



City of Gonzales

CITY MANAGER'S OFFICE

MEMORANDUM

DATE: April 6, 2009
TO: Department Heads
FROM: René L. Mendez, City Manager
SUBJECT: Administrative Policies & Procedures

This binder includes policies and procedures for various administrative functions. These policies and procedures are necessary to maintaining a well run City organization and as such, **it is important** that you familiarize yourselves with the policies and procedures that apply to your department. In addition, it is your responsibility to make sure that your staff is also familiar and understand the sections that apply to them.

You have each been issued a hard copy of the Policies and Procedures, and they can also be downloaded from the Shared Folder (F:\Shared Folder\All Dept Heads\Administrative Policies & Procedures\Admin Policy Binder).

Please do not hesitate to let me know if you have any questions.

ADMINISTRATIVE POLICIES AND PROCEDURES

TABLE OF CONTENTS

TITLE	PAGE NUMBER
Bomb Threats	1
Business Casual Fridays	3
Cellular Telephone	5
City Attorney Requests	8
City Council Agendas	9
Claims Against the City	17
Credit Card Purchases	19
Daily Pool Money	21
Data Backup	22
Developer Account Procedures	25
Fixed Assets	27
Grant Management	28
Information Security	32
Parking	40
Petty Cash	41
Procurement Procedures	42
Release of Phone Numbers	45
Retention of Files	46
Cash Handling	47

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Bomb Threats (December 1, 2008)

City staff may occasionally perceive a treat of a bomb, explosive, or other hazardous device. The following procedures will be used:

First Operational Priority

Safety shall be the first priority for all staff. Staff initiating action and responding to a device or situation shall operate safely within their level of training, equipment, and authorization. The incident command system shall be used on all perceived or actual events to ensure safe and competent response actions.

Definition of a Bomb, Explosive, or Hazardous Device

For the purposes of this policy, a bomb, explosive, or other hazardous device may include:

- Known or unknown material or device received in the mail that appears suspicious
- Known or unknown material or device found in the City that appears suspicious
- Any known material or device that could harm people, the environment, or property

All bombs, explosives, or hazardous devices shall be considered hazardous material.

Recordation of a Threat or device

City staff shall document all threats. Staff shall gather and record as much information as possible about any and all material or devices suspected to be threats. Threats about material or devices shall be communicated to the Police Department as soon as practical. Phone call check lists may be used to ask pertinent questions about intent, timing, placement, and identification of any threat.

Department Head Responsibility

It is the responsibility of each Department Head to familiarize him/her self with these procedures. It is also important that the Department Head make sure that all staff in their departments understand and follow these procedures.

It is expected that all reasonable efforts will be made to adhere to these procedures. Failure to adhere to these procedures will be considered during the annual performance evaluations, and possibly lead to disciplinary action per the City's Personnel Rules, Regulations and Policies.

It is the responsibility of each Department Head to determine job classification and individual employees that should be trained in hazard recognition and handling. Annually, or at a frequency determined by the Personnel Department, a list of individuals requiring training and trained shall be submitted to the personnel department for review.

Bomb Threats

Staff is to utilize the following procedures for safe and competent response to a perceived or actual event:

Training

All appropriate staff, as determined by each Department Head, shall be trained in recognition of suspicious devices and phone threat handling. Initial training shall be part of employee orientation. Annual refresher training shall be documented and retained within each department.

All public safety responders shall be trained in hazardous material operations as required by state law. No employee shall exceed their scope of work or training.

Procedures

1. Call 911 immediately to report any threat
2. Immediately communicate the situation to all personnel and members of the public in the area
3. Evacuate any building involved to predetermined location
 - a. Secure buildings if it can not be observed from the evacuation area and it can be done safely
 - b. Account for all personnel
4. The incident command system shall be initiated. City Emergency Operation Center activation shall be considered.
5. Staff initiating the action shall meet with responding officers to communicate the situation

Specialized Resources

Specialized resources shall be considered by responding departments. City, County, State, and Federal resources shall be considered. Police Department Emergency Response Team, County Bomb Squad, and County Hazardous Material Teams provide specialized resources.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Business Casual Fridays (December 1, 2008)

Purpose

The purpose of this policy is to establish standards and guidelines for all City Employees regarding attire for "Business Casual" Fridays.

Definition

1. **"Business Casual Friday"** means each Friday of the work week has been approved for "business casual" attire
2. **"Employee"** means any employee receiving a paycheck from the City.
3. **"Business Casual"** means clothing that is relaxed and comfortable, but yet appropriate for the conduct of business with the public.

General

1. Employees are expected to utilize good judgment in selecting their work attire each day, including "business casual" Fridays.
2. Employees should always maintain a neat and clean appearance.
3. Clothing items not appropriate for "business casual" Friday may include, but are not limited to:
 - Shorts, tank tops, midriff-baring tops, thong type sandals, jeans or other clothing that are frayed, worn out or contain holes, cutoff pants, clothing items that advertise a produce, business, or inappropriate message, strapless blouses or sun dresses, undershirts, t-shirts, sweatshirts, sweat-pants, or other clothing items meant for the gym.
4. Examples of "business casual" clothing items that are acceptable include:
 - Denim or band collar shirts, "well kept" jeans, polo shirts, leggings when worn with a long top or jacket, khaki-type pants, clean "well-kept" athletic shoes, and other similar "business casual" work attire. (Note: many clothing lines are designating certain items as "business casual" items. It is very likely that those items are acceptable attire under this section of this policy.)
5. If you are in doubt as to whether or not your attire is acceptable "business casual" attire, do all or one of the following:
 - Look in the mirror and be honest with yourself. Ask yourself the following questions: If I was suddenly called into an important meeting with a citizen, business client or customer,

Business Casual Fridays

would I be appropriately dressed? If someone else was dressed the way I was in an important meeting, would I find it appropriate or perhaps disrespectful?

- Ask your supervisor or manager to evaluate your attire and provide you with direction.
6. Duty specific clothing may be authorized by the Department Head for any day of the work week.
 7. The City reserves the right to require employees to change clothes that are not appropriate for the conduct of business with the public.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Cellular Telephone & Personal Digital Assistant Devices (November 1, 2014)

Policy Intent

This policy supersedes and takes the place of any prior cellular telephone policies.

It is the intent of the policy to set forth the appropriate use of City owned cellular telephones and emphasize that they are to be used for business purposes and to minimize and/or discourage the use of telephones for personal use.

Administration of Policy

The City Manager will establish and monitor overall compliance with the policy. The Director of Finance will be responsible for reviewing the cellular telephone bills to ensure compliance and work with the Department Heads to correct any inappropriate use of the cellular bill. The individual Department Head will be responsible for monitoring the use of the assigned telephone by the employees assigned to his/her department.

Terms of Policy

- A. City owned cellular telephone should be used only for the purpose of conducting City business.
- B. Long distance calls should be made only when necessary.
- C. Confidentiality: Although the chance of someone "eavesdropping" on cellular telephone conversations is slight, it is advised that employees avoid discussing confidential or sensitive information on cellular telephones to the greatest extent possible.
- D. Individual Department Heads can establish policies concerning the use of the cellular telephone within their own departments to assure adherence to this policy. Departmental policies can be more but not less strict than, General City Policy. These policies must be submitted and approved by the City Manager prior to implementation. In the event that Departmental Policies are approved, they must be distributed to the impacted employee with a return receipt.

Vehicular Use of Cellular Telephones

Unless you are a Public Safety Employee (Police Officer and Firefighter), employees are *NOT TO USE* the cellular phone while driving without a hands free device. If you need to use the cellular phone and do not have a hands free device, safely pull over to the side of the road and come to a complete stop in a safe and appropriate area.

While Public Safety Employees can use the cellular phones while driving, it should only be done if it is necessary and can be done safely.

Use of City issued Cellular Phone for Personal Calls

Personal calls should be kept to a minimum. The City recognizes that at times personal calls are necessary; however, they need to be kept to a minimum and not interfere with City business or with carrying out the duties and functions of your employment.

Per the Internal Revenue Service (IRS) rules, use of the City issued cellular phone for personal calls is considered a taxable benefit and as such, need to be reimbursed to the City **OR** will deemed and reported as income on the W-2. Use the formula below to calculate the reimbursement owed to the City.

Failure to reimburse the City for any use of the cellular phone for personal calls by the end of the calendar year will result in the full cost of the City issued cellular phone being reported as income on your W-2.

Reimbursement for Use of Cellular Phone for Personal Calls

It is the responsibility of the Department Head to work with his/her staff to assure that the City is reimbursed for the use of the cellular phone for personal calls. In order to keep this from becoming too much of an onerous task, it is recommended that the reimbursement be submitted to the Finance Department on a monthly or quarterly basis.

To facilitate this requirement, the Finance Department will provide copies of the cellular phone bill on a monthly basis to the Department Head.

Use the following formula to calculate the reimbursement owed to the City.

$$\frac{\text{Personal Minutes Used}}{\text{Total Plan Minutes (1000)}} = \% \text{ Used} \quad \times \quad \text{Monthly Bill} = \text{Amount Owed}$$

Example:

Parameters: 1000 plan minutes, 50 personal minutes used, \$25 monthly bill
Amount Owed: $50/1000 = .05$ (5%) \times \$25 = **\$1.25 owed**

Use of Personnel Cellular Phone or Personal Digital Assistant Devices during Work Hours

Use of personal cell phones, mobile phones or personal digital assistants (ipads, ipods or other similar devices) for text messaging or posting on social media sites is prohibited during standard working hours. Personal text messaging or posting on social media sites must be handled on personal time. If you have an emergency situation, contact your immediate supervisor. Personal time is defined as: prior to or at the end of your standard work shift, break time, and lunch time.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department.

It is expected that all reasonable efforts will be made to adhere to this Policy. Failure to adhere to this Policy will be considered during the annual performance evaluations, and possibly lead to disciplinary action per the City's Personnel Rules, Regulations and Policies.

Questions

Questions concerning this policy should be directed to the Department Heads and/or the City Manager.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM

City Attorney Requests (December 1, 2008)

Purpose

The purpose of this policy is to maximize the efficiency of the City Attorney's time, priority of assignments and/or requests, and control legal costs.

Requests

If a Department Head has an item that s/he feels might require the City Attorney's attention, it should be first discussed with the City Manager. If it is determined that the item should be referred to the City Attorney, it will either be routed by the City Manager or you will be directed to contact the City Attorney. This does not apply to on-going projects which you are working on with the City Attorney, or items that have already been approved for the City Attorney. On already approved items, you are free to continue to work with the City Attorney until it is resolved.

Exceptions

The following items are an exception to the requests procedures above:

1. An emergency request and/or inquiry that the Department Head believes in his/her professional opinion needs legal advice immediately and cannot wait for consultation with the City Manager. In the event that this is necessary, the City Manager shall be informed as soon as reasonably possible that the request was made and reason for the request.
2. A request and/or inquiry by the Police Chief that is necessary for a law enforcement matter, case, and/or investigation.
3. A request and/or inquiry pertaining to the City Manager where there is reasonable suspicion that he/she is acting illegally.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Council Agendas (December 1, 2008)

Policy Intent

It is the intent of the policy to set forth the deadlines to be followed and formats to be used when submitting items for the City Council/Redevelopment Agency Agenda.

Agenda Submittal Deadlines

The following deadline dates refer to the week before the Council meetings which are the 1st and 3rd Mondays of every month.

1. **No later than Monday by 12:00 noon**, request for agenda items need to either be (a) placed on the Agenda Calendar in the Shared Folder (F:\Shared Folder\All Dept Heads\CITY COUNCIL MEETINGS\Agenda Schedule), or (b) requested during the Monday morning Department Head Meeting.
2. **No later than Wednesday by 3:00p.m.**, submit all staff reports and any attachments electronically to the Deputy City Clerk.
3. **No later than Thursday by 5:00 p.m.** the Agendas will be distributed to the City Council, and will be available to the Public.

All effort needs to be made to adhere to these deadlines. If the deadline cannot be met because of an emergency, workload issue, or not all the attachments and/or information is available, it is your responsibility to inform the Deputy City Clerk and/or City Manager **AS SOON AS POSSIBLE**. **This does not mean that it is ok to provide the notice on Wednesday at 3:00 p.m., it needs to be provided sooner.**

Agenda Format

1. Please refer to the attached Agenda Format and Agenda Example.
2. Also, all the section headings need to be in bold, capitalized and underlined.
3. Do not start your paragraph or sentence in the same line as the section headings.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department. It is expected that all reasonable efforts will be made to adhere to the Agenda deadlines and Agenda Format. Failure to adhere will be factored into the annual evaluation process.

FORMAT

TO: Honorable Mayor _____ and City Council

For Redevelopment Agency Items use:

Agency Chairperson _____ and Board

DATE:

FROM:

THROUGH: City Manager

SUBJECT: Be brief but descriptive

RECOMMENDATION

It is recommended that your Council or Agency Board review and approve.....

BACKGROUND

This section should be used to provide the background information only. For example, include items such as prior council actions and/or direction, prior agenda items, or other facts that lead up to this item.

REVIEW AND ANALYSIS

1. Use this section to provide sufficient justification and analysis for the recommendation before discussing how it supports the City Vision and Mission.
2. In the opening sentence and/or paragraph, inform the reader what is forthcoming in this section and how it is organized. A simple technique to use here is after the introduction, simply list the order of the forthcoming discussion.
3. It is ok and on lengthy items, encourage to use attachments pertinent to the review and analysis, and ultimately the recommendation being made. When using attachments, keep in mind the following two simple rules: (a) summarize each attachment provided and its purpose, and (b) only provide attachments that provide more detail or facts for the reader to review if they choose.
4. Use paragraph headings to provide a road map for the reader consistent with the order provided in the first paragraph.
5. Finally, the length of this section needs to reflect the complexity of the item and recommendation. You should always strive to be as succinct but informative as possible. **Strive to write your report as a story that flows and connects from paragraph to paragraph.** Remember, we ask our Council members and public to read a lot of documents and reports, so writing in a very technical and robotic manner is tiring to the reader, and makes it hard for them to sustain any interest.

City Council Agendas

Explain Recommendation and How it Supports the Vision

Gonzales will continue to be a safe, clean, family-friendly community, diverse in its heritage, and committed to working collaboratively to preserve and retain its small town charm.

Explain: It supports the Vision.....

It does not support the Vision but it is being recommended because..... (Note: there are many factors that could drive the recommendation like a legal requirement, council direction, ministerial and/or administrative requirement, etc.).

Explain how the Recommendation Directly Implements the Mission

The City Council and Staff of the City of Gonzales will realize our Vision by providing the leadership, commitment and resources necessary to provide excellent services that enhance the quality of life of our diverse community. ___ Yes ___ No ___ NA

Explain: Provide an explanation on how it would implement and/or further the mission. If the recommendation does not support the mission, but it is more of a ministerial act that we feel needs to be done, **say so.**

City services will be delivered in a cost-effective, respectful and friendly manner to insure the safety and well being of the residents and the promotion of business, recreational, housing and employment opportunities in an environmentally sustainable manner. ___ Yes ___ No ___ NA

Explain: Provide an explanation on how it would further and/or improve city services. Again, if the recommendation does not directly further and/or improves city services, but it is more of a ministerial act that we feel needs to be done, **say so.**

Strong fiscal policies allow us to provide appropriate infrastructure for:

- *Public Safety* ___ Yes ___ No ___ NA
- *Housing* ___ Yes ___ No ___ NA
- *Recreation* ___ Yes ___ No ___ NA
- *Environment* ___ Yes ___ No ___ NA
- *Education* ___ Yes ___ No ___ NA

Explain: Provide an explanation on how it would further and/or improve any or all of these five policy areas. Again, if the recommendation does not directly further and/or improve any of these five policy areas, but it is more of a ministerial act that we feel needs to be done, **say so.**

ALTERNATIVES

It is important to use this section to list any alternatives to the recommendation and the reason why they are not being recommended. On occasion, there might be an alternative that is just as good or almost equal to the recommendation, but it is not being recommended for some minor point and/or is a toss up

when compared to the recommendation. Please remember that we are not robots or necessarily have all the answers. Sometimes is ok to discuss and present the dilemma and/or thought process used to reach the recommendation being provided. While it is important to make a recommendation depending on the issue, it is sometimes ok to invite the reader more into the process used to reach the recommendation.

BUDGET IMPACT

1. It is important to provide the full budget impact of the recommendation. In some cases, the best we might be able to provide is a range, and or estimate.
2. If your department/program budget already includes an appropriation to cover the budget impact, provide this information along with the budget as follows:

The budget impact is already reflected in the FY 2008-2009 City Approved Public Works Budget (Budget Unit 400).

3. If your department/program budget does not include the appropriation necessary to cover the budget impact, then you need to discuss this item with the City Manager and/or Finance Director before completing the narrative. If an additional appropriation is needed, it needs to be approved by the City Manager and/or Finance Director before the agenda item is submitted to the Deputy City Clerk. Once approved, the necessary language to amend the budget needs to be reflected in this section as well as the Recommendation section.

CONCLUSION

Use this section to summarize the recommendation.

City of Gonzales Redevelopment Agency

AGENDA
ITEM

STAFF REPORT Example

TO: Honorable Chair George Worthy and Agency Board members

DATE: February 19, 2007

FROM: René L. Mendez, Executive Director

SUBJECT: Proposal for the Development and Implementation of a Retail Recruitment, Retention, Revitalization and Retail Development Management Program

RECOMMENDATION

It is recommended that your Agency Board review the report and;

1. Approve the City Standard Contract with Economic Development Systems for the First Phase of the Retail Recruitment, Retention, Revitalization and Retail Development Management Program for a not to exceed amount of \$21,000, and authorize the City Manager to sign the Contract; and
2. Authorize the Executive Director to increase expenditures in the Gonzales RDA Debt Service Fund (*Fund 425*) by \$30,000 (\$21,000 for the contract and \$9,000 for other economic development and/or promotion activities), and increase revenues and expenditures by \$30,000 in the Gonzales RDA Administration Fund (*Fund 125*)

BACKGROUND

The first Goal of the 5-Year Redevelopment Agency Plan is to Encourage and Aid Economic Development, the plan further calls for the agency spending \$140,000 annually to implement this goal. Recently the Agency Board has approved several projects to further this Goal. In addition, the Vision and Mission for the City and Agency provides as one of its core values the enhancement of the City's fiscal base to increase the resources necessary to implement programs and infrastructure projects necessary to enhance the quality of life for our residents.

REVIEW AND ANALYSIS

Continuing to work to enhance the local economic base not only further the goals of the Redevelopment Agency, but as identified below, it supports the City's Vision and Mission. The following review provides an overview of the recommended study and contract, the reason for the proposed contract, list the findings necessary by the Agency to support the contract, and more importantly, details the benefits to the Agency of supporting the contract.

Study

The proposed contract would retain the services of Economic Development Services (EDS) to undertake Phase I of a Retail Revitalization Analysis, Strategies and Marketing Plan Development Program for the Various Retail Components within Commercial Gonzales. The scope of work is included as Attachment A and would entail:

- Compiling an inventory to review the area's retail uses
- Analyze existing retail sales tax data
- Review and provide listing of competition in key shopping areas and centers
- Prepare a demographic overview of the region's area residents and daytime workers
- Conduct selected interviews with knowledgeable real estate and retail management and/or leasing contacts
- Prepare a concise retail voids overview
- Prepare preliminary retail concept recommendations
- Research select local, regional and national retailers
- Recommend the highest and best use for existing vacant spaces and development sites
- Prepare a marketing and leasing plan
- Present a concise, written report of market research finding, conclusions and recommendations for a potential Phase II program

Reason for Proposed Contract

The principal reasons for this recommendation are that it would:

- Provide assistance to the City Manager. Because of the existing workload and other top priorities, it has been challenging to devote the attention necessary to ongoing focus to enhance the retail and business base
- Provide the necessary information from a well respected professional in the industry for the City to take a real hard look (reality check) at our current ability to attract retail and other commercial development
- Provide the information and plan necessary to focus and prioritize our future efforts not only internally, but in our General Plan and in the development of partnerships with the private sector
- Proactively begin to further one of the core principles of the City's and Agency's Vision and Mission

Furthermore, the contract was broken up into phases in an attempt to commit the Agency's resources wisely and have the information, data, and plan necessary before deciding to move forward to Phase II, which would be the actual recruitment of retailers.

Finally, staff would look to continue to work with the Council's representatives to the Downtown Revitalization Committee (Mayor Pro Tem Gutierrez and Councilmember Senkir) as the City's team that would work with the Consultant.

Findings for the Agency

As indicated under the background section, the first Goal of the 5-Year Redevelopment Agency Plan is to Encourage and Aid Economic Development, the plan further calls for the agency spending \$140,000 annually to implement this goal. Recently, the Agency has implemented and funded several projects to accomplish this goal. Specifically approving this contract would accomplish the following objectives spelled out in the 5-Year Plan:

- Preserve and expand existing retail/commercial centers throughout the Project Area serving local needs.
- Encourage all forms of private development and redevelopment activities which will provide employment opportunities.

City Council Agendas

- Provide incentives for new businesses and retention/expansion of existing businesses based on return on investment through increased tax revenues and job generation.

Benefits to the Agency

In addition, to furthering Goal 1 of the 5-Year Agency Plan, the information and plan resulting from this contract would over time:

1. Identify new business opportunities for our downtown and planned growth area.
2. Increase Property Tax (tax increment) directly resulting from successfully attracting new retail to town or by identifying new opportunities for our existing business communities.
3. Identify new opportunities for our existing businesses.
4. Increase job opportunities.
5. Increase sales tax opportunities.
6. Enhance the overall vibrancy of the City.

Explain Recommendation and How it Supports the Vision

Gonzales will continue to be a safe, clean, family-friendly community, diverse in its heritage, and committed to working collaboratively to preserve and retain its small town charm.

Explain: Approval of the contract supports the Vision because it would provide the necessary information and plan to attract new business and/or enhance existing businesses, which is critical to preserving and retaining the small town charm.

Explain how the Recommendation Directly Implements the Mission

The City Council and Staff of the City of Gonzales will realize our Vision by providing the leadership, commitment and resources necessary to provide excellent services that enhance the quality of life of our diverse community. X
Yes ___ No ___ NA

Explain: Over the long term, attracting new businesses and/or enhancing existing businesses would generate additional jobs and property and sale tax revenues necessary to provide the services that enhance the quality of life and to maintain a vibrant community.

City services will be delivered in a cost-effective, respectful and friendly manner to insure the safety and well being of the residents and the promotion of business, recreational, housing and employment opportunities in an environmentally sustainable manner. X Yes ___ No ___ NA

Explain: Please refer to prior explanation.

Strong fiscal policies allow us to provide appropriate infrastructure for:

- *Public Safety* X Yes ___ No ___ NA
- *Housing* X Yes ___ No ___ NA
- *Recreation* X Yes ___ No ___ NA
- *Environment* X Yes ___ No ___ NA
- *Education* X Yes ___ No ___ NA

Explain: By increasing employment opportunities and property and sales tax revenues, it would allow the City to increase programs and infrastructure in all these areas.

ALTERNATIVES

Your Agency Board has the alternative not to approve the contract at this time, or request additional information before making your decision.

While not approving the contract is certainly an option, it is not recommended. With all the competing workload and priorities on staff, it is difficult to provide the necessary focus and ongoing priority that is required to enhance the retail and business base. The contract is the first step to develop a comprehensive and research based plan to enhance the City's retail base.

Another option before your Agency is to defer taking action on this contract at this time and request additional information. Should this occur, staff would endeavor to bring the information back to you and contract for action at the March 3rd 2008 Council meeting.

BUDGET IMPACT

There are sufficient resources available in the Gonzales RDA Debt Service Fund (Fund 425) to provide the loan. As is reflected in the following table, there would be approximately \$2.4 million left in the fund for other projects and/or future commitments if this loan is approved.

	Amount	Balance
		\$2,707,038 ¹
<i>Existing Program/Projects:</i>		
➤ Expected Budgeted Net Cost	98,626	2,805,664
➤ Jalisco Market Loan	(200,000)	2,605,664
➤ Community Policing Program	(100,000)	2,505,664
➤ Loan to Bio-EASI (recommended)	(250,000)	2,255,664
➤ Economic Development Retail Analysis Study and Program (recommended)	(30,000)	2,225,664

CONCLUSION

It is recommended that your Agency Board review the report and;

1. Approve the City Standard Contract with Economic Development Systems for the First Phase of the Retail Recruitment, Retention, Revitalization and Retail Development Management Program for a not to exceed amount of \$21,000, and authorize the City Manager to sign the Contract; and
2. Authorize the Executive Director to increase expenditures in the Gonzales RDA Debt Service Fund (*Fund 425*) by \$30,000 (\$21,000 for the contract and \$9,000 for other economic development and/or promotion activities), and increase revenues and expenditures by \$30,000 in the Gonzales RDA Administration Fund (*Fund 125*)

¹ Cash Balance in Fund 425 as of December 31, 2007. Please refer to the February 19, 2008 December Financial Report.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Claims Against the City (December 1, 2008)

Introduction

The intent of this policy memorandum is to delineate the policy on how to process claims against the City.

Purpose

The purpose of this policy is to assure that all claims received against the City are processed in a timely manner, and acted upon accordingly.

Internal Claim Process Flow

1. City receives Claim.
2. Claim is forwarded to City Attorney within 24 hours by the City Manager.
3. Within 10 days of receiving claim, the City Attorney and City Manager (and Department Head where appropriate) will review the case and decide whether to handle internally or forward to the Monterey Bay Area Self Insurance Authority (MBASIA)
 - o If decision is made to forward onto MBASIA, the City Manager or designee will forward the claim and other available information.
4. *Within 45 days of receiving claim, claim will be scheduled for closed session for the City Council to reject or accept claim.*
5. City Attorney will draft the appropriate response/letter back to the claimant based on the decision of the City Council.
6. City Manager or designee will communicate the Council decision to the MBASIA.

Cooperation and Communication with MBASIA and/or other City Authorized Personnel

It is the responsibility and obligation of all City staff to cooperate with MBASIA, City Officials, and/or City Authorized Attorneys or Investigators.

If you are uncertain about the authenticity of MBASIA or City Authorized Attorneys or Investigators, please verify with your Department Head and/or the City Manager's Office.

Communicating with Non-City-Authorized Personnel

In no event should you provide any information whether verbal, written, electronic, video, pictures or any other form of medium to non-authorized personnel. In the event you are approached in person, via phone, electronic, email or any other form of communication medium, please do not provide any information and simply refer them to your Department Head and/or City Manager's Office. Once you are approached, you must communicate this fact with your Department Head or City Manager's Office immediately.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department. Department Heads are responsible to notify the City Manager's Office of all activities connected with any active or potential claims.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Credit Card Purchases (December 1, 2008)

Introduction

As part of the City's internal control procedures, the Finance Department is required to account for all purchases, registrations, and/or any charges made with the City's Credit Cards.

Purpose

The purpose of this policy is to delineate the requirements for usage of the City's Credit Cards, which includes the Visa and Costco cards.

Appropriate Credit Card Use

The City's primary Credit Card has a total limit of \$15,000 (subject to reduction due to any outstanding balances). This Credit Card may be used for major purchases per the City's procurement policy and for authorized training conference and seminars. When using the Credit Card, all City Staff is required to adhere to the following parameters:

1. The Credit Card is only to be used for authorized City Business and/or purposes.
2. Large individual purchases of over \$500, unless otherwise approved by the Finance Department, require a Purchase Order and need to be done per the City's Procurement Policy.
3. When on travel, the Credit Card is only to be used for things like fuel, hotel expenses, air fare for authorized training conferences and seminars, transportation and parking, and other similar items not covered by the per diem, and/or registration, and/or conference fee.
4. The Card is not to be used for items that you would reimburse the City later; these items include things like purchasing in-room movies, fitness center charges, massages and/or other similar types of services.
5. In the event that a credit card is used to purchase meals, reconciliation will be made with any per diem advances. Staff is responsible for any costs above the authorized per diem levels for individual meals.

Checking Out the City Credit Card

1. Credit Card will be checked out on a daily basis as needed.
2. You are required to return the Credit Card to the Finance Department at the end of every business day. In addition, no Credit Card shall be kept by any employee during the weekend. Exceptions to this are for any overnight travel, training out of the town, or if authorized by the Finance Department.

Individual Issued Department Head Credit Cards

Some Department Heads are issued credit cards in their own name that have a limit of \$500. These cards can only be used for allowable purposes as defined under this Policy and the Procurement Policy. In addition, the use of these cards can only be used for the procurement of goods and services authorized in the City's Fiscal Year Budget.

Credit Card Receipts

1. All receipts are to be turned in promptly to the Finance Department at the same time that the Credit Card is returned.
2. All receipts are also required to be turned in when using the Department Head issued Credit Card.
3. In the event that the receipt is lost, the department that made the purchase shall make an effort to request a duplicate receipt from the vendor or write a memorandum to the Finance Department explaining the purchase.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department.

FINANCE DEPARTMENT POLICY MEMORANDUM

Daily Pool Money

[September 18, 2008]

Introduction

The City is required to have procedures for all locations that handle money on a daily basis. The Finance Department is required to account and balance all cash daily.

The Gonzales Swimming Pool is one of the most heavily used facilities in the City, especially during the summer and early fall months and as such, there is significant revenue that comes in on a daily basis.

Department/Program Manager Responsibility

It is the responsibility of the Recreation Coordinator to keep track of all the money that comes in and turn in to City Hall every morning, except for weekends. On the weekends, the Recreation Coordinator shall account for the money received Saturday and Sunday separately, and turn it in on Monday morning.

It will be the determination of the Recreation Coordinator whether to delegate this function to one of the Senior Season Recreational Staff. However, should the delegation occur, it is the responsibility of the Recreation Coordinator to make sure that the staff is appropriately trained, and inform the Finance Department who has been delegated this responsibility.

It is expected that all reasonable efforts will be made to adhere to these Procedures. Failure to adhere to these Procedures will be considered during the annual performance evaluations, and possibly lead to disciplinary action per the City's Personnel Rules, Regulations and Policies.

Finance Responsibility

The Finance Department is responsible for training the appropriate staff, and creating and providing a daily cash log sheet for the pool staff to use.

Use of Pool Daily Revenue for the Purchase of Supplies

While it is understood that the pool operates daily during the summer and early fall months, and there will be times when supplies need to be purchased; it is **prohibited** to use the daily pool revenue to purchase supplies. Do not use any of the money received at the pool to purchase any supplies. Instead, should the need arise to purchase supplies, call City Hall to request the City's Visa or petty cash.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM

Data Backup (August 19, 2008)

Introduction

Computer information systems and networks are an integral part of business of the City. The City has made a substantial investment in human and financial resources to create these systems. The following policies and directives have been established in order to:

1. Protect this investment.
2. Safeguard the information contained within these systems.
3. Reduce business and legal risk.
4. Protect the good name of the City.

Violations

Failure to observe these policies may result in disciplinary action pursuant to the City's Personnel Rules and Regulations depending upon the type and severity of the violation, whether it causes any liability or loss to the organization, and/or the presence of any repeated violation(s).

Administration

The City Manager's Office is responsible for the administration of this policy.

Contents

The topics covered in this document include:

1. Statement of responsibility
2. Data Backup
3. Data Protection

Statement of responsibility

General responsibilities pertaining to this policy are set forth in this section.

Managers responsibilities

Managers and supervisors must:

1. Ensure that all appropriate personnel are aware of and comply with this policy.
2. Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.

Information Technology responsibilities

The Information Technology (IT) function must:

1. Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these policies.
2. Provide appropriate support and guidance to assist employees to fulfill their responsibilities under this directive.

Data Backup

Information and data is generated in the organization every day, some of it critical and some of it considered non-critical. Maintaining a reliable, dependable backup of the critical data is paramount to the long-term health and welfare of the City.

Policy

Critical data will be backed up on a regular basis but no less than daily, Monday through Friday. Backed up data will be stored in such a way as to protect so that it can only be accessed by authorized personnel and not be susceptible to casual access or theft. In addition, critical data backups will be stored offsite to ensure their availability in case of a catastrophic event.

Management responsibilities

Management will identify critical data and communicate any changes of that dataset to the Information Technology (IT) Department. At least every six months, management and IT will review the data sources being backed up and confirm the list.

In addition, management will instruct all users to store critical files on designated folders on the servers that are marked for back-up. No critical files will be stored solely on local PC drives without advance management approval.

IT responsibilities

IT shall:

1. Shall ensure that all critical data is being backed up at least once a day, Monday through Friday.
2. Review the backup logs daily and resolve any errors and, if necessary, run an unscheduled backup.
3. At least once a quarter, conduct a test of the backup system to confirm that the data is being backed up reliably.
4. Ensure that City "Critical files" and the systems listed below will operate from at least one remote site should the City of Gonzales not be capable of operating from normal facilities.

Current backup methodology

The City of Gonzales is currently using Alvarez Technology Group, Inc.'s online backup system called iSafe™. The system is software-based and requires agents be installed on each PC or server (system) to be backed up. The agents are configured to backup designated files and folders on the system to secure, redundant offsite facilities that are hardened against all but the most catastrophic event.

The data is accessible by the City-authorized staff at any time by using a highly secure complex password. The data is transmitted offsite using a secure 256 bit encryption scheme that cannot be broken without the password nor can it be accessed from the offsite storage facility without the password.

Backups are conducted once a day, every day of the week at 11:00pm. The following systems are currently being backed up:

1. Rene Mendez's PC
2. ZEUS Server
3. JUPITER Server
4. ANDROMEDA Server
5. CHIEF's Server (PD)

FINANCE DEPARTMENT POLICY MEMORANDUM Developer Account Procedures (December 1, 2008)

Purpose

In order for the Finance Department to keep track of all development projects, staff is to utilize the following procedures for the establishment, use and tracking of developer accounts.

Establishing a Developer Account

As soon as the Department Head is aware that a new development project is going to be initiated, please contact the Finance Department so a Developer Account can be established and a general ledger number assigned. Do not wait until receiving and subsequently depositing a check from a developer to request the need for a new developer account. It is important to let the Finance Department know as early in the process as possible.

Payment of Invoices and/or Posting of Internal - Administrative Charges

All invoices (i.e., Mark Thomas, Meyers Nave, or any other services) must be approved and coded with the assigned general ledger number. No invoices will be paid without the department head approval and a general ledger number.

For all administrative fees and charges, like time spent on the project for staff, use the timesheet listed in the shared folder (F:\Shared Folder\All Dept Heads\Monthly Charges to Projects by Department).

Tracking of Developer Accounts

For all invoices paid, the Accounts Payable Department should provide copies to the Finance Department of the invoice, check, and any other correspondence that pertains to the project.

Each Department Head will be provided with a copy of Financial Expenditures report on a monthly basis. These reports will be utilized to determine existing account balances and available appropriations.

All developer accounts will be reconciled by the Finance Department on a monthly basis. If the developer has a negative balance, the Department Head responsible for the project will be notified to forward the invoice to the developer and request the payment as soon as possible, plus additional funding (if needed) to replenish the development account.

Adding Funds to the Developer Account

When adding funds to the Development Account, provide a copy of the check, receipt and account number to the Finance Department.

Closing a Developer Account

When a project is final whether (a) terminated by the developer or the City, or (b) approved or accepted by the City, please notify the Finance Department immediately.

The Finance Department will work with the Department Head responsible for the project to reconcile the developer account, and ensure that all invoices have been paid before releasing any monies to the developer within six months of the closing action taken.

Department Head Responsibility

It is the responsibility of all Department Heads to: (a) make sure that this policy is adhered to and followed by his or her Department, (b) ensure each project worked on has a monthly timesheet for your department, and (c) accurately account for on a monthly basis, all staff time for all developer accounts.

FINANCE DEPARTMENT POLICY MEMORANDUM

Fixed Assets (August 1, 2008)

Introduction

The City annually procures, maintains, and discards a variety of fixed assets. In order to assure proper tracking of the fixed assets, the following procedures will be used.

Definition of a Fixed Asset

For the purposes of this policy, a fixed asset will generally have a value of \$5,000 or higher when purchased, except for the items listed below that do not have to be over \$1,000:

- Computers
- Printers
- Video equipment
- Law enforcement specialized equipment like weapons, tazers, etc.
- Fire discipline specialized equipment

Recordation of a Fixed Asset

The Finance Department will be responsible for maintaining a list of fixed assets per this policy. A unique number will be provided to every fixed asset. If at all possible, this number should be the serial number of the fixed assets.

The Public Works Department will be responsible for maintaining a list of all automobiles, trucks, heavy equipment, and light and/or heavy machinery, per the policy. Either the vehicle identification number (VIN), or serial number will be used to track these fixed assets.

Annual Tracking of Fixed Assets

In January of each year, Departments will be provided the list of fixed assets. Departments will be responsible for returning a signed copy of the list after verifying and updating the items by the end of April of each year. Once the lists are returned, the Finance and Public Works Departments will work jointly with other departments to reconcile any discrepancies if necessary, in order to prepare the Master Control list by May 15th.

Department Head Responsibility

It is the responsibility of the Department Head to familiarize him/her self with these procedures. It is also important that the Department Head make sure that the appropriate staff in their departments understand and follow these procedures.

It is expected that all reasonable efforts will be made to adhere to these Procedures. Failure to adhere to these Procedures will be considered during the annual performance evaluations, and possibly lead to disciplinary action per the City's Personnel Rules, Regulations and Policies.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Grant Management (September 16, 2008)

Introduction

Obtaining Grants are an important revenue source for the City's programs, projects, and departments. It is the intent of the City to continue to search for and acquire grants whenever possible and beneficial.

Purpose of Procedures

These procedures are intended to serve as a guide for staff to use for the purpose of:

1. Tracking expenditures and revenues for each individual grant.
2. Maintaining all the information necessary to submit the reports to the State and Federal Governments, and/or other Grantor Agencies.
3. Providing all the necessary information to the Finance Department needed for the billing, reimbursement requests, audits, the necessary reconciliations, and record keeping.

Format of Procedures

In order to simplify the procedures, a checklist format is being utilized to identify all the requirements.

Department Head Responsibility

It is the responsibility of the Department Head to familiarize him/her self with these procedures. It is also important that the Department Head make sure that the appropriate staff in their departments understand and follow these procedures.

It is expected that all reasonable efforts will be made to adhere to these Procedures. Failure to adhere to these Procedures will be considered during the annual performance evaluations, and possibly lead to disciplinary action per the City's Personnel Rules, Regulations and Policies.

Staff Responsibility

It is the responsibility of appropriate staff to understand these procedures and work with their Department Heads and/or the Finance Department if there are questions, or they are unsure how to implement the procedures.

It is expected that all reasonable efforts will be made to adhere to these Procedures. Failure to adhere to these Procedures will be considered during the annual performance evaluations, and possibly lead to disciplinary action per the City's Personnel Rules, Regulations and Policies.

Finance Responsibility

It is the responsibility of the Finance Department to (a) understand the checklists/procedures, (b) provide training to the Departments as needed, (c) periodically audit to make sure that the Departments are maintaining and providing the necessary information, (d) implement the financial management oversight procedures, and (e) provide an annual report to the City Manager, more frequently if required, on the status of all grants.

**City of Gonzales
Internal Management Grant Procedures
Department Checklist**

Maintain folders/project files that include:

1) For the grant:	Notes
a) Application	_____
b) Award letter	_____
c) Award Contract	_____
d) Copies of all correspondence with the State, Fed. Gov. and/or grantee agency	_____
e) Agenda Item(s)	_____
f) Guidelines	_____
g) Grant schedule & disbursement timeline	_____
h) Quarterly progress reports	_____
i) Annual financial report	_____
j) Reimbursement Request	_____
k) Hearing notifications, reports, etc.	_____
2) For the project/program funded by the grant:	
a) RFP	_____
b) Agenda Item(s)	_____
c) Contract	_____
d) Grant project timeline	_____
e) Purchase Order	_____
f) Change order(s)	_____
g) Consultant/contractor invoice(s)	_____
h) Notice of Completion/acceptance/closeout, etc.	_____
i) Funding Source(s)	_____

Provide to Finance

a) Award Letter	_____
b) Award Contract	_____
c) Guidelines	_____
d) Project timeline /a	_____
e) Please check the appropriate type of grant and/or budget requirement:	_____
i. Pass Through	_____
ii. Reimbursement	_____
iii. Funds provided upfront	_____
iv. Separate budget required	_____
v. Ongoing or one-time	_____
vi. Grant Match & Source	_____
vii. Other _____	_____
f) Purchase Order	_____
g) Consultant/contractor contract	_____
h) Agenda item(s)	_____
i) Reimbursement/draw down requests	_____
k) Copies of all expenditures/invoices paid	_____

a/ Make sure timeline reflects start date to begin expending the funds and last date to spend the funds.

City of Gonzales Internal Management Grant Procedures Finance Checklist

1) Establish a grant folder that includes:

- a) Award Letter _____
- b) Award Contract _____
- c) Guidelines _____
- d) Identification of any special financial/budget requirements:
 - i. Pass Through _____
 - ii. Reimbursement _____
 - iii. Ongoing Grant _____
 - iv. Funds provided upfront _____
 - v. Is a separate budget required? _____
 - vi. Other _____
- e) Purchase Order _____
- f) Consultant/contractor agreement/contract _____
- g) Agenda item(s) _____
- h) Reimbursement/draw down requests _____

2) Financial Management oversight procedures:

- a) Follow up with departments on a quarterly basis as to the status of any reimbursement or draw down requests _____
- b) Reconcile activity of grant to the general ledger on a quarterly basis _____
- c) Conduct a final year-end reconciliation of each grant to identify the following:
 - i. Verify total award amount _____
 - ii. Total expenditures incurred for the fiscal year _____
 - iii. Remaining grant award available of the next year _____
 - iv. Amounts billed and received during the fiscal year _____
 - v. Amounts received during the fiscal year _____
 - vi. Amounts billed but outstanding and amounts unbilled as of June 30 (grants receivable) _____
 - viii. Amount of the grant receivable collected within the City's period of availability. _____

3) Start date to expend funds _____

Closing date _____

Total Grant match and source _____

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM Information Security (August 19, 2008)

Introduction

Computer information systems and networks are an integral part of business at the City. The organization has made a substantial investment in human and financial resources to create these systems.

The enclosed policies and directives in this Policy Memorandum have been established in order to:

1. Protect this investment.
2. Safeguard the information contained within these systems.
3. Reduce business and legal risk.
4. Protect the good name of the organization.

Violations

Violations of any of the Policies in this Memorandum may result in disciplinary action in accordance with the policies and procedures in the City of Gonzales Personnel Rules and Regulations. Failure to observe these guidelines may result in disciplinary action up to termination by the organization depending upon the type and severity of the violation, whether it causes any liability or loss to the organization, and/or the presence of any repeated violation(s).

Administration

The City Manager is responsible for the administration of this policy.

Contents

The topics covered in this document include:

1. Statement of responsibility
2. The Internet and e-mail
3. Computer viruses
4. Access codes and passwords
5. Physical security
6. Copyrights and license agreements

Statement of responsibility

General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities.

Manager responsibilities

Managers and supervisors must:

Ensure that all appropriate personnel are aware of and comply with this policy.
Create appropriate performance standards, control practices, and procedures designed to provide reasonable assurance that all employees observe this policy.

Information Technology

The Information Technology (IT) function must:

1. Develop and maintain written standards and procedures necessary to ensure implementation of and compliance with these policy directives.
2. Provide appropriate support and guidance to assist employees to fulfill their responsibilities under this directive.

The Internet and e-mail

The Internet is a very large, publicly accessible network that has millions of connected users and organizations worldwide. One popular feature of the Internet is e-mail.

Policy

Access to the Internet is provided to employees for the benefit of the City and its customers. Employees are able to connect to a variety of business information resources around the world.

Conversely, the Internet is also replete with risks and inappropriate material. To ensure that all employees are responsible and productive Internet users and to protect the organization's interests, the following guidelines have been established for using the Internet and e-mail.

Acceptable use:

Employees using the Internet are representing the organization. Employees are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Examples of acceptable use are:

- Using Web browsers to obtain business information from legitimate Web sites.
- Accessing databases for information as needed for business purposes.
- Using e-mail for business contacts, providing information and/or contact with the public.

Unacceptable use:

Employees must not use the Internet for purposes that are illegal, unethical, harmful to the organization, or nonproductive. Examples of unacceptable use are:

- Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.
- Broadcasting e-mail, i.e., sending the same message to more than 10 recipients or more than one distribution list, except as authorized for work purposes by the Department Head.
- Conducting personal business using organization resources.
- Transmitting any content that is offensive, harassing, or fraudulent, unless necessary for a police matter and/or investigation.

Downloads

File downloads from the Internet are not permitted unless specifically deemed safe in writing by the City's IT Function.

Employee responsibilities

An employee who uses the Internet or Internet e-mail shall:

1. Ensure that all communications are for professional reasons and that they do not interfere with his/her productivity.
2. Be responsible for the content of all text, audio, or images that he/she places or sends over the Internet. All communications should have the employee's name attached.
3. Not transmit copyrighted materials without permission.
4. Know and abide by all applicable organizational policies dealing with security and confidentiality of organization records.
5. Virus scan all executable file(s) received through the Internet.
6. Avoid transmission of nonpublic customer information. If it is necessary to transmit nonpublic information, employees are required to take steps reasonably intended to ensure that information is delivered to the proper person who is authorized to receive such information for a legitimate use.
7. Encrypt all confidential files.

Copyright

Employees using the Internet are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action by the City pursuant to the Policies and Procedures in the City's Personnel Rules and Regulations and/or legal action by the copyright owner.

Monitoring

All messages created, sent, or retrieved over the Internet are the property of the City and *may be regarded as public information*. The City reserves the right to access the contents of any and all messages sent over its facilities if the organization believes, in its sole judgment, that it has a business need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. **This means don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law.**

Computer viruses

Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of corporate resources.

Background

It is important to know that computer viruses are much easier to prevent than to cure. Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

IT responsibilities

IT shall:

1. Install and maintain appropriate antivirus software on all computers.
2. Respond to all virus attacks, destroy any virus detected and/or repair damage, and document each incident.

Employee responsibilities

All employees shall:

1. Not knowingly introduce a computer virus into City computers.
2. Not load diskettes, compact disks (CDs) or USB memory sticks/devices of unknown origin
3. Scan all incoming diskettes, CDs and USB memory sticks/devices for viruses before they are read
4. IMMEDIATELY POWER OFF his/her workstation which has been or believed to be infected by a virus, inform his/her manager, and call IT.

Access codes and passwords

The confidentiality and integrity of data stored on City computer systems must be protected by access controls to ensure that only authorized employees have access. This access shall be restricted to only those capabilities that are appropriate to each employee's job duties.

IT responsibilities

The IT department shall be responsible for the administration of access controls to all City computer systems. The IT department will process additions, deletions, and changes to security setting and file access rights upon receipt of a written request from the end user's supervisor.

Deletions may be processed by an oral request prior to reception of the written request. The IT department will maintain a list of administrative access codes and passwords and keep this list in a secure area.

Automated network policies will be enabled to enforce the following policies:

1. Force password changes no less than every six months;
2. Passwords at least eight characters long;
3. Retain password history of at least three previous passwords;
4. Require complex passwords. (At least one upper case letter, and one number.);
5. Automatically lock a computer after 15 minutes of idle time and require a password to log back in.

Employee responsibilities

Each employee:

1. Shall be responsible for all computer transactions that are made with his/her User ID and password.
2. Passwords must be changed immediately if it is suspected that they may have become known to others. Passwords should not be recorded where they may be easily obtained.
3. Will change passwords at least every 180 days. (IT may force password changes when required.)
4. Should use passwords that will not be easily guessed by others.
5. Should log out when leaving a workstation for more than one hour.
6. Workstations shall require passwords to open from screen savers no longer than 30 minutes after inactivity.

Supervisors responsibility

Managers and supervisors should notify IT promptly whenever an employee leaves the organization or transfers to another department so that his/her access can be revoked/modified. Involuntary terminations must be reported concurrent with the termination.

Personnel Department responsibility

The Personnel Department will notify IT monthly of associate transfers and terminations. Involuntary terminations must be reported concurrent with the termination. Every six months, the Personnel Department shall verify access lists with IT.

Physical security

It is the City's policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards.

Employee responsibilities

All Employees:

1. Shall store Diskettes, CDs and USB memory sticks/devices out of sight when not in use. If they contain highly sensitive or confidential data, they must be labeled appropriately and locked up when not in use.
2. Shall keep Diskettes, CDs and USB memory sticks/devices away from environmental hazards such as heat, direct sunlight, and magnetic fields.
3. Critical computer equipment, e.g., file servers, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor at a minimum.
4. Shall avoid environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold.
5. Since the IT department is responsible for all equipment installations, disconnections, modifications, and relocations, employees shall not perform these activities unless granted permission in advance. This does not apply to temporary moves of portable computers for which an initial connection has been set up by IT.
6. Shall not remove shared portable equipment such as laptop computers without the informed consent of their department manager. Informed consent means that the manager knows what equipment is leaving, what data is on it, and for what purpose it will be used.
7. Should exercise care to safeguard the valuable electronic equipment assigned to them. Employees who neglect this duty may be accountable for any loss or damage that may result.
8. Shall not connect via wire or wireless connection any computer device to any City system without Department Head permission.
9. Minimize storage of confidential files in places other than secure servers.

Copyrights and license agreements

It is the City's policy to comply with all laws regarding intellectual property.

Legal reference

The City and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose the City and the responsible employee(s) to civil and/or criminal penalties.

Scope

This directive applies to all software that is owned by the City, licensed to the City or developed using the City resources by employees or vendors.

IT responsibilities

The IT department will:

1. Maintain records of software licenses owned by the City.
2. Periodically (at least annually), scan City computers to verify that only authorized software is installed.

Employee responsibilities

Employees shall not:

1. Install software unless authorized by IT. Only software that is licensed to or owned by the organization is to be installed on the organization's computers.
2. Copy software unless authorized by IT.
3. Download software unless authorized by IT.

Civil penalties

Violations of copyright law expose the City and the responsible employee(s) to the following civil penalties:

1. Liability for damages suffered by the copyright owner
2. Profits that are attributable to the copying
3. Fines up to \$100,000 for each illegal copy

Criminal penalties

Violations of copyright law that are committed "willfully and for purposes of commercial advantage or private financial gain (Title 18 Section 2319(b))," expose the City and the employee(s) responsible to the following criminal penalties:

1. Fines up to \$250,000 for each illegal copy
2. Jail terms of up to five years

Acknowledgment of Information Security Policy

This form is used to acknowledge receipt of, and compliance with, the City of Gonzales Information Security Policy.

Procedure

Complete the following steps:

1. Read the Information Security Policy.
2. Sign and date in the spaces provided below.
3. Return this page only to your Manager and/or immediate Supervisor or the City.

Signature

By signing below, I agree to the following terms:

- i. I have received and read a copy of the "Information Security Policy" and understand the same;
- ii. I understand and agree that any computers, software, and storage media provided to me by the organization contains proprietary and confidential information about the City of Gonzales and its customers or its vendors, and that this is and remains the property of the organization at all times;
- iii. I agree that I shall not copy, duplicate (except for backup purposes as part of my job here at the City or for work related purposes), otherwise disclose, or allow anyone else to copy or duplicate any of this information or software;
- iv. I agree that, if I leave the City for any reason, I shall immediately return to the organization the original and copies of any and all software, computer materials, or computer equipment that I may have received from the organization that is either in my possession or otherwise directly or indirectly under my control.

Employee signature: _____

Employee name: _____

Date: _____

Department: _____

Department Head signature: _____

Date: _____

Disclaimer: This policy is not a substitute for legal advice. If you have legal questions related to this policy, see your lawyer.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM

Parking

(December 1, 2008)

Introduction

The intent of this policy memorandum is to delineate the parking policy/expectations for staff at City Hall.

Purpose

As employees of the City, it is important to always strive to provide the best customer service to our clients, the residents of Gonzales and maintain and improve community relations. One way of doing this, is to be good neighbors to the other tenants in this building and houses around City Hall, and leaving parking spaces open to be used by our clients.

No Parking Areas

1. Please **do not** park in the four parking spaces on Center Street south of the alley (in front of Dr. Ramirez's office). Also, do not park in the parking space just north of the alley. This will give his employees and clients five spaces to use.
2. Please **do not** park in front of City Hall, even for a short while. These spaces should be left open for our customers.
3. Please **do not** park in front of the houses across the street from City Hall on Fourth Street, even for a short while. These spaces should be left open for our customers and residents of those houses.

[Note: The exceptions to 2 and 3 above would be when Public Works, the City Engineer or Public Safety is stopping at City Hall for a few minutes.]

Parking Areas

City Hall employees are encouraged to park in the following locations:

1. The two Center Street parking spaces adjacent to the side of City Hall (just north of Fourth Street).
2. Across from City Hall on Center Street, south of the alley.
3. The City parking lot on the north side of the alley behind the Medical Group.
4. The two parking spaces provided immediately behind City Hall, which are reserved for Official City Vehicles.

FINANCE DEPARTMENT POLICY MEMORANDUM

Petty Cash

(August 1, 2008)

Introduction

Staff is to utilize the following procedures for the periodic counting and reconciliation of all petty cash funds. Petty Cash Fund(s) are maintained for incidental – small purchases that are typically associated with small City functions, business expenses, and small emergency purchases.

Counting and Reconciliation

On a monthly basis on or before the last business day of the month, all petty cash funds should be counted and reconciled. The Police Chief or designee shall provide a written record of Petty Cash account transactions and balance to the Finance Department monthly. The counting and reconciliation should be done by the Finance Department and a record should be kept in an excel spreadsheet.

Deposits into and Disbursements from the Petty Cash Fund(s)

All deposits into and/or disbursements from the fund, should be tracked in a ledger that will include the date, amount, and as appropriate, its use.

Balance in the Petty Cash Fund(s)

The City shall strive to maintain the following Petty Cash Funds with the maximum balances as listed below:

1. City Hall: \$150
2. Police Department: \$100

Replenishment of the Petty Cash Fund(s)

Once balanced and as needed to maintain the stated balanced in the fund, a warrant will be issued by Accounts Payable to the City of Gonzales for the amount needed. The warrant will be cashed at the bank and used to replenish the fund(s).

FINANCE DEPARTMENT POLICY MEMORANDUM

Procurement Procedures (March 17, 2009)

Purpose

The purpose of this policy is to list the procedures for the procurement of services, supplies, and contractual services.

Purchase Orders

The following chart reflects the level of authority for procuring services and supplies:

AMOUNT	AUTHORIZATION	POLICY
\$1.00 to \$499.99 ¹ (including Sales Tax)	Requires Department Head Authorization only. Department Heads may implement Purchasing Procedures for their respective Departments.	<i>No paperwork necessary, however Department Head must still approve purchase</i> <ul style="list-style-type: none"> • May be purchased by Credit Card. • May be purchased on line; however, to minimize exposure, the Credit Card used can only be the department head issued card that has a limit of \$500. • Must correspond to the City's Adopted Budget.
\$500.00 to \$999.99 (including Sales Tax)	Requires Department Head Authorization only. Department Heads may implement Purchasing Procedures for their respective Departments.	<ul style="list-style-type: none"> • Purchase Order • Must correspond to the City's Adopted Budget. • A minimum of three quotes/bids are required. Quotes/bids could be via phone, fax, written, and/or electronically.
\$1,000.00 to 4,999.00	<i>Falls under the Category of Fixed Assets –</i> Department Head's and Finance Director's signatures	<ul style="list-style-type: none"> • Purchase Order • Must correspond to the City's Adopted Budget. • Minimum of three signed written bids/quotes required. • Any sole source requests need to be justified as to the reasons why.
\$5,000 and above	Council approval required	<ul style="list-style-type: none"> • Purchase Order • Must correspond to the City's Adopted Budget. • Minimum of three signed written bids/quotes required. • Formal written specifications need to be drafted to provide to vendors for bids/quotes • Any sole source requests need to be justified as to the reasons why.

¹ Purchase Orders are not required for purchases under \$500. However, departments are still responsible for ensuring that the correct line-item to which the item will be charged, is clearly annotated on the receipt or invoice.

CONTRACTUAL SERVICES

By definition, any contractor who provides goods or services to the City must be approved under the City's adopted budget. Contractors who provide the same exact service on an annual basis, year-after-year, are automatically renewed and do not require a Purchase Order. **Examples** of such contractors are Mission Linen, Nelson Landscaping, all Business Machine Contracts, and **ANY OTHER CONTRACTOR PROVIDING A SERVICE THAT IS NOT PROJECT SPECIFIC.**

Contractors providing a service that is PROJECT-SPECIFIC require an authorized Purchase Order and must authorized under the city's adopted budget.

The following chart reflects the level of authority required for the procurement of Contractual Services:

AMOUNT	AUTHORIZATION	POLICY
\$1.00 to \$2,499.00	Requires Department Head's authorization only	<ul style="list-style-type: none"> • Warrant Request required. • Minimum of three written bids/quotes required. • Quotes/bids could be via phone, fax, written, and/or electronically. • Must correspond to the City's Adopted Budget.
\$2,500 to \$4,999	Department Head's and Finance Director's signatures	<ul style="list-style-type: none"> • Purchase Order • Must correspond to the City's Adopted Budget. • Minimum of three signed written bids/quotes required. • Any sole source requests need to be justified as to the reasons why.
\$5,000.00 and Above	City Council approval required	<ul style="list-style-type: none"> • Purchase Order • Must correspond to the City's Adopted Budget. • Minimum of three signed written bids/quotes required. • Formal written specifications need to be drafted to provide to vendors for bids/quotes • Any sole source requests need to be justified as to the reasons why.

Please note that certain restrictions or '**SAME VENDOR RULE**' applies for all purchases. I.E.; with the exception of computer software and memory upgrades, one major purchase cannot be divided into two or more smaller purchases in order to fall below the threshold for the level of authorization required for the specific type of purchase.

Credit Card Purchases

Please refer to the Credit Card Purchases Policy Memorandum for direction.

Consistency with the City Council Approved Budget

Department Heads are authorized to substitute small items and services within budget line items with the stipulation that overall Line Item Integrity is maintained. ***In the event that an existing appropriation within a Line Item falls below 15% of the budgeted amount, all subsequent purchase requests will be automatically flagged.***

Each Department Head will be provided with a copy of a Financial Expenditures report on a monthly basis. These reports will be utilized to determine existing account balances and available appropriations.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department.

CITY MANAGER'S DEPARTMENT
POLICY MEMORANDUM
Release of Phone Numbers
(March 17, 2009)

Purpose

The purpose of this policy is to delineate the expectations for providing phone numbers of employees, Council Members, Planning Commissioners and Park and Recreation Commissioners to the public. As a general rule, phone numbers are NOT to be released to the public.

Request for Employee Numbers

If you receive a request for an employee's number, simply offer to take the person's name and number and tell him/her that you will pass that information to that employee and ask that s/he return the call.

Request for Council Member or Commissioner Numbers

If you receive a request for a Council Member's or Commissioner's number simply offer to take the person's name and number and tell him/her that you will pass along the information. If the phone number requested is for (1) a Council Member, pass along the request to Mary Villegas, (2) if it is for a Planning Commissioner, pass along the request to Paula Bonincontri, and (3) for a Parks and Recreation Commissioner, pass along the request to Sara Papineau.

You may also point to the person that the phone numbers of most Council Members and Commissioners are listed should the caller want to check the phone book.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department.

CITY MANAGER'S DEPARTMENT POLICY MEMORANDUM

Retention of Files

(December 1, 2008)

Introduction

The intent of this policy memorandum is to delineate the policy for the retention of files.

Purpose

The purpose of this policy is to maintain an orderly and systematic approach and process for the retention of files. Being able to retain files, is an orderly and systematic process, and is necessary to maintain a high level of service and meet legal obligations for retention of public records.

Process

1. Staff wishing to **check out files** from the Retention Room, **must first complete** a "Retention Files Checkout Form" from the City Clerk's Office. This also applies to any files being checked out for just a short period of time.
2. Before the files are taken back to the Retention Room, staff **must** indicate so on the form.
3. Staff wishing to **add files** to the Retention Room, **must first** contact the City Clerk's Office to make sure they are added to the City's Retention Files Master Spreadsheet. All added files **must have** a "Storage Box Label" which includes the Department Name, Box Number, and Contents. This label can be obtained from the City Clerk's Office.
4. Staff wishing to **remove/purge files** from the City's Retention Files **must first** contact the City Clerk's Office.
5. All purging will be conducted in accordance with the City's **Purging Policy**.

Department Head Responsibility

It is the responsibility of the Department Head to make sure that this policy is adhered to and followed by his or her Department.

FINANCE DEPARTMENT POLICY MEMORANDUM CASH HANDLING (July 1, 2009)

Policy Intent

This policy supersedes and takes the place of any prior cash receipt policies.

It is the intent of the policy to set forth the appropriate procedures for the handling of all cash receipts.

Administration of Policy

The City Manager will establish and monitor overall compliance with the policy. The Director of Finance will be responsible for making sure that the policy is adhered to.

Terms of Policy

Entering of Cash Receipts:

All cash receipts are to be entered through the front desk computer on a daily basis. *Under no circumstances should staff enter a cash receipt for their own payment for services provided by the City (utility payment, recreation programs, pool parties, etc.).*

Procedures for receiving daily cash receipts:

1. Turn on the computer at the front counter
2. Log on to **“Fund Balance”** Cash Receipts
3. Type **“CR”** at the **“NAME”** Field
4. Type **“RC”** at the **“PASSWORD”** Field

The cash receipts screen will appear

5. Select the **“PROCESS”** Option on the Tool Bar

The process menu will appear

6. Select **“ENTER RECEIPTS”**
7. Begin entering all Cash and Check Transactions. Before entering any transactions, please enter the information in the specific fields.

8. Enter the first five (5) Letter of the Weekday (i.e. for Monday enter “MONDA” for Tuesday, enter TUESD”0. The previous day will only be entered to initiate corrections (Please refer to “DELETING RECEIPTS” for more information).

KEY NOTE A: *Always ensure that the cash receipts entry screen reflects the proper date!!!*

9. Refer to Number [1] Above

KEY NOTE B: *In the event that the incorrect day is entered accidentally, use the Keyboard “F2” button to clear the screen and return to step [5] in order to reinitiate the process*

10. Refer to Example [2] above.
11. Refer to Example [3] above (Always type in your initials0
12. Refer to Example [4] above (Customer’s Name must be entered at this prompt only if the payment is NOT for a Utility Billing)
13. Refer to Example [5] above (Specify the reason for the payment)

Balancing the Cash Receipts Drawer to the Printed Cash Receipt Reports:

1. Count all currency and coins in the cash drawer (The cash drawer’s change fund is one-hundred dollars. All other cash must be deposited.)
2. Total all checks and run a tape. The tape will be run on a carbonless two-ply roll.
3. Ensure that all sub-totals match check totals.
4. Add the amount for all currency and coins (The grand total must match the Bank Deposit Report Total).
5. If currency and coins do not balance, re-total all checks, inspect behind the cash drawer for any loose money, and ensure that one-hundred dollars remain in the cash drawer.
6. If the currency and coins still do not balance, match the report to the receipts, ensuring that the individual check amounts and the master report do not differ

KEY NOTE C: **The previous day’s cash drawer must be balanced each morning before any cash payments are accepted for that respective day!**

KEY NOTE D: **At no time will the cash drawer be utilized to make changes!!!**