

DEC 7 1984 (52)



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W.T. _____ K.B. _____
T.C. _____ S.W. _____
G.L. _____ D.J. _____

COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

AMENDED
ORDINANCE NO. 84-146

RELATING TO BUDGET PROCEDURES AND AMENDING
SNOHOMISH COUNTY CODE CHAPTER 4.26

BE IT ORDAINED:

SECTION 1. The headings of Snohomish County Code Chapter 4.26 are amended as follows:

Chapter 4.26
BUDGET PROCEDURES

Sections:

4.26.010 Definitions

4.26.((010))020 Contents, form of budget.

4.26.((020))030 Estimates to be filed by county officials.

4.26.((030))040 Road and bridge estimates--Estimates of future bond expenditures.

4.26.((040))050 Forms of estimates.
(--Penalty-for-delay--)

4.26.((050))060 Preliminary budget prepared by
(auditor) executive.

4.26.((060))070 Revision by ((county-commissioners))
council.

4.26.((070))080 Notice of hearing on budget.

4.26.((080))090 Budget hearing.

4.26.((090))100 Final budget to be fixed.

4.26.((100))110 Budget ((constitutes-appropriations--))
adopted by council and subsequent
transfers.

4.26.((110))120 Vacancies, reclassifications.

4.26.130 Budget transfers.

4.26.140 Severability.

4.26.150 Effective date.

NEW SECTION. SECTION 2. A new section is added to Chapter 4.26, Snohomish County Code, as follows:

4.26.010 Definitions. The following terms as used in this chapter shall have the meanings indicated below unless a different meaning is clearly indicated by the context.

(1) "Agency" shall mean a major administrative division of the County organizational structure which is not a department;

(2) "Appropriation" shall mean monies approved for expenditure by the council through adoption of an ordinance;

(3) "Basic sub-account level" shall mean that level of detail specified by the Budget Accounting and Reporting System (BARS) manual which identifies a broad service or group of services having a related purpose. This level of detail is found in the third digit of the account code for expenditures;

(4) "Budget transfer" shall mean a shift of appropriations from one sub-object of expenditure to another after adoption by the council of the annual budget;

(5) "Capital outlay" or "capital purchase" shall mean an expenditure which results in the acquisition of or addition to fixed assets;

(6) "Current expense fund" shall mean the fund to which all taxes, fees, fines and other financial resources not required to be accounted for in another fund are credited;

(7) "Department" shall mean the broadest administrative division of the County organizational structure established by the Charter or by council ordinance;

(8) "Fixed asset" shall mean an asset which is intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment. Fixed assets do not include long-term investments and other non-current assets;

(9) "Fund" shall mean a fiscal and accounting entity with a self-balancing set of accounts in which resources and liabilities are segregated for the purpose of carrying out specific activities or objectives;

(10) "Programs" shall mean the sub-units of the County organizational structure into which departments and agencies are subdivided;

(11) "Proprietary fund" shall mean any enterprise or internal service fund of the County supported in whole or in part by user fees;

(12) "Sub-account level of detail" shall mean that level of detail of revenue accounting specified by the Budget Accounting and Reporting System (BARS) manual found in the third digit of the account code for revenues which details the source of revenues within each basic revenue account;

(13) "Sub-object level of detail" shall mean the greatest amount of detail in expenditure accounting specified by the Budget Accounting and Reporting System (BARS) manual. This level of detail is found in the seventh digit of the account code for expenditures and requires more detail than all other levels of detail except line items;

(14) "Undesignated, unreserved fund balance" shall mean those contingency funds required pursuant to sections 6.70 and 6.80 of the County Charter from which emergency and supplemental appropriations may be made by the council.

SECTION 3. Section 4.26.010, Snohomish County Code, adopted by Ordinance 80-108 on December 1, 1980, is hereby amended to read:

((4-26-010)) 4.26.020 Contents, form of budget. (1) the 198((2))5 and all subsequent preliminary budgets submitted by the executive to the council pursuant to Snohomish County Charter Sections 6.20 and 6.30, as well as the amended and final budget documents shall contain the following information for each department or agency of the County organizational structure as it exists at the time of budget adoption and as such structure is amended from time to time:

(A) A computer ((printout-or-similar-statement-of-the-budget-showing)) generated columnar listing in comparative form of estimated departmental expenditures for the budget year, ((and-revenues-by-program-in-detail-by-established-line-item-comparison-of)) actual expenditures for the previous year, six months actual expenditures for the current year including all contracts or other obligations against current appropriations, and estimated expenditures for the current year ((7-and-recommended-appropriations-for-the-budget-year)). Such listing of expenditures shall be coded and classified by account in accordance with the Budget Accounting and Reporting System (BARS) prescribed by the office of the state auditor. Expenditure accounts shall be listed at the subobject level of detail which shall be the level of detail formally adopted by the Council upon adoption of the final budget. The expenditures which are required to be listed under this section shall be subtotaled at each basic sub-account level within each of the organizational sub-units of the budget.

(B) ((A-separate-document-showing-in-addition-to-such-other-information-as-the-executive-deems-appropriate-the-following-)) A computer-generated columnar listing in comparative form of revenues that are estimated to be generated by each departmental program, agency or fund for the budget year, actual revenues generated in the preceding year, estimated revenues for the current year, and actual revenue for the first six months of the current year. Such listing of revenues shall be coded and classified by account in accordance with the BARS manual. Revenue accounts shall be listed at the sub-account level of detail. Any revenues or other financial resources including but not limited to fund balance, debt proceeds, fund contributions, and operating transfers which are not generated by or directly connected with a specific department, agency or other organizational subunit shall be listed within the general or non-departmental section of the fund budget. If the proposed budget includes any new proposed revenue sources not then available to the County, alternative means of funding proposed expenditures shall also be provided.

((3)) (C) The following supplemental information which shall be deemed an integral part of the preliminary and final budget documents: (1) A summary ((in-balance-sheet-format-showing-appropriations-to-be-made-for-various-funds-)) listing for each department, agency or single purpose fund within the major functional areas of county government of proposed appropriations and all resources including revenues from all sources, and any anticipated surpluses and deficits.

((4))--Statement-of-major-revenue-funds, their sources, the uses which may be made of them, previous

revenues-from-various-sources-paid-into-these-funds-and-the estimated-revenues-from-such-sources-for-the-coming-year))

((3)) (2) A general description of budgeted program highlights for the coming year.

((4)) (3) ((A-breakdown-for-each-major-agency-or program-including-grants-funds-and-capital-improvement programs-showing-for-each-such-agency-or-program)) The following information for each departmental program or agency shall be presented in a manner which is consistent with the organizational division of each department's or agency's budget:

(a) An organizational chart, which shall indicate any changes in the present organization ((and)) accompanied by a chart to reflect any anticipated reorganization.

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

(c) A statement of goals and objectives for the coming year,

(d) Performance indicators or measurable objectives by function or program,

(e) ((Anticipated-sources-and-amounts-of-revenue and)) Narrative statements showing budget appropriation highlights including major purpose of expenditures, and a comparison of the current year and the coming year's budgets; and

(f) A comparative listing of full-time equivalent (FTE) employees within each department, agency, or single purpose fund. The listing shall include for every permanent position filled during any part of the current year, or expected to be filled during any part of the budget year, the following information:

(1) Position title.

(2) Position number.

(3) Number of FTE's authorized in the current year.

(4) Number of FTE's for which authorization is proposed in the budget year.

(5) Current monthly salary.

(6) Proposed monthly salary.

(7) Current pay range and step.

(8) Proposed pay range and step at the end of the budget year.

(9) The annual appropriation for the current year, and

(10) The annual appropriation proposed for the budget year.

(4) For each department or agency, a capital budget identifying the total amount of the appropriation being requested for items of capital outlay, the estimated purchase price, and the corresponding sources of funding or financing methods which have been identified to purchase such items. If the proposed financing methods include any new proposed revenue sources not then available to the County, alternative means of funding capital expenditures proposed to be financed thereby shall be provided. The proposed capital budget shall include all fixed assets proposed for purchase during the budget year, including items the purchase of which is dependent upon actual revenues received during the budget year, and shall be listed in descending order of priority of purchase. The specific items of capital outlay that are expected to be acquired, as well as the corresponding estimated purchase prices shall also be identified and be presented in a supplemental listing for the current expense fund, all cumulative reserve funds, and all proprietary funds.

(5) A summarized listing for each fund which identifies all resources that are estimated to be received or utilized in order to finance the proposed appropriations during the budget year. This listing shall include but not be limited to reserved fund balance, if any, subsidiary revenue accounts, debt financing, fund contributions, operating transfers in, and interfund distributions.

(6) A listing for each departmental division or major agency which identifies all planned employee reclassifications in the budget year and the fiscal impact of those reclassifications.

(7) A listing of all budget transfers from the reserve for county operations account for the current year to date.

(2) The executive shall prepare ((the-1982-and)) all ((subsequent)) budgets so that such budget can be kept current by substituting pages, ((and)) be responsible for preparing substitute pages, which reflect ((budget-changes)) amendments, according to directions received from the council and distribute them to the council and to officers, departments and agencies affected by any change in the budget.

(3) The executive shall establish a system by which the budget is kept current with respect to revenues received, and appropriations and expenditures made. The executive shall submit to the council, ((at-the-beginning-of-each quarterly-period-of-the-year)) ((on-the-last-day-of-each month)) no later than 15 days after the end of each month and at any other time requested by the council, a written report by fund which shall ((show)) list estimated ((income)) revenues as seasonally adjusted ((and expenditures)), actual ((income)) revenues and expenditures to date, and ((also)) the amounts appropriated for the total year((s)) for all governmental funds, and operating statements for proprietary funds. This section shall not

preclude the council from requesting such other financial information from the executive as it deems necessary for making fiscal decisions. The council shall specify the format and level of detail of all such reports.

(14) The final budget document shall contain a copy of the annual budget appropriation ordinance. The ordinance shall contain a summary for information purposes of appropriations by department, fund, agency or program.

(15) A proposed capital improvement program for the next six fiscal years pursuant to charter section 6.30.

SECTION 4. Section 4.26.020, Snohomish County Code, adopted by resolution August 2, 1971, is hereby amended to read:

((4-26-020)) 4.26.030 Estimates to be filed by county officials. ((On or before the second Monday in August of each year the Snohomish County auditor shall notify in writing each county official, elective or appointed, in charge of an office, department, service or institution of Snohomish County, to file with him on or before the second Monday in September thereafter detailed and itemized estimates both of the probable revenues from sources other than taxation and of all expenditures required by such office, department, service or institution for the ensuing fiscal year.)) On or before August 1 of each year, each county official elected or appointed to administer an office, department, service or institution of the county shall submit to the executive detailed and itemized estimates both of the anticipated revenues from sources other than taxation and all expenditures requested by such officials for the ensuing fiscal year. Such estimates shall include but not be limited to all capital purchases and personnel changes proposed during the budget year.

SECTION 5. Section 4.26.030, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4-26-030)) 4.26.040 Road and bridge estimates. Estimates of future bond expenditures. The ((county commissioners)) executive on or before ((the second Monday in October)) September 1 each year shall submit to the ((auditor)) council a detailed statement showing all new road and bridge construction to be financed from the county road fund, and from bond issues theretofore issued, if any, for the ensuing fiscal year, together with the cost thereof as computed by the ((county road engineer)) director of the public works department or for construction((s)) for which ((in charge of)) a special engineer is in charge, then by such engineer, and such engineer shall prepare such estimates of cost for the ((county commissioners)) council. ((They))The executive shall also submit a similar statement showing the road and bridge maintenance program, as nearly as can be estimated.

The ((county commissioners)) executive shall also submit to the ((auditor)) council detailed estimates of all

expenditures for construction or improvement purposes proposed to be made from the proceeds of bonds or warrants not yet authorized.

SECTION 6. Section 4.26.040, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

~~((4.26.040)) 4.26.050 Forms of estimates. ((--Penalty-for delay--)) The estimates required ((in Sections 4.26.020 and 4.26.030)) by this chapter shall be submitted on forms provided by the ((auditor)) executive and classified according to the ((classification)) Budget Accounting and Reporting System (BARS) Manual established by the division of municipal corporations of the state auditor's office. The ((auditor)) executive shall provide such forms. He shall also prepare the estimates for interest and debt redemption requirements and any other estimates the preparation of which properly falls within the duties of his office.~~

~~Each such official shall file his estimates within the time and in the manner specified by the executive ((provided in the notice and form and the auditor shall deduct and withhold as a penalty from the salary of each official failing or refusing to file such estimates as herein provided, the sum of ten dollars for each day of delay; provided, that the total penalty against any one official shall not exceed fifty dollars in any one year)).~~

~~In the absence or disability of any official, the duties required herein shall devolve upon the official or employee in charge of the office, department, service or institution for the time being. ((The notice shall contain a copy of this penalty clause.))~~

SECTION 7. Section 4.26.050, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

~~((4.26.050)) 4.26.060 Preliminary budget prepared by ((auditor)) executive. Upon receipt of the estimates, the ((auditor)) executive shall prepare the county budget which shall set forth the complete financial program of the county for the ensuing fiscal year, showing the expenditure program and the sources of revenue by which it is to be financed as required by this chapter.~~

~~((The revenue section shall set forth the estimated receipts from sources other than taxation for each office, department, service or institution for the first six months of the current fiscal year and the actual receipts for the last complete fiscal year, and the amount proposed to be raised by taxation.~~

~~The expenditure section shall set forth in comparative and tabular form by offices, departments, services, and institutions, the estimated expenditures for the ensuing fiscal year, the appropriations for the current fiscal year,~~

the-actual-expenditures-for-the-first-six-months-of-the current-fiscal-year-including-all-contracts-or-other obligations-against-current-appropriations,-and-the-actual expenditures-for-the-last-completed-fiscal-year.

All-estimates-of-receipts-and-expenditures-for-the ensuing-year-shall-be-fully-detailed-in-the-annual-budget and-shall-be-classified-and-segregated-according-to-a standard-classification-of-accounts-to-be-adopted-and prescribed-by-the-State-Auditor-through-the-division-of municipal-corporations-after-consultation-with-the Washington-State-Association-of-County-Commissioners-and-the Washington-State-Association-of-Elected-County-Officials.

The-county-auditor-shall-set-forth-separately-in-the annual-budget-to-be-submitted-to-the-board-of-county commissioners-the-total-amount-of-emergency-warrants-issued during-the-preceding-fiscal-year-together-with-a-statement showing-the-amount-issued-for-each-emergency,-and-the-board shall-include-in-the-annual-tax-levy-a-levy-sufficient-to raise-an-amount-equal-to-the-total-of-such-warrants: provided-that-the-board-may-fund-the-warrants-or-any-part thereof-into-bonds-instead-of-including-them-in-the-budget levy.)

SECTION 8. Section 4.26.060, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4-26-060)) 4.26.070 Revision by (county commissioners) council. ((The-budget-shall-be-submitted-by the-auditor-to-the-board-of-county-commissioners)). On or before ((the-first-Tuesday-in-November-of)) October 1st, each year, the executive shall submit the proposed budget as required by this ordinance to the council. The ((board)) council shall thereupon consider the budget in detail and make any revisions or additions it deems advisable ((-)) which revisions the executive shall incorporate in the final budget document.

SECTION 9. Section 4.26.070, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4-26-070)) 4.26.080 Notice of hearing on budget. The council shall introduce a budget ordinance and set the public hearing thereon for a date no sooner than 13 days after introduction of the ordinance. The public hearing shall be held no later than the first business day after November 15 each year. ((The-board-shall-then-publish-a notice-stating)) The notice of public hearing shall state that ((it)) the council has completed and placed on file its preliminary budget for the county for the ensuing fiscal year, including appropriations, taxes, and other revenues, ((a)) copies of which ((will-be-furnished-any-citizen who-will-call-at-its-office-for-it)) are available for inspection and purchase, and ((that-it-will-meet-on-the first-Monday-in-December-thereafter-for-the-purpose-of fixing-the-final-budget-and-making-tax-levies)) designating the time and place of such ((meetings)) hearing, and that any taxpayer may appear ((thereat)) and be heard for or

against any part of the budget. The notice shall be published once each week for two consecutive weeks ((immediately-following-adoption-of-the-preliminary-budget)) in the official newspaper of the county, or if there is none, in a legal newspaper in the county. A copy of the proposed budget ordinance will be furnished any citizen upon request. ((The-board-shall-provide-a-sufficient-number-of-copies-of-the-detailed-and-comparative-preliminary-budget-to-meet-the-reasonable--demands-of-taxpayers-therefor-and-the-same-shall-be-available-for-distribution-not-later-than-two-weeks-immediately-preceding-the-first-Monday-in-December.))

SECTION 10. Section 4.26.080, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4-26-080)) 4.26.090 Budget hearing. ((On)) By the first ((Monday-in)) business day ((December)) after November 15 in each year the ((board-of-county-commissioners)) council shall meet at the time and place designated in the notice, ((whereat)) and any taxpayer may appear and be heard for or against any part of the budget. The hearing may be continued from day to day until concluded ((but-not-to-exceed-a-total-of-five-days)). The officials in charge of the several offices, departments, services, and institutions shall, at the time the estimates for their respective offices, departments, services or institutions are under consideration, be called in and appear before such hearing by the ((board)) council at the request of any taxpayer and may be questioned concerning such estimates by the ((commissioners)) councilmembers or any taxpayer present.

SECTION 11. Section 4.26.090, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4-26-090)) 4.26.100 Final budget to be fixed. Upon the conclusion of the budget hearing, the ((board-of-county-commissioners)) council shall fix and determine each ((item-of-the-budget-separately)) appropriation and the estimated revenues of the budget at the level of detail required by this chapter and shall by ((resolution)) ordinance adopt the budget as so finally determined and enter the same in detail in the official minutes of the ((board)) council. ((a)) A copy of ((which)) the budget shall be forwarded to the division of municipal corporations of the state auditor's office. The budget ordinance shall specify that the budget is adopted at the subobject level of detail for expenditures and incorporate by reference that level of detail which shall be binding upon all County officials and employees subject to the budget transfer authority of this ordinance.

SECTION 12. Section 4.26.100, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4-26-100)) 4.26.110 Budget ((constitutes appropriations--)) adopted by council and subsequent transfers. The estimates of ((expenditures)) revenues and appropriations itemized and classified as required ((in

Snohomish-County-Code-Section-4.26.050)) by this chapter and as finally fixed and adopted in detail by the council shall constitute the ((appropriations)) annual budget for the ensuing year, subject to the limitations contained in this chapter and other applicable provisions of the charter, county code and state law; and the council and every other county official shall be limited in the making of expenditures or the incurring of liabilities to the amount of such detailed appropriations ((7---items,---or---classes,---respectively)); provided, that transfers or revisions within ((departments--and)) sub-objects of expenditures, emergency and supplemental appropriations from the undesignated, unreserved fund balance, and cancellations of appropriations may be made as provided by this chapter and as otherwise provided by law.

SECTION 13. Section 4.26.110, Snohomish County Code, adopted by resolution on August 2, 1971, is hereby amended to read:

((4.26.110)) 4.26.120 Vacancies, reclassifications. (1) No county official, department head, or other county employee shall, without review and approval of the executive:

(a) ((Create-any-new-position-not-provided-in-the-then-current-budget,--(b))) Fill a vacancy in any position provided in the then current budget for any reason, including lay-off, discharge, resignation, transfer, retirement, promotion or demotion. This requirement shall not extend to filling temporary positions or vacancies caused by leave authorized by the personnel code or applicable union contract.

((e)) (b) Reclassify any position or otherwise perform any act which increases the salary or other benefit of any position.

(2) Before approving or disapproving the ((creating,)) filling, or reclassifying of any position or increasing salary or other benefits of any position as provided in subsection (1) above, the executive shall hold a conference or informal hearing with the official, employee or employee representative requesting such action, and decide whether or not the needs and financial ability of the county justify such action. In considering such a request, the executive shall not ((concern-himself-with)) consider the identity of any individual who might be directly affected by such action.

(3) Any official or employee who undertakes any action contrary to subsection (1) above shall be personally liable to the county for any increased costs to the county as a result of such action.

(4) This section shall not apply to any action approved by the council, which shall have the sole authority to create new positions not provided in the then current budget, action with respect to a position exempted from such control by Amendment 21, Washington Constitution, or action to fill any vacancy in positions covered by Section 3.40 or

Section 7.20(2), (3), or (5) of the Snohomish County Charter.

(5) Nothing in this section shall affect the terms and conditions contained in any labor contract or control contained in any state statute.

~~NEW SECTION.~~ SECTION 14. A new section is added to Chapter 4.26, Snohomish County Code as follows:

~~4.26.130 Budget transfers.~~ (1) All budget transfers of appropriations made to all administrative and appointive executive departments, and elected executive departments upon the request of the elected official involved shall require executive approval; provided that all transfers shall first be reviewed and approved by the budget administrator; and provided further, that the council shall also review and may by motion approve, disapprove or defer action on the budget transfers enumerated in subsection (4) of this section.

(2) The following budget transfers may be approved by the executive without prior submission to and review by the council:

(A) Budget transfers which increase employee salaries pursuant to the merit pay plan or career path, implement reclassifications or correct clerical errors; or

(B) Budget transfers within programs in each department except as provided in subsection (4)(A) of this section; or

(C) Budget transfers from the executive miscellaneous non-departmental account.

(3) The executive shall notify the council not less than once a month of budget transfers approved by him. Such notification shall include a listing which identifies the specific funds, departments, programs, account codes, and amounts involved in the transfer. It shall also establish prior review and approval by the budget office and the signature of the executive or his designee thereby approving the transfer.

(4) Council review shall be required for requests for:

(A) Budget transfers within programs in each department which involve transferring monies appropriated for sub-objects of salaries and wages, personnel benefits or capital outlay to or from any other sub-object of expenditures; or

(B) Budget transfers which create new salaried positions, except to facilitate coding changes of currently authorized positions; or

(C) Budget transfers which establish new programs, projects or functions or delete ongoing projects, programs or functions; or

(D) Budget transfers which cumulatively by sub-objects exceed \$1,000 between programs within a department; or

(E) Budget transfers involving the non-departmental section of the current expense fund, except as provided in subsection (2)(C) of this section.

(5) Each budget transfer request submitted to the council for review shall be accompanied by the following information:

(A) A written narrative which explains in detail why the budget transfer is necessary.

(B) Identification in writing of the specific funds, departments, programs and account codes and titles that are affected and the corresponding amount being transferred. The budget administrator shall affix his signature to this analysis thereby indicating prior review and approval by the budget office.

(C) For each of the sub-objects involved in the transfer, the following information shall be provided:

(1) Original appropriation amount,

(2) Adjusted appropriation amount,

(3) Year-to-date expenditures,

(4) Unencumbered balance,

(5) Projected expenditures for the remainder of the year.

(D) Worksheets, analytical schedules or other documents which support projections and estimates that have been made.

(E) A list of assumptions (if applicable).

(F) Such other information or documentation as the council may from time to time require or as may be required by the charter, state statutes or other applicable laws and codes.

(6) All requests for council review of budget transfers pursuant to this section shall be submitted to the clerk of the council. If within five working days after the date of

receipt of the budget transfer request the council has not adopted a motion to defer or disapprove the budget transfer request, it shall be deemed approved. If Council has by motion deferred action on a budget transfer request, the budget transfer shall be deemed approved unless the Council by motion disapproves the request within ten working days of its adoption of the motion to defer. The council may by motion act to approve any budget transfer request prior to the expiration of the time period for action thereon provided for in this subsection.

(7) All actions by the council to approve, disapprove or defer budget transfer requests pursuant to this section shall be taken at a public meeting and shall be by motion requiring the affirmative vote of a majority of the council. All such actions shall be effective on the date of adoption of the motion. The chairman of the council shall affix his signature thereto.

(8) This section shall apply only to transfers of funds previously appropriated in the current annual budget. Supplemental, emergency, additional capital budget and all other appropriations shall be approved by ordinance after notice and a public hearing.

NEW SECTION Section 15. A new section is added to chapter 4.26, Snohomish County Code as follows:

4.26.140 Severability. The provisions of this chapter shall be effective in all cases unless otherwise provided for by state or federal law. The provisions of this chapter are separate and severable. The invalidity of any clause, sentence, paragraph, subdivisions, section, or portion of this chapter or the invalidity of the application thereof to any person or circumstances shall not affect the validity of the remainder of this chapter, or the validity of its application to other persons or circumstances.

NEW SECTION: Section 16. A new section is added to Chapter 4.26, Snohomish County Code, as follows:

4.26.150 Effective date. This ordinance shall become effective on January 1, 1985.

Dated November 30, 1984

Donald J. Britton
Chairman

ATTEST:
Ellie Snyder
Clerk of the Council

ATTEST:

County Executive

() APPROVED () VETOED
() EMERGENCY Date _____
PUBLISHED _____ and _____

D-4
CM-22

ATTACHMENT A

Summary of Council's proposed amendments to Executive's preliminary 1985 budget.

1. PREAMBLE: The Council will insert a preamble statement into the budget adoption ordinance. The preamble will be made up of statements concerning major county functions and departmental areas. The entire Council will together make up this statement of policies and responses to the Executive's proposals in the 1985 budget.
2. ISTS: The Department of Information Systems and Technical Services will remain an internal service fund pending the outcome of a management audit which the Council is calling for concerning this department.
3. INTERNAL AUDITOR: The Council will establish an Internal Auditor function and an audit review committee. This function will be placed within Non-Departmental. The new Auditor position in the Executive's budget is not affected by this decision.
4. SURFACE WATER MANAGEMENT DIVISION: Budget is reduced to to reflect \$350,000 of capital expenditure money from 1/4% real estate excise tax and \$135,000 of Current Expense money.
5. The Council has established a Reserve for County Operations account within the Non-departmental section of the budget. A separate ordinance establishing this account will be placed within the county code.
6. The Council has established a Cumulative Reserve Fund for equipment and capital operations, within the Non-departmental section of the budget. A separate ordinance establishing this account will be placed within the county code.
7. The Council is implementing a management pay plan based upon recommendations by the Director of Human Resources and the Executive.
8. The Council has included funds for a labor relations attorney and negotiator.
9. The Council has reallocated the cable television franchise tax monies from the Public Works Department to current expense.
10. The State Examiner's budget has been retained at 1984 levels.
11. The amount proposed for the county newsletter has been reduced.
12. Sheriff traffic enforcement funds of some \$185,000 will be utilized from the county road fund.
13. Captain's salaries within the Sheriff's department are adjusted upward to reflect parity with the management pay plan.
14. Monies are allocated to the Sheriff for radio equipment.

15. Coroner is given funds to pursue a regional medical examiner study and coroner training.
16. A net of some \$42,000 is added to district courts' budget.
17. Monies for jail phase-in have been identified in the jail reserve fund for the purpose of continued study of necessary phase-in costs.
18. The walkway program will be increased from \$400,000 to \$700,000 in funding within the Department of Public Works.
19. Solid Waste division budget is reduced by \$45,500.
20. The Community and Educational Services budget is reduced by a total of \$39,000.
21. Human Services. Council is designating \$200,000 of the 1/4% real estate excise tax monies for mental health facility construction, for the purpose of matching State Referendum 37 monies.
22. Council is allocating \$50,000 of Federal Shared Revenue funds for the Aging program - Senior Centers operations.
23. \$50,000 of Federal Shared Revenue funds is allocated for mental health involuntary treatment.
24. \$70,000 of Federal Shared Revenue funds is allocated to supplement the Community Services Block Grant program for low-income people. In addition, \$30,000 of Federal Shared Revenue funds is allocated for a grantsperson within this program.
25. The Veteran's Administration millage will be increased to fund the program an additional \$50,000. This meets the Executive's proposal with the exception that the \$50,000 will not come from an extra 1/2 cent sales tax, as proposed by the Executive.
26. The Council will retain the three personnel within the Treasurer's office, which the Executive proposed to transfer to the supervision of the Finance Director. In addition \$18,000 is reduced from the Finance Department Budget.
27. \$13,000 is added to the cumulative reserve account for capital purchase.
28. Payroll personnel, which the Executive recommended be transferred to the Personnel office will remain within the Finance Department pending notice and review of the requested change. \$31,000 has been reduced from the Personnel Department pending notice and review of the requested change.
29. The Noxious Weed program is transferred to the Snohomish Conservation District supervision. In addition, \$1,700 is allocated to the Snohomish Conservation District budget.
30. Revenues within Non-Departmental section of the budget have been reallocated to new funds established within that section, e.g., the Reserve for County Operations Account and the Cumulative Reserve for Capital Acquisition.
31. Hearing Examiner's budget is reduced to reflect the retention of a 35-hour work week schedule.

32. \$18,000 is allocated for funding for the Snohomish County Law Library.

33. The Council is increasing elected official's **salaries**, other than their own, with reference to the management pay plan submitted by Personnel. These increases will be phased in over a two year period. Council will receive a 2% raise per ordinance; the Executive will receive a 3.8% raise.

BUDGET AMENDMENTS - COUNCIL PROPOSED
PRO FORMA SUMMARY

Fund, Department or Division	Increase (Decrease) Appropriation	Increase (Decrease) Revenue
ISTS - indirect cost recovery = 48,000		
misc. approp. reductions 11,000	37,044	37,044 (a)
ISTS - micrographics indir. cost	6,205	6,205 (a)
ISTS - equip. acquisition	(90,000)	
Non-depart'l ISTS mngm't audit	100,000	
Non-dept'l internal auditor	50,000	
Surface water mngm't. - misc. approp.	(23,750)	
Surface water mngm't. - dairy waste contrib.		5,250
Surface water mngm't. - curr. exp. contrib.		134,837
Surface water mngm't. - S.B. 4972 contrib.		(163,837)
Non-dept'l. - RCO account:		
Non-dept'l - general reserve	500,000	
Non-dept'l. - add'l. judge/clerk	75,000	
Non-dept'l. - jail computer	130,000	
Non-dept'l. - fund contrib. (jail reserve)		130,000
Non-dept'l. - fund contrib. to cum reserve	550,000 (b)	
various curr expense depts. (capital outlay)	(150,000) est.	
Non-dept'l. periph equipt.	(100,000)	
Non-dept'l. - fund bal. reserve	(1,448,520) deleted (c)	
Various depts./funds (net effect of management pay plan proposed vs. amended)	26,280 est.	
Various depts./funds - related benefits	5,300 est.	
Non-dept'l - labor law specialist	50,000	
Non-dept'l - increased approp. for negotiations	10,000	
Non-dept'l - franchise tax		150,000 (d)
Non-dept'l - decreased St. auditor fee	(62,236) (e)	
Non-dept'l - reduced newsletter approp 60,000 to 50,000	(10,000)	
Sheriff/Operations - county road funding of traffic enforcement		185,000
Coroner - prof. svc's, transportation, regis. 6,000 650 350	7,000	
Cascade District - elim. new clerk position, elim. extra help contingency, reduce comm. trans, and misc.	(29,000)	
Cascade District/probation - elim. new clerk reduce trans.	(13,300)	
South District - salaries, positions, & A/R	74,600	
Evergreen District - A/R collection	10,000	

NOTE: The above amounts are, in some instances, approximations or estimates of detailed changes presented to the budget staff for finalization.

BUDGET AMENDMENTS - COUNCIL PROPOSED

Fund, Department or Division	Increase (Decrease) Appropriation	Increase (Decrease) Revenue
S.B. 4972 - fund contrib. jail reserve	700,000	
Corrections - jail phase-in	(1,303,404)	(865,000) (f) (438,404) (g)
County Road fund - increased approp. for walkways	300,000	(300,000) (h)
Solid Waste - van (5,000)	(45,500)	(45,500) (i)
advertising (28,500)		
prof. svcs. (12,000)		
Community & Educ. Svc's - unempl. comp.	(18,000)	
Parks & Rec.		
Community & Educ. Svc's - Ever. Fair	(18,928)	
1 clerk & benefits		
Non-dept'l - hum svc's support:		
Non-dept'l - contingency	(150,000)	(500,000) (j)
Non-dept'l - mental health & D/D	(50,000) (k)	
Non-dept'l - senior centers	(150,000) (k)	
Non-dept'l - veterans relief	(50,000)	
Non-dept'l - CSBG contrib to Comm. svc's admin.	100,000 (l)	
Non-dept'l - fund contrib from federal shared revenue		200,000
Non-dept'l - fund contrib vet reserve	50,000 (m)	
S.B. 4972 fund - mental health facil.	200,000 (n)	
Finance - Treasurer (reinstate 3 revenue accountants	78,962	
Finance - general - transfer of rev. acct's.	(78,962)	
Finance - general - transfer of payroll positions	113,411	
Personnel - transfer P/R positions	(113,411)	
Personnel - elim. new analyst & benefits	(31,000)	
Finance/Admin. - transportation	(1,000)	
Finance/Anal. & Reporting - transportation	(1,450)	
Finance/licensing - elim. new clerk II & benefits	(16,255)	
/licensing - reinstate extra help	3,000	
Non-dept'l - Conservation district	1,700	
Council/Hearing Exam. - decrease salaries and benefits due to 40 to 35 hour week	(11,768)	
Non-dept'l - law library funding	18,000	
Sheriff - 1985 contract settlement (previously budgeted in fund bal reserve)	72,895	
Non-dept'l - reduced contingency	(50,000)	
Non-dept'l - ISTS management audit	100,000	

BUDGET AMENDMENTS

Fund, Department or Division	Increase (Decrease) Appropriations	Increase (Decrease) Revenue
Non-dept'l - reduce revenue (by proposed ISTS fund equity transfer)		(100,000)
Non-dept'l - reduce contribution to SNOPAC	(39,380)	
Bldg. construction & remodel	(200,000) (o)	
S.B. 4972 - to finance 1985 approp.		536,163 (p)
Non-dept'l - indirect cost recovery from ISTS & micrographics 48,044 6205		54,249 (q)
Non-dept'l - approp for court consolid	5,000	
Pros Atty - settlement & reorg amended salaries and line items per B. Freitas spread schedules	197,479 (r)	
Airport - new facility maint. position	24,000	
Cum reserve fund as proposed -DELETED (s)		

~~ADDITIONAL AMENDMENTS PROPOSED BY EXECUTIVE~~

County road fund - misc. increased approp.	515,000	
County road fund - decreased ending fund balance	(1,038,000)	
County road fund		77,000 (t)
RID #13 assessment	282,805	282,805
Dairy waste management	56,650	56,650
Tax refund fund	74,000	74,000
ug buy fund	14,000	14,000
Comm. svc's - DOE grant	(258,230) (u)	(258,230) (u)
Comm. svc's - BPA weatherization	(186,875) (u)	(186,875) (u)
HHS energy grants	(272,483) (u)	(272,483) (u)
Comm svc's admin	764,766 (u)	764,766 (u)
Sheriff/Operations	(800) (u)	
Pros Atty/admin.	1,744 (u)	1,744 (u)
Pros Atty/family support		57,411 (u)
County Clerk		(21,500) (u)
Non-dept'l		45,000 (u)

(a) est. ending fund balance.

(b) contingency - 17,000
equip. previously in curr. exp. depts. - 150,000

Sheriffs radios - 40,000
1985 DP - 80,000
gang mask - 12,000
fixed asset software - 20,000
folding machine - 105,000
3 word processors - 50,000
CRT's/printers - 80,000

- (c) cross reference no. 30 of attachment A.
- (d) from county road fund
- (e) equals net effect of decreased fee
- (f) eliminate 1/2 cent sales tax proposed by Exec.
- (g) eliminate jail reserve fund equity transfer
- (h) eliminate SB 4972 funding
- (i) decrease beg. fund balance
- (j) eliminate 1/2 cent sales tax
- (k) balance equals \$50,000
- (l) 70,000 contingency, 30,000 grantsman
- (m) veterans relief funded VIA millage vs. 1/2 cent tax
- (n) county's share of facility cost
- (o) Executive had proposed funding from FSR
- (p) Designated fund bal.
- (q) cross reference, attachment A. no. 2
- (r) previously in fund bal. reserve program
- (s) now an unappropriated fund
- (t) various revenue account increases
- (u) reflects action taken in 1984 to bring HASCO weatherization people as county employees; double budgeted twin rivers impact; revised estimate fee for trust disburse; revised prop. tax (from Assessor)