



Snohomish County Council

Committee: Committee of the Whole

ECAF: 2023-0109

Proposal: Motion 23-058

Analyst: Deb Evison Bell

Date: February 7, 2023

Consideration:

The Executive's Office requests Council consider approving proposed Motion 23-058, which would accept receipt of the annual end of year inventory report.

Background:

Snohomish County Code requires Council consideration and approval of an annual inventory of personal and real property (4.46.121, 4.46.125 and 4.46.161) and requires that it be submitted to the County Council by February 15th of each year (4.46.125 and 4.46.161). RCW 36.32.210 requires that the approved inventory be filed annually with the Auditor's office by the first Monday of March; For 2023, that date is March 6, 2023.

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 anyone that wishes to view the inventory while 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.

Current Proposal:

Scope: Motion 23-058 accepts of the annual end of the 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 6-65); Property acquisitions (pages 66-68); Deleted Assets (Pages 69-78); Surplus Sales (Pages 79-83).

Exhibit B – Real Property: Real Property Inventory (Pages 84-255); Real Property Sales (Page 256-257); Leases (Pages 258-261); Licenses (Pages 262-272); ER&R Reports (Pages 273-298).

Duration: Inventory reflective of 2022.

Fiscal Implications: N/A.

2022 Budget: Purchases included in departmental budgets as appropriate.

Handling: EXPEDITE.

Approved-as-to-form: N/A.

Risk Management: N/A.

Executive Recommendation: APPROVE

Requests: The requested action is for Council to consider the motion.