

Approved 6/6/12
Effective 6/18/12



CO00046894

COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

AMENDED ORDINANCE NO. 12-026

TRANSFERRING THE PURCHASING DIVISION FROM THE DEPARTMENT OF
FACILITIES MANAGEMENT TO THE DEPARTMENT OF FINANCE;
AMENDING SNOHOMISH COUNTY CODE SECTIONS 2.17.030, 2.100.030
AND 3.04.005

BE IT ORDAINED:

Section 1. Snohomish County Code, Section 2.17.030, last amended by Ordinance No. 08-139 on October 20, 2008, is amended to read:

2.17.030 Authority and functions.

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

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

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

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

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

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

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

sheriff's office, the county office or agency to be benefited by the construction or improvement, or the security services fund established by chapter 4.33 SCC.

Section 2. Snohomish County Code, Section 2.100.030, last amended by Amended Ordinance No. 07-138 on December 5, 2007, 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 a 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 budget documents 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

ORDINANCE NO. 12-026

TRANSFERRING THE PURCHASING DIVISION AND

AMENDING CODE SECTIONS 2.17.030, 2.100.030 AND 3.04.005—Page 3 of 5

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) Management of the county purchasing division in accordance with chapter 3.04 SCC;

~~((17))~~(18) Perform such other duties as may be required to further the purposes of this chapter; and

~~((18))~~(19) 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.

Section 3. Snohomish County Code, Section 3.04.005, last amended by Amended Ordinance No. 04-114 on November 22, 2004, is amended to read:

3.04.005 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Architectural and engineering (A/E) services" means professional services rendered by any person, other than an employee of the county, contracting to perform activities within the scope of the general definition of professional practice in chapters 18.08, 18.43, or 18.96 RCW.

(2) "Application" means a completed statement of qualifications together with a request to be considered for the award of one or more contracts for professional services.

(3) "Director" means the director of the department of ~~((facilities management))~~ finance.

(4) "Department" means the department of ~~((facilities management))~~ finance.

(5) "Division" means the division of purchasing.

(6) "Manager" means the purchasing manager.

(7) "Person" means any individual, organization, group, association, partnership, firm, joint venture, corporation, or any combination thereof.

(8) "Prosecuting attorney" means the prosecuting attorney or a designated member of the civil division of the prosecutor's office.

(9) "SCC" means Snohomish County Code.

Section 4. Transition. (1) The Department of Facilities Management and the Department of Finance, and other county offices and departments as appropriate, are authorized to take all actions necessary to facilitate the transfer of the Purchasing Division to enable it to begin functioning within the Department of Finance in accordance with this ordinance on January 1, 2013.

Section 5. Effective dates. Sections 1 through 3 of this ordinance shall take effect on January 1, 2013. Section 4 shall take effect ten days after this ordinance is signed by the County Executive or otherwise enacted, as provided in Charter Section 2.110.

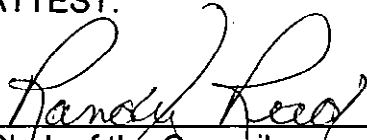
PASSED this 6th day of June, 2012

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Chairperson

ATTEST:



Asst. Clerk of the Council

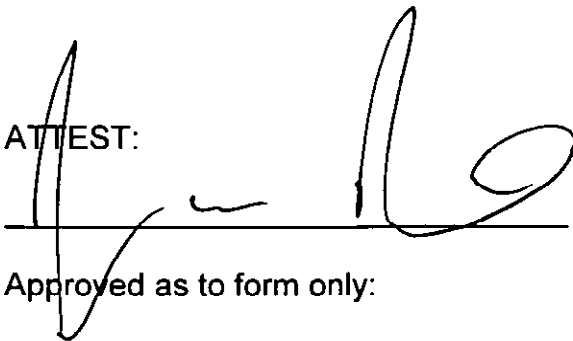
- APPROVED
- EMERGENCY
- VETOED

DATE:

6/8/12

County Executive

ATTEST:



Approved as to form only:

Deputy Prosecuting Attorney

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