

ORDINANCE NO. 092 - 2019

AN ORDINANCE TO SUBMIT AN AMENDMENT OF THE SAN JUAN COUNTY
CHARTER REGARDING BIENNIAL BUDGETING TO THE VOTERS IN
NOVEMBER 2019

WHEREAS, pursuant to San Juan County Charter Section 9.35, the County Council may propose amendments to the Charter by enacting an ordinance to submit a proposed amendment to the voters at the next November general election occurring at least ninety (90) days after enactment; and

WHEREAS, the San Juan County Charter currently describes an annual budget process; and

WHEREAS, RCW 36.40.250 authorizes for the county legislative authority of any county to adopt an ordinance providing for biennial budgets with a mid-biennium review and modifications for the second year of the biennium for all funds or for selected funds; and

WHEREAS, the County Council believes in long range, strategic planning, and a biennial budget promotes these goals by increasing efficiency in the use of staff time thereby improving services to its citizens; and

WHEREAS, the County Council wishes to provide San Juan County the flexibility to choose an annual or a biennial budget cycles consistent with state law; and

WHEREAS, the County conducted a duly advertised public hearing on July 23, 2019 and has received public testimony.

NOW, THEREFORE, BE IT ORDAINED by the County Council of San Juan County, State of Washington, as follows:

SECTION 1. NEW SECTION. A new section will be added to the San Juan County Charter as Section 7.05, which states as follows:

Section 7.05 – Budget Cycle

In lieu of adopting an annual budget, the County Council may adopt an ordinance providing for a biennial budget cycle with a mid-biennium review and modification for the second year of the biennium. The County Council may repeal such an ordinance and revert to adopting annual budgets for a period commencing after the end of the biennial budget cycle. The County Council may adopt supplemental and emergency budgets in the same manner and subject to the same conditions as if the County had an annual budget cycle.

In lieu of adopting an annual budget, or a biennial budget with a mid-biennium review for all funds, the County Council may adopt an ordinance or a resolution providing for a biennial budget or budgets for any one or more funds for the County, with mid-biennium review and

modifications for the second year of the biennium with the other funds remaining on an annual budget. The County Council may repeal such an ordinance or resolution and revert to adopting annual budgets for a period commencing after the end of the biennial budget or biennial budgets for the specific agency fund or funds. The County Council with a biennial budget cycle may adopt supplemental and emergency budgets in the same manner and subject to the same conditions as the County Council adopting an annual budget cycle.

The procedures and steps for adopting a biennial budget and mid-biennium review shall conform with the procedure and steps for adopting an annual budget and with requirements established by the state auditor. The authority and procedures for biennial budgets will be consistent with RCW 36.40.250, as amended.

SECTION 2. Section 7.10 of the County Charter shall be amended to read as follows:

Section 7.10 - Presentation and Adoption of Budgets

- (1) At least seventy-five (75) days prior to the end of each ~~fiscal-year~~ budget cycle, the County Auditor shall present to the County Council a complete budget, proposed current expense and capital budget appropriation resolutions, and proposed tax and revenue resolutions necessary to raise sufficient revenues to balance the budget.
- (2) At least fifteen (15) days prior to the end of the ~~fiscal-year~~ budget cycle, the County Council shall adopt appropriation, tax and revenue resolutions for the next ~~fiscal-year~~ budget cycle.

Section 3. Section 7.20 of the County Charter shall be amended to read as follows:

Section 7.20 - Budget Information

At least one hundred thirty-five (135) days prior to the end of each ~~fiscal-year~~ budget cycle, all departments and agencies of County government shall submit to the County Auditor information necessary to prepare the budget, as requested by the County Auditor.

SECTION 4. Section 7.30 of the County Charter shall be amended to read as follows:

Section 7.30 - Contents of Budget

- (1) The budget shall:
 - (a) Include all funds, revenues and reserves; be divided into categories, projects, and objects of expense and include supporting data deemed advisable by the County Auditor or required by ordinance;
 - (b) Indicate as to each category, project or object of expense, the actual expenditures of the preceding ~~fiscal-year~~ budget cycle, the estimated expenditures for the current ~~fiscal-year~~ budget cycle and requested appropriations for the next ~~fiscal-year~~ budget cycle;
 - (c) Include proposed capital improvement programs for the next six (6) fiscal years.
- (2) The expenditures included in the budget for the ensuing ~~fiscal-year~~ budget cycle shall not exceed the estimated revenues, surpluses and reserves.

SECTION 5. Section 7.50 of the County Charter shall be amended to read as follows:

Section 7.50 - Budget Review

Within six (6) weeks following the end of each quarterly period during the ~~fiscal year~~ budget cycle, and more often if required, the County Auditor shall submit to the County Council, a written report showing the relation between the estimated income and expenses and actual income and expenses to date. If it shall appear that the income is less than anticipated, the County Council may reduce appropriations, except amounts required to meet contractual obligations and for debt, interest and other fixed charges, to such a degree as may be necessary to keep expenditures within the cash income.

SECTION 6. **Section 7.60 of the County Charter shall be amended to read as follows:**

Section 7.60 - Consideration and Adoption of the Budget

- (1) Prior to the adoption of any appropriation ordinances for the next ~~fiscal year~~ budget cycle, the County Council shall hold public hearings to consider the proposed budget.
- (2) The County Council shall consider the budget in detail and may make any revisions or additions as it deems advisable (RCW 36.40.050).
- (3) The appropriation ordinances adopted by the County Council shall not exceed the estimated revenues of the County for the next ~~fiscal year~~ budget cycle for each fund including surpluses and reserves.
- (4) The County Council may increase the amount of the estimated revenues contained in the budget presented by the County Auditor by re-estimating the amount by passing a motion to that effect or by creating additional sources of revenue which were not included in the proposed tax and revenue ordinances.
- (5) Once the ~~annual~~ budget has been approved, the funds shall be expended as per RCW 36.40.100.

SECTION 7. Section 7.71 of the County Charter shall be amended to read as follows:

Section 7.71 - Contingency Appropriations

The ~~annual~~ budget ordinance shall include contingency funds, which shall not be expended unless the County Auditor certifies in writing that sufficient funds are available and the County Council adopts an additional appropriation ordinance.

SECTION 8. Section 7.72 of the County Charter shall be amended to read as follows:

Section 7.72 - Emergency Appropriations

The County Council may adopt an emergency appropriation ordinance, which may appropriate contingency funds, revenues received in excess of the revenues estimated in the budget and funds from any other source available to the County in an emergency.

SECTION 9. **Effective Date.** If approved by a majority of the voters, the charter Amendments proposed by this ordinance will become effective on the 10th working day following certification of election results of the November 2019 election.

SECTION 10: **Call for Election.** Pursuant to Section 9.34(1) of the County Charter, the County Council calls for an election on this Ordinance and the County Auditor, as the supervisor of elections, is requested to hold place the proposition set out in this ordinance for an amendment to the County Charter on the ballot for consideration by the voters the general election in 2019. The prosecuting attorney will prepare a ballot title for the ballot and an explanatory statement for the voter's pamphlet.

ADOPTED this 23RD day of JULY 2019.

ATTEST: Clerk of the Council

COUNTY COUNCIL
SAN JUAN COUNTY, WASHINGTON

Ingrid Gabriel 7.23.2019
Ingrid Gabriel, Clerk Date

Jamie Stephens
Jamie Stephens, Chair
District 3

REVIEWED BY COUNTY MANAGER

Michael J. Thomas 7/24/19
Michael J. Thomas Date

Rick Hughes
Rick Hughes, Vice-Chair
District 2

RANDALL K. GAYLORD
APPROVED AS TO FORM ONLY

Bill Watson
Bill Watson, Member
District 1

By: Randall K. Gaylord
Date 7/23/2019