

## *CITY OF BETHEL, ALASKA*

### **Ordinance #17-43**

#### **AMENDING THE BETHEL MUNICIPAL CODE SECTION 4.04.020 BUDGET ESTIMATE-PREPARATION**

**Whereas,** the City Manager is required by BMC to submit a budget to Council by April 1 of each year;

**Whereas,** historically, the submitted budget was balanced, as defined by current year expenditures covered by current year revenues;

**Whereas,** Council has the option, responsibility, and duty to amend, adjust, and change the budget for the best interests of the people of Bethel;

**Whereas,** council has the responsibility to be a steward of the Taxpayers' and rate payers' money and spend responsibly;

**Whereas,** for FY 18, the submitted budget was not balanced as defined by current year expenditures covered by current year revenues;

**Whereas,** nothing in this ordinance prohibits administration from suggesting additional expenditures or capital projects, or prohibits council from enacting additional expenditures or capital projects subject to restrictions in BMC 4.04.055;

**Now, Therefore Be It enacted** by the City Council of Bethel Alaska as follows:

**Section 1. Classification.** This ordinance is of permanent nature and shall be codified within the Bethel Municipal Code.

**Section 2. Amendment:** Bethel Municipal Code 4.04.020 is amended, new language is underlined, removed language is stricken.

#### **4.04.010Fiscal year.**

The fiscal year of the city government shall begin on the first (1st) day of July and end on the last day of June of each calendar year. The fiscal year shall also constitute the budget and accounting year. Changes to the city's fiscal year shall be by council resolution.

#### **4.04.020 Operating Budget estimate – Preparation.**

The city manager shall prepare and submit to the council, not later than April first (1st) of each year, ~~the complete an~~ annual operating budget estimate for the following fiscal year, and a budget message. The operating budget submitted by the city manager must be balanced, as defined in this section as current year expenditures covered by current year revenues. The operating budget estimate shall cover and appropriate for all expenditures of money, including contract and other commitments, except appropriations for expenditures from bond construction funds and special assessment construction funds. The council may amend the budget estimate at any time prior to adoption.

#### **4.04.025 Fees and charges revenue estimate – Preparation.**

The city manager shall prepare and submit to the council, not later than April fifteenth (15th) of each year, an estimate of revenue that the city will receive during the next fiscal year. The city manager shall propose any changes to such fees and charges for the next fiscal year that the manager deems necessary. A schedule of fees and charges shall be included as an appendix to the annual budget estimate prepared in accordance with BMC 4.04.020.

#### **4.04.030 Budget a public record.**

The budget estimate and, upon adoption, the budget and budget message, shall be a public record open to inspection in the office of the city clerk. Copies of the budget estimate and budget message shall be prepared for purchase by any interested person.

#### **4.04.040 Budget estimate – Public hearing.**

The council shall fix the time and place for a public hearing on the budget estimate. Notice of the hearing, together with a summary of the budget estimate, shall be posted on the bulletin board at City Hall not more than ten (10) nor less than five (5) days prior to the time fixed for hearing. At the time and place advertised, or at any time and place to which such public hearing shall be adjourned, all interested persons shall be given an opportunity to be heard.

#### **4.04.050 Budget – Adoption.**

The council shall adopt the budget and make the appropriation by ordinance no later than the fifteenth (15th) day of June. Failing adoption, the budget estimate as submitted or amended shall go into effect and be deemed to have been adopted by the council; and the proposed expenditures therein shall become the appropriations for the next fiscal year.

#### **4.04.055 Balanced budget.**

A. The budget which is adopted shall be balanced, considering all sources of funds. Although the accounting definition of "balanced budget" refers to current year expenditures covered by current year revenues, for the purpose of this section a balanced budget shall include any budgeted transfers from the general fund balance or enterprise fund unreserved net assets to balance the budget of a particular fund.

Introduced by: Mayor Robb  
Introduction Date: September 12, 2017  
Public Hearing Date: September 26, 2017  
Action: Passed  
Vote: 4-2

B. Any action to reconsider or rescind the budget which creates an imbalance shall be in violation of this section unless approved by the city council.

C. Any action to reconsider or rescind the budget which would affect a balanced budget must be accompanied by action which maintains a balanced budget.

**4.04.060 Finance department report – Budget – Amendment.**

The budget may be amended by the council at any time after adoption, provided no such amendment shall be made until after a public hearing upon the same notice as required for the budget estimate under BMC 4.04.040. The substance of the proposed amendment or amendments shall be posted with the notice of hearing.

**4.04.070 Appropriations.**

A. No budget appropriations may be encumbered without prior certification by the city manager that there is an unencumbered appropriation sufficient to cover such encumbrance and sufficient funds available to meet the expenditure.

B. The city manager shall not permit, without council approval, during any budget year, an expenditure or contract incurring any liability in excess of the amount appropriated for each department of the city.

C. Appropriations for capital improvement projects and grants carry over at year-end. All other appropriations covered by the budget lapse at the end of the budget year to the extent that they have not been expended or the goods or services for which they have been encumbered have not been delivered to or utilized by the city prior to the end of the city's fiscal year. [Ord. 161 § 2, 1985.]

**4.04.080 Budget – Control.**

Budgetary control is exercised at the departmental level. The city manager may approve intra-departmental transfers of appropriated funds not directed to personnel services and only to the extent such transfers do not exceed five thousand dollars (\$5,000). Any supplemental appropriations that amend the total budgeted expenditures of any department and all inter-departmental transfers of appropriated funds shall be by ordinance. The request for any supplemental appropriation shall be submitted to the council as soon as the city manager becomes aware that the total expenditure for any line item has exceeded the budgeted expenditure for that line item by five thousand dollars (\$5,000).

**4.04.090 Audit.**

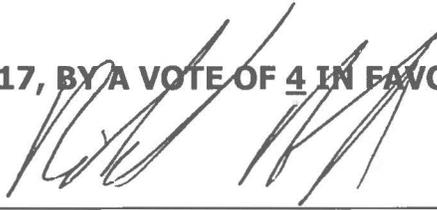
An independent audit shall be made of all accounts of the city at least annually, and more frequently if deemed necessary by the council. The annual audit shall be made by certified public accountants employed by the council, and shall be completed within one hundred fifty (150) days following the close of the fiscal year. An analysis of the audit shall be made public by the council.

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**SECTION 3. Effective Date.** This ordinance shall become effective upon passage by the Bethel City Council.

**ENACTED THIS 26 DAY OF SEPTEMBER 2017, BY A VOTE OF 4 IN FAVOR AND 2 OPPOSED.**

ATTEST:

  
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Richard Robb, Mayor  
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Lori Strickler, City Clerk