



# Public Infrastructure and Conservation

Deb Bell

Council Initiated:

☐ Yes

☒ No

**ECAF:** 2024-0107

**Motion:** 24-059

**Type:**

☒ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

**Requested Handling:**

☒ Normal

☐ Expedite

☐ Urgent

**Fund Source:**

☐ General Fund

☒ Other

☐ N/A

**Executive Rec:**

☒ Approve

☐ Do Not Approve

☐ N/A

**Approved as to**

**Form:**

☐ Yes

☐ No

☒ N/A

**Subject:** Annual inventories of County owned personal and real property.

**Scope:** The motion would accept receipt of the annual end of year inventory report. *All below referenced page numbers represent the page number of the Annual Inventory Report, attached within the ECAF.*

Exhibit A – Personal Property: Asset inventory (asset value of \$5,000 or over) by county department (Pages 6-52); Property acquisitions (pages 53-56); Deleted Assets (Pages 57-58); Surplus Sales (Pages 59-61).

Exhibit B – Real Property: Real Property Inventory (Pages 63-230); Real Property Sales (Page 231-232); Leases (Pages 237-241); Licenses (Pages 233-236, 242-244); ER&R Reports (Pages 245-296).

**Duration:** Inventory reflective of 2023.

**Fiscal Impact:** ☐ Current Year ☐ Multi-Year ☒ N/A

**Authority Granted:** Approves the annual inventories of County owned personal and real property including related reports for recording at the Snohomish County Auditor's Office as submitted by the Department of Facilities and Fleet in accordance with Chapter 4.46 SCC and RCW 36.32.210, provided they are first verified under oath as provided for in RCW 36.32.210.

**Background:** Snohomish County Code requires Council consideration and approval of an annual inventory of personal and real property and requires that it be submitted to the County Council by February 15th of each year. RCW 36.32.210 requires that the approved inventory be filed annually with the Auditor's office by the first Monday of March; For 2024, that date is March 4, 2024.

**SCC 4.46.121** requires that each department submit to the Property Office an inventory report of all capitalized assets for inclusion in the report; Each item must include a property description, the date acquired by the county, original purchase cost, the estimated life, a county identification number and the date of departmental acquisition and/or disposition.

**SCC 4.46.125** identifies the date of submission to the County Council.

**SCC 4.46.161** requires that all county real property include a parcel description, acreage, date and cost of acquisition, improvements, whether the property is a tax title property and the current custodial department. With respect to property disposed of during the previous calendar year, the report shall provide a parcel description, date of sale, purchaser, and the amount paid.

A complete copy of the inventory is located at Facilities Management, Property Management Division for public viewing and the original report is recorded with the Auditor's office. If an individual requests to receive a complete copy of the inventory, the cost will be \$.25 per page. The inventory report is accessible through the Snohomish County Auditor's website under the public records search.

**Action Requested:** For Council to move the motion to GLS on February 21, 2024, for consideration to meet posting deadlines.