



CO00012573

COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 04- 115

**TRANSFERRING SAFETY FUNCTIONS FROM THE DEPARTMENT OF HUMAN
RESOURCES TO THE DEPARTMENT OF FINANCE;
AMENDING SNOHOMISH COUNTY CODE SECTIONS 2.100.030, 2.600.030,
2.600.060, AND 4.21.010**

BE IT ORDAINED:

Section 1. Snohomish County Code, Section 2.100.030, last amended by Amended Ordinance No. 01-064 on August 19, 2001, is amended to read:

2.100.030 Authority and function.

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

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

(2) Develop and implement financial control systems for the receipt and disbursement of all public funds of the county not expressly required by other ordinances to be received or disbursed by some other agency. The established financial controls shall provide for authentication and certification by the department head or the department head's designee that the services have been rendered or the materials have been furnished or, in the case of loans or grants, that the loans or grants are authorized by law or, in the case of payments for services to be

ORDINANCE NO. 04- 115
TRANSFERRING SAFETY FUNCTIONS AND
AMENDING CERTAIN CODE SECTIONS--PAGE 1 OF 8

performed, that a written contract for such services is currently in effect and available for review;

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

(4) Manage the county's debt obligations;

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

(6) Establish procedures for the preparation of fiscal impact notes. Such fiscal impact notes shall be prepared for all ordinances, contracts and grants that may have a significant budgetary impact in current and/or future years. The agency responsible for initiating the ordinance, contract or grant shall prepare the fiscal impact note under the direction of and in accordance with the procedures established by the department;

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

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

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

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

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

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

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

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

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

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

~~((16))~~ (17) Perform such other duties as may be required to further the purposes of this chapter.

Section 2. Snohomish County Code, Section 2.600.030, last amended by Amended Ordinance No. 94-050 on July 6, 1994, is amended to read:

2.600.030 Authority.

The department of human resources shall have the authority for administration of the Snohomish county human resources system in accordance with its rules, federal and state law and the rules of any regulatory agency with assigned jurisdiction. The department's scope of authority shall include but not be limited to the following functional areas:

- (1) Employment services;
- (2) Training;
- (3) Classification;
- (4) Pay administration;
- (5) Employee benefits;
- (6) Employee relations;
- (7) Labor negotiations;
- (8) Affirmative action;

~~((9) Safety;))~~

~~((140))~~ (9) Employee records and information;

~~((141))~~ (10) Staff support to human resources boards.

Section 3. Snohomish County Code, Section 2.600.060, last amended by Amended Ordinance No. 94-050 on July 6, 1994, is amended to read:

2.600.060 Functions.

(1) Employment Services. The department shall administer the central employment program for filling county position vacancies subject to applicable laws and collective bargaining agreements and shall determine and perform the necessary recruitment, application, examination and certification practices.

(2) Training. The department in conjunction with county department heads shall assess the training needs of county employees and recommend programs, seminars, educational courses or other activities which can improve employee job performance or prepare the employee for advancement. Curriculum, course content development, instructor and participant selection and scheduling and funding recommendations shall be included in this function.

(3) Classification. The department will develop and maintain a system of classification. The department's intention is to place positions with similar duties and responsibilities in the same class using the same descriptive title, salary schedule and qualifications for employment. Classifications shall be organized into a plan and the department will carry out periodic reviews to determine necessary combination, abolishment or revision of class specifications or the establishment of new classes to reflect organizational changes.

(4) Pay Administration. The department shall prepare and submit an annual pay plan for council approval which shall establish the official rate of pay for each position in county employment. The pay plan will provide for the assignment of each position to a pay range which takes into account the prevailing rate of pay for such work, considering the availability of funds, and shall be administered in accordance with rules and procedures adopted as a part of the human resources system, exempt employee system and collective bargaining agreements.

(5) Employee Benefits. Employee benefits shall consist of all non-salary perquisites determined by the county to be necessary as a portion of total compensation to attract and retain qualified employees. The department may recommend additions, deletions and other adjustments to maintain benefits which are equivalent to those provided by comparable public and private employers considering the availability of funds and the makeup and desires of the workforce. Employee benefits include, but are not limited to, paid and unpaid leave provisions; insurance-based programs; monetary or nonmonetary awards and incentives; and savings, investment or other thrift programs.

(6) Employee Relations. The department shall promote positive employee relations through all of its administrative and program efforts. Important areas of emphasis shall include: development of necessary rules and procedures covering all human resources management responsibilities; communication of such rules and procedures and thorough training in their use; provision of a system for evaluating employee performance, correcting poor performance and recognizing excellent accomplishments; prompt investigation and resolution of complaints and grievances; encouragement and serious consideration of employee ideas to improve the quality of their work life; referrals for assistance, advice and counsel relative to any personal problems or concerns which may negatively affect the employment relationship.

(7) Labor Negotiations. The department shall lead and direct the conduct of labor negotiations in accordance with policy guidelines established by the executive and council.

(8) Affirmative Action. The department shall administer its functions and services in accordance with applicable affirmative action plans and legislation.

~~((9) Safety. The department shall establish and administer a county safety program in accordance with the rules of the Washington Industrial Safety and Health Act (WISHA). The program shall include the development of a safety organization, and shall establish management accountability for a safe working environment, provide training to identify hazards and prevent injury and report results to enhance risk assessment and to allow for program evaluation.))~~

~~((40))~~ (9) Employee Records and Information. The department shall maintain central employee records and personnel information systems which shall be the official county record of all personnel actions and the employment history of each employee. Records and other information shall be confidential and maintained in accordance with state law.

~~((44))~~ (10) Staff Support to Human Resources Boards. The department shall provide secretarial and other staff support to the law enforcement officers and firefighters (LEOFF) disability board and to any other human resources boards which may be created for the purpose of performing or reviewing functions which are assigned under this chapter to the human resources department.

Section 4. Snohomish County Code, Section 4.21.010, last amended by Amended Ordinance No. 93-100 on October 6, 1993, is amended to read:

4.21.010 Insurance fund.

(1) Creation. There is hereby created an internal service fund to be known as the Snohomish county insurance fund.

(2) Permissible Uses. Permissible uses of the insurance fund shall be limited to the following:

- (a) Payment of claims and related investigative cost;
- (b) Payment of negotiated settlements;
- (c) Payment of judgments;
- (d) Payment of the costs of litigation, including but not limited to attorney's fees and the costs of discovery and witnesses;
- (e) Payment of insurance premiums;
- (f) Payment of insurance deductibles;
- (g) Cost of operating the safety function of the ~~((personnel))~~ department of finance;
- (h) Cost of operating the insurance support function of the prosecuting attorney's office;
- (i) Payment of industrial insurance supplemental assessments as levied by the state of Washington;
- (j) Payment of unemployment compensation claims;
- (k) Payment of employment related claims for settlement of issues, including but not limited to, grievances, employee disciplinary claims, and employment discrimination claims.

Expenditures from the insurance fund or any account therein shall be made by the director of finance.

(3) Review. The operation of the insurance fund shall be reviewed annually by the director of finance. The report shall include the amounts of all expenses of the insurance fund; settlements by insurance carriers in behalf of the county; and all moneys recovered by the county for recovery of losses. Expenses for claims, negotiated settlements, insurance settlements, judgments, litigation, and their related costs and costs of recovery, unrecovered losses, and recovered moneys shall be individually identified.

(4) Fire Insurance Reserve.

(a) The fire insurance cumulative reserve established by Ordinance 80-103, chapter 4.52 SCC is hereby transferred to and will be maintained as a cumulative

ORDINANCE NO. 04-115
TRANSFERRING SAFETY FUNCTIONS AND
AMENDING CERTAIN CODE SECTIONS--PAGE 6 OF 8

account in the insurance fund as hereby established as retained earnings: reserved for fire losses of said insurance fund.

(b) The balance in retained earnings: reserved for fire losses account, shall be maintained at not less than \$250,000.

(c) The contributions to the account by the county enterprises, departments or divisions to meet the minimum total deposit of \$250,000 shall be the difference between the amount on deposit in the existing fire insurance cumulative reserve fund as of the effective date of this chapter and the \$250,000 minimum deposit. This difference is to be prorated over not more than the following two years to complete the funding.

(d) Subsequent contributions to the account will be determined on the amounts paid out in claims in the previous year. The director of finance shall calculate the proration annually based upon the enterprise, department or division proportionate share of total building values occupied and/or controlled.

(e) This account is to be used to pay for the benefit of affected offices or departments for losses on county buildings not recoverable under insurance policies where a decision is made to rebuild or repair.

(5) Funds contained in the insurance cumulative reserve (6-02-100-000) and the industrial insurance cumulative reserve (6-02-130-000) are hereby transferred to and shall be maintained as separate accounts in the insurance fund and will hereby become known as retained earnings: reserved for auto and general liability losses, and retained earnings: reserved for worker's compensation losses. These accounts are cumulative reserve funds established by RCW 36.33.020. The reserved for worker's compensation account shall be maintained at all times as required by the state director of labor and industries.

(6) The cash balances in the self insurance claim revolving fund and worker's compensation claim revolving fund are hereby transferred to the insurance fund and shall be handled as separate accounts therein, to be designated self-insurance claim revolving account and worker's compensation claim revolving account.

(7) There is hereby created a separate account in the insurance fund known as retained earnings; reserved for unemployment compensation claims.

(8) The fund is to be administered in accordance with the system of accounting approved by the state auditor (BARS), and anything not consistent therewith in this section shall be of no force and effect.

Section 5. This ordinance shall take effect January 1, 2005.

PASSED this 22nd day of November, 2004

ATTEST:

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Shila McCullister
Clerk of the Council, *asst.*

John M. Koster
Chairperson

- APPROVED
 EMERGENCY
 VETOED

DATE: 12/07/04

ATTEST:

Ann McQuinn

Ken W. R. [Signature]
County Executive

Approved as to form only:

God V. [Signature] 9/22/04
Deputy Prosecuting Attorney