

SNOHOMISH COUNTY COUNCIL
PUBLIC HEARING PACKET

ORDINANCE 21-095 ESTABLISHING THE 2022 MONTHLY VEHICLE ALLOWANCE OF ELECTED OFFICIALS PURSUANT TO SCC 3.36.035(2)

ECAF: 2021-0781

Date/Time: Wednesday, December 1, 2021, at 10:30 a.m.

Staff Person: Deb Bell

DPA: Lyndsey Downs

EXHIBIT LIST

Click on Exhibit # to view document.

Exhibit #	Date	Exhibit Description
1	11/15/21	Council Staff Report
2	10/19/21	ECAF Received
3	10/19/21	Ordinance Introduction Slip
4	05/31/21	Memo from Facilities & Fleet re: Annual Review of ER&R Costs

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2 SNOHOMISH COUNTY COUNCIL
3 Snohomish County, Washington
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5 ORDINANCE NO. 21-095
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7 ESTABLISHING THE 2022 MONTHLY VEHICLE ALLOWANCE OF
8 ELECTED OFFICIALS PURSUANT TO SCC 3.36.035(2)
9

10 WHEREAS, SCC 3.36.035(2) provides that the elected officials designated in
11 SCC 3.36.030 who use their own vehicles for official travel or county purposes may be
12 paid a monthly vehicle allowance at a rate established by ordinance not to exceed 99
13 percent of the average monthly ER&R cost for replacement, maintenance, insurance,
14 and fuel expenses of a standard size county pool vehicle as determined by the Director
15 of Facilities and Fleet on an annual basis; and
16

17 WHEREAS, the Director of Facilities and Fleet reviewed the average monthly
18 ER&R cost for replacement, maintenance, insurance, and fuel expenses of a standard
19 size county pool vehicle pursuant to SCC 3.36.035(2) and determined the cost to be five
20 hundred twenty seven dollars and nineteen cents (\$527.19) for 2022;
21

22 NOW, THEREFORE, BE IT ORDAINED:
23

24 Section 1. Based upon the Director of Facilities and Fleet's determination that
25 the average monthly ER&R cost of replacement, maintenance, insurance, and fuel
26 expenses of a standard size county pool vehicle is \$527.19 for 2022, the County
27 Council finds that the maximum reimbursement rate authorized by SCC 3.36.035(2) is
28 \$521.92 (99 percent of the average monthly ER&R cost) per month.
29

30 Section 2. Pursuant to SCC 3.36.035(2), the Council hereby establishes the
31 reimbursement rate for elected officials who use their own vehicle for official travel or
32 county purposes at ___ percent of the average monthly ER&R cost or \$_____ per
33 month for 2022. In addition to the monthly rate, any elected official designated in SCC
34 3.36.030 may claim reimbursement for mileage traveled by personal vehicle outside
35 Snohomish County for county purposes at the rate authorized by SCC 3.36.020.
36

37 PASSED this _____ day of _____, 2021.
38

39 SNOHOMISH COUNTY COUNCIL
40 Snohomish County, Washington
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42 _____
43 Chairperson
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ATTEST:

Clerk of the Council

() APPROVED

() EMERGENCY

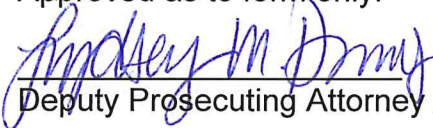
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DATE: _____

County Executive

ATTEST:

Approved as to form only:

 10/14/21
Deputy Prosecuting Attorney



Snohomish County Council

Committee: Committee of the Whole
ECAF: 2021-0781
Proposal: Ord. 21- 095

Analyst: Deb Evison Bell
Date: November 15, 2021

Consideration

The proposed ordinance would establish the 2021 monthly vehicle allowance of certain elected officials pursuant to SCC 3.36.035(2)¹.

Background

Snohomish County Code 3.36.035 requires a report of the average monthly ER&R cost for replacement, maintenance, insurance, and fuel expenses of a standard size county pool vehicle to Council each year. The code allows an elected official using his or her own vehicle for travel for county purposes to be paid a vehicle allowance monthly of not more than 99 percent of the average monthly ER&R cost for replacement, maintenance, insurance, and fuel expenses of a standard size county pool vehicle as determined by the Director of Facilities Management.

Current Proposal

The Director reviewed the average monthly ER&R cost and has determined that the 2022 rate is broken down as follows:

Average Monthly Vehicle Ownership and Operating Cost	\$436.61
AAA Estimated Insurance Cost	\$ 90.58
Total	\$527.19
99% Maximum	\$521.92

The 99 percent maximum payment allowed to an elected official is therefore calculated at \$521.92 per month.

The proposal also allows the Snohomish County Council to adopt the rate calculated by the Director, or Council can set its own rate.

2021 Budget: YES.

Budget Impacts: Dependent upon the rate adopted by Council.

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE.

Executive Recommendation: APPROVE.

Attachments: NONE.

Amendments: NONE.

¹ [ch. 3.36 Travel Expenses | Snohomish County Code](#)

Request: Move to Admin on November 15, 2021 to consider scheduling a public hearing date of Dec. 1, 2021. Following receipt of public testimony, consider taking action on proposed Ordinance 21-095 or provide other direction to staff.



Snohomish County Council

SNOHOMISH COUNTY COUNCIL

EXHIBIT # 2

Legislation Text

FILE ORD 21-095

File #: 2021-0781, Version: 1

Executive/Council Action Form (ECAF)

ITEM TITLE:

Ordinance 21-095, establishing the 2022 monthly vehicle allowance of elected officials pursuant to SCC 3.36.035(2)

DEPARTMENT: Facilities & Fleet

ORIGINATOR: Patrick Chen

EXECUTIVE RECOMMENDATION:

PURPOSE: To report the 2022 elected official vehicle reimbursement cost to Council

BACKGROUND: Snohomish County Code 3.36.035 requires the Director of the Department of Facilities and Fleet to annually review average monthly ER&R cost for replacement, maintenance, insurance and fuel expenses of a standard size county pool vehicle and report that average monthly cost to the Council. The Director of Facilities and Fleet has reviewed the average monthly ER&R cost for 2022. The attached memo describes the average monthly ER&R cost. The Council may set the elected official reimbursement for 2022 at not more than 99 percent of the average monthly ER&R cost.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			

DEPARTMENT FISCAL IMPACT NOTES: By SCC 3.36.035, Council sets the monthly vehicle reimbursement allowance for elected officials.

CONTRACT INFORMATION:

ORIGINAL	CONTRACT#	AMOUNT
AMENDMENT	CONTRACT#	AMOUNT

Contract Period

ORIGINAL	START	END
AMENDMENT	START	END

OTHER DEPARTMENTAL REVIEW/COMMENTS:

ECAF NO.:
ECAF RECEIVED:

**ORDINANCE
INTRODUCTION SLIP**

SNOHOMISH COUNTY COUNCIL

EXHIBIT # 3

FILE ORD 21-095

TO: Clerk of the Council

TITLE OF PROPOSED ORDINANCE:

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\_\_\_\_\_  
Councilmember Date

Clerk's Action: Proposed Ordinance No. \_\_\_\_\_  
Assigned to: \_\_\_\_\_ Committee of the Whole Date: 10/25/21

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STANDING COMMITTEE RECOMMENDATION FORM

On 11/15/2021, the Committee considered the item and by X Consensus /
_____ Yeas and _____ Nays, made the following recommendation:

_____ Move to Council to schedule public hearing _____

Public Hearing Date Dec. 1, 2021 at 10:30 a.m.

_____ Move to Council as amended to schedule public hearing

_____ Move to Council with no recommendation

This item should/ should not be placed on the Consent Agenda.

(Consent agenda may be used for routine items that do not require public hearing and do not need discussion at General Legislative Session)

This item should/ should not be placed on the Administrative Matters Agenda

(Administrative Matters agenda may be used for routine action to set time and date for public hearings)

Committee Chair

MEMORANDUM

May 13, 2021

TO: Dave Somers, Snohomish County Executive

VIA: Ken Klein, Executive Director

VIA: JaNae Nelson, Director, Facilities & Fleet

FROM: Roy Scalf, Director, Fleet Services Division

SUBJECT: Elected Officials' Vehicle Reimbursement For 2022

Summary

SCC 3.36.035 allows Council to establish a monthly vehicle reimbursement allowance for elected officials based upon an annual review of ER&R costs by the Director of Facilities.

3.36.035 Payment for elected officials.

(2) In any year for which a monthly vehicle allowance is established by ordinance as provided in this subsection any elected official designated in SCC 3.36.030 using his or her own vehicle for travel for county purposes may be paid a vehicle allowance on a monthly basis of not more than 99 percent of the average monthly ER&R cost for replacement, maintenance, insurance and fuel expenses of a standard size county pool vehicle as determined by the director of facilities management.

Average Monthly Vehicle Ownership and Operating Cost	\$436.61
AAA Estimated Insurance Cost	\$ 90.58
Total	\$527.19
99% Maximum	\$521.92

Background

Table 1 below shows the background data from which the average monthly ER&R cost was calculated. The miles accumulated on these vehicles are representative of miles traveled by county officials conducting county business. Costs are based on the 2019 and 2020 actual cost of fuel and repair/maintenance, adjusted to 2022 projected costs and using 2019 and 2020 actual usage data for average, and small SUVs owned by the county and selected for similarity in their usage profile.

A small SUV (most typically the Ford Escape) was used due to its commonality as an administrative and/or pool vehicle within the Snohomish County fleet. Sixty-three of

these vehicles are in-use within the fleet, making it the most common, or “standard” pool vehicle.

TABLE 1 - OPERATING COSTS

A. Annual Fuel Cost for 63x small SUVs (Administrative Driving)	\$67,839.49
B. Annual Maint. and Repair Cost for 63x small SUVs	\$64,260.35
C. Annual Projected Replacement Cost for 63x small SUVs	\$197,980.58
D. Average Annual Fuel Cost Per Vehicle (A/63 vehicles)	\$1,076.82
E. Average Annual Repair and Maintenance Cost Per Vehicle (B/63 vehicles)	\$1,020.00
F. Average Annual Projected Replacement (Ownership) Cost Per Vehicle (C/63 vehicles)	\$3,142.55
G. TOTAL Annual Average Operating and Ownership Costs (D+E+F)	\$5,239.37
H. TOTAL Monthly Average Operating and Ownership Costs (G/12)	\$436.61

SCC 3.36.035 requires that the ER&R cost provided by the Director of Facilities for a standard pool vehicle include the cost of insurance. ER&R costs do not include insurance premiums because the County is self-insured, and each department pays a premium to Risk Management that covers County vehicles & equipment operated by employees of the department. In lieu of ER&R costs for insurance, Fleet researched private-party insurance costs and found that according to AAA, the average annual insurance premium for drivers is \$1,087 per year, or \$90.58 per month (<https://newsroom.aaa.com/wp-content/uploads/2020/12/2020-Your-Driving-Costs-Brochure-Interactive-FINAL-12-9-20.pdf>).