



1 SNOHOMISH COUNTY COUNCIL  
2 Snohomish County, Washington

3  
4 ORDINANCE NO. 22-017

5  
6 AMENDING THE SNOHOMISH COUNTY COUNCIL CHIEF OF STAFF  
7 SCOPE OF DUTIES IN SCC 2.48.090

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9 BE IT ORDAINED:

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11 Section 1. Snohomish County Code Section 2.48.090, last amended by  
12 Amended Ordinance 02-047 on October 16, 2002, is amended to read:

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14 (1) The council shall designate and appoint such persons as it deems  
15 appropriate to be the chief of staff, clerk of the council, assistant clerk or clerks, and  
16 such additional employees as are necessary to assist the council in the performance of  
17 its functions as provided in the charter and ordinances passed by the council.

18 (2) The chief of staff shall coordinate work and the providing of information  
19 among council members, coordinate action and the providing of information between  
20 the county executive and the council, work with the chairperson and clerk of the council  
21 on the calendar and agendas, supervise and act as the employing official for the clerk of  
22 the council and staff and perform such other duties as are delegated by the council  
23 through the chairperson. In exercising responsibilities as the employing official, the chief  
24 of staff shall consult with the council before finalizing any offer or termination of  
25 employment. The chief of staff shall serve at the pleasure of a majority of the council,  
26 and shall be exempt from the county personnel system as provided in SCC 3.68.010(9)  
27 and 3A.01.020.

28 (3) The clerk of the council shall be its clerk, attend meetings and hearings of the  
29 council as directed by the chief of staff, cause minutes of meetings and hearings of the  
30 council to be kept as required by law, coordinate meetings and hearings of the council  
31 or its members with other county officials, supervise routine management of council  
32 affairs subject to the supervision of the chief of staff, and perform such other duties as  
33 are delegated by the chief of staff.

34 (4) The assistant clerk shall carry out the duties of the clerk of the council in the  
35 clerk's absence, and perform such duties as are delegated by the clerk of the council.

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37 PASSED this \_\_\_\_ day of \_\_\_\_\_, 2022.

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40 SNOHOMISH COUNTY COUNCIL  
41 Snohomish County, Washington

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44 \_\_\_\_\_  
45 Council Chair  
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1 ATTEST:

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Asst. Clerk of the Council

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11 ( ) APPROVED

12 ( ) EMERGENCY

13 ( ) VETOED

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DATE: \_\_\_\_\_

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\_\_\_\_\_  
County Executive

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22 ATTEST:

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28 Approved as to form only:

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\_\_\_\_\_  
Deputy Prosecuting Attorney



# Snohomish County Council

SNOHOMISH COUNTY COUNCIL

EXHIBIT # 1

## Legislation Text

FILE ORD 22-017

File #: 2022-0372, Version: 1

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Ordinance 22-017, amending the Snohomish County Council Chief of Staff scope of duties in SCC 2.48.090

**DEPARTMENT:** Council

**ORIGINATOR:** Nicole Gorle

**EXECUTIVE RECOMMENDATION:** n/a

**PURPOSE:** Amend the Council's Chief of Staff's duties relating to employment.

**BACKGROUND:** The proposed ordinance would amend SCC 2.48.090 by giving the Chief of Staff the authority to: 1) act as the employing official for council staff and 2) finalize offers or termination of employment for Council staff.

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
<b>TOTAL</b>	0	0	0

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
<b>TOTAL</b>	0	0	0

**DEPARTMENT FISCAL IMPACT NOTES:** There is no fiscal impact as a result of this code change.

**CONTRACT INFORMATION:**

ORIGINAL	CONTRACT#	AMOUNT
AMENDMENT	CONTRACT#	AMOUNT

**Contract Period**

ORIGINAL	START	_____	END	_____
AMENDMENT	START	_____	END	_____

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** n/a

ECAF NO.:  
ECAF RECEIVED:

**ORDINANCE  
INTRODUCTION SLIP**

**SNOHOMISH COUNTY COUNCIL**

TO: Clerk of the Council

EXHIBIT # 2

TITLE OF PROPOSED ORDINANCE:

FILE ORD 22-017

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\_\_\_\_\_

Councilmember Date

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Clerk's Action: Proposed Ordinance No. \_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_

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**STANDING COMMITTEE RECOMMENDATION FORM**

On \_\_\_\_\_, the Committee considered the item and by \_\_\_\_ Consensus /  
\_\_\_\_ Yeas and \_\_\_\_ Nays, made the following recommendation:

\_\_\_\_\_ Move to Council to schedule public hearing \_\_\_\_\_

**Public Hearing Date** \_\_\_\_\_ **at** \_\_\_\_\_

\_\_\_\_\_ 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