

City of Glendale Council Workshop Agenda

December 3, 2013 – 1:30 p.m.

Welcome!

We are glad you have chosen to attend this meeting. We welcome your interest and encourage you to attend again.

Form of Government

The City of Glendale has a Council-Manager form of government. Policy is set by the elected Council and administered by the Council-appointed City Manager. The Council consists of a Mayor and six Councilmembers. The Mayor is elected every four years by voters city-wide. Councilmembers hold four-year terms with three seats decided every two years. Each of the six Councilmembers represent one of six electoral districts and are elected by the voters of their respective districts (see map on back).

Voting Meetings and Workshop Sessions

Voting meetings are held for Council to take official action. These meetings are held on the second and fourth Tuesday of each month at 6:00 p.m. in the Council Chambers of the Glendale Municipal Office Complex, 5850 West Glendale Avenue. **Workshop sessions** provide Council with an opportunity to hear presentations by staff on topics that may come before Council for official action. These meetings are generally held on the first and third Tuesday of each month at 1:30 p.m. in Room B3 of the Glendale Municipal Office complex.

Special voting meetings and workshop sessions are called for and held as needed.

Executive Sessions

Council may convene to an executive session to receive legal advice, discuss land acquisitions, personnel issues, and appointments to boards and commissions. Executive sessions will be held in Room B3 of the Council Chambers. As provided by state statute, executive sessions are closed to the public.

Regular City Council meetings are telecast live. Repeat broadcasts are telecast the second and fourth week of the month – Wednesday at 2:30 p.m., Thursday at 8:00 a.m., Friday at 8:00 a.m., Saturday at 2:00 p.m., Sunday at 9:00 a.m. and Monday at 1:30 p.m. on Glendale Channel 11.

If you have any questions about the agenda, please call the City Manager's Office at (623)930-2870. If you have a concern you would like to discuss with your District Councilmember, please call the City Council Office at (623)930-2249



For special accommodations or interpreter assistance, please contact the City Manager's Office at (623)930-2870 at least one business day prior to this meeting. TDD (623)930-2197.

Para acomodacion especial o traductor de español, por favor llame a la oficina del administrador del ayuntamiento de Glendale, al (623) 930-2870 un día hábil antes de la fecha de la junta.

Councilmembers

Cactus District – Ian Hugh
Cholla District – Manuel D. Martinez
Ocotillo District – Norma S. Alvarez
Sahuaro District – Gary D. Sherwood
Yucca District – Samuel U. Chavira



MAYOR JERRY P. WEIERS

Vice Mayor Yvonne J. Knaack – Barrel District

Appointed City Staff

Brenda S. Fischer – City Manager
Michael D. Bailey – City Attorney
Pamela Hanna – City Clerk
Elizabeth Finn – City Judge

Meeting Agendas

Generally, paper copies of Council agendas may be obtained after 4:00 p.m. on the Friday before a Council meeting from the City Clerk Department inside Glendale City Hall. Additionally, the agenda and all supporting documents are posted to the city's website, www.glendaleaz.com

Public Rules of Conduct

The presiding officer shall keep control of the meeting and require the speakers and audience to refrain from abusive or profane remarks, disruptive outbursts, applause, protests, or other conduct which disrupts or interferes with the orderly conduct of the business of the meeting. Personal attacks on Councilmembers, city staff, or members of the public are not allowed. It is inappropriate to utilize the public hearing or other agenda item for purposes of making political speeches, including threats of political action. Engaging in such conduct, and failing to cease such conduct upon request of the presiding officer will be grounds for ending a speaker's time at the podium or for removal of any disruptive person from the meeting room, at the direction of the presiding officer.

How to Participate

Voting Meeting - The Glendale City Council values citizen comments and input. If you wish to speak on a matter concerning Glendale city government that is not on the printed agenda, please fill out a blue Citizen Comments Card. Public hearings are also held on certain agenda items. If you wish to speak on a particular item listed on the agenda, please fill out a gold Public Hearing Speakers Card. Your name will be called when the Public Hearing on the item has been opened or Citizen Comments portion of the agenda is reached. **Workshop Sessions** - There is no Citizen Comments portion on the workshop agenda.

When speaking at the Podium, please state your name and the city in which you reside. If you reside in the City of Glendale, please state the Council District you live in and present your comments in five minutes or less.

Regular Workshop meetings are telecast live. Repeat broadcasts are telecast the first and third week of the month – Wednesday at 3:00 p.m., Thursday at 1:00 p.m., Friday at 8:30 a.m., Saturday at 2:00 p.m., Sunday at 9:00 a.m. and Monday at 2:00 p.m. on Glendale Channel 11.



Council District Boundaries





GLENDALE CITY COUNCIL WORKSHOP SESSION
Council Chambers – Room B3
5850 West Glendale Avenue
December 3, 2013
1:30 p.m.

One or more members of the City Council may be unable to attend the Workshop or Executive Session Meeting in person and may participate telephonically, pursuant to A.R.S. § 38-431(4).

CALL TO ORDER

WORKSHOP SESSION

1. COUNCIL ITEM OF SPECIAL INTEREST: DOWNTOWN PARKING
PRESENTED BY: Jamsheed Mehta, AICP, Executive Director, Transportation Services
2. COUNCIL ITEM OF SPECIAL INTEREST: CITY SUITE POLICY
PRESENTED BY: Julie Frisoni, Interim Assistant City Manager, and Julie Watters, Interim Executive Director, Communications
3. COUNCIL ITEM OF SPECIAL INTEREST: FROM THE HEART DONATION PROGRAM
PRESENTED BY: Tom Duensing, Executive Director, Financial Services
4. COUNCIL ITEM OF SPECIAL INTEREST: COUNCIL GUIDELINES – COUNCIL DISTRICT BUDGETS
PRESENTED BY: Kristen Krey, Council Services Administrator
5. COUNCIL ITEM OF SPECIAL INTEREST: COUNCIL GUIDELINES - ITEMS OF SPECIAL INTEREST
PRESENTED BY: Kristen Krey, Council Services Administrator
6. PROPOSED FINANCIAL POLICY – TRANSFERS
PRESENTED BY: Tom Duensing, Executive Director, Financial Services

CITY MANAGER'S REPORT

This report allows the City Manager to update the City Council. The City Council may only acknowledge the contents to this report and is prohibited by state law from discussing or acting on any of the items presented by the City Manager since they are not itemized on the Council Workshop Agenda.

COUNCIL ITEMS OF SPECIAL INTEREST

Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced.

EXECUTIVE SESSION

1. LEGAL MATTERS

A. The City Council will meet with the City Attorney for legal advice, discussion and consultation regarding the city's position in pending or contemplated litigation, including settlement discussions conducted in order to avoid or resolve litigation. (A.R.S. § 38-431.03(A)(3)(4))

2. LEGAL MATTERS – CONTRACTS

A. Discussion and consultation with the City Attorney and City Manager to consider its position and provide instruction and direction to the City Attorney and City Manager regarding Glendale's position in connection with proposed economic development opportunities in the Westgate area that are the subject of negotiations. A.R.S. § 38-431.03(A)(3)(4)(7))

3. PERSONNEL MATTERS

A. Various terms have expired on boards, commissions and other bodies. The City Council will be discussing appointments involving the following boards, commissions and other bodies. (A.R.S. § 38-431.03 (A)(1))

1. Arts Commission
2. Audit Committee
3. Aviation Advisory Commission
4. Board of Adjustment
5. Citizens Bicycle Advisory Committee
6. Citizens Transportation Oversight Commission
7. Commission on Neighborhoods
8. Commission on Persons with Disabilities
9. Community Development Advisory Committee

10. Glendale Municipal Property Corporation
11. Historic Preservation Commission
12. Industrial Development Authority
13. Judicial Selection Advisory Board
14. Library Advisory Board
15. Parks and Recreation Advisory Commission
16. Personnel Board
17. Planning Commission
18. Public Safety Personnel Retirement Board/Fire
19. Public Safety Personnel Retirement Board/Police
20. Risk Management/Workers Compensation Trust Fund Board
21. Water Services Advisory Commission

Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (i) discussion or consideration of personnel matters (A.R.S. § 38-431.03(A)(1));
- (ii) discussion or consideration of records exempt by law from public inspection (A.R.S. § 38-431.03(A)(2));
- (iii) discussion or consultation for legal advice with the city's attorneys (A.R.S. § 38-431.03(A)(3));
- (iv) discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4));
- (v) discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. § 38-431.03(A)(5)); or
- (vi) discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. § 38-431.03(A)(7)).

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. § 38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless the City Council takes a legal action at a properly noticed open meeting to approve of such expenditure prior to incurring any such obligation or indebtedness. A.R.S. § 38-431.07(A)(B).

Items Respectfully Submitted,



Brenda S. Fischer, ICMA-CM
City Manager



WORKSHOP COUNCIL REPORT

Meeting Date: **12/3/2013**
Meeting Type: **Workshop**
Title: **COUNCIL ITEM OF SPECIAL INTEREST: DOWNTOWN PARKING**
Staff Contact: **Jamsheed Mehta, AICP, Executive Director, Transportation Services**

Purpose and Policy Guidance

This report is in response to a Council Item of Special Interest request from Mayor Weiers for staff to look into extending the time limits in two-hour parking zones in the downtown area. Downtown Glendale is located in the Ocotillo District.

Background

There are a variety of parking choices available in the downtown area. The majority of the diagonal and parallel parking spaces in the area bounded by 59th to 57th avenues, Myrtle Avenue to Lamar Road, are posted for two-hour parking. There are also many free parking options for visitors to the downtown area, including covered parking in both the Glendale Municipal Office Complex parking structure at 59th and Glendale avenues, and the Promenade at Paltaire parking structure at 5835 West Paltaire Avenue. These parking garages have no time limit imposed.

Considerable signage has been posted to guide visitors to the parking garages and surface parking lots. In addition, the Glendale Visitor Center highlights these parking areas in their downtown brochure and on the Historic Downtown Glendale map on their website. Directory signs located throughout downtown Glendale also display these parking locations.

In 1997, the city conducted a series of surveys to solicit input from the downtown merchants regarding the two-hour parking restrictions. At that time, 50 responses were received in favor of removing the restrictions, and 30 responses supported the restrictions. Many of the responses in favor of removing the parking restrictions were from businesses north of Paltaire Avenue, on streets that did not have any parking restrictions. As a result of the surveys, a few changes were made to the locations of the two-hour parking restrictions.

Based on a 2006 parking study, there are approximately 450 parking spaces located in private lots in the downtown area. There are approximately 608 on-street parking spaces downtown. Of those, 488 are posted with two-hour limits and 120 have no parking restrictions. In the past three years, the Police Department has received nine calls for service regarding downtown parking. Most of these were from merchants complaining about employees of other downtown businesses parking all day in spaces that should be available for customers. Staff responds to these complaints on a case-by-case basis.



WORKSHOP COUNCIL REPORT

Analysis

Over the years, downtown merchants, businesses and city staff have worked together to establish a balanced parking plan for the downtown area. The addition of the Palmaire parking structure and designated surface parking—such as the two city-owned lots on Myrtle and 59th avenues—have helped ensure that there is plenty of free long-term parking for downtown visitors.

Most businesses that utilize the two-hour parking spaces for their customers are restaurants and specialty shops. Some of the restaurant owners have contacted the city because when cars are parked for longer than two hours, convenient parking is not available for the lunchtime customers who are often on a tight schedule. When this occurs, it is essential for the police officers to have parking signs posted with the time duration as an enforcement tool.

Parking needs for downtown businesses differ from typical businesses in other parts of the city. Under existing zoning, parking is required based on the square footage of building area. Due to the close proximity of the shops and restaurants downtown, these parking requirements can be difficult to meet.

In order to meet the unique needs of downtown development, including parking, the City Council approved the Glendale Centerline Overlay District in 2011. Under the Overlay District, parking requirements can be reduced if a property owner elects to use the Overlay District, rather than existing zoning. Use of the Overlay District is voluntary and can be requested by the property owner at any time. These requests are reviewed and approved administratively by the Planning Department.

Many longtime downtown businesses have relied on street parking to accommodate their customers. This is a common practice in urban environments such as Historic Downtown Glendale. It has been staff's experience that when parking regulations change, some merchants and residents agree with them, while an equal number disagree. Staff recommends that the downtown merchants discuss and agree upon any proposed changes to downtown parking.

Previous Related Council Action

On June 14, 2011, the City Council approved the Glendale Centerline Overlay District. The Overlay District is a part of the city's redevelopment initiative and long-range redevelopment vision for Glendale Avenue. Participation in the Overlay District is voluntary and acts as a zoning tool for the downtown area.

Community Benefit/Public Involvement

Customers enjoy convenient parking in close proximity to the businesses they patronize.



WORKSHOP COUNCIL REPORT

Budget and Financial Impacts

Financial impacts will depend on Council's direction.

Approximately 150 two-hour parking signs are located downtown. If new decals are placed on existing signs to indicate a change in parking time limits, the material and labor costs would be approximately \$1,100. If the signs are replaced, approximately \$3,600 would be needed to fabricate and erect them.

Attachments

Downtown Map

Historic Downtown *Glendale* Arizona

www.visitglendale.com

LEGEND

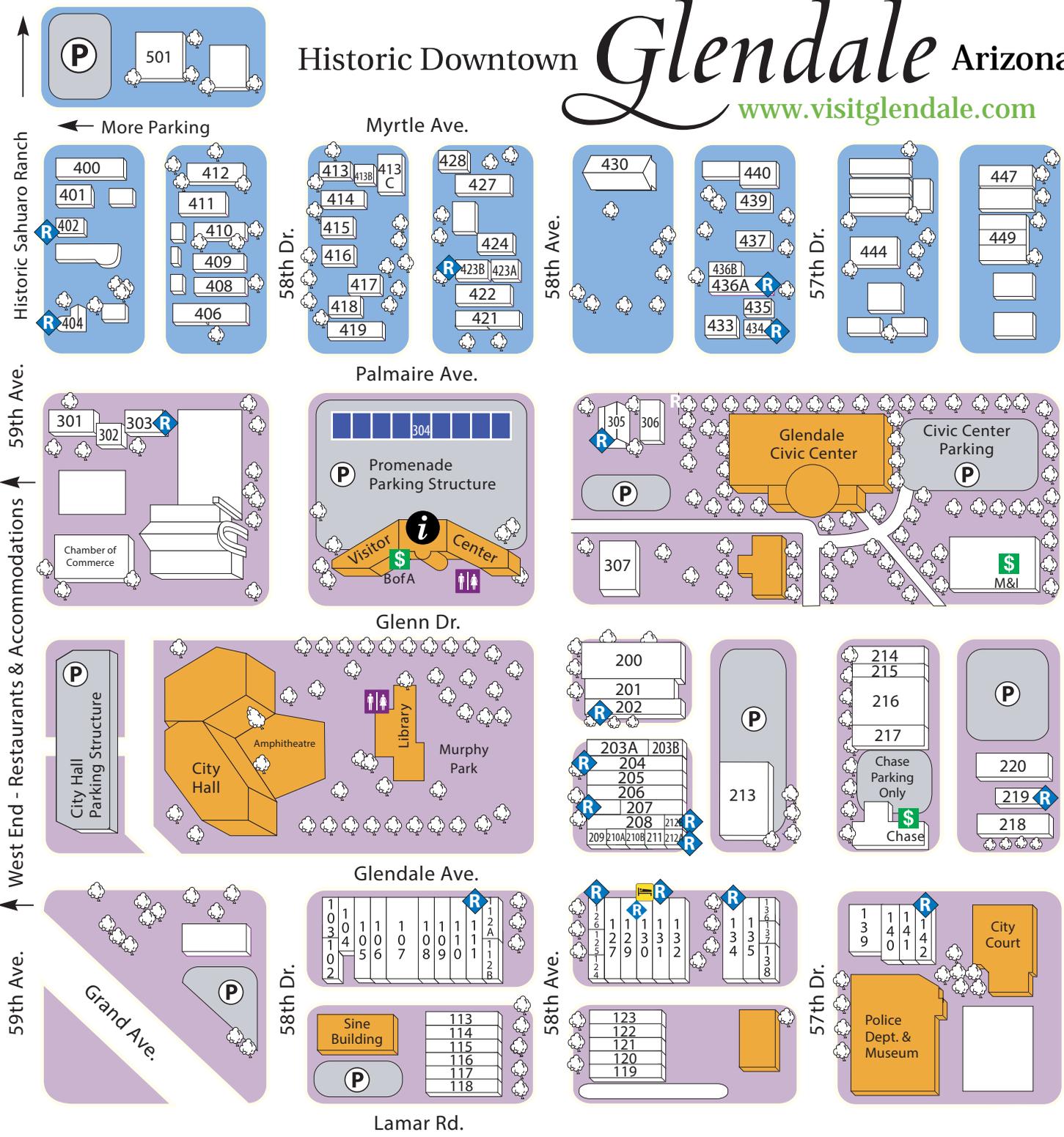
-  Restaurants
-  Restrooms
-  Glendale Visitor Center 623-930-4500
-  Parking
-  ATMs
-  Hotel

This walking map is sponsored by the merchants of Catlin Court and Historic downtown Glendale. We appreciate your business, thank you for sharing your day with us.

- A Mad Hatter's
- Apple Tree
- A Lasting Impression Antiques
- Astrology Store
- Bears & More
- Bitz-ee Mama's
- Blue House Boutique
- Cerreta Candy Company
- Clock Makers
- Country Maiden
- Drawn to Comics
- Gas Light Inn
- Granny G's Antiques
- Glass Creations
- Lenny's Burgers
- Lulu's Boutique
- Open Door
- OTG Wine & Bar
- Olde Time Photos
- Papa Ed's Ice Cream
- Pizza Old Roma
- Ropin' the West
- Spicery in Our 1895 Home
- Vintage Green
- 2 Share Gifts

SHOP
DINE
EXPLORE

Historic Downtown
Glendale
Old Towne
Catlin Court



East End Merchants
56th Ave.

Historic Sahuaro Ranch
59th Ave.
West End - Restaurants & Accommodations
59th Ave.



WORKSHOP COUNCIL REPORT

Meeting Date: **12/3/2013**
Meeting Type: **Workshop**
Title: **COUNCIL ITEM OF SPECIAL INTEREST: CITY SUITE POLICY**
Staff Contact: **Julie Frisoni, Interim Assistant City Manager**
Julie Watters, Interim Executive Director, Communications

Purpose and Policy Guidance

The purpose of this item is to provide information on the policy governing the use of the city suites located inside Jobing.com Arena and Camelback Ranch-Glendale. This item was requested by Vice Mayor Knaack at the October 15, 2013 Council workshop.

Background

Since 2003, city staff and City Council have followed an administrative policy for suite usage at city facilities. It is attached to this report and summary highlights include:

- Suites are used for conducting city business, City Council city business and/or activities for youth and recognized non-profit organizations.
- Reservations are made on a first-come, first-serve basis with a suite reservation form completed and appropriate supervisory signatures and an attendance list included.
- Users can request a maximum of 26 tickets per event for Jobing.com Arena and 8 tickets per event for Camelback Ranch-Glendale that allows the city to set aside a set number of tickets for each event to allow for last minute requests. Those tickets may be released to the suite user on the day of the event if another request for their use is not made.
- If reservations are not made two weeks prior to an event, the suite is offered to a non-profit organization with priority going to an organization in or with significant operations in Glendale.
- A record of suite usage is maintained including name, business affiliation and job title.

In creating the city suite policy, staff reviewed best practices from other cities that also have suites at sporting/entertainment facilities including Phoenix, Mesa, Surprise and Peoria.

Analysis

Since 2003 the city's suite usage policy has been followed with detailed record keeping and a well-structured approval process. The city's website also contains a transparent view of the suite policy, non-profit registration form and detailed reports featuring all users and for which events.



WORKSHOP COUNCIL REPORT

In ten years, city staff has managed the suites effectively and with the goals of the city at the forefront to enhance relationships, build business and create opportunities for those who might not have an opportunity to attend an event at the Arena or spring training facility. In that time, there has been supportive feedback from the community and positive news stories about the city's suite usage.

Previous Related Council Action

Council has had no previous actions related to this item.

Community Benefit/Public Involvement

The city's suite policy has created excellent goodwill with non-profit organizations. In fact, the suite is most often used by non-profit organizations. The city currently has 73 non-profit groups in its database and on average they have attended 55 events a year in the last six years. Some of the non-profit groups include: The Salvation Army, Shriners International, Heart for the City, Relay for Life, Youth at Risk, Kiwanis, MADD, American Red Cross, Special Olympics, St. Mary's Food Bank, Younglife, Hope For Hunger and Big Brothers Big Sisters. The city has received notes of gratitude from many of the non-profit groups, such as:

- St. Mary's Food Bank: *"Thank you for the opportunity to say thank you to our hard working staff."*
- Make-A-Wish Foundation: *"I'd like to thank the entire city of Glendale staff for sponsoring the suite donation program that allows charities like ours to enjoy such amazing experiences. Without your suite donation, the wish kids wouldn't have had the opportunity to enjoy any of the great things they did on Saturday. We are proud to have partnered with you and welcome many other opportunities in the future."*
- Glendale Family Development Center: (suite tickets were donated for a silent auction as part of a fundraiser for the non-profit) *"Your generosity and support of the event helped make it possible to provide a much needed \$6,000 to the Glendale Family Development Center, dedicated to breaking the cycle of illiteracy, poverty and abuse."*

Staff from the Economic Development Department reports favorable results for strengthening business relationships and partnerships. One example includes hosting an event that resulted in solidifying a new company choosing to locate in Glendale. This event included executives from a Canadian business, Zytech, representatives from GPEC and the brokerage firm, Cassidy Turley. Executives from Zytech wanted their new U.S. location near a professional hockey team. Having the ability to host company leaders allowed staff to showcase the city, Arena and the city's sports team partner, the Coyotes.



WORKSHOP COUNCIL REPORT

The suite has also been used for client and partner appreciation opportunities such as a military appreciation night for Fighter Country Partnership, an appreciation event for Glendale youth volunteers who are members of the Partners 'n Parks Program and a public safety recognition night.

Positive media exposure on the city's policy and usage has included a March 2012 article in the Arizona Republic that had the following statements:

- *"Only Glendale and Goodyear have a formal policy regarding the use of the suites."*
- *"Glendale was the only city to document its economic-development use by listing the names of the guests."*

Budget and Financial Impacts

There are no annual costs to own the suites.

Attachments

Suite policy



Communications

Memorandum

DATE: January 18, 2005 **REVISED:** January 11, 2010
TO: Department Heads
FROM: City Manager's Office
SUBJECT: Policy for use of the city suite in the Jobing.com Arena and Camelback Ranch

The City of Glendale possesses suites at Jobing.com Arena and Camelback Ranch Stadium for the following uses:

1. Conducting city business
2. City Council city business
3. Activities for youth and recognized, non-profit organizations

The Communications Department will maintain the master schedule of city-suite usage and date reservations will be accepted adhering to the priority ranking above. Reservations will be made on a first-come, first-serve basis. To request the use of the suite, a "Suite Reservation Form" must be completed, appropriate signatures obtained, and an invitation/attendance list must be included. The "Suite Reservation Form" can be accessed on the intranet site (glendaleaz.com/forms) or by contacting the Communications Department.

Should multiple requests for the same date be received, the suite will be awarded based on the order of priorities listed above. If requests with the same priority for the same date are received, a random drawing will determine the user of the suite. A request can be made for a maximum of twenty six tickets per event at Jobing.com Arena. It is the city's policy to reserve ten tickets to accommodate more than one user/group in the suite and to allow for last minute requests. Reserve tickets will be released and distributed to the user(s) of the suite prior to the event if an official request for their use is not made. A request can be made for a maximum of eight tickets per event at Camelback Ranch-Glendale. It is the city's policy to reserve four tickets to accommodate more than one user/group in the suite and to allow for last minute requests. Reserve tickets will be released and distributed to the user(s) of the suite prior to the event if an official request for their use is not made.

If reservations have not been made two weeks prior to an event, the suite will be given to a non-profit organization. Applications from youth and non-profit organizations will be requested and qualified organizations will be drawn at random for available dates. Priority will be given to organizations based in or with significant operations in Glendale. A minimum of 10 events annually will be designated for this purpose.

The Communications Department will also maintain records of suite usage. For confidential economic development prospects, specific names and companies may not be listed. This category of guest will be limited to representatives of companies who are considering locating or expanding in Glendale. For all other guests, the Communications Department will keep a record of the name, business affiliation (if any) and job title of suite guests.

For all city uses, the hosting department is responsible for all suite-related expenses. Operational expenses for other uses (including non-profit organizations and other public agencies) will be at their own expense. If food and beverage is purchased by a city department, a copy of the receipt should be sent to the Communications Department within one week after the event.



WORKSHOP COUNCIL REPORT

Meeting Date: **12/3/2013**
Meeting Type: **Workshop**
Title: **COUNCIL ITEM OF SPECIAL INTEREST: FROM THE HEART
DONATION PROGRAM**
Staff Contact: **TOM DUENSING, FINANCIAL SERVICES EXECUTIVE DIRECTOR**

Purpose and Policy Guidance

The purpose of this item is to provide Council with information related to the request to increase the voluntary donation amount on customer's water bills and to seek guidance from Council on whether to move forward with additional payment options which would require amending Glendale City Code, Section 33-84. This item was requested at the October 15, 2013 City Council Workshop.

Background

Currently, City of Glendale utility customers have the option of contributing an additional amount to their monthly utility bill payment. These *From the Heart* donations are distributed to local non-profit 501 (c) (3) agencies, through an application process, that directly serve Glendale residents.

The *From the Heart* program began in 1997 and the mission is to promote the positive development of youth, strengthen the capabilities of families and assist residents in addressing crisis needs by supplementing the resources of existing community agencies. Information about the program and the ability to donate directly at any time is available on the City's website.

The intent of the program is to make the donation easy. Glendale utility customers can add exactly one dollar (\$1.00) to their monthly utility bill payments per Section 33-84 of the Glendale City Code which reads as follows:

Sec. 33-84. Voluntary utility billing donation program

- a) There is hereby established a voluntary utility billing donation program for the purpose of facilitating donations by users of city services to human services programs serving the community. All persons receiving bills for services from the city under the provisions of chapters 18 and 33 of this Code shall be included in the voluntary utility billing donation program.
- b) The city manager shall determine the form of the donation program. Donations under any program established pursuant to this section shall be voluntary. The amount of any suggested donation added to a user' bill, if applicable, shall not exceed one dollar (\$1.00) and shall not be included in the amount of any arrearages or collections on an account.



WORKSHOP COUNCIL REPORT

If a donation of more than one (\$1.00) is desired by a customer, the customers can mail or bring a check or money order made out to *From the Heart*, in any dollar amount, to City of Glendale, Customer Service Office.

Approximately 12% of the City's utility customers participate in the program. Contributions over the past three years were as follows:

- FY10-11 - \$89,433
- FY11-12 - \$93,309
- FY12-13 - \$78,706

At the October 15, 2013 City Council Workshop, Mayor Weiers requested an update on the *From the Heart* donation on the city water bill to include an additional amount such as \$5, \$10 or other amount as citizens are unable to increase the donation amount above \$1.

Additionally, in a letter dated October 21, 2013, the City of Glendale was awarded a grant totaling \$225,000 over the next three years (\$75,000 per year) from the Gila River Indian Community to be used toward the *From the Heart* program.

Analysis

Each month approximately 55,000 utility bills are generated. The remittance advice on the City of Glendale utility bills indicates customers can remit a *Voluntary "From The Heart" Donation* in the amount of \$1.00. For example, a customer with current charges of \$71.51 would see the following information:

Current Amount Due 11/25/2013	\$71.51
Total Billing Due	71.51
Voluntary "From The Heart" Donation	1.00
Total With Donation	\$72.51

In order to accommodate the donation program, modifications to the current utility billing software application were necessary. Although the current utility billing application "went live" in July 2009, modifications to the software to handle the program continued through April 2013.

Overpayments on customer accounts are very common. As it is not possible to determine if an overpayment not equaling \$1.00 should be applied to the program, any overpayments not equaling exactly \$1.00, goes toward a credit to a customer account. For example, a customer overpaying by \$0.99 or \$1.01 would have those amounts applied to their current charges which would create a credit to their account. Only overpayments of exactly \$1.00 would be applied to the donation program.



WORKSHOP COUNCIL REPORT

In order to change the donation program and allow for the option to donate specific, predefined amounts different than \$1.00 (e.g. \$3, \$5, \$10, etc.), several things would have to occur.

- Section 33-84 of the Glendale City Code would need to be revised
- The current utility billing vendor would have to again modify the software application
- The presentation of the utility bill would have to be changed

Based on this analysis, staff is seeking guidance on four potential options.

OPTION 1: Continue the current donation process.

OPTION 2: Provide the option of remitting an exact amount toward the program such as \$1, \$5, \$10, or any other exact amounts

- This would be a relatively automated process requiring minimal staff oversight once the process is functioning effectively
- Utility billing software application would have to be modified - \$35,000-\$40,000 (one-time cost)
- Monthly water bill layout would have to be modified - Up to \$5,000 (one-time cost)
- City Code would have to be updated
- Total Cost: \$35,000-\$45,000 one-time cost to modify the billing and payment applications
- Time to implement: 90-120 Days

OPTION 3: Provide the option for customers to fill in and overpay any selected amount they would like to donate

- This would require extensive manual effort as admittance advices on overpayments would have to be examined to determine if the overpayment would be applied to the program and is also subject to human error - \$30,000 (ongoing cost assuming 1,000 hours/year)
- Monthly water bill layout would have to be modified - Up to \$5,000 (one-time cost)
- City Code would have to be updated
- Cost: up to \$30,000 ongoing, \$5,000 one-time
- Time to implement: 90-120 Days

OPTION 4: Provide customers with the option to sign up and be billed for a set amount each month

- This would require a the donation program to be modified which would now include an ongoing sign up process – up to \$6,000 (ongoing cost assuming 200 hours/year)
- City Code would have to be updated
- Cost: up to \$6,000 ongoing which could be absorbed in the current budget
- Time to implement: 60 Days



WORKSHOP COUNCIL REPORT

Previous Related Council Action

At the May 28, 2013 City Council Voting Meeting, Council adopted Resolution No. 4682 accepting the Gila River Indian Community Grant for the *From the Heart* program for up to \$75,000 per year for three years which was required as part of the grant process.

At the August 31, 2010 City Council Voting Meeting, Council adopted Resolution No. 4682 accepting the Gila River Indian Community Grant for the *From the Heart* program for up to \$75,000 per year for three years which was required as part of the grant process

On June 24, 1997, Council adopted an ordinance establishing the *From the Heart* voluntary utility donation program.

At the June 3, 1997 workshop, staff presented the *From the Heart* program to Council and was given guidance to proceed with the development of the program.

Community Benefit/Public Involvement

From the Heart puts your donation to work every day to make life better for countless Glendale residents. Whether serving meals to the elderly, giving emergency help to homeless families or supporting abused children, *From the Heart* gives agencies that provide services to our neighbors a helping hand. The Gila River Indian Community makes it possible to help even more Glendale families by providing an annual match of \$75,000 to the *From the Heart* program

Budget and Financial Impacts

Council could consider funding the additional costs directly to the *From the Heart* program.

Option 1: No cost

Option 2: \$35,000-\$45,000 one-time

Option 3: \$30,000 ongoing, \$5,000 one-time

Option 4: Up to \$6,000 ongoing which could be absorbed in the current budget

These options are unbudgeted.

Capital Expense? Yes No

Budgeted? Yes No

Requesting Budget or Appropriation Transfer? Yes No

If yes, where will the transfer be taken from?



WORKSHOP COUNCIL REPORT

Meeting Date: **12/3/2013**
Meeting Type: **Workshop**
Title: **COUNCIL ITEM OF SPECIAL INTEREST: COUNCIL GUIDELINES –
COUNCIL DISTRICT BUDGETS**
Staff Contact: **Kristen Krey, Council Services Administrator**

Purpose and Policy Guidance

This information is provided for Council review and discussion regarding Council Guidelines, Councilmember Budget/Expenses and Council District Improvement funds.

Background

At the October 1, 2013 Workshop, Vice Mayor Knaack proposed a special interest item to discuss the Council budgets. Vice Mayor Knaack asked why the Council has certain amounts, how it is distributed, and what is appropriate and asked about the use of district budgets funding non-profit organizations.

Based on review and research of both Council Guidelines and Council budgets indicated in the annual city budget books, the following timeline has been determined:

In the early 1990's Council district budgets were distributed to each of the six districts. The original budgeted amount was \$6500 per district as indicated in the Council Guidelines from that time period. Based on research it is estimated that the Council Guidelines were first established in FY91/92.

During the mid-1990's this amount was increased to \$8500 per district plus an additional \$10,000 for district improvement funds for projects relating to the placement, replacement, enhancement, or maintenance of facilities or equipment within the city of Glendale. This is indicated in the Council Guidelines document dated January 5, 1995.

In the early 2000's the amounts were increased to \$18,000 per district for general and discretionary use and \$15,000 for Council district improvement funds. This information was ascertained from a review of the city's annual budget books and a copy of the guidelines that did not have a date as to when it was determined. It also appears that during this time an allowance was made for the Council district improvement funds to carry over into the following fiscal year if not completely used in the fiscal year budgeted.

From fiscal year 05/06 to date these budgets remained intact. Due to fixed increases to costs such as risk management, workers compensation, office and off-site office telephone and technical



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expenses, the discretionary budgets for Councilmembers in each district are approximately \$17,000 this fiscal year and the Council improvements project funds remain at \$15,000.

It should be noted that a number of districts during the past four fiscal years have opted to either return part of the discretionary funds to the general fund and/or reallocate funding at the beginning of the fiscal year. In addition a number of districts have allocated the district improvement funds to specific city departments for discretionary use, such as neighborhood grants, graffiti abatement, streets and right-of-way projects.

Councilmember Budget/Expenses, Council Guidelines, Item 3

The current primary uses of the \$17,000 discretionary funds include:

- Travel for professional development.
- Miscellaneous expenditures such as GAIN night reimbursement, office supplies and equipment, constituent meetings, recognition events for boards and commissions and neighborhood leaders.
- Cell phone expenses.
- Constituent communications such as mailers and postage.
- Off-site office costs for those that have offsite equipment
- Councilmembers have also used funds in these accounts to provide funding to non-profit organizations.

The current Council Guidelines regarding the discretionary funds states:

3. COUNCILMEMBER BUDGET/EXPENSES

Each Councilmember elected from a district is provided \$18,000 each budget year for various expenses that have benefit to the City of Glendale and meet applicable budget expenditure laws. For example, the monies may be used for postage, attending conferences and seminars, equipment, and newsletters. Items purchased are for the use of the Councilmembers during their tenure, for City business only, and remain the property of the City of Glendale. All bidding requirements and conditions of the City's Purchasing Ordinance must be met. Monies not expended may not be carried over to subsequent years. The Mayor is not included in this appropriation.

Council District Improvement Funds, Council Guidelines, Item 4

The current primary uses of the \$15,000 Council District Improvement funds include:

- Projects for the city such as replacement of infrastructure in parks
- Right-of-Way projects
- Streetlight repair and replacement
- Streets projects
- Some districts use this funding to provide funding to local nonprofit organizations



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The current Council Guidelines regarding the Council District Improvement funds states:

4. COUNCIL DISTRICT IMPROVEMENT FUNDS

Each Councilmember elected from a district is provided \$15, 000 each budget year for projects related to the placement, replacement or enhancement of facilities or equipment within the City of Glendale. The Mayor is not included in this appropriation. When a Councilmember determines a use for the funds, Council staff requests information from the relevant department. The department obtains cost estimates based on the project scope as outlined by the Councilmember. After cost estimates have been obtained, a Council staff completes a District Improvement form and sends to the Councilmember for comment and approval. Departmental staff is responsible for making sure that all requirements of the City's Purchasing Ordinance have been met. If necessary, the assigned staff will be responsible for preparation, approval of and monitoring of agreements or contracts. The Council Services Administrator must approve requests or other financial documents. The Council staff retains copies of the related paperwork to follow up and assure that District Improvement funds are properly tracked. The District Improvement fund accounts are charged for all expenses associated with the project with the exception of departmental charge backs for internal labor expenses. Ongoing maintenance costs of capital projects enabled through this funding mechanism must be paid from related district funds in future years.

Analysis

The Council has discussed their budgets each fiscal year and determined each year if any reductions would be taken in their individual budgets. To date, there has not been consensus regarding an ongoing permanent reduction to these funds, the discretionary annual amount of 18k and district improvement project amount of 15k.

Every fiscal year each district budget begins with a total of approximately 33k in funds. It is at the Councilmember's discretion as to how to proceed with the funding of these budgets. Any changes affecting these budgets would begin in FY14/15.

Below is a snapshot of expenditures from FY12/13 for the items specifically referenced in this special interest item:

- Budget reduction indicates the amount of funding returned to the general fund, both at the beginning of the fiscal year and also at the end of the fiscal year.
- District improvements are the total amount of funds that were spent in FY12/13 on projects specific to the district and sourced/managed by city departments (i.e. streetlights, park amenities, ADA ramps).



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- Non-profit funding is money distributed to non-profit organizations for each district.

District	Budget Reduction	District Improvements	Non-Profit/School District
Barrel	\$ 26,571	\$ 197	\$ 609
Cactus	\$ 2,563	\$ 500	\$ 11,849
Cholla	\$ 23,796	\$ 2,998	\$ 1,000
Ocotillo	\$ -	\$ 9,545	\$ 22,134
Sahuaro	\$ 24,729	\$ 4,965	\$ 419
Yucca	\$ 1,188	\$ 15,445	\$ 8,000

Previous Related Council Action

The most recent discussion on Council guidelines regarding Council budgets occurred in FY07/08 during a lengthy overall review process of the Council Guidelines facilitated by Mr. Dick Bowers. These guidelines were adopted by resolution in FY08/09 at the same time as the Council Code of Conduct and Code of Ethics.

Community Benefit/Public Involvement

The intent of the Council discretionary budget and district improvement budget is to benefit the citizens of Glendale.



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Meeting Date: **12/3/2013**
Meeting Type: **Workshop**
Title: **COUNCIL ITEM OF SPECIAL INTEREST: COUNCIL GUIDELINES -
ITEMS OF SPECIAL INTEREST**
Staff Contact: **Kristen Krey, Council Services Administrator**

Purpose and Policy Guidance

This information is provided for Council discussion and guidance on the Council Guidelines relating to Items of Special Interest.

Background

At the November 5, 2013 Council workshop, Councilmember Sherwood requested information on whether there should be a process where Council consensus is given before an item is submitted to staff as a Council Item of Special Interest. Councilmember Sherwood believes there should be a majority of Council to move an item forward.

Council Guideline Section 1 has an impact on Section 2 therefore it is included for the purposes of this discussion. The current Council guideline is:

Council Guidelines 8/13/2013 to present

1. STAFF ASSISTANCE FOR COUNCILMEMBERS

The City Manager's office will respond to requests from Councilmembers for information, assistance or research calling for multi departmental involvement. City Manager will designate staff to assign these requests to appropriate City staff and to track progress on the assignments. Councilmembers must use this process when contacting the City Manager's office for assistance.

Requests that involve more than eight hours of staff work by non-Council staff, a multi-department approach or expenditure of city monies other than budgeted Council funds must go through the process for placement of an item on the Workshop Agenda. The staff will be responsible for reporting such requests to the City Manager's office where the designee will notify the Councilmember(s) who made the original request.

2. PLACING ITEMS OF SPECIAL INTEREST ON A WORKSHOP AGENDA

1. "City Council Workshop Items of Special Interest" is listed on every Workshop agenda. This item will be a standing item and will be placed last on the Workshop agenda.



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2. Under that agenda item, Councilmembers may indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced.
3. Each item introduced is referred to the City Manager for preparation of a brief initial assessment report including resources required, impact on other projects, relationship to work program priorities and Council strategies, and other related observations.
4. Effective 08/13/2013, in 60 days the City Manager, or designated management staff, will report back to the Council on each item during a regularly scheduled Workshop. An update will be provided at 30 days to indicate the progress and status of the item and a final recommendation within the 60 days. If for any reason, a Workshop is not scheduled shortly after the 60 day time period, the report will be presented at the next regularly scheduled Workshop. Council will then discuss to determine if they want to pursue any item further through more detailed analysis and/or policy action.
5. Council gives direction to the City Manager regarding the disposition of items discussed.

Analysis

The current process for Items of Special Interest allows for the Mayor and each Councilmember to indicate topic(s) they would like to have discussed by the Council at a future Workshop and the reason for their interest. The Council does not discuss the new topics at the Workshop where they are introduced. The current process does not require a consensus to move forward with research by staff. Councilmember Sherwood, during his presentation of this item, indicated that due to the current staff workload each item discussed by Council should have consensus at the time it is discussed. Review of Council Guidelines indicates that in the past there was a requirement to have consensus in order to move an item forward for research and placement on a future workshop agenda. In reviewing the process for Special Interest items it was also determined that during the late 2000's during workshops that a consensus approach was in place for a period of time and items were discussed quarterly in workshop.

Previous Related Council Action

The Council Guidelines were formally adopted on May 26, 2009 after a year-long process of Council review and discussion facilitated by Mr. Dick Bowers. The first revision to the Council Guidelines was on January 8, 2013, regarding Items of Special Interest and was followed by a discussion at the Annual City Council Retreat held on February 21, 2013. At that meeting, Council considered several protocol and process items. Several Workshop meetings were held to discuss amendments and revisions. At the August 13, 2013 Council Voting Meeting action was taken implementing these items. At the September 10, 2013 Council Voting Meeting the Council Guidelines were adopted by resolution 4722 New Series.



WORKSHOP COUNCIL REPORT

Meeting Date: **6/4/2013**
Meeting Type: **Workshop**
Title: **PROPOSED FINANCIAL POLICY – TRANSFERS**
Staff Contact: **Tom Duensing, Executive Director, Financial Services**

Purpose and Policy Guidance

Budget appropriation transfers are necessary to properly manage expenditures during a fiscal year. Past practice required Council ratification of budget transfer posted throughout the fiscal year. This was due to the need to record financial transactions in a timely manner while budget appropriation transfers were limited to the last quarter of the fiscal year. Additionally, financial policies for restricted fund, contingency, and grant appropriation transfers were unclear. Staff is proposing a comprehensive financial policy for transfers to ensure timely Council notification, transparency, proper public notification, efficient operations, and accountability.

Based on Council feedback, staff is proposing a Council Resolution be adopted on December 10, 2013, which supports the proposed policy.

Background

Currently, City of Glendale appropriation and cash transfers are governed by Article VI, Section 11 of the City Charter and Financial Policies as presented in the Annual Budget book. The City Charter reads as follows.

The city manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. At the request of the city manager and within the last three months of the fiscal year, the council may by ordinance transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.

Additionally, Sections No. 12 and 13 of the Financial Policies, as presented in the Annual Budget book read as follows.

- A. Salary savings will be retained to the greatest extent possible to build fund balance. In extenuating circumstances salary savings may be used for expenses upon Council approval. Salary savings transfers are prohibited during the first six months of a fiscal year.
- B. Total fund appropriation changes must be approved by the Council. These changes must also comply with the city's Alternative Expenditure Limitation in accordance with Article



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IX, Section 20, Constitution of Arizona and A.R.S. § 41-563 where final budget adoption sets the maximum allowable appropriation for the upcoming fiscal year.

- a. Council must approve use of any fund's contingency appropriation.
- b. Council may authorize a transfer of unencumbered appropriation balance within an individual city office, department or agency at any time during the fiscal year.
- c. During the last three months of the fiscal year, Council may approve transfers among city offices, departments, and agencies as necessary.
- d. Council must approve inter-fund transfers (i.e., transfers between funds). Procedures for requesting Council approval of appropriation transfers and delegation of budget responsibility will be set by the city manager.
- e. There may be emergency situations requiring transfer before obtaining formal Council approval. In such cases, the Financial Services Department will notify the Council in writing in a timely manner, seek a general consensus to act and seek Council ratification at the first possible Council meeting.

In order to understand how transfers function, it is important to distinguish between a) the types of transfers and b) the level of budgetary control.

- Types of transfers
 - Cash Transfers – These transfers are rare. This is a transfer of cash between funds with no associated budget appropriation transfer. These transfers are typically used when a fund does not have adequate cash but does have adequate budgetary authority for particular spending purposes.
 - Cash and Appropriation Transfers – This is a transfer of cash with an associated budget appropriation transfers between funds. These transfers are typically used to fund and establish budget for a specific purpose in a separate fund.
 - Appropriation Transfers – This is a budget appropriation transfer, typically within the same fund, with no corresponding transfer of cash. These transfers are the most common to accommodate day-to-day operational needs.

An effective transfer policy is necessary to ensure transfers a) comply with the intent of restricted funds, b) comply with the City Charter, c) are transparent, and d) ensure operations are conducted efficiently.

Analysis

Financial policies from other municipalities have been reviewed and the business needs of Glendale have been evaluated. Based on the needs to comply with the City Charter, ensure the



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integrity of restricted funds, remain transparent, and conduct business efficiently, staff is proposing changes to the City’s Financial Policies. Overall, staff is proposing modifying Sections No. 12 and 13 of the Financial Policies, as presented in the Annual Budget book to be consistent with the proposed policy. Despite the financial policy modification, staff feels the overall cash and budget appropriation transfer process will remain compliant with the City Charter.

A summary of the transfer type and authorization level is presented below.

	Proposed Authorization Level
Cash Transfers (Between Funds)	Council
Cash & Appropriation Transfers (Between Funds)	Council
Appropriation Transfers	
Between Funds	Council *
Between Funds – Same Department	Council *
Same Fund – Different Departments	Council *
Same Fund – Same Department	City Manager **
Appropriation Transfers – Between Capital Improvement Projects	
Between Departments	Council
Same Fund – Same Department	City Manager

***Currently Process:** The City Charter states appropriation transfers, between different departments, can only be made within the last three months (4th quarter) of the fiscal year through City Council approval. The City Financial Policies further state that budgetary salary savings can only be approved by Council within the last six months of the fiscal year. **Proposed Process:** Staff is proposing the policy be consistent with the City Charter and include proper notification to Council throughout the year for transfers approved in the fourth quarter.

**** Currently Process:** The Financial Policy states salary savings’ transfers can only be approved by City Council in the last six months of the fiscal year. **Proposed Process:** Staff is proposing the policy be revised to indicate salary savings’ transfers, within the same department, can be approved by the City Manager throughout the fiscal year.



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Other Highlights of the Proposed Policy

A. Restricted Funds, Contingency, and Grants

In addition to the types of transfers summarized above, it is necessary to outline processes for **Restricted Fund Transfers** and **Contingency and Miscellaneous Grant Appropriation Transfers**. This is due to the restrictive nature of the City Charter balanced with the need to conduct business efficiently and effectively. The details for these types of transfers, as described in the proposed policy, are as follows:

Restricted Fund Transfers

Cash and/or appropriation transfers into, and out of, restricted funds can only be authorized by Council approval. Only transfers within the intent of the restricted funds will be approved by Council. For restricted fund transfers, the Council shall be provided with a) justification that such transfers are consistent with restricted fund purposes, b) assurance that the transfer has been legally reviewed by the City Attorney, and c) assurance that the transfer meets the restrictions set out in this transfer policy.

Contingency & Miscellaneous Grant Appropriation Transfers – These types of transfers are not specific to any particular department.

1. Contingency – Contingency budget appropriation transfers can be authorized by Council throughout the fiscal year.
2. Miscellaneous Grants – Miscellaneous grant appropriation transfers can be authorized by Council throughout the fiscal year.

B. Expenditures in Excess of Budget Appropriations

Finally, circumstances exist that require posting of expenditures prior to adequate funding being approved through the transfer process. In order to not delay posting of expenditures, and therefore, accurately reflect City spending, staff is proposing the following policy surrounding non-payroll and payroll expenditures. Section C. of the policy reads as follows:

C. Approval of Expenditures in Excess of Budget Appropriations

Occasionally, it may be necessary to record expenditures, such as payroll or other contractual expenditures, to a fund/department prior to an appropriation transfer.

1. Non-Payroll – If a budget appropriation is restricted to the last three months of the fiscal year for a necessary expenditure in the first nine months of a fiscal year, staff will seek approval from Council to exceed budget appropriation with a corresponding transfer in the last three months of the fiscal year. In order to maintain budgetary control, staff may seek Council approval to reduce budgetary appropriation, throughout the fiscal year, in order to ensure adequate funding exists to process the transfer within the last three months of the fiscal year.



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2. Payroll – All payroll expenditures will be recorded immediately. If payroll expenditures exceed the budgetary appropriation control, the Financial Services Department will either 1) reclass the expenditures, as necessary, to an appropriate fund/department, or 2) seek approval of a budgetary appropriation transfer within the guidelines of this Cash and Budget Transfer Policy.

If approved, Sections No. 12 and 13 of the Financial Policies, as presented in the Annual Budget book, will be revised to be consistent with the Cash and Budget Appropriation Transfer Policy.

Previous Related Council Action

Glendale City Charter Article VI, Section 11 currently governs appropriation transfers.

Community Benefit/Public Involvement

A comprehensive financial policy for transfers ensures timely Council notification, transparency, proper public notification, efficient operations, and accountability.

Attachments

Cash and Budget Appropriation Transfer Policy

Exhibit A

Cash and Budget Appropriation Transfer Policy

A. Purpose & Restrictions

The following policy is established to implement an effective and efficient process by which the adopted City budget may be amended.

Throughout the course of the fiscal year, amendments to the budget are necessary to address new issues, increased prices, changes in scope of existing projects, and unforeseen issues affecting City operations. This policy applies to all cash and budget appropriation transfers initiated by the Mayor and City Council, the City Manager's Office, and/or departments. The City's Financial Services Department will process budget amendments in the financial management system, following appropriate authorization by the Mayor and City Council, the City Manager, and a Department Director.

For non-departmental operations, it may be necessary to transfers certain unanticipated amounts during the course of a fiscal year for unforeseen expenditures. These **contingency** appropriation transfers are not specific to any particular department and are established each fiscal year to cover unforeseen operation expenses, revenue shortages, or capital project acceleration as approved by Council. These funds can only be directed by Council during the fiscal year. Similar to contingency, the Council approves appropriations for **Miscellaneous Grants** which are not specific to any particular department and are established to cover unanticipated grants received during the fiscal year. The policy covering these types of transfers is covered in the **Contingency & Miscellaneous Grant Appropriation Transfers** section below.

Article VI, Section 11 of the City Charter establishes the legal restriction for budget appropriation transfers and reads as follows.

The city manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency. At the request of the city manager and within the last three months of the fiscal year, the council may by ordinance transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another.

For the purpose of this policy, a department is defined as the separate departmental unit presented in the City's most current organizational chart.

B. Policy

Based on the purpose and restrictions surrounding cash and budget transfers, the following policy sets forth the restrictions surrounding cash and budgetary appropriation transfers.

Cash Transfers

Cash transfers between funds can only be authorized by Council in the last three months of the fiscal year.

Cash & Appropriation Transfers Between Funds

Cash and associated budget appropriation transfers between funds can only be authorized by Council in the last three months of the fiscal year.

Appropriation Transfers

1. *Between Funds* – Budget appropriation transfers between funds can only be authorized by Council approval in the last three months of the fiscal year.
2. *Between Departments* – Budget appropriation transfers between departments can only be authorized by Council approval in the last three months of the fiscal year.
3. *Within the Same Fund, Within the Same Department* – Budget appropriation transfers within the same fund and within the same department can be authorized by City Manager approval throughout the fiscal year.
4. *Between Capital Improvement Projects*

- a. *Between Departments* – Capital improvement project budget appropriation transfers for projects managed between departments can be only authorized by Council approval in the last three months of the fiscal year.
- b. *Within Departments* – Capital improvement project budget appropriation transfers within the same department, and the same fund, can be authorized by City Manager approval throughout the fiscal year.

Restricted Fund Transfers

Cash and/or appropriation transfers into, and out of, restricted funds can only be authorized by Council approval. Only transfers within the intent of the restricted funds will be approved by Council. For restricted fund transfers, the Council shall be provided with a) justification that such transfers are consistent with restricted fund purposes, b) assurance that the transfer has been legally reviewed by the City Attorney, and c) assurance that the transfer meets the restrictions set out in this transfer policy.

Contingency & Miscellaneous Grant Appropriation Transfers – These types of transfers are not specific to any particular department.

- 1. *Contingency* – Contingency budget appropriation transfers can be authorized by Council throughout the fiscal year.
- 2. *Miscellaneous Grants* – Miscellaneous Grant appropriation transfers can be authorized by Council throughout the fiscal year.

C. Approval of Expenditures in Excess of Budget Appropriations

Occasionally, it may be necessary to record expenditures, such as payroll or other contractual expenditures, to a fund/department prior to an appropriation transfer.

- 1. *Non-Payroll* – If a budget appropriation is restricted to the last three months of the fiscal year for a necessary expenditure in the first nine months of a fiscal year, staff will seek approval from Council to exceed budget appropriation with a corresponding transfer in the last three months of the fiscal year. In order to maintain budgetary control, staff may seek Council approval to reduce budgetary appropriation, throughout the fiscal year, in order to ensure adequate funding exists to process the transfer within the last three months of the fiscal year.
- 2. *Payroll* – All payroll expenditures will be recorded immediately. If a payroll expenditures exceeds the budgetary appropriation control, the Financial Services Department will either 1) reclass the expenditures, as necessary, to an appropriate fund/department, or 2) seek approval of a budgetary appropriation transfer within the guidelines of this Cash and Budget Transfer Policy.

D. Authorization Levels:

A summary of the transfer type and authorization level is presented below.

	Authorization Level
Cash Transfers (Between Funds)	Council
Cash & Appropriation Transfers (Between Funds)	Council
Appropriation Transfers	
Between Funds	Council
Between Funds – Same Department	Council
Same Fund – Different Departments	Council
Same Fund – Same Department	City Manager
Appropriation Transfers – Between Capital Improvement Projects	
Between Departments	Council
Same Fund – Same Department	City Manager