Motion Sheet

I move to amend lines 46-47 of the Draft Resolution to align with the Training section of Exhibit A as follows:

"Develop **and provide** ~~annual~~ training for **new elected officials and new City Council Office** employees on **laws,** policies**,** and procedures relating to ~~taxpayer funded~~ **City Council Office budgets and** expenses;"

I further move to amend Exhibit A – "Expenses by Category" table as follows:

1. On page 4, in the General Category:
   a. Under Permissible, add the following bullet:
      "**Transfer of funds to a City department, contingent upon Council approval of a resolution that clearly documents the maximum amount, purpose, and recipient department(s) of the proposed transfer.**"
   b. Under Prohibited, amend the third bullet as follows:
      "Transfers of funds to other City Council Office budgets ~~or departments~~."

2. On page 5, in the Software and IT Services Category:
   a. Under Permissible, amend the first bullet as follows:
      "Software and minor computer hardware may include the purchase of information technology items like laptops, monitors, or minor software licenses such as software that the City owns ~~and not a subscription service for software~~."

3. On pages 7-8, in the Unexpended Balance Category:
   a. Under Permissible, amend the first bullet as follows:
      "Unexpended appropriations ~~above $50,000 may not~~ carry forward to the next fiscal year unless expressly ~~authorized~~ **appropriated otherwise** during the ~~biennial~~ **annual** budget process."
   b. Under Permissible, strike the second bullet.
   c. Under Permissible, add the following bullet:
      "**Unexpended funds that are carried forward should be used for one-time expenses, including but not limited to temporary employee personnel or special projects.**"
   d. Under Prohibited, amend the third bullet as follows:
      "Unexpended funds that are carried forward should not be used for ongoing expenses such as **regular employee** personnel."