

FINANCE & ECONOMIC DEVELOPMENT COMMITTEE MINUTES

DECEMBER 22, 2020

9:00 A.M. – 9:12 A.M.

REMOTE ONLY

COUNCIL PRESENT: MAYOR RYDER (CHAIR), DEPUTY MAYOR PRATT, COUNCILMEMBER GREENSTEIN

STAFF PRESENT: SCOTT SPENCE, TROY WOO, ROBERT ALMADA, PERI EDMONDS, DINA CHRISTENSEN

ACTION: APPROVE FINANCE & ECONOMIC DEVELOPMENT COMMITTEE AGENDA
MOTION: MOTION MADE, SECONDED, AND CARRIED BY MAYOR RYDER AND DEPUTY MAYOR PRATT. MOTION CARRIED.

PROPOSED IMPREST (PETTY) CASH FUND CHANGES

STAFF: TROY WOO, FINANCE DIRECTOR
ACTION: RECOMMEND INCREASING LAW ENFORCEMENT INVESTIGATIVE FUND TO \$5,000 (LMC 3.36.030), ADD NEW SECTION AUTHORIZING \$5,000 SOCIAL SERVICE FUND (LMC 3.36.050), REPEAL INTERLOCAL DRUG ENFORCEMENT FUND (LMC 3.32), AND FORWARD TO FULL CITY COUNCIL FOR APPROVAL
MOTION: MOVED AND SECONDED BY DEPUTY MAYOR PRATT AND COUNCILMEMBER GREENSTEIN. MOTION CARRIED.

Staff proposed three cash fund changes. The City Council authorizes all City cash funds within Title 3 Revenue and Finance of the Lacey Municipal Code (LMC). The proposed changes include the following:

1. Repeal two cash funds related to operations of the Interlocal Drug Enforcement Fund (LMC 3.32.050 and 3.32.060).
2. Increase Law Enforcement Investigative Fund to \$5,000 (LMC 3.36.030).
3. Add new section authorizing \$5,000 Social Service Fund (LMC 3.36.050).

Interlocal Drug Enforcement Funds

At the end of 2018, the accounting administration of the Thurston County Narcotics Task Force was transferred from the City of Lacey to Thurston County. Two funds are currently authorized, the Imprest Petty Cash Fund (\$150) and the Drug Enforcement Investigative Fund (\$25,000). The funds were transferred to Thurston County so the

authorization is no longer necessary. The proposed ordinance rescinds the sections relating to the two Imprest funds.

Law Enforcement Investigative Fund

\$2,500 is the current authorized amount for the Law Enforcement Investigative Fund. The Police Department reviewed its operations and determined an increase to \$5,000 would enhance its investigation activities. The proposed ordinance increases the authorized maximum amount to \$5,000.

Social Service Fund

Currently, the Lacey Police Department's Community Resource Unit cannot immediately access funds while conducting outreach services. When an emergent need arises, Lacey Police staff attempt to utilize outreach services from community organizations or utilize personal funds and apply for reimbursement with the Community Action Council (CAC).

The proposed fund will be used to assist the most vulnerable with minor purchases such as replacement state identifications, license renewals, DD 214's for veterans, and other documents needed to obtain social assistance. The custody and administrative oversight will comply with regulations established by the City and Washington State Auditor's Office. The proposed ordinance authorizes \$5,000 for the Social Services Fund.