



**City of Lake Forest Park
City Council Budget and Finance Committee
July 26, 2018
5:00 p.m.
Lake Forest Park City Hall
Council Chambers
17425 Ballinger Way NE
AGENDA**

Committee Members (Budget Season): John Resha (Chair), Tom French (Budget Season Co-Chair), Catherine Stanford, John Wright, Phillippa Kassover, Semra Riddle, and Mark Phillips

Department Budget Request Presentations

Police Department
Public Works Department
Finance and Municipal
Planning Department
Municipal Court
Executive Department

Financial Policies Review

Public Comment

Adjourn

Committee Discussion Documents and Attachments

1. Schedule of Department Budget Enhancements
2. Police Department Budget Request
3. Public Works Department Budget Request
4. Finance and Municipal Budget Request
5. Planning Department Budget Request
6. Municipal Court Budget Request
7. Executive Department Budget Request
8. Comprehensive Financial Management Policies (Redline Version)

City of Lake Forest Park
 2019-2020 Budget
 Schedule of Department Enhancement Requests

<u>Description</u>	<u>19-20 Budget Value</u>	<u>Ongoing, per Beinnium</u>	<u>Dept. Priority</u>	<u>Funding Source</u>
Police Department				
Crime Lab Enclosure	12,000	-	High	General
Digital Evidence Services	18,240	18,240	High	General
In Car Camera System	16,000	1,000	High	General
Police Officer	300,000	304,000	High	General
E-Bikes	5,000	500	Medium	General
Total PD Request	<u>351,240</u>			
Public Works Department				
Street Sweeper Lease	120,000	120,000	High	Surface Wtr.
Street Scape Maintenance	70,000	70,000	High	Street
Parks Maintenance Enhancement	120,000	120,000	High	General
Total PW Request	<u>310,000</u>			
Finance and Municipal				
IT Support and Consulting	20,000	20,000	High	Various
Newsletter Redesign	3,050	1,000	Medium	General
Workflow Software for Agenda Items and PRRs	8,000	4,000	Medium	Various
Passport Staffing	28,000	28,000	High	General, Rev Offset
Total Finance and Municipal	<u>59,050</u>			
Planning Department				
City Arborist Hours Increase	17,000	17,850	High	General
Assistant Planner	215,000	225,000	High	General
Total Planning Department	<u>232,000</u>			
Municipal Court				
Pro Tem Salaries	2,000	2,000	High	General
Training	3,570	-	High	General
Interpreters	2,000	2,000	High	General
Total Municipal Court	<u>7,570</u>			
Executive				
Annual and Special Community Events	30,000	30,000	Medium	General
Performance Appraisal Tracking Software	4,000	1,300	Medium	Various
Housing Study	200,000	-	High	General
Employee Recruiting Software (NEOGOV)	11,100	8,200	Medium	Various
Total Executive	<u>245,100</u>			



Police Department

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Crime Lab Processing Enclosure, harmful drug filtered hood unit.

2. Department: Police	3. Priority: X High Medium Low	4. Duration: X One-time Ongoing
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5. Description of Improvement: Purchase of a crime lab enclosure. This may be connected to the CIP for a sally port re-construction bid but still needed now.

6. Justification / Need: The police department does not have a dedicated evidence processing center and does not follow or use any standard practice for processing evidence in a safe environment. Officers are exposed to many dangerous substances, including fentanyl which can induce death. A crime lab enclosure drastically reduces risk of exposure to fatal substances.

7. Alternatives / Other Options: Purchase a large system in the CIP to properly process all evidence.

8. Advantages of Proposal: Liability and risk for officer safety is drastically reduced. Provides for a safe, effective processing of containment from harmful drugs.

9. Impact Upon Other Departments: None

10. Implications of Denial: Continue business as usual. Risk management and high liability for officer safety and lawsuits involving injury.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Mystaire 72" Latitude Fentanyl Filtered Hood with EverSafe Controller	12,000	

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Digital Evidence System (Evidence.com subscription)

2. Department: Police	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: Purchase a digital evidence cloud subscription to store digital evidence, which includes scene photos, video, taser data, body and in-vehicle camera data, large investigation files (computer and cell data).

6. Justification / Need: The police department has been in need of a digital evidence system for many years. Current procedures and process of digital evidence is not a good practice. Current technology has transitioned to cloud based systems that are CJIS compliant. All digital evidence should be stored in one system, cloud-based, secure, and easily used and distributed.

7. Alternatives / Other Options: Continue current in-efficient and unsafe practice. Continue to store on current local hardware, that fills storage and wear and tear on current city hardware.

8. Advantages of Proposal: Take away storage issues from city owned hardware. Virtually no chance of digital evidence loss as it is in cloud, off site. With Cd's, Flash Drives, and Hard drives, chance of failure and loss of data. Beginning of a paperless process and system. Take away burdensome process of public discloser requests.

9. Impact Upon Other Departments: IT will need assist with purchase and implementation.

10. Implications of Denial: Continue business as usual. Behind in law enforcement trends and risk data failure or loss. This begins a process of moving to digital environment with evidence, taser, body cameras, and in car cameras. Denial extends the time line of will likely be a standard practice in law enforcement.

Expenditure Type	Biennial Value	Ongoing Value
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<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Ongoing software subscription with Evidence.com for storage		
\$38 user / month (20 users) \$760 – Annual Fee	18,240	18,240

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Police Vehicle, In-Car Safety and Evidence Cameras

2. Department: Police	3. Priority:	4. Duration:
	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> One-time <input checked="" type="checkbox"/> Ongoing

5. Description of Improvement: With each purchase of a new patrol vehicle, an in-car safety and evidence camera system is installed. Currently, each patrol vehicle is equipped with lights and siren, radio, mobile computer, and needs to include a camera system.

6. Justification / Need: Begin purchasing system with next new vehicle purchase and continue rotation until all vehicles are equipped. Add cost within the total package of a new patrol vehicle.

7. Alternatives / Other Options: Begin purchasing system with next new vehicle purchase and continue rotation until all vehicles are equipped. Add cost within the total package of a new patrol vehicle.

8. Advantages of Proposal: 1) Risk management 2) Officer safety 3) Evidence 4) Training. Helps prove probable cause for search and seizure, often leading to drug money forfeiture. 82% of drunk driving offenders plead no contest, saving the department time and money from not attending court. The LAPD alone has paid tens of millions in lawsuits on unsubstantiated claims due to a lack of police in car video systems. No police in-car camera video system mirror monitor. Officer training improves as officers stops are reviewed and critiqued from their Police Dash Camera. 93% of incidents where a complaint is filed against an officer with a police car camera system, the officer is exonerated. Violence against officers decreases as offenders are reluctant to assault officers or become belligerent while on camera. Officer courtesy improves, leading to better community relations. Following of departmental procedure increases on average 48% resulting in increased policing efficiency. 97% reduction in filed complaints against officers when the civilian is informed they are being taped by a police dash cam system.

9. Impact Upon Other Departments: None

10. Implications of Denial: Continue business as usual. Behind in law enforcement trends and risk litigation without good evidence.

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Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
In-Car Camera Hardware for 4 vehicles. 2 vehicles each year	16,000	
Software and Hardware upkeep, SD cards storage		1,000
Note: See Evidence.com request for alternate storage.		

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Police Officer

2. Department: Police Department	3. Priority:	4. Duration:
	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<input type="checkbox"/> One-time <input checked="" type="checkbox"/> Ongoing

5. Description of Improvement: New officer to assist with daily operations, increase response capacity, and improve the quality services provided by the Police Department.

6. Justification / Need: The current staffing levels for the Police Department are inadequate to sustain minimum staffing levels at a consistent level. Each officer is assigned a tertiary task (i.e. training, equipment manager, camera enforcement reviews, etc.), which takes time from their primary duties.

The Police Department is proposing that beginning in 2019, funds be allotted to increase the commissioned staff from 19 to 20.

7. Alternatives / Other Options: Voter approved levy lid lift, funds allocated from the new traffic safety cameras, or do not fund the position at all.

8. Advantages of Proposal: Neighborhood patrols, proactive patrols, and targeted traffic safety in problem areas could once again be instituted. Increased coverage for patrol would enable a better response time and would assist in covering multiple calls for service concurrently.

9. Impact Upon Other Departments: There will be a small impact to payroll and HR.

10. Implications of Denial: The Police Departments Operations will continue to be somewhat fragmented at times with officers filling overtime shifts and possible officer burnout increased.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>

Salaries and Benefits	280,000	294,000
Overtime	10,000	10,000
Supplies	2,000	
Training	3,000	

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Electric Patrol Bikes

2. Department: Police	3. Priority: <div style="text-align: center;"> <input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low </div>	4. Duration: <div style="text-align: center;"> <input checked="" type="checkbox"/> One-time <input checked="" type="checkbox"/> Ongoing </div>
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5. Description of Improvement: Replace our current fleet of non-functioning patrol bikes with electric patrol bikes.

6. Justification / Need: With the increasing complaints related to the Burke-Gillman trail along with increased foot and bike traffic proactive patrol is needed. These bikes also allow for covert patrol of high crime/drug areas. Additionally there has been a spike in crime at the Town Center that needs to be addressed through alternative methods.

7. Alternatives / Other Options: Purchase regular patrol bikes or do nothing

8. Advantages of Proposal: E-bikes are efficient and fast enough to catch speeding cyclists. Cont. on attached

9. Impact Upon Other Departments: None

10. Implications of Denial: No bike patrol will occur.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
RadRover E-bikes with accessories	5,000	-
Annual Maintenance		250



Public Works

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Street Sweeper Purchase

2. Department: PW	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: LFP has paid Kenmore to use its street sweeper in the past. With the sunsetting of the Kenmore contract LFP is left without a sweeper. This item would purchase a sweeper for LFP. The sweeper program benefits the surface water utility and would be funded by the utility.

6. Justification / Need: Streets must be swept to maintain water quality in the streams and lake.

7. Alternatives / Other Options: Purchase a sweeper outright, or contract with another entity to provide services.

8. Advantages of Proposal: Maintains water quality in streams and lake.

9. Impact Upon Other Departments: None.

10. Implications of Denial: Water quality in streams and lake will suffer.

Expenditure Type	Biennial Value	Ongoing Value
Sweeper Lease per year for 5 years	\$120,000 plus tax	\$120,000

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Street scape maintenance
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2. Department:	3. Priority: <div style="text-align: center;"> High Medium Low </div>	4. Duration: <div style="text-align: center;"> One-time Ongoing </div>
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5. Description of Improvement: This request is for hiring a landscape firm to assist PW staff in keeping the traffic medians on SR-104/SR-522, entrance islands, and SR-104 walkway at a level of maintenance that will provide monthly to weekly attention to the corridors. This will not only provide for a more aesthetically pleasing look to the city but will enhance the appeal of the corridor giving a generally proud appearance to our community.
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6. Justification / Need: The Streetscape Enhancement Program supports public safety by maintaining sight distance for vehicles, bicycles and pedestrians that will improve the traveling experience. A visually appealing community increases property values, attracts businesses, and improves the neighborhood's image. Beauty is one of the three most influential factors in community attachment, which means loyalty, to our city.
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7. Alternatives / Other Options: Do nothing/ keep current level of service

8. Advantages of Proposal: To improve both the aesthetics and the travel experience on the corridors for the community and traveling public. The appearance of our community reflects how we care about the city.
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9. Impact Upon Other Departments: None

10. Implications of Denial: Level of service stays the same and aesthetically the corridor remains status quo.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>

Landscaping Company	70,000	

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Park Maintenance Enhancement
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2. Department: PW	3. Priority: <div style="text-align: center;"> <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low </div>	4. Duration: <div style="text-align: center;"> <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Ongoing </div>
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5. Description of Improvement: Enhance the ongoing general Park maintenance with bi-weekly contract maintenance to be supervised by current Public Works staff. This is increase flower bed weeding, lawn care, vegetation management to include trimming and irrigation management. In general, this will improve the Parks appearance as well as provide a better layer of security by keeping the vegetation trimmed so both the general public using the Parks and the Police have a clear sightline when possible. More frequent attention of the planting beds, lawn and shrubs will also help in future replacement of these items due to neglect.
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6. Justification / Need: As the City’s mission statement reads – To be careful stewards of the community’s resources, to provide outstanding services in a responsive manner, and to enhance the quality of life for our community. One of the main items that came from the PROST plan was that in general the Parks need to have an increase in maintenance funding. This type of enhancement helps to preserve our environment and brings community health and connection. The city has increased the number of Parks over the years but has not increased the budget to assist with general maintenance.
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7. Alternatives / Other Options: Do nothing and keep the same level of service.
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8. Advantages of Proposal: Meets one of our city Values: Sustainability – preserving environmental and economic health. It can be said that a vibrant Park brings out community to meet and gather in a safe and enjoyable atmosphere sharing a community spirit of bring family and friends together. Just as we maintain infrastructure such as sanitary sewer and storm systems we also need to upgrade and expand our green infrastructure, the interconnected system of green spaces that conserves natural ecosystem values and functions, sustains clear air and water, and provides a wide array of benefits to people and wildlife. Green infrastructure is a community's natural life support system, the ecological framework needed for environmental and economic sustainability.
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9. Impact Upon Other Departments: None

10. Implications of Denial: Current level of service remains the same.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Landscape Company	120,000	



Finance and Municipal Services

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: IT Support and Consulting, Reauthorization

2. Department: Finance/IT	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: In a past biennium the IT support position was cut and for the last few biennia the IT functions of the City have been performed by one employee, the IT Program Manager. IT is a highly technical and demanding field and a deeper technical and support bench is desirable for any entity that runs 24 hours every day. This item would provide limited backup and technical resources for the IT Program Manager ensuring continued success of the IT functions of the City.

A similar item is included in the 17-18 adopted budget for \$10,000 as a non-reoccurring item (requiring reauthorization in the 19-20 budget). The program to staff this role with consultants has matured and we have a better handle on our needs and uses and are seeking reauthorization and an increase in funding.

6. Justification / Need: Will increase the technical bench for the IT program and provides some backup in the event of a major IT issue.

7. Alternatives / Other Options: Continue with a lesser budget for this item or discontinue the use of outside support. Or, consider budgeting another part-time IT support position.

8. Advantages of Proposal: This request is favored compared to the alternatives because it is 'right-sized' for LFP both in terms of budget and the organization's IT needs.

9. Impact Upon Other Departments: IT continuity and technical depth benefit all departments.

10. Implications of Denial: Difficulty dealing with unforeseen IT events and emergent needs.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Professional Services	20,000	20,000/bi

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Redesign of City Newsletter

2. Department: Municipal Services	3. Priority: High X Medium Low	4. Duration: X One-time X Ongoing
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5. Description of Improvement: This item would update the newsletter design so it has a more contemporary layout and production software. Also, would have an employee trained in InDesign which would be useful for updating and creating other documents in the program.

6. Justification / Need: The current newsletter design has been used for many years and, as compared with newsletters from area jurisdictions, looks dated. With the recent redesign of the City website, updating the newsletter is a next step in further enhancing communications outreach to residents.

7. Alternatives / Other Options: Do nothing and search for other low/no-cost opportunities to redesign the newsletter.

8. Advantages of Proposal: While redesigning the newsletter is aesthetic, it is line with providing the residents a more contemporary way to receive City information, similar to redesign of the website.

9. Impact Upon Other Departments: All articles would be presented to the public in a contemporary layout. There is no staff impact on/cost to other departments.

10. Implications of Denial: Continued production of the newsletter in its current format. Staff would search for other opportunities for improvement despite denial.

Expenditure Type	Biennial Value	Ongoing Value
Professional Services – Graphic Design	2000	-0-
InDesign (Adobe-based product) software annual subscription, one user license	800	400
Software Training – Deputy City Clerk	250	100

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Workflow Software for Agenda Materials and Public Records Requests

2. Department: Municipal Services	3. Priority: High X Medium Low	4. Duration: X One-time X Ongoing
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5. Description of Improvement: This item would increase efficiency for the Municipal Services department and leadership team as it would make formalize and streamline processes.

6. Justification / Need: The current system of document routing and sharing utilizes email which lacks uniformity and is inefficient. This item would formalize and automate the workflow for agenda items and public records request, automate the reminder system, and reduce the amount of time spent sending emails and responding to edits and comments.

7. Alternatives / Other Options: Do nothing and search for other low/no cost opportunities to improve the system(s).

8. Advantages of Proposal: This item would utilize current and well established technology for document sharing and routing. The timing is right for LFP to implement a solution as the marketplace has many well developed products and prices are reasonable.

9. Impact Upon Other Departments: All departments would be required to utilize the new system for agenda materials, so training would be required. Efficiency would likely result for all departments utilizing the system.

10. Implications of Denial: Continued inefficiency with certain processes. Staff would search for other opportunities for improvement despite denial.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Software Subscription	4000	2000/year
Implementation and Training	4000	-

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Additional Part-Time Passport Agents for Saturday

2. Department: Municipal Services	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: This item would increase efficiency in processing passport applications in a timely manner with the addition of part-time agents working on Saturdays.

6. Justification / Need: On Saturdays, passport customers are currently experiencing wait times of up to 2 hours, or longer, with two agents processing applications. With an additional agent on board, the wait time will decrease.

7. Alternatives / Other Options: Do nothing and wait time for customers continue to be long.

8. Advantages of Proposal: Better customer services to the public.

9. Impact Upon Other Departments: None

10. Implications of Denial: Continued long wait time for customers apply for a passport

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Salaries	24,000	
Benefits	4000	-



Planning Department

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Twenty Percent Increase in City Arborist Hours

2. Department: Planning	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement:
Increase City Arborist from 20 hours to 24 hours per week

6. Justification / Need:
The current budget of 20 hours per week has been sufficient to allow for timely review of applications and investigation of unpermitted removals but is not sufficient to confirm compliance with tree replacement requirements of code.

7. Alternatives / Other Options: Keep City Arborist hours at 20 hours per week and adjust work priorities. No action.

8. Advantages of Proposal: Compliance with replacement requirements is a key component of the code. The City Arborist is best suited to confirm whether a replacement tree has been planted in a viable manner.

9. Impact Upon Other Departments: City Arborist is more likely to be able to assist with counter service if other Permit Coordinator is not available.

10. Implications of Denial: Continued minimal compliance checks for tree replacement requirements of code.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Additional Salary (\$8500 per year)	17,000	17,000/bi

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Reauthorize Assistant Planner as full-time, regular position

2. Department: Planning	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement:
Assistant Planner position was a full time, temporary position in the 2016-18 budget. Reauthorize position full-time regular in order to ensure quality of service and continuity in Planning

6. Justification / Need:
Prior to the 2009 downturn, Planning had two planner regular positions. Since 2015, the Department's workload continues to warrant two planner positions. Planning is expected to provide counter service every day of the week and review and approve land use permits in a timely manner. The Department is now also expected to support the Planning Commission and the Tree Board and move the Council's code update and long range planning initiatives through the public process. It is very difficult to provide a consistent level of service and make progress on the Council's many initiatives without this level of staffing.

7. Alternatives / Other Options: Renew temporary full-time Assistant Planner position. Fund at less than full-time. Do not fund position.

8. Advantages of Proposal: Making the Assistant Planner position a regular position increases the Department's ability to retain quality employees and provides continuity of service when there is staff turnover or significant periods of time off.

9. Impact Upon Other Departments: Keeping the position enables Planning to collaborate more effectively with other departments.

10. Implications of Denial: Reauthorization for only a temporary full-time position will reduce the Department's ability to retain quality employees. Not renewing the position at all will severely reduce the ability to maintain an adequate level of service.

Expenditure Type	Biennial Value	Ongoing Value
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<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Salary and Benefits (\$107,500 per year)	215,000	215,000/bi



Municipal Court

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Salaries-Pro Tem

2. Department: Municipal Court	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: Increase budget amount for salaries for pro tem coverage.

6. Justification / Need: Departments were asked to reduce their budget and as a result, pro tem coverage for 2017-2018 was decreased by too significant an amount to allow for reasonable time off, unexpected absences or filing of an affidavit of prejudice.

7. Alternatives / Other Options: None, court cannot be held without a judicial authority present.

8. Advantages of Proposal: Court can continue to be fully operational with pro tem coverage on judicial days. No inconvenience having to reschedule pre-planned court dates for staff and parties.

9. Impact Upon Other Departments: None

10. Implications of Denial: Court cannot be held without a judicial authority present.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Salaries, Pro Tem	2,000	2,000

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Training

2. Department: Municipal Court	3. Priority: X High Medium Low	4. Duration: X One-time Ongoing
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5. Description of Improvement: Increase budget amount for administrator training in 2019-2020.

6. Justification / Need: As a condition of acceptance of employment, the court administrator is to complete the National Center for State Court's Certified Court Manager Program over two years.

7. Alternatives / Other Options: None

8. Advantages of Proposal: Fulfill the condition of employment set in the acceptance letter. This is a foundational course for all court managers.

9. Impact Upon Other Departments: None

10. Implications of Denial: Unable to fulfill condition of employment and less educated court staff.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	10,000	1,500
Training	3,570	-

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Interpreters

2. Department: Municipal Court	3. Priority: X High Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: Increase budget amount for interpreter services for 2019-2020.

6. Justification / Need: LFPMC follows the Interpreter Payment Policy for Municipal Courts of King County and the latest updated policy will increase interpreter payment rates by 10%, beginning January 2019. Our rates will increase from \$50/hr with a 2 hour minimum pay, to \$60.50/hr with a 2 hour minimum pay. Our request for an increase in budget is to adjust for the new rates.

7. Alternatives / Other Options: Use of the Language Line interpreting services and in person interpreters where allowed by state law.

8. Advantages of Proposal: Remain current and competitive with the standard pay rates throughout King County.

9. Impact Upon Other Departments: None

10. Implications of Denial: Interpreters decline our jobs due to low wages and better pay elsewhere. This results in difficulty scheduling timely hearings due to lack of interpreters.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Interpreters	2,000	2,000



Executive Department

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Lake Forest Park Annual and Special Community Events (Reauthorization)
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2. Department: Community Programs	3. Priority: High X Medium Low	4. Duration: One-time X Ongoing
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5. Description of Improvement: The City seeks to expand current community events including the Pet Parade, Picnic in the Park, holiday lighting/coco, and support upcoming new park events. New events that have been proposed include a Halloween costume contest, an event at Horizon View Park, and a car show. Approval of this proposal would allow the City staff to continue to plan and create new events to create community vitality. This item is a reauthorization of funding from the 17-18 biennium (\$15k per year). The success of these efforts is obvious in the Community and the Administration would like to make this a reoccurring budget item.

6. Justification / Need: A key priority of the City Council is to enhance Community Vitality. The goal states Community Vitality is: Creating a sense of community pride and identity in order to create and maintain thriving neighborhoods and vibrant business districts where people can gather, engage and grow together. Community events more evenly distributed throughout the City and the year would advance the City's community vitality goal.
--

7. Alternatives / Other Options: Continue with current funds to provide current level of service for Picnic in the Park, Pet Parade, holiday lighting/coco, without looking at options to expand. Rely on Mayor and Council Funds to provide funding for other events or to expand current events.
--

8. Advantages of Proposal: Additional funding will allow the city to grow events and provide additional events to promote the City's Community Vitality goals.
--

9. Impact Upon Other Departments: None.

10. Implications of Denial: The City will continue with the existing events.
--

Expenditure Type	Biennial Value	Ongoing Value
<i>Expenditures could range from:</i> event rental equipment, band/artist booking, banners, postcards, volunteer support, event supplies, etc.	30,000	30,000/ bi

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: Performance Appraisal Tracking Software (e.g. PerformancePro)

2. Department: Executive Department – Human Resources	3. Priority: <div style="text-align: center;"> High X Medium Low </div>	4. Duration: <div style="text-align: center;"> One-time X Ongoing </div>
---	---	---

5. Description of Improvement: The City would adopt a software package to handle the performance appraisal process.

6. Justification / Need: Currently the HR department reminds managers with emails to do performance appraisals. Managers often ignore email reminders and appraisals get done late or not at all. Late appraisals result in back pay to the employee for step increases that are late. Auditor has raised concerns over the number of back pay awards.
--

7. Alternatives / Other Options: Do nothing and keep the current system.
--

8. Advantages of Proposal: The software handles the reminder process to managers. The software also makes doing the appraisals easier for managers.

9. Impact Upon Other Departments: Make performance appraisal process easier to manage and administer. Reduce risk to the City of undocumented performance problems.

10. Implications of Denial: Keep current system. Continue to have managers do appraisals in Word. Continue to have HR do performance appraisal reminders.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Licensing and Initial Training Fee (estimate)	3966	
Annual renewal fee		1296

2019-2020 Program Change & Budget Enhancement Request Form

Request for New Staff, New Initiatives, or One Time Expenditures

1. Title: Housing Study

2. Department: Executive	3. Priority: X High Medium Low	4. Duration: X One-time Ongoing
---------------------------------	--	--

5. Description of Improvement: The housing study would look a market analysis and existing conditions. Would include public outreach and a statistically valid survey along with project management/coordination. The goal of the project is to determine how LFP will grow and not repeat the cluster housing scenario.

6. Justification / Need: The city is in need of identifying how additional residents will be accommodated. As we saw with cluster housing, this needs to be a robust community discussion around which we can build consensus on a path forward. It is imperative that we explore growth and the impacts to the existing community so as to maintain the existing character while providing for additional housing opportunities.

7. Alternatives / Other Options:

8. Advantages of Proposal: Provide a plan built on community consensus, allowing the city to grow in a thoughtful and directed manner.

9. Impact Upon Other Departments: Planning department will have a large part in this process.

10. Implications of Denial: Continued growth will be through short plats and development within the town center as the market dictates. The concerns around growth and housing type will not be explored.

Expenditure Type	Biennial Value	Ongoing Value
<i>Example: Software</i>	<i>10,000</i>	<i>1,500</i>
Professional Services	200,000	

2019-2020 Program Change & Budget Enhancement Request Form

*Request for New Staff, New Initiatives, or
One Time Expenditures*

1. Title: NEOGOV Software Initial Purchase, Implementation, and Annual Use Fee
--

2. Department: Executive Department	3. Priority: High X Medium Low	4. Duration: One-time X Ongoing
---	--	--

5. Description of Improvement: NEOGOV provides the City with a job application portal, where job applicants can apply for positions open within the City, and a job applicant tracking software which would upgrade what the City currently uses.

6. Justification / Need: Currently, the City relies on Civic Plus, our website provider, which has a job application module. This module is difficult to use for applicants, which makes applying for jobs with the City more difficult because it is cumbersome. NeoGov is a user-friendly solutions which has been widely adopted by the larger Cities in our area. NeoGov makes it easier for applicants to submit their resumes, cover letters, and supporting materials and fill out online applications for jobs open at the City. With the rising rate of employment, finding qualified applicants is getting more challenging. Making it attractive and easy to apply to City jobs is important to our recruiting efforts.
--

7. Alternatives / Other Options: Stay with CivicPlus and keep current system which doesn't cost us anything in addition to the annual cost of the website.

8. Advantages of Proposal: NeoGov provides a better user interface when people try to apply to City jobs. The software provides better functionality of applicant tracking and communication back out to applicants.
--

9. Impact Upon Other Departments: Other departments will be able to review applicants online. Other departments will get their jobs filled quicker and with better candidates.
--

10. Implications of Denial: HR will continue to use CivicPlus.
--

Expenditure Type	Biennial Value	Ongoing Value

City of Lake Forest Park

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Comprehensive Financial Management Policies

~~August 11, 2016~~ *Draft 2018 Update*

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City of Lake Forest Park
Comprehensive Financial Management Policies
Table of Contents

<u>A. Director of Finance</u>	<u>3</u>
<u>B. City Funds</u>	<u>3</u>
<u>C. Financial Planning and Budget</u>	<u>5</u>
<u>D. Fund Balances and Reserves</u>	<u>7</u>
<u>E. Accounting</u>	<u>7</u>
<u>F. Financial Reporting</u>	<u>8</u>
<u>G. Revenues</u>	<u>8</u>
<u>H. Expenditures and Contract Management</u>	<u>8</u>
<u>I. Debt</u>	<u>9</u>
<u>J. Investments</u>	<u>9</u>
<u>K. Assets</u>	<u>10</u>
<u>Appendix</u>	
<u>Credit Card Policy</u>	<u>12</u>
<u>Purchasing Policy (coming soon)</u>	

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City of Lake Forest Park
Comprehensive Financial Management Policies

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The City's Comprehensive Financial Management Policies serves as a Mayor and Council-approved framework for the financial planning, budgeting accounting reporting and other financial management practices. The purpose of these policies is to ensure the City operates in a prudent manner, using sound fiscal policies to ensure the safekeeping of the City's assets and provide the delivery of services to the community.

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A. Director of Finance

1. The Director of Finance is designated as the City's Chief Financial Officer and City Treasurer.
2. The Director of Finance is designated as the City's Auditing Officer pursuant to RCW 42.22.080 and as such will be responsible for the review of all claims and certification that the goods have been received or the services rendered and that the claims are valid and should be paid by the City.

B. City Funds

The City shall utilize "governmental fund accounting" as the organizational structure for its financial activities. The following funds have been established for budgeting, accounting and reporting.

OPERATING FUNDS

1. The *General Fund* is the general operating fund of the City. It accounts for all financial resources and transactions, except those required to be accounted for in another fund.
2. The *Street Fund* is required by state law to account for State-shared Motor Vehicle Fuel Tax revenue distributed on a per capita basis for transportation maintenance or capital improvements (RCW 47.24).
3. The *Surface Water Utility Fund* accounts for fees charged to all property owners for maintenance to the City's surface water drainage system (Ord. 459, Section 10 (1990)).
4. The *Sewer Utility Fund* accounts for collections from property owners connected to the City's sewer system. Expenditures include payment to King County and for City sewer system operating costs (Ord. 106, Section 5 (1966)).
5. The *Public Works Contract Fund*¹ – accounts for costs related to the agreement to provide services to Kenmore or other agency.

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¹ The Public Works Contract Fund (Fund 450) was created administratively as part of the 2002 budget cycle, as referenced on page 152 of the 2002 City of Lake Forest Park Budget Book.

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6. The *Transportation Benefit District Fund* accounts for revenues authorized by RCW 36.73 and supports the Street Overlay program, snow removal and street sweeping. It can be used to support local and regional transportation plans (Ord. 1003 (2009)).

DEBT SERVICE FUNDS

- ~~7. The *Long Term General Obligation Bond Fund (City Hall Bond Fund)* accounts for transfers of REET from the Capital Improvement Fund to pay Debt Service on City Hall Bonds (RCW 82.46.035).~~
- ~~8. The *Public Works Facility Bond Fund* accounts for transfers from the General Fund, Street Fund, Surface Water Fund, Sewer Utility Fund and Public Works Contract Fund to pay Debt Service on City Bonds for the Public Works Facility (Ord. 880, Section 14 (2002)).~~
7. Periodically the City may administratively create one or more debt service funds to pursuant to a debt issuance. Any such funds are to be created administratively, are governed by the agreement necessitating the fund, and if created pursuant to a debt issuance approved by the City Council, do not require separate council action.

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RESERVE FUNDS

- ~~9-8.~~ The *Council Contingency Reserve Fund* is established per RCW 35A.33.45 for capital purchases or for operating shortfalls due to unforeseen cost increases or unanticipated revenue losses (Ord. 660 (1995)).
- ~~10-9.~~ The *Budget Stabilization Fund* is established as a subsidiary fund to the General Fund and accounts for transfers from the General Fund in accordance with Ordinance No. 1071. The City Council may authorize transfers during Biennial Budget adoption or Mid-biennial Adjustment to the Adopted Budget between the parent and subsidiary fund to mitigate fluctuations in General Fund revenues and expenditures in order to provide for uninterrupted public services (Ord. 1071 (2014)).

CAPITAL FUNDS

- ~~11-10.~~ The *Capital Improvement Fund* accounts for the excise tax on the sale of real property within the City, the Parks Levy, grants and other sources. Real Estate Excise Tax (REET) proceeds are restricted pursuant by State law. Expenditures from the Fund are for facility and parks capital projects (RCW 82.46.035).
- ~~12-11.~~ The *Capital Facilities Reserve Fund*, established by Ordinance No. 1051 (2012), is for the purposes of providing a reserve account for anticipated major maintenance and repairs to City Hall and the Public Works Facility. Transfers to the account for City Hall maintenance and repairs shall be from REET. Transfers to the account for Public Works facility maintenance and repairs shall be made from various funds in rough proportion to the annual percentage of maintenance-worker hours dedicated to the work supported by those various funds.

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~~13-12.~~ The *Transportation Capital Fund* accounts for REET and other sources for transportation capital projects (RCW 82.46.035).

~~14-13.~~ The *Surface Water Capital Fund* accounts for transfers of storm water fees for capital improvements to the City's surface water drainage system (Ord. 459, Section 10 (1990)).

~~15-14.~~ The *Sewer Capital Fund* accounts for transfers from Sewer rates for capital improvements to the City's Sewer Capital Fund (Ord. 927 (2005)).

~~16-15.~~ The *Vehicle/Equipment Replacement Fund* accounts for the expenditures for the repair, maintenance and replacement for the City's vehicles, the City's information technology equipment and licensing, and Fixed Assets (Ord. 659 (1995)).

AGENCY FUNDS

~~1-16.~~ Periodically the City may administratively create one or more agency funds to support regional coalitions of two or more local entities where the City has agreed to act as the finance fiduciary. Any such funds are to be created administratively, are governed by the agreement creating the coalition, and if created pursuant to an interlocal agreement approved by the City Council, do not require separate council action.

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C. Financial Planning and Budget

1. The Director of Finance shall develop a financial planning calendar that will provide for the timely update of the six-year financial forecasts for all City funds to adopt the City's biennial ~~b~~Budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.
2. A six-year financial forecast shall be prepared and updated on a biennial basis for all City funds as a multi-year financial planning tool. The financial forecast shall be integrated in the City's biennial operating capital budgeting process.
3. The City will use prudent revenue and expenditure assumptions in the development of the six-year financial forecast and budgets for all City funds.
4. The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.
5. When budgeting for the General Fund, the Recommended Biennial Budget proposed by the Mayor shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.

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6. The relationship between the General Fund and Capital Improvement ~~Fund Plan (CIP)~~ budgets will be incorporated into the financial forecasts and the biennial Budget Process. Maintenance and operating costs associated with new ~~Capital Improvement Plan CIP~~ projects shall be estimated and included for each project within the ~~Capital Improvement Plan CIP~~. Such costs should be included in the operating budgets when the projects are complete.

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7. The City shall prepare and adopt its ~~B~~udget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The adopted biennial budget will include one revenue and one expenditure amount for the biennium for each of the City's funds; budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council. The Director of Finance shall be responsible for the management of the City's biennial budget development process. The Director of Finance shall provide timely and accurate budget monitoring reports to Department Directors on a regular basis and quarterly budget monitoring reports to the ~~Council~~ ~~Budget and Finance~~ Committee.

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8. Department Directors have primary responsibility for the development, implementation, management, and monitoring of their respective ~~b~~Budgets in accordance with direction from the Mayor. Any significant variances from the adopted budget shall be reported by ~~d~~Department ~~d~~irectors to the ~~c~~City ~~a~~Administrator in a timely manner.

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9. The biennial budget process and materials shall be developed in a manner to provide information in a readily understandable manner, and to the greatest extent possible avoid jargon, acronyms, and the like.

10. One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.

11. Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial Budget.

12. In accordance with State law, the City Council will adopt the ~~b~~Biennial ~~b~~Budget at the ~~F~~fund level. The Mayor is authorized to transfer budgeted amounts within any fund ~~(budget adjustment)~~.

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13. The City shall exhaust restricted funds to finance uses authorized by State or local law before ~~G~~eneral ~~F~~fund ~~r~~esources are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.

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D. Fund Balances and Reserves

1. Operating funds of the city have a minimum fund balance target equal to 30 days operating expense or eight percent (8%) except as noted below.²
2. General Fund, 60 days operating expense or 16 percent of total estimated current year revenue
- Street Fund, 60 days operating expense or 16 percent of total estimated current year revenue
- Sewer Fund, 60 days operating expense or 16 percent of total estimated current year revenue
- Surface Water Utility Fund, 60 days operating expense or 16 percent of total estimated current year revenue.

Current year revenue is defined as total estimated (budgeted) resources less beginning fund balances and one time revenues. Projected variances from the minimum fund targets shall be disclosed during the biennial ~~b~~Budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. Fund Balance targets may be modified by Council action.

~~3-2.~~The Council Contingency Reserve should be maintained in accordance with RCW 35A.33.145 to cover unforeseen issues.

~~4.~~ City's Long Term General Obligation Bond Fund reserve should be maintained to provide for City Hall Bond debt service payments.

~~5-3.~~The Budget Stabilization Fund should be maintained to provide for General Fund operating reserves in accordance with Ordinance 1071.

E. Accounting

1. The City will maintain an accounting and financial reporting system that fully meets governmental accounting professional standards and State of Washington budgeting, accounting, and reporting requirements as established in the ~~c~~Cash ~~b~~Basis Budgeting Accounting and Reporting System (BARS) Manual.
2. Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. This includes recording all purchased fixed assets in the fixed asset inventory system at the time of purchase. This enables the City to have timely and accurate financial reporting of its assets.
3. The City will report the results of operations using the cash basis of accounting allowed by the State for reporting.

² Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

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F. Financial Reporting

1. The City shall prepare and submit in a timely manner an **a**Annual **F**inancial **r**eport to the Washington State Auditor’s Office in accordance with the standards established for such reports.

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G. Revenues

4. The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles.
5. Where the City has authority to set fees and charges, all such fees and charges should be adjusted to reflect inflation and cost of services and should be reviewed and reported to the **Budget and Finance Committee** on a periodic basis.
6. Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.
7. Investment Interest shall be credited to the appropriate City funds based on the monthly cash balances.

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H. Expenditures and Contract Management

1. The City shall implement procedures for purchasing, credit card usage, and contract management consistent with the policy framework established in this section.
2. The Department Directors have primary responsibility for purchasing and expenditures for their respective **B**udgets in accordance with the adopted **b**iennial **b**Budget. Any significant variances from the adopted budget shall be reported by **d**Department **d**irectors to the City Administrator in a timely manner.
3. Subject to competitive bidding requirements, the administration/staff is granted the authority to execute contracts for goods and services up to a contract value of \$50,000 for Public Works and \$30,000 for all others. Staff is allowed to exercise this authority only when the purchase is consistent with the type of acquisition routinely and regularly included in a line item in the current year adopted budget. Contracts or services that could reasonably be defined as carrying out policy provisions in the budget are not subject to the aforementioned contracting authority.
4. In the case of significant damage or threat to public infrastructure or public facilities that require immediate action to prevent significant future loss or threat to property or to public safety and meets the definition of “emergency” in RCW 39.04.280(3), a contract of up to \$100,000 is authorized. Reasonable attempts will be made to follow the Small Works Roster process authorized in Resolution No. 617.

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5. City claims payments will be reviewed by a member of the City Council (Currently the Budget and Finance Committee Chair). The Councilmember review is intended to provide for a general, high-level review of claims to assure that adequate documentation is being maintained and the initiating department along with the Finance Department are doing appropriate due diligence in their review activities.

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6. The City will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality.

I. Debt

1. Debt may be utilized to address short-term cash flow needs. Debt may also be used to finance significant capital or other obligations. The City Council is required to approve the issuance of debt. Debt will not be used to fund long-term revenue shortages.

2. When evaluating the use of non-voted (councilmanic) debt and the associated debt service obligations, an analysis shall be performed to determine the City's ability to make debt service payments, taking into account revenue fluctuations associated with periodic economic cycles. Debt may be considered when there is sufficient projected discretionary revenue to service the debt.

3. Voted and non-voted (councilmanic) debt will be used prudently in a manner to avoid any adverse impact on the City's credit rating or ability to issue subsequent or additional debt.

4. Upon the issuance of any debt, the City will establish the appropriate procedures to assure compliance with bond/debt covenants and applicable federal, State and local laws, policies and regulations.

J. Investments

1. The City will utilize the Washington State Local Government Investment Pool (LGIP) as its primary investment vehicle.

2. The City may utilize investments provided by the City's Bank as a supplement to the LGIP for short-term investments. All such bank investments shall fully comply with State law as allowable investments for City monies.

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K. Assets

1. Fixed assets are defined as land, buildings, equipment, and improvements to existing fixed assets costing more than \$5,000 and having a useful life in excess of one year. Assets with a value or cost under \$5,000, but more than \$500 are not defined as fixed assets and are subject to the Small and Attractive Asset Policy.
2. Small and Attractive Assets are safeguarded by a Small and Attractive Asset Policy designed to ensure controls over items that might not be noticed immediately after disappearance. The Policy maintains accountability for items that do not meet the criteria of a fixed asset. In certain cases the Administration may classify items below the threshold as small and attractive, despite having a value or cost below the threshold.

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City of Lake Forest Park
Credit Card Policy

Purpose.

The purpose of this policy is to establish guidelines and rules for the use of credit cards by City officials and employees. This policy shall be interpreted to provide for the use of credit cards by authorized persons to the fullest extent allowed by law including RCWs 43.09.2855 and 42.24.115.

Definitions.

As used in this policy, the term "credit card" means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives to the card holder (the City) the privilege of obtaining credit from the issuer. Credit cards include cards imprinted with a specific named individual user, cards imprinted with a specific named city department, and cards issued for use by the City with a specific vendor.

Issuance, use and control of credit cards.

A. The City adopts the following system for the issuance, use and control of credit cards by City officials and employees. The Finance Director is authorized to obtain City credit cards under the following system, which provides for the distribution, authorization, control, credit limits and payment of bills through the use of the credit cards by City officials and employees.

- 1) **Issuance and Use.** Credit cards may be issued to the City of Lake Forest Park and used by authorized City officials and employees for purchasing goods, services, supplies and other items from vendors; incurring registration, training or travel expenses in connection with the performance of their duties on behalf of the City. Each card imprinted with the name of an individual must be "signed for" by that individual using the City's card user agreement.
- 2) **Authorization and Control.** Upon authorization from the Finance Director or designee, City officials and employees may obtain a credit card from the Finance Director who shall maintain a ledger of individuals and departments receiving credit cards, including the date the card was received. The Finance Director shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.
- 3) **Credit card limits** shall be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency.
- 4) **Payment of Bills.** The Finance Director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.
- 5) **Unauthorized Charges.** No official or employee shall use the City-issued credit card for non-City business purposes. No charge(s) shall exceed amounts established and available in the City budget.
- 6) **Prohibited Uses.** Cash advances on credit cards are prohibited.

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B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with credit card receipts in accordance with the City travel policies and procedures.

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C. Failure to provide detailed documentation as required by the policy will result in the user being responsible for the charge. If certain credit charges are disallowed as a result of audit or City policy, such charge must be repaid to the City with the City having the right to withhold funds payable to the official or employee up to the amount of the disallowed charge including interest at the rate charged by the credit card company. Misuse of a City credit card may result in disciplinary action up to and including termination and legal action.

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D. The Finance Director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card. The Finance Director may deliver a revocation order to the credit card company with the City not being liable for any future costs incurred after the date of revocation. Credit cards are to be returned to the City immediately upon ending employment.

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E. The Finance Director is authorized to adopt any additional rules or policies necessary to implement the provisions of this policy.

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