

Resolution 2025-31

A Resolution to Establish a Comprehensive Plan Fund and A Special Projects and Grants Fund

WHEREAS, City Council members have reviewed the current state of the City finances and recognize that there is a need to plan for future expenses; and

WHEREAS, during the FY 2026 City Council Special Meetings to address the budget, Council discussed the need to plan for special projects and grants that may become available to the City throughout the year, which may require a match; and

WHEREAS, in order to plan for future projects and grant opportunities, City Council has determined the need to establish A Special Projects and Grants Fund to initially be funded by a Special Projects and Grants budget line in the FY 2026 budget and by future funding of that budget line; and

WHEREAS, funds to be used from the Special Projects and Grants Fund include those for special projects that occur throughout the year and grants requiring a match; and

WHEREAS, the City Council also discussed the responsibility of the Planning Commission to revise the Comprehensive Plan every 10 years and review the Comprehensive Plan every 5 years, which may necessitate the need for funds to be budgeted to complete these tasks; and

WHEREAS, in order to plan for future Comprehensive Plan revisions and reviews, City Council has determined the need to establish A Comprehensive Plan Fund to initially be funded by a portion of the Comprehensive Plan budget line in the FY 2026 budget and by future funding of that budget line; and

WHEREAS, the City Council may also authorize the aforementioned reserve fund accounts to include that money may be set aside and expended in the future on items related to emergency goods and services.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes and directs the Finance Coordinator to make the appropriate accounting entries to occur so that \$35,000 of in the general fund “Special Projects and Grants” expense line shall be transferred and held and accounted for in a Reserve Fund Dedicated to Special Projects and Grants.

AND BE IT FURTHER RESOLVED, that the City Council hereby authorizes and directs the Finance Coordinator to make the appropriate accounting entries in Fiscal Year 2026 so that \$10,000 of money in the general fund “Comprehensive Plan Update” expense line shall be transferred and held and accounted for in a Reserve Fund Dedicated to the Comprehensive Plan.

AND, BE IT FURTHER RESOLVED, that with the establishment of the Special Projects and Grants Reserve Fund and the Comprehensive Plan Reserve Fund, it is hereby acknowledged that monies expended from said fund shall be exclusively for the purposes set forth, and that such proper expenditures may not require further review of the full City Council, however that the Finance Coordinator shall review and approve said expenditures and ensure that all other

applicable proper finance processes and procedures in place are adhered to upon expenditure of such funds.

AND, BE IT FURTHER RESOLVED, that in the event it is proposed to expend monies from the aforementioned Reserve Funds for purposes outside the parameters set forth above, that such expenditures from said Reserve Funds may only occur after discussion by the City Council at a public meeting and adoption of a proper City Council resolution authorizing such expenditures.

AND, BE IT FURTHER RESOLVED, that this Resolution shall take effect July 1, 2025.

Passed this 26th day of June, 2025.

Suzanne Souder, City Council President

Joseph F. Day, III, Councilperson

Nermin Zubaca, Councilperson

Andrew Zeltt, Councilperson

Brian Mattaway, Councilperson

Attest:

Courtaney Taylor, City Clerk