

# Council Business Meeting

June 18, 2019

Agenda Item	A Resolution Approving the Scope of Work and the Timeline for the Program and Operational Review Ad Hoc Committee	
From	Kelly Madding	City Administrator
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## **SUMMARY**

The Council is being asked to approved Resolution No 2019-22 which forms the Program and Operational Review Ad Hoc Committee.

## **POLICIES, PLANS, AND GOALS SUPPORTED**

Seek opportunities to enable all citizens to meet basic needs.

Support innovative programs that protect the community.

## **PREVIOUS COUNCIL ACTION**

On June 4, 2019, the City Council approved the creation of an Ad Hoc committee to investigate program and operational expenditures, including compensation and benefits, with the goal of improving long-term financial sustainability.

## **BACKGROUND AND ADDITIONAL INFORMATION**

On June 4, 2019, during their Business Meeting, the City Council approved the creation of an Ad Hoc Committee to investigate expenditures including compensation and benefits with the goal of improving the City's long-term financial sustainability. The catalyst of this Ad Hoc Committee is the understanding by the City Council that the City's costs of personnel, materials, and capital in the General Fund are increasing faster than the revenue to pay for the Parks, Police, Fire and Community Development departments. There is a recognition by the City Council that the City must have a long-term financial plan in order to meet the future service delivery needs of the citizens of Ashland.

Per Ashland Municipal Code section 2.04.090(B):

*Ad hoc Committees.* The Mayor shall have the authority, with the consent of the Council, to form ad-hoc committees or task forces to deal with specific tasks within specific time frames. Such ad hoc committees shall abide by uniform rules and procedures set forth in AMC [2.10](#) and such other rules as prescribed by the order establishing such ad hoc entities. Committees shall make recommendations by way of a formal report to the City Council. The Mayor or City Administrator may refer matters to the appropriate ad hoc committee. The Mayor with the consent of the Council shall appoint the membership of such committees. Members of Regular Boards and Commissions may be appointed to ad hoc committees. The City Administrator shall by order establish the ad hoc body's scope of the work and rules of procedure, if necessary. The Council has the authority to follow the recommendations, change the recommendations, take no action, remand the matter back to the ad hoc body or take any other action it sees fit. The Council by majority vote may remove a member of an ad hoc committee at any time, with or without cause. The City Council by majority vote may amend or dissolve an ad hoc committee. (Underline for emphasis)

The City Administrator proposes the scope of work and the timeline below:

### Scope of Work

The purpose of the Program and Operational Review Ad Hoc Committee is to create expenditure recommendations to the City Council that lead to the City's long-term financial sustainability and enhance the City's overall financial resilience. The Program and Operational Review Ad Hoc Committee will analyze a variety of programs and current operational approaches/systems to determine the long-term financial sustainability of each.

### Timeline

While the Program and Operational Review Ad Hoc Committee should run on a parallel timeline with the Financial Sustainability and Community Resilience Ad Hoc Committee (FSCRC) its tasks will likely go longer. The Program and Operational Review Ad Hoc Committee will be reevaluated by the City Council no later than the January 7, 2021 City Council Business meeting.

### **STAFF RECOMMENDATION**

Staff recommends approval of Resolution No. 2019-22.

### **FISCAL IMPACTS**

It is unknown what the financial impacts are at this time, as it has not been determined whether the aforementioned analysis can be accomplished by staff or whether an outside consultant will be required.

### **ACTIONS, OPTIONS, AND POTENTIAL MOTIONS**

1. I move to approve Resolution No. 2019-22 setting the work program and timeline for the Program and Operational Review Ad Hoc Committee
2. I move to amend Resolution No. 2019-22, in the following ways:

### **REFERENCES AND ATTACHMENTS**

Attachment 1: Resolution 2019-22

**RESOLUTION NO. 2019-22**

**A RESOLUTION APPROVING THE SCOPE OF WORK AND THE TIMELINE FOR  
THE PROGRAM AND OPERATIONAL REVIEW AD HOC COMMITTEE**

**RECITALS:**

A. WHEREAS, On June 4, 2019 the City Council approved the creation of an Ad Hoc committee to investigate program and operational expenditures including compensation and benefits with the goal of improving long-term financial sustainability.

B. WHEREAS, per Ashland Municipal Code section 2.04.090(B) it is the City Administrator's responsibility to establish the Ad Hoc committee's scope of work which includes timelines by which the work will be accomplished.

C. WHEREAS, the scope of work and associated timeline is as follows:

Scope of Work

The purpose of the Program and Operational Review Ad Hoc Committee is to create expenditure recommendations to the City Council that lead to the City's long-term financial sustainability and enhance the City's overall financial resilience. The Program and Operational Review Ad Hoc Committee will analyze a variety of programs and current operational approaches/systems to determine the long-term financial sustainability of each.

Timeline

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**THE CITY OF ASHLAND RESOLVES AS FOLLOWS:**

SECTION 1. The scope of work and associated timeline will be adhered to by the Program and Operational Review Ad Hoc Committee.

This resolution was duly PASSED and ADOPTED this 18th day of June, 2019, and takes effect upon signing by the Mayor.

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Melissa Huhtala, City Recorder

SIGNED and APPROVED this 18<sup>th</sup> day of June, 2019.

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John Stromberg, Mayor

Reviewed as to form:

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David H. Lohman, City Attorney