



Fiscal Transition Policy for Council Office Budgets

MAYOR AND CITY COUNCIL

Section 1. Applicability

This policy shall apply to any Council Office occupied by:

- An elected official whose term expires at the upcoming General Election; or
- An elected official who is a candidate for reelection to that same office.

Section 2. Transitional Budget Allocation

For any Council Office subject to this policy:

Only a prorated portion of the annual Council Office budget corresponding to the number of full months remaining before certification of the General Election shall be available for expenditure by the incumbent officeholder.

For example:

- Fiscal Year begins: October 1
- Election: November
- Budget available before certification: one-twelfth (1/12) of the annual allocation.

The remaining balance shall remain reserved for use by the individual certified to occupy that Council Office following the election.

Section 3. Budget Transfers

Beginning October 1 of an election year and continuing until certification of the election:

No transfers between expenditure categories within the Council Office budget shall be permitted.

Section 4. Permitted Expenditures

Expenditures during the transition period shall be limited to those reasonably necessary for:

- Constituent services;
- Official governmental meetings;
- Legislative duties;
- Intergovernmental relations;
- Educational conferences previously authorized;
- Office operations; and
- Other official municipal purposes.

Public funds shall not be used for campaign-related activity, political advertising, electioneering communications, or expenditures primarily benefiting the individual officeholder rather than the Office of the Council Seat.

Section 5. Review of Expenditures

All expenditures during the transition period shall require approval by the Mayor prior to processing. Approval shall be limited to determining whether the expenditure constitutes a legitimate governmental expense within the official duties of the office and is not campaign-related, personal in nature, or otherwise inconsistent with this policy.