

CHAPTER 17 (Revised 9/7/04)

BUDGET

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Section 1. Preparation of the budget

The treasurer shall prepare the budget under direction of the chief executive officer. Budget preparation should begin by April 1.

Section 2. Scope of budget

The budget shall be a complete financial plan for all the operations of the city showing beginning cash balances, anticipated revenues from all sources, and itemized proposed expenditures for all city departments and grants. It shall include an itemized comparative statement of the expenditures and revenues of the preceding fiscal year. Proposed expenditures shall not exceed the total of anticipated revenues and beginning cash balances.

Section 3. Budget adopted as ordinance

The budget shall be adopted as a non-code ordinance following procedures for ordinance adoption. After the introduction and first reading of the proposed budget ordinance the council shall determine the place and time of the public hearing on the budget and shall post such notice in three places in the city at least five (5) days prior to the hearing. The notice shall include a summary of the budget and capital improvements program and a statement setting out the time and place for a public hearing.

Section 4. Public hearing on budget

At the time and place so advertised, the council shall hold a public hearing on the budget as submitted, at which time all interested persons shall be given an opportunity to be heard for or against the estimates of any budget item.

Section 5. Further consideration of budget

After the conclusion of such public hearing, the council may insert new items or may increase or decrease the items of the budget, except items on proposed expenditures fixed by law.

Section 6. Adoption of budget; vote required

The budget shall be adopted by a majority vote of the council no later than June 30.

Section 7. Effective date of budget; certification

Upon adoption of the budget ordinance, the budget shall be in effect for the fiscal year. A copy of the budget, as finally adopted, shall be signed by the Mayor and certified by the city clerk and filed in the office of the clerk.

Section 8. Budget public record

The budget, the capital improvements program, and all supporting schedules shall be open to public inspection. Copies of the budget shall be available for distribution to all interested persons. The council may collect a fee for such copies, not to exceed the cost incurred by the city for providing the copies.

Section 9. Amendment of the budget

The budget shall be amended following the procedures for amending ordinances at such times as circumstances and clarity require. The budget must be amended by ordinance whenever any line item is to be increased by more than 10% or the overall budget is to be increased or decreased by more than 10%.