

ORDINANCE NO. 2016-005

AN ORDINANCE OF THE CITY OF ARLINGTON
ESTABLISHING A BIENNIAL BUDGET PROCESS

WHEREAS, RCW 35A.34 gives legislative authority to cities to establish a biennial budget, and

WHEREAS, if a city has elected to establish a biennial budget process, it must adopt a budget ordinance at least six months prior to the beginning of the biennium, and

WHEREAS, the biennium must start on an odd numbered year;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ARLINGTON, WASHINGTON, AS FOLLOWS;

Section 1. New Chapter Adopted. The Arlington Municipal Code is hereby amended to add a new Chapter 3.02, as follows:

CHAPTER 3.02
BIENNIAL BUDGETING

- 3.02.010 Duties of the finance director.
- 3.02.020 Biennial budget planning calendar.
- 3.02.030 Proposed preliminary budget.
- 3.02.040 Mayor's preliminary budget and message.
- 3.02.050 Hearings on the preliminary budget.
- 3.02.060 Final decision, budget adoption.
- 3.02.070 Mid-biennial review and modification process

3.02.010 Duties of the finance director.

Under the supervision of the city administrator, the director of finance shall implement this chapter as necessary or advisable.

3.02.020 Biennial budget planning calendar.

On or before January 31st of each year, the city council shall adopt by resolution a planning calendar for the preparation and adoption of a biennial budget (even-numbered years) and mid-biennial review (odd-numbered years).

3.02.030 Proposed preliminary budget.

The proposed preliminary budget for the ensuing fiscal biennium shall be prepared by or at the direction of the mayor, and shall be delivered to the city council, on or before

September 15th of each even-numbered year. The required information to be included in each proposed preliminary budget shall be as follows:

A. The revenue section shall set forth in comparative and tabular form for each fund:

1. Actual receipts for the last completed fiscal biennium by year and by each revenue source;
2. Estimated receipts for the current fiscal biennium by year and by revenue source;
3. Estimated receipts for the ensuing fiscal biennium by year and the amount expected from each revenue source;
4. Estimated receipt of ad valorem taxes; and
5. The unexpended balance for each fund estimated to be available at the close of the current fiscal biennium.

B. The revenue section shall also contain a separate listing of each revenue source comparing the total expected receipts for the current biennium to the total estimated receipts for the ensuing fiscal biennium.

C. The expenditure section shall set forth in comparative and tabular form for each fund and every department operating within each fund:

1. Actual expenditures for the last completed fiscal biennium;
2. Appropriations for the current fiscal biennium;
3. Estimated expenditures for the ensuing fiscal biennium; and
4. For each proposed full-time or part-time employee, the annual salary (without benefits) for that employee, together with the exact personnel classification title of the employee's position, and any other working title or position designation, if any.

3.02.040 Mayor's preliminary budget and message.

The mayor shall, between the first Monday of October and not less than 60 days before the beginning of the next fiscal biennium, file with the city clerk and immediately

forward to the city council a preliminary budget together with a budget message in accordance with RCW 35A.34.080. The mayor shall prepare and deliver to the city council inserts or such other documentation as necessary to explain and show in detail the mayor's recommendations contained in the preliminary budget.

3.02.050 Hearings on the preliminary budget.

The city council shall between the second Monday in October and the third Monday in November of even-numbered years hold hearings and conduct work sessions to inquire into the programs and services, and financial information contained in the preliminary budget. Notice of the public hearing(s) shall be published as required by law.

3.02.060 Final decision, budget adoption.

The final biennial budget shall be adopted prior to the beginning of the fiscal biennium. A complete copy of the final budget shall be transmitted to the state auditor and the Association of Washington Cities.

3.02.070 Mid-biennial review and modification process.

A. Mid-biennial review and budget modification (if appropriate) shall take place no sooner than eight months after the start nor later than the conclusion of the first year of the fiscal biennium.

B. The mayor shall prepare and distribute the proposed budget modification in the following manner:

1. By November 1st of the first year of the biennium, the mayor shall prepare the proposed budget modification, distribute the proposed modification to the city council, and make it available for public review.
2. The city council shall schedule at least one public hearing on the proposed modification and provide at least 10 days' prior notice by publication.
3. The city council shall adopt the modification as it deems appropriate not later than December 31st of the first year of the biennium.

C. Any budget modification shall be by ordinance, and a complete copy shall be transmitted to the State Auditor and to the Association of Washington Cities.

Section 2. This ordinance shall take effect and be in full force five (5) days after the date of publication as provided by law.

Passed by the City Council and APPROVED by the Mayor this 7th day of March, 2016.

CITY OF ARLINGTON



Barbara Tolbert, Mayor

ATTEST:



Kristin Banfield, City Clerk

APPROVED AS TO FORM:



Steven J. Peiffle, City Attorney

CERTIFICATION OF ORDINANCE

I, Kristin Banfield, being the duly appointed and acting Clerk of the City of Arlington, Washington, a municipal corporation, do hereby certify that the following Ordinance No. 2016-005 was approved at the March 7, 2016 City Council meeting.

ORDINANCE NO. 2016-005

“AN ORDINANCE OF THE CITY OF ARLINGTON,
ESTABLISHING A BIENNIAL BUDGET PROCESS”

A true and correct copy of the original ordinance is attached.

Dated this 11th day of March, 2016.



A handwritten signature in cursive script that reads "Kristin Banfield". The signature is written in dark ink and is positioned above a horizontal line.

Kristin Banfield
City Clerk for the City of Arlington

SUMMARY OF ORDINANCE ADOPTION

You are hereby notified that on March 7, 2016, the City Council of the City of Arlington, Washington, did adopt Ordinance No. 2016-005 entitled,

“AN ORDINANCE OF THE CITY OF ARLINGTON ESTABLISHING A BIENNIAL BUDGET PROCESS”

This ordinance is effective five days from passage and publication, except as otherwise specified in the ordinance.

The full text of the ordinance is available to interested persons and will be mailed upon request.

A handwritten signature in blue ink that reads "Kristin Banfield". The signature is written in a cursive, flowing style.

Kristin Banfield
City Clerk
City of Arlington