



City Operations Committee

Agenda – (Revised 8.28.17)
August 30, 2017

1. Proposed revision to Policy & Procedure 131.1 – Appropriation Transfer Requests – Operating Procedures

Overview

This policy addresses changes to the annual budget after adoption, and specifies what process and approvals are necessary for various extents of change. The proposal requests to rename the policy and revise it to update terminology, clarify requirements, and generally simplify the chain of approval responsibilities in line with current practice and systems.

Proposed by: Management and Budget

2. Proposed revision to Policy & Procedure 2510.2 – Procurement of Goods and Services

Overview

This policy addresses the acquisition of goods and services and includes exemptions from the competitive process. Changes include the threshold for acquisition through the Procurement and Contracts Division from \$1,000 to \$5,000 and minor clarifications.

Proposed by: Procurement and Contracts

3. Proposed revision to Policy & Procedure 1000.4 – Property Control

Overview

This policy addresses the inventory, depreciation, maintenance and disposal of City owned property and assets. Changes include a new name and number, Policy & Procedure 2520.1, Capital Assets. Changes also include increasing the threshold for

assets from \$1,000 to \$5,000, adding details related to the accounting and depreciation of assets, minor clarifications and updating to current practice.

Proposed by: Procurement and Contracts

4. Proposed deletion of Policy & Procedure 1000.3 – Scrap Metal Disposal

Overview

The disposal of scrap metal is included in Policy & Procedure 2520.2, Disposal of Surplus Property. This Policy & Procedure is duplicative.

Proposed by: Procurement and Contracts

5. Proposed revision to Policy & Procedure 2310.2 – Financial Reporting Operations

Overview

The policy's name was changed from Financial Reporting Operations to Financial Reporting. This policy was last updated in 2011. Additions to and reorganization of financial reporting requirements for the annual financial audit, state annual financial report, other City financial reports, and availability of City reports to the public were made. Additions were also made to clarify the City's requirement to follow generally accepted accounting principles and guidance from the Government Finance Officer Association when preparing financial reports. Section 4D - Property, Plant and Equipment was deleted as that will be included in P&P 1000.4 (item #3 above). The policy changes would be effective October 1, 2017.

Proposed by: Accounting and Control

6. Proposed revision to Policy & Procedure 670.1 – City Payroll

Overview

This policy addresses the City's Payroll procedures and was last updated in 2006. The policy's number was changed from 670.1 to 2400.2 to better align with the OBFS numbering. Changes to the policy consisted primarily to remove or correct references to the legacy H/R/Payroll system and to clean-up and clarify various payroll matters. The policy was also updated to reflect that all City employees are paid on a biweekly basis. The policy changes would be effective September 6, 2017, or when adopted by City Council.

Proposed by: Accounting and Control

7. Proposed revision to Policy & Procedure 2320.1 – Grants and Other Types of Financial Assistance

Overview

This policy addresses the City's grants and other types of financial assistance policy. This policy was last updated in 2011. The primary reason for the changes was to

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update the policy with the changes to the uniform administrative requirements, cost principles, and audit requirements for federal awards. Additionally, significant portions of the detailed procedures were removed from City P&P to a grants directive approved by the CFO. This was done in order to streamline the information included in the City P&P and also to allow flexibility with updates to procedures that would now be addressed in the directive. The flow chart and grants form was removed from the policy. The policy changes would be effective September 6, 2017, or when adopted by City Council.

Proposed by: Accounting and Control