



SNOHOMISH COUNTY COUNCIL  
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 06-055

RELATING TO BUDGET PROCEDURES;  
AMENDING CHAPTER 4.26 SCC

WHEREAS, Chapter 4.26 SCC contains detailed budget procedures including requirements for content, form, development, timing, supplemental information, reports, and methods for adjusting; and

WHEREAS, from time to time this chapter has been amended to add, clarify or otherwise amend certain budget procedures; and

WHEREAS, since this chapter was last amended in April, 2000, revisions to the financial systems upon which the budget is developed cause certain portions of chapter 4.26 to be less meaningful; and

WHEREAS, since this chapter was last amended in April, 2000 the philosophical basis of the budget development has moved to priority based and performance measure based budgeting; and

WHEREAS, the above stated conditions call for further clarification and update of Chapter 4.26 SCC to remove some irrelevant requirements and to include new requirements for documentation, background, information and reports that reflect recent actual practice in relation to budget development, adoption and amendments;

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Section 4.26.010, last amended by Ordinance 00-009 on April 12, 2000, is amended to read:

**4.26.010 Definitions.**

The following terms as used in this chapter shall have the meanings indicated below unless a different meaning is clearly indicated by the context.

(1) "Agency" shall mean a major division of county government which corresponds to a county department and which may be composed of one or more appropriation units;

(2) "Appropriation" shall mean monies approved by the council for expenditure through adoption of an ordinance;

(3) "Appropriation unit" shall mean that level of detail in reporting objects of expenditure which sub-totals a group of related objects of expenditure and corresponds to the basic and sub-account (BASUB) level of detail specified in the BARS manual;

(4) "BARS" or "BARS manual" means the Budgeting, Accounting, and Reporting Systems (BARS) manual published by the state auditor, with updates;

(5) "Basic sub-account (BASUB) level" shall mean the basic and subaccount level of detail specified in the BARS manual, which identifies a broad service or group of services having a related purpose;

(6) "Budget transfer" shall mean a shift of appropriations from one appropriation unit to another after adoption by the council of the annual budget;

(7) "Capital outlay" or "capital purchase" shall mean an expenditure which results in the acquisition of, rights to, or additions to fixed assets, including incidental costs such as legal, appraisal and brokerage fees, land preparation and demolishing buildings, fixtures and delivery costs;

(8) "Current expense fund" shall mean the fund to which all taxes, fees, fines and other financial resources not required to be accounted for in another fund are credited;

(9) "Fixed asset" shall mean an asset acquired by the county for its use through purchase, lease, self-construction, donation, or gift, with a life expectancy of more than one year. In addition to land, buildings and equipment, fixed assets also include land and air rights, depletable resources such as minerals or timber, improvements made to rented property and the cost of partly-completed capital projects;

(10) "FTE" shall mean the fractional equivalent of one full time employee working on the basis of a forty (40) hour work week for one (1) calendar year;

(11) "Fund" shall mean a fiscal and accounting entity with a self-balancing set of accounts in which resources and liabilities are segregated for the purpose of carrying out specific activities or objectives;

(12) "Object of expenditure" shall mean an expenditure reported at the object level of detail for expenditure reporting specified in the BARS manual;

(13) "Personnel costs" shall mean all county expenses for personal services included within object categories 10 (salaries and wages) and 20 (personnel benefits) as defined in the BARS manual; ((and))

(14) "Reserves" shall mean the amounts by which assets exceed liabilities. Available reserves are those reserves which have not been appropriated or otherwise legally committed.

(15) "Sub-account level of detail" shall mean the object level of detail for revenue reporting specified in the BARS manual.

Section 2. Snohomish County Code Section 4.26.020, last amended by Ordinance 00-009 on April 12, 2000, is amended to read:

**4.26.020 Contents, form of budget.**

The proposed budget submitted by the executive to the council pursuant to county charter sections 6.20 and 6.30 shall contain the following information by fund for each agency and appropriation unit:

(1) A listing in comparative form of proposed expenditures for the budget year, expenditures authorized by appropriation for the current year, and actual expenditures for the preceding year. Such listing of expenditures shall be coded and classified by account in accordance with the BARS manual. Expenditures within all funds shall be listed at the object of expenditure level of detail.

(2) A listing in comparative form of appropriations requested for the budget year at the appropriation unit level of detail, and of current year adjusted appropriations reflecting all budget modifications subsequent to adoption of the current year budget.

(3) A listing in comparative form of revenues that are estimated to be generated by each agency for the budget year, revenue estimates contained in the budget for the current year, and actual revenues generated in the preceding year. Such listing of revenues shall be coded and classified in accordance with the BARS manual. Revenues shall be listed at the sub-account level of detail. Any revenues or other financial resources including but not limited to fund balance, debt proceeds, fund contributions and operating transfers which are not generated by or directly connected with a specific agency shall be listed within the general or non-departmental section of the fund budget.

~~(4) ((Listings in comparative form by fund for the general fund, county road fund, surface water fund, department of information services fund, and any other fund as requested by the council of total appropriations for personnel costs requested for the budget year, total appropriations for personnel costs for the current year, total estimated revenues excluding revenues dedicated for capital purchases for the budget year, and total revenues excluding revenues dedicated for capital purchases estimated in the budget for the current year, along with the percentage growth in personnel costs compared to the percentage growth in such estimated revenues. If for these funds the percentage growth in personnel costs exceeds the percentage growth in such estimated revenues, the listing must be accompanied by a written analysis of whether or not the proposed budget is consistent with the fiscal policy set out in paragraph (1)(G) of the attachment to Resolution No. 96-002, as amended. If the proposed budget is not consistent with that fiscal policy, the analysis must include an explanation of why the inconsistency is contained in the proposed budget.))~~

~~((5))~~ A listing in comparative form by agency of the number of regular and project FTEs for which appropriations are requested for the budget year, the number of regular and project FTEs listed in the budget for the current year; and the number of regular and project FTEs listed in the budget for the preceding year.

Section 3. Snohomish County Code Section 4.26.021, last amended by Ordinance 00-009 on April 12, 2000, is amended to read:

**4.26.021 Supplemental information.**

The following supplemental information shall be submitted with the proposed budget:

(1) A summary listing for each fund by agency and appropriation unit of proposed appropriations and estimated resources including revenues from all sources, and any anticipated surplus or deficit.

(2) A general description of program highlights for the budget year for each agency at the BASUB level.

(3) The following shall be presented in a manner which is consistent with each agency's budget:

(a) An organizational chart organized to the division level, which shall also describe any changes in the various agencies, and an additional organizational chart describing any anticipated reorganization,

(b) A general statement of the functions performed by each agency at the BASUB level in sufficient detail to be understood by county citizens,

(c) A statement of goals and objectives of each agency at the BASUB level for the budget year,

(d) A comparative listing of performance indicators or measurable objectives by agency at the BASUB level for the budget year, performance indicators or objectives contained in the budget for the current year, and actual performance by performance indicators or objectives for the preceding year, and

(e) For each fund with revenues exceeding \$10 million, a ((A-summary)) description of revenue estimation methodology and assumptions. The detail for the methodology shall include, but not be limited to, the basis for the assumption and justification for use of the assumption.

(4) A comparative listing of full time or part time positions within each agency at the BASUB level. The listing shall include, for every regular position for which an appropriation is requested for the budget year and for every regular position listed in the budget for the current year, the following information:

(a) Position title,

- (b) Position number,
  - (c) Number of FTEs listed for the current year,
  - (d) Number of FTEs for which appropriations are requested for the budget year, and
  - (e) Estimated annual salary and benefits.
- (5) A listing for each agency at the BASUB level of extra help and overtime expenses included in the proposed budget.
- (6) A comparative listing for current year and budget development year, of all full time or part time project positions within each agency at the department and fund level. The listing shall include all the information requested in subsection (4), plus the expiration date of the project position.
- (7) For each fund by agency and appropriation unit, ((a proposed capital improvement program identifying the)) appropriations requested for items of capital outlay and the corresponding sources of funding; and for each fund a prioritized ranking of proposed capital equipment ((and capital improvement projects which includes the estimated cost of each project)).
- (8)((7)) A summary table, for information purposes only, of appropriations and estimated FTEs by fund, agency, and appropriation unit.
- (9) For the general fund, community development fund, surface water fund, county road fund, solid waste fund, and real estate excise tax cumulative reserve fund, a five year financial forecast projection for revenues, expenditures and fund balance.
- (10) For all internal service fund programs charging out costs to county departments via a rate model, and for the general fund's indirect cost model, a summary report and a detailed report describing the rate development and allocation methodology. These reports shall also address any change in rate development or allocation methodology from the previous budget year, including a description and justification for the change, and other information needed to permit full understanding of the model and the changes.
- (11)((8) ~~If the council has established a reserve policy for the budget year, a~~ ) A written analysis of ((whether or not)) how the proposed budget is consistent with the reserve policy adopted by Council. ((If the proposed budget is not consistent with the reserve policy, the analysis must include an explanation of why the inconsistency is contained in the proposed budget.))
- (12)((9)) Such other information as may be requested by the council.

Section 4. Snohomish County Code Section 4.26.023, last amended by Ordinance 00-009 on April 12, 2000, is amended to read:

**4.26.023 Interim financial reports.**

(1) The executive, through the department of budget and finance, shall establish a financial reporting system which records in a timely manner and by fund revenues received, encumbrances and expenditures made, and current FTE position counts. The executive shall submit this information for all funds to the council no later than forty-five days after the end of each quarter and at any time requested by the council. (2) This section shall not preclude the council from requesting such other financial information from the executive as it deems necessary for making fiscal decisions. The council may specify the format and level of detail of all such reports.

PASSED this 19th day of July, 2006.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
Chairperson

ATTEST:

  
Asst. Clerk of the Council

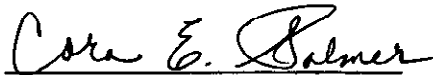
- APPROVED
- VETOED
- EMERGENCY

DATE: 7/26/06

  
County Executive

**MARK SOINE**  
**Deputy Executive**

ATTEST:



Approved as to form only:

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Deputy Prosecuting Attorney

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