

Snohomish County Elected Offices

Mission Statements and Outcomes Generated

County Council

Ken Klein, Terry Ryan, Dave Somers, Brian Sullivan, Stephanie Wright

Mission Statement: The mission of the County Council is to enact legislative and fiscal policies that achieve efficient and effective use of tax dollars and that reasonably balance the diversity of citizen interests in environmental integrity and economic development.

Outcomes Generated: The County Council is a General Fund department that provides the following services:

- Enacts fiscal and operating policy ordinances, motions and resolutions
- Provides fiscal oversight of administrative and judicial operations
- Enacts land use policy plans and implementing regulations
- Conducts quasi-judicial appeal hearings of certain land development actions and regulations
- Approves appointments to advisory boards and commissions
- Establishes the salaries of all county employees
- Approves collective bargaining agreements.

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Executive

John Lovick

Mission Statement: The mission of the County Executive Office is to provide for a responsible and responsive County government by ensuring effective, efficient and economical administration in accordance with the County Charter, the Washington State Constitution and other applicable federal, state and local laws, as well as County policy and Executive branch initiatives.

The County Executive supervises Executive departments; enforces all ordinances and state statutes within the County; presents an annual statement of governmental affairs of the County to the Council; prepares and presents the proposed budget and budget message; prepares and presents to the Council comprehensive plans, including capital improvement plans for present and future development within the County; and nominates members of County boards and commissions.

Outcomes Generated: The County Executive oversees the County's 13 administrative departments and coordinates with elected officials who operate the remaining six offices. The County Executive works closely with both the Judicial and Legislative branches to ensure cooperation and coordination of efforts.

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Assessor

Cindy Portmann

Mission Statement: The mission of the Assessor's Office is to administer a property assessment system that meets statutory requirements and to serve our customers in a professional manner.

Outcomes Generated: The primary responsibility of the Assessor's Office is to identify and assess all taxable real and personal property in incorporated and unincorporated Snohomish County for property tax purposes. Taxable property is divided into two classes. Real property includes land and all buildings, structures and improvements to the land. Personal property includes machinery and equipment, fixtures, furniture and other items that are moveable in nature. Personal effects that are not held for sale or commercial use are not taxable.

The Assessor is required by law to set the value of taxable property at 100% of market value and to assure that all values are in equalization. The Assessor uses multiple sales of comparable properties and mass appraisal techniques in establishing value as of a January 1st assessment date. New construction is valued as of a July 1st assessment date.

The Snohomish County Assessor's Office is currently on an annual revaluation cycle. Prior to the 2004 assessment, Snohomish County was on a four-year revaluation program where one-quarter of the county was revalued each year. The change was made to improve fairness and level of assessment, which improves when the tax burden is distributed more equitably. The annual revaluation cycle improved uniformity as well because all property is assessed every year at market value instead of only a portion of the county valued at market value and the rest at a lesser value due to the four-year or other multi-year cycle. The annual revaluation program is approved by the Department of Revenue and is considered the preferred revaluation cycle method. Legislation was passed in 2009 requiring all counties within Washington State to move to an annual cycle by 2014. This year's budget request asks for funding to continue to sustain and support this process.

In addition to valuing property for tax purposes, the Assessor's Office administers numerous special classifications and a variety of tax exemptions, including the exemption and deferral programs for limited income senior citizens and disabled persons. The Assessor responds to property owner's petitions to appeal assessed values with the Board of Equalization and Board of Tax Appeals, examines taxing districts' budget requests for statutory compliance and calculates the tax levy rates for each taxing district in the county. The Assessor's Office also maintains the county parcel layer maps and legal descriptions of tax parcels.

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Auditor

Carolyn Weikel

Mission Statement: The mission of the Auditor's Office is to continuously improve in the delivery of service to Snohomish County customers in areas of: public records, recording services and marriage licensing, vehicle/vessel/business licensing and animal services; and elections and voter registration services.

The Auditor's Office works in partnership with independently elected county officials, County Council, the County Executive and appointed department heads to achieve countywide goals to enhance customer service and to streamline government.

Outcomes Generated: The Auditor's Office oversees three distinctly different business functions for the county. These divisions share commonality by continually striving to improve public services:

RECORDING – legal document recording, public access to documents, deeds, liens, and marriage licenses.

LICENSING AND ANIMAL CONTROL – licensing of vehicles, vessels, pets, kennels and certain businesses, and animal control services.

ELECTIONS AND VOTER REGISTRATION – primary and general elections, special elections, Presidential primaries, voter registration services.

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Clerk

Sonya Kraski

Mission Statement: The mission of the County Clerk's Office is to maintain the Superior Court record and provide excellent service to citizens and the court by ensuring:

1. The integrity of and access to the Superior Court record;
2. Accountability of court funds; and
3. Prudent stewardship of public resources entrusted to us.

Outcomes Generated: The fundamental outcome generated by the Clerk is providing Superior Court case information that is secure, accurate, timely, and accessible.

Court Funds: The Clerk is the financial officer for Superior Court. This mandated duty includes collecting, managing, and disbursing fees, fines, restitution, and trust funds. Annually, the Clerk accounts for and administers up to \$30 million in court registry funds.

Case Information and Access to Justice: Responsibilities include accepting and processing all new case filings and subsequent pleadings. This equates to more than 30,000 new cases filed annually and over 2,300 court documents on a daily basis, and includes entry of information into the State's database and preserving the integrity and security of those documents in perpetuity.

The Clerk is mandated to ensure that files and exhibits are available for court hearings and to provide public access to court records. This includes public access areas such as in-person counter service, telephonic contacts, fax filings and electronic requests for information and services including mandated functions of issuing writs, subpoenas, warrants and various other documents. Staff assists the agencies and citizens of Snohomish County in performing records research. In addition, the Clerk provides procedural assistance to self-represented litigants in family law processes and instructional information and resources to victims of domestic violence, harassment, vulnerable adult, and sexual assault.

Courtroom Support and Jury Management: The Clerk is responsible for attending and creating an independent record of all hearings and trials in Superior and Juvenile court. Responsibilities include managing courtroom exhibits, receiving jury verdicts, performing jury management for the Superior and District Courts, and performing calendar management duties for court cases.

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Prosecuting Attorney

Mark Roe

Mission Statement: It is the mission of the Snohomish County Prosecutor's Office to fulfill its legal and constitutional obligations to the citizens of the County and State; to vigorously, fairly, and efficiently prosecute those who commit crimes in Snohomish County; to represent the County in civil litigation; to provide high quality professional advice and service to Snohomish County and State of Washington governments; and to be knowledgeable advocates for improvements in the justice system.

Outcomes Generated: The Prosecuting Attorney's Office outcomes are generated in three primary program areas:

Criminal - The Criminal Division is responsible for prosecuting all adult felony cases and juvenile criminal cases occurring within Snohomish County, and all adult misdemeanor and gross misdemeanor cases referred by the County Sheriff, the State Patrol, all state agencies, and some cities that have contracted with the county for misdemeanor prosecution services. The Criminal Division participates in Drug Court for adults as well as juveniles, and has two deputy prosecutors assigned to the Snohomish Regional Drug and Gang Task Force. The Criminal Division provides advocacy services for crime victims. Also, the Criminal Division maintains a Therapeutic Alternatives to Prosecution ("TAP") program, which holds qualified and eligible first-time offenders accountable for their offenses while avoiding the costs of case filing, court, and incarceration.

Civil - The Civil Division acts as the in-house legal counsel for Snohomish County. The Civil Division represents the County and its employees, as appropriate, in civil litigation in Federal and State courts, arbitrations, mediations, administrative hearings, and appeals. The Civil Division also provides its County clients with a broad range of other legal services, including informal and formal advice, risk management advice, and preparation and review of a broad variety of legal instruments. The Civil Division also represents the mental health division of Human Services in involuntary commitment proceedings.

Family Support - The Family Support Division litigates issues regarding child support in cases referred by the State Department of Social and Health Services, Division of Child Support and defends D.C.S. in actions brought against them. Family Support program expenditures are reimbursed by a combination of state and federal pass-through funds.

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Sheriff

Ty Trenary

Mission Statement: The Mission of the Snohomish County Sheriff's Office is to ensure Snohomish County remains a safe place to live, work, and visit. We accomplish our Mission by delivering exceptional Law Enforcement, Corrections, and Support Services.

Outcomes Generated (Law Enforcement): Our proposed budget funds the service delivery level outlined on our strategic plan. We have prioritized and believe we can attain four desired outcomes:

- 1) Reduce crime, criminals, or conditions causing most harm to our community
- 2) Provide exceptional service to our community and our employees
- 3) Manage our business well
- 4) Maintain a safe and secure detention facility.

Outcomes Generated (Corrections):

To the Community:

- Protect the community through secure detention.
- Provide services to persons connected to those detained.

Law Enforcement:

- Provide a safe and secure booking facility.
- Detain arrestees.
- Collect personal data (fingerprints, photos and demographics).
- Facilitate expedited, efficient processing through the criminal justice system.

To Inmates:

- Provide safe, secure detention.
- Mandated health and human services.

To the Courts:

- Provide inmate transport to court.
- Courtroom security.
- Video court facilities to reduce courtroom demand.
- Secure beds and alternative sentencing options to hold offenders accountable.

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Treasurer

Kirke Sievers

Mission Statement: The mission of the Treasurer's Office is to protect, manage and safely invest taxpayer dollars of Snohomish County government, Special Purpose Districts, and Local Improvement Districts through equitable and efficient administration of tax billings, collections and distributions.

Outcomes Generated: Tax Administration - All tasks related to billing / collection of property tax, real estate excise tax affidavit processing, special assessments and surface water fees; maintain changes to current year tax roll, and respond to customer inquiries for information and research.

Revenue Collection - Extraordinary collection related to delinquent taxes associated with bankruptcy, foreclosure and personal property distraint.

Cash Management - Lock box processing of tax statements and payments, centralized cash and revenue collecting for County and Special Purpose Districts; monitoring bank balances, receipts and disbursement to maximize available resources; monitoring and analyzing of bank concentration account; monitoring of all incoming and outgoing wire transfers; set up and maintenance of all ACH payment collections; assist with set up of all credit card acceptance programs in other county offices; co-ordinate and provide banking services for county and special purpose districts.

Investments - Safely maximize returns on invested funds of the County and Special Purpose Districts while maintaining sufficient liquidity to meet current and future obligations.

Debt Management - Provide administrative support, complete records and transcripts; complete accurate cash transfers to pay all County and Special Purpose Districts' current and refunded debt issues.

Accounting/Reporting - School district warrant reconciliation, cash, debt, and investment reports, investment account information to finance department, preparation of debt management schedule, data entry for all revenue transactions, bank account reconciliation, issuance of interest bearing warrants and/or special loan provisions, and timely revenue distributions.