and potential Ordinance First Reading
- September 25, 2022 Regular Council Meeting – Financial Management Policy, Ordinance Second Reading & Adoption

PROPOSED ACTION

Discussion only; continue F&A Committee and Council deliberations as per the amended Budget Calendar