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COUNTY COUNCIL
Snohomish County, Washington

ORDINANCE NO. 91-203
ENHANCEMENTS TO SNOHOMISH COUNTY'S
HOTEL-MOTEL TAX FUND GRANT PROGRAM:
AMENDING SNOHOMISH COUNTY CODE
CHAPTER 4.40

WHEREAS, Snohomish County Code Chapter 4.40 created a Hotel-Motel Fund pursuant to RCW 67.28.180; and

WHEREAS, the County Council wishes to make certain enhancements to administration of the Hotel-Motel Fund;

NOW THEREFORE, BE IT ORDAINED:

Section 1. Snohomish County Code Section 4.40.065, adopted by ordinance No. 87-062 on August 12, 1987, is amended to read as follows:

4.40.065 Fund administration. Administration of the hotel-motel tax fund will rest with the planning division of the department of planning and community development. The planning division shall develop procedures for implementation of this chapter which are based upon the following program policies:

(1) Prior to October 1 each year, department of budget and finance staff shall provide a projection regarding the extent of appropriation capacity within the hotel-motel tax fund for the ensuing year.

(2) The hotel-motel tax fund manager and fund accountant from the department of budget and finance shall attend meetings with the planning division where project selections are made.

(3) The planning division and the department of budget and finance shall determine that there is sufficient appropriation capacity and a cash flow within the hotel-motel tax fund to meet approved payment schedules.

(4) Use of funds must be in compliance with state statutes governing the use of hotel-motel tax revenues.

(5) Each funded project must have specific goals and measurable service output to which the project sponsor can be held accountable through the contract, project monitoring and reporting processes.

(6) No county official shall make any preliminary commitment to any entity interested in obtaining funding for any project.

(7) All policies and guidelines shall apply to all proposed projects.

(8) There shall be no borrowing from the current expense fund.

(9) To assure fund integrity and proper accounting for project activity, a checklist shall be established and attached to each project contract or interlocal agreement providing review history and paper trail including:

(a) executive recommendations.

(b) council approval.

(c) adopted budget.

(d) budget and finance department review demonstrating appropriation capacity and cash flow sufficiency.

(e) prosecuting attorney review.

(f) executed contract or interlocal agreement.

(10) At its discretion, the planning division may manage the fund in such a way as to enable a midyear granting cycle. All provisions of this section shall apply to any midyear grant program.

(11) The planning division is authorized to approve grantee requests to reprogram a maximum of 20% of approved funds within expenditure categories enumerated in the original contract; provided that this authorization shall not be construed as permitting: (1) assignment of new funds to a project in excess of the amount originally approved by council, or (2) funding of expenditure categories not cited in the original governing contract.

(12) The planning division is authorized to recover a portion of its costs of hotel/motel fund administration from the Fund on an annual basis. Such recovery shall amount to 5% of the total grant allocation for the year in which the recoverable administrative costs are incurred.

PASSED this 15th day of January, 1992.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Lee M. Langley
Chairperson

Approved as to form:

Gordon V. Sily 10/31/91
Deputy Prosecuting Attorney

ATTEST:

Sheila McAllister
Clerk of the Council, asst

- () APPROVED
() VETOED
() EMERGENCY

DATE: 1/23/92
[Signature]
County Executive

PUBLISHED _____ and _____