

Motion Sheet - v2

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, and also make this training available at least annually for elected officials and City Council Office employees who would like to refresh their knowledge;”**

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.”**~~