



CO00044396

COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 12-076

TRANSFERRING THE FLEET MANAGEMENT DIVISION AND THE EQUIPMENT RENTAL AND REVOLVING FUND FROM THE DEPARTMENT OF PUBLIC WORKS TO THE DEPARTMENT OF FACILITIES MANAGEMENT; AMENDING SNOHOMISH COUNTY CODE CHAPTERS 2.17, 3.36, AND 4.34 SCC.

BE IT ORDAINED:

Section 1. Snohomish County Code, Section 2.17.030, last amended by Ordinance No. 12-026 on June 6, 2012, 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))~~ county 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's fleet management division and equipment rental and revolving fund in accordance with chapter 4.34 SCC;

~~((d))~~(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.

1
2 Section 2. A new section is added to chapter 2.17 of the Snohomish County
3 Code to read:

4
5 **2.17.090 Fleet Management Division.**

6
7 The fleet management division is hereby established within the department of
8 facilities management pursuant to provisions of this chapter for the administration of the
9 equipment rental and revolving fund pursuant to chapter 4.34 SCC, and the purchase,
10 management, maintenance and disposition of the county's vehicles, equipment, parts,
11 materials, and fuel inventories.

12
13 Section 3. A new section is added to chapter 2.17 of the Snohomish County
14 Code to read:

15
16 **2.17.100 Fleet Manager.**

17
18 The fleet manger is that county officer appointed by the director of the
19 department of facilities management pursuant to SCC 2.17.040, as the administrative
20 officer of the fleet management division. The fleet manager shall administer the
21 equipment rental and revolving fund, pursuant to chapter 4.34 SCC, manage its
22 property, and shall prepare and recommend rates and terms of purchase, disposal, sale
23 or rental of any equipment in the fund. The fleet manager shall be responsible for
24 developing, recommending and implementing a comprehensive fleet management
25 program for the purchase, maintenance, repair, rental and replacement of fleet
26 equipment materials, parts and supplies. In the absence of the fleet manager, the fleet
27 manager's powers and duties shall be performed by his or her designee in the division
28 unless the director of facilities management shall direct otherwise.

29
30 Section 4. Snohomish County Code, Section 3.36.035, last amended by Ordinance No.
31 09-131 on November 23, 2009, is amended to read:

32 **3.36.035 Payment for eligible elected officials.**

33 Payment for vehicle travel by elected officials under SCC 3.36.030(3) shall be
34 made as follows:

35
36 (1) If a county vehicle is assigned and used for travel for county purposes, rental
37 on a monthly basis shall be billed against the appropriation and account involved.

38
39 (2) In any year for which a monthly vehicle allowance is established by ordinance
40 as provided in this subsection any elected official designated in SCC 3.36.030 using his
41 or her own vehicle for travel for county purposes may be paid a vehicle allowance on a
42 monthly basis of not more than 99 percent of the average monthly ER&R cost for
43 replacement, maintenance, insurance and fuel expenses of a standard size county pool

1 vehicle as determined by the director of ((public works))facilities management. Such
2 costs shall be reviewed annually by the director and reported to the council on or before
3 October 15 of each year for the following year. The council may by ordinance establish
4 a monthly vehicle allowance in such amount as it determines appropriate, if any. Any
5 elected official designated in SCC 3.36.030 wishing to claim the monthly vehicle
6 allowance or drive a county as provided above shall inform the finance director. In
7 addition to the monthly vehicle allowance provided herein, any elected official
8 designated in SCC 3.36.030 may claim reimbursement for mileage traveled by personal
9 vehicle outside Snohomish County for county purposes, at the same rate authorized for
10 all other county employees.

11
12 (3) Any elected official designated in SCC 3.36.030 using his or her own vehicle
13 for authorized travel for county purposes may elect to be reimbursed at the mileage rate
14 authorized by SCC 3.36.020 upon submission of appropriate voucher forms each month
15 in lieu of automobile assignment or payment of a monthly vehicle allowance.

16
17
18 Section 5. Snohomish County Code, Section 4.34.015, last amended by
19 Emergency Ordinance No. 11-033 on May 25, 2011, is amended to read:

20
21 **4.34.015 Administration of fund.**

22
23 (1) Except as elsewhere provided in this chapter, the fleet manager shall
24 administer the fund, manage its property, and shall prepare and recommend rates and
25 terms of purchase, disposal, sale or rental of any equipment in the fund.

26
27 (2) No less often than annually, nor more often than each calendar quarter, the
28 fleet manager shall prepare a schedule of rental rates to be charged for each item
29 and/or product line expected to be offered or lease. Each rate shall cover all of the costs
30 incurred by the fund, including cost of replacement and costs of repair if such is
31 assumed by the county. Any such schedule shall be forwarded by the director of ((public
32 works))facilities management to the county council for approval by motion. Rentals shall
33 be made only to county departments or other government agencies. Charges for rentals
34 shall be billed monthly and deposited in the fund upon receipt.

35
36 (3) Proceeds from the sale of fund assets which are no longer of value to the
37 fund shall be deposited in the fund upon receipt. Such sales, unless to another county
38 department or governmental entity shall be controlled by the applicable provisions of
39 chapter 4.46 SCC.

40
41 (4) In the management of fund property, the fleet manager may negotiate and
42 approve maintenance warranty agreements with the manufacturer or suppliers of
43 vehicles or equipment that are fund assets to provide for in-house warranty servicing
44 and reimbursement by the manufacturer or supplier of the county's costs.


1 (5) Handling of funds and accounting functions shall be performed by the finance
2 director.

3
4 Section 6. Transition. The Department of Facilities Management and the
5 Department of Public Works, and other county offices and departments as appropriate,
6 are authorized to take all actions necessary to facilitate the transfer of the Fleet
7 Management Division and its Equipment Rental and Revolving Fund to enable it to
8 begin functioning within the Department of Facilities Management in accordance with
9 this ordinance on January 1, 2013.

10
11 Section 7. Effective dates. Sections 1, 2, 3, 4, and 5 of this ordinance shall take
12 effect on January 1, 2013. Section 6 shall take effect ten (10) days after this ordinance
13 is signed by the County Executive or otherwise enacted, as provided in Charter Section
14 2.110.

15
16 PASSED this 10th day of October, 2012

17
18 SNOHOMISH COUNTY COUNCIL
19 Snohomish County, Washington

20
21 
22 _____
23 Chairperson

24
25 ATTEST:

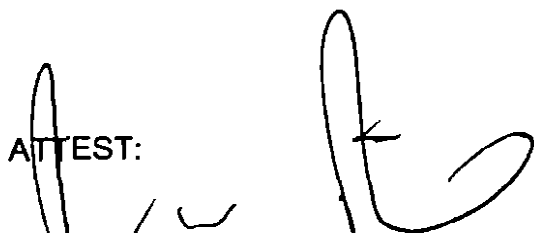
26 
27 _____
28 Clerk of the Council

- 29
30 APPROVED
31 EMERGENCY
32 VETOED

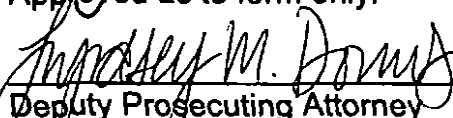
33
34 DATE: 10/12/12

35 
36 _____
37 County Executive

38 ATTEST:

39 
40 _____

41
42 Approved as to form only:

43 
44 _____ 8/16/12
45 Deputy Prosecuting Attorney

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