



SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

ORDINANCE NO. 11-047

RELATING TO APPROVAL OF GRANTS;
AMENDING CHAPTERS 2.10, 2.400 AND 4.26 SNOHOMISH COUNTY CODE

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.10.010, last amended by Ordinance No. 10-113 on December 15, 2010, is amended to read:

2.10.010 Executive functions.

The following functions of government not otherwise provided for in the charter are deemed executive functions and shall be performed by the county executive:

(1) Approval of all bonds and assignments of account running to or for the benefit of the county, including but not limited to: officials and employees bonds; cash bonds, bonds issued by a surety company, or assignments of account given to assure performance or maintenance; cash bonds, bonds issued by a surety company, or assignments of accounts to assure performance of conditions incidental to land use activities or to any other license or permit issued by the county; but not including any bond required in any civil or criminal court proceeding;

(2) Approval of amendments, change orders, and orders for extra work on contracts subject to bidding as provided in SCC 3.04.140;

(3) Determination that the performance or other consideration to be delivered to the county under the terms of any contract has been performed or delivered; and to accept such performance or other consideration on behalf of the county. The county executive shall keep the county council advised of developments which will unreasonably delay completion of any contract or unreasonably increase the costs thereof;

(4) Approval of all insurance policies and certificates of insurance;

(5) Approval of payrolls of county officials and employees;

(6) Approval of and signing of all licenses to occupy or use Evergreen State Fairgrounds property as provided in SCC 2.32.150; PROVIDED, That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the contracts, parties, duration, amendments, licenses, permits and special services contracts;

(7) Upon receipt of any claim against the county, or any pleading in connection therewith, the county executive shall immediately forward copies thereof to the prosecuting attorney and the county department involved;

(8) Approval of the bringing of or joining in civil lawsuits seeking damages or injunctive relief in behalf of the county. The county council may also approve the bringing of or joining the county in any lawsuit in behalf of the county;

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(9) Approval of budget transfers as provided in chapter 4.26 SCC as it now exists or is hereafter amended;

(10) Approval of escrow agreements on retained percentages as provided in RCW 60.28.010;

(11) Approval of all permits and licenses affecting any property under the jurisdiction of the department of parks and recreation, including deeds of right to use land for public recreation purposes and hazardous substances certifications required for property acquired with funds granted by the recreation and conservation office, and declarations and other documents imposing protective covenants, conditions, and other restrictions on property acquired with funds granted by the state conservation futures program; PROVIDED, That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the contracts, parties, duration, amendments, licenses, permits and special services contracts;

(12) Approval of all agreements with any cities or towns of Snohomish County of the county jail or district court filing fees; PROVIDED, That the county council by resolution has previously established the rates to be charged and other terms of such agreements and has approved the forms of contracts to be utilized. The county executive shall submit to the county council an annual report not later than February 15th of each year showing rates and effective dates of such contracts approved by the county executive. Not later than December 1st of each year, the county executive shall submit to the county council the forms of contracts to be used on such agreements for the following year. Rates and terms to be used in such contracts shall be reviewed not less than once a year by the county council;

(13) Approval and acceptance of all contracts with landowners and/or developers required by or as a condition of any comprehensive plan amendment, rezone, variance, conditional use permit, plat or replat or any other land use control, final approval thereof which has been given by the county council or the hearing examiner; PROVIDED, That all such contracts shall be approved by the hearing examiner prior to approval by the county executive; and the county executive shall submit to the county council an annual report, due not later than February 15th of each year, showing the names of parties and the general purposes of such contracts as have been approved by the executive;

(14) Approval of all licenses to occupy, use or access the Snohomish County Airport and all airport leases; PROVIDED, That, in accordance with SCC 15.04.040, the county executive may recommend individual licenses or leases for approval by the council, and shall recommend in such detail as the council may require proposed rates, terms and forms of leases to be approved by the executive in which event the county council by motion will establish the rates to be charged and other terms of any such lease and approve the form of lease utilized which rates, terms and form may be changed from time to time by the county council; and PROVIDED, FURTHER, That the county executive shall submit an annual report to the county council, not later than February 15th of each year, showing the names of parties, rents, reserve, areas rented, and time period of each such lease and license. Any lease or license executed pursuant to this section shall be deemed to be with the approval of the county council as required by chapter 15.04 SCC;

(15) Approval of contracts and contract amendments relating to the department of human services as provided in subsections (26), (27) and (30) of this section or SCC 2.400.065;

(16) Approval of contracts with the cities, towns, or other municipal subdivisions for the purchase of gasoline, diesel oil or other petroleum products, and contracts for street or road maintenance with counties, cities, or towns; PROVIDED, That the county council has approved the schedule of charges to be made for various items of maintenance and the forms of contract to be used. The county executive shall submit an annual report to the county council, not later than February 15th of each year, showing the parties' services and charges on such contracts;

(17) Approval of applications and contracts for grants in aid and for any projects previously approved in the annual or six year road program with the Washington State Department of Transportation or in the department of public works surface water management annual construction program or six year capital improvement program; PROVIDED, That the county executive shall submit to the county council an annual report, not later than February 15th of each year summarizing such applications and contracts;

(18) Approving and signing public disclosure reports for lobbying activities by county officials and employees as required by chapter 42.17 RCW;

(19) Approve haul route agreements with other public agencies or contractors with public agencies permitting use of designated county roads, or sections thereof for detour routes or moving of heavy equipment or materials necessitated by the performance of a public works contract; PROVIDED, That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the contracts, parties, duration, amendments, licenses, permits and special service contracts;

(20) Approval of vouchers for payment of all claims presented against the county by persons furnishing goods or materials, rendering services or performing labor, or for any other contractual purpose as well as employee reimbursement claims for allowable expenses. Prior to approval by the county executive, all claims shall be certified for payment by the county auditing officer;

(21) Approval of agreements between the state and county for the purpose of participating in state work experience programs;

(22) Approval of waste reduction and recycling grant contracts; PROVIDED, That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the contracts, parties, duration, amendments, licenses, permits and special service contracts;

(23) Approval of contracts and contract amendments implementing programs or projects administered by the superior court, including juvenile court division of the superior court; PROVIDED, The county council has approved necessary contracts with state, federal, or other sources of funds, if any funds from such sources are used, and the county council has appropriated funds for such programs or projects; and PROVIDED FURTHER, That the county executive shall submit to the county council an annual report, not later than February 15th of each year, showing the parties, contract amount, and purpose of each contract and contract amendment approved and signed by the county executive under this section;

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(24) Approval of contracts and contract amendments implementing programs or projects administered by the department of planning and development services; PROVIDED, The county council has approved necessary contracts with state, federal, or other sources of funds, if any funds from such sources are used, and the county council has appropriated funds for such programs or projects; and PROVIDED FURTHER, That the division shall submit to the county council an annual report, not later than February 15th of each year, showing the parties, contract amount, and purpose of each contract and contract amendment approved and signed by the county executive;

(25) Approval and submission of all applications for grants on behalf of the county unless the granting agency requires approval of such applications by the county council;

(26) Approval of contracts and, except when the county council by motion or ordinance has restricted executive authority to approve amendments for specific contracts, contract amendments on behalf of the county for funds, property or services contributed to the county by grants, entitlements and shared revenue of every kind and nature; which do not obligate the county monetarily and implement programs, projects, or functions that the county council has specifically authorized by motion or ordinance; PROVIDED, That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the parties, contract amount, and purpose of each contract approved and signed by the county executive under this section;

(27) Approval of contracts and, except when the county council by motion or ordinance has restricted executive authority to approve amendments for specific contracts, contract amendments on behalf of the county for funds, property or services contributed to the county by grants that require match funds of up to \$50,000 which implement programs, projects, or functions that the county council has specifically authorized by motion or ordinance; PROVIDED, That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the parties, contract amount, and purpose of each contract approved and signed by the county executive under this section;

(28) Approval of purchase and other contracts on behalf of the county that are recommended by the Snohomish County arts commission pursuant to chapter 2.95 SCC, including but not limited to contracts limiting the use of contributions to the arts fund and contracts providing for the purchase or use of works of art, provided that such contracts comply with SCC 3.04.140 concerning award and execution of contracts;

(29) Approval of plans, and amendments thereto, prepared under provisions of the Local Agency Guidelines adopted by the state department of transportation to assure compliance with Title VI of the Civil Rights Act of 1964 in county transportation program projects that are funded by the federal highway administration. The county executive shall serve as the county's administrator under such plans.

(30) Approval of grant documents (including but not limited to applications, certifications, contracts, and subsequent amendments) on behalf of the county for funds contributed to the county by grants that are included in a grant work plan approved by the county council by motion in accordance with SCC ((~~2.400.063~~))4.26.025; PROVIDED, That this section does not authorize the county executive to approve those grant documents which a prior contract or interlocal agreement requires must be approved by

the county council; PROVIDED FURTHER That the county executive shall submit an annual report to the county council not later than February 15th of each year, showing the parties, grant amount, and purpose of each grant contract approved and executed by the county executive under this subsection.

Section 2. Snohomish County Code Section 4.26.021, last amended by Amended Ordinance. 08-146 on February 25, 2009, is amended to read:

4.26.021 Supplemental information.

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

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

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

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

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

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

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

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

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

(f) If requested by the agency, a grant work plan prepared pursuant to SCC 4.26.025.

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

biennium and for every regular position listed in the budget for each year of the current biennium, the following information:

- (a) Position title,
 - (b) Position number,
 - (c) Number of FTEs listed for the current year or biennium,
 - (d) Number of FTEs for which appropriations are requested for the budget year or biennium, and
 - (e) Estimated annual salary and benefits.
- (5) A listing for each agency at the BASUB level of extra help and overtime expenses included in the proposed budget.
- (6) A comparative listing for the current year and budget year, or if the proposed budget is a biennial budget for each year of the fiscal biennium and current biennium, of all full time or part time project positions within each agency at the department and fund level. The listing shall include all the information requested in subsection (4), plus the expiration date of the project position.
- (7) For each fund by agency and appropriation unit, appropriations requested for items of capital outlay and the corresponding sources of funding, and for each fund a prioritized ranking of proposed capital equipment.
- (8) A summary table, for information purposes only, of appropriations and estimated FTEs by fund, agency, and appropriation unit.
- (9) For the general fund, community development fund, surface water fund, county road fund, solid waste fund, and real estate excise tax cumulative reserve fund, a five year financial forecast projection for revenues, expenditures and fund balance.
- (10) For all internal service fund programs charging out costs to county departments via a rate model, and for the general fund's indirect cost model, a summary report and a detailed report describing the rate development and allocation methodology. These reports shall also address any change in rate development or allocation methodology from the previous budget year or fiscal biennium, including a description and justification for the change, and other information needed to permit full understanding of the model and the changes.
- (11) A recommendation for a general fund contribution to the general fund revenue stabilization fund established by SCC 4.116.010 to carry out the general fund reserve policy set out in SCC 4.26.065.
- (12) Such other information as may be requested by the council.
- (13) If the proposed budget is a biennial budget and the county did not utilize a fiscal biennium budgetary process for the previous three years, the information required by this section shall be provided as if the county had utilized a fiscal biennium budgetary process.

Section 3. A new section is added to Chapter 4.26 of the Snohomish County Code to read:

4.26.025 Grant work plan.

(1) Any county official elected or appointed to administer an agency of the county may annually prepare a grant work plan for approval by the council. A grant work plan must be submitted to the executive for inclusion in the supplemental


information submitted to the council in accordance with SCC 4.26.021. A grant work plan shall describe each grant and include the following information for each grant: agency division, fund, program, purpose of grant, grantor, grant term, amount of grant award, amount of matching funds required, source of matching funds, number of required FTEs to perform grant (including an indication if new or project FTEs are required) and shall include a summary table for all grants included in the grant plan. The director of the department of finance shall prepare standard templates to be used for preparation of grant work plans including grant descriptions and grant work plan summaries.

(2) The council shall consider grant work plans in conjunction with its consideration of the annual budget or mid-biennium review. The council may revise a grant work plan and approve the finalized grant work plan by motion. Council approval of a grant work plan shall provide authority for the executive to approve and execute grant documents (including but not limited to applications, certifications, contracts, and subsequent amendments) to implement the approved grant work plan in accordance with SCC 2.10.010(30). Such council approval shall also provide authority for the executive to approve and execute grant contracts for grants received in amounts up to \$50,000 greater than the amounts stated in the approved grant work plan.

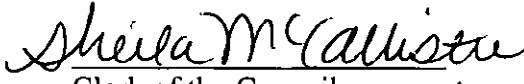
Section 4. Snohomish County Code Section 2.400.063, adopted by Ordinance No. 10-113 on December 15, 2010, is repealed.

PASSED this 27th day of July, 2011.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington


Chairperson

ATTEST:

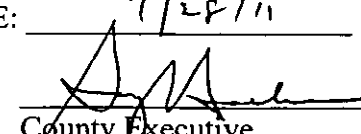

Clerk of the Council, *asst*

APPROVED

EMERGENCY

VETOED

DATE: 7/28/11

for: 
County Executive
GARY HAAKENSON
Deputy County Executive

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ATTEST:

Shirley K. Hall

Approved as to form only:

Paul W. Hill 6/15/11
Deputy Prosecuting Attorney

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