

Chapter 3.32

CITY BUDGET

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3.32.010 **Implementation of Biennial Budget.** As authorized by RCW 35A.34.040, the City of Benton City, Washington, does hereby establish a two-year biennial budget presented as two one-year biennial budgets commencing January 1, 2019. The 2019-2020 biennial budget and all subsequent budgets shall be prepared, considered, and adopted under the provisions of this Chapter of the Benton City Municipal Code and Chapter 35A.34 of the Revised Code of Washington. The appropriations specifically made for the second year of the biennium shall only be expended in the second year of the biennium, unless City Council, by Ordinance, approves such budget modification. (Ord. 983, May 2018)

3.32.020 **Mid-Biennial Review and Modification.** Pursuant to RCW 35A.34.130, the City Council hereby provides for a mid-biennial review and modification of the biennial budget. No sooner than eight months after the start of the first year of the fiscal biennium, nor later than the second regularly scheduled City Council meeting in October of the first year of the biennial budget, the Mayor shall prepare proposed budget modifications to be effective as of January 1st of the following year. Such proposed modifications shall be sent to City Council members and shall be a public record and available to the public. A public hearing shall be held on the proposed modifications at a City Council meeting no later than the second regularly scheduled City Council meeting in November and may be continued from time to time. Notice of the hearing shall be published consistent with publication of notices for adoption of other City Ordinances. At such hearing or thereafter, the City Council may consider a proposed Ordinance to adopt such modifications. A complete copy of any budget modification Ordinance will be transmitted to the State

Auditor and to the Association of Washington Cities. (Ord. 983, May 2018)

- 3.32.030** **Funds – Quarterly Report of Status.** The Mayor shall submit quarterly to the City Council a report showing the expenditures and liabilities against each separate budget appropriation incurred during the preceding reporting period and like information for the whole of the current fiscal biennium to the first day of the current reporting period, together with the unexpended balance of each appropriation. The report shall also show the receipts from all sources. (Ord. 983, May 2018)
- 3.32.040** **Reference to “Budget” or “Annual Budget.”** All references to “budget” or “annual budget” contained in this Code or in the Ordinance of the City of Benton City shall be interpreted as referring to the “biennial budget.” (Ord. 983, May 2018)
- 3.32.050** **Amendments to Budget.** The City Council reserves the right to amend the biennial budget to the full extent authorized by Chapter 35A.34 RCW. (Ord. 983, May 2018)
- 3.32.060** **Biennial Budget – Incorporation by Reference.** Chapter 35A.34 RCW, as amended, is hereby incorporated by reference. The addition of any new section to, or amendment or repeal of any section in Chapter 35A.34 RCW is deemed to amend this section, and it shall not be necessary for the City Council to take any action with respect to such addition, amendment, or repeal. (Ord. 983, May 2018)
- 3.32.080** **Spending limitations.** Except for the payment of products or services specifically provided by contract or budget, the Mayor shall not expend funds for products or services from the current expenses having cost in excess of two thousand five hundred dollars (\$2,500.00) per expenditure without the prior approval of the City Council; provided, however, that the Mayor is authorized to make emergency expenditures above and beyond two thousand five hundred dollars (\$2,500.00). An emergency is defined as an unforeseen event which requires immediate action by the City to prevent immediate physical or financial harm to the City or its citizens; presents a risk of the immediate loss or suspension of essential public services; requires immediate action to preserve a substantial saving or benefit to the City, or other similar emergencies. (Ord. 974, Sept. 2017; Ord. 779, May 2004; Ord. 559, March 1992.)
- 3.32.090** **Expenditures over budget need council approval.** No expenditure of funds beyond the amount budgeted within an individual appropriation shall be made by the city during the budget year without the approval of the city council. (Ord. 391 SI (part), 1981.)

3.32.100 **Vouchers.** The city clerk shall present to the city council, at least once each month, a voucher which shows the city's expenditures within each fund for city council approval. The audit officer shall provide assurance that these expenditures do not exceed individual appropriations within the fund for the budget year. (Ord. 391 SI (part), 1981.)

3.32.110 **Positions and salaries.** No additional positions shall be made or increases in salary during the budget year without the city council's prior approval. (Ord. 391 SI (part), 1981.).

3.32.120 **Monthly status report.** The mayor shall provide to the city council once each month (before or at the time of presenting the city's expenditure voucher for approval) a report which shows each fund's activities in expenditures, revenues and investments. This shall be a separate document from the voucher. (Ord. 391 SI (part), 1981.)

3.32.130 **Quarterly status reports.** A detailed report shall be prepared quarterly which shows the expenditures and receipts for each individual appropriation and submitted to the council no later than forty-five days after the end of the quarter. (Ord. 391 SI (part), 1981.)

3.32.140 **Applicable state provisions.**

- A. The provisions set forth in Sections 3.32.010 through 3.32.070 shall not be considered the total provisions. RCW 35A.33.010 through 35A.33.075 shall apply.
- B. The provisions as outlined in Sections 3.32.080 through 3.32.110 shall not be considered the total provisions. RCW 35A.33.080 through 35A.33.130 shall apply.
- C. The provisions as outlined in Sections 3.32.120 through 3.32.140 shall not be considered the total provisions. RCW 35A.33.140 through 35A.33.160 shall apply. (Ord. 391 SI (part), 1981.)