

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

Ordinance No. O-07-07
Introduced By Councilmember Elenora Simms
Date Introduced December 3, 2007
Public Hearing Date NA
Amendments Adopted December 3, 2007
Date Adopted December 10, 2007
Date Effective

AN ORDINANCE concerning

SEAT PLEASANT ANNUAL BUDGET

FOR the purpose of specifying the form and contents of the annual budget for the City of Seat Pleasant; providing for the adoption of the annual budget and for the making of expenditures in accordance with the approved budget; and generally relating to the annual budget for the City of Seat Pleasant.

BY adding

Chapter 4, City Budget
Section 4-1
Seat Pleasant City Code (1994 Edition, as amended)

EXPLANATORY STATEMENT: Section C-802 requires the City Council to adopt an annual budget for the City in accordance with parameters specified in that Section. The budget is to be prepared by the City Administrator, Treasurer and Mayor and submitted to the City Council for consideration, public hearing and action. The City Council desires by this Ordinance to establish the format and content of the annual budget to be prepared and submitted to it for adoption in accordance with Section C-802, in a format generally referred to as a "line-item" budget.

SECTION 1. BE IT ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that new Section 4-1 be and it hereby is added to the Code of the City of Seat Pleasant (1994 Edition as amended), to be under the new Chapter 4, "CITY BUDGET", to read as follows:

Chapter 4
CITY BUDGET

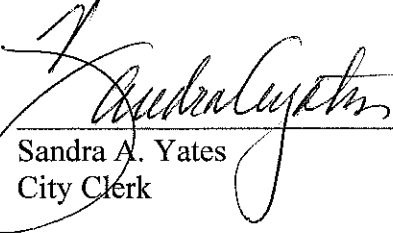
§4-1 Form and content of budget.

- A. THE CITY'S ANNUAL BUDGET SHALL BE PREPARED AND SUBMITTED TO THE CITY COUNCIL FOR ACTION IN ACCORDANCE WITH SECTION C-802 OF THE CITY CHARTER AND IN ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION AND ANY OTHER REQUIREMENTS OF LAW.
- B. THE CITY'S ANNUAL BUDGET SHALL BE ADOPTED BY ORDINANCE IN THE FORM AND WITH THE CONTENT REQUIRED BY THIS SECTION.
- C. THE ANNUAL BUDGET SHALL CONTAIN SEPARATE ESTIMATES OF REVENUES AND EXPENDITURES FOR THE CITY'S GENERAL FUND AND EACH ENTERPRISE AND SPECIAL FUND.
- D. ALL ESTIMATED REVENUES SHALL BE CLASSIFIED BY CATEGORIES OR SUBCATEGORIES OF ESTIMATED REVENUES WITHIN EACH FUND. EACH ESTIMATED REVENUE WITHIN EACH CATEGORY OR SUBCATEGORY SHALL BE IDENTIFIED BY A DISCREET LINE ITEM THAT CONTAINS FOR EACH SUCH ESTIMATED REVENUE AN ACCOUNT NUMBER, AN ACCOUNT DESCRIPTION, THE ACTUAL REVENUE RECEIVED FOR THE FISCAL YEAR ENDING THE PREVIOUS JUNE 30, THE APPROVED REVENUE ESTIMATE FOR THE CURRENT FISCAL YEAR, THE REVENUE ACTUALLY RECEIVED IN THE FIRST 6 MONTHS OF THE CURRENT FISCAL YEAR, AND THE ESTIMATION OF REVENUE FOR THE UPCOMING FISCAL YEAR. ALL LINE ITEMS WITHIN EACH CATEGORY AND SUBCATEGORY SHALL BE SUBTOTALLED, AND A TOTAL OF ALL REVENUES AND ESTIMATED REVENUES WITHIN EACH FUND SHALL BE SHOWN.
- E. ALL PROPOSED EXPENDITURES SHALL BE CLASSIFIED BY DEPARTMENT OR MAJOR FUNCTION OR ACTIVITY OF THE CITY GOVERNMENT WITHIN EACH FUND. EACH PROPOSED EXPENDITURE WITHIN EACH CATEGORY OR SUBCATEGORY SHALL BE IDENTIFIED BY A DISCREET LINE ITEM THAT CONTAINS FOR EACH SUCH PROPOSED EXPENDITURE AN ACCOUNT NUMBER, AN ACCOUNT DESCRIPTION, THE ACTUAL EXPENDITURE FOR THE FISCAL YEAR ENDING THE PREVIOUS JUNE 30, THE APPROVED APPROPRIATION FOR THE CURRENT FISCAL YEAR, THE MONEY ACTUALLY EXPENDED IN THE FIRST 6 MONTHS OF THE CURRENT FISCAL YEAR, AND THE PROPOSED APPROPRIATION FOR THE UPCOMING FISCAL YEAR. ALL LINE ITEMS WITHIN EACH CATEGORY AND SUBCATEGORY SHALL BE SUBTOTALLED, AND A TOTAL OF ALL EXPENDITURES WITHIN EACH FUND SHALL BE SHOWN.

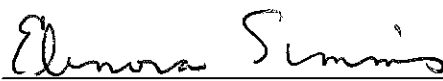
- F. IMMEDIATELY FOLLOWING THE LINE ITEMS FOR EACH DEPARTMENT OR MAJOR FUNCTION OR ACTIVITY OF THE CITY GOVERNMENT, A NARRATIVE DESCRIPTION SHALL BE PROVIDED FOR EACH LINE ITEM THAT IDENTIFIES THE SIGNIFICANT ITEMS TO BE FUNDED WITHIN THAT LINE ITEM. FOR EACH LINE ITEM FOR THE PAYMENT OF SALARIES THE DESCRIPTION SHALL INCLUDE A DETAILED PERSONNEL SUMMARY THAT INCLUDE THE NUMBER OF EMPLOYEES BY POSITION TITLE AND CLASSIFICATION TO BE PAID FROM SALARIES INCLUDED WITHIN THAT LINE ITEM; THE PAY GRADE FOR EACH POSITION; THE NUMBER OF POSITIONS REQUESTED IN THE CURRENT FISCAL YEAR'S BUDGET BY POSITION TITLE AND CLASSIFICATION; THE NUMBER OF POSITIONS APPROVED IN THE CURRENT FISCAL YEAR'S BUDGET BY POSITION TITLE AND CLASSIFICATION; AND THE NUMBER OF POSITIONS REQUESTED IN THE UPCOMING FISCAL YEAR'S BUDGET BY POSITION TITLE AND CLASSIFICATION.
- G. AFTER THE BUDGET HAS BEEN ADOPTED BY ORDINANCE, THE CITY ADMINISTRATOR AND TREASURER SHALL MAKE APPROPRIATE REVISIONS TO THE PROPOSED BUDGET TO REFLECT ALL CHANGES MADE TO THE BUDGET BY THE CITY COUNCIL PRIOR TO ITS ADOPTION AND TO REFLECT THE BUDGET IN ITS APPROVED FORM. ONCE THE BUDGET HAS BEEN ADOPTED, ALL EXPENDITURES SHALL BE MADE IN ACCORDANCE WITH THE APPROVED BUDGET, EXCEPT AS THE APPROVED BUDGET SUBSEQUENTLY MAY BE MODIFIED BY FURTHER ORDINANCE.

SECTION 2. AND BE IT FURTHER ORDAINED BY THE SEAT PLEASANT CITY COUNCIL that the City Clerk shall certify to the adoption of this ordinance, and cause the same to be published as required by law; and that this Ordinance shall become effective twenty (20) days following approval by the Mayor or unless subsequently passed by a favorable vote from five members of the whole Council after the veto by the Mayor.

ATTEST:


 Sandra A. Yates
 City Clerk

**COUNCIL OF THE CITY OF
 SEAT PLEASANT**


 Elenora Simms
 President

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

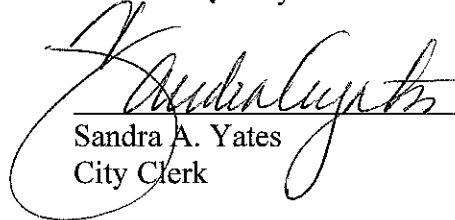
((Double Parenthesis)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike Out~~ indicates matter stricken from the bill by amendment or deleted from the law.

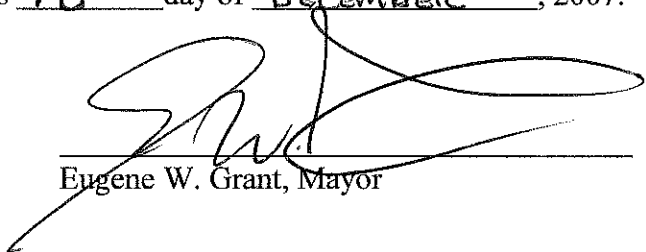
APPROVED:

This Ordinance was presented to the Mayor for his approval or disapproval pursuant to Section C-313 of the Charter of the City of Seat Pleasant this 17th day of December, 2007.



Sandra A. Yates
City Clerk

In accordance with Section C-313 of the Charter of the City of Seat Pleasant, I hereby **APPROVE/DISAPPROVE** this Ordinance this 18th day of December, 2007.



Eugene W. Grant, Mayor