

<b>Subject:</b> Unbudgeted Projects Requested by Council Members	<b>Number:</b> 6-1
	<b>Date Issued:</b> December 1, 1998 <b>Date Revised:</b>
<b>Responsible Department:</b> City Manager	<b>Approved:</b>

## Purpose

To establish a uniform policy for costing and funding unbudgeted special projects, minor capital, and other expenses requested by members of the City Council.

## Policy

An unbudgeted special project is a project, such as a building modification or an electrical installation, which would be performed by or under the auspices of the Department of Administrative Services, for which no current appropriation exists.

An unbudgeted minor capital acquisition is an acquisition of a minor capital asset, such as a chair, table, calculator, picture frame, etc., for which no budget currently exists.

Other expenses include any unbudgeted items such as travel, meals, gifts, printing, banners, plaques, T-shirts, artwork, mailings, receptions, etc.

Discretionary budgets refer to the seven budgets allocated to each member of Council. These budgets are restricted to expenditures that benefit the individual Council Member's district activities or the activities of the Mayor's Office.

City Council and Mayor operating budget refers to the eighth budget, which contains appropriations of a general or City-wide nature.

Council special project contingency refers to an appropriation established for unforeseen activities in the City Council and Mayor operating budget.

## Procedures

1. The Chief Administrative Officer or designee will review all requests by members of Council for the acquisition of any items or services to determine whether they are authorized within current appropriations.
2. The Chief Administrative Officer or designee will follow the established policies and procedures to obtain cost estimates for any unbudgeted special project or minor capital request from a member of the City Council. The Chief Administrative Officer or designee will attempt to determine the costs for "other expenses" items or services from the vendor for items under \$6,500 or from the Purchasing Division of the Department of Administrative Services for items over \$6,500.

3. After obtaining the cost estimate, the Chief Administrative Officer or his designee will advise the member of Council whether the requested item or service is currently budgeted, and if it is not, whether sufficient "savings" can be found in that member of Council's discretionary budget.
4. After being advised by the Chief Administrative Officer or his designee that no current appropriation exists, the member of Council will provide an explanation of the need for the item or service. If the member of Council wishes to fund the expenditure from other than his or her discretionary budget, an explanation of how the expenditure is of general benefit must be provided to the Chief Administrative Officer or his designee.
5. Once the cost is known, one of the two following methods of funding approval must be used:
  - a. A budget Appropriation Transfer (AT) request form should be processed for any unbudgeted item that is to be funded from an individual member of Council's discretionary budget. The member of Council should sign in the "Division" signature block. The "Department" signature block should be signed by the Chief Administrative Officer or his designee.
  - b. The Chief Administrative Officer or his designee should contact the Budget and Management Studies Division, if the proposed funding source is either (1) the Council Special Projects Contingency, or (2) the General Contingency. Upon receipt of a draft Council agenda item, the Budget and Management Studies Division will prepare a Council resolution providing appropriations for the proposed expenditure. A resolution affecting the Council Special Project Contingency must be adopted by the affirmative votes of at least four Council Members. A resolution affecting the General Contingency must be adopted by the affirmative votes of at least five Council Members.