

# MEMORANDUM

**DATE:** March 15, 2011  
**TO:** City Council  
**FROM:** Paul Samuelson, Mayor  
**RE:** **ADMINISTRATIVE PRIORITIES – Finance & Personnel Committee**

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**PRIORITY:** In the areas of Finance and Personnel, I would recommend that the area of highest legislative priority be to provide direction to update the City's Personnel Policy Manual.

**RATIONALE:**

- **The City should ensure that as the city is restructuring staffing there is alignment with the personnel policy manual.** From a finance/personnel perspective, the City's primary work this year is to complete the staff/department restructuring. This is where finance and personnel intersect as salaries and benefits are a major General Fund expense. The Council's direction on compensation policy drives salary administration and the staffing budget.
- **The City should ensure that the personnel policy manual reflects current best practices.** The City adopted a new Chapter 2.45, Personnel Policy Manual on December 4, 1996. Since then there were minor amendments made in 2003.
  - Example: The 2010 State Audit management letter recommended revising the Whistle Blower policy.
  - See attached manual table of contents for the areas needing legislative review.

**OTHER COMMENTS:**

Below is information on the purpose and scope of the existing Finance Committee. The committee is chaired by the Clerk/Treasurer. Membership includes Mayor, 2 Council members, department heads and mayor's special assistant.

**Finance Committee responsibilities:**

- Provides guidance to the Clerk/Treasurer on financial reporting formats
- Provides at least a quarterly review of financial reports in preparation for Clerk/Treasurer's financial reporting to the Council
- Acts as the budget committee in adhering to state requirements in developing the Mayor's budget for submission to the Council
- Convenes to review cash flow issues and to develop recommendation to Council regarding interfund loans
- Provides guidance to the Clerk/Treasurer in developing revenue and expense forecasts and long-range financial planning

## City of Langley Personnel Policies

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