

CHAPTER 18
BUDGET

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Section 3.18.010 Preparation of the Budget.

The City Clerk/Treasurer and Mayor shall prepare a draft budget to present to council for consideration of adoption.

Section 3.18.020 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 whatever source and shall itemize all proposed expenditures for all city departments separately. It shall include a comparative statement with the estimated expenditures and revenues of the fiscal year and estimated expenditures and anticipated revenues for the next fiscal year. Proposed expenditures shall not exceed the total of anticipated revenues and beginning cash balances.

Section 3.18.030 Budgetary Control.

- A. Before budget appropriations can be encumbered, the treasurer shall certify that there are sufficient funds budgeted.
- B. No officer, department or agency may, during any budget year, expend or contract to expend any money or incur any liability in excess of the amounts appropriated for that general classification of expenditures, without prior approval by the council.
- C. All appropriations lapse at the end of the budget year to the extent that they have not been expended or lawfully encumbered.
- D. The Mayor may transfer unencumbered appropriation balances within budget line items. The council, at the request of the Mayor or on its own prerogative, may transfer unencumbered appropriation balances from one budget line item to another line item, not to exceed ten percent (10%) of the line item transferred from, or ten thousand dollars (\$10,000.00), whichever is less. If the amount to be transferred exceeds this amount, the budget ordinance shall be amended to reflect the change.

Section 3.18.040 Budget Adopted as Ordinance.

The budget shall be adopted as a non-code ordinance following procedures for ordinance adoption.

Section 3.18.050 Adoption of Budget: Vote Required.

The budget shall be adopted by a favorable vote of a majority of the Council, preferably by November 30th , but no later than December 30th.