



SNOHOMISH COUNTY COUNCIL
SNOHOMISH COUNTY, WASHINGTON

ORDINANCE NO. 98-034

RELATING TO LODGING TAXES;
AMENDING CHAPTER 4.40 SCC AND CHAPTER 4.41 SCC

BE IT ORDAINED:

Section 1. Snohomish County Code Section 4.40.065, enacted by Ordinance 87-062 on August 12, 1987 and last amended by Ordinance 95-004 on February 15, 1995, is amended to read:

4.40.065 Fund administration.

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

(1) Prior to October 1st 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 department of planning and development services where project selections are made.

(3) The department of planning and development services 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 revenue.

(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 department of planning and development services may manage the fund in such a way as to enable a mid-year granting cycle. All provisions of this section shall apply to any mid-year grant program.

(11) The department of planning and development services is authorized to approve grantee requests to reprogram a maximum of 20 percent 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 department of planning and development services 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 no more than ~~((five))~~ twelve percent of the total grant allocation for the year in which the recoverable administrative costs are incurred.

Section 2. Snohomish County Code Section 4.41.040, re-enacted by Ordinance 97-064 on July 16, 1997, is amended to read:

4.41.040 ((Account)) Fund administration.

Administration of the regional tourism tax ~~((account))~~ fund will rest with the ~~((planning))~~ department of planning and development services. The council may, when adopting the annual budget, authorize the ~~((planning))~~ department of planning and development services to recover ~~((a portion of))~~ its costs for regional tourism ~~((account))~~ fund administration from the ~~((account))~~ fund ~~((on an annual basis))~~. Such recovery may amount up to no more than ~~((three))~~ four percent of the total grant allocation for the year in which the recoverable administrative costs are incurred.

Section 3. Snohomish County Code Section 4.41.050, re-enacted by Ordinance No. 97-064 on July 16, 1997, is amended to read:

4.41.050 Project application and selection process.

The (~~planning~~) department of planning and development services shall develop an application process which will then be presented to the council for its approval. The council shall by motion approve the process and may by motion change the process. The council shall by motion establish an advisory board to assist in this process.

PASSED this 17th day of June, 1998.

SNOHOMISH COUNTY COUNCIL

Snohomish County, Washington

Kirk Severi
Chair

ATTEST:

Barbara Silvestri
Clerk of the Council, *Asst.*

- APPROVED
 VETOED
 EMERGENCY

DATE: 6/19/98

Gary Weikel
County Executive

ATTEST:

Laura Nelson

GARY WEIKEL
Executive Director

Approved as to form only:

W. V. A. 3/30/98
Deputy Prosecuting Attorney

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