

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0320-14-02 LGL 2014-0016
TITLE: <b>Internal Budget Expenditures</b> EFFECTIVE DATE: July 1, 2014 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The annual City Council budget specifies the individual line items of allowable expenditures for the full Council budget and for each of the seven (7) individual Council Members. Council Members follow the budget line items when expending allocated funds.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to the Office of the City of Spokane City Council.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

## 5.0 POLICY

- 5.1 All Council Member budget-supported activities must relate to necessary operation and function of the City Council Office and the Council Members' role as elected officials, and must be in compliance with established City policy around personnel, travel, purchasing, and procurement.
- 5.2 The annual City Council budget is adopted at the Department level, however, the subsidiary detail line item budget shall identify individual Council Member's specific line items. For example, funding is provided for each Council Member for travel, conference attendance, and other business-related travel activities. Council Members are given parameters as to allowable expenditures.
- 5.3 Funds within a specific Council Member's budget may be transferred by the Council President, with the consent of the council member, to other line items within the Council Office budget by standard budget transfer procedures. Transfers to departments other than the Council Office budget will be done by emergency budget ordinance.

## 6.0 PROCEDURE

- 6.1 Funding for unfilled Legislative Assistant positions will be budgeted each fiscal year unless there is a change in the staffing model for Legislative Assistants.
- 6.2 Council Minor Contracts and Budget Transfers.
  - 6.2.1 As per City policy, Council funds, including those entered into via contracts, are to be expended in return for the identifiable goods or services necessary for the routine and ongoing operation of the City Council Office and purchased consistent with City procurement policies, and may not be expended on donations or gifts or as direct support of another organization's budget.
  - 6.2.2 All minor contracts relating to the operation of the Council office are generated and signed by the Council President on behalf of the full Council after the contracts have been drafted and/or reviewed by the Office of the City Attorney, and approved by the Accounting Department as meeting City procurement and other applicable policy. All other contracts are submitted to the full City Council for approval as part as its Consent Agenda.

- 6.2.3 The Council President shall have sole discretion as to whether he / she approves and signs minor contracts. If the Council President decides to not approve a contract, the contract shall be placed on the Council's Consent Agenda for a full Council vote.
- 6.2.4 All contracts over the defined minor contract dollar threshold amount shall be placed on the Council Consent Agenda for full Council action.
- 6.2.5 Funds in the Council's *Reserve for Budget Adjustment* line item may be utilized within other applicable line items in the Council Office budget related to the necessary operation and function of the City Council Office once necessary budget transfers are completed by the City Council President on behalf of the Council.
- 6.2.6 Transfer of funds from the City Council budget to another city department budget must be approved by the City Council pursuant to an emergency budget ordinance. Subsequent expenditures of transferred funds shall be made by the applicable department consistent with the Council's intent for the budget transfer.
- 6.2.6 All budget transfers are approved and signed by the Council President and are executed consistent with Washington state law and the Spokane Municipal Code.
- 6.2.7 Pursuant to Section 36 of the City Charter, regarding officers and employees of the City not having an interest in contracts, and Chapter 42.23 RCW, the state Code of Ethics for Municipal Officers regarding contract interests, no city council member shall have a direct or indirect beneficial interest in any contract which may be made by, through or under the supervision of the council member. Any member of the City Council having a personal or beneficial interest, as defined in the City's Ethics Code, Chapter 1.04, in any contract matter brought before the Council shall declare the interest to the Council President and shall not vote or otherwise participate in the matter. Board membership on either a for-profit or non-profit board a council member may be part of through his or her private activities or board membership on a public section board a council member may be part of through his or her role as an elected official shall not in itself create a conflict of interest that would preclude the council member from participating in voting on the contract matter. The council member shall declare his or her board membership and at which time a determination shall be made regarding any conflicts of interest that would prohibit the council member's participation.

7.0 RESPONSIBILITIES

The Council President shall administer this policy and procedure.

8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
Council President

6-17-14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Assistant City Attorney

06.17.2014  
\_\_\_\_\_  
Date