

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 02-048B**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON AMENDING
RESOLUTION NO. 02-048A PASSED BY THE CITY COUNCIL ON MAY 4, 2010,
ENTITLED "A RESOLUTION ADOPTING A FINANCIAL MANAGEMENT POLICY
FOR THE CITY OF LIBERTY LAKE, WASHINGTON".**

WHEREAS, the stewardship of public funds is one of the most important responsibilities vested upon public officials;

WHEREAS, the establishment and maintenance of prudent financial policies enables public officials to protect the public's interest and ensure the public's trust;

WHEREAS, the City's Administrative Services Department has recommended certain proposed amendments to the Financial Management Policy;

WHEREAS, the proposed amendments to the Financial Management Policy establish guidelines for sound and efficient financial planning and management, reflect current requirements and laws that apply to the City's financial activities, and have the following objectives for the City's fiscal performance: to set forth operating principals that minimize financial risk; to employ balanced and fair revenue policies that provide adequate funding for desired programs; to maintain appropriate financial capacity for present and future needs; to promote sound financial management by providing accurate and timely information on the City's financial condition; and to ensure the legal use of financial resources through an effective system of internal controls.

WHEREAS, the City Council wishes to adopt these amendments to the City's Financial Management Policy in pursuit of its objective of sound and efficient financial planning and management.

NOW, THEREFORE, be it resolved by the City Council of the City of Liberty Lake, Washington as follows:

Section 1. Financial Management Policy Amendments Adopted. The Council hereby adopts the amendments to the City's Financial Management Policy now entitled "City of Liberty Lake Financial Management Policies" attached hereto as Exhibit "A" and incorporated herein by this reference.

Section 2. Inclusion of Amendments. The amendments to the Financial Management Policies adopted by the passage of this Resolution shall be included as part of said Policies, and those Policies shall hereafter remain in effect until the same are amended or repealed by subsequent action of the City Council.

Section 3. Severability. If any section, sentence, clause or phrase of this Resolution shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of said Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon passage by the Liberty Lake City Council.

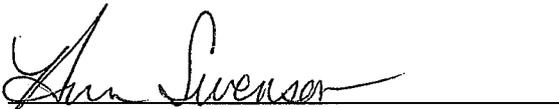
Adopted this 6th day of November, 2012.



Mayor, Steve Peterson

Attest:

Approved as to Form:



Ann Swenson, City Clerk



Sean Boutz, City Attorney

POLICY 1315 – PROCEDURE FOR TRAVEL AUTHORIZATION AND REIMBURSEMENT

This policy applies to establishing a procedure related to obtaining travel authorization, eligible expenditures, and reimbursing employees for expenses incurred in conduct of business of the City.

1. Reimbursement of Travel Expenses Incurred in the Course of City Business. It is the policy of the City of Liberty Lake to reimburse City elected and appointed officials, employees, and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein by application and compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be commensurate with the employee's normal standard of living, but it is assumed and expected that expenses will be consistent with the best interests of the City and its desire to minimize travel costs.

Any normal travel time in excess of one day each way, which is brought about by the employee's choice of transportation, will be charged to the employee as vacation time. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.

City charge cards may be issued to elected officials and staff who will travel outside the City on City business. Elected officials and staff using a City issued credit card for travel expenses shall not purchase food, gas or other sundries for other persons, employees, or officials, except that if a meal is purchased by a user of a City credit card on behalf of other persons, the person purchasing the meal shall note on the receipt the persons in attendance. Elected officials and staff who use their personal automobile while on official travel shall not use a City credit card for gasoline. When renting an automobile while on official city travel, the City credit card may be used for rental and gasoline/oil expenses. The cards are kept at City Hall or with the Department Head and must be signed out prior to departure and signed back in upon return.

2. Authorization Procedure

- 2.1 Authorization to Travel - Travel by city employees, Mayor, City Council, and board and commission members shall be specifically provided for in an approved budget and as provided below:

- 2.1.1 Specific trip authorization shall be approved on Travel Authorization as provided in Section 3.5.
- 2.1.2 Council Members - Travel and attendance is authorized for Council workshops and all annual committee workshops or task force meetings scheduled by the Association of Washington Cities, National League of Cities, or special events that may require Council attendance.
- 2.1.3 Board and commission members – Workshops, seminars, and conferences are normally included in budget requests.
- 2.1.4 Unanticipated or special travel may be approved provided such approval is received as noted on the Travel Request and Authorization Form.
- 2.1.5 All Travel Request and Authorization forms shall be submitted to the City Treasurer to be made available for review upon request.

2.2 Eligible Expenditures

Generally, eligible expenditures include travel and living costs incurred by the employee while away from the City and expenses incurred within the City necessitated by City business. In the Spokane County area, necessary expenses will be reimbursed only for an employee representing the City in his/her official capacity and in the discharge of his/her duties. Such in-City expenses should be authorized as provided for in Section 3.5 below.

- 2.2.1. Registration – Actual cost of registration of any employee at a meeting, conference, or convention for which he/she has received approval. Registration should be prepaid. The City Treasurer is to be contacted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement, or accompany the credit card billing statement.
- 2.2.2 Transportation – Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all air travel shall be by coach class, unless, only higher cost accommodations are available. Payment for air travel shall be at actual cost from Spokane International Airport to destination and return.

Employees using a personally owned auto to travel out of town on City business will be reimbursed at the Internal Revenue Service rate and provided payment will not exceed coach class airfare to and from the same destination.

- 2.2.3. Lodging – Actual cost of hotel or motel accommodations is eligible. If a member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation. The

single accommodation rate must be noted on the hotel/motel bill submitted.

2.2.4. Meals – An individual shall be deemed on travel status where the travel includes reimbursable lodging.

Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement.

Meals for City Council, boards, commissions, and staff conducting formal City business during meal times are specifically authorized.

Non-travel status travel expense need not be pre-approved prior to being incurred unless the individual who would normally approve such expenditures after the fact has set a policy that requires such pre-approval. Where pre-approval has not been required and the person proposing to incur the expense has any question about the legitimacy of the expense, pre-approval should be obtained. Individuals who incur non-travel status travel expense or authorization of the charge on a City credit card is not approved, the expense will be the individual's personal obligation. Travel expense incurred while on travel status requires the pre-approval as set forth in Section 3.5. The act of obtaining a City credit card does not indicate pre-approval of expenses.

Eligible meal expense when not on travel status requires submission of the restaurant receipt (not the receipt which can be filled out by the individual) and shall be reimbursed or charged on city credit card approved at actual cost.

Individuals may be reimbursed for single non-travel status meal expense from the petty cash fund, provided proper documentation and approval is submitted.

Except for lodging where individuals share the same room and transportation conveyance (cab, rental car, etc.) each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for working sessions or banquets arranged by a department.

~~Receipts are required for reimbursement of actual expenses not to exceed \$10.00 for breakfast, \$10.00 for lunch and \$30.00 for dinner or a maximum daily meal cap of \$50.00. When meals are included in registration for meetings and conferences, the above limits do~~

~~not apply. If travel expenses exceed amount authorized, the voucher must be reviewed and approved by the Mayor. Tips are paid over and above the meal cap. Tips are not to exceed 15% for meals, taxis or baggage handling. Any meals charged to a City credit card require an itemized receipt.~~

Individuals on travel status shall be reimbursed for meal expense(s) using per diem rates. Meal and incidental expense(s) (M&IE) per diem will be applied using IRS guidelines. M&IE per diem will be reduced by the amount of any meal not related to the travel and the amount of any meal provided as part of the conference or training. Incidental expenses can be prorated based upon the number of reimbursed meals.

2.2.5. Laundry and Valet Services – Actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than six days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.

2.2.6. Telephone – Charges for telephone are eligible for reimbursement if City business requires such communication. Employees staying outside of Spokane County on business are allowed one personal call per day at City expense. Such calls shall not exceed 10 minutes in duration. Any personal calls in excess of one per day are to be paid by the employee.

2.3 Ineligible Expenses – None of the following expenses shall be paid by the City: travel paid for by any other organization, alcoholic beverages, valet services (except as noted above), meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, trip insurance, hosting, or any other personal expenditures for entertainment or other purposes.

2.4 Documentation of Expenses – All actual expenses shall be submitted to the City Treasurer for reimbursement on the Travel Authorization form with their Department Head's signature. In the case of lodging expense, a detailed statement of charges must be submitted. Each employee is expected to submit his/her own travel expense voucher reflecting reimbursable expenses actually incurred.

If lodging accommodations are shared between two or more employees, the lodging portion of the billing for all such employees may be submitted by the employee paying the bill.

Claim of any charge which could reasonably raise a question should be accompanied with an explanation of such charge.

2.5 Approvals – Travel and expense reimbursement or credit card payment authorization under this policy must be signed, approved and filed with the City Treasurer on a City purchase order if over \$500 or a petty cash slip if under \$50.00. Purchase orders should be preapproved for any travel expenses that are anticipated to be \$500 or over. Normally, claims for reimbursement and credit card charge receipts are to be submitted no later than 5 days after the return from travel. Ongoing approval responsibility for specific travel, reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase order duly verified by the claimant, and submitted for final approval as noted below:

- A. If Council or other commissions or boards – approval will be made by the Mayor.
- B. If the Mayor – approval will be made by the Mayor Pro Tem.
- C. If the Mayor's Designee– by the Mayor, or if the Mayor is not available, the Mayor Pro-Tem.
- D. If the City Attorney – by the Mayor or Mayor's Designee.
- E. If the Department Director – approval by the Mayor's Designee.
- F. If other employees – by the direct supervisor and/or department director.

POLICY 1330 – Cellular Telephones

This policy applies to cellular telephones.

1. Directors are responsible:
Directors are responsible for the authorization and cost of all cellular telephones and other wireless devices issued to employees within their departments. Directors are also responsible for the administration of the City stipend for personal cellular telephone usage.
2. City Issuance of Cellular Telephone:
The City may supply a cellular telephone when such loan or issuance is a benefit to the City and shall not be construed as a privilege or benefit. Use of a City-owned cellular telephone may be of convenience to the employee or elected official, but convenience alone will not determine usage.

Additionally, employees or elected officials from time to time, or on a regular basis, may be provided a city-owned cellular telephone for use while on the job.

Cellular telephones issued to an employee or elected official will remain the property of the City. Should such property become damaged, lost, or stolen due to the negligence of the employee or elected official, such property will be replaced or repaired at the employee's or elected official's own expense. Obligation to replace or repair will not include "normal wear and tear".

The Director will monitor, on a monthly basis, City-issued cellular telephone bills.

Cellular telephones will not be used when more cost-effective means of communication are readily available (i.e. two-way radio or land line telephones). In an emergency, or if safety is a consideration, this provision does not apply.

Prohibited Use:

The following uses of City-issued cellular telephones (including voice mail) are strictly prohibited:

1. Using the phone system to pursue outside business ventures or political or religious causes.
2. Sending offensive or improper voice mail message(s), including those of a racial or sexual nature.
3. Using the phone system in a frivolous nature, such as for practical jokes.

3. City Stipend Program for use of Personal Cellular Phone:

If a Director determines that an employee needs to carry a cellular telephone for City business, the employee may, upon approval of the City Administrator, be eligible to receive a monthly stipend for use of his or her personal cellular telephone. The personal cellular telephone would replace the need to carry a city-owned cellular telephone. The following is required to receive a City stipend for use of a personal cellular telephone:

1. An employee must agree in writing (City's Stipend Agreement) to have his or her personal cellular telephone accessible and available at all times during City business hours, while on call or standby, or other times that an employee may be required to be available for City business.

The City Administrator shall have the sole discretion to determine what department employees are eligible to receive a stipend for use of a personal cellular telephone.

The monthly stipend is paid through the payroll system, and the amount of the monthly stipend is based on one of the two plan options as determined appropriate by the City Administrator:

- | | |
|----------------------------|-----------------|
| A. Phone & Data | \$50.00 / month |
| B. Phone or Data Plan Only | \$25.00 / month |

POLICY 1020 – Budget Adjustments and Transfers

This policy applies to adjustments and budget transfers for current budget years. This policy is approved by the Mayor and Council by motion.

Amending the City budget occurs whenever the requested changes will cause the existing appropriation levels for the fund to change. This situation generally occurs when the City Council authorizes an additional appropriation throughout the year. Budget amendments are completed through an Ordinance that amends the original budget and states the sources of funding for the incremental appropriations.

It is the policy of the City of Liberty Lake to bring to the attention of the City Council, as they become apparent, any and all expenditures that are deemed necessary but not included in the original budget. In those instances, City staff will inform the Council if the additional expenditures can be accomplished within the existing budgetary authority of the fund or if a budget amendment is necessary.

1. Budget Adjustments Requiring City Council Approval by Ordinance Amending the Original Budget.
 - A. An increase in expenditures through the realization of additional revenues or use of fund balance (RCW 35.33.121).
 - B. To adjust budgets involving the increase/decrease of employee positions, salaries, or benefits.
 - C. An increase or decrease of capital budget expenditures.
2. Final Budget Adjustments at Year-end.

Estimates of expenditures through the current year end are generally, made during the budget process to determine the carry over for the next year; however, the estimates need to be ~~kept~~ updated to determine if an amendment to the budget will be necessary. Budget amendments must be made no later than mid-December so that they may become effective on or before December 31st.

3. Budget Transfers.

Transfers between individual appropriations within any one fund may be made during the current fiscal year by order of the Mayor or designee. Transfers may be made within the same fund regardless of the various offices, departments or divisions of the city which may be affected. Budget transfers will be reviewed by the Finance Committee.

POLICY 1340 - Employee Recognition Program

Purpose: To provide recognition for exceptional employee performance and/or actions which represent a significant contribution to the City.

Policy: Exceptional work performance and/or service to the community serves as a role model for other employees and often leads to improved morale and productivity among others in a work unit. This in turn contributes to the overall success of the City in meeting the community's goals and objectives. The Mayor, City Council, and department managers appreciate and recognize the value of exceptional employee performance that contributes to improved service, quality, productivity, and/or actions that are beneficial to the community. This program is established to provide a process for such employee recognition.

At the discretion of the Mayor, employee recognition may include the presentation of an award based on the value of the performance. The value of all awards may not exceed \$400 in a calendar year.

The Mayor shall also encourage department directors to use a number of awards valued at under \$50 to routinely recognize employees' excellence in the performance of day-to-day duties. The value of all awards may not exceed \$200 in a calendar year.

Procedures: Informal employee recognition may take many forms, such as an in-person or written "thank you", a commendation to the employee's personnel file, assignment to a special project allowing an employee to present his/her work to others, recognizing the employee's work at a staff meeting, additional training or professional development, or other similar forms of recognition. While department managers and supervisors frequently acknowledge and commend employees for good performance, they may, with approval of the Mayor or his/her designee, establish a written departmental employee award program. The following formal recognition programs will additionally be made for exceptional work performance and /or service to the community:

Liberty Lake Public Service Awards: Employees achieving twenty-five (25) years, twenty (20) years, fifteen (15) years, ten (10) years, and five (5) years of service with the City shall be honored and recognized by their department manager at a City Council Meeting.

Liberty Lake Police Safety Achievement Awards: Recognizing achievements in Public Safety throughout the year.

As a general rule, awards are taxable wages to the employee, however, there are exceptions. Awards are not taxable wages to the employee if they meet the following criteria:

- **Be given for length of service or safety achievement.**
- **Be tangible personal property, other than cash, gift certificates or equivalent items.**

- **Be given under conditions and circumstances that do not create a significant likelihood of the payment of disguised compensation.**
- **Be given as part of a meaningful presentation.**
- **Be no more than the specified dollar limits (\$400).**

CERTIFICATION

I, the undersigned City Clerk of the City of Liberty Lake, of Spokane County, Washington, HEREBY CERTIFY that the foregoing Resolution is a full, true and correct copy of Resolution No.02-048B duly adopted at a regular meeting of the City Council of said City, duly and regularly held at the regular meeting place thereof on November 6, 2012 of which meeting all members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said Resolution was adopted by the following vote: unanimous; 7-0.

AYES, and in favor thereof: Mayor Pro Tem Langford, Council Members: Kaminkas, Kopelson, Dunne, Beckett, Olander, and Brickner.

NAYS: None.

ABSENT: None.

ASTAINED: None.

CITY OF LIBERTY LAKE



CITY CLERK