

CHARTER OF THE CITY OF SAN DIEGO

## Section 69

1. Original Charter section approved by voters April 7, 1931

Section 69. FISCAL YEAR AND MANAGER'S ESTIMATE. The fiscal year of the City shall begin with the first day of July and shall end with the next succeeding 30<sup>th</sup> day of June. On or before the first meeting in May of each year the Manager shall prepare and submit to the Council a budget of the expense of conducting the affairs of the City for the ensuing fiscal year. Departments not under the Manager shall submit their annual budget estimates to the Manager, or to such official as he may designate, and in such form as he shall require on or before April 15<sup>th</sup> for transmittal in proper form by the Manager to the Council. The budget shall include a summary outline of the fiscal policy of the City for the budget year, describing in connection therewith the important features of the budget plan; a general budget summary setting forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income and other means of financing the budget for the ensuing year, contrasted with the corresponding figures for the current year. The classification of the estimate shall be as nearly uniform as possible for the main divisions of all Departments and shall give the following information:

(a) A detailed estimate of the expense of conducting each Department and office of the City for the ensuing fiscal year; showing the objects of expenditures such as personal service, contractual service, materials and supplies, equipment, capital outlays, and fixed charges; and further consolidated or summarized under funds, organization units and character of expenditure;

(b) Expenditures for the corresponding items for the current year including the amounts estimated to the end of the current fiscal year with reason for increases and decreases recommended as compared with appropriations for the current year;

(c) The total value of supplies and materials on hand in each Department at the date of the preparation of the estimate;

(d) The total amount of City debt outstanding together with a schedule of maturities of bond issues by Departments, and a statement of borrowing capacity;

(e) A statement of the amounts which should be appropriated:

(1) For interest on the City debt,

(2) For paying off any serial bonds maturing during the year,

(3) For payment on lease contracts.

(4) For the aggregate of the year for the equal installments required to be appropriated annually during the life of all other bonds of the

municipality in order to accumulate a fund sufficient to pay off such other bonds at maturity,

(5) For disability and retirement payments, in addition to the contributions of City employees, sufficient to maintain the respective funds;

(f) An estimate of the amount which should be appropriated for contingent or emergency purposes;

(g) An itemization of all anticipated revenues of the City from sources other than taxes, shown by Departments;

(h) An item to be known as the "unappropriated balance" which sum shall be available for appropriation later in the fiscal year to meet contingencies which might arise. The budget shall also contain an item to be known as the "reserve fund," which shall be carried over to the next ensuing fiscal year following the fiscal year for which the budget is prepared, to meet the cash requirements of the City for the portion of said next ensuing fiscal year prior to the receipt of taxes thereon, or for appropriations to the unappropriated balance fund, provided, that the Council shall create gradually such "reserve fund" as provided in Section 91 of this Article and shall add from year to year an amount sufficient to meet the cash requirements of the City; provided, however, that no transfers from this "reserve fund" shall be made at any time, except as authorized and limited in Section 91 of this Article.

(i) An estimate of the amount of money to be raised from taxes and bond issues which, with revenue from other sources, should be necessary to meet the expenditures proposed;

(j) A long-time program of proposed activities, developments and improvements listed in order of relative importance and specifying whether the work is to be done by bond issue or by taxation;

(k) Such other information as the Manager may think desirable or as may be required by the Council. The Council shall provide for printing a reasonable number of copies of the estimate thus prepared, for distribution to citizens at least fifteen days before final passage. Copies shall also be furnished to the newspapers of the City and to each library thereof which is open to the public.

## **2. Amendment voted 11-06-1962; effective 01-21-1963**

### **Section 69. FISCAL YEAR AND MANAGER'S ESTIMATE.**

The fiscal year of the City shall begin with the first day of July and shall end with the next succeeding 30th day of June. On or before the first meeting in May of each year the Manager shall prepare and submit to the Council a budget of the expense of conducting the affairs of the City for the ensuing fiscal year. Departments not under the Manager shall submit their annual budget estimates to the Manager, or to such official

as he may designate, and in such form as he shall require on or before April 15th for transmittal in proper form by the Manager to the Council. The budget shall include a summary outline of the fiscal policy of the City for the budget year, describing in connection therewith the important features of the budget plan; a general budget summary setting forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income and other means of financing the budget for the ensuing year, contrasted with the corresponding figures for the current year. The classification of the estimate shall be as nearly uniform as possible for the main divisions of all Departments and shall furnish necessary detailed fiscal information.

The Council shall provide for printing a reasonable number of copies of the estimate thus prepared for distribution to citizens at least fifteen days before final passage. Copies shall also be furnished to the newspapers of the City and to each library thereof which is open to the public.

### **3. Amendment voted 11-04-1969; effective 01-29-1970**

#### **Section 69: Fiscal Year and Manager's Estimate**

The fiscal year of the City shall begin with the first day of July and shall end with the next succeeding 30th day of June. On or before the first meeting in May of each year the Manager shall prepare and submit to the Council a budget of the expense of conducting the affairs of the City for the ensuing fiscal year. Departments not under the Manager shall submit their annual budget estimates to the Manager, or to such official as he may designate, and in such form as he shall require on or before April 1 for transmittal in proper form by the Manager to the Council. The budget shall include a summary outline of the fiscal policy of the City for the budget year, describing in connection therewith the important features of the budget plan; a general budget summary setting forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income and other means of financing the budget for the ensuing year, contrasted with corresponding figures for the current year. The classification of the estimate shall be as nearly uniform as possible for the main divisions of all Departments and shall furnish necessary detailed fiscal information.

The Council shall provide for printing a reasonable number of copies of the estimate thus prepared, for examination or distribution to citizens at least fifteen days before final passage. Copies shall also be furnished to the newspapers of the City and to each library thereof which is open to the public.

*(Section 69 was modified by contrary language in Charter section 265(b)(14) during the operative period of Charter Article XV.)*

**4. Amendment voted 06-07-2016; effective 07-18-2016**

See current Charter.