



CO00036302

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

AMENDED ORDINANCE NO. 08-139

RELATING TO MANAGEMENT OF COUNTY FACILITIES, DIRECTING THE DEPARTMENT OF FACILITIES MANAGEMENT TO PREPARE OFFICE SPACE PLANS, PROVIDING FOR COUNCIL REVIEW AND APPROVAL, AMENDING SCC 2.17.030 AND SCC 4.26.010, AND ADDING A NEW SECTION

WHEREAS, RCW 36.32.120 vests the County Council, as the county legislative authority, with responsibility for the erection and maintenance of courthouses, jails, and other necessary public buildings; for the care of county property; and for the management of county funds; and

WHEREAS, RCW 2.28.139 and 36.16.090 direct the County Council to provide a court house, jail, and related facilities and equipment along with suitable offices for county officers; and

WHEREAS, the County Council has adopted a Capital Facilities Plan (CFP) as an element of the County's comprehensive plan developed pursuant to the Growth Management Act (GMA), Chapter 36.70A RCW, which includes an inventory of existing capital facilities; and

WHEREAS, the inventory of existing capital facilities contained in the CFP includes an inventory matrix that identifies specific county office facilities but does not identify current uses of county office space and does not provide a basis for allocating office space among separate county functions, departments, and offices; and

WHEREAS, the County Council has adopted a Six-Year Capital Improvement Program (CIP) as an element of the CFP pursuant to the GMA, the Snohomish County Charter (Section 6.50), and SCC 4.26.024, which includes a six-year construction and financing program for county general government, transportation, and proprietary facilities; and

WHEREAS, the Six-Year Capital Improvement Program contained in the CIP includes a variety of specific airport, parks, road, debt service, public works, and other capital projects but does not identify current uses of county office space and does not provide a basis for allocating office space among separate county functions, departments, and offices; and

WHEREAS, the County Executive requested in his proposed budget for the 2009-2010 fiscal biennium that the County Council eliminate over 150 permanent

1 county staff positions, including reductions in 15 of 22 general fund agencies across all
2 branches of county government; and
3

4 WHEREAS, the Department of Facilities Management, under the supervision of
5 the County Executive, has responded in recent years to changing county office needs
6 on an ad hoc basis and has not developed or presented to the Council an assessment
7 of current uses of office space or a methodology for implementing staffing changes that
8 may be provided for in the final county budget for the 2009-2010 fiscal biennium or
9 otherwise; and
10

11 WHEREAS, to assure efficient and cost-effective use of existing office space
12 resources, the County Council intends by this ordinance to undertake, in cooperation
13 with the County Executive, a process for regular assessment and, to the extent needed,
14 reallocation of office space, which may include actions to implement staffing changes
15 provided for in the final county budget for the 2009-2010 fiscal biennium;
16

17 NOW, THEREFORE, BE IT ORDAINED:
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19 Section 1. Snohomish County Code Section 2.17.030, last amended by
20 Amended Ordinance No. 07-120 on November 19, 2007, is amended to read:
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22 **2.17.030 Authority and functions.**

23 (1) ~~((The))~~ Except as otherwise provided by ordinance, the department
24 shall have the authority to establish policies and procedures for the management
25 and administration of programs which provide management and administration of
26 centralized support services for the executive branch of government and may
27 include, in addition, the development of policies to promote the utilization of these
28 services. The department's functions and responsibilities shall include but not be
29 limited to the following:

30 (a) Management and administration of county owned real and personal
31 property in accordance with chapter 4.46 SCC;

32 (b) Management, construction and maintenance of those county buildings
33 for which responsibility is assigned to the department by the executive;

34 (c) Management of the county parking facility in accordance with chapter
35 3.09 SCC;

36 (d) Management of the county purchasing division in accordance with
37 chapter 3.04 SCC;

38 (e) Performance of such other duties as may be required to further the
39 purpose of this chapter.

40 (2) The department shall cooperate with and assist the facility security
41 unit of the sheriff's office established by SCC 2.38.030 in implementing the
42 county security program, provided that funding for any construction or
43 improvement of county facilities requested by the facility security unit shall be
44 provided through the sheriff's office, the county office or agency to be benefited

1 by the construction or improvement, or the security services fund established by
2 chapter 4.33 SCC.

3
4 Section 2. Snohomish County Code Section 4.46.010, last amended by
5 Amended Ordinance No. 07-102 on October 24, 2007, is amended to read:
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7 **4.46.010 Definitions.**

8 The following definitions shall apply throughout this chapter.

9 (1) Council. The council is the governing authority of Snohomish county, within
10 the scope of the definition in the Snohomish county charter.

11 (2) Executive. The executive is defined for the purpose of this chapter within the
12 Snohomish county charter.

13 (3) Property Management Division. The property management division is
14 established within the department of facilities management pursuant to provisions of this
15 chapter for the management and disposition of real and personal property owned or
16 otherwise held by Snohomish county.

17 (4) Property Administrator. The property administrator is that county officer
18 appointed by the (~~executive or his or her designee,~~) director of the department of
19 facilities management pursuant to SCC 2.17.040 who is charged with the responsibility
20 of administering the provisions of this chapter and supervising property management.

21 (5) Fair Market Rental Value. Fair market rental value is an amount in the
22 competitive market that a well-informed and willing lessor who desires but is not
23 required to lease, would accept, and which a well-informed and willing lessee who
24 desires but is not required to lease, would pay for the temporary use of the premises,
25 after due consideration of all the elements reasonably affecting value.

26 (6) Depreciated Value. Depreciated value is the purchase cost of property less
27 depreciation.

28 (7) Estimated Market Value. Estimated market value is the probable sale value
29 of property as between a willing seller, who desires but is not required to sell and a
30 willing purchaser, who desires but is not required to buy, assuming both are
31 knowledgeable as to all uses to which the property can be put.

32 (8) Lot. A lot is a number of properties of a like kind, serving a similar purpose.

33 (9) Emergency. An emergency is an occurrence whereby county property would
34 suffer material injury, loss or damage by delay of action.

35 (10) Expendable Property. Expendable property is that property which, when
36 committed to the purpose intended, has its usefulness consumed and thereafter has no
37 further value.

38 (11) Worthless Property. Worthless property is that property which when
39 processed in the manner most advantageous to the county cannot reasonably be sold
40 for an amount sufficient to recoup the cost of sale or of disposal.

41 (12) Historical Cost. The actual price paid plus tax, commission, installation cost,
42 betterments, assessments, and any other costs related to acquiring the property or
43 preparing the asset for use.

1 (13) Fallen Timber. Trees that have been downed by county personnel or by
2 natural causes.

3 (14) Personal Use. To be used only by the person obtaining a permit and not for
4 re-sale.

5 (15) "Civil forfeiture property" means property acquired or held by the county as
6 a result of a civil forfeiture action authorized by Chapter 10.46 SCC, unless and until the
7 property is retained for official use.

8 (16) "Capitalized asset" means any fixed asset that meets the capitalization
9 requirements established by the department of finance pursuant to SCC 2.100.030(5).

10
11 Section 3. A new section is added to Chapter 4.46 of the Snohomish County
12 Code to read:

13
14 **4.~~(26)~~46.400 Office space assessment and allocation plans.**

15 (1) On or before December 31 of each year the ~~((property administrator))~~
16 director of the department of facilities management shall prepare and submit to
17 the county council a proposed office space plan for the following fiscal year or
18 biennium in accordance with this section. The ~~((property administrator))~~ director
19 of the department of facilities management or any elected department head may
20 propose corrections or revisions to an office space plan at any time.

21 (2) The office space plan shall include all office space used by or
22 available to the county, regardless of where located.

23 (3) The council shall review and approve the office space plan with such
24 revisions as it deems appropriate. Upon council approval, the plan shall govern
25 the use of county office space by all county officers and employees, and shall be
26 implemented by the property management division. Council approval of the plan
27 is an administrative act and may be taken by motion.

28 (4) Each office space plan prepared by the ~~((property administrator))~~
29 director of the department of facilities management shall include:

30 (a) A detailed inventory of county office space, which inventory shall
31 include the size of each office by square footage;

32 (b) A detailed description of the current uses of county office space, which
33 description shall include maps or diagrams that indicate the county agencies and
34 staff positions assigned to each office;

35 (c) A detailed description of any restrictions on the use of county office
36 space, which description shall identify the source of each restriction and the
37 specific office to which it applies;

38 (d) An assessment of whether current uses of office space are efficient
39 and cost-effective, which assessment shall include a description of assessment
40 methodology;

41 (e) A detailed description of any changes to the use or configuration of
42 county office space recommended by the ~~((property administrator))~~ director of the
43 department of facilities management; and


1 (f) A cost estimate, implementation plan, and timetable for each change
2 recommended by the ((~~property administrator~~)) director of the department of
3 facilities management.

4 (5) Each office space plan submitted by the ((~~property administrator~~))
5 director of the department of facilities management that recommends a change
6 having an estimated cost in excess of \$5,000 shall be accompanied by a written
7 statement of available funding sources, if any, for each such recommendation.
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9 Section 4. **Transition.** The ~~property management division~~ director of the
10 department of facilities management shall prepare and submit to the County Council an
11 office space and allocation plan for the 2009-2010 fiscal biennium no later than March
12 1, 2009.
13

14 PASSED this 20th day of October, 2008.

15
16 SNOHOMISH COUNTY COUNCIL
17 Snohomish County, Washington

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19 _____
20 Chairperson

21
22 ATTEST:

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24 _____
25 Asst. Clerk of the Council

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27 () APPROVED

28
29 () EMERGENCY

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31 () VETOED

32 DATE: _____
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36 _____
37 County Executive

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39 ATTEST:
40 _____

41 Approved as to form only:
42 _____

43 _____
44 Deputy Prosecuting Attorney

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