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SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 06-190

RELATING TO CERTAIN ECONOMIC DEVELOPMENT FUNCTIONS
OF THE COUNTY; REVISING THE POWERS AND RESPONSIBILITIES
OF THE DEPARTMENT OF PLANNING AND DEVELOPMENT
SERVICES AND THE DEPARTMENT OF FINANCE; AMENDING
CHAPTERS 2.01, 2.06, 2.100, 4.40 AND 4.41 SCC

WHEREAS, the County Executive desires to move certain functions of the Department of Planning and Development Services to the Department of Finance; and

WHEREAS, the proposed reorganization will shift economic development functions of the county, which have been handled by the Department of Planning and Development Services, into the Finance Department, which has been and will continue to be responsible for analyzing and measuring the results of the county's economic development program;

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.01.030, last amended by Amended Ordinance No. 05-107 on November 21, 2005, is amended to read:

2.01.030 Authority and functions.

The department shall have the authority to develop comprehensive land use plans, administer zoning and development codes, and coordinate the permit and inspection process. The department's scope of authority shall include, but not be limited to, the following functional areas:

- (1) Administration of the community planning process;
- (2) Coordination of the development technical review process;
- (3) Administration of the resource planning process;

(4) Coordination and administration of the permit issuance, inspection and compliance process;

(5) ~~((Administration of the economic development planning process;))~~

~~((6))~~ Coordination of the State Environmental Policy Act review process;

~~((7))~~(6) Perform such other planning, technical review, permit issuance, inspection, and compliance functions as are delegated by the county executive.

Section 2. Snohomish County Code Section 2.06.010, last amended by Amended Ordinance No. 05-056 on October 19, 2005, is amended to read:

2.06.010 Agricultural Advisory Board Created.

An agricultural advisory board (board) is hereby created as an advisory body to the county council, planning commission, hearing examiner and county executive with duties and responsibilities as set forth in SCC 2.06.040. The board shall forward its advice and recommendations directly to the intended advisee, and copy said advice and recommendations directly to the county council, county executive, ~~((and))~~ the department of planning and development services, and the department of finance.

Section 3. Snohomish County Code Section 2.06.020, last amended by Amended Ordinance No. 05-056 on October 19, 2005, is amended to read:

2.06.020 Board Membership.

(1) The board shall consist of eleven members appointed by the council pursuant to chapter 2.03 SCC. Board members shall consist of:

Positions 1, 2, 3, 4 & 5: One person engaged in each of the following industries: dairy, nursery, livestock, commodity crops, and agricultural direct marketing.

Position 6: One person representing the diking, drainage and flood control districts located in the Snohomish River basin.

Positions 7: One person representing the diking, drainage and flood control districts located in the Stillaguamish River basin.

Position 8: One person who resides in the county and is engaged in the equine industry.

Position 9: One person recommended by the Snohomish County Farm Bureau.

Position 10 & 11: One person each residing in the Stillaguamish and Snohomish River basins.

(2) Appointments of members shall be made by the county council from candidates nominated by the county executive, taking into consideration an intention to balance representation of the two major river basins. Nominations for such appointments shall be requested from the affected agricultural organizations and special purpose districts for the respective positions on the board.

(3) All members shall reside in Snohomish County and be engaged in commercial agricultural activities within the county. A representative of the (~~director of planning and development services~~)department of finance shall act as an advisor and nonvoting member of the board.

(4) In the event the county executive is unable to find a candidate meeting the qualifications of subsection (1) for a specific position, the executive may nominate a candidate whose appointment is otherwise consistent with the intent of this section. Any such nomination shall be accompanied by a written explanation.

Section 4. Snohomish County Code Section 2.100.010, last amended by Amended Ordinance No. 01-064 on August 29, 2001, is amended to read:

2.100.010 Creation and purpose.

There is hereby established a Snohomish county department of finance. It shall be the principal purpose of this department to establish and operate an integrated financial management system or systems to the end that all revenues, expenditures, receipts, disbursements, resources and obligations of county government shall be properly and systematically accounted for. It is the purpose of this chapter to prescribe the powers and duties of the county executive and the department in securing fiscal controls, consolidating county budgetary and accounting systems, providing financial reports to management promoting coordinated financial management.

Section 5. Snohomish County Code Section 2.100.020, last amended by Amended Ordinance No. 01-064 on August 29, 2001, is amended to read:

2.100.020 Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

(12) "Economic development planning" means the process of coordinating the efforts of the county and all of its strategic partners to achieve a strong, sustainable local economy, including the use of the county's lodging taxes toward that end.

Section 6. Snohomish County Code Section 2.100.030, last amended by Amended Ordinance No. 05-017 on May 11, 2005, 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 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;

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

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

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

(20) Conduct economic development planning.

Section 7. Snohomish County Code Section 4.40.065, last amended by Amended Ordinance No. 98-034 on June 17, 1998, is amended to read:

4.40.065 Fund administration.

Administration of the hotel-motel tax fund will rest with the department of ~~((planning and development services))~~ finance. The department shall develop procedures for implementation of this chapter which are based upon the following program policies:

(1) Prior to October 1st each year, department of ~~((budget and))~~ finance staff shall provide a projection regarding the extent of appropriation capacity within the hotel-motel tax fund for the ensuing year.

(2) The hotel-motel tax fund manager and fund accountant from the department of ~~((budget and))~~ finance shall attend meetings ~~((with the department of planning and development services))~~ where project selections are made.

(3) The department of ~~((planning and development services and the department of budget and))~~ finance shall determine that there is sufficient appropriation capacity and a cash flow within the hotel-motel tax fund to meet approved payment schedules.

(4) Use of funds must be in compliance with state statutes governing the use of hotel-motel tax revenue.

(5) Each funded project must have specific goals and measurable service output to which the project sponsor can be held accountable through the contract, project monitoring and reporting processes.

(6) No county official shall make any preliminary commitment to any entity interested in obtaining funding for any project.

(7) All policies and guidelines shall apply to all proposed projects.

(8) There shall be no borrowing from the current expense fund.

(9) To assure fund integrity and proper accounting for project activity, a checklist shall be established and attached to each project contract or interlocal agreement providing review history and paper trail including:

- (a) executive recommendations.
- (b) council approval.
- (c) adopted budget.
- (d) ~~((budget and))~~ finance department review demonstrating appropriation capacity and cash flow sufficiency.
- (e) prosecuting attorney review.
- (f) executed contract or interlocal agreement.

(10) At its discretion, the department of ~~((planning and development services))~~ finance may manage the fund in such a way as to enable a midyear granting cycle. All provisions of this section shall apply to any midyear grant program.

(11) The department of ~~((planning and development services))~~ finance is authorized to approve grantee requests to reprogram a maximum of 20 percent of approved funds within expenditure categories enumerated in the original contract; PROVIDED That this authorization shall not be construed as permitting: (1) assignment of new funds to a project in excess of the amount originally approved by council, or (2) funding of expenditure categories not cited in the original governing contract.

(12) The department of ~~((planning and development services))~~ finance is authorized to recover its costs of hotel/motel fund administration from the fund. Such recovery shall amount to no more than twelve percent of the total grant allocation for the year in which the recoverable administrative costs are incurred.

Section 8. Snohomish County Code Section 4.41.030, last amended by Amended Ordinance No. 97-064 on July 16, 1997, is amended to read:

4.41.030 Special fund created--Purposes enumerated--Fund manager to be designated.

(1) There is hereby created a special fund to be known as the regional tourism tax fund. All taxes levied herein shall be placed in said fund and may be used only for the purposes allowed in RCW 67.28.120 or 67.28.130, or to pay or secure the payment of general obligation bonds or revenue bonds issued for such purposes or to develop strategies to expand tourism within the county and to support comprehensive regional marketing for Snohomish county tourism. Until withdrawn for such use, the moneys accumulated in the regional tourism fund may be invested in interest-bearing securities by the county in any manner authorized by law, with all interest earned being credited to the fund.

(2) The county executive shall designate a fund manager for the regional tourism tax fund, whose name and title shall appear on a master list of fund managers maintained in the department of ~~((budget and))~~ finance.

Section 9. Snohomish County Code Section 4.41.040, last amended by Amended Ordinance No. 98-034 on June 17, 1998, is amended to read:

4.41.040 Fund administration.

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

Section 10. Snohomish County Code Section 4.41.050, last amended by Amended Ordinance No. 98-034 on June 17, 1998, is amended to read:

4.41.050 Project application and selection process.

The department of ~~((planning and development services))~~ finance shall develop an application process which will then be presented to the council for its approval. The council shall by motion approve the process and may by motion change the process. The council shall by motion establish an advisory board to assist in this process.

Section 11. Savings.

(1) This ordinance does not affect any existing right acquired or liability or obligation incurred under the sections amended or repealed in this ordinance or under any rule or order adopted under those sections, nor does it affect any proceeding instituted under those sections.

(2) Any rule or order adopted by an agency whose authority is terminated by this ordinance shall remain in effect as a rule or order of the Department of Finance for a period of one year after adoption of this ordinance unless earlier amended, rescinded, or repealed by the Director of the Department of Finance.

Section 10. Effective date. This ordinance takes effect on January 1, 2007.

PASSED this 20th day of November, 2006.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Kimble Stevens
Chairman

D-18

ATTEST:

Kathryn Bradsher
Clerk of the Council

- APPROVED
 EMERGENCY
 VETOED

DATE: 12/1/06

ATTEST:

Cora E. Palmer

Paul R. ...
County Executive

Approved as to form only:

Jovita Ostergard 9/18/06
Deputy Prosecuting Attorney