



Commission Policy

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Resolution: <u>05-058-5; 16-151-11</u>	Date Issued: 5/23/2005
	Date Revised: <u>11/28/16</u>

I. Definition

1. Budget Amendment – Any change to either the Proposed Operations and Maintenance Budget or Proposed Capital Budget which has a fiscal or total project cost (capital only) impact.
 - a. Operations and Maintenance Budget amendments may include, but are not limited to, changes in user charges or other revenue sources, as well as programs, positions, or cost center budget changes that have a fiscal impact.
 - b. Capital Budget; amendments may include, but are not limited to, a change in the tax levy or other revenue sources, the addition of new total project costs or changes to existing total project costs.

II. Amendment Submittal

1. Amendments to the proposed budget shall be submitted to the ~~Manager of Budget and Human Resources~~ Director of Finance/Treasurer no later than one week prior to the Policy, Finance, and Personnel Committee Meeting during the month in which the Proposed Operations and Maintenance and Capital Budgets will be presented for adoption. *This will allow staff to analyze and document all impacts related to the proposed amendment in order for the Committee to make an informed decision.*
2. Amendments not presented by the requested time limit or presented on the floor shall be analyzed and documented by staff as expediently as possible in order to provide the Committee with meaningful information from which to make a decision.

III. Amendment Documentation

1. Upon receipt of each amendment, the ~~Manager of Budget and Human Resources~~ Director of Finance/Treasurer shall document the following:
 - a. An amendment sponsor,



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- b. An amendment summary which shall specify the additions, eliminations or changes to projects, initiatives or other pertinent items,
- c. Detail of affected expenditures in Division(s), Cost Center(s), and either line item(s) for the Operations and Maintenance Budget, or
- d. Detail of affected Total Project Cost(s), the Capital Project Plan, the Annual Financing Plan or the Long-Range Financing Plan for the Capital Budget, and
- e. Detail of impacted revenue source, and
- f. Net Budget Change.

IV. Committee Action

1. The ~~Manager of Budget and Human Resources~~Director of Finance/Treasurer shall first present the Proposed Operations and Maintenance Budget and Proposed Capital Budget to the Policy, Finance, and Personnel Committee.
2. A copy of all proposed amendments shall then be given to each Committee member present at the meeting.
3. The ~~Manager of Budget and Human Resources~~Director of Finance/Treasurer shall present each amendment in the order they had been received. Amendments to the Proposed Operations and Maintenance Budget shall be presented first, and amendments to the Proposed Capital Budget shall be presented next.
4. Amendments to amendments shall be allowed provided they are germane.
 - a. Amendments to amendments shall be analyzed by staff as expediently as possible in order to provide the Committee with meaningful information from which to make a decision.



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5. The ~~Budget Office~~Office of Management and Budget shall prepare the detailed amendment(s) to be presented to the Commission, as approved by the Policy, Finance, and Personnel Committee.

V. Commission Action

1. The Proposed Operations and Maintenance and Proposed Capital Budgets shall be reported to the Commission by the Policy, Finance, ~~and~~ & Personnel Committee.
2. The Commission shall then consider any amendments recommended for adoption by the Policy, Finance, ~~&~~ and Personnel Committee.
3. The Commission shall next consider any amendments which were submitted for consideration to the Policy, Finance, ~~&~~ and Personnel Committee but which were not recommended for adoption by the Committee, provided they were submitted to the Commission Secretary and ~~Manager of Budget and Human Resources~~Director of Finance/Treasurer at least 24 hours prior to the Commission meeting.
4. The Commission may next accept for consideration any proposed budget amendment which was not submitted by the above processes
5. Amendments to amendments shall be allowed provided they are germane.
 - a. Amendments to amendments shall be analyzed by staff as expediently as possible in order to provide the Committee with meaningful information from which to make a decision.

VI. Incorporation into the Adopted Budget



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1. Staff shall incorporate all approved amendments into the Adopted Operations and Maintenance and Capital Budgets.
2. The Commission Secretary shall ensure that the Adopted Operations and Maintenance and Capital Budgets are published in an official notice.