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2 **Resolution Relating to**
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RESOLUTION
Sponsor(s): Councilors Shannon,
Bushor, Aubin: Bd. of Finance
Introduced: _____
Referred to: _____
_____ **APPS:** _____
Date: _____
Signed by Mayor: _____

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7 DELEGATION OF AUTHORITY FOR BUDGET-NEUTRAL
8 AMENDMENTS WITHIN CITY DEPARTMENTS' INDIVIDUAL BUDGETS
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12 **CITY OF BURLINGTON**
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14 In the year Two Thousand Thirteen.....

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

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

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

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

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

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

29 NOW, THEREFORE, BE IT RESOLVED that the City Council hereby delegates authority for
30 approval of budget-neutral line amendments until June 30, 2014, including the acceptance of grants and
31 expenses related thereto (including amendments to contracts where the contract amendment, revenues and
32 expenses, meet the following criteria and conditions), within departments at or below a certain dollar
33 amount as follows:

34 Budget-Neutral Amendments and "Reserve" Re-Appropriations

35 Chief Administrative Officer \$25,000
36 Mayor and Chief Administrative Officer \$50,000

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38 Budget-Neutral Grants and "Reserve" Re-Appropriations

39 Mayor and Chief Administrative Officer \$100,000

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Resolution Relating to

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

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

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

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