

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON**

**RESOLUTION NO. 2020-023**

**IN THE MATTER OF THE PACIFIC COUNTY  
BUDGET CALENDAR FOR FISCAL YEAR 2021**

**WHEREAS**, the Board of County Commissioners (BOCC) has determined that the interests of Pacific County and its elected/appointed officials in charge of an office, department, service, or institution of the county can best be served by establishing an alternative budget hearing process and dates as allowed in RCW 36.40.071.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF PACIFIC, STATE OF WASHINGTON** that the calendar to process the Pacific County budget for fiscal year 2021 (fy2021) shall be as follows:

**1. July 13, 2020: Filing Estimates of Probable Revenues and Required Expenditures**

In accordance with RCW 36.40.010, the Department of General Administration (on behalf of the elected county auditor) shall notify in writing each county official (elected or appointed), in charge of an office, department, service, or institution of the county, to file detailed and itemized estimates – both of the probable revenues from sources other than taxation, and of all expenditures required by such office, department, service, or institution – for fy2021 on or before the second Monday in July (July 13, 2020).

**2. August 10, 2020: Deadline for County Officials to File Estimates**

In accordance with RCW 36.40.010, all such estimates of probable revenues from sources other than taxation, and of all expenditures required by such office, department, service, or institution referenced in the previous section shall be provided to the Department of General Administration (on behalf of the county auditor) on or before the second Monday in August (August 10, 2020).

**3. September 1, 2020: Submission of Six-Year Transportation Improvement Program**

In accordance with RCW 36.81.121, the county road engineer shall file with the BOCC a comprehensive transportation program for the ensuing six calendar years (2021-2026) by the first Tuesday in September (September 1, 2020).

The program shall include proposed road and bridge construction work and other transportation facilities and programs deemed appropriate. The program shall include any new or enhanced bicycle or pedestrian facilities identified pursuant to RCW 36.70A.070(6) or other applicable changes that promote non-motorized transit. The program may be revised by a majority of the BOCC but only after a public hearing thereon.

The adoption of the six-year transportation improvement program shall occur before the BOCC adopts the final fy2021 Pacific County budget. The final six-year transportation improvement program shall not thereafter be changed except by unanimous vote of the BOCC.

**4. September 1, 2020: Submission of Annual Road Program**

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In accordance with RCW 36.81.130, the county road engineer shall file with the BOCC a recommended plan for the laying out, construction, and maintenance of county roads for the ensuing fiscal year by the first Tuesday in September (September 1, 2020).

Such recommended plan need not be limited to but shall include the following items: recommended projects, including capital expenditures for ferries, docks, and related facilities, and their priority; the estimated cost of all work, including labor and materials for each project recommended; a statement as to whether such work is to be done by the county forces or by publicly advertised contract; a list of all recommended purchases of road equipment, together with the estimated costs thereof.

Amounts to be expended for maintenance shall be recommended, but details of these proposed expenditures shall not be made. The recommended plan shall conform as nearly as practicable to the county's long-range road program.

After filing of the road engineer's recommended plan, the BOCC shall consider the same. Revisions and changes may be made until a plan which is agreeable to a majority of the members of the BOCC has been adopted: PROVIDED, that such revisions shall conform as nearly as practicable to the county's long range road program. Any appropriations contained in the county road budget shall be void unless the county's road plan was adopted prior to such appropriation. The final road plan for the fiscal year shall not thereafter be changed except by unanimous vote of the BOCC.

**5. September 1, 2020: Submission of FCZD #1 Capital Improvements Plan**

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In accordance with RCW 86.15.120, the county road engineer shall file proposals for a six-year (2021-2026) capital improvements plan for the Pacific County Flood Control Zone District #1 (FCZD #1) with its Board of Supervisors by the first Tuesday in September (September 1, 2020).

Revisions and changes may be made until the six-year Pacific County FCZD #1 capital improvements plan is agreeable to a majority of the supervisors and adopted. The adoption of the six-year Pacific County FCZD #1 capital improvements plan shall occur before the BOCC adopts the final fy2021 Pacific County budget.

**6. September 1, 2020: Submission of Parks and Recreation Capital Improvements Plan**

The Department of Public Works shall file proposals for a six-year (2021-2026) capital improvements plan for parks and recreation with the BOCC by the first Tuesday in September (September 1, 2020).

Revisions and changes may be made until the six-year Pacific County parks and recreation capital improvements plan is agreeable to a majority of the BOCC members and adopted. The adoption of the six-year Pacific County parks and recreation capital improvements plan shall occur before the BOCC adopts the final fy2021 Pacific County budget.

**7. September 1, 2020: Submission of Preliminary Budget**

In accordance with RCW 36.40.040 and RCW 36.40.050, the Department of General Administration (on behalf of the county auditor) shall compile and submit the preliminary fy2021 budget to the BOCC by the first Tuesday in September (September 1, 2020).

**8. September 2, 2020 – November 23, 2020: Open Public Work Sessions**

Upon receipt of the preliminary budget document, the BOCC will schedule and conduct open public work sessions to consider the preliminary fy2021 budget in detail. The various county elected/appointed officials will be invited to the work session(s), in which the estimates of their respective office(s), department(s), service(s), or institution(s) are to be reviewed and discussed. During these work sessions, county officials may comment and/or answer any questions related to their estimates. All work sessions are open to the public, and a schedule of all such sessions will be available on the Pacific County website at least 24 hours prior to the commencement of each event.

**9. September 16, 2020 – September 30, 2020: Notice of Hearing on Preliminary Budget**

In accordance with RCW 36.40.060, the BOCC shall publish a notice stating that it has completed and placed on file its preliminary budget for Pacific County for fy2021, a copy of which will be furnished to any citizen who will call at its office for it, and that it will meet on the first Monday in October (October 5, 2020) for the purpose of designating the time and place of a public meeting regarding the adoption of the final budget and making tax levies, and that any taxpayer may appear thereat and be heard for or against any part of the budget.

**10. October 5, 2020: Public Hearing – Preliminary Budget for fy2021**

In accordance with RCW 36.40.070, the BOCC shall meet at the Commissioners' Meeting Room in the Pacific County Courthouse Annex (located at 1216 W Robert Bush Drive in South Bend, Washington), on Monday, October 5, 2020 at the hour of 10:00 AM (or as soon thereafter as possible), whereat any taxpayer may appear and be heard for or against any part of the budget. The hearing may be continued from day to day until concluded but not to exceed a total of five days.

The officials in charge of the several offices, departments, services, and institutions shall, at the time the estimates for their respective offices, departments, services, or institutions are under consideration be called in and appear before such hearing by the BOCC at the request of any taxpayer and may be questioned concerning such estimates by the commissioners or any taxpayer present.

During the public meeting on October 5, 2020, the BOCC will designate the time and place of a subsequent public hearing, whereat the BOCC will adopt the final fy2021 budget and make tax levies for the forthcoming year.

**11. October 7, 2020 – October 14, 2020: Notice of Hearing on Final Budget**

In accordance with RCW 36.40.060 and 36.40.070, the BOCC shall publish a notice advertising the time and place of the next public hearing(s), whereat the BOCC will adopt the various road and capital improvement plans submitted by the county road engineer, make tax levies for the forthcoming year, and adopt the final fy2021 budget. The notice shall be published in the official newspaper of the county once each week for two consecutive weeks preceding the public hearing.

**12. November 24, 2020: Public Hearing – Adoption of Plans Submitted by County Engineer**

The BOCC will meet at the Commissioners' Meeting Room in the Pacific County Courthouse Annex (located at 1216 W Robert Bush Drive in South Bend, Washington), on Tuesday, November 24, 2020 at the hour of 10:00 AM (or as soon thereafter as possible) to conduct an open public hearing for the purpose of:

- Adopting the 2021 annual road plan;
- Adopting the six-year (2021-2026) transportation improvement program, including consideration of (and wherever reasonably practical):
  - *provisions for bicycle paths, lanes, routes, roadways;*
  - *a recommended plan for laying out, constructing, maintaining, and specially maintaining county roads which shall conform as nearly as practicable to the six-year program.*
- Adopting the six-year (2021-2026) Flood Control Zone District #1 (FCZD #1) capital improvement plan;
- Adopting the six-year (2021-2026) Parks and Recreation capital improvement plan.

Any taxpayer may appear at this public hearing and be heard for or against any part of any of the respective plans.

Upon conclusion of the public hearing, the BOCC will prepare and adopt all of the above referenced plans via resolution. Copies of the six-year (2021-2026) transportation program shall be filed with the County Road Administration Board and with the State Secretary of Transportation not more than thirty days after its adoption by the BOCC.

**13. November 24, 2020: Public Hearing – Adoption of Final County Budget**

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Immediately after the conclusion of the open public hearing referenced in the preceding section of this resolution, the BOCC will conduct a second public hearing in accordance with RCW 36.40.071 at the Pacific County Court Annex (located at 1216 W Robert Bush Drive in South Bend, WA) for the purpose of:

- Making tax levies, including consideration of possible increases in property tax revenues for county general purposes and county road purposes;
- Adopting the final fy2021 Pacific County budget (with the inclusion of the following exhibits previously adopted):
  - *2021 annual road plan;*
  - *Six-year (2021-2026) transportation improvement program;*
  - *Six-year (2021-2026) Flood Control Zone District #1 (FCZD #1) capital improvement plan;*
  - *Six-year (2021-2026) Parks and Recreation capital improvement plan.*

Any taxpayer may appear at this open public hearing and be heard for or against any part of the budget and/or possible property tax increases. Additionally, the various county officials shall be available at the time the estimates for their respective offices, departments, services, or institutions are under consideration, and may be called in and appear before such hearing by the BOCC at the request of any taxpayer, and may be questioned concerning such estimates by the commissioners or any taxpayer present.

Upon conclusion of the public hearing and in accordance with RCW 36.40.080, the BOCC shall fix and determine each item of the budget separately and shall by resolution adopt the final fy2021 Pacific County budget as so determined and enter the same in the BOCC's official minutes, copies of which budget will be forwarded to the:

- County Road Administration Board;
- Washington State Association of Counties;
- Washington State Auditor's Office (Division of Municipal Corporations);
- Washington State Treasurer.

**14. Publication**

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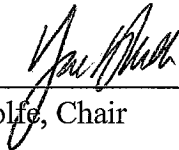
Preparation of the budget document shall begin immediately after adoption. A copy of the budget document – which shall include all pertinent resolutions and exhibits referenced herein, as well as a complete list of expenditure appropriations and revenue estimates enumerated by fund number for all such funds under consideration – will be uploaded to the Pacific County website by December 31, 2020.

**IT IS HEREBY FURTHER RESOLVED** that all resolutions regarding budget adoption dates or resolutions held in conflict with this resolution are hereby repealed, and this resolution shall be in effect upon its adoption by the BOCC.

**PASSED** by the following vote this 23<sup>rd</sup> day of June, 2020 by the Board of Pacific County Commissioners meeting in regular session at South Bend, Washington, then signed by its membership and attested to by its Clerk in authorization of such passage:

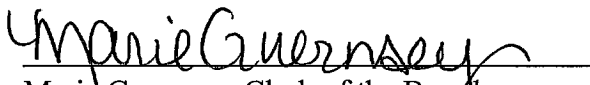
3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT.

BOARD OF COUNTY COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

  
\_\_\_\_\_  
Frank Wolfe, Chair

  
\_\_\_\_\_  
Lisa Olsen, Commissioner

ATTEST:

  
\_\_\_\_\_  
Marie Guernsey, Clerk of the Board

  
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Michael Runyon, Commissioner

**Pacific County Budget Calendar for Fiscal Year 2021: Timeline**

07-13-2020	Department of General Administration (on behalf of the county auditor) to notify county officials to file estimates of probable non-taxation revenues and required expenditures during/for fy2021 ( <i>RCW 36.40.010</i> ).
08-10-2020	Deadline for county officials to file estimates with the Department of General Administration (on behalf of the county auditor) without penalty ( <i>RCW 36.40.010</i> ).
09-01-2020	County road engineer for the Department of Public Works to file: <ul style="list-style-type: none"> <li>• 2021 annual road plan;</li> <li>• Six-year (2021-2026) transportation improvement program;</li> <li>• Six-year (2021-2026) Flood Control Zone District (FCZD) #1 capital improvement plan; and</li> <li>• Six-year (2021-2026) county parks &amp; recreation capital improvement plan.</li> </ul>
09-01-2020	Department of General Administration (on behalf of the county auditor) to submit "draft" fy2021 preliminary budget ( <i>RCW 36.40.040 and 36.40.050</i> ).
09-02-2020 through 11-23-2020	BOCC to meet with county officials during open public work sessions to review their "draft" fy2021 budget estimates; BOCC to make needed revisions and/or additions.
09-16-2020, 09-23-2020 & 09-30-2020	Advertise open public hearing of anticipated October 5, 2020 filing of "draft" fy2021 preliminary budget ( <i>RCW 36.40.060</i> ).
10-05-2020	Open public hearing held to file "draft" fy2021 preliminary budget for public review ( <i>RCW 36.40.060, 36.40.070, and 36.40.071</i> ).
10-07-2020 & 10-14-2020	Advertise the fy2021 preliminary budget filed on October 5, 2020 and the final budget hearing schedule ( <i>RCW 36.40.060 and 36.40.070</i> ).
11-24-2020	FCZD #1 Board of Supervisors to conduct public hearing upon 2021-2026 capital improvements plan for FCZD #1 ( <i>RCW 86.15.120</i> ).
11-24-2020	BOCC to conduct open public hearings ( <i>RCW 36.40.070, 36.40.071, and 36.81.121</i> ): <ul style="list-style-type: none"> <li>• Making tax levies, including consideration of possible increases in property tax revenues for county general purposes and county road purposes;</li> <li>• 2021 annual road plan;</li> <li>• Six-year (2021-2026) transportation improvement program;</li> <li>• Six-year (2021-2026) Flood Control Zone District (FCZD) #1 capital improvement plan; and</li> <li>• Six-year (2021-2026) county parks &amp; recreation capital improvement plan;</li> <li>• Final fy2021 Pacific County budget.</li> </ul>
11-24-2020	BOCC to conduct open public hearing upon the property taxes being certified/requested by all cities and (taxing) districts for collection during 2021 ( <i>RCW 84.52.070</i> ). ~ NOTE: BOCC must certify to the county assessor on or before November 30th ~
on or before 11-30-2019	Cities and (taxing) districts to make and file certified budgets or estimates of the amounts to be raised by property taxation with the clerk of the BOCC ( <i>RCW 84.52.020 and 84.52.025</i> ).