

Postponed indefinitely

City of Homer
Homer, Alaska

ORDINANCE 91-22

AN ORDINANCE AMENDING TITLE 3 REVENUE AND FINANCE BY ADDING NEW CHAPTER 3.05 BUDGET AND CAPITAL IMPROVEMENT PROGRAM, AND REVISING TITLE 9, SECTION 9.04.040 ANNUAL TAX LEVY.

WHEREAS, the City of Homer does not have an ordinance establishing the manner by which the City adopts the annual budget and capital improvement program, and;

WHEREAS, the City Council desires to provide such an ordinance for the benefit of the public, itself, and the administration;

NOW THEREFORE, THE CITY OF HOMER ORDAINS:

Section 1. Title 3 Revenue and Finance be amended to add the following new Chapter:

Chapter 3.05

Budget and Capital Improvement Program

Sections:

- 3.05.010 Purpose
- 3.05.020 Definitions
- 3.05.030 Fiscal Year
- 3.05.040 Preparation and submission of budget
- 3.05.050 Budget message
- 3.05.060 Budget
- 3.05.070 Budget a public record
- 3.05.080 Adoption of the budget
- 3.05.090 Public Hearing
- 3.05.100 Council consideration of budget
- 3.05.110 Adoption of property tax resolution
- 3.05.120 Date of final adoption -- Failure to adopt
- 3.05.130 Effective date of budget -- Publication
- 3.05.140 Budget establishes appropriations
- 3.05.150 Budget modifications
- 3.05.160 Emergency appropriations

3.05.010 Purpose. The purpose of this chapter is to establish procedures for preparation, submission, and adoption of the municipal budget and capital improvement program.

The total fund balance amount for each fund shall be provided to the city council as a matter of information. The fund balance available for appropriation shall be limited to the amount by which liquid or current assets are estimated to exceed current liabilities at the beginning of the budget year. This estimate shall be reviewed as soon as practical after the end of the current fiscal year when the actual "fund balance" is determined, and, as appropriate and/or necessary, be revised during a budget revision process.

d. Proposed expenditures. The proposed expenditures shall be itemized and each item numbered in accordance with the classification systems of the city. Provision shall be included in the budget for:

1. Debt service on bonds outstanding;
2. Statutory or contractual expenditures which cannot be changed by the city council;
3. A current, year to date, operations budget for each department, service, function or activity;
4. Contingent operations expense in an amount not to exceed five percent of the total operations and maintenance budget for each fund; and
5. Expenditures proposed for capital projects, defined as expenditures in excess of \$5,000 or having a useful life in excess of 3 years.

e. Comparison with other years. Comparative data for the previous and current fiscal years shall be provided in a format for ease of comparison with the proposed revenues and expenditures. Data for the current fiscal year shall include the total of the amounts actually received or encumbered to the time of preparing the budget, plus anticipated receipts and expenditures for the remainder of the current year.

3.05.070 Budget a public record. The proposed budget and budget message and all supporting schedules shall be a public record in the office of the city clerk, open to public inspection by anyone. The city manager shall cause the proposed budget to be printed or otherwise reproduced and sufficient copies thereof made available for the use of all offices and departments and for the use of all interested persons.

3.05.080 Adoption of budget. The adoption of the budget shall be accomplished by the approval of an appropriation ordinance which specifies total anticipated revenues and appropriated expenditures for each fund covered by the budget. The appropriation ordinance shall incorporate the budget by reference.

3.05.090 Public Hearing. A public hearing on the appropriation ordinance shall be held, in accordance with provisions for adoption of an ordinance. All interested parties shall be given an opportunity to be heard on matters relating to the budget.

b. The transfer of appropriations among the various accounts within a departmental budget or within a nondepartmental expense category shall only require the approval of the city manager, except that any transfer of appropriations within a departmental budget so as to change accounts pertaining to personal services shall require approval of the city council.

c. No appropriation transfer shall be made from a sinking fund or debt retirement fund until all legal obligations and requirements have been satisfied. Once all obligations have been satisfied, surplus funds, if any, shall be reported to the city council for appropriation.

Section 2. Section 9.04.040 of the municipal code is amended to read:

9.04.040 Annual tax levy. By June 15 of each year the City Council shall ~~establish, by resolution, the annual property tax levy rate and~~ notify the Kenai Peninsula Borough Assembly of said the rate which was established by resolution at the time of adoption of the appropriation ordinance for the fiscal year.

Section 3. This is a general ordinance of a permanent nature and the provisions of Sections 1 and 2 as contained herein shall be codified for inclusion in the Homer City Code.

ENACTED BY THE CITY COUNCIL OF THE CITY OF HOMER, ALASKA, THIS

_____ day of _____, 1991.

CITY OF HOMER, ALASKA

Harry Gregoire, Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:
