

DATE: May 24, 2023
TO: Project Managers
FROM: Sandy Smith, Project Analyst Manager
RE: Legislative Extension of Time for Appropriations / Personnel and DSS Budget shifts

The following motion was adopted at the May 24, 2023 Council meeting regarding procedural adoptions:

1. Appropriation extension requests will only be considered with delineated extraordinary circumstances related to weather or unforeseen last-minute circumstances.
2. Appropriation extension requests must be submitted for Council review no later than the Council's November meeting to provide necessary time for Council consideration and potential bill language inclusion.
3. Extension requests must be accompanied by a well-defined plan toward project completion that provides the Council with confidence in project success.
4. Appropriation extension amendments should not include an increase in personnel or DSS.
5. The Council will hear all amendments for Personnel and/or DSS budget line-item increases in instances where that appropriation's cumulative Personnel and/or DSS budget line(s) have/will exceeded 10% of the originally approved respective budget lines. Such amendments should not be approved if they exceed 10% unless the shift is to enable of shift of work to/from a contractor instead of employees for the same work. It is the Council's presumption that proposals it reviews are well vetted and will be carried out according to the budget and work plan upon which the Council recommended/approved the proposal.

Program Administration Changes

If a request for an extension is absolutely needed, a request should be submitted at least 3 weeks prior to the November meeting date.

Moving forward ALL increases in personnel and DSS budget line items over 10% will be reviewed and approved by the Council and not handled via the regular amendment process.

If a personnel and DSS budget shift from employee to contractor or contractor to employee is needed, an explanation of the shift should be included in the amendment description box.

Current programs will allow for the 10% over in the most recent amended budget, as has been past practice. No amendment is needed for this as it is part of the final reconciliation of the final report budget.

Programs that have already received personnel increases via amendments will be allowed to go over the 10% in Personnel and DSS as part of the final reconciliation of the budget for final reporting, which has been past practice.