



CO00020786

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

ORDINANCE NO. 97-037

RELATING TO THE COUNTY BUDGET AND BUDGET PROCEDURES, AND AMENDING CHAPTER 4.26 SCC

BE IT ORDAINED:

Section 1. Snohomish County Code Section 4.26.010, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

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)) ("Adjusted estimated expenditures" shall mean the estimated appropriations as formally adopted by the council in the annual budget pursuant to SCC 4.26.110 and as may be subsequently adjusted by emergency and supplemental appropriations or budget transfers));~~

~~((2))~~ "Agency" shall mean a major division of county government which corresponds to a county department and which may be composed of one or more ~~((organizational))~~ appropriation units;

~~((3))~~ (2) "Appropriation" shall mean monies approved by the council for expenditure through adoption of an ordinance;

~~((4))~~ (3) "Appropriation unit" shall mean that level of detail in reporting ~~((of))~~ objects of expenditure which sub-totals a group of related objects of expenditure ~~((This term is used in conjunction with the county's hierarchical chart of accounts))~~ and corresponds ~~((with))~~ to the ~~((sub-object))~~ basic and sub-account (BASUB) level of detail specified in the BARS manual;

(4) "BARS" or "BARS manual" means the Budgeting, Accounting, and Reporting Systems (BARS) manual published by the state auditor, with updates;

(5) "Basic sub-account (BASUB) level" shall mean ~~((that))~~ the basic and subaccount level of detail specified ~~((by))~~ in the ~~((budget accounting and reporting system (BARS)))~~ 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 BARS account code for expenditures));~~

(6) "Budget transfer" shall mean a shift of appropriations from one appropriation unit to another after adoption by the council of the annual budget;

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

(8) "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;

(9) "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;

(10) "FTE" shall mean the fractional equivalent of one full time employee working on the basis of a forty (40) hour work week for one (1) calendar year;

(11) "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;

(12) ~~((("Organizational unit" shall mean the programmatic divisions within agencies of county government. Organizational units are represented by the 7th, 8th, 9th and 10th digits of the county's hierarchical chart of accounts))~~ "Object of expenditure" shall mean an expenditure reported at the object level of detail for expenditure reporting specified in the BARS manual;

(13) (~~"Proprietary fund" shall mean any enterprise or internal service fund of the county supported in whole or in part by user fees~~) "Personnel costs" shall mean all county expenses for personal services included within object categories 10 (salaries and wages) and 20 (personnel benefits) as defined in the BARS manual; and

(14) "Sub-account level of detail" shall mean the object level of detail for revenue reporting specified ((by)) in the ((budget accounting and reporting system (BARS))) BARS manual ((found in the third digit of the BARS account code for revenues which details the source of revenues within each basic revenue account;

(15) ~~"Object of expenditure" shall mean the greatest amount of detail in expenditure reporting specified by the 15, 16, 17 and 18th digits of the county's hierarchical chart of accounting;~~

(16) ~~"Unreserved, undesignated fund balance" shall mean those contingency funds required pursuant to sections 6.70 and 6.80 of the county charter from which emergency appropriations may be made by the council).~~

Section 2. Snohomish County Code Section 4.26.020, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.020 Contents, form of proposed budget. ((4)) The ((1987 and all subsequent preliminary budgets)) proposed budget 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 by fund for each ((organizational unit of the county organizational structure as it existed at the time of the 1986 budget adoption and as such structure is amended from time to time)) agency and appropriation unit:

((a)) (1) A ((computer-generated columnar)) listing in comparative form of ((estimated organizational unit)) proposed expenditures for the budget year, expenditures authorized by appropriation for the current year, and actual expenditures for the ((previous)) preceding year ((, six months actual expenditures for the current year including all contracts

~~or other obligations against current appropriations, and the adjusted estimated expenditures for the current 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))~~ the BARS manual. ~~((Expenditure accounts))~~ Expenditures within all funds ~~((except the county road fund))~~ shall be listed at the ~~((appropriation unit))~~ object of expenditure level of detail ~~((which shall be the level of detail formally adopted by the council upon adoption of the final budget. Expenditure accounts of the county road fund shall be listed at the basic sub-account level of detail which shall be the level of detail formally adopted by council in the final budget for this fund. The expenditures which are required to be listed under this section shall be subtotaled within each of the organizational sub-units of the budget)).~~

~~((b))~~ (2) A listing in comparative form of appropriations requested for the budget year at the appropriation unit level of detail, and of current year adjusted appropriations reflecting all budget modifications subsequent to adoption of the current year budget.

(3) A ~~((computer-generated columnar))~~ listing in comparative form of revenues that are estimated to be generated by each ~~((organizational unit))~~ agency for the budget year, revenue estimates contained in the budget for the current year, and 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))~~ Revenues 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 ~~((organizational unit))~~ agency shall be listed within the general or non-departmental section of the fund budget.

(4) Listings in comparative form by fund of total appropriations for personnel costs requested for the budget year, total appropriations for personnel costs for the current

year, total estimated revenues excluding revenues dedicated for capital projects for the budget year, and total revenues excluding revenues dedicated for capital projects estimated in the budget for the current year, along with the percentage growth in personnel costs compared to the percentage growth in such estimated revenues. If for any fund the percentage growth in personnel costs exceeds the percentage growth in such estimated revenues, the listing must be accompanied by a written analysis of whether or not the proposed budget is consistent with the fiscal policy set out in paragraph (1)(G) of the attachment to Resolution No. 96-002, as amended. If the proposed budget is not consistent with that fiscal policy, the analysis must include an explanation of why the inconsistency is contained in the proposed budget.

(5) A listing in comparative form by agency of the number of FTEs for which appropriations are requested for the budget year, the number of FTEs listed in the budget for the current year, and the number of FTEs listed in the budget for the preceding year.

Section 3. Snohomish County Code Section 4.26.021, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.021 Supplemental information. The following supplemental information shall be ~~((included within))~~ submitted with the ~~((preliminary and final))~~ proposed budget ~~((documents))~~:

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

(2) A general description of ~~((budgeted))~~ program highlights for the ~~((coming))~~ budget year for each ~~((organizational unit))~~ agency at the BASUB level.

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

(a) An organizational chart, which shall ~~((indicate))~~ describe any changes in the various ~~((organizational units~~ ~~((accompanied by a))~~ agencies, and an additional organizational chart ~~((to reflect))~~ describing any anticipated reorganization,

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

(c) A statement of goals and objectives of each ~~((organizational unit))~~ agency at the BASUB level for the ~~((coming))~~ budget year,

(d) ~~((Performance))~~ A comparative listing of performance indicators or measurable objectives by ~~((organizational unit))~~ 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, and

(e) ~~((Narrative statements showing budget appropriation highlights including major purpose of expenditures, and a comparison of the current year and the coming year's budgets))~~ A summary of revenue estimation methodology and assumptions.

(4) A comparative listing of full time or part time positions within each ~~((organizational unit))~~ agency at the BASUB level. The listing shall include, for every regular position ~~((filled during any part of the current year or expected to be filled during any part of))~~ for which an appropriation is requested for the budget year and for every regular position listed in the budget for the current year, the following information:

(a) Position title,

(b) Position number,

(c) Number of FTEs ~~((authorized in))~~ listed for the current year,

(d) Number of FTEs for which ~~((authorization is proposed in))~~ appropriations are requested for the budget year, and

~~((Current monthly salary,~~

~~((Proposed monthly))~~ Estimated annual salary and benefits ~~((;~~

~~((g) Current pay range and step,~~

~~((h) Proposed pay range and step))~~ at the end of the ~~((budget))~~ year~~((;~~

~~((i) The annual appropriation for the current year, and~~

~~((j) The annual appropriation proposed for the budget year)).~~

(5) A listing for each agency at the BASUB level of extra help and overtime expenses included in the proposed budget.

(6) For each ~~((organizational unit))~~ fund by agency and appropriation unit, a proposed capital ~~((budget))~~ improvement program identifying the ~~((total amount of appropriation))~~ appropriations ~~((being))~~ requested for items of capital outlay and the corresponding sources of funding, and for each fund a prioritized ranking of proposed capital equipment and capital improvement projects which includes the estimated cost of each project ~~((or financing methods which have been identified to purchase such items)).~~ ~~((The specific items of capital outlay that are expected to be acquired listed in descending order of priority as well as the corresponding estimated purchase prices shall also be identified and be presented in a supplemental listing for each organization within the current expense fund, all cumulative reserve funds and all proprietary funds.~~

~~((6) A summarized listing for each fund which identifies all resources and respective individual amounts that are estimated to be received or utilized in order to finance the proposed~~

~~appropriation 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.)~~

~~(7) ((A listing for each organizational unit which identifies all employee reclassifications which have been included in the executive's proposed and the fiscal impact of these reclassifications.~~

~~(8) A listing of all budget transfers from the reserve for county operations account for the current year to date.~~

~~(9) The final budget document shall contain a copy of the annual budget appropriation ordinance. The ordinance shall contain a) A summary table, for information purposes only, of appropriations and estimated FTEs by fund, agency, and ((organizational)) appropriation unit.~~

Section 4. Snohomish County Code Section 4.26.023, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.023 Interim financial reports. (1) The executive, through the ((finance)) department of budget and finance, shall establish a financial reporting system which records in a timely manner revenues received, and encumbrances and expenditures made. The executive shall submit to the council, no later than ((fifteen)) forty-five days after the end of each month quarter and at any time requested by the council, a written report by fund of revenues and expenditures ((which shall list estimated revenues as seasonally adjusted, actual revenues and expenditures to date, and the amounts appropriated for the total year for all governmental funds, and operating statements for proprietary funds)). ((Such reports shall contain revenue and expense accounts that are consistent with those required under SCC 4.26.021(6) and 4.26.020(1)(a) so that actual results can be compared with the estimates contained in the budget.

~~(2) The executive shall submit to the council no later than fifteen days after the end of each month a report of assets, liabilities and fund balances for the current expense fund. The~~

~~fund balance shall be segregated as to reserved and unreserved designated and undesignated.~~

~~(3))~~ (2) 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))~~ may specify the format and level of detail of all such reports.

Section 5. Snohomish County Code Section 4.26.024, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.024 Capital improvement ((plan)) program. The executive shall on an annual basis prepare a capital improvement ~~((plan))~~ program for the next six fiscal years pursuant to the county charter ((section 6.30)) and chapter 36.70A RCW.

Section 6. Snohomish County Code Section 4.26.030, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.030 Estimates to be filed by county officials. On or before August 1 of each year, each county official elected or appointed to administer an ~~((organizational unit))~~ agency 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. The executive shall provide copies of the estimates to the council on or before October 1.

Section 7. Snohomish County Code Section 4.26.060, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.060 ((Preliminary)) Proposed budget prepared by executive. Upon receipt of the estimates, the executive shall prepare, through the department of budget and finance, the executive's proposed 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.

Section 8. Snohomish County Code Section 4.26.070, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.070 Revision by council. On or before October ~~((1st))~~ 1 of each year, the executive shall submit those ordinances required by ~~((Snohomish))~~ county charter section 6.20 and the proposed budget as required by ~~((Snohomish County Code Chapter 4.26))~~ this chapter to the council. The 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. Snohomish County Code Section 4.26.080, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.080 Hearing on ~~((preliminary))~~ proposed budget. notice. ~~((By))~~ On or before the first business day after October 31 in each year, the council ~~((should))~~ will set a date for a hearing on the ~~((preliminary))~~ executive's proposed budget. The council will publish notice of ~~((public))~~ the hearing ~~((should state that the council has completed and placed on file the preliminary budget for the county for the ensuing fiscal year, including appropriations and taxes and other revenues)),~~ ~~((and))~~ designating the time and place of ~~((such))~~ the hearing and stating that any taxpayer may appear and be heard for or against any part of the budget. ~~((Copies))~~ The executive shall make copies of the ~~((preliminary))~~ executive's proposed budget ~~((shall be))~~ available for inspection and purchase. The hearing may be continued from time to time until concluded. ~~((The officials in charge of the several offices, agencies, services and institutions shall, at the time the estimate for their respective offices, agencies, services or institutions are under consideration, be called in and appear before such hearing by the council at the request of any taxpayer and may be questioned concerning such estimates by the councilmembers or any taxpayer present.))~~

Section 10. Snohomish County Code Section 4.26.100, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.100 Final budget to be fixed. Upon the conclusion of the budget hearing, the council shall fix and determine each appropriation and the estimated revenues of the budget at the level of detail required by this chapter and shall by ordinance adopt the budget as so finally determined and enter the same in detail in the official minutes of the council. ~~((A copy of 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 appropriation unit (BASUB) level of detail for expenditures ~~((, except as otherwise provided for the county road fund in SCC 4.26.020(1)(A), 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 11. Snohomish County Code Section 4.26.110, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

4.26.110 Budget adopted by council and subsequent ~~((transfers))~~ modifications. (1) The estimates of revenues and appropriations ~~((itemized and classified as required by this chapter and))~~ as finally fixed and adopted in detail by the council shall constitute the annual budget for the ensuing year, subject to the limitations contained in ~~((this chapter and other applicable provisions of))~~ the charter ~~((,))~~ and 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, provided, that budget transfers, ~~((or))~~ budget revisions ~~((within appropriation units))~~, emergency and supplemental appropriations ~~((from the unreserved, undesignated fund balance))~~, and ~~((cancellations of appropriations))~~ reallocations within appropriation units may be made as provided by this chapter ~~((and))~~ or as otherwise provided by law.

(2) An appropriation is subject to lapse as set out in county charter section 6.100.

Section 12. A new section is added to Chapter 4.26 of the Snohomish County Code to read:

4.26.115 Publication of budget summary. The executive shall publish a summary of the final budget. The budget summary must include a copy of the budget ordinance (with or without attachments), the information described in SCC 4.26.020(2) through 4.26.020(5), and other information requested by the council.

Section 13. Snohomish County Code Section 4.26.120, adopted by Ordinance No. 86-033 on April 23, 1986, is amended to read:

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

(a) Fill a vacancy in any position (~~provided in the then current budget~~) for any reason, including vacancies caused by 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.

(b) Reclassify any position or otherwise perform any act (~~which increases~~) intended to increase the regular salary or (~~other benefit~~) benefits of any position.

~~(2) (Before approving or disapproving the 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 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~~) violates subsection (1) (~~above~~) of this section

shall be personally liable to the county for any increased costs to the county as a result of such action.

~~((4))~~ (3) 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))~~ subsections 7.20(2), (3), (4), or (5) of the ~~((Snohomish))~~ county charter.

~~((5))~~ (4) Nothing in this section shall affect the terms and conditions ~~((contained in))~~ of any labor contract ~~((or control contained in any state statute))~~.

Section 14. A new section is added to Chapter 4.26 of the Snohomish County Code to read:

4.26.125 Personnel cost lid. (1) Notwithstanding any other provision of this chapter, the percentage of total authorized expenditures from a fund that are allocated for personnel costs shall not exceed a maximum percentage which shall be specified for that fund in the annual budget ordinance. The council may by motion exempt specific expenditures from application of this section.

(2) Personnel costs for which monies are provided by a state or federal grant are exempt from the personnel cost lid established by this section, and shall not be included in the calculation of total expenditures under this section.

(3) This section is intended to establish a personnel cost lid by fund. Unless otherwise provided in the annual budget ordinance, FTE figures contained in the annual budget shall not be construed as limitations on the number of county employees. However, expenditures for additional FTEs are subject to the personnel cost lid established by this section.

Section 15. Snohomish County Code Section 4.26.130, last amended by Ordinance No. 93-146 on December 22, 1993, is repealed and re-enacted to read:

4.26.130 Budget transfers and reallocations. (1) The executive may approve any budget transfer of \$50,000 or less per transfer upon notice to the department of budget and finance and without prior submission to or approval by the council, subject to the restrictions contained in section (3) of this section.

(2) An agency head may approve a budget transfer between appropriation units within his or her agency of \$25,000 or less per transfer upon notice to the department of budget and finance and without prior submission to or approval by the executive or council, subject to the restrictions contained in subsection (3) of this section.

(3) The authority to approve budget transfers set out in subsections (1) and (2) of this section is subject to the following restrictions:

(a) Monies allocated in the budget for capital outlay may only be transferred for expenditure for capital outlay. This restriction does not apply to transfers of \$10,000 or less.

(b) Monies allocated in the budget for personnel costs may only be transferred for expenditure for personnel costs. This restriction does not apply to transfers of \$10,000 or less.

(c) Budget transfers that establish new programs or that terminate programs require council approval.

(d) Budget transfers from the non-departmental division of the current expense fund, except transfers from the executive contingency account, require council approval.

(e) Budget transfers that would increase expenditures for personnel costs cannot be approved unless the department of budget and finance determines that the expenditures do not violate the personnel cost lid established by SCC 4.26.125.

(4) The executive shall notify the council not less than quarterly of budget transfers approved under subsections (1) through (3) of this section. Such notification shall include a listing of the specific approving officials, funds, agencies, appropriation units, objects of expenditure, and amounts

involved in the transfers, and a detailed statement of the reasons why the transfers were approved. An agency head shall upon request provide the executive with information needed by the executive to comply with this subsection.

(5) All budget transfers not authorized by subsections (1) through (3) of this section shall require council approval. A budget transfer that is submitted to the council for approval must be accompanied by the following written information:

(a) A detailed statement of reasons why the budget transfer is believed to be necessary.

(b) Identification of the specific funds, agencies, appropriation units, and objects of expenditure that are affected, and the amount to be transferred.

(c) For each appropriation unit involved in the transfer, the following information:

(i) Original appropriation amount, and

(ii) Adjusted appropriation amount.

(d) Such other information or documentation as the council may request, or as may be required by the charter or county code.

(6) All requests for council approval of budget transfers pursuant to this section shall be submitted to the clerk of the council. If within five working days after receipt of a budget transfer request the council has not adopted a motion to defer or disapprove the request, it shall be deemed approved. If the 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 after adoption of the motion to defer. The council may by motion act to approve any budget transfer request prior to the expiration of a time period prescribed in this subsection.

(7) Except with respect to budget transfers deemed approved under subsection (6) of this section, action by the

council to approve, disapprove, or defer a budget transfer request 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. Such actions shall be effective on the date the motion is adopted.

(8) A reallocation of monies between objects of expenditure within an appropriating unit is not a budget transfer and does not require approval by the executive or council under subsections (1) through (7) of this section. An agency head may reallocate monies between objects of expenditure within an appropriation unit upon notice to the department of budget and finance, subject to the following restrictions:

(a) Monies allocated in the budget for capital outlay may only be reallocated for expenditure for capital outlay. This restriction does not apply to reallocations of \$10,000 or less.

(b) Monies allocated in the budget for personnel costs may only be reallocated for expenditure for personnel costs. This restriction does not apply to reallocations of \$10,000 or less.

(c) Reallocations that would increase expenditures for personnel costs cannot be made unless the department of budget and finance determines that the expenditures do not violate the personnel cost lid established by SCC 4.267.125.

(d) The executive may impose additional limitations on the authority on an agency head to approve a reallocation within an appropriation unit.

Section 16. Snohomish County Code Sections 4.26.022, 4.26.040, 4.26.050, 4.26.090, 4.26.900, and 4.26.910, adopted by Ordinance No. 86-033 on April 23, 1986, are repealed.

PASSED this 21st day of May, 1997.

SNOHOMISH COUNTY COUNCIL

Kirk Stevens
Vice-Chairperson

Barbara Sitouste
Clerk of the Council, Assistant

APPROVED

EMERGENCY

VETOED

DATE: 5/27/97

Robert J. Drewel

County Executive

ATTEST: *Marilyn B. Allen* ROBERT J. DREWEL
County Executive

Approved as to form only:

[Signature]

Deputy Prosecuting Attorney