

Purpose:

This policy establishes the executive limitations and guidelines for the City Manager relative to the annual Operating Budget.

Policy Statement(s):**A. Executive Limitations**

1. The City Manager is limited to the net approved Operating Budget.
2. The City Manager has authority to re-allocate funds, including revenues which exceed budget, between departments within the following parameters:
 - a. Service levels will not be altered;
 - b. New initiatives will not be undertaken;
 - c. Funds will not be re-allocated between General Operations and the Utility/Self-Supporting Funds;
 - d. Funds will not be re-allocated between individual Utility and Self-Supporting funds.

B. Guidelines

1. The Operating Budget will provide for the adequate maintenance of capital equipment and facilities and for their orderly replacement set out in a ten-year plan.
2. Significant projected revenue and expenditure variances in departmental budgets as well as significant reallocation of budget between departments will be reported to Council in a timely fashion.
3. Operating Budget variances will be reported to Council on an annual basis.

Authority/Responsibility to Implement:

City Manager

Document History:

Approved: May 6, 2002
Administrative Revision (new template): March 12, 2010