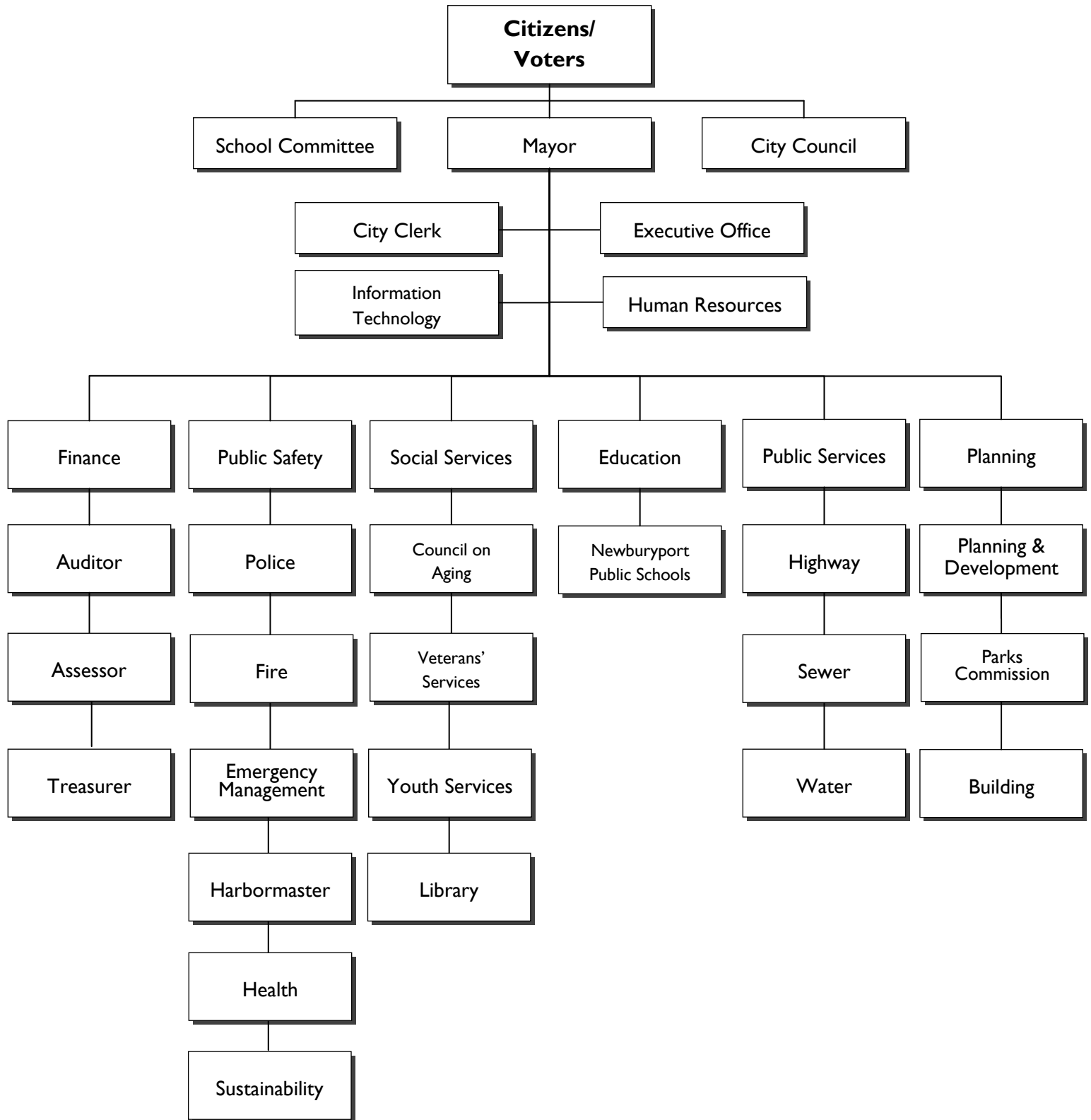


## **Section I: Introduction**

# City Organizational Chart



# A Citizen's Guide to the Budget

Congratulations! If you are reading this it means you are interested in better understanding one of the most important documents produced by your community. The Annual Budget document is much more than just numbers; it is a reflection of our community's values, priorities and goals. The Budget document serves as a policy document, a financial guide and a communications device to its residents. To this end, it is designed to be as user-friendly as possible. This guide was created to help orient interested readers by providing a brief overview of the budget process, as well as an explanation of the organization of the budget document itself. We hope you find this introductory guide a useful tool as you better acquaint yourself with the latest financial and planning information for the City of Newburyport.

## THE BUDGET PROCESS

The City of Newburyport operates under state statutes and the Home Rule Charter as amended to establish the Mayor-Council form of government. The legislative body of the city is an eleven member city council, with six members representing each of the city's wards and five members elected at-large. Each councilor's term of office is two years. To maintain separation of powers, the charter contains a prohibition on councilors performing any executive function or giving orders or direction to any city employee, publically or privately. Such authority rests solely with the mayor, who likewise is prohibited from exercising any legislative powers.

The annual budget planning process starts with a joint meeting of the mayor, city council, and school committee to review relevant financial information and forecasts. Under the charter, the mayor must submit the proposed annual budget to council by May 15. The school budget would be submitted to the mayor at least 10 days before that

The council will hold a public hearing on the budget and must act on it within 45 days of its submission. The council may reduce or delete any line items, but it could not add to any line item. The budget takes effect at the start of the next fiscal year on July 1.

## BUDGET CALENDAR

### July

Fiscal Year begins July 1st

### August/September

Identify Goals & Strategic Needs

### October

Capital Planning manual sent to Department Heads

### November

Free Cash / Retained Earnings Certification  
CIP requests due to Mayor

### December/January

Mayor reviews CIP requests  
Budget packets sent out to Department Heads

### February

Department Budget Requests due to Mayor

### March/April

Mayor meets with Department Heads to review  
budgetary needs  
School Committee approves budget

### May

Mayor's Proposed Budget submitted to City Council  
before May 15th

### June

City Council budget approval  
Fiscal Year ends June 30th

# Community Profile

**Name:** City of Newburyport

**Settled:** 1635

**Incorporated:** 1764

**Total Area:** 10.6 Sq. Miles

**Land:** 8.4 Sq. Miles

**Water:** 2.2 Sq. Miles

**Elevation:** 37 Feet

**Public Roads:** 76.0 Miles

**County:** Essex

**Population:** 17,416

**Form of Government:**

Mayor-council city

**Mayor:** Donna D. Holaday

**School Structure:** K-12

**FY2013 Average Single Family**

**Tax Rate:** \$13.32 per \$1,000

**FY2013 Average Single Family**

**Home Value:** \$438,272

**Coordinates:**

42° 48' 45" N, 70° 52' 40"

W

**Address:**

Newburyport City Hall

60 Pleasant Street

Newburyport, MA 01950

(978) 465-4413

[www.cityofnewburyport.com](http://www.cityofnewburyport.com)

*Newburyport* is among the smallest cities in the state and is felt with some justification by its residents to be among the most beautiful, retaining as it does a large number of spacious, gracious Federalist homes built with the whaling and clipper ship fortunes of this 19th century seaport.

The city is very proud of its history: proud of the fact that the first tea party in opposition to England's tax on tea was held in Newburyport, well before the more famous one in Boston, and pleased to be the birthplace of the United States Coast Guard since the first ship commissioned for the Coast Guard, the frigate *Massachusetts*, was built in the city. Protective of its heritage, the city launched a massive redevelopment scheme in the early 1960's, using state and federal funds to reclaim its historic neighborhoods of granite, brick and cobblestones and provide up-to-date infrastructure such as water and sewer renovations. But however steeped in the past, the city did not neglect to prepare for a lively present and built an industrial park at the same time, which now houses diversified small industries under a new title— Newburyport Business and Industry Park.

On August 4th, 2012, Newburyport was honored to be named the 14th Coast Guard City in the US. This designation recognizes the significant role that the city plays, both historically and presently, in supporting the efforts of the men and women of the United States Coast Guard.

The city has a strong tourist industry and was the first community in the state to complete a master plan and a harbor plan. Its adjacent river is used for recreation and its old fire station now houses a theatre and restaurant. Many residents of the heavily residential community commute daily to Boston via the MBTA's commuter rail service or one of several bus companies that offer easy commuting to and from the city.

Residents are proud of the fact that many families have lived in the city for generations, and equally proud of the fact that the city welcomes newcomers and the new ideas they bring.

