

ORDINANCE NO. 2007-29

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City Budget Process and Budget Content, Chapter 2.82 of the Bainbridge Island Municipal Code; amending sections 2.82.010, 2.82.020, 2.82.070, 2.82.080, 2.82.090, 2.82.130, 2.82.140, 2.82.160, 2.82.200 and 2.82.210 of BIMC Chapter 2.82; and repealing section 2.82.100 of BIMC Chapter 2.82.

WHEREAS, RCW Chapter 35A.33 establishes that it is the duty and responsibility of the City Council to adopt annual operating and capital budgets; and

WHEREAS, Ordinance 2002-11 established Section 2.82 of the Bainbridge Island Municipal Code entitled "City Budget Process"; and

WHEREAS, the City wishes to move to a Biennial Budget Process which is authorized by RCW Chapter 35A.34.030; now, therefore

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 2.82.010 of the Bainbridge Island Municipal Code is hereby amended as follows:

"2.82.010 Policy.

It is hereby declared to be the policy of the City of Bainbridge Island that an Annual Budget and Planning Calendar consistent with the provisions of this Ordinance shall be adopted each year by resolution of the City Council through 2008 and thereafter the Budget and Planning Calendar shall be prepared on a biennial basis."

Section 2. Section 2.82.020 of the Bainbridge Island Municipal Code is hereby amended as follows:

"2.82.020 Annual Budget and Planning Calendar.

The City Council shall adopt on or before ~~May 15, 2002, and then continuing thereafter on or before~~ January 31st of each year commencing in 2003, and through 2008 an Annual Budget and Planning Calendar in the form of a resolution which shall set out the specific calendar dates for this ordinance as they may occur for each given year and thereafter on a biennial basis. The City Council may at any time by a scheduling motion add, delete or move activity dates for work sessions, business meetings, special meetings, or public hearings

or meetings, originally scheduled in the Annual Budget and Planning Calendar resolution through 2008 and for the Biennial Budget and Planning Calendar thereafter. ~~Each approved scheduling motion shall be attached to the annual calendar resolution as an addendum. However, in no event shall the annual resolution or any scheduling motion change the sequence of the budget process events as established by this Act or delete events from the budget process.~~

Section 3. Section 2.82.070 of the Bainbridge Island Municipal Code is hereby amended as follows:

“2.82.070 Mid-Year Financial Review.

On or before August 1st of each year ~~commencing in 2002~~, the Finance Director shall present to the Council a "Mid-Year" financial report, together with such other additional information or factors as may be needed (such as recent state, county or federal legislative action), to clearly assess: (a) the financial condition of the city; (b) the financial status of the current budget year; (c) what appears to be the financial projections for the next budget year; and (d) what, if any, substantial impact(s) on revenue and/or expenditures may be foreseen.”

Section 4. Section 2.82.080 of the Bainbridge Island Municipal Code is hereby amended as follows:

“2.82.080 Initial Budget Requests.

The initial budget requests for the ensuing fiscal year shall be prepared by the mayor, and shall be delivered to the city council, on or before the date established by resolution of the city council as provided in RCW 35A.33.050. ~~The department requests which comprise the preliminary budget do not need to be balanced into one budget because they are expressions of various estimates and projections of programs and service of each department for the next budget 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 year by each significant revenue source;
 2. Estimated receipts for the current fiscal year by significant revenue source;
 3. Estimated receipts for the ensuing fiscal year and the amount expected from each significant revenue source;
 4. Estimated receipt of ad valorem taxes; and
 5. The balance for each fund estimated to be available at the close of the current fiscal year.

- B. 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 year;
 - 2. Appropriations for the current fiscal year;
 - 3. Estimated expenditures for the ensuing fiscal year; 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.

- C. Each department shall submit, as a specific section of the proposed preliminary budget, a narrative and descriptive summary of differences and changes between the current year appropriations and the proposed preliminary budget. Such summary shall be in a form annually reviewed and approved by the city council.

- D. Commencing in 2003, the city shall develop performance measures for all its major programs and will use those measures in its budget process for 2004."

Section 5. Section 2.82.090 of the Bainbridge Island Municipal Code is hereby amended as follows:

"2.82.090 Review of Budget Hearing & Work Session Dates.

The dates set forth in the Annual Budget and Planning Calendar resolution through 2008 and for the Biennial Budget and Planning Calendar thereafter for October through December, should be reviewed by the Council on or before September 15th to determine if any changes or adjustments are needed to be made by a scheduling motion, to ensure adequate time for public notice."

Section 6. Section 2.82.100 of Chapter 2.82 of the Bainbridge Island Municipal Code is hereby repealed.

Section 7. Section 2.82.130 of the Bainbridge Island Municipal Code is hereby amended as follows:

"2.83.130 Public Hearing on Taxes and Revenues.

On a date established by resolution of the City Council, a videotaped public budget hearing shall be held for the purpose of obtaining public comment on the revenue sources for the ensuing year's budget. This hearing shall include an opportunity for the public to comment on all proposed increases in tax revenues. Notice of the public hearing shall be published for the public and

media on the dates set forth in the ~~Annual~~ Budget and Planning Calendar resolution as may be amended.”

Section 8. Section 2.82.140 of the Bainbridge Island Municipal Code is hereby amended as follows:

“2.82.140 Public Hearing before the Planning Commission on Capital Facilities.

On a date established by resolution of the City Council, a public hearing shall be held by the Planning Commission for the purpose of providing public comment on the proposed update to the City’s capital facilities plan. Notice of the public hearing shall be published for the public and media on the dates set forth in the ~~Annual~~ Budget and Planning Calendar resolution as may be amended. The Planning Commission may hold such other public meetings as it deems proper in order to prepare its recommendations to the City Council. The recommendations of the Planning Commission regarding the update to the City’s capital facilities plan shall be delivered to the City Council not later than sixty days following receipt by the Planning Commission of the proposed update to the capital facilities plan.”

Section 9. Section 2.82.160 of the Bainbridge Island Municipal Code is hereby amended as follows:

“2.82.160 ~~November~~ Budget Estimates-Revenue & Expenditures.

On or before the date specified by resolution of the City Council the Finance Director shall prepare and certify to the City Council the best available revenue and expenditure estimates for the next budget year, and estimates of current end-of-year unexpended funds.”

Section 10. Section 2.82.200 of the Bainbridge Island Municipal Code is hereby amended as follows:

“2.82.200 Final Hearing on the Budget.

There shall be a final public hearing on the proposed budget on or before a date to be established by resolution of the City Council but beginning on or before the first Monday in December. Notice of the public hearing shall be published for the public and media on the dates set forth in the ~~Annual~~ Budget and Planning Calendar resolution as may be amended.”

Section 11. Section 2.82.210 of the Bainbridge Island Municipal Code is hereby amended as follows:


"2.82.210 Adoption of the Annual Budget and Capital Facilities Plan Update.

The annual budget and the annual update to the Capital Facilities Plan shall both be considered for amendment, adoption and other appropriate action by the City Council on or before a date to be established by resolution of the City Council."

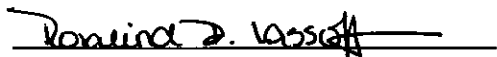
Section 12. This Ordinance shall take effect and be in force five (5) days after its passage, approval, and publication as required by law.

PASSED by the City Council this 26th day of September 2007.

APPROVED by the Mayor this 27th day of September 2007.


Darlene Kordonowy, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK:	August 21, 2007
PASSED BY THE CITY COUNCIL:	September 26, 2007
PUBLISHED:	October 3, 2007
EFFECTIVE DATE:	October 8, 2007
ORDINANCE NO.:	2007-29

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