

ACTIVITY (SPECIAL PROJECT) CLOSING

I. PURPOSE

The following guideline establishes a procedure for closing activities, other than bond issue projects, so that the number of active projects is kept to the minimum necessary.

II. RESPONSIBILITY:

- A. The Finance Department has the responsibility for administering and maintaining this guideline.
- B. Operating Departments are responsible for monitoring activities to see that they are not kept open longer than necessary and for providing written justification at the earliest possible date for exceptions to the normal closing of a project.

III. POLICY:

- A. Non-bond issue activities are normally expected to be completed within eighteen (18) months after they are established.
- B. Bond issue projects are exempt from the requirements of this guideline.

IV. PROCEDURE:

- A. When a new activity is established, the Finance Department will send the responsible Department memorandum providing pertinent information such as activity number and closing date. The estimated closing date will be eighteen (18) months from the date the activity was established.
- B. Activities remaining open eighteen (18) months after inception are reviewed annually by the Finance Department Director and the City Manager to determine which projects should be closed.

Approved:

A handwritten signature in black ink, appearing to read "Bruce T. Moore", is written over a solid horizontal line.

Bruce T. Moore
City Manager