

ORDINANCE NO. 2013-02-407

AN ORDINANCE ADDING SECTION 34.00 et. seq. OF THE CODE OF ORDINANCES FOR THE CITY OF TONTITOWN, ARKANSAS,

WHEREAS, the City Council has determined that it is in the best interest of the City of Tontitown, Arkansas, to add Section 34.00 et seq. of the Code of Ordinances for the City of Tontitown, Arkansas, and adopting a Section 34.00 et. seq.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS:

SECTION 1. Section 34.00 et. seq. of the Code of Ordinances for the City of Tontitown, Arkansas is hereby adopted.

SECTION 2. Section 34.00 et. seq. of the Code of Ordinances for the City of Tontitown, Arkansas, shall read as follows:

34.01. - Preparation.

The mayor, on or before the third Tuesday of October of each year shall submit to the city council a budget with an explanatory budget message for the ensuing year. The estimate shall be compiled from detailed information obtained from the departments, divisions, and offices of the city by the mayor.

34.02. - Budget document; generally.

The budget document, setting forth the financial plan of the city for the ensuing budget year, shall embrace:

- (1) The budget message and summary;
- (2) The detailed budget planned.

34.03. - Budget message.

(a) The budget message submitted by the mayor to the city council shall be explanatory of the budget, shall contain an outline of the proposed financial policy of the city for the budget year, and shall describe in connection therewith the important features of the budget plan. It shall set forth the reasons for salient changes from the previous year in cost and revenue items and shall explain any major changes in financial policy.

(b) Attached to the budget message shall be such supporting schedules, exhibits and other explanatory material in respect to both current operations and capital improvements, as the mayor shall believe useful to the city council.

34.04 - Summary.

At the head of the budget there shall appear a summary of the budget, which need not be itemized further than by principal sources of anticipated revenue and total proposed expenditures of each department, in such a manner as to present to taxpayers a simple and clear summary of the estimates of the budget.

34.05 - Detailed plan.

The budget shall provide a complete plan of operation for all city departments and offices for the ensuing budget year. For each department, division, and office of the city, the following detailed information shall be provided by the mayor to the city council when the budget is presented:

- (1) Any employment position which has been budgeted a pay raise of more than one grade and one step, under the City of Tontitown salary plan, and a detailed explanation for such pay increase.
- (2) Any employment position scheduled for a pay decrease and a detailed explanation of the reasons therefore;
- (3) Any employment position which is being eliminated or added, and a detailed explanation of the reasons therefore;
- (4) Detailed information of all capital items to be purchased and the reasons why such items are necessary.
- (5) Each department staffing shall include line item and number of staff positions which include title and a grand total of department head count, with comparative to previous 5 years.

34.06 - Comparing anticipated revenues with past years.

In parallel columns opposite the several items of anticipated revenues there shall be placed the amount of each such item in the budget of the last completed fiscal year, the amounts of such items actually received during such year, the amount of each such item in the budget of the current fiscal year and the amount actually received for the time of preparing the budget plus receipts for the remainder of the current fiscal year estimated as accurately as may be.

34.07 - Other attachments.

In addition to the requirements herein, the mayor shall attach to the budget such schedules, exhibits and other explanatory material with respect to current operations and capital improvements, as the mayor believes will be useful to the city council.

• September 1	• Mayor projects funds available for each division/department;
• September 15	• Division/department directors deliver proposed detailed budget to the mayor for review, including all salary and capital expenditures; council sets dates for three work sessions in October/November to review and make budget changes.
• October 15	• The mayor delivers the budget draft to the city council;
• Oct. 16— Nov. 20	• City council conducts special work sessions;
• December 10	• City council adopts budget.

34.14- 34.30 - Reserved.

PASSED AND APPROVED THIS 5 DAY OF February 2013.

Mayor of the City of Tontitown

ATTEST:

Recorder - Treasurer of the City of Tontitown

Alicia Collins

SPONSOR:
