

1 APPROVED: March 21, 2007
2 EFFECTIVE: April 7, 2007

3
4 SNOHOMISH COUNTY COUNCIL
5 Snohomish County, Washington

6
7 AMENDED ORDINANCE NO. 07-015

8
9 RELATING TO COUNTY BUDGETS AND BUDGET PROCEDURES, PROVIDING
10 FOR ADOPTION OF ANNUAL OR BIENNIAL BUDGETS, MAKING TECHNICAL
11 REVISIONS, AMENDING AND ADDING NEW SECTIONS TO CHAPTER 4.26 SCC,
12 AND AMENDING CHAPTERS 2.01, 2.16, 2.17, 2.18, 2.32, 2.36, 2.48, 2.95, 2.96,
13 2.100, 2.350, 2.400, 2.500, 2.600, 2.700, 3.04, 3.16, 3.72, 4.05, 4.35, 4.37, 4.41,
14 4.46, 4.59, 4.60, 4.65, 4.96, 25A.05, AND 25B.10 SCC

15
16 WHEREAS, the 2006 Charter Review Commission proposed an amendment to
17 the Snohomish County Charter to give the County Council discretion to budget either
18 annually or biennially in accordance with state law, which amendment was approved by
19 the electorate at the general election held on November 7, 2006; and

20
21 WHEREAS, state law codified as RCW 36.40.250 provides that a county
22 legislative authority may adopt an ordinance or resolution providing for adoption of
23 biennial budgets with a mid-biennium review and modification for the second year of the
24 biennium, subject to repeal and reversion to adoption of annual budgets; and

25
26 WHEREAS, the Snohomish County Code currently provides for preparation and
27 adoption of annual budgets and does not authorize biennial budgets with mid-biennium
28 review and modification, subject to repeal and reversion to annual budgets, as provided
29 in RCW 36.40.250; and

30
31 WHEREAS, the County Council finds that it is appropriate to defer preparation
32 and adoption of biennial budgets until such time as county stakeholders and others
33 have had ample opportunity to study the comparative efficiency and benefits of annual
34 and biennial county budgets so that the Council can determine whether it is in the best
35 interests of the County to budget annually or biennially; and

36
37 WHEREAS, the County Council further finds it is in the best interests of the
38 electorate to have operating and capital budgets prepared and adopted by the county
39 officials who are most recently elected to office and that, given the current county
40 election cycle, if the Council chooses to budget biennially the first year of any fiscal
41 biennium should be an odd-numbered year; and

42
43 WHEREAS, the County Council intends by this ordinance to amend the
44 Snohomish County Code to provide for adoption of biennial budgets when consistent

1 with the county election cycle and authorized by separate ordinance enacted pursuant
2 to the Snohomish County Charter and state law, as provided herein;

3
4 NOW, THEREFORE, BE IT ORDAINED:

5
6 **Part I. Budget Procedures**
7

8 Section 1. Snohomish County Code Section 4.26.010, last amended by
9 Amended Ordinance No. 00-009 on April 12, 2000, is amended to read:

10
11 **4.26.010 Definitions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16 (16) "Fiscal biennium" means the period from January 1 of an odd-
17 numbered year through December 31 of the next succeeding even-numbered
18 year if the council has authorized a biennial budget pursuant to SCC 4.26.015.
19

20 Section 2. A new section is added to Chapter 4.26 of the Snohomish County
21 Code to read:

22
23 **4.26.015 Annual or biennial budgets.**

24 (1) The county council may in its discretion budget either annually or
25 biennially in accordance with the county charter, state law, and this chapter;
26 provided that the council shall adopt an annual budget for any year for which a
27 biennial budget is not authorized by separate ordinance as provided in this
28 section.

29 (2) An ordinance authorizing a biennial budget must

30 (a) provide for mid-biennium review and modification for the second year
31 of the biennium as provided in RCW 36.40.250 and SCC 4.26.112;

32 (b) take effect on or before (~~(May 1))~~ February 1 of the year prior to the
33 fiscal biennium; and

34 (c) include such further direction regarding the budget process as the
35 council finds necessary.

36 (3) The first year of a fiscal biennium must be an odd-numbered year. If
37 an ordinance providing for biennial budgets is repealed, the council will revert to
38 adopting annual budgets for the period commencing after the end of the last
39 biennial budget cycle.

40 (4) Any ordinance authorizing a biennial budget of a general and
41 permanent nature within the meaning of county charter section 2.100 shall be
42 incorporated into this chapter.
43

1 Section 3. Snohomish County Code Section 4.26.020, last amended by
2 Amended Ordinance No. 06-055 on July 19, 2006, is amended to read:

3
4 **4.26.020 Contents, form of budget.**

5 The proposed budget submitted by the executive to the council pursuant
6 to county charter sections 6.05, 6.10, 6.20, and 6.30 shall be an annual budget
7 unless the council has authorized a biennial budget pursuant to SCC 4.26.015 in
8 which case the proposed budget shall be prepared and submitted as a biennial
9 budget. The proposed budget shall contain the following information by fund for
10 each agency and appropriation unit:

11 (1) ((A)) If the proposed budget is an annual budget, a listing in
12 comparative form of proposed expenditures for the budget year, expenditures
13 authorized by appropriation for the current year, and actual expenditures for the
14 preceding year. If the proposed budget is a biennial budget, a listing in
15 comparative form of proposed expenditures for each year of the fiscal biennium,
16 expenditures authorized by appropriation for the second year of the current
17 biennium, actual expenditures for the first year of the current biennium, and
18 actual expenditures for each year of the preceding biennium. Such listing of
19 expenditures shall be coded and classified by account in accordance with the
20 BARS manual. Expenditures within all funds shall be listed at the object of
21 expenditure level of detail.

22 (2) A listing in comparative form of appropriations requested for the
23 budget year or if the proposed budget is a biennial budget for each year of the
24 fiscal biennium at the appropriation unit level of detail, and of ~~((current year))~~
25 adjusted appropriations for the current year or for each year of the current fiscal
26 biennium reflecting all budget modifications subsequent to adoption of the current
27 ~~((year))~~ budget.

28 (3) ((A)) If the proposed budget is an annual budget, a listing in
29 comparative form of revenues that are estimated to be generated by each
30 agency for the budget year, revenue estimates contained in the budget for the
31 current year, and actual revenues generated ((in)) for the preceding year. If the
32 proposed budget is a biennial budget, a listing in comparative form of revenues
33 that are estimated to be generated by each agency for each year of the fiscal
34 biennium, revenue estimates contained in the budget for the second year of the
35 current biennium, actual revenues generated in the first year of the current
36 biennium, and actual revenues generated for each year of the preceding
37 biennium. Such listing of revenues shall be coded and classified in accordance
38 with the BARS manual. Revenues shall be listed at the sub-account level of
39 detail. Any revenues or other financial resources including but not limited to fund
40 balance, debt proceeds, fund contributions and operating transfers which are not
41 generated by or directly connected with a specific agency shall be listed within
42 the general or non-departmental section of the fund budget.

43 (4) ((A)) If the proposed budget is an annual budget, a listing in
44 comparative form by agency of the number of regular and project FTEs for which

1 appropriations are requested for the budget year, the number of regular and
2 project FTEs listed in the budget for the current year, and the number of regular
3 and project FTEs listed in the budget for the preceding year. If the proposed
4 budget is a biennial budget, a listing in comparative form by agency of the
5 number of regular and project FTEs for which appropriations are requested for
6 each year of the fiscal biennium, the number of regular and project FTEs listed in
7 the budget for each year of the current biennium, and the number of regular and
8 project FTEs listed in the budget for each year of the preceding biennium. Such
9 listings shall reflect all FTE increases authorized subsequent to budget adoption.

10 (5) If the proposed budget is a biennial budget and the county did not
11 utilize a fiscal biennium budgetary process for the previous three years, the
12 information required by this section shall be provided as if the county had utilized
13 a fiscal biennium budgetary process.

14
15 Section 4. Snohomish County Code Section 4.26.021, last amended by
16 Amended Ordinance No. 06-055 on July 19, 2006, is amended to read:

17
18 **4.26.021 Supplemental information.**

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

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

24 (2) A general description of program highlights for the budget year or
25 fiscal biennium for each agency at the BASUB level.

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

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

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

33 (c) A statement of goals and objectives of each agency at the BASUB
34 level for the budget year or fiscal biennium,

35 (d) A comparative listing of performance indicators or measurable
36 objectives by agency at the BASUB level for the budget year, performance
37 indicators or objectives contained in the budget for the current year, and actual
38 performance by performance indicators or objectives for the preceding year;
39 except that if the proposed budget is a biennial budget there shall be submitted a
40 comparative listing of performance indicators or measurable objectives at the
41 BASUB level for each year of the fiscal biennium, performance indicators or
42 objectives contained in the budget for the second year of the current biennium,
43 actual performance indicators or objectives for the first year of the current

1 biennium, and actual performance indicators or objectives for each year of the
2 preceding biennium, and

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

7 (4) A comparative listing of full time or part time positions within each
8 agency at the BASUB level. The listing shall include, for every regular position
9 for which an appropriation is requested for the budget year and for every regular
10 position listed in the budget for the current year, or if the proposed budget is a
11 biennial budget for every regular position for which an appropriation is requested
12 for each year of the fiscal biennium and for every regular position listed in the
13 budget for each year of the current biennium, the following information:

14 (a) Position title,

15 (b) Position number,

16 (c) Number of FTEs listed for the current year or biennium,

17 (d) Number of FTEs for which appropriations are requested for the budget
18 year or biennium, and

19 (e) Estimated annual salary and benefits.

20 (5) A listing for each agency at the BASUB level of extra help and
21 overtime expenses included in the proposed budget.

22 (6) A comparative listing for the current year and budget ((development))
23 year, or if the proposed budget is a biennial budget for each year of the fiscal
24 biennium and current biennium, of all full time or part time project positions within
25 each agency at the department and fund level. The listing shall include all the
26 information requested in subsection (4), plus the expiration date of the project
27 position.

28 (7) For each fund by agency and appropriation unit, appropriations
29 requested for items of capital outlay and the corresponding sources of funding,
30 and for each fund a prioritized ranking of proposed capital equipment.

31 (8) A summary table, for information purposes only, of appropriations and
32 estimated FTEs by fund, agency, and appropriation unit.

33 (9) For the general fund, community development fund, surface water
34 fund, county road fund, solid waste fund, and real estate excise tax cumulative
35 reserve fund, a five year financial forecast projection for revenues, expenditures
36 and fund balance.

37 (10) For all internal service fund programs charging out costs to county
38 departments via a rate model, and for the general fund's indirect cost model, a
39 summary report and a detailed report describing the rate development and
40 allocation methodology. These reports shall also address any change in rate
41 development or allocation methodology from the previous budget year or fiscal
42 biennium, including a description and justification for the change, and other
43 information needed to permit full understanding of the model and the changes.

1 (11) A written analysis of how the proposed budget is consistent with the
2 reserve policy adopted by ~~((Council))~~ the council.

3 (12) Such other information as may be requested by the council.

4 (13) If the proposed budget is a biennial budget and the county did not
5 utilize a fiscal biennium budgetary process for the previous three years, the
6 information required by this section shall be provided as if the county had utilized
7 a fiscal biennium budgetary process.

8
9 Section 5. Snohomish County Code Section 4.26.023, last amended by
10 Amended Ordinance No. 06-055 on July 19, 2006, is amended to read:

11
12 **4.26.023 Interim financial reports.**

13 (1) The executive, through the department of ~~((budget and))~~ finance, shall
14 establish a financial reporting system which records in a timely manner and by
15 fund revenues received, encumbrances and expenditures made, and current
16 FTE position counts. The executive shall submit this information for all funds and
17 any additional information required by county charter section 6.60 to the council
18 no later than forty-five days after the end of each quarter and at any time
19 requested by the council. Both annual allotments and biennial appropriations will
20 be used by the executive in reports to the council to track variances during the
21 biennium.

22 (2) This section shall not preclude the council from requesting such other
23 financial information from the executive as it deems necessary for making fiscal
24 decisions. The council may specify the format and level of detail of all such
25 reports.

26
27 Section 6. Snohomish County Code Section 4.26.030, last amended by
28 Amended Ordinance No. 97-037 on May 21, 1997, is amended to read:

29
30 **4.26.030 Estimates to be filed by county officials.**

31 On or before August 1 of each year, each county official elected or
32 appointed to administer an agency of the county shall submit to the executive
33 detailed and itemized estimates both of the anticipated revenues from sources
34 other than taxation and all expenditures requested by such officials for the
35 ensuing fiscal year, except that if the council has authorized a biennial budget
36 pursuant to SCC 4.26.015 such estimates shall be filed on or before July 1 of the
37 year preceding the fiscal biennium and for mid-biennium review on or before
38 August 15 of the first year of the biennium. Such estimates shall include but not
39 be limited to all capital purchases and personnel changes proposed during the
40 budget year or fiscal biennium, or for mid-biennium review the second year of the
41 biennium. The executive shall provide copies of the estimates to the council on or
42 before October 1, except that the executive shall provide copies of the estimates
43 to the council on or before September 1 of the year preceding adoption of a
44 biennial budget.

1
2 Section 7. Snohomish County Code Section 4.26.060, last amended by
3 Amended Ordinance No. 97-037 on May 21, 1997, is amended to read:
4

5 **4.26.060 Preliminary budget prepared by executive.**

6 Upon receipt of the estimates, the executive shall prepare, through the
7 department of ((budget and)) finance, the executive's proposed county budget
8 which shall set forth the complete financial program of the county for the ensuing
9 fiscal year, or for the ensuing fiscal biennium if the council has authorized a
10 biennial budget pursuant to SCC 4.26.015, showing the expenditure program and
11 the sources of revenue by which it is to be financed as required by this chapter.
12

13 Section 8. Snohomish County Code Section 4.26.070, last amended by
14 Amended Ordinance No. 97-037 on May 21, 1997, is amended to read:
15

16 **4.26.070 Revision by council.**

17 On or before October 1 of each year, or if the council has authorized a
18 biennial budget pursuant to SCC 4.26.015 on or before September 1 of the year
19 prior to the first year of the fiscal biennium, the executive shall submit those
20 ordinances required by county charter section 6.20 and the proposed budget as
21 required by this chapter to the council. The council shall thereupon consider the
22 budget in detail and make any revisions or additions it deems advisable.
23

24 Section 9. Snohomish County Code Section 4.26.080, last amended by
25 Amended Ordinance No. 97-037 on May 21, 1997, is amended to read:
26

27 **4.26.080 Hearing on preliminary budget, notice.**

28 On or before the first business day after October 31 in each year in which
29 it adopts an annual or biennial budget under this chapter, the council will set a
30 date for a hearing on the executive's proposed budget. The council will publish
31 notice of the hearing, designating the time and place of the hearing and stating
32 that any taxpayer may appear and be heard for or against any part of the budget.
33 The executive shall make copies of the executive's proposed budget available for
34 inspection and purchase. The hearing may be continued from time to time until
35 concluded.
36

37 Section 10. Snohomish County Code Section 4.26.110, last amended by
38 Amended Ordinance No. 00-009 on April 12, 2000, is amended to read:
39

40 **4.26.110 Budget adopted by council and subsequent transfers.**

41 (1) The estimates of revenues and appropriations as finally fixed and
42 adopted in detail by the council shall constitute the ((annual)) budget for the
43 ensuing year or fiscal biennium, subject to the limitations contained in the charter
44 and county code; and the council and every other county official shall be limited

1 in the making of expenditures or the incurring of liabilities to the amount of such
2 detailed appropriations, provided, that budget transfers, budget revisions,
3 emergency and supplemental appropriations, and reallocations within
4 appropriation units may be made as provided by this chapter or as otherwise
5 provided by law.

6 (2) A supplemental appropriation ordinance may appropriate
7 unanticipated federal or state funds, or unanticipated funds from any local
8 revenue source, available to the county. The clerk of the council shall publish in
9 the official county newspaper notice of the time and date of the meeting at which
10 the ordinance may be adopted, which shall state the amount of the appropriation,
11 at least once each week for two consecutive weeks prior to the meeting.

12 (3) An appropriation is subject to lapse as set out in county charter
13 section 6.100.

14
15 Section 11. Snohomish County Code Section 4.26.115, adopted by Amended
16 Ordinance No. 97-037 on May 21, 1997, is amended to read:

17
18 **4.26.115 Publication of official budget summary.**

19 (1) The executive shall publish ((a)) an official summary of the final
20 budget that is approved by the county council pursuant to this section. The
21 executive shall submit to the council a draft budget summary that complies with
22 subsection (2) of this section within 60 days after enactment of the budget. The
23 council shall be motion approve the budget summary for publication in the form
24 submitted by the executive or as revised by the council.

25 (2) The budget summary must include ((a-copy)) only:

26 (a) A compilation of the budget ((ordinance (with or without attachments),
27 the information described in SCC 4.26.020(2) through 4.26.020(5),)) as enacted
28 by the council that clearly sets forth revenue estimates, appropriations at the
29 appropriation unit level of detail, and authorized FTEs by agency, position title,
30 and project end date;

31 (b) One or more tables comparing revenues and expenditures by fund
32 and agency for the three years immediately preceding the budget year or fiscal
33 biennium;

34 (c) A five-year forecast of general fund revenues, expenditures, and year
35 end fund balances, which forecast shall be prepared by council staff in
36 consultation with the department of finance and approved by the council acting
37 by separate motion;

38 (d) A five-year forecast of revenues, expenditures, and fund balances for
39 each fund other than the general fund with revenues in excess of ten million
40 dollars;

41 (e) A narrative description of differences between the final budget and the
42 previous budget, which description shall be prepared by council staff in
43 consultation with the department of finance;

1 (3) The director shall prepare and submit to the executive (~~(an)~~) annual
2 budget (~~(request)~~) estimates for the department as provided in SCC 4.26.030.

3 (4) The director shall appoint all officers and employees of the department
4 in accordance with the rules of the county personnel system and exempt
5 personnel system and shall implement service improvements and cost reductions
6 where possible.

7 (5) The director shall have the power to accept on behalf of the county,
8 deeds and other conveyances or covenants of real property when such
9 conveyances or covenants are tendered in compliance with conditions of land
10 use or development permit, and it consistent with adopted land use, development
11 or engineering standards and regulations.

12 (a) Right-of-Way (ROW) conveyances shall be approved and accepted by
13 the director of the department of public works or county engineer.

14 (b) Road establishments are accepted under separate authority and
15 procedures in accordance with chapters 36.81 RCW and 13.90 SCC.

16 (c) Dedications of real property within the boundaries of a final subdivision
17 are accepted under separate procedure in accordance with the provisions of
18 SCC 19.40.010(8).

19 (6) The director may delegate functions, powers, and duties to other
20 officers and employees of the department as deemed expedient to further the
21 purposes of this chapter.
22

23 Section 14. Snohomish County Code Section 2.16.100, last amended by
24 Amended Ordinance No. 94-027 on March 30, 1994, is amended to read:
25

26 **2.16.100 Duties of the advisory board.**

27 The advisory board shall advise, consult, and assist the director of parks
28 and recreation and the parks division manager in recommending to the executive
29 and council, actions on the following:

- 30 (1) Master plan for county parks;
- 31 (2) Parks and recreation comprehensive plan;
- 32 (3) Capital improvement programs;
- 33 (4) (~~(Annual budgets)~~) Budgets;
- 34 (5) Rate schedules;
- 35 (6) Rules and regulations;
- 36 (7) Planning and operation of the Kayak Golf Course; and
- 37 (8) Other matters as requested.
38

39 Section 15. Snohomish County Code Section 2.17.040, adopted by Ordinance
40 No. 93-070 on August 18, 1993, is amended to read:
41

42 **2.17.040 Director.**

43 The director shall manage and administer the activities of the department
44 and shall advise the executive and the council with regard to programs managed

1 by the department. The director shall prepare and submit to the executive ((an))
2 annual budget ((request)) estimates for the department as ((directed by the
3 executive)) provided in SCC 4.26.030. The director shall appoint all officers and
4 employees of the department in accordance with the rules of the county
5 personnel system and exempt personnel system. The director may delegate
6 functions, powers and duties to other officers and employees of the department
7 as it deems expedient to further the purpose of this chapter.
8

9 Section 16. Snohomish County Code Section 2.18.040, adopted by Ordinance
10 No. 82-131 on December 10, 1982, is amended to read:
11

12 **2.18.040 Director.**

13 The director shall manage and administer the activities of the department
14 and shall advise the executive and the council with regard to programs managed
15 by the department. The director shall prepare and submit to the executive ((an))
16 annual budget ((request)) estimates for the department as ((directed by the
17 executive)) provided in SCC 4.26.030. The director shall appoint all officers and
18 employees of the department in accordance with the rules of the county
19 personnel system and exempt personnel system. The director may delegate
20 functions, powers and duties to other officers and employees of the department
21 as ((s)he) the director deems expedient to further the purpose of this chapter.
22

23 Section 17. Snohomish County Code Section 2.32.041, last amended by
24 Amended Ordinance No. 89-029 on May 17, 1989, is amended to read:
25

26 **2.32.041 Revolving fund amount.**

27 The amount of the fair revolving fund shall be the amount adopted in the
28 current ((annual)) budget ordinance. The treasurer of Snohomish county is
29 hereby authorized and directed to issue a check for the amount adopted in the
30 current ((annual)) budget ordinance and deliver such check to the manager each
31 year during the week immediately prior to the opening of the fair. The manager
32 shall deposit such check in an approved bank in a checking account created for
33 the sole purpose of administering said revolving fund. No deposit shall be made
34 to such checking account other than the treasurer's check and auditor's warrants
35 replenishing amounts expended.
36

37 Section 18. Snohomish County Code Section 2.36.060, adopted by Ordinance
38 No. 05-123 on November 9, 2005, is amended to read:
39

40 **2.36.060 Department director.**

41 (1) The director shall be appointed by the executive subject to
42 confirmation by the county council. The director shall serve at the pleasure of the
43 executive and shall be subject to the county exempt personnel system.

44 (2) The director shall manage and administer the activities of the

1 department and shall advise the executive and the council with regard to
2 programs managed by the department. Subject to the approval of the county
3 executive, the director shall establish policies and procedures for the
4 management and administration of emergency management services. The
5 director shall prepare and submit to the executive (~~((an))~~) annual budget
6 (~~((request))~~) estimates for the department as (~~((directed by the executive))~~) provided
7 in SCC 4.26.030. The director shall appoint all employees of the department in
8 accordance with the rules of the county personnel system and exempt personnel
9 system. The director may delegate functions, powers and duties to other officers
10 and employees of the department as the director deems expedient to further the
11 purpose of this chapter.
12

13 Section 19. Snohomish County Code Section 2.36.130, adopted by Ordinance
14 No. 05-123 on November 9, 2005, is amended to read:
15

16 **2.36.130 Duties of the advisory board.**

17 (1) The board shall serve in an advisory capacity and have the power to
18 make recommendations to the county.

19 (2) The board shall advise the director of emergency management in
20 recommending to the executive, actions on the following:

- 21 (a) Emergency management plans;
- 22 (b) The department's (~~((annual))~~) budget;
- 23 (c) Rate schedules for emergency management service charges paid by
24 contracting agencies;
- 25 (d) Grant applications and utilization of awarded grant funds; and
- 26 (e) Other matters as requested by the county executive or the director.
27

28 Section 20. Snohomish County Code Section 2.48.124, adopted by Ordinance
29 No. 02-047 on October 16, 2002, is amended to read:
30

31 **2.48.124 Committee action on proposed ordinances and motions.**

32 (1) All proposed ordinances and motions shall be referred to a council
33 committee prior to adoption by the council, except emergency ordinances. A
34 proposed ordinance or motion may be referred to the committee of the whole in
35 lieu of a standing committee.

36 (2) Except for the committee of the whole, committee recommendations
37 on proposed ordinances and motions shall be filed with the clerk of the council on
38 a standard committee recommendation form approved by the clerk. The
39 committee recommendation form shall include, in addition to other matters
40 required by the clerk or SCC 2.48.170, the number and title of the ordinance or
41 motion, a record of committee votes including yeas and nays, the date of the
42 committee action, and whether the clerk should place the matter on the consent
43 agenda. Upon receipt of a committee recommendation, the clerk shall place the
44 ordinance or motion on the agenda of the next Wednesday general legislative

1 session for scheduling a public hearing or other action, unless otherwise
2 requested by the committee and approved by the chairperson.

3 (3) Not less than forty-five days after a proposed ordinance or motion is
4 referred to a council committee, two members of the council may by written
5 notice to the chairperson, filed with the clerk of the council, recall the proposed
6 ordinance or motion from committee for consideration by the council, regardless
7 of prior committee action, except that a proposed ordinance or motion may be
8 recalled only once; and further provided that less than forty-five days may have
9 passed if the purpose of the recall is to place the matter before the council for
10 consideration in conjunction with the ((annual)) budget. Upon the filing of such
11 notice the clerk shall place the matter on the next council agenda for scheduling
12 a public hearing on a proposed ordinance or for action on a proposed motion.
13

14 Section 21. Snohomish County Code Section 2.95.080, last amended by
15 Amended Ordinance No. 06-026 on June 14, 2006, is amended to read:
16

17 **2.95.080 Arts fund.**

18 (1) The arts fund is hereby established.

19 (2) The budget for each county construction project shall include an
20 amount equal to one-half of 1% of the cost of the county construction project as
21 defined in 2.95.020(6) and 2.95.020(7) plus an additional one-half of 1% in the
22 event matching funds from any non-county source are available, which amount
23 shall be deposited in the arts fund from the funds identified in that budget. The
24 department responsible for the county construction project shall make or initiate
25 the deposit into the arts fund. The county finance committee shall develop a
26 policy that establishes the time and manner for the making of these deposits into
27 the arts fund.

28 (3) The county may in the ((annual)) budget ordinance provide for
29 additional contributions to the arts fund.

30 (4) Private or other public contributions to the county for the arts,
31 including but not limited to grants, bequests and gifts, shall be deposited into the
32 arts fund. At the request of the donor, a contribution may be limited to a
33 particular work or works of art as approved by the county executive and county
34 council acting by motion.

35 (5) Any other proceeds or revenues dedicated to the county arts program
36 shall be deposited into the arts fund.

37 (6) The costs of arts program administration may be paid from the arts
38 fund.

39 (7) Amounts on deposit in the arts fund, less the costs of arts program
40 administration, shall be expended only on works of art recommended by the arts
41 commission and approved by the county executive pursuant to SCC 2.10.010
42 and thereafter approved by the county council pursuant to SCC 2.95.040(2).
43 Expenditures from the arts fund may be made to create works of art, to acquire
44 works of art, and to install, display, maintain or perform works of art. All

1 expenditures from the arts fund shall be subject to appropriation by the county
2 council.

3
4 Section 22. Snohomish County Code Section 2.96.080, adopted by Amended
5 Ordinance No. 06-038 on December 13, 2006, is amended to read:

6
7 **2.96.080 Staff.**

8 Staff assistance shall be provided for the commission by the county
9 subject to annual or biennial budget review and appropriation by the county
10 council.

11
12 Section 23. Snohomish County Code Section 2.100.020, last amended by
13 Ordinance No. 06-090 on November 20, 2006, is amended to read:

14
15 **2.100.020 Definitions.**

16 The following definitions shall apply to terms used in this chapter:

17 (1) "Department" means the Snohomish county department of finance.

18 (2) "Director" means the director of the department of finance.

19 (3) "County personnel system" means the policies and procedures
20 contained in Title 3A SCC and amendments thereto.

21 (4) "Exempt personnel system" means the policies and procedures
22 contained in chapter 3.68 SCC and amendments thereto.

23 (5) "Public funds" means all moneys, including cash, checks, bills, notes,
24 drafts, and bonds, and any other negotiable paper collected or disbursed by the
25 county whether held in trust or for operating purposes.

26 (6) "Agency" means and includes every county office, officer, and every
27 department, division, board and commission.

28 (7) "Organizational unit" means a programmatic division within agencies
29 of county government.

30 (8) "Budget revision" means budget transfers and emergency and
31 supplemental appropriations that occur subsequent to adoption of the ((~~annual~~))
32 budget.

33 (9) "GASB" means the governmental accounting standards board
34 established by financial accounting foundation.

35 (10) "Cash management" means the receipting and depositing of money,
36 custody of money and securities, disbursement of funds upon proper
37 authorization, control and management of banking services and agreements,
38 including other forms of financial transactions or services offered through banking
39 agreements, and investment of cash.

40 (11) "Lodging taxes" means those taxes imposed, collected and used as
41 provided by chapters 4.40 and 4.41 SCC.

42 (12) "Economic development planning" means the process of
43 coordinating the efforts of the county and all of its strategic partners to achieve a

1 strong, sustainable local economy, including the use of the county's lodging taxes
2 toward that end.

3
4 Section 24. Snohomish County Code Section 2.100.030, last amended by
5 Ordinance No. 06-090 on November 20, 2006, is amended to read:

6
7 **2.100.030 Authority and function.**

8 The department shall have the authority to implement administrative
9 policies and procedures that provide for a comprehensive, orderly basis for
10 program planning, budget development, and fiscal management and control,
11 including efficient accounting and reporting procedures for county government
12 and may include, in addition, such procedures as will generally promote more
13 efficient management of public funds. To this end, all officers and employees of
14 the county shall furnish the department with information and records that the
15 director may request as he deems necessary to further the purposes of this
16 chapter. Such information and records shall be submitted in a timely manner and
17 in such form as the director may specify. The department's functions and
18 responsibilities shall include but not be limited to the following:

19 (1) Develop and implement a modern and complete accounting system
20 for each agency to the end that all revenues, expenditures, receipts,
21 disbursements, resources and obligations of the county shall be properly and
22 systematically accounted for. The accounting system shall include the
23 development of accurate, timely records and reports of all financial affairs of the
24 county. The director may require such financial, statistical and other reports as is
25 deemed necessary from all agencies covering any period;

26 (2) Develop and implement financial control systems for the receipt and
27 disbursement of all public funds of the county not expressly required by other
28 ordinances to be received or disbursed by some other agency. The established
29 financial controls shall provide for authentication and certification by the
30 department head or the department head's designee that the services have been
31 rendered or the materials have been furnished or, in the case of loans or grants,
32 that the loans or grants are authorized by law or, in the case of payments for
33 services to be performed, that a written contract for such services is currently in
34 effect and available for review;

35 (3) Assist in establishing and maintaining efficient cash management
36 procedures. The department shall assure compliance with established cash
37 management procedures by county departments;

38 (4) Manage the county's debt obligations;

39 (5) Establish and maintain procedures for the proper accounting and
40 reporting of county fixed assets;

41 (6) Establish procedures for the preparation of fiscal impact notes. Such
42 fiscal impact notes shall be prepared for all ordinances, contracts and grants that
43 may have a significant budgetary impact in current and/or future years. The
44 agency responsible for initiating the ordinance, contract or grant shall prepare the

1 fiscal impact note under the direction of and in accordance with the procedures
2 established by the department;

3 (7) Develop ~~((an annual))~~ a spending plan for the current expense fund
4 that shows the total estimated expenditures by month. Such plan shall be based
5 upon appropriations that are proposed by the executive in the preliminary budget
6 required by the provisions of SCC 4.26.060. Such plan shall be updated from
7 time to time in order to reflect the final adopted budget and any subsequent
8 budget revisions;

9 (8) Maintain a schedule of projected cash flows, by month, for the current
10 expense fund. Develop a monthly report that compares actual with estimated
11 cash flow;

12 (9) Prepare ~~((the annual))~~ budget ~~((document))~~ documents under the
13 supervision and authority of the executive in accordance with chapter 4.26 SCC;

14 (10) Monitor and evaluate the performance of organizational units in
15 meeting the goals and objectives as established through the budgetary process;

16 (11) Provide budgetary administration by preparing, monitoring, and
17 inputting budget revisions subsequent to adoption of the original budget. The
18 financial system shall be updated by such budget revisions in a timely manner;

19 (12) Produce the county's comprehensive annual financial report in a
20 timely manner and in accordance with generally accepted accounting principles
21 as established by the GASB;

22 (13) Establish an automated billing system in order to centralize the billing
23 and collection functions when goods or services are sold to non-county entities
24 on a contract or interlocal agreement;

25 (14) Establish administrative procedures related to contract administration
26 including but not limited to inventorying, categorizing, accounting, and monitoring
27 terms and conditions of contracts entered into by all county organizational units;

28 (15) Develop the six year capital improvement plan as required by charter
29 under the supervision and authority of the executive;

30 (16) Establish and administer a county safety program in accordance with
31 the rules of the Washington Industrial Safety and Health Act (WISHA). The
32 program shall include the development of a safety organization, and shall
33 establish management accountability for a safe working environment, provide
34 training to identify hazards and prevent injury and report results to enhance risk
35 assessment and to allow for program evaluation;

36 (17) Perform such other duties as may be required to further the purposes
37 of this chapter;

38 (18) Develop and establish credit card and credit card account policies
39 and procedures that are consistent with chapter 4.03 Snohomish County Code
40 and are appropriate and suitable for county business purposes. Such policies
41 and procedures shall include a determination of which individuals, departments
42 or divisions should be issued credit cards.

43 (19) Administer the lodging taxes imposed and collected pursuant to
44 chapters 4.40 and 4.41 Snohomish County Code.

1 (20) Conduct economic development planning.
2

3 Section 25. Snohomish County Code Section 2.350.070, adopted by Ordinance
4 No. 88-026 on April 27, 1988, is amended to read:
5

6 **2.350.070 Information services plan.**

7 The director shall prepare and submit a 30-month information services
8 plan to the executive to be submitted with the annual budget estimates provided
9 for in SCC 4.26.030 to the council. This plan will outline all major requests for
10 new services, and will have a recommendation prioritization developed by the
11 director. The director will develop a procedure to receive input for the plan from
12 all county departments and to review the proposed plan with all county
13 departments before it is submitted to the executive. The plan shall be submitted
14 to the executive by May 31 of each year. It shall cover the period from July 1 of
15 the current fiscal year and the ensuing 30-month period. It is anticipated that the
16 priorities in the plan may be changed during the budget preparation process.
17 Upon adoption of the budget the executive will notify the director of any changes
18 that should be made to the plan, and the appropriations that will be available to
19 support the plan. During the year the director is authorized to accept or to initiate
20 requests to modify the information services plan by adding, changing or deleting
21 projects and/or priorities. The director shall publish a record of such changes
22 with appropriate supporting documentation and shall furnish to the executive,
23 council and all affected county departments a copy thereof.
24

25 Section 26. Snohomish County Code Section 2.400.040, last amended by
26 Amended Ordinance No. 92-067 on July 8, 1992, is amended to read:
27

28 **2.400.040 Director.**

29 The director shall supervise and administer the activities of the department
30 and shall advise the executive and the council with respect to matters affecting
31 human services and the extent to which the county should participate in various
32 human services programs and projects. The director may, upon approval by the
33 executive, enter into and amend contracts on behalf of the county where the
34 executive is authorized to do so under SCC 2.400.065. The director may act for
35 the county in initiating or participating in any multi-governmental agency program
36 relative to the purposes of this chapter and may accept, on behalf of the county,
37 gifts and grants of every kind and nature. The director shall prepare and submit
38 to the executive ~~((an))~~ annual budget ~~((request))~~ estimates for the department as
39 ~~((directed by the executive))~~ provided in SCC 4.26.030. The director shall appoint
40 all officers and employees of the department in accordance with the rules of the
41 county personnel system. The director may delegate functions, powers and
42 duties to other officers and employees of the department as (s)he deems
43 expedient to further the purposes of this chapter.
44

1 Section 27. Snohomish County Code Section 2.500.040, adopted by Ordinance
2 No. 82-132 on December 10, 1982, is amended to read:

3
4 **2.500.040 Director.**

5 The director shall manage and administer the activities of the department
6 and shall advise the executive and the council with regard to those support
7 services managed by the department. The director may, upon approval by the
8 executive, issue such rules and regulations as may be necessary to assure that
9 assigned services are provided in an economical manner consistent with county
10 policy and with applicable laws. The director shall prepare and submit to the
11 executive ~~((an))~~ annual budget ~~((request))~~ estimates for the department as
12 ~~((directed by the executive))~~ provided in SCC 4.26.030. The director shall appoint
13 all officers and employees of the department in accordance with the rules of the
14 county personnel system and exempt personnel system. The director may
15 delegate functions, powers and duties to other officers and employees of the
16 department as (s)he deems expedient to further the purpose of this chapter.
17

18 Section 28. Snohomish County Code Section 2.600.040, last amended by
19 Amended Ordinance No. 94-050 on July 6, 1994, is amended to read:

20
21 **2.600.040 Director.**

22 (1) The director of the department of human resources shall be the
23 administrative head of the department, and shall be supervised by the county
24 executive. The director shall prepare and submit to the executive ~~((an))~~ annual
25 budget ~~((request))~~ estimates for the department as ~~((directed by the executive))~~
26 provided in SCC 4.26.030. The director shall appoint all officers and employees
27 of the department in accordance with the rules of the county human resources
28 system.

29 (2) The director at his/her discretion may create temporary advisory
30 committees for the purpose of enabling employees and management to provide
31 input and/or to participate in the development or administration of programmatic
32 elements. The director shall have sole authority over the makeup and duration of
33 such committees.
34

35 Section 29. Snohomish County Code Section 2.700.040, last amended by
36 Ordinance No. 05-093 on September 14, 2005, is amended to read:

37
38 **2.700.040 Performance auditing committee.**

39 (1) A performance auditing committee is hereby established and shall be
40 comprised of eight members, consisting of the auditor and seven appointed
41 members. Of the seven appointed members of the committee, two members
42 shall be appointed by the executive and five members shall be appointed by the
43 county council. Council appointees shall be nominated by each council member,
44 and not by any other council member, and confirmed by the council so that each

1 council district is represented by at least one member of the committee. All
2 appointed members shall be residents of the county and shall have backgrounds
3 that demonstrate knowledge and/or experience that would be beneficial in
4 carrying out the tasks of the committee. Except as provided in SCC 2.700.045,
5 the terms of appointed members shall be for three years, subject to a limit of two
6 consecutive three year terms. A vacancy of an appointed member occurring
7 during a term of office shall be filled by appointment in accordance with this
8 section for the remainder of the unexpired term.

9 (2) The performance auditing committee shall, at a minimum,

10 (a) Advise the division on the development of the annual audit plan;

11 (b) Assist in the selection of external auditors or other experts where that
12 may be necessary to carry out the annual audit plan;

13 (c) Review the audit process to provide input to the division on
14 improvements and/or changes in the process and/or procedures used by the
15 division in carrying out the annual audit plan;

16 (d) Provide input on the ~~((annual))~~ budget of the division; and

17 (e) Review final audit reports to ensure procedures for issuance of the
18 report have been followed.

19
20 Section 30. Snohomish County Code Section 3.04.030, last amended by
21 Amended Ordinance No. 89-027 on May 17, 1989, is amended to read:

22
23 **3.04.030 Purchasing manager.**

24 The manager shall be the administrative head of the division and shall be
25 the purchasing agent of the county. Under the direction and supervision of the
26 director, he shall administer the purchasing and contracting procedures as
27 provided in this chapter and shall prepare and submit ~~((an))~~ annual budget
28 ~~((request))~~ estimates for the division as ~~((required by the county executive))~~
29 provided in SCC 4.26.030. ~~((He))~~ The manager may appoint such officers and
30 employees as are required to perform the duties of the division, in compliance
31 with county personnel system requirements. ~~((He))~~ The manager shall be
32 deemed an employee covered by the blanket employees' performance bond
33 purchased by the county. In the absence of the manager, ~~((his))~~ the manager's
34 powers and duties shall be performed by his or her designee in the division
35 unless the director shall direct otherwise.

36
37 Section 31. Snohomish County Code Section 3.16.010, last amended by
38 resolution on August 17, 1955, is amended to read:

39
40 **3.16.010 Funds appropriated.**

41 The sum of \$27,000 will be appropriated from the various county funds
42 effected to cover the participating costs and administrative costs of the county of
43 Snohomish for its employees to be covered under provisions of the old age and
44 survivor insurance as provided by the social security act of the United States,

1 effective as of January 1, 1955, for the year 1955. Each year thereafter the
2 county (~~commissioners~~) shall provide in the (~~annual~~) budget sufficient funds to
3 pay the county's participating and administrative costs for this coverage.
4

5 Section 32. Snohomish County Code Section 3.72.060, adopted by Amended
6 Ordinance 02-084 on December 11, 2002, is amended to read:
7

8 **3.72.060 Budgeting of awards.**

9 Funds for an award under this chapter shall be drawn from an existing
10 appropriation in the (~~annual~~) budget of the agency benefiting from the
11 suggestion for which the award is made, subject to approval by the director of
12 finance. Alternatively, the county council may upon request by the executive
13 provide for an award under this chapter by budget transfer or other action
14 consistent with chapter 4.26.SCC.
15

16 Section 33. Snohomish County Code Section 4.05.010, adopted by Ordinance
17 No. 86-025 on April 2, 1986, is amended to read:
18

19 **4.05.010 Definitions.**

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

22 (1) "Fund" shall mean a fiscal and accounting entity with a self-balancing
23 set of accounts recording cash and other financial resources, together with all
24 related liabilities and residual equities or balances, and changes therein, which
25 are segregated for the purpose of carrying on specific activities or attaining
26 certain objectives in accordance with special regulations, restrictions, or
27 limitations.

28 (2) "~~(Annual budget)~~ Budget ordinance" shall mean the appropriation, tax
29 and revenue ordinances (~~for each fiscal year as~~) required under (~~the~~
30 ~~Snohomish~~) county charter section 6.50 and chapter 4.26 SCC.

31 (3) "Executive's proposed budget" shall mean the budget presented to the
32 council as required by Snohomish county charter section 6.20.

33 (4) "Fund manager" shall mean the name and position title that is
34 associated with an employee or appointed or elected official who is responsible
35 for monitoring the financial activity and maintaining fiscal solvency of a fund.
36

37 Section 34. Snohomish County Code Section 4.05.030, adopted by Ordinance
38 No. 86-025 on April 2, 1986, is amended to read:
39

40 **4.05.030 Creation of funds.**

41 Funds shall hereafter be created by ordinance PROVIDED That any new
42 fund proposed by the county executive shall be created by an ordinance
43 separate from the (~~annual~~) budget ordinance containing such new fund. The

1 executive shall prepare and present such ordinances required by this section to
2 the council if the executive's proposed budget includes any proposed new funds.

3
4 Section 35. Snohomish County Code Section 4.35.020, adopted by Amended
5 Ordinance No. 04-132 on November 22, 2004, is amended to read:

6
7 **4.35.020 Administration of fund.**

8 (1) The director of the department of facilities management shall
9 administer the facility services fund within the financial management system
10 provided for in chapter 2.100 SCC, and shall serve as fund manager. The fund
11 manager shall have the duties set out in SCC 4.05.060.

12 (2) The facility services fund shall be used to account for management of
13 county parking facilities, campus security services, and other services identified
14 in the ((~~annual~~)) budget ordinance for any year or fiscal biennium, insofar as such
15 services are provided through contracts with service providers that are
16 administered by the department of facilities management.

17
18 Section 36. Snohomish County Code Section 4.35.030, adopted by Amended
19 Ordinance No. 04-132 on November 22, 2004, is amended to read:

20
21 **4.35.030 Source of resources.**

22 The facility services fund shall contain proceeds from parking fees,
23 revenues under interlocal and other agreements providing for the use of county
24 parking facilities, revenues identified in the ((~~annual~~)) budget ordinance, and
25 such other revenues as the council may from time to time direct.

26
27 Section 37. Snohomish County Code Section 4.35.040, adopted by Amended
28 Ordinance No. 04-132 on November 22, 2004, is amended to read:

29
30 **4.35.040 Use of fund.**

31 The facility services fund shall be used for the operation of the county
32 parking garage and campus security program, and for such other services that
33 support operation of county facilities as are identified in the county's ((~~annual~~))
34 budget ordinance, insofar as such services are provided through contracts with
35 service providers that are administered by the department of facilities
36 management, and for payment of related county administrative expenses.

37
38 Section 38. Snohomish County Code Section 4.37.030, adopted by Ordinance
39 06-091, November 20, 2006, is amended to read:

40
41 **4.37.030 Source of resources**

42 Revenues for the countywide training and development fund shall include
43 amounts allocated in the county's ((~~annual~~)) budget ordinance from various
44 county funds to cover the cost of centrally-provided training, amounts transferred

1 or allocated to the fund from various departments to purchase requested training
2 services, and other revenues identified from time to time and deposited in the
3 fund.

4
5 Section 39. Snohomish County Code Section 4.37.040, adopted by Ordinance
6 No. 06-091 on November 20, 2006, is amended to read:

7
8 **4.37.040 Use of fund**

9 The countywide training and development fund shall be used to pay the
10 costs of centrally-provided training courses, professional services, educational
11 brochures and materials, employees who provide and administer training,
12 educational software, and other costs incidental to the provision or the
13 administration of employee training, as such costs are identified in the county's
14 ((annual)) budget ordinance and to the extent that as such services are provided
15 by the department of human resources.

16
17 Section 40. Snohomish County Code Section 4.41.040, last amended by
18 Ordinance No. 06-090 on November 20, 2006, is amended to read:

19
20 **4.41.040 Fund administration.**

21 Administration of the regional tourism tax fund will rest with the
22 department of finance. The council may, when adopting the ((annual)) budget,
23 authorize the department of finance to recover its costs for regional tourism fund
24 administration from the fund. Such recovery may amount up to no more than
25 four percent of the total grant allocation for the year in which the recoverable
26 administrative costs are incurred. At least one meeting annually be convened
27 with the mayors to discuss all matters concerning the two percent regional
28 tourism tax.

29
30 Section 41. Snohomish County Code Section 4.46.110, last amended by
31 Amended Ordinance No. 93-137, is amended to read:

32
33 **4.46.110 County property management division established --**
34 **Administrator's appointment and general duties.**

35 The county property management division is hereby established and
36 empowered to act as the county's administrative agency for property
37 management. The administrator of the property management division shall be
38 appointed by the executive or his or her designee, and shall supervise all
39 responsibilities entrusted to the division pursuant to this chapter and, to this end
40 shall:

41 (1) Review and make recommendations regarding the present use, future
42 use and disposition of county-held real and personal property.

43 (2) Recommend declaring the county-owned personal or titled real
44 property as surplus and recommend appropriate disposition.

1 (3) Perform administrative duties as defined within chapter 4.46 SCC or as
2 delegated by the executive.

3 (4) Submit ~~((an))~~ annual budget ~~((request))~~ estimates for the division as
4 ~~((required by the executive))~~ provided in SCC 4.26.030.

5 (5) Select and employ such employees as are required to perform the
6 duties of the division, in compliance with the county personnel system.
7

8 Section 42. Snohomish County Code Section 4.59.010, adopted by Ordinance
9 No. 84-148 on November 30, 1984, is amended to read:
10

11 **4.59.010 Reserve for county operations account created--Purpose.**

12 There is hereby established an appropriation account entitled "reserve for
13 county operations" (RCO). The RCO account shall be a part of the
14 nondepartmental section of the current expense fund. The purpose of the RCO
15 account shall be to provide an ~~((annual))~~ appropriation to provide funds for the
16 following qualifying expenditures from the current expense fund:

17 (1) Expenditures inadvertently omitted from the departmental
18 appropriations in the ~~((annual))~~ budget; and

19 (2) Expenditures for existing functions included in but underestimated in
20 the departmental appropriations in the ~~((annual))~~ budget.
21

22 Section 43. Snohomish County Code Section 4.60.010, adopted by Ordinance
23 No. 84-149 on November 30, 1984, is amended to read:
24

25 **4.60.010 Fund created--Purpose.**

26 There is hereby created a cumulative reserve fund for equipment and
27 capital purchases. The initial resources of the fund shall be provided by a
28 contribution from the current expense fund in an amount to be determined by the
29 council upon adoption of the 1985 annual budget. The cumulative reserve fund
30 for equipment and capital purchases shall not be used as a substitute for the
31 ~~((annual))~~ capital budget required by chapter 4.26 SCC. The purpose of the fund
32 is to accumulate and earmark resources to finance the purchase and
33 replacement of the categories of fixed assets listed below which are related to
34 general government operations.

35 (1) Land;

36 (2) Buildings;

37 (3) Improvements other than buildings;

38 (4) Remodeling projects; and

39 (5) Items of machinery and equipment.
40

41 Section 44. Snohomish County Code Section 4.65.030, adopted by Ordinance
42 No. 89-142 on November 13, 1989, is amended to read:
43

44 **4.65.030 Source of resources.**

1 (1) The initial contribution to the cumulative reserve fund for information
2 technology projects will be made in 1989 from fund balance within the current
3 expense fund.

4 (2) Additional contributions shall consist of:

5 (a) current expense monies which have been provided by the collection of
6 revenues in amounts greater than anticipated in the (~~annual~~) budget and which
7 result in a higher than anticipated fund balance as provided in SCC 4.65.040(1),
8 and

9 (b) other resources deemed appropriate by the county council.

10
11 Section 45. Snohomish County Code Section 4.65.040, last amended by
12 Amended Ordinance No. 94-057 on July 6, 1994, is amended to read:

13
14 **4.65.040 Operation of the fund.**

15 (1) Year end current expense fund balance in excess of that anticipated
16 will be available for transfer by the county council to the cumulative reserve fund
17 for information technology projects.

18 (2) The county executive shall make an annual recommendation to the
19 county council regarding the amount available for transfer, based on a report
20 prepared by the director of (~~budget and~~) finance. The director's report will be
21 prepared after the current expense fund has been closed and audited by the
22 state examiner and will include an analysis of fund balance as it relates to fund
23 balance goals.

24 (3) The financial resources in the information technology fund may
25 accumulate from year to year until such time as the council by ordinance
26 appropriates all or part of the resources in the fund for the purposes specified in
27 SCC 4.65.020.

28 (4) The director of information services shall prepare (~~an~~) annual budget
29 estimates for the information technology fund as provided in SCC 4.26.030. The
30 budget will identify the project phases to be funded and the approximate amount
31 for each executive's (~~annual~~) budget.

32
33 Section 46. Snohomish County Code Section 4.96.030, adopted by Ordinance
34 No. 99-071 on August 11, 1999, is amended to read:

35
36 **4.96.030 Source of resources.**

37 Resources for this fund shall be from donations, gifts, and bequests by
38 persons, businesses, and organizations. Additional funding may be received
39 from the general fund as (~~a request~~) an appropriation in the (~~annual~~) budget
40 ordinance.

41
42 Section 47. Snohomish County Code Section 25A.05.030, adopted by
43 Ordinance No. 01-130 on January 9, 2002, is amended to read:

1 Section 49. This ordinance does not authorize a biennial budget within the
2 meaning of Section 2 of this ordinance. The proposed budget submitted to the County
3 Council pursuant to Snohomish County Charter Sections 6.20 and 6.30 for the period
4 commencing January 1, 2008, shall be prepared and presented as an annual budget
5 and not as a biennial budget.

6
7 PASSED this 21st day of March, 2007.

8
9 SNOHOMISH COUNTY COUNCIL
10 Snohomish County, Washington

11
12 /s/ Dave Gossett
13 Chairperson

14
15 ATTEST:

16
17 /s/ Barbara Sikorski
18 Clerk of the Council

19
20 (X) APPROVED

21
22 () EMERGENCY

23
24 () VETOED

25 DATE: 3/28/07

26
27
28 /s/ Mark Soine
29 Deputy Executive for County Executive

30
31 ATTEST:

32
33 /s/ Cora E. Palmer

34
35 Approved as to form only:

36
37 _____
38 Deputy Prosecuting Attorney

39
40
41
42
43 D-24