

RESOLUTION NO. ____-12

A Resolution to adopt the following FY2012-13 (FY13) budgets: General, Fire Ad Valorem Tax, Library, Recreational Activities, Gas Tax, Corrections, Public Facilities Cooperative District, and Debt Service Funds.

Whereas, adoption of these budgets represent the City Council's best estimate of the City's financial condition and needs for FY13. However, changing conditions may require amendments to the various budgets at any time and there is no guarantee that the City will expend funds on any given project or other area covered by the budgets.

Now, Therefore, be It Resolved, this 4th day of September, 2012 that the following budget actions are adopted:

Section 1. These budgets (as more particularly listed in the heading of this resolution) covering the period October 1, 2012 to September 30, 2013 are adopted as prescribed herein. All fund budgets shall be updated as prescribed herein and attached to the official copy of this document and distributed to the Mayor and Council and all department heads.

Section 2. The document titled 3rd Draft-FY13 Budget shall be redrafted as the final *FY13 Budget* with the following revisions: Reduction to General Fund account 01-680-0144 of \$5,490 and reduction to 2006-A Warrant Fund accounts 24-5900 and 24-600-9215 of \$5,490 each to correct the amount of required annual debt service payments. This action improves the General Fund surplus revenue and transfers in over expenditures and debt service payments shown in the 3rd Draft resulting in a surplus of \$6,337.

Section 3. With the exception of overtime and capital purchases, budget totals for expense categories may not be exceeded without prior Council approval. Expense categories are Personnel, Operational, Professional/Services, Supplies & Small Tools, Equipment Maintenance & Repair, and Miscellaneous/Other. Overtime must have prior approval of the department head. Overtime will cover those planned events that absolutely cannot take place without the occurrence of overtime and unforeseen situations only, and where overtime has been budgeted. It will not be used to cover regular operational activities. Overtime will be continually monitored by the HR Division to ensure adherence of this policy. Departmental capital purchases included in and approved by this budget are subject to further justification and approval by Mayor and Council prior to starting the requisition process (i.e. request for purchase order or letting of bids).

Section 4. A select few *new* positions have been approved for addition to the City's personnel system in this budget. However, in accordance with the City's Personnel System Policy, new positions (beyond those approved in this budget) may be established only with the approval of the City Council. Hiring of employees for the filling of vacant positions will continue to be monitored for sufficient justification at the time of request and approval obtained from the City Administrator, their designee, and/or the Mayor.

Section 5. Pay-for-performance Merit increases remain frozen in this budget until such time that Mayor and Council approve otherwise. This budget includes a 2% cost of living raise to the City's Pay Classification Plan (classified merit employees) effective with the first pay period in January 2013 amounting to \$176,500 (including benefits). The budget also includes a pool of funds totaling \$40,000 to support any adjustments needed as a result of a salary survey currently being conducted and a 1.06% (\$108,958) RSA Member Contribution rate increase.

Section 6. Funding for capital project funds are approved on a per project basis and do not expire until the project is complete. Therefore, the Capital Projects Fund and the Centennial Fund planning documents are contained within the FY13 budget for informational purposes and represent management's best estimate of the current year projected close and future year's activities.

Section 8. Mayor and Council will receive regular reports that will assist them in ensuring that no departmental level budgets are exceeded without their permission. The reports will present both summary and detail financial information and will compare the beginning budget and current budget for each department with an organizational total. The reports will also be provided to the various department heads and area managers who are advised that there is a critical emphasis on not exceeding stated budgets and on the use of best practices in the expenditure of City funds.

Passed, Adopted and Approved this 4th day of September, 2012.

John E. Koniar, Mayor

ATTEST:

Vickey Southern, CMC
City Clerk