



## City of Gainesville Agenda Item Report

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**File Number:** 2023-857

**Agenda Date:** September 7, 2023

**Department:** Office of Management and Budget

**Title:** 2023-857 Consolidation of Budget Administration Policy and Budget Amendment and Other Revisions (B)

**Department:** Office of Management and Budget

**Description:** Discussion and approval of the proposed consolidation of the separate Budget Administration Policy and Budget Amendment Policy and other revisions.

**Fiscal Note:** There are no fiscal impacts associated with implementing the proposed consolidation of the policies.

**Explanation:** The Budget Administration Policy and the Budget Amendment Policy provide guidelines for budget administration. Staff recommends consolidating these two policies and creating a single policy detailing the City's budget process, adoption and amending of the annual budget in order to create a single source guideline for staff.

Fiscal Year 2024 updates to the policy include changing the department reference to the Office of Management and Budget and using the term, Cost Center, to reflect the verbiage necessitated with the City's switch in Financial Systems to Workday.

The policy provides for the automatic re-appropriation and re-authorization of encumbrances, contracts and capital allocations and other commitments of balances identified and outstanding, reserved, or accrued in the previous fiscal year, if approved by the City Manager to ensure a continuity of projects, contracts and operations from one fiscal year to the next.

**Strategic Connection:**

- ☐ Goal 1: Equitable Community
- ☐ Goal 2: More Sustainable Community
- ☐ Goal 3: A Great Place to Live and Experience
- ☐ Goal 4: Resilient Local Economy
- ☒ Goal 5: "Best in Class" Neighbor Services

**Recommendation:** The City Commission: approve staff's recommendation to consolidate the Budget Administration and Amendment Policies.