

Adopted: 5/08/2019

Effective: 5/19/2019

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

ORDINANCE NO. 19-013

RELATING TO THE DEPARTMENT OF FACILITIES MANAGEMENT;  
AMENDING CHAPTERS 2.17, 2.18, 2.38, 2.350, 3.36, 4.27, 4.34,  
4.35, 4.46, 4.110, 10.24 AND 30.28A SCC

NOW, THEREFORE, BE IT ORDAINED:

Section 1. The title of Snohomish County Code Chapter 2.17, last amended by Ordinance No. 98-016, on August 18, 1993, is amended to read:

Chapter 2.17  
DEPARTMENT OF FACILITIES ~~((MANAGEMENT))~~ AND FLEET

Section 2. Snohomish County Code, Section 2.17.010, last amended by Ordinance No. 98-016 on March 18, 1998, is amended to read:

**2.17.010 Creation and purpose.**

There is hereby established a Snohomish County department of facilities ~~((management))~~ and fleet. It shall be the purpose of this department to provide management of services which support other county departments including building and parking facilities, property, and such other programs which may be assigned. The department will concern itself with changing technologies in the management of such programs and will expedite the development and implementation of service improvement and cost reduction whenever possible.

Section 3. Snohomish County Code, Section 2.17.020, last amended by Ordinance No. 98-016 on March 18, 1998, is amended to read:

**2.17.020 Definitions.**

The following definitions shall apply to terms used in this chapter:

- (1) "Department" means the Snohomish County department of facilities ~~((management))~~ and fleet;
- (2) "Director" means the director of the department of facilities ~~((management))~~ and fleet;
- (3) "County personnel system" means those statements of policy and procedures contained in Title 3A SCC and amendments thereto;
- (4) "Exempt personnel system" means the conditions of employment under the provisions of chapter 3.68 SCC and amendments thereto.

1           Section 4. Snohomish County Code, Section 2.17.090, adopted by Ordinance No. 12-076  
2 on October 10, 2012, is amended to read:

3  
4           **2.17.090 Fleet management division.**

5  
6           The fleet management division is hereby established within the department of facilities  
7 (~~management~~)and fleet pursuant to provisions of this chapter for the administration of the  
8 equipment rental and revolving fund pursuant to chapter 4.34 SCC, and the purchase,  
9 management, maintenance and disposition of the county's vehicles, equipment, parts, materials,  
10 and fuel inventories.

11  
12           Section 5. Snohomish County Code, Section 2.17.100, adopted by Ordinance No. 12-076  
13 on October 10, 2012, is amended to read:

14  
15           **2.17.100 Fleet manager.**

16  
17           The fleet manager is that county officer appointed by the director of the department of  
18 facilities (~~management~~)and fleet pursuant to SCC 2.17.040, as the administrative officer of the  
19 fleet management division. The fleet manager shall administer the equipment rental and  
20 revolving fund, pursuant to chapter 4.34 SCC, manage its property, and shall prepare and  
21 recommend rates and terms of purchase, disposal, sale or rental of any equipment in the fund.  
22 The fleet manager shall be responsible for developing, recommending and implementing a  
23 comprehensive fleet management program for the purchase, maintenance, repair, rental and  
24 replacement of fleet equipment materials, parts and supplies. In the absence of the fleet manager,  
25 the fleet manager's powers and duties shall be performed by his or her designee in the division  
26 unless the director of facilities (~~management~~)and fleet shall direct otherwise.

27  
28           Section 6. Snohomish County Code, Section 2.18.070, adopted by Ordinance 09-109 on  
29 October 28, 2009, is amended to read:

30  
31           **2.18.070 Procedures for naming parks and recreation facilities.**

32  
33           (1) This section shall apply to county parks and recreation facilities that are managed by  
34 the department.

35           (2) The department is authorized to name a county park or recreation facility subject to  
36 this section by reference to the established name of a neighborhood or natural feature located on  
37 or in close proximity to the park or recreation facility. Any other name must be assigned by the  
38 county council.

39           (3) The county council may by motion name a county park or recreation facility by  
40 reference to:

- 41           (a) A person, place, event, or other matter of historical or cultural significance;  
42           (b) A person, living or deceased, who has made significant contributions of land  
43           or money to county parks or recreation facilities;  
44           (c) A person, living or deceased, who has made other significant contributions to  
45           county parks or recreational programs over a period of several years that have  
46           provided substantial benefits to the general public; or

1 (d) Any other person, entity, or matter based on considerations determined  
2 appropriate by the council including, but not limited to, the name of a  
3 neighborhood or natural feature as described in subsection (2) of this section or a  
4 legal obligation associated with contractual naming rights.

5 (4) All names of county parks and recreation facilities must be consistent with the  
6 following policies:

7 (a) A county park or recreation facility shall not be assigned a name that by  
8 contemporary community standards is derogatory, offensive, distasteful, or in  
9 violation of generally accepted moral standards.

10 (b) The following names should usually be avoided:

11 (i) Names of other public entities, including names of cities, towns, and  
12 governmental agencies, unless the entity contributes significantly to the  
13 establishment or maintenance of the park or facility; and

14 (ii) Names that may be confused with an existing park or recreation  
15 facility located within the county.

16 (c) The following names are encouraged:

17 (i) Names that describe the primary use of a park or recreation facility;

18 (ii) Names that lend dignity to a park or recreation facility;

19 ~~((iv))~~(iii) Names that represent enduring values, honor, or merit rather  
20 than passing notoriety or popularity; and

21 ~~((v))~~(iv) Names that are commensurate with the importance of the  
22 facility.

23 (d) Interior features of a park or recreation facility may be assigned names other  
24 than that of the park or facility in which they are located.

25 (5) County residents may petition the county to name a county park or recreation facility  
26 as provided in this subsection.

27 (a) A petition to name a county park or recreation facility must:

28 (i) Be filed with the department;

29 (ii) Be signed by 50 or more county residents, whose residence addresses  
30 shall be stated on the petition;

31 (iii) Identify the name to be assigned the park or recreation facility and  
32 provide a statement of reasons for the assignment and an explanation of  
33 how the name is consistent with the policies set out in subsection (4) of  
34 this section;

35 (iv) Designate a contact person, whose residence address and telephone  
36 number shall be stated on the petition;

37 (v) Include or be accompanied by relevant documentation; and

38 (vi) Contain any additional information required by the department.

39 (b) The department may solicit petitions through a formal request for proposal  
40 process if approved in advance by the county council.

41 (c) The department shall review each petition for compliance with this section  
42 and forward the petition to the advisory board established by SCC 2.16.030. The  
43 department shall confer with the advisory board regarding the merits of the  
44 petition and thereafter file with the clerk of the council written recommendations  
45 for disposition of the petition of both the department and the advisory board. The

1 recommendations shall be filed within 60 days after the petition is filed with the  
2 department.

3 (d) The county council will consider the petition and recommendations and take  
4 such action on the petition as it considers appropriate, if any.

5 (6) If the county council assigns a name to a county park or recreation facility, the  
6 department shall in consultation with the department of facilities (~~(management)~~)and fleet  
7 identify the park or facility with appropriate signage.

8 (7) This section shall not limit the ability of the county council to name or change the  
9 name of any county park or recreation facility after such other procedure as the council  
10 determines appropriate, which may include advice or recommendations of the department or  
11 advisory board established by SCC 2.16.030.

12  
13 Section 7. Snohomish County Code, Section 2.38.030, adopted by Amended Ordinance  
14 07-120 on November 19, 2007, is amended to read:

15  
16 **2.38.030 Sheriff's facility security unit.**

17  
18 (1) There is hereby established a facility security unit within the sheriff's office. The unit  
19 shall develop and implement a security program for county facilities under the supervision of the  
20 sheriff and in accordance with plans approved by the facility security committee. The security  
21 program shall include management of technology that is directly related to facility security such  
22 as key card access systems, security cameras, and weapon screening devices.

23 (2) The facility security unit shall coordinate its activities with other county offices and  
24 agencies, including the department of facilities (~~(management)~~)and fleet and superior and district  
25 courts, which shall provide access to county property, equipment, and facilities as required by  
26 the facility security unit. The sheriff shall provide administrative support for the facility security  
27 committee.

28 (3) The facility security unit shall concern itself with changing technologies in the  
29 management of security programs and shall, when feasible and subject to available funds,  
30 expedite development and implementation of technologies that will promote efficiencies and  
31 other improvements in the security program.

32  
33 Section 8. Snohomish County Code, Section 2.350.160, adopted by Ordinance 16-079 on  
34 October 19, 2016, is amended to read:

35  
36 **2.350.160 BAC membership.**

37  
38 (1) The business advisory committee shall be composed of one representative from the  
39 following departments: assessor, auditor, clerk, council, district court, prosecuting attorney,  
40 sheriff, superior court, treasurer, airport, emergency management, facilities (~~(management)~~)and  
41 fleet, finance, human resources, human services, information technology, medical examiner,  
42 parks and recreation, planning and development services, public defense, and public works.

43 (2) Each department will designate one primary and one alternate representative, each of  
44 whom will be either the director, deputy director, chief of staff, finance manager, or operations  
45 manager of the department or their equivalent.

1 (3) The director of information technology will be the non-member facilitator of the  
2 BAC. The director will not have a vote.

3 (4) Decisions and recommendations of the BAC shall be made by simple majority vote  
4 with each office having one vote.

5 (5) Ten members of the BAC shall constitute a quorum.  
6

7 Section 9. Snohomish County Code, Section 3.36.035, last amended by Ordinance 14-  
8 107 on December 17, 2014, is amended to read:  
9

10 **3.36.035 Payment for elected officials.**

11  
12 Payment for vehicle travel by elected officials under SCC 3.36.030(2) shall be made as  
13 follows:

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

16 (2) In any year for which a monthly vehicle allowance is established by ordinance as  
17 provided in this subsection any elected official designated in SCC 3.36.030 using his or her own  
18 vehicle for travel for county purposes may be paid a vehicle allowance on a monthly basis of not  
19 more than 99 percent of the average monthly ER&R cost for replacement, maintenance,  
20 insurance and fuel expenses of a standard size county pool vehicle as determined by the director  
21 of facilities (~~(management)~~)and fleet. Such costs shall be reviewed annually by the director and  
22 reported to the council on or before October 15th of each year for the following year. The  
23 council may by ordinance establish a monthly vehicle allowance in such amount as it determines  
24 appropriate, if any. Any elected official designated in SCC 3.36.030 wishing to claim the  
25 monthly vehicle allowance or drive a county vehicle as provided above shall inform the finance  
26 director. In addition to the monthly vehicle allowance provided herein, any elected official  
27 designated in SCC 3.36.030 may claim reimbursement for mileage traveled by personal vehicle  
28 outside Snohomish County for county purposes, at the same rate authorized for all other county  
29 employees.

30 (3) Any elected official designated in SCC 3.36.030 using his or her own vehicle for  
31 authorized travel for county purposes may elect to be reimbursed at the mileage rate authorized  
32 by SCC 3.36.030 upon submission of appropriate voucher forms each month in lieu of  
33 automobile assignment or payment of a monthly vehicle allowance.  
34

35 Section 10. Snohomish County Code, Section 4.27.040, adopted by Ordinance 00-071 on  
36 November 13, 2000, is amended to read:  
37

38 **4.27.040 Administration of fund.**

39  
40 The director of facilities (~~(management)~~)and fleet or his or her designee shall be charged  
41 with the responsibilities described in SCC 4.05.050.  
42  
43  
44  
45

1           Section 11. Snohomish County Code, Section 4.34.015, last amended by Ordinance 12-  
2 076 on October 10, 2012, is amended to read:

3  
4           **4.34.015 Administration of fund.**

5  
6           (1) Except as elsewhere provided in this chapter, the fleet manager shall administer the  
7 fund, manage its property, and shall prepare and recommend rates and terms of purchase,  
8 disposal, sale or rental of any equipment in the fund.

9           (2) No less often than annually, nor more often than each calendar quarter, the fleet  
10 manager shall prepare a schedule of rental rates to be charged for each item and/or product line  
11 expected to be offered for lease. Each rate shall cover all of the costs incurred by the fund,  
12 including cost of replacement and costs of repair if such is assumed by the county. Any such  
13 schedule shall be forwarded by the director of facilities (~~((management))~~)and fleet to the county  
14 council for approval by motion. Rentals shall be made only to county departments or other  
15 government agencies. Charges for rentals shall be billed monthly and deposited in the fund upon  
16 receipt.

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

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

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

26  
27           Section 12. Snohomish County Code, Section 4.35.010, last amended by Ordinance 07-  
28 109 on November 19, 2007, is amended to read:

29  
30           **4.35.010 Creation and purpose.**

31  
32           There is hereby created an internal facility services fund 511 to account for services that  
33 are administered by the department of facilities (~~((management))~~)and fleet. Such support services  
34 shall be limited to the services described in SCC 4.35.020(2).  
35

36           Section 13. Snohomish County Code, Section 4.35.020, last amended by Ordinance 07-  
37 109 on November 19, 2007, is amended to read:

38  
39           **4.35.020 Administration of fund.**

40  
41           (1) The director of the department of facilities (~~((management))~~)and fleet shall administer  
42 the facility services fund within the financial management system provided for in  
43 chapter 2.100 SCC, and shall serve as fund manager. The fund manager shall have the duties set  
44 out in SCC 4.05.050.

45           (2) The facility services fund shall be used to account for management of county parking  
46 facilities, and other services identified in the budget ordinance for any year or fiscal biennium,

1 insofar as such services are administered by the department of facilities (~~(management)~~)and  
2 fleet.

3  
4 Section 14. Snohomish County Code, Section 4.35.040, last amended by Ordinance 07-  
5 109 on November 19, 2007, is amended to read:

6  
7 **4.35.040 Use of fund.**

8  
9 The facility services fund shall be used for the operation of the county parking garage and  
10 for such other services that support operation of county facilities as are identified in the county's  
11 annual budget ordinance, insofar as such services are administered by the department of facilities  
12 (~~(management)~~)and fleet, and for payment of related county administrative expenses.

13  
14 Section 15. Snohomish County Code, Section 4.46.110, last amended by Ordinance 14-  
15 080 on September 24, 2014, is amended to read:

16  
17 **4.46.110 Property management division established. Property officer appointment**  
18 **and authority.**

19  
20 The county property management division is hereby established within the department  
21 of facilities (~~(management)~~)and fleet and empowered to act as the county's administrative  
22 agency for the management and disposition of county property. The director of the department of  
23 facilities (~~(management)~~)and fleet shall appoint a property officer to manage all responsibilities  
24 entrusted and to exercise the authority granted to the property management division.

25  
26 Section 16. Snohomish County Code, Section 4.46.115, last amended by Ordinance 16-  
27 122 on January 11, 2017, is amended to read:

28  
29 **4.46.115 Property management division established. Property officer appointment**  
30 **and authority.**

31  
32 Except as otherwise provided by ordinance or as delegated by executive order, the  
33 property management division shall be responsible for the administrative processes relating to  
34 the acquisition, management and disposition of property owned, leased, or otherwise held by the  
35 county. In exercising this responsibility, the property management division shall:

36 (1) Assign an identification number to each item of personal property that is a capitalized  
37 asset;

38 (2) Maintain original vehicle and equipment titles except titles to vehicles and equipment  
39 purchased or maintained through the equipment rental and revolving fund, which shall be  
40 maintained by the fleet management division of the department of facilities (~~(management)~~)and  
41 fleet;

42 (3) Conduct inventory audits and maintain inventory records for county property;

43 (4) Consolidate personal property into lots when doing so provides an advantage with  
44 respect to its management or disposition;

1 (5) Determine the fair market value of surplus property by appraisal, market study, or  
2 other means appropriate to the type of property and determine whether, based on such fair  
3 market value and disposition costs, the surplus property is worthless;

4 (6) Maintain all original deeds, easements, reservations of mineral rights and other  
5 documents evidencing title to real property except those documents relating to property held for  
6 county road purposes, which shall be maintained by the department of public works;

7 (7) Maintain all original lease and license agreements except:

8 (a) Agreements relating to property within the boundaries of the Snohomish county  
9 airport, which shall be maintained by the Snohomish county airport manager;

10 (b) License agreements approved under SCC 2.35.150, which shall be maintained by the  
11 department of parks and recreation; and

12 (c) Residential leases of real property within the custodianship of the department of  
13 parks and recreation, which shall be maintained by the department of parks and  
14 recreation.

15 (8) Act as the designee of the county treasurer under RCW 36.34.080 as now enacted or  
16 hereafter amended;

17 (9) Recommend removing the tax title status of property by paying the outstanding taxes  
18 as provided in RCW36.35.150(1) if the property may have use for a public purpose;

19 (10) Advertise the disposition of surplus property as provided in SCC 4.46.250 or as  
20 otherwise required by applicable law;

21 (11) Upon request from the public, provide verification or status of county ownership or  
22 placement in county inventory for county real and personal property;

23 (12) Initiate requests to utilities to start or stop service delivery to county real property;

24 (13) Execute form trespass enforcement requests to local law enforcement agencies  
25 having jurisdiction where county real property is located;

26 (14) Execute all documents for which the property management division is granted  
27 signature authority;

28 (15) Conduct or approve the conduct of the disposition of all surplus county property  
29 except disposition of property approved and conducted by the purchasing manager or fleet  
30 manager pursuant to SCC 4.46.201;

31 (16) Execute all documents necessary to complete transactions for which the property  
32 officer has approval authority.

33  
34 Section 17. Snohomish County Code, Section 4.46.125, last amended by Ordinance 14-  
35 080 on September 24, 2014, is amended to read:

36  
37 **4.46.125 Personal property – Inventory and sales reporting.**

38  
39 Before February 15th of each year, the property management division shall prepare and  
40 submit to the council for approval by motion, an inventory and disposition report listing all  
41 county capitalized assets held during the previous calendar year under the standards set forth in  
42 RCW 36.32.210 as now enacted or hereafter amended, except that the fleet management division  
43 of the department of facilities (~~management~~) and fleet shall prepare and submit the report with  
44 respect to capitalized assets purchased and maintained through the equipment rental and  
45 revolving fund.  
46

1 On the first Monday of March of each year, the property management division shall file  
2 the approved inventory and disposition report with the county auditor and make the report  
3 available for public inspection in accordance with state law.  
4

5 Section 18. Snohomish County Code, Section 4.46.400, adopted by Ordinance 08-139 on  
6 October 20, 2008, is amended to read:  
7

8 **4.46.400 Office space assessment and allocation plans.**  
9

10 (1) On or before December 31st of each year the director of the department of facilities  
11 (~~management~~)and fleet shall prepare and submit to the county council a proposed office space  
12 plan for the following fiscal year or biennium in accordance with this section. The director of the  
13 department of facilities (~~management~~)and fleet or any elected department head may propose  
14 corrections or revisions to an office space plan at any time.

15 (2) The office space plan shall include all office space used by or available to the county,  
16 regardless of where located.

17 (3) The council shall review and approve the office space plan with such revisions as it  
18 deems appropriate. Upon council approval, the plan shall govern the use of county office space  
19 by all county officers and employees, and shall be implemented by the property management  
20 division. Council approval of the plan is an administrative act and may be taken by motion.

21 (4) Each office space plan prepared by the director of the department of facilities  
22 (~~management~~)and fleet shall include:

23 (a) A detailed inventory of county office space, which inventory shall include the size of  
24 each office by square footage;

25 (b) A detailed description of the current uses of county office space, which description  
26 shall include maps or diagrams that indicate the county agencies and staff positions  
27 assigned to each office;

28 (c) A detailed description of any restrictions on the use of county office space, which  
29 description shall identify the source of each restriction and the specific office to which it  
30 applies;

31 (d) An assessment of whether current uses of office space are efficient and cost-  
32 effective, which assessment shall include a description of assessment methodology;

33 (e) A detailed description of any changes to the use or configuration of county office  
34 space recommended by the director of the department of facilities (~~management~~)and  
35 fleet; and

36 (f) A cost estimate, implementation plan, and timetable for each change recommended  
37 by the director of the department of facilities (~~management~~)and fleet.

38 (5) Each office space plan submitted by the director of the department of facilities  
39 (~~management~~)and fleet that recommends a change having an estimated cost in excess of \$5,000  
40 shall be accompanied by a written statement of available funding sources, if any, for each such  
41 recommendation.  
42  
43  
44  
45

1           Section 19. Snohomish County Code, Section 4.110.030, adopted by Ordinance 07-141  
2 on December 19, 2007, is amended to read:

3  
4           **4.110.030 Administration of fund.**

5  
6           The director of the department of facilities ((management))and fleet or his or her  
7 designee shall administer the facility improvement fund within the financial management system  
8 provided for in chapter 2.100 SCC, and shall serve as the fund manager. The fund manager shall  
9 have the duties set out in SCC 4.05.050.

10  
11           Section 20. Snohomish County Code, Section 10.24.040, last amended by Amended  
12 Ordinance 12-029 on June 20, 2012, is amended to read:

13  
14           **10.24.040 Authority to post.**

15  
16           The director of the department of parks and recreation, with respect to county park and  
17 recreation property; the county engineer, with respect to property under the control of the  
18 Snohomish county department of public works; the airport director, with respect to county  
19 airport property; and the director of the department of facilities ((management))and fleet, with  
20 respect to other property; shall have the power to cause property under their respective controls  
21 to be posted consistent with this chapter.

22  
23           Section 21. Snohomish County Code, Section 30.28A.130, last amended by Ordinance  
24 18-011 on March 21, 2018, is amended to read:

25  
26           **30.28A.130 Requirements for siting on Snohomish County property.**

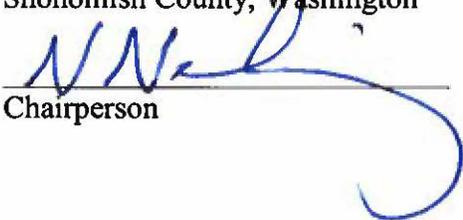
27  
28           The county reserves the right to deny the use of any or all county property by any or  
29 all applicants for siting locations. Consideration of property located within county rights-of-  
30 way is subject to the provisions of Title 13 SCC, in addition to all applicable requirements of this  
31 chapter. Consideration of the use of other property that is owned or otherwise controlled by the  
32 county through rent, lease, easement, etc., will be the following:

- 33  
34           (1) The placement of personal wireless service facilities on county property shall comply  
35 with the following special requirements in addition to all applicable requirements of this chapter:
- 36           (a) The custodial department, as set forth in chapter 4.46 SCC, has reviewed and made a  
37 recommendation regarding the proposed personalized wireless service facilities to be  
38 located on county property, and this recommendation has been forwarded to  
39 the department of facilities ((management))and fleet;
  - 40           (b) The facilities will not interfere with the purpose for which the county property is  
41 intended;
  - 42           (c) The applicant is to obtain liability insurance in an amount and form approved by the  
43 county;
  - 44           (d) The applicant will submit a performance security acceptable to the county to cover  
45 the costs of removing the facilities in accordance with chapter 30.84 SCC;

- (e) The facilities will not interfere with other users who have a higher priority as discussed under SCC 30.28A.120;
  - (f) The applicant must reimburse the county for any related costs that the county incurs because of the presence of the applicant's facilities;
  - (g) The applicant may be required to pay rent to license or lease county property for a personal wireless service facility;
  - (h) The applicant must obtain all necessary right-of-way permit, land use permit, and building permit approvals; and
  - (i) The applicant must execute a written license or lease agreement with the county that sets forth the terms under which the applicant may use the county property.
- (2) The placement of personal wireless service facilities in a park will be allowed only when the following additional requirements are met:
- (a) Personal wireless service facilities shall not be allowed in designated critical areas unless they are located on existing facilities.
  - (b) Personal wireless service facilities may only be located in public parks if screening as regulated in SCC 30.28A.180 minimizes visual and noise impacts, and normal public use will not be disrupted as approved by the director of the department of parks and recreation.
  - (c) Personal wireless service facilities may be located in park maintenance facilities.

PASSED this 8<sup>th</sup> day of MAY, 2019

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
VICE Chairperson

ATTEST:

  
Clerk of the Council, ASST.

- APPROVED
- EMERGENCY
- VETOED

DATE: 5/9/19

  
County Executive

**ERIC PARKS**  
Deputy Executive

ATTEST:



Approved as to form only:

 1/24/19  
Deputy Prosecuting Attorney

D-9