

DELEGATION OF AUTHORITY FOR BUDGET-NEUTRAL
AMENDMENTS WITHIN CITY DEPARTMENTS' INDIVIDUAL BUDGETS

In the year Two Thousand Thirteen.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the City Charter Article 56, Section 157 requires City Council approval of all budget amendments; and

WHEREAS, the frequency of requests for budget amendments by departments has increased due to the implementation of the New World financial reporting system; and

WHEREAS, the New World financial reporting system has built-in features that prohibit over-expending certain expense categories, resulting in the need for frequent budget-neutral amendments within departments; and

WHEREAS, the frequency of Board of Finance and City Council meetings is such that there have been times when certain invoices could not have been paid on time without a budget adjustment being processed; and

WHEREAS, City departments often have the opportunity to accept and spend small grants that do not require matching contributions from the City and are therefore budget-neutral;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby delegates authority for approval of budget-neutral line amendments ~~until December 31, 2013~~, including the acceptance of grants and expenses related thereto (including amendments to contracts where the contract amendment, revenues and expenses, meet the following criteria and conditions), within departments at or below a certain dollar amount as follows:

Budget-Neutral Amendments and "Reserve" Re-Appropriations

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| Chief Administrative Officer | \$25,000 |
| Mayor and Chief Administrative Officer | \$50,000 |

Budget-Neutral Grants and "Reserve" Re-Appropriations

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| 42 | Mayor and Chief Administrative Officer | \$100,000 |
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52 BE IT FURTHER RESOLVED that this authority does not apply to any grant that requires a local match
53 beyond the current fiscal year, or to any grant if in the Chief Administrator Officer's and/or Mayor's
54 opinion the purpose of the grant is contradictory to state or federal law, the City Charter, City Ordinance,
55 prior Council Resolution or the character of the City of Burlington, and all such grants must be submitted
56 to the City Council for approval; and

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58 BE IT FURTHER RESOLVED that all budget-neutral line amendments more than \$50,000 must be
59 recommended by the Board of Finance and approved by the City Council. The department seeking this
60 amendment shall prepare a memo explaining the request and follow any other requirements regarding
61 submission timeframes and accompanying documents; and

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63 AND, BE IT FURTHER RESOLVED that the Clerk/Treasurer's office will prepare an easily
64 understandable summary of all budget amendments processed under such authority and communicate
65 such to the City Council on a quarterly basis. These amendments shall also be shown in an amended
66 annual City budget in the spring of each year to assist in preparation of the next year's budget.

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