

RESOLUTION NO. RES 2016-11-07

**RESOLUTION OF THE BROOKHAVEN CITY COUNCIL REVISING THE CAPITAL
BUDGET POLICY TO CONSOLIDATE REVENUE PRACTICES**

WHEREAS: The City of Brookhaven, Georgia (hereinafter, the “City”) was duly incorporated on December 17, 2012; and

WHEREAS: A financial management policy is critical for developing and ensuring sound budget practices that foster responsible capital expenditures; and

WHEREAS: department heads are integral to the capital expenditure selection process and their department’s needs must always be understood and considered when allocating city funds; and

WHEREAS: it is necessary for the city to establish procedures that define the prioritization process for capital expenses so that the city’s organizational goals are in constant consideration; and

NOW THEREFORE BE IT RESOLVED, that the attached Policy of the City of Brookhaven (Exhibit A) be established as the official capital budget policy for operating budget practices.

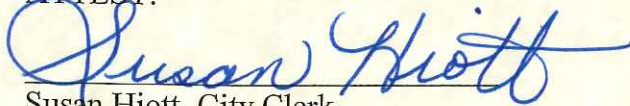
This Resolution shall be effective immediately upon its adoption.

SO RESOLVED AND EFFECTIVE, this the 9th day of November, 2016.

APPROVED:


John Arthur Ernst Jr., Mayor

ATTEST:


Susan Hiott, City Clerk

[CITY SEAL]

APPROVED AS TO FORM:

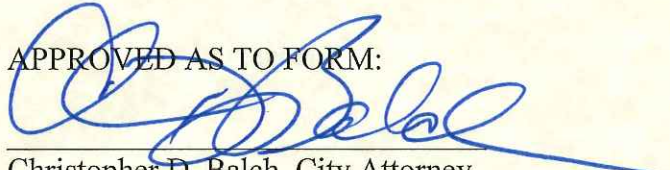

Christopher D. Balch, City Attorney



EXHIBIT A

City of Brookhaven

Date of Issue: November 9, 2016

Resolution Number RES 2016-11-07

Effective Date: November 9, 2016

Subject: **Capital Budget Policy**

Revised Date: _____

Resolution Number _____

Approved: _____
Mayor—City of Brookhaven

SCOPE

A capital projects plan will be developed and updated annually by the City Manager with cooperation and input from the Department heads. A five-year Capital Improvement Program will assist in the planning, acquisition, and financing of capital projects. A major capital project is generally defined as a non-recurring capital expenditure that has an expected useful life of more than five (5) years and an estimated total cost of \$25,000 or more. Examples include infrastructure, streetscapes, vehicles, heavy equipment and expansion of facilities.

CONTROL

All capital expenditures must be approved as part of each department budget or in the Capital Improvement Fund, if available. Before committing to a capital improvement project, the City Manager or his/her designee must verify fund availability.

PROGRAM PLANNING

The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program (CIP). During the annual budget process, each department submits its budget request including operating and capital needs. Upon review of the requests, major capital projects are placed in the capital improvements fund, if available. Other capital outlay is placed in the department's operating budget. Capital outlay is generally defined as an individual item in excess of \$5,000 with a life expectancy of more than two (2) years but less than ten (10) years. Citywide capital improvements are assessed and prioritized based on the City's objectives and goals.

TIMING

At the beginning of the fiscal year, the City Manager or his/her designee will work with Department heads to schedule the appropriate timing of capital purchases to ensure the availability of funds.

REPORTING

Periodic financial reports will be provided to enable the City Manager to monitor and control the capital budget and to enable the Department heads to manage their capital budgets.

