**Sample Budget Message**

(print on city letterhead)

July 1, 20\_\_

Dear Citizens of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As Mayor of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I am pleased to present to you the Annual Operating and Capital Budget for the 20\_\_ Fiscal Year. In accordance with Georgia Law and the Charter of the City of \_\_\_\_\_\_\_\_\_\_\_, this Budget was adopted by the Mayor and Council of \_\_\_\_\_\_\_\_\_\_\_ on June \_\_\_, 20\_\_. Citizen input for this budget was received at public hearings on [list dates of public hearings].

Budget Goals established by the Mayor and Council on December \_\_\_\_\_, 20\_\_ guided the development of the FY20\_\_ Budget. These goals, along with additional summary information, have been provided in the “Budget Summary” section of this document.

Key Points in the FY20xx Budget

(*examples follow)*

* For the fifth year in a row, the property tax millage rate will remain 13.70 mills.
* This budget includes 1,397 full-time authorized positions, a decrease of 7 positions compared to the current authorized level. The number of employees per thousand population will remain at 14 for FY\_\_, the same level for the last twelve years.
* One Ladder Company will be eliminated from the Fire Department. This reduction will save the government $310,000. The six positions in question are currently vacant and will not necessitate terminating employment for any current Fire Department personnel.
* The changes to the employee health benefit program approved by City Council on April 2, 20\_\_ are included in this budget. This will ensure that we have a sound health care program in the future. The total amount for this program in FY\_\_ is $8.7 million, which is an increase of $1.4 million over FY\_\_.
* There are no increases in service fees planned for Water and Sewer, Solid Waste Residential, Landfill, or Building Inspection in Fiscal 20\_\_.
* The General Fund includes $1.5 million and the Enterprise and Other Funds include $450,000 for pay adjustments for employees ranging from $800 to $1,600 based on the individual performance pay program adopted by the Mayor and Council in April 20\_\_. In addition, $589,000 has been set aside to increase salaries for Police Department Positions which have recruitment and retention problems.

A number of persons contributed many hours of effort in the development of the FY20\_\_ Budget. My thanks and those of the City Council go to the Manager, the Manager’s Office, the Finance Director, and the Finance and Personnel Departments for their supportive efforts during the budget process. My thanks go to each member of the City Council for their hard work, thoroughness, and thoughtful contributions during the development and adoption of the FY20\_\_ Budget.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, City of \_\_\_\_\_\_\_\_\_\_\_\_\_