

1 **..Title**
2 **Supplemental Allocations** – For the purpose of authorizing the City Manager to transfer
3 funds in the annual operating budget under certain circumstances.

4 **..Body**

5
6 **CITY COUNCIL OF THE**
7 *City of Annapolis*

8
9 **Ordinance 43-18**

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11 **Introduced by: Alderman Arnett**

12
13 **Referred to**
14 Finance Committee

15
16 **AN ORDINANCE** concerning

17
18 **Supplemental Allocations**

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20 **FOR** the purpose of authorizing the City Manager to transfer funds in the annual
21 operating budget under certain circumstances.

22
23 **BY** adding the following portions to the Code of the City of Annapolis, 2018 Edition
24 6.16.020

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27 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**
28 **CITY COUNCIL** that the Code of the City of Annapolis shall be read as follows:

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30 **TITLE 6 – REVENUE AND FINANCE**

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32 **Chapter 6.16 – BUDGET**

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34 **Section 6.16.020 - Supplemental allocations.**

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36 **A.** No obligations of the City shall be authorized in any fiscal year which are not
37 included in the Annual Operating Budget or the Capital Budget as finally adopted;
38 provided however, that if any item or items are not included in the operating budget
39 which are required and necessary, the following procedure is established for
40 approval authority for transfer of funds in excess of twenty-five thousand dollars
41 from another budgeted item which will not be used or for which there is a surplus or
42 to allocate funds from the surplus:

- 43 1. The department head shall submit a request in writing to the Finance Director.
44 Once reviewed the Finance Director shall forward the request to the City
45 Manager and the Mayor for consideration.

1 2. Within ten working days the Mayor shall consider the request and forward a
2 recommendation to the Finance Committee.

3 3. The Finance Committee shall report its findings to the City Council.

4 4. Final action shall be taken by the City Council after receipt of the Finance
5 Committee's recommendation. Unless a hearing is requested by a majority of the
6 City Council, final action shall be taken at the same meeting at which
7 introduced.

8 B. Except as listed in paragraph C. below, transfer of funds of less than or equal to
9 twenty-five thousand dollars from another budgeted item may be made by the City
10 Manager without meeting the requirements of subsection A.; provided, however, that
11 any such transfer is within the same fund. All transfers approved by the City
12 Manager must be reported to the City Council on the regular agenda at the next
13 scheduled City Council meeting.

14 C. All monies transferred from bond funds or contingency funds must be reviewed by
15 the Finance Committee and approved by the City Council.

16 D. The City Council may authorize the allocation of funds from the surplus of the
17 budget provided it authorizes the allocation by a two-thirds vote.

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20 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY**
21 **THE ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect from July 1,
22 2018.

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25 **EXPLANATION**

26 Underlining indicates matter added to existing law.

27 ~~Strikethrough~~ indicates matter stricken from existing law.

28 Double Underlining indicates amendments.

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