

RESOLUTION NO. 2022-07

A RESOLUTION ADOPTING A POLICY REGARDING REIMBURSEMENT FOR LAKE POINT STAFF MEMBERS

WHEREAS Lake Point is a newly established and incorporated municipality that currently lacks public funds or other means to purchase supplies and procure services that are necessary for the operation and administration of the city;

WHEREAS individuals working for or with Lake Point may need to expend personal funds in order to obtain needed supplies and services for Lake Point;

WHEREAS the Lake Point City Council desires to adopt a policy regarding reimbursement of such expenditures to the extent they were properly incurred and required for Lake Point by agents, staff, or other appropriate representatives of Lake Point;

NOW, THEREFORE, BE IT RESOLVED by the Lake Point City Council as follows:

Section 1. The City Council hereby authorizes the reimbursement of expenditures made by appointed officers, staff, and other duly authorized representatives and agents of Lake Point ("Agent") for the benefit of Lake Point, as set forth herein.

Section 2. All purchases, contracts, and other liabilities incurred prior to December 21, 2022, may be reimbursed on a case-by-case basis, as approved by majority vote of the City Council.

Section 3. From December 21, 2022, forward, no Agent shall be reimbursed for a purchase, contract, or other liability unless the transaction was approved as follows:

- a. For transactions less than \$500, the transaction was approved in writing by two City Council members. Such writing may consist of an email wherein both members confirm the purchase; the signature of both members on a bill of sale, contract, or receipt; or other written confirmation.
- b. For transactions equal to or greater than \$500, the transaction must first approved prior to execution by a majority vote of the City Council.
- c. Recurring transactions shall be subject to the provisions of section 3(b) above.
- d. For transactions where approval was not obtained as set forth above, the Agent who paid for the transaction shall submit documentation of the transaction, and the City Council shall review the documentation and determine whether reimbursement is appropriate by majority vote.

Section 4. All reimbursement shall be conditioned upon the Agent's submission of documentation of the transaction, which shall include:

- a. Date of transaction; name of selling entity or provider of services; purchase contract, bill of sale, or service contract confirming and explaining the details of the transaction;

the specific amount paid; and other details as the City Council may reasonably require;
and

- b. Proof that the good, supply, or service has actually been received or is being received by Lake Point.

Section 5. Records of all transactions and all reimbursements shall be kept and maintained by the City Recorder. All records of transactions incurred by the City Recorder shall be first submitted for review by the City Council.

Section 6. This resolution and policy is in addition to and does not replace or supersede Resolution 2022-06 regarding reimbursement City Council members. No person other than a Council Member or an agent or representative of Lake Point that is duly authorized by a the City Council as set forth herein shall be entitled to reimbursement under this policy, nor shall any person incur liabilities or engage in transactions for or on behalf of Lake Point, unless specifically authorized according to the procedure set forth herein.

Section 7. Nothing herein shall authorize any employee, officer, or other agent or representative of Lake Point to use any authorization or authority under this Resolution to purchase goods, pay for services, and incur other liabilities against the City in a manner that substantially furthers the Agent's personal economic interest, secures special privileges for the Agent or for others, engages in or supports political activities, or results in special compensation or benefits to the Agent for the Agent pursuing the transaction.

Section 8. This Resolution shall take effect immediately upon approval.

PASSED, APPROVED, AND ADOPTED on the 21st day of December, 2022

Lake Point

By _____
Chair

ATTEST:

City Recorder

SEAL

Voting:

Daniel Crawford
Doyle Garrard
Jonathan Garrard
Kathleen VonHatten
Ryan Zumwalt

Yea / Nay ___ Absent ___
Yea / Nay ___ Absent ___
Yea / Nay ___ Absent ___
Yea / Nay ___ Absent ___
Yea / Nay ___ Absent ___