

MEETING ITEM COMMENTARY

AGENDA ITEM: FY 11 – City Budget Presentation

STAFF RESOURCE: Richard Michaud, City Administrator

COUNCIL RESOURCE: Councilor Jeff Christenbury

BACKGROUND: Pursuant to the City Charter Article VI, Financial Procedures §6.02, “at the second City Council meeting in March of each year, the City Administrator shall submit to the City Council their respective sections of the budget for the ensuing fiscal year and the accompanying messages.”

Section 6.03 – Budget Messages. “The City Administrator’s message shall explain the budget in fiscal terms and in terms of work programs. They shall describe the important features of the budget, indicate any major changes from the current year in expenditures and revenues together with the reasons for such changes, summarize the City’s debt position, and include such other materials as the City Administrator may deem desirable or the Mayor and the City Council shall request.”

EXHIBITS: Budget Procedures Pursuant to City Charter
Budget Process Time Line
FY10 Budget

RECOMMENDATION:

SUGGESTED ACTION: “Pursuant to the City Charter Article VI, Financial Procedures §6.02, be it ordered that the City Council accept the City Administrator’s Budget for Fiscal Year 2011”.

“I move to approve the Order”.

Budget Requirements Pursuant to the City of Saco

Charter

ARTICLE VI, Financial Procedures

Section 6.02. Submission of Budget.

At the second City Council meeting in March of each year, the City Administrator and the Board of Education shall submit to the City Council their respective sections of the budget for the ensuing fiscal year and the accompanying messages. [Amended 11-6-1984; 11-5-1996]

Section 6.03. Budget Messages.

The City Administrator's and the Board of Education's messages shall explain the budget in fiscal terms and in terms of work programs. They shall describe the important features of the budget, indicate any major changes from the current year in expenditures and revenues together with the reasons for such changes, summarize the City's debt position, and include such other materials as the City Administrator may deem desirable or the Mayor and the City Council shall request.

Section 6.04. Budget.

The budget shall be submitted to the City Council in two parts, one by the City Administrator and one by the Board of Education. The section of the budget submitted by the Board of Education shall include its estimated cost for the operation of the public schools for the ensuing year, including capital expenditures, priorities, and debt costs. The budget, including the section submitted by the Board of Education shall be in such form as the City Council may require, except as otherwise required by law or this Charter.

At the second regular meeting of the City Council in April of each year, the City Administrator shall submit to the City Council a summary of the two parts of the budget previously submitted to the City Council by the Board of Education and the City Administrator, which summary shall be itemized further than by principal sources of anticipated revenue, and which shall state separately the amount to be raised by property tax. It shall be itemized also by departments and kinds of expenditures in such a manner as to present to the taxpayers a simple and clear summary of the detailed estimates of the budget.

The summary of the proposed budget shall be published at least once in one or more newspapers of general circulation in the City within the two-week period following submission to the City Council. [Amended 11-6-1984; 11-5-1996]

Section 6.05. Capital Program.

- a. Submission to Council. The City Administrator shall prepare and submit to the City Council a five-year capital program at the second regular meeting of the City Council in March of each year.
- b. Contents. The capital program shall include:

AGENDA ITEM: B

Date: March 15, 2010

1. A clear general summary of its contents.
2. A list of all capital improvements which are proposed to be undertaken during the five fiscal years ensuing, with appropriate supporting information as to the necessity of such improvements.
3. The costs estimates, methods of financing, and recommended time schedules for each improvement.
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. [Amended 11-6-1984; 11-5-1996]

Section 6.06. City Council Action on the Budget.

- a. **Notice and Hearing.** The City Council shall publish at least once in one or more newspapers of general circulation in the City the following:
 1. The time and place where copies of the messages and budgets are available for inspection by the public.
 2. A copy of the proposed budget prepared in such a manner as to present to the taxpayers a simple and clear summary of the detailed estimates of the budget. This publication shall take place fourteen (14) days prior to the date of each public hearing on the budget.
 3. The time and place, not less than two weeks after such publication, for a public hearing on the budget.
- b. **Amendment before Adoption.** At the next regular or special City Council meeting, at least seven (7) days after the public hearing, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law, or for debt service or for estimated cash deficit.
- c. **Adoption.** The City Council shall, by order, **adopt the budget at a regular City Council meeting on or before the first regular City Council meeting in June.** Until the budget is adopted, the amounts appropriated for the previous year shall be deemed adopted for the current fiscal year on a month-to-month basis. Adoption of the budget shall constitute appropriations of the amounts specified therein as the amount to be raised by the property tax shall constitute a determination of the amount of the tax levy. [Amended 11-5-1996]

Section 6.07. Council Action on Capital Program.

- a. **Notice and Hearing.** The City Council shall publish at least once in one or more newspapers of general circulation in the City a notice stating:

AGENDA ITEM: B

Date: March 15, 2010

1. The time and place where copies of the capital program are available for inspection by the public.
 2. The time and place, not less than two weeks after such publication, for a public hearing on the capital program.
- b. Adoption. The City Council by order shall adopt a capital program with or without amendment after the public hearing, at a regular City Council meeting on or before the first regular City Council meeting in June. [Amended 11-5-1996]

Section 6.08. Public Records.

Copies of the budget and capital program as adopted shall be public records and shall be made available to the public at suitable places in the City.

AGENDA ITEM: B

Date: March 15, 2010

Fiscal Year 2011 Budget Calendar

<u>March 15, 2010</u>	City Administrator's city budget submitted to City Council, Budget Presentation to City Council, Notice of Public Hearing (legal Ad) given to the City Clerk for FY11 Budget
<u>April 5, 2010</u>	City Council Budget Workshop
<u>April 20th (Tuesday)</u>	City Council Budget Workshop
<u>May 3, 2010</u>	Public Hearing on Budget
<u>May 17, 2010</u>	Adoption of fiscal year 2011 budget