



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

December 17, 2002

Ordinance 14561

Proposed No. 2002-0363.3

Sponsors Sullivan

1 AN ORDINANCE relating to the organization of the
2 executive branch; making technical corrections; and
3 amending Ordinance 12075, Section 3, as amended, and
4 K.C.C. 2.16.025, Ordinance 14199, Section 11, and K.C.C.
5 2.16.035, Ordinance 11955, Section 5, as amended, and
6 K.C.C. 2.16.055, Ordinance 14005, Section 3, as amended,
7 and K.C.C. 2.16.0755, Ordinance 14155, Section 5, and
8 K.C.C. 2.16.07585, Ordinance 12529, Section 2, as
9 amended, and K.C.C. 2.16.080, Ordinance 11955, Section
10 13, as amended, and K.C.C. 2.16.110, Ordinance 12432,
11 Section 2, as amended, and K.C.C. 2.16.120, Ordinance
12 13720, Section 4, as amended, and K.C.C. 2.45.030,
13 Ordinance 12075, Section 13, as amended, and K.C.C.
14 2.50.045, Ordinance 12076, Section 2, as amended, and
15 K.C.C. 4.04.020, Ordinance 12076, Section 3, as amended,
16 and K.C.C. 4.04.030, Ordinance 12076, Section 3, as
17 amended, and K.C.C. 4.04.040, Ordinance 620, Section 4

18 (part), as amended, and K.C.C. 4.04.060, Ordinance 12076,
19 Section 4 and K.C.C. 4.04.075, Ordinance 12076, Section
20 5, as amended, and K.C.C. 4.04.200. Ordinance 12076,
21 Section 8, as amended, and K.C.C. 4.08.005, Ordinance
22 12076, Section 33, as amended, and K.C.C. 4.10.010,
23 Ordinance 12076, Section 35, as amended, and K.C.C.
24 4.10.050, Ordinance 12076, Section 38, and K.C.C.
25 4.12.040, Ordinance 13983, Section 3, as amended, and
26 K.C.C. 4.19.030, Ordinance 12045, Section 5, as amended,
27 and K.C.C. 4.56.070, Ordinance 12394, Section 3, as
28 amended, and K.C.C. 4.56.085, Ordinance 14214, Section
29 6, and K.C.C. 9.14.050, Ordinance 1709, Section 6, as
30 amended, and K.C.C. 13.24.080, Ordinance 13147, Section
31 21, as amended, and K.C.C. 20.18.050, Ordinance 13274,
32 Section 7, as amended, and K.C.C. 21A.37.070, Ordinance
33 13733, Section 10, as amended, and K.C.C. 21A.37.110,
34 and Ordinance 13733, Section 15, as amended, and K.C.C.
35 21A.37.160.

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38 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

39 SECTION 1. Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 are
40 each hereby amended to read as follows:

41 **County executive.** The county executive shall manage and be fiscally
42 accountable for the office of management and budget~~((;))~~ and the office of ~~((regional~~
43 ~~planning and policy and the office of cultural resources))~~ business relations and economic
44 development.

45 A. The office of management and budget functions and responsibilities shall
46 include, but not be limited to:

47 1. Planning, preparing and managing, with emphasis on fiscal management and
48 control aspects, the annual operating and capital improvement budgets;

49 2. Preparing forecasts of and monitor revenues;

50 3. Monitoring expenditures and work programs in accordance with Section 475
51 of the King County Charter;

52 4. Developing and preparing expenditure plans and ordinances to manage the
53 implementation of the operating and capital improvement budgets throughout the fiscal
54 year;

55 5. Developing and using outcome-based performance indicators to monitor and
56 evaluate the effectiveness and efficiency of county agencies;

57 6. Formulating and implementing financial policies regarding revenues and
58 expenditures for the county and other applicable agencies; ~~((and))~~

59 7. Performing program analysis, and contract and performance evaluation
60 review;

61 8. Collecting and analyzing land development, population, housing, natural
62 resource enhancement, transportation and economic activity data to aid decision making
63 and to support implementation of county plans and programs, including benchmarks; and

64 9. Developing and transmitting to the council, concurrent with the annual
65 proposed budget, supporting materials consistent with K.C.C. 4.04.030.

66 B. The office of ~~((regional planning an policy))~~ business relations and economic
67 development functions and responsibilities shall include, but not be limited to:

68 1. ~~((Managing and coordinating the implementation by departments of Growth~~
69 ~~Management Act requirements;~~

70 2.)) Developing proposed policies to address ~~((strategic planning, regional~~
71 ~~planning,))~~ economic development ~~((and housing planning));~~

72 ~~((3. Developing and overseeing the countywide program for implementation of~~
73 ~~the county's comprehensive plan including coordinating~~

74 a. ~~the implementation of plans which are developed by departments;~~

75 b. ~~the collection and analysis of land development, population, housing,~~
76 ~~natural resource enhancement, and economic activity data to aid decision making and to~~
77 ~~support implementation of county plans and programs, including benchmarks; and~~

78 c. ~~the preparation of interlocal agreements between any combination of the~~
79 ~~county, cities and providers of necessary urban services such as sewer and water as~~
80 ~~needed to address common planning issues;~~

81 4. ~~Coordinating county and regional planning with public and private agencies;~~

82 5.)) 2. Providing quarterly economic reports to the executive and the council
83 that characterize trends in employment, unemployment, business operations including
84 layoff warnings required under state law and other factors that are useful in
85 understanding economic trends;

86 3. Establishing, fostering and maintaining healthy relations with business and
87 industry;

88 4. Optimizing the value of county-controlled assets, such as the King County
89 airport, as engines for economic growth, recognizing that it may be in the public interest
90 to foster job creation expansion of the tax base rather than maximizing direct revenue to
91 the county from a particular asset;

92 5. Managing programs and developing projects that promote economic
93 development, assist communities and businesses in creating economic opportunities,
94 promote a diversified regional economy, promote job creation with the emphasis on
95 family-wage jobs and improve county asset management. A report on these activities
96 shall be included in the quarterly report required under subsection B.2 of this section;

97 ~~((6. Developing and managing housing programs and projects that implement~~
98 ~~Growth Management Act policies and have not been assigned to a department;~~

99 7.)) 6. Providing assistance to other county departments to determine if real
100 property or other assets may be managed for economic development purposes to create
101 jobs and expand private investment or administered in a manner that will provide
102 additional revenue to the county;

103 ~~((8. Managing children and family programs and provide administrative support~~
104 ~~to the children and family commission;~~

105 9.)) 7. Managing the boost, apprenticeship and business development programs
106 including the following functions:

107 a. administering the discrimination and affirmative action in employment by
108 contractors', subcontractors' and vendors' policies under K.C.C. chapter 12.16;

- 109 b. administering the boost program for the use of small economically
110 disadvantaged businesses on county contracts under K.C.C. chapter 4.19; and
- 111 c. administering the federal Americans with Disabilities Act of 1990 and
112 federal Rehabilitation Act of 1973, Section 504, policies related to obligations of
113 contractors with the county; ~~((and))~~
- 114 ~~((10.))~~ 8. Serving as the disadvantaged business enterprise liaison officer for
115 federal Department of Transportation and other federal grant program purposes; and
- 116 9. Managing the county's landmark preservation program including the
117 following functions:
- 118 a. administering landmark designation and regulation functions under K.C.C.
119 chapter 20.62;
- 120 b. serving as the county's historic preservation officer under the county's
121 certified local government agreement with the state and for federal grant program
122 purposes;
- 123 c. administering the landmark rehabilitation and improvement loan program in
124 partnership with local financial institutions, administering the special valuation program
125 under chapter 84.26 RCW and assisting with the current use taxation program for cultural
126 resources;
- 127 d. providing oversight and assistance to other county departments to ensure
128 compliance with federal, state and local cultural resource laws; and
- 129 e. preparing and administering interlocal agreements between the county and
130 cities related to landmark designation and protection services.

131 C. The executive may assign or delegate budgeting, ~~((and strategic planning))~~
132 business relations and economic development functions to employees in the office of the
133 executive but shall not assign or delegate those functions to any departments.

134 ~~((D. The office of cultural resources shall plan, manage and be responsible for~~
135 ~~administering the county cultural programs, including but not limited to arts, heritage and~~
136 ~~historic preservation.))~~

137 SECTION 2. Ordinance 14199, Section 11, and K.C.C. 2.16.035 are each hereby
138 amended to read as follows:

139 **Department of executive services.** The county administrative officer shall be the
140 director of the department of executive services ~~((shall be managed by the county~~
141 ~~administrative officer))~~. The department shall include the information and
142 telecommunications services division, the records, elections and licensing division, the
143 finance and business operations division, the human resources management division, the
144 facilities management division, the administrative office of information resources
145 management, the administrative office of risk management, the administrative office of
146 emergency management and the administrative office of civil rights. In addition, the
147 ~~((chief))~~county administrative officer shall be responsible for providing staff support for
148 the board of ethics.

149 A. The duties of the information and telecommunications services division shall
150 include the following:

151 1. Designing, developing, operating, maintaining and enhancing computer
152 information systems for the county and other contracting agencies, except for geographic

153 information systems, which shall be administered by the department of natural resources
154 and parks;

155 2. Managing the cable communications provisions set forth in K.C.C. chapter
156 6.27A;

157 3. Negotiating and administering cable television and telecommunication
158 franchises (~~pursuant to~~) under K.C.C. chapter 6.27;

159 4. Providing telephone system design, installation, maintenance and repair;

160 5. Managing and operating the centralized printing and graphic arts services;

161 6. Providing internal communications and public information services including
162 setting standards for and preparing informational publications, except to the extent to
163 which the council decides, as part of the annual appropriation ordinance, to fund selected
164 departmental level internal communications and public information services in certain
165 departments or divisions; and

166 7. Administering the emergency radio communication system under K.C.C.
167 chapter 2.58, but not including the radio communication and data system operated and
168 maintained by the department of transportation.

169 B. The duties of the records, elections and licensing services division shall
170 include the following:

171 1. Conducting all special and general elections held in the county and
172 registering voters;

173 2. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
174 pet licenses, collecting license fee revenues and providing licensing services for the
175 public;

- 176 3. Enforcing county and state laws relating to animal control;
- 177 4. Managing the recording, processing, filing, storing, retrieval((;)) and
178 certification of copies of all public documents filed with the division as required((; of all
179 ~~public documents filed with the division~~));
- 180 5. Processing all real estate tax affidavits;
- 181 6. Acting as the official custodian of all county records, ((per)) as required by
182 general law, except as otherwise provided by ordinance; and
- 183 7. Managing the printing and distribution of the King County Code and
184 supplements to the public.

185 C. The duties of the finance and business operations division shall include the
186 following:

- 187 1. Monitoring revenue((;)) and expenditures for the county. The collection and
188 reporting of revenue and expenditure data shall provide sufficient information to the
189 executive and to the council. The division shall be ultimately responsible for maintaining
190 the county's official revenue and expenditure data;
- 191 2. Performing the functions of the county treasurer;
- 192 3. Billing and collecting real and personal property taxes, local improvement
193 district assessments and gambling taxes;
- 194 4. Processing transit revenue;
- 195 5. Receiving and investing all county and political subjurisdiction moneys;
- 196 6. Managing the issuance and payment of the county's debt instruments;
- 197 7. Managing the accounting systems and procedures;
- 198 8. Managing the fixed assets system and procedures;

199 9. Formulating and implementing financial policies for other than revenues and
200 expenditures for the county and other applicable agencies;

201 10. Administering the accounts payable and accounts receivable functions;

202 11. Collecting fines and monetary penalties imposed by district courts;

203 12. Developing and administering procedures for the procurement of and
204 awarding of contracts for tangible personal property, services, professional or technical
205 services and public work in accordance with K.C.C. chapter 4.16 and applicable federal
206 and state laws and regulations;

207 13. Establishing and administering procurement and contracting methods, and
208 bid and proposal processes, to obtain such procurements;

209 14. In consultation with the prosecuting attorney's office and office of risk
210 management, developing and overseeing the use of standard procurement and contract
211 documents for such procurements;

212 15. Administering contracts for goods and ((such)) services that are provided to
213 more than one department;

214 16. Providing comment and assistance to departments on the development of
215 specifications and scopes of work, in negotiations for such procurements, and in the
216 administration of contracts;

217 17. Assisting departments to perform cost or price analyses for the procurement
218 of ((such)) tangible personal property, services((-)) and professional or technical services,
219 and price analysis for public work procurements;

220 18. Developing, maintaining and revising as may be necessary from time to
221 time the county's general terms and conditions for contracts for the procurement of
222 tangible personal property, services, professional or technical services and public work;

223 19. Managing the payroll system and procedures, including processing benefits
224 transactions in the payroll system and administering the employer responsibilities for the
225 retirement and the deferred compensation plans; and

226 20. Managing and developing financial policies for borrowing of funds,
227 financial systems and other financial operations for the county and other applicable
228 agencies.

229 D. The duties of the human resources management division shall include the
230 following:

231 1. Developing and administering training and organizational development
232 programs, including centralized employee and supervisory training and other employee
233 development programs;

234 2. Developing proposed and ~~((administer))~~ administering adopted policies and
235 procedures for employment (recruitment, examination and selection), classification and
236 compensation, and salary administration;

237 3. Developing proposed and administering adopted human resources policy;

238 4. Providing technical and human resources information services support;

239 5. ~~((Administering insured and noninsured benefits programs, including health~~
240 ~~care benefits, leave programs, deferred compensation and other special benefits, such as~~
241 ~~dependent care assistance and wellness and work/family programs))~~ Developing and
242 managing insured and noninsured benefits programs, including proposing policy re

243 commendations, negotiating benefits plan designs with unions, preparing legally
244 mandated communications materials and providing employee assistance and other work
245 and family programs;

246 6. Developing and administering diversity management and employee relations
247 programs, including affirmative action plan development and administration,
248 management and supervisory diversity training and conflict resolution training;

249 7. Developing and administering workplace safety programs, including
250 inspection of work sites and dissemination of safety information to employees to promote
251 workplace safety;

252 8. Administering the county's self-funded industrial insurance/worker's
253 compensation program, as authorized by Title 51 RCW;

254 9. Representing county agencies in the collective bargaining process as required
255 by chapter 41.56 RCW;

256 10. Representing county agencies in labor arbitrations, appeals and hearings
257 including those ~~((set forth))~~ in chapter 41.56 RCW and required by K.C.C. Title 3;

258 11. Administering labor contracts and ~~((provide))~~ providing consultation to
259 county agencies regarding the terms and implementation of negotiated labor agreements;

260 12. Advising the executive and council on overall county labor and employee
261 policies;

262 13. Providing labor relations training for county agencies, the executive, the
263 council and others;

264 14. Overseeing the county's unemployment compensation program; ~~((and))~~

265 15. Developing and maintaining databases of information relevant to the
266 collective bargaining process; and

267 16. Collecting and reporting to the office of management and budget on a
268 quarterly basis information on the numbers of filled and vacant full-time equivalent and
269 term-limited temporary positions and the number of emergency employees for each
270 appropriation unit.

271 E. The duties of the facilities management division shall include the following:

272 1. Overseeing space planning for county agencies;

273 2. Administering and maintaining in good general condition the county's
274 buildings except for those managed and maintained by the departments of natural
275 resources and parks and transportation;

276 3. Operating security programs for county facilities except as otherwise
277 determined by the council;

278 4. Administering all county facility parking programs except for public
279 transportation facility parking;

280 5. Administering the supported employment program;

281 6. Managing all real property owned or leased by the county, except as provided
282 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
283 closely approximating fair market value;

284 7. Maintaining a current inventory of all county-owned or leased real property;

285 8. Functioning as the sole agent for the disposal of real properties deemed
286 surplus to the needs of the county;

287 9. In accordance with K.C.C. chapter 4.04, providing support services to county
288 agencies in the acquisition of real properties, except as otherwise specified by ordinance;

289 10. Issuing oversized vehicle permits, franchises and permits and easements for
290 the use of county property except franchises for cable television and telecommunications;

291 11. Overseeing the development of capital projects for all county agencies
292 except for specialized roads, solid waste, public transportation, airport, water pollution
293 abatement((;)) and surface water management projects;

294 12. Being responsible for all general projects, such as office buildings or
295 warehouses, for any county department including, but not limited to, the following:

296 a. ((A))administering professional services and construction contracts;

297 b. ((A))acting as the county's representative during site master plan, design
298 and construction activities;

299 c. ((M))managing county funds and project budgets related to capital
300 improvement projects;

301 d. ((A))assisting county agencies in the acquisition of appropriate facility sites;

302 e. ((F))formulating guidelines for the development of operational and capital
303 improvement plans;

304 f. ((A))assisting user agencies in the development of ((C))capital
305 ((H))improvement and ((P))project ((P))program ((P))plans, as defined and provided for in
306 K.C.C. chapter 4.04;

307 g. ((F))formulating guidelines for the use of life cycle cost analysis and
308 applying these guidelines in all appropriate phases of the capital process;

309 h. ~~((E))~~ ensuring the conformity of capital improvement plans with the adopted
310 space plan and approved operational master plans;

311 i. ~~((D))~~ developing project cost estimates that are included in capital
312 improvement plans, site master plans, capital projects and annual project budget requests;

313 j. ~~((P))~~ providing advisory services, ~~((and/or))~~ feasibility studies or both
314 services and studies to projects as required and for which there is budgetary authority;

315 k. ~~((C))~~ coordinating with user agencies to assure user program requirements
316 are addressed through the capital development process as set forth in this chapter and in
317 K.C.C. Title 4;

318 l. ~~((P))~~ providing engineering support on capital projects to user agencies as
319 requested and for which there is budgetary authority; and

320 m. ~~((P))~~ providing assistance in developing the executive budget for capital
321 improvement projects; and

322 13. Providing for the operation of a downtown winter shelter for homeless
323 persons between October 15 and April 30 each year.

324 F. The duties of the administrative office of risk management shall include the
325 management of the county's insurance and risk management programs consistent with
326 K.C.C. chapter 4.12.

327 G. The duties of the administrative office of emergency management shall
328 include the following:

329 1. Planning for and providing effective direction, control and coordinated
330 response to emergencies;

331 2. Being responsible for the emergency management functions defined in
332 K.C.C. chapter 2.56; and

333 3. Managing the E911 emergency telephone program.

334 H. The duties of the administrative office of civil rights shall include the
335 following:

336 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
337 12.18, 12.20 and 12.22;

338 2. Assisting departments in complying with the federal Americans with
339 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other
340 legislation and rules regarding access to county programs, facilities and services for
341 people with disabilities;

342 3. Serving as the county Americans with Disabilities Act coordinator relating to
343 public access;

344 4. Providing staff support to the county civil rights commission;

345 5. Serving as the county federal Civil Rights Act Title VI coordinator; and

346 6. Coordinating county responses to federal Civil Rights Act Title VI issues and
347 investigating complaints filed under Title VI.

348 I. The duties of the ~~((administrative))~~ office of information resource management
349 shall include the ~~((following:))~~ duties in K.C.C. 2.16.0755.

350 ~~((1. Identifying and establishing short range, mid-range and long range
351 objectives for information technology investments in the county;~~

352 ~~2. Preparing and recommending for council approval a county information
353 technology strategic plan and annually updating the plan;~~

354 3. ~~Recommending business and technical information technology projects for~~
355 ~~funding as part of the county's strategic planning process;~~

356 4. ~~Recommending technical standards for the purchase, implementation and~~
357 ~~operation of computing hardware, software and networks as part of the county's strategic~~
358 ~~planning process;~~

359 5. ~~Recommending countywide policies and standards for privacy, security and~~
360 ~~protection of data integrity in technology infrastructure, electronic commerce and~~
361 ~~technology vendor relationships as part of the county's strategic planning process;~~

362 6. ~~Recommending information technology service delivery models for the~~
363 ~~information and telecommunications services division and the county's satellite~~
364 ~~information technology centers;~~

365 7. ~~Establishing a standard process for information technology project~~
366 ~~management, including requirements for project initiation and review, parameters for~~
367 ~~agency contracts with information technology vendors, and reporting requirements to~~
368 ~~facilitate monitoring of project implementation;~~

369 8. ~~Establishing criteria for determining which information technology projects~~
370 ~~will be monitored centrally;~~

371 9. ~~Monitoring project implementation when projects meet the established~~
372 ~~criteria;~~

373 10. ~~Releasing the funding for each phase of those projects subject to central~~
374 ~~oversight based on successful reporting and completion of milestones;~~

375 11. ~~Recommending budgetary changes in the funding of information technology~~
376 ~~projects to the executive and council, as appropriate;~~

- 377 ~~12. Recommending project termination, as appropriate;~~
378 ~~13. Conducting post implementation information technology project review;~~
379 and
380 ~~14. Reporting annually on information technology performance to the executive~~
381 ~~and the council.))~~

382 SECTION 3. Ordinance 11955, Section 5, as amended, and K.C.C. 2.16.055 are
383 each hereby amended to read as follows:

384 **Department of development and environmental services - duties - divisions.**

385 A. The department of development and environmental services is responsible to
386 manage and be fiscally accountable for the building services division, land use services
387 division, and administrative services division. The director of the department shall be the
388 county planning director, building official, fire marshal((;)) and zoning adjuster((;)) and
389 the responsible official for purposes of administering the ((S))state Environmental Policy
390 Act, and may delegate those functions to qualified subordinates. The department shall be
391 responsible for regulating the operation, maintenance and conduct of county-licensed
392 businesses, except taxicab and for-hire drivers and vehicles. The department shall be
393 responsible for managing and coordinating the implementation of Growth Management
394 Act requirements, coordinating county and regional land use planning with public and
395 private agencies, developing proposed policies to address regional land use planning and
396 developing and overseeing the countywide program for implementation of the county's
397 Comprehensive Plan including coordinating the implementation of plans that are
398 developed by departments.

399 B. The building services division shall be responsible for ensuring consistent and
400 efficient administration of environmental, building and land use codes and regulations for
401 commercial and residential projects by means of permit review and approval,
402 construction inspections and public information. The duties of the division shall include
403 the following:

- 404 1. Permit center and public information;
- 405 2. Building plan and application review, including fire, fire-flow, building,
406 mechanical, barrier-free, energy, security and other uniform code reviews;
- 407 3. Site review, including engineering and sensitive areas review of permit
408 applications;
- 409 4. Inspections, including new-construction inspections for compliance with site,
410 fire and building code requirements; and
- 411 5. Pursue and resolve code violations, including preparing for administrative or
412 legal actions, evaluating the division's success in obtaining compliance with King County
413 rules and regulations and designing measures to improve compliance.

414 C. The land use services division shall be responsible for the effective processing
415 and timely review of land development proposals, including zoning variance and
416 reclassification, master drainage plans, variances from the surface water design manual
417 and the King County road standards, sensitive area, subdivision, right-of-way use, urban
418 planned development, clearing and grading, shoreline, special use and conditional use
419 applications. The duties of the division shall include the following:

- 420 1. Permit center and public information;

421 2. Plan review, including the review of applications for compliance with
422 shorelines, sensitive areas, subdivision and other zoning regulations, road standards and
423 variances from the surface water design manual, as well as community plans and utility
424 comprehensive plans;

425 3. Engineering review and inspection, including the review of clearing and
426 grading applications and review of engineering plans for compliance with adopted road
427 and drainage standards and specifications;

428 4. Development inspection, including inspection of construction activity to
429 ensure compliance with approved plans and codes;

430 5. Develop and assist in implementing local and subarea specific plans for urban
431 and rural areas, consistent with the ((e))Comprehensive ((p))Plan;

432 6. Develop proposed policies to address long-range comprehensive land use
433 planning and analyze and provide proposed updates to the ((e))Comprehensive ((p))Plan
434 on an annual basis;

435 7. Develop proposed county plans, programs and policies and implement
436 regulations on environmental issues, including environmentally sensitive areas and
437 mineral resources((;)), and serve as the contact for cities and agencies, providing
438 appropriate research in support of county initiatives on these issues;

439 8. Administer the ((S))state Environmental Policy Act and act as lead agency,
440 including making the threshold determinations, determining the amount of environmental
441 impact and reasonable mitigation measures((;)) and coordinating with other departments
442 and divisions in the preparation of county environmental documents or in response to
443 environmental documents from other agencies; and

444 9. Monitor the cumulative effects of the county's ~~((e))~~Comprehensive ~~((p))~~Plan
445 and other plans, policies and laws intended to protect natural and community resources
446 while permitting development and growth, and providing periodic status reports to the
447 executive and council.

448 D. The administrative services division shall provide support services throughout
449 the department, including personnel and payroll support, budget support, financial
450 services, information services, facilities management and support~~((,))~~ and records
451 management and program analysis services.

452 SECTION 4. Ordinance 14005, Section 3, as amended, and K.C.C. 2.16.0755 are
453 each hereby amended to read as follows:

454 **Office of information resource management – chief information officer.**

455 A. The office of information resource management shall be directed by a chief
456 information officer (CIO). The CIO shall be appointed by the executive and confirmed
457 by the council. The CIO shall report to the county executive and advise all branches of
458 county government on technology issues. ~~((The CIO shall report to the county
459 administrative officer on administrative and management matters.))~~ The CIO shall
460 provide vision and coordination in technology management and investment across the
461 county. The CIO shall attend regular~~((ly))~~ executive cabinet meetings as a non-voting
462 member and advisor on technology implications of policy decisions. The CIO shall meet
463 regularly with business managers for the assessor, council, prosecutor, superior court,
464 district court and sheriff to advise on technology implications of policy decisions. The
465 CIO shall advise all county elected officials, departments and divisions on technology
466 planning and project implementation.

467 B. The duties of the CIO also shall include the following:

468 ~~((A-))~~ 1. Overseeing the information technology strategic planning office and
469 production of a county information technology strategic plan and annually updating the
470 plan;

471 ~~((B-))~~ 2. Overseeing the central information technology project management
472 office and monitoring of approved technology projects;

473 ~~((C-))~~ 3. Recommending business and technical information technology projects
474 for funding as part of the county's strategic planning process;

475 ~~((D-))~~ 4. Recommending technical standards for the purchase, implementation
476 and operation of computer hardware, software and networks as part of the county's
477 strategic planning process;

478 ~~((E-))~~ 5. Recommending countywide policies and standards for privacy, security
479 and protection of data integrity in technology infrastructure, electronic commerce and
480 technology vendor relationships as part of the county's strategic planning process;

481 ~~((F-))~~ 6. Recommending information technology service delivery models for the
482 information and telecommunications services division and the county's satellite
483 information technology centers;

484 7. Identifying and establishing short-range, mid-range and long-range objectives
485 for information technology investments in the county;

486 8. Establishing a standard process for information technology project
487 management, including requirements for project initiation and review, parameters for
488 agency contracts with information technology vendors, and reporting requirements to
489 facilitate monitoring of project implementation;

490 9. Establishing criteria for determining which information technology projects
491 will be monitored centrally;

492 10. Monitoring project implementation when projects meet the established
493 criteria;

494 11. Releasing the funding for each phase of those projects subject to central
495 oversight based on successful reporting and completion of milestones;

496 12. Recommending budgetary changes in the funding of information technology
497 projects to the executive and council, as appropriate;

498 13. Recommending project termination, as appropriate;

499 14. Conducting post-implementation information technology project review;

500 ~~((G.))~~ 15. Managing the internal service fund of the office of information
501 resource management; and

502 ~~((H.))~~ 16. Providing annual performance review to the executive and council.

503 SECTION 5. Ordinance 14155, Section 5, and K.C.C. 2.16.07585 are each
504 hereby amended to read as follows:

505 **Project review board.**

506 A. The project review board is hereby created. The board shall act in an advisory
507 capacity to the county's chief information officer in implementing the project
508 management guidelines developed by the central information technology project
509 management office as described in K.C.C. 2.16.0758 A through E. As appropriate, the
510 board also may assume the project oversight role assigned to the project management
511 office under K.C.C. 2.16.0758 F through K. The members shall be: the ~~((King County))~~
512 chief information officer, the assistant ~~((deputy))~~ county executive operations I, the

513 ((budget)) director of the office of management and budget and the director of the
514 department of ((information and administrative)) executive services.

515 B. The King County chief information officer shall serve as the chair of the
516 project review board.

517 C. Ad hoc project review teams may be convened as determined to be necessary
518 by the project review board to focus on specific projects. Each ad hoc project review
519 team will include the project's sponsoring agency director. These teams shall report back
520 findings to the board.

521 D. Formal votes shall be taken and recorded on all recommendations and
522 endorsements.

523 ~~((E. Members of the project review board shall serve without compensation.))~~

524 SECTION 6. Ordinance 12529, Section 2, as amended, and K.C.C. 2.16.080 are
525 each hereby amended to read as follows:

526 **Seattle-King County department of public health.**

527 A. ~~((Department established.))~~ Since 1951, the city of Seattle and the county have
528 jointly financed and operated a city-county health department. As of January 1, 1981, the
529 city of Seattle and the county established a combined city-county health department
530 known as the Seattle-King County department of public health under chapters 70.05 and
531 70.08 RCW and certain city ordinances and county resolutions and ordinances. The
532 director of the department shall be jointly appointed by the mayor of the city and the
533 county executive, subject to confirmation by the city and county councils, and may be
534 removed by the county executive, after consultation with the mayor, upon filing a

535 statement of the reasons therefor with the city and county councils as authorized by RCW
536 70.08.040. The director shall be responsible for the management of the department.

537 B. ~~((Responsibilities of the department.))~~ As provided in the agreement between
538 King County and the city of Seattle entitled "1996 Agreement Regarding the Seattle-King
539 County Department of Public Health" approved by the county council by Motion 9999,
540 the department shall be responsible for providing a functionally integrated set of services
541 and programs that are fully responsive to urban, suburban city and ~~((nonincorporated))~~
542 unincorporated communities. The department shall achieve and sustain healthy people
543 and healthy communities throughout King County by providing public health services
544 ~~((which))~~ that promote health and prevent disease, including, but not limited to:
545 providing needed or mandated prevention or intervention services to address individual
546 and community health concerns; assessing and monitoring the health status of
547 communities; preventing disease, injury, disability and premature death; promoting
548 healthy living conditions and healthy behaviors; and controlling and reducing the
549 exposure of individuals and communities to environmental or personal hazards. The
550 department shall assess the health of King County residents and communities, facilitate
551 planning to develop responses to issues which affect the public's health~~((s))~~ and evaluate
552 the effectiveness of programs and initiatives which address these issues. The department
553 shall include an emergency medical services division, an environmental health division, a
554 prevention division, a community oriented primary care division, an alcohol, tobacco and
555 other drug abuse prevention division, an administrative services division and regional
556 services areas. The department shall manage children and family programs and shall
557 provide administrative support to the children and family commission.

558 C. (~~Emergency medical services division~~) To fulfill the purpose of reducing
559 death and disability from accidents, acute illness, injuries and other medical emergencies,
560 the duties of the emergency medical services division shall include the following:

561 1. Track and analyze service and program needs of the emergency medical
562 services system in the county, and plan and implement emergency medical programs,
563 services and delivery systems based on uniform data and standard emergency medical
564 incident reporting;

565 2. Set standards for emergency medical services training and implement
566 emergency medical service personnel training programs, including, but not limited to,
567 public education, communication and response capabilities and transportation of the sick
568 and injured;

569 3. Coordinate all aspects of emergency medical services in the county with
570 local, state and federal governments(~~(;)~~) and other counties, municipalities and special
571 districts for the purpose of improving the quality and quantity of emergency medical
572 services and disaster response in King County; and

573 4. Analyze and coordinate the disaster response capabilities of the department.

574 D. (~~Environmental health division~~). The duties of the environmental health
575 division shall include the following:

576 1. Inspect and monitor regulated facilities to ensure compliance with public
577 health codes, rules and regulations;

578 2. Investigate complaints or special programs, such as disease outbreaks,
579 sewage spills or toxic spills, identified by the public, the media or public officials;

580 3. Advise or educate the public on health risks associated with environmental
581 hazards; and

582 4. Enforce public health codes, rules and regulations within the jurisdictions of
583 the division.

584 E. (~~Prevention division.~~) The duties of the prevention division shall include the
585 following:

586 1. Reduce the public's exposure to communicable diseases through surveillance
587 and outbreak investigation;

588 2. Lower the occurrence of chronic diseases, injury and violence in the
589 community through strategies which reduce the frequency of risk factors for these
590 conditions;

591 3. Promote and provide public education and research in the development of
592 prevention models;

593 4. Perform specific public health services including vital statistics and
594 laboratory functions; and

595 5. Perform medical examiner and statutory coroner duties, except for the
596 holding of inquests, which function is vested in the county executive.

597 F. (~~Community oriented primary care division.~~) The community oriented
598 primary care division shall focus the department's clinical leadership, health services and
599 expertise and strengthens quality systems and effective care partnerships with
600 government, business and community-based organizations. To maintain the community
601 health care system, the duties of the division shall include the following:

602 1. Develop benchmarks of service quality, clinical guidelines and standards of
603 excellence for the health department;

604 2. Provide leadership and coordination with health care providers, government
605 agencies, ~~((business))~~ businesses and community groups in the provision of primary
606 health services to at-risk populations in King County;

607 3. Develop, implement and monitor a systematic, comprehensive system of
608 health service delivery in King County ~~((which))~~ that improves health outcomes by
609 connecting community-based intervention and strategies with the health care of
610 individuals;

611 4. Develop responsive service delivery and access mechanisms to meet the
612 changing health care needs of at-risk populations in King County; and

613 5. Provide basic primary care services to detainees of the King County adult
614 detention facilities.

615 G. ~~((Alcohol, tobacco and other drug abuse prevention division.))~~ The duties of
616 the alcohol, tobacco and other drug abuse prevention division shall include the following:

617 1. Administer, staff and provide technical expertise to department programs
618 related to the prevention of alcoholism and substance abuse;

619 2. Provide prevention services on alcoholism and other drug addictions under
620 federal and state laws and King County ordinances;~~((and))~~

621 3. Link and integrate alcohol, tobacco and other drug abuse interventions with
622 public health functions and activities; and

623 4. Provide for the delivery of alcohol, tobacco and other drug abuse services in
624 correctional facilities.

625 H. ~~((Administrative services division.))~~ The duties of the administrative services
626 division shall include the following:

- 627 1. Provide administrative and technical support to the department;
628 2. Oversee the administrative systems and activities of the department; and
629 3. Provide general support within the department as authorized elsewhere in this
630 chapter.

631 I. ~~((Regional service areas.))~~ In addition to divisions, the department shall be
632 organized into regional service areas that will directly provide department activities,
633 services and programs within identified geographic boundaries in the county.

634 SECTION 7. Ordinance 11955, Section 13, as amended, and K.C.C. 2.16.110 are
635 each hereby amended to read as follows:

636 **Appointment and confirmation of exempt officials.**

637 A. The county executive shall appoint the county administrative officer and the
638 director of each executive department, except the departments of assessment, public safety
639 and judicial administration. The county executive shall also appoint the
640 ~~((manager))~~division director of the youth detention facility through a competitive search
641 process that includes participation by the superior court judges.

642 B. The county administrative officer shall appoint the division
643 ~~((managers))~~directors and chief officers of each administrative office in the department of
644 executive services~~((, except the chief information officer))~~.

645 C. The director of each executive department, at the discretion of the county
646 executive, shall appoint exempt employees of his or her department as provided in Section
647 550 of the King County Charter.

648 D.1. All appointments by the county executive shall be subject to confirmation by
649 a majority of the county council except exempt personnel assigned to his or her personal
650 staff.

651 2. All appointments to positions of division (~~(manager)~~director) or chief officer of
652 an administrative office not made by the county executive shall be subject to approval by
653 the county executive.

654 E.1. All individuals appointed by the county executive, under Section 340.40 of the
655 King County Charter, shall serve in an acting capacity, unless confirmed by the council.
656 The executive is authorized to appoint a person to serve in an acting capacity to fill a
657 position requiring council confirmation for a period of no greater than one hundred fifty
658 days. The executive shall notify the council within ninety days concerning the status of his
659 or her search for qualified candidates for appointment to the vacant position. Thereafter,
660 the individual may continue serving in an acting capacity for successive sixty-day periods
661 only with approval by motion of the county council. The council shall grant at least one
662 successive sixty-day extension if the executive certifies to the council's satisfaction that the
663 executive is actively pursuing a search for qualified candidates for appointment to the
664 vacant position. If no appointment is transmitted to the council for confirmation during the
665 authorized period, the position shall be considered vacant for purposes of exercise of any
666 authority given to the position (~~(pursuant to)~~ under ordinance and no salary shall be paid
667 for the position while it is so vacant.

668 2. Within seven calendar days of any executive appointment that is subject to
669 council confirmation, the executive shall deliver written notice of said appointment to the
670 council accompanied by a proposed motion confirming the appointment.

671 3. Upon the receipt of the notification by the executive of an appointment,
672 accompanied by the proposed motion, the council shall act to consider confirmation of the
673 appointment within ninety days. Approval of the introduced motion by a majority of the
674 council shall constitute confirmation of the appointee. Once confirmed, the appointee is no
675 longer serving in an acting capacity.

676 4. In considering the confirmation of executive appointments to offices of
677 management level responsibility, the council shall base its review on the ability of the
678 appointee to meet the following criteria:

- 679 a. a demonstrated reputation for integrity and professionalism;
- 680 b. a commitment to and knowledge of the responsibilities of the office;
- 681 c. a history of demonstrated leadership, experience and administrative ability;
- 682 d. the ability to work effectively with the executive, the council, other
683 management, public agencies, private organizations and citizens; and
- 684 e. a demonstrated sensitivity to and knowledge of the particular needs and
685 problems of minorities and women.

686 5. The appointee, (~~prior to~~) before review of the appointment by the council,
687 shall submit to the chair of the council:

- 688 a. a full and complete resume of his or her employment history, to include
689 references attesting to the stated employment experiences; and
- 690 b. a signed statement acknowledging that the council's confirmation process
691 may require the submittal of additional information relating to the background and
692 expertise of the appointee.

693 6. Upon receipt of an executive appointment, the chair or his or her delegate,
694 subject to the council's rules of procedure, shall notify council members of the appointment
695 and attempt to allow a minimum of one work week for individual members to submit
696 written questions to the reviewing committee.

697 It is understood that written inquiries submitted to the reviewing committee, by
698 individual council members, may require a written response from the appointee or the
699 executive, in matters pertaining to the process of appointment and other pertinent
700 employment policies of King County.

701 SECTION 8. Ordinance 12432, Section 2, as amended, and K.C.C. 2.16.120 are
702 each hereby amended to read as follows:

703 **Department of adult and juvenile detention -- duties -- divisions.**

704 A.1. The department of adult and juvenile detention is responsible to manage and
705 be fiscally accountable for the Seattle division, ~~((and))~~ the Kent division, ~~((and))~~ the
706 juvenile division, the community corrections division and the administrative services
707 division, ((all three)) each of which shall have equal standing within the department.

708 Through the Seattle division and the Kent division, the department shall operate the King
709 County adult correctional facility and the security operation of the work and education
710 release unit in Seattle and the Regional Justice Center adult correctional facility in Kent.

711 Through the juvenile division, the department shall operate the county's juvenile
712 detention facility. ~~((In addition,))~~ Through the community corrections division, the
713 department ~~((is responsible for))~~ shall administer programs that provide alternatives to
714 confinement in the adult correctional facilities, as well as services and support functions
715 directed toward reduction of the adult correctional facilities' populations. Through the

716 administrative services division, the department shall administer personnel operation,
717 budget and fiscal operations and other central support services for the department. In
718 addition, the administrative services division shall be responsible for the administration
719 and monitoring of jail health expenditures and services through a jail health levels of
720 service agreement and contract with its health services contractor. The division shall
721 monitor the provision of health care services and is responsible for ensuring that
722 minimum inmate health care needs are met and monitoring the cost-containment
723 provisions for both operational and health care related costs.

724 2. The judges of the superior court have final authority for approval of all
725 screening criteria (~~(including participation in any)~~) for admission to the juvenile detention
726 facility and alternatives to confinement (~~(for)~~) in the juvenile detention facility. The
727 department shall implement such criteria approved by the superior court related to the
728 juvenile detention facility. The department shall implement the criteria approved by the
729 superior and district courts related to adult detention facilities and alternatives to
730 confinement.

731 B. The duties of the Seattle division and the Kent division shall include the
732 following:

- 733 1. House adult persons who are any combination of arrested for, charged for or
734 held on investigation of a criminal offense;
- 735 2. House adult persons during trial, and before sentencing after conviction;
- 736 3. House adult persons serving sentences not exceeding one year;
- 737 4. Maintain records and process and identify property of persons confined or
738 committed to correctional facilities operated by the division;

739 5. Perform functions related to residential and building security, including
740 supervision of persons confined or committed to correctional facilities operated by the
741 division;

742 6. Transport confined or committed adult persons to and from court and provide
743 secure escort of those persons outside the facilities;

744 7. Provide nutritional meals daily to confined or committed adult persons,
745 including preparation of special meals in response to medical and religious requirements;

746 8. Provide health care to confined or committed adult persons in conjunction
747 with the Seattle-King County department of public health (~~(department)~~), including
748 medical, dental and psychiatric care;

749 9. Provide social services to and for confined or committed adult persons,
750 including, but not limited to, the following: classifying those persons; evaluating
751 mentally ill or developmentally disabled confined or committed persons, including
752 referral to available community programs; reviewing those persons with psychiatric
753 problems; reviewing other special population groups; providing general population group
754 management; and providing outside agency access to those persons including special
755 visitation, library, recreational and educational services; and

756 10. Ensure compliance with laws and regulations applicable to the management
757 and operation of the correctional facilities.

758 C. The principle function of the juvenile division is to operate the county's
759 juvenile detention facility in a safe, secure and humane manner as prescribed by state law
760 and court rules. The juvenile division shall administer alternatives to secure detention as
761 approved by the court, a school program, a health program and other related programs.

762 The juvenile division shall be operated in a manner ((which)) that will give reasonable
763 access to the defense bar, juvenile probation counselors and social service providers and
764 educators, consistent with appropriate security measures and public safety.

765 D. ((AH)) The duties of the administrative services division shall include
766 administering personnel operations, budget and fiscal operations and other central
767 support services involving ((staff members of the Seattle, Kent and juvenile-)) all
768 divisions ((shall be administered within a division of administrative services-)) in the
769 department to ensure consistency and efficiency of operations. The department's ((chief
770 of administration)) director the administrative services division shall oversee these
771 operations and services, and the operations and services shall conform to county policies
772 and procedures and to department guidelines and practices.

773 NEW SECTION. SECTION 9. There is hereby added to K.C.C. chapter 2.16 a
774 new section to read as follows:

775 **Community corrections division.**

776 A. The community corrections division is established as a subordinate
777 administrative office under King County Charter Section 350.10. The division manager
778 shall be subject to the provisions of King County Charter Section 340, requiring that the
779 appointed division manager be subject to council confirmation. The department shall
780 provide administration, analytic, and other support to the division.

781 B. The duties of the community corrections division shall include:

782 1. Based on screening criteria approved by the superior and district courts,
783 implementation of alternatives to adult detention, including, but not limited to, electronic
784 home detention, work and education release, day and evening reporting and work crews;

785 2. Assessment of the needs of adult persons placed in alternatives to detention;
786 and

787 3. Contracting with private nonprofit community agencies to provide services
788 for relicensing offenders.

789 SECTION 10. Ordinance 13720, Section 4, and K.C.C. 2.45.030 are each hereby
790 amended to read as follows:

791 **Membership – terms and nonvoting ex officio members.**

792 A. The commission must consist of nineteen voting members and shall consist of
793 one member nominated by each councilmember. Councilmembers must provide the
794 executive with a recommendation to represent their council district. If the executive does
795 not appoint a person that has been recommended by the councilmember, the executive
796 must request that the councilmember nominate another candidate for appointment. Six
797 members of the commission shall be appointed by the executive.

798 B. In making appointments to the commission, an effort should be made to assure
799 that the following categories of recreation are considered: field sports, court sports,
800 aquatic recreation, hobby groups, specialized recreation for persons with disabilities and
801 any other sport which requires facilities or fields. Additionally, one or more
802 representatives of local youth groups should be included on the commission membership.
803 Councilmembers may recommend candidates for appointment who are under the age of
804 eighteen. Commission membership shall be monitored by the director of the department
805 of natural resources and parks (~~and recreation~~) and the director shall provide
806 councilmembers with recommendations on which recreation categories are not
807 represented on the commission and which categories should receive priority

808 consideration for appointment. The director((s)) of the King County department of
809 natural resources and parks (~~and recreation, and the office of regional policy and~~
810 ~~planning~~)), a representative from a local law enforcement agency, and a representative of
811 King County council's natural resources, parks and open space committee may serve as
812 nonvoting ex officio members of the commission.

813 C. All appointees should have a working knowledge of parks and recreation, a
814 strong commitment to promote recreation in King County, the ability to work with
815 differing viewpoints to find solutions to complex problems and a willingness to commit
816 the time necessary to attend commission meetings and activities.

817 SECTION 11. Ordinance 12075, Section 13, as amended, and K.C.C. 2.50.045
818 are each hereby amended to read as follows:

819 **Staffing.** The (~~office of regional planning and policy~~) Seattle-King County
820 department of public health shall have lead responsibility, within available resources, for
821 staffing the commission. Staff (~~for the office will~~) from the department shall respond to
822 the chair of the commission, assisting in the preparation of agendas, securing information
823 and statistics as requested or required for commission projects, keeping members
824 informed about meetings and tasks, communicating with the executive office about
825 appointments of new members as needed and working with the commission to (~~insure~~)
826 ensure the intent of this chapter is fulfilled.

827 SECTION 12. Ordinance 12076, Section 2, as amended, and K.C.C. 4.04.020 are
828 each hereby amended to read as follows:

829 **Definitions.** The following terms as used in this chapter shall, unless the context
830 clearly indicates otherwise, have the respective meanings in this section.

831 A. "Acquisition of right of way" or "land acquisition" means funds budgeted for
832 the purchase of property rights, excluding county force charges of the real property
833 division.

834 B. "Adopted" means approval by council motion or ordinance.

835 C. "Agency" means every county office, officer, each institution, whether
836 educational, correctional or other, and every department, division, board and commission,
837 except as otherwise provided in this chapter.

838 D. "Allocation" means a part of a lump sum appropriation that is designated for
839 expenditure by specific organization unit and/or specific purposes.

840 E. "Allotment" means a part of an appropriation that may be encumbered or
841 expended during an allotment period.

842 F. "Allotment period" means a period of less than a fiscal year during which an
843 allotment is effective.

844 G. "Appropriations" means an authorization granted by the council to make
845 expenditures and to incur obligations for specific purposes.

846 H. "Appropriation ordinance" means the ordinance that establishes the legal level
847 of appropriation for a fiscal year.

848 I. "Art" means funds budgeted for the one percent for art program under K.C.C.
849 chapter 4.40 or as otherwise provided by ordinance for a public art program.

850 J. "Budget" means a proposed plan of expenditures for a given period or purpose
851 and the proposed means for financing these expenditures.

852 K. "Budget document" means a formal, written, comprehensive financial
853 program presented by the executive to the council.

854 L. "Capital improvement plan" means a plan that establishes the capital
855 improvements required to implement an approved operational master plan. This plan
856 should extend over a minimum period of six years to define long-range capital
857 improvement requirements and the annual capital improvements budget for a user
858 agency.

859 1. The capital improvement plan shall include the following elements, where
860 applicable:

861 a. general program requirements that define the development scope for specific
862 sites or facilities;

863 b. general space and construction standards;

864 c. prototype floor plans and prototype facility designs for standard
865 improvements;

866 d. space requirements based on the adopted county space plan;

867 e. initial, and life-cycle cost, of alternative facilities and locations including
868 lease and lease/purchase approaches;

869 f. approximate location of planned capital improvements;

870 g. general scope and estimated cost of infrastructure;

871 h. a schedule, that extends over a minimum of six years, for the
872 implementation of projects included in capital improvement plans, based on overall user
873 agency priorities and projected available revenue;

874 2. The user agency shall prepare the elements of the plan in subsection L.1. a, d,
875 f and h of this section. The implementing agency shall prepare the elements of this plan
876 in subsection L.1. b, c, e and g of this section.

877 3. The six-year budget schedule included in the capital improvement plan shall
878 be updated annually in conjunction with the capital budget adoption process.

879 M. "Capital project" means a project with a scope that includes one or more of
880 the following elements, all related to a capital asset: acquisition of either a site or
881 existing structure, or both; program or site master planning; design and environmental
882 analysis; construction; major equipment acquisition; reconstruction; demolition; or major
883 alteration. "Capital project" includes a: project program plan; scope; budget by task; and
884 schedule. The project budget, conceptual design, detailed design, environmental studies
885 and construction elements of a project shall be prepared or managed by the implementing
886 agency.

887 N. (~~"Chief budget and strategic planning officer" means the individual designated~~
888 ~~by the executive to perform the budgeting and strategic planning functions assigned to the~~
889 ~~executive under K.C.C. chapter 2.16.~~

890 ~~Θ.))~~ "CIP" means capital improvement program.

891 ~~((P.))~~ O. "CIP exceptions notification" means, except in the case of roads,
892 wastewater and surface water management CIP projects, a letter transmitted to the chair of
893 the council finance committee, or its successor committee, which describes changes to an
894 adopted CIP project's scope and/or schedule or total project cost and, with the exception of
895 schedule changes, shall be sent in advance of any action. For road CIP projects,
896 "exceptions notification" means a letter transmitted to the chair of the transportation
897 committee, or its successor committee, which describes changes of fifteen percent or
898 more to an adopted CIP project's scope and/or schedule or total project costs and, with
899 the exception of schedule changes, shall be sent in advance of any action. For wastewater

900 and surface water management CIP projects, "exceptions notification" means a letter
901 transmitted to the chair of the budget and fiscal management committee, or its successor
902 committee, and the chair of the utilities committee, or its successor committee, which
903 describes changes of fifteen percent or more to an adopted CIP project's scope and/or
904 schedule or total project costs and, with the exception of schedule changes, shall be sent
905 in advance of any action.

906 ~~((Q.))~~ P. "Construction" means funds budgeted for CIP project construction
907 including contract construction, contract inspection and testing and, as appropriate,
908 construction tasks performed by county forces.

909 ~~((R.))~~ Q. "Contingency" means funds budgeted for unanticipated CIP project costs
910 associated with any other project activities.

911 ~~((S.))~~ R. "Contracted design" or "preliminary engineering" means funds budgeted
912 for activities of a contract nature associated with all CIP project phases through bid
913 advertising. Included are contracts for feasibility studies, planning, studies, preliminary
914 design, construction drawings, bid specifications and on-site inspections.

915 ~~((T.))~~ S. "Cost elements" means CIP budgeting activities related to construction,
916 contracted design, preliminary engineering, acquisition of right of way, equipment and
917 furnishings, contingency, artistic furnishings, county force design, county force right of
918 way, project administration or other activities as provided by the council.

919 ~~((U.))~~ T. "Council" means the county council of King County.

920 ~~((V.))~~ U. "County force design" means funds budgeted for CIP project design or
921 design review by county personnel.

922 ~~((W-))~~ V. "County force right of way" means funds budgeted for real property
923 costs associated with CIP land acquisition.

924 ~~((X-))~~ W. "Deficit" means the excess of expenditures over revenues during an
925 accounting period, or an accumulation of such excesses over a period of years.

926 X. "Director" means the director of the office of management and budget.

927 Y. "Equipment and furnishings" means all costs for the purchase of equipment and
928 furnishings associated with CIP project construction.

929 Z. "Executive" means the King County executive, as defined by Article 3 of the
930 King County Charter.

931 AA. "Expenditures" means, where the accounts are kept on the accrual basis or the
932 modified accrual basis, the cost of goods delivered or services rendered, whether paid or
933 unpaid, including expenses, provisions for debt retirement not reported as a liability of the
934 fund from which retired, and capital outlays. Where the accounts are kept on the cash
935 basis, "expenditures" means actual cash disbursements for these purposes.

936 BB. "Financial plan" means a summary by fund of planned revenues and
937 expenditures, reserves and undesignated fund balance.

938 CC. "Fund" an independent fiscal and accounting entity with a self balancing set of
939 accounts recording cash and/or other resources together with related liabilities, obligations,
940 reserves and equities which are segregated for the purpose of carrying on specific activities
941 or attaining certain objectives in accordance with special regulations, restrictions or
942 limitations.

943 DD. "Fund balance" means the excess of the assets of a fund over its liabilities and
944 reserves except in the case of funds subject to budgetary accounting where, before the end

945 of a fiscal period, it represents the excess of the fund assets and estimated revenues for the
946 period over its liabilities, reserves and appropriations for the period.

947 EE. "Implementing agency" means the appropriate department and division
948 responsible for the administration of CIP projects.

949 FF. "Lapse" of an appropriation means an automatic termination of an
950 appropriation.

951 GG. "Major widening project" means any roads CIP project adding at least one
952 through land in each direction.

953 HH. "Object of expenditure" means a grouping of expenditures on the basis of
954 goods and services purchased (e.g., salary and wages).

955 II. "Open space non-bond fund project: means an open space project that is
956 allocated in the adopted six-year open space CIP and is appropriated at the open space non-
957 bond fund number 3522 level in accordance with K.C.C. 4.04.300.

958 JJ. "Operational master plan" means a comprehensive plan for an agency setting
959 forth how the organization will operate now and in the future. It shall include the analysis
960 of alternatives and their life cycle costs to accomplish defined goals and objectives,
961 performance measures, projected workload, needed resources, implementation schedules
962 and general cost estimates. This plan shall also address how the organization would
963 respond in the future to changed conditions.

964 KK. "Program" means the definition of resources and efforts committed to
965 satisfying a public need. The extent to which the public need is satisfied is measured by the
966 effectiveness of the process in fulfilling the needs as expressed in explicit objectives.

967 LL. "Project administration" means funds budgeted for all county costs associated
968 with administering design and construction contracts on CIP projects.

969 MM. "Project program plan" means a plan, primarily in written narrative form, that
970 describes the overall development concept and scope of work for a building, group of
971 buildings or other facilities at a particular site. The complexity of the project program plan
972 will vary based upon the size and difficulty of the program for a particular site. When the
973 plan includes projects that are phased over time, each phase shall have an updated project
974 program plan prepared by the user agency before project implementation. The project
975 program plan shall be prepared by the user agency with assistance from the implementing
976 agency. The program plan: describes the user agency program requirements for a specific
977 building or site; provides the basis for these requirements; and identifies when funds for the
978 implementation of the capital projects will be provided. The program plan shall elaborate
979 on the general program information provided in the operational master plan and the capital
980 improvement plan. The plan shall also describe user agency programs, how these
981 programs would fit and function on the site, and the general recommendation of the user
982 agency regarding the appearance of the building or site. This plan shall indicate when a
983 site master plan is required for a project.

984 NN. "Public need" means those public services found to be required to maintain
985 the health, safety, and well being of the general citizenry.

986 OO. "Quarterly management and budget report" means a report prepared quarterly
987 by the (~~chief budget and strategic planning officer~~) director for major operating and
988 capital funds, which:

989 1. (~~1.~~) Presents executive revisions to the adopted financial plan or plans (~~and~~);

990 2. ((i))Identifies significant deviations in agency workload from approved levels
991 ~~((and))~~;

992 3. ((i))Identifies potential future supplemental appropriations with a brief
993 discussion of the rationale for each potential supplemental;

994 4. Identifies significant variances in revenue estimates;

995 5. Reports information for each appropriation unit on the number of filled and
996 vacant full-time equivalent and term-limited temporary positions and the number of
997 temporary employees;

998 6. Includes the budget allotment plan information required under K.C.C.
999 4.04.060; and

1000 7. Describes progress towards transitioning potential annexation areas to cities.

1001 PP. "Reappropriation" means authorization granted by the council to expend the
1002 appropriation for the previous fiscal year for capital programs only.

1003 QQ. "Regulations" means the polities, standards and requirements, stated in
1004 writing, designed to carry out the purposes of this chapter, as issued by the executive and
1005 having the force and effect of law.

1006 RR. "Revenue" means the addition to assets which does not increase any liability,
1007 nor represent the recovery of an expenditure, nor the cancellation of certain liabilities on a
1008 decrease in assets nor a contribution to fund capital in enterprise and intragovernmental
1009 service funds.

1010 SS. "Roads CIP project" means roads capital projects that are allocated in the
1011 adopted six-year roads CIP and are appropriated at the roads CIP fund level in accordance
1012 with K.C.C. 4.04.270.

1013 TT. "Scope change" means, except in the case of roads, surface water management
1014 and wastewater CIP projects, a CIP project's scope is changed if total project cost increases
1015 by ten percent or by fifty thousand dollars, whichever is less. A roads, surface water
1016 management or wastewater CIP project's scope is changed if the total project cost increases
1017 by fifteen percent.

1018 UU. "Site master plan" means a plan prepared by the implementing agency, with
1019 input from the user agency, that describes, illustrates and defines the capital improvements
1020 required to provide user agency program elements.

1021 1. The site master plan shall include preliminary information regarding, at a
1022 minimum:

- 1023 a. site analysis, including environmental constraints;
- 1024 b. layout, illustration and description of all capital improvements;
- 1025 c. project scopes and budgets;
- 1026 d. project phasing; and
- 1027 e. operating and maintenance requirements.

1028 2. The site master plan shall be approved by the user agency and the
1029 implementing agency before submittal to the executive and council for approval.

1030 VV. "Surface water management CIP project" means a surface water management
1031 project that is allocated in the adopted six-year surface water management CIP and is
1032 appropriated at the surface water management CIP fund level in accordance with K.C.C.
1033 4.04.275.

1034 WW. "User agency" means the appropriate department, division, office or section
1035 to be served by any proposed CIP project.

1036 XX. "Wastewater asset management projects" means the wastewater capital
1037 projects identified and intended by the wastewater treatment division to extend and
1038 optimize the useful life of wastewater treatment assets, including facilities, structures,
1039 pipelines and equipment.

1040 YY. "Wastewater CIP project" means wastewater capital projects that are allocated
1041 in the adopted six-year wastewater CIP and are appropriated at the wastewater CIP fund
1042 level in accordance with K.C.C. 4.04.280.

1043 SECTION 13. Ordinance 12076, Section 3, as amended, and K.C.C. 4.04.030
1044 are each hereby amended to read as follows:

1045 **Contents of the budget document.** The budget documents shall include, but not
1046 be limited to, data specified in this chapter.

1047 A. The budget shall set forth the complete financial plan for the ensuing fiscal
1048 year showing planned expenditures, and the sources of revenue from which they are to be
1049 financed.

1050 1. The budget document shall include the following:
1051 a. estimated revenue by fund and by source from taxation;
1052 b. estimated revenues by fund and by source other than taxation;
1053 c. actual receipts for first six months (January 1 through June 30) of the current
1054 fiscal year;
1055 d. actual receipts for the last completed fiscal year by fund and by source;
1056 e. estimated fund balance or deficit for current fiscal year by fund; and
1057 f. such additional information dealing with revenues as the executive and
1058 council shall deem pertinent and useful.

- 1059 2. The budget document shall include the following:
- 1060 a. tabulation of expenditures in a comparable form by fund, program project,
1061 and/or object of expenditure for the ensuing fiscal year;
- 1062 b. actual expenditures for the first six months (January 1 through June 30) of
1063 the current year;
- 1064 c. actual expenditures for the last completed fiscal year;
- 1065 d. the appropriation for the current year; and
- 1066 e. such additional information dealing with expenditures as the executive and
1067 council shall deem pertinent and useful.
- 1068 3. All capital improvement projects and appropriations shall be authorized only
1069 by inclusion in the annual council adopted CIP or any amendment thereto. A bond
1070 ordinance is not an appropriation for capital projects. The capital improvement section of
1071 the budget shall include:
- 1072 a. estimated expenditures for at least the next six fiscal years by program;
- 1073 b. expenditures planned for current, pending, or proposed capital projects
1074 during the fiscal year, classified according to proposed source of funds whether from
1075 bonds, or any combination of other local, state, federal and private sources;
- 1076 c. an alphabetic index to enable quick location of any project contained in the
1077 budget;
- 1078 d. a discrete number for each project which shall serve to identify it within the
1079 capital budget document, and all accounting reports;

1080 e. estimated net annual operating costs associated with each project upon
1081 completion or in cases where operating costs are negligible or incalculable, a statement to
1082 that effect;

1083 f. an identification of all CIP projects by council district in
1084 which they are located;

1085 g. CIP projects funded in the budget year shall be presented in a separate
1086 section of the budget, or otherwise distinctively identified from five year CIP program of
1087 future planned projects and any previously funded projects. However:

1088 (1) roads CIP projects shall be presented in the six-year road CIP program;

1089 (2) the appropriation for roads projects shall be made at the roads CIP fund
1090 level in accordance with K.C.C. 4.04.270;

1091 (3) wastewater CIP projects shall be presented in the six-year wastewater CIP
1092 program;

1093 (4) the appropriation for wastewater CIP projects shall be made at the
1094 wastewater CIP fund level in accordance with K.C.C. 4.04.280;

1095 (5) surface water management CIP project shall be presented in the six-year
1096 surface water management CIP program; and

1097 (6) the appropriation for surface water management CIP projects shall be
1098 made at the surface water management CIP fund level in accordance with K.C.C.
1099 4.04.275;

1100 h. in addition to schedule requirements, a statement of purpose and estimated
1101 total cost for each project for which expenditures are planned during the ensuing fiscal
1102 year;

- 1103 i. the original project cost estimate which shall remain fixed from year to year.
1104 This original cost estimate shall be included in the capital budget document. A project
1105 record, separate from the budget document, shall be provided which identifies the
1106 original project cost estimate and any subsequent changes thereto by cost element and
1107 revenue source as approved in the budget document or any amendment to the budget;
- 1108 j. an enumeration of revised project cost estimates;
- 1109 k. funds actually expended for projects as of June 30 of the current year;
- 1110 l. funds previously authorized for the project;
- 1111 m. anticipated specific cost elements within each project. However, the
1112 executive is authorized to transfer funds between specific activities within the same
1113 project provided that, these transfers will not result in a necessary increase to the total
1114 project budget. A change in scope of a project constitutes a revision. A CIP project
1115 scope change shall be included in the CIP exceptions notification if total project costs
1116 increase by ten percent or by fifty thousand dollars, whichever is less; or if the schedule
1117 deviates by three months. For parks CIP projects, a CIP exceptions notification shall be
1118 transmitted in advance to the chair of the council finance committee, or its successor
1119 committee, when fifty thousand dollars or more or funds in excess of ten percent or more
1120 of total project costs, whichever is less, are to be transferred from a contingency project
1121 to a CIP project. For roads CIP projects, a CIP exceptions notification shall be
1122 transmitted in advance to the council transportation chair when contingency funds in
1123 excess of fifteen percent or more of total project costs are to be transferred. For
1124 wastewater and surface water management CIP projects, a CIP exceptions notification
1125 shall be transmitted in advance to the chair of the budget and fiscal management

1126 committee, or its successor committee, and chair of the utilities committee, or its
1127 successor committee, when contingency funds in excess of fifteen percent or more of
1128 total project costs are to be transferred;

1129 n. individual allocations by cost element for each capital project; and

1130 o. when a single fund finances both operating expenses and capital projects,
1131 there shall be separate appropriations therefrom for the operating and the capital sections
1132 of the budget.

1133 B.1. The budget message shall explain the budget in fiscal terms and in terms of
1134 goals to be accomplished and shall relate the requested appropriation to the
1135 Comprehensive Plan of the county.

1136 2. The total proposed expenditures shall not be greater than the total proposed
1137 revenue. However, this requirement shall not prevent the liquidation of any deficit
1138 existing on January 1, 1996.

1139 3. If the estimated revenues in the current expense, special revenue, or debt
1140 service funds for the next ensuing fiscal period, together with the fund balance for the
1141 current fiscal period exceeds the applicable appropriations proposed by the executive for
1142 the next ensuing fiscal period, the executive shall include in the budget document
1143 recommendations for the use of the excess for the reduction of indebtedness, for the
1144 reduction of taxation or for other purposes as in his or her discretion shall serve the best
1145 interests of the county.

1146 4. If, for any applicable fund, the estimated revenues for the next ensuing period
1147 plus fund balance shall be less than the aggregate of appropriations proposed by the
1148 executive for the next ensuing fiscal period, the executive shall include in the budget

1149 document his or her proposals as to the manner in which the anticipated deficit shall be
1150 met, whether by an increase in the indebtedness of the county, by imposition of new
1151 taxes, by increase of tax rate or in any like manner.

1152 C.1. Justification for revenues and expenditures shall be presented in detail when
1153 necessary to explain changes of established practices, unique fiscal practices and new
1154 sources of revenue or expenditure patterns or any data the executive deems useful to
1155 support the budget. The following are included:

- 1156 a. nonbudgeted departments and programs expenditures and revenues; that is,
1157 intragovernmental service funds;
- 1158 b. historical and projected agency workload information; and
- 1159 c. brief explanation of existing and proposed new programs, as well as the
1160 purpose and scope of agency activities.

1161 2. Capital improvement program data shall include but not be limited to the
1162 streets and highway programming process, which shall specify priorities, guide route
1163 establishments, select route design criteria and provide detailed design information for
1164 each road or bridge project.

1165 D.1. The department of transportation shall submit a request for CIP project
1166 funding, which shall specify project funding levels on a project by project basis, but
1167 which shall be appropriated at the road CIP fund level, stated as an aggregate of
1168 individual projects for the budget year in question in accordance with K.C.C. 4.04.270.

1169 The (~~chief budget and strategic planning officer~~) director shall annually review and
1170 forecast recommended roads CIP projects to the executive.

1171 2. For projects where a determination of environmental significance has been
1172 made pursuant to the state Environmental Policy Act, a study or environmental impact
1173 statement or declaration of no significant impact will be prepared by the responsible
1174 official. For a determination of environmental significance to be made, the proposal
1175 should be at a sufficient stage of contemplation or planning that its principal features can
1176 be reliably identified in terms of alternative locations, size, quantities of natural resources
1177 involved, changes in land use and general areas of the community and population that
1178 may be affected.

1179 3. The executive and council may require other data that they deem necessary,
1180 which may include objects of expenditure and other expenditures categories.

1181 E.1. Beginning with budget year 2002, the department of natural resources and
1182 parks shall submit a request for CIP project funding, which shall specify project funding
1183 levels on a project by project basis, but which shall be appropriated at the wastewater CIP
1184 fund level, stated as an aggregate of individual projects, including subprojects, for the
1185 budget year in question in accordance with K.C.C. 4.04.280. Except for multiyear
1186 construction contracts and carryover amounts approved during the annual CIP
1187 reconciliation process, appropriations shall be for one year. All construction contracts
1188 including multiyear construction contracts shall be appropriated for the full construction
1189 amount in the first year. Any multiyear construction contracts longer than three years
1190 must be specifically identified in the department of natural resources and parks
1191 wastewater CIP budget request. The request for CIP project funding for wastewater asset
1192 management shall include categories of wastewater asset management projects.
1193 Wastewater asset management projects shall be appropriated annually at the category

1194 level. The executive-proposed CIP shall allocate anticipated expenditures for each
1195 wastewater asset management project category as part of the six-year wastewater CIP.
1196 For each category, a proposed project list will be appended. The ((chief budget officer))
1197 director shall annually review and forecast recommended wastewater CIP projects to the
1198 executive.

1199 2. Subsection D.2 and 3 of this section also applies to the wastewater CIP
1200 development process.

1201 F.1. Beginning with budget year 2003, the department of natural resources and
1202 parks shall submit a request for CIP project funding, which shall also specify project
1203 funding levels on a project by project basis but which shall be appropriated at the surface
1204 water management CIP fund level, states as an aggregate of individual projects, including
1205 subprojects, for the budget year in question in accordance with K.C.C. 4.04.275. Except
1206 for multiyear construction contracts and carryover amounts approved during the annual
1207 CIP reconciliation process, appropriations shall be for one year. All construction
1208 contracts including multiyear construction contracts shall be appropriated for the full
1209 construction amount in the first year. Any multiyear construction contracts longer than
1210 three years must be specifically identified in the department of natural resources and
1211 parks surface water management CIP budget request.

1212 2. For projects where a determination of environmental significance has been
1213 made pursuant to the state Environmental Policy Act, a study or environmental impact
1214 statement or declaration of no significant impact will be prepared by the responsible
1215 official. For a determination of environmental significance to be made, the proposal
1216 should be at a sufficient stage of contemplation or planning that its principal features can

1217 be reliably identified in terms of alternative locations, size, quantities of natural resources
1218 involved, changes in land use and general areas of the community and population that
1219 may be affected.

1220 3. The executive and council may require other data that they deem necessary,
1221 which may include objects of expenditure and other expenditures categories.

1222 SECTION 14. Ordinance 12076, Section 3, as amended, and K.C.C. 4.04.040 are
1223 each hereby amended to read as follows:

1224 **Preparation and administration of budget.**

1225 A. (~~PREPARATION AND DISTRIBUTION.~~) The council and executive shall
1226 execute the responsibilities outlined below in order to accomplish the preparation and
1227 distribution of the budget and budget document.

1228 1. (~~Role of the Executive.~~) a. (~~submission of Agency Requests.~~) At least
1229 one hundred thirty-five days (~~prior to~~) before the end of the fiscal year, all agencies
1230 shall submit to the executive information necessary to prepare the budget.

1231 b. (~~executive Budget Hearings. Prior to~~) Before presentation to the council,
1232 the executive may provide for hearings on all agency requests for expenditures and
1233 revenues to enable him to make determinations as to the need, value or usefulness of
1234 activities or programs requested by agencies. The executive may require the attendance
1235 of proper agency officials at such hearings, and it shall be their duty to disclose such
1236 information as may be required to enable the executive to arrive at final determinations.

1237 c. (~~submission of Executive Budget.~~) The executive shall prepare and
1238 present an annual budget and budget message to the council no later than seventy-five

1239 days (~~(prior to)~~) before the end of the fiscal year. Copies of the budget and budget
1240 message shall be delivered to the clerk and each councilmember.

1241 d. (~~(submission of Proposed Appropriation Ordinance.)~~) The executive shall
1242 prepare and present a proposed appropriation ordinance not later than seventy-five days
1243 (~~(prior to)~~) before the end of the fiscal year. The proposed appropriation ordinance shall
1244 specify by any combination of fund, program, project and(~~(/or)~~) agency the expenditure
1245 levels for the ensuing budget year.

1246 e. (~~(availability to the Public. Prior to)~~) Before the public hearing on the
1247 budget, the budget message and supporting tables shall be furnished to any interested
1248 person upon request, and copies of the budget shall be furnished for a reasonable fee as
1249 established by ordinance and shall be available for public inspection.

1250 f. (~~(additional information to be submitted to the Council.)~~) Seven days
1251 (~~(prior to)~~) before the presentation of the annual budget and budget message to the
1252 council, the (~~(chief budget and strategic planning officer)~~) director shall submit to the
1253 council copies of all agency and departmental budget requests, and departmental and
1254 divisional work programs.

1255 2. (~~(Role of the Council.)~~) a. (~~(Review of the Executive Budget.)~~) The council
1256 shall review the proposed appropriation ordinance and shall make any changes or
1257 additions it deems necessary except the council shall not change the form of the proposed
1258 appropriation ordinance submitted by the executive.

1259 b. (~~(Legislative Budget Hearings.)~~) The council shall then announce and
1260 subsequently hold a public hearing or hearings as it deems necessary.

1261 c. (~~Appropriation.~~) Upon completion of the budget hearings, the council
1262 shall by ordinance adopt an appropriation granting authority to make expenditures and to
1263 incur obligations, and the council may attach an accompanying statement specifying
1264 legislative intent.

1265 3. (~~Printing and Distribution of the Budget.~~) The (~~chief budget and strategic~~
1266 ~~planning officer~~) director shall be responsible for the printing and distribution of the
1267 executive proposed budget and final adopted budget.

1268 B. (~~ADMINISTRATION OF THE BUDGET.~~) 1. (~~Allotment and Work~~
1269 ~~Program.~~) a. (~~Establishment of Allotments.~~) Within thirty days after adoption of the
1270 appropriation ordinance, all agencies shall submit to the executive a statement of
1271 proposed expenditures at such times and in such form as may be required by the
1272 executive, provided that the council is not required to submit an allotment. The statement
1273 of proposed expenditures shall include requested allotments of appropriations for the
1274 ensuing fiscal period for the department or agency concerned by either program, project,
1275 object of expenditure or combination thereof and for such periods as may be specified by
1276 the executive.

1277 The executive shall review the requested allotments in light of the department's or
1278 agency's plan of work, and may revise or alter requested allotments. The aggregate of the
1279 allotments for any department or agency shall not exceed the total of appropriations
1280 available to the department or agency concerned for the fiscal period.

1281 b. (~~Revision of Allotments.~~) If at any time during the fiscal period the
1282 executive ascertains that available revenues for the applicable period will be less than the
1283 respective appropriations, the executive shall revise the allotments of departments or

1284 agencies funded from such revenue sources to prevent the making of expenditures in
1285 excess of revenues. To the same end, the executive is authorized to assign to, and to
1286 remove from, a reserve status any portion of a department or agency appropriation which
1287 in the executive's discretion is not needed for the allotment. No expenditure shall be
1288 made from any portion of an appropriation which has been assigned to a reserve status
1289 except as provided in this section.

1290 2. (~~Review of Pay and Classification Plans.~~) The executive shall periodically
1291 review any pay and classification plans, and changes thereunder, for fiscal impact, and
1292 shall recommend to the council any changes to such plans; provided, that none of the
1293 provisions of this subsection shall affect merit systems of personnel management now
1294 existing or hereafter established by ordinance relating to the fixing of qualification
1295 requirements for recruitment, appointment, promotion or reclassification of employees of
1296 any agency.

1297 3. (~~Transfer of Appropriations between Agencies.~~) During the last quarter of
1298 the fiscal year, the council when requested by the executive may adopt an ordinance to
1299 transfer appropriations between agencies; but a capital project shall not be abandoned
1300 thereby unless its abandonment is recommended by the department or agency responsible
1301 for planning.

1302 4. (~~Lapsing of Appropriation.~~) a. Unless otherwise provided by the
1303 appropriation ordinances and as set forth herein, all unexpended and unencumbered
1304 appropriations in the current expense appropriation ordinances shall lapse at the end of
1305 the fiscal year. As used in this subsection, "current expense appropriations" include all
1306 non-capital budget appropriations.

1307 b. A portion of any such appropriations may be carried forward into the
1308 subsequent fiscal year as part of a savings incentive program administered by the ((chief
1309 ~~budget and strategic planning officer~~)) director and calculated as follows:

1310 (1) The amount to be carried forward shall be one-half of the unexpended and
1311 unencumbered current expense appropriations which exceed underexpenditure
1312 requirements established for the year by the ((~~chief budget and strategic planning~~
1313 ~~officer~~)) director, and exceed any loss of grant, contract or similar revenues, which are
1314 dedicated to fund the activities supported by the applicable appropriations. These
1315 amounts must result from efficiencies and other management measures; and

1316 (2) The calculated amount shall exclude appropriations requested in the
1317 subsequent fiscal year to pay for goods or services planned to be purchased during the
1318 current fiscal year, but neither delivered nor paid for during the current fiscal year.

1319 c. Amounts carried forward as set forth in this subsection shall be expended to
1320 improve productivity and service quality. Authorized uses include, but are not limited to,
1321 the acquisition of equipment, testing new service delivery systems and training, so long
1322 as such uses do not create recurring, annual obligations beyond minor equipment
1323 maintenance costs and are consistent with any applicable county automation standards
1324 and plans.

1325 d. By May 1st of each year, the executive shall submit to the council a report
1326 describing the amount of savings each agency has carried forward from the prior fiscal
1327 year.

1328 e. An appropriation in the capital budget appropriations authorization shall be
1329 canceled at the end of the fiscal year, unless the executive submits to the council the

1330 report of the final year end reconciliation of expenditures for all capital projects on or
1331 before March 1st of the year following the year of the appropriation, and each year
1332 thereafter in which the appropriation remains open.

1333 5. (~~Current Expense Opportunity Fund.~~) There is hereby created the current
1334 expense opportunity fund. Contributions to the fund shall be made pursuant to the
1335 formula contained in this subsection, or by direct appropriation.

1336 a. (~~Source of Funds.~~) The amount deposited in the current expense
1337 opportunity fund shall be one-half of the unexpended and unencumbered current expense
1338 appropriations which exceed underexpenditure requirements established for the year by
1339 the office of financial management, and exceed any loss of grant, contract or similar
1340 revenues, which are dedicated to fund the activities supported by the applicable
1341 appropriations. The calculated amount shall exclude appropriations requested in the
1342 subsequent fiscal year to pay for goods or services planned to be purchased during the
1343 current fiscal year, but neither delivered nor paid for during the current fiscal year. The
1344 funds deposited in the current expense opportunity fund shall be equal to the funds made
1345 available to the savings incentive program.

1346 b. (~~Use of Funds.~~) The executive may recommend, subject to appropriation,
1347 the expenditure of the current expense opportunity funds in the annual budget submittal
1348 or in supplemental spending requests.

1349 6. (~~When Contracts and Expenditures Prohibited.~~) a. Except as otherwise
1350 provided in (~~paragraph~~) this subsection B.6 of this section, no agency shall expend or
1351 contract to expend any money or incur any liability in excess of the amounts
1352 appropriated. Any contract made in violation of this section shall be null and void; any

1353 officer, agent or employee of the county knowingly responsible under such a contract
1354 shall be personally liable to anyone damaged by this action. The council when requested
1355 to do so by the executive may adopt an ordinance permitting the county to enter into
1356 contracts requiring the payment of funds from appropriations of subsequent fiscal years,
1357 except that the executive may enter into grant contracts, as provided ((by paragraph))
1358 under subsection B.7 of this section.

1359 b. The term of a lease or agreement for real or personal property shall not
1360 extend beyond the end of a calendar year unless:

1361 (1) funding for the entire term of that lease or agreement is included in a
1362 capital appropriation ordinance; or

1363 (2) such lease or agreement includes a cancellation clause under which the
1364 lease or agreement may be unilaterally terminated for convenience by the county and
1365 costs associated with such termination for convenience, if any, shall not exceed the
1366 appropriation for the year in which termination is effected; or

1367 (3) such lease or agreement is authorized by ordinance for such periods and
1368 under such terms as the county council shall deem appropriate.

1369 c. Real property shall not be leased to the county for more than one year unless
1370 it is included in a capital appropriation ordinance.

1371 d. Nothing in this section shall prevent the making of contracts or the spending
1372 of money for capital improvements, nor the making of contracts of lease or for service for
1373 a period exceeding the fiscal period in which such contract is made, when such contract is
1374 permitted by law.

1375 7. (~~Grant Contracts.~~) The executive may enter into contracts to implement
1376 grants awarded to the county (~~prior to~~) before the appropriation of grant funds,
1377 including appropriations that must be made in future years, if the council has received
1378 prior notice of the grant application and if either of the following conditions are met: all
1379 of the funds to be appropriated under the contract will be from the granting agency; or all
1380 financial obligations of the county under the contract are subject to appropriation.

1381 SECTION 15. Ordinance 620, Section 4 (part), as amended, and K.C.C. 4.04.060
1382 are each hereby amended to read as follows:

1383 **Types of reports available – county annual report – management fiscal**
1384 **reports – annual postaudit report – budget allotment plan – quarterly management**
1385 **and budget report.**

1386 A. (~~COUNTY ANNUAL REPORT.~~) The county executive shall annually
1387 cause to be prepared and published a comprehensive financial report covering all funds
1388 and financial transactions of the county during the preceding fiscal year.

1389 B. (~~MANAGEMENT FISCAL REPORTS.~~) The county auditor shall
1390 periodically prepare and publish the results of examinations performed by his office of
1391 the effectiveness and efficiency of the operation of county agencies.

1392 C. (~~ANNUAL POST AUDIT REPORT.~~) The Office of the State Auditor,
1393 Division of Municipal Corporations, annually issues the results of their examination of
1394 the financial affairs and transactions of the county.

1395 D. (~~BUDGET ALLOTMENT PLAN.~~) 1. By February 1(~~st~~) of 1982 and
1396 each year thereafter, the (~~E~~)executive shall develop and transmit to the (~~C~~)council an

1397 allotment plan for each ((€))county agency based on the budget adopted by the
1398 ((€))council as required in Section 410 of the King County Charter.

1399 2. Within five weeks after the end of each quarter, the ((€))executive shall
1400 notify the ((€))council of those agencies whose expenditures have deviated from the
1401 quarter's allotment by five percent. For those agencies which have exceeded that
1402 quarter's allotment by five percent the ((€))executive shall propose an expenditure plan
1403 designed either to eliminate the need for a budget increase ~~((and/))~~ or to identify the
1404 source and amount of a proposed supplemental appropriation, or both.

1405 3. At the end of each quarter, all allotted but unexpended funds which exceed
1406 five percent of that quarter's allotment for each ((€))council appropriated program shall
1407 be transferred to the appropriate allotment reserve account. Within five weeks of the end
1408 of each quarter the ((€))executive shall inform the ((€))council of all transfers of allotted
1409 but unexpended funds to ~~((and/))~~ or from, or to and from, each allotment reserve account.

1410 4. This ~~((ordinance))~~ section shall not apply to individual C.I.P. projects
1411 approved by the ((€))ouncil.

1412 SECTION 16. Ordinance 12076, Section 4, and K.C.C. 4.04.075 are each hereby
1413 amended to read as follows:

1414 **Fiscal note procedure.**

1415 A. The ~~((chief budget and strategic planning officer))~~ director shall establish a
1416 procedure for the preparation of fiscal notes on the expected impact of motions or
1417 ordinances which will increase or decrease county revenues or expenditures. Such fiscal
1418 notes shall document the impact of proposed legislation for the current fiscal year and a
1419 cumulative forecast for each of the succeeding three fiscal years. The ~~((chief budget and~~

1420 ~~strategic planning officer~~) director shall coordinate the development of fiscal notes with
1421 all affected agencies. Fiscal notes shall be attached to all legislation transmitted by the
1422 executive, provided, that a fiscal note may not be required when the executive certifies in
1423 writing that the subject legislation has no significant fiscal impact on the operating and/or
1424 capital budget.

1425 B. The fiscal note form used by the (~~chief budget and strategic planning officer~~)
1426 director shall be the form approved by the council.

1427 C. All fiscal notes shall contain:

1428 1. A brief descriptive title of the motion or ordinance.

1429 2. An estimate of revenue impact of the subject motion or ordinance. Revenue
1430 impact shall be displayed for the current fiscal year and the three subsequent fiscal years.

1431 3. An estimate of the expenditure impact of the subject motion or ordinance on
1432 the operating and/or capital budget. Expenditure impact shall be displayed for the current
1433 fiscal year and the three subsequent fiscal years. This section shall present a detailed
1434 breakdown of the anticipated expenditure by fiscal year.

1435 4. An explanation of how the revenue or expenditure impacts were developed.

1436 This section shall include, but not be limited to quantifiable data which illustrates a
1437 significant workload increase or decrease caused by adoption of the subject motion or
1438 ordinance; major assumptions made in preparing the fiscal note and indicate whether
1439 passage of the subject motion or ordinance was anticipated in the current fiscal year's
1440 annual budget.

1441 D. The (~~chief budget and strategic planning officer~~) director shall also provide a
1442 fiscal note on any legislative proposal requested by a councilmember. Such fiscal note.

1443 shall be returned to the requesting councilmember and the council clerk's office for
1444 distribution to all councilmembers and attachment to the proposed motion or ordinance
1445 within five working days. The lack of any fiscal note shall not affect the validity of any
1446 motion or ordinance adopted by the council.

1447 SECTION 17. Ordinance 12076, Section 5, as amended, and K.C.C. 4.04.200 are
1448 each hereby amended to read as follows:

1449 **Executive responsibilities.**

1450 A. The executive shall be responsible for the implementation of all CIP projects
1451 pursuant to adopted project budgets and schedules. However, road CIP projects may be
1452 implemented in accordance with the roads capital improvement budgeting procedures in
1453 K.C.C. 4.04.270, wastewater CIP projects may be implemented in accordance with the
1454 wastewater capital improvement budgeting procedures in K.C.C. 4.04.280 and surface
1455 water management CIP projects may be implemented in accordance with the surface
1456 water management capital improvement budgeting procedures in K.C.C. 4.04.275. At
1457 least fifteen days before advertising for construction bids for any capital project, the
1458 council chair and councilmembers in whose district construction will take place shall be
1459 notified. The notification shall include project identification, advertising dates and a
1460 summary description of the work to be performed, though failure to comply with this
1461 provision shall not delay bid advertisement.

1462 B. The executive shall be responsible for implementation of council adopted CIP
1463 projects to ensure their completion on schedule and within adopted budgets. However,
1464 roads CIP projects may be reprogrammed in accordance with K.C.C. 4.04.270,
1465 wastewater CIP projects may be reprogrammed in accordance with K.C.C. 4.04.280 and

1466 surface water management CIP projects may be reprogrammed in accordance with
1467 K.C.C. 4.04.275. The budget for each roads CIP project shall not exceed by more than
1468 fifteen percent the amount specified for that project in the adopted six-year roads CIP,
1469 except when the amount is modified by ordinance or in accordance with the CIP
1470 exceptions notification process and the budget for each surface water management and
1471 wastewater CIP project shall not exceed by more than fifteen percent the amount
1472 specified for that project in the adopted six-year surface water management or wastewater
1473 CIP, except when the amount is modified by ordinance or in accordance with the CIP
1474 exceptions notifications process. The executive shall select consultants soliciting work
1475 on all CIP projects. The executive shall implement this section by the establishment of
1476 rules and procedures that provide for consultant selection, ongoing CIP design review
1477 and project implementation.

1478 C. All above-grade, CIP projects shall be subject to the following process:

1479 1. An operational master plan shall be developed by the agency requesting a
1480 CIP project in conjunction with the (~~chief budget and strategic planning officer~~) director
1481 and shall be submitted to the executive and the council for approval;

1482 2. A capital improvement plan, based upon the adopted county space plan,
1483 where applicable, and the approved operational master plan, shall be developed by the
1484 user agency with assistance from the implementing agency and shall be submitted to the
1485 executive and the council for approval. Capital projects that involve the development of
1486 new parks or significant addition to or rehabilitation of existing parks shall require a
1487 public meeting in the affected community at the program plan and site master plan stage,
1488 before submitting these plans to the executive and council for approval;

1489 3. A project program plan, based upon the adopted county space plan, where
1490 applicable, and the approved operational master plan, shall be developed by the user
1491 agency, with assistance from the implementing agency, for each requested CIP. This
1492 plan shall be submitted to the executive and the council for approval. This plan shall
1493 specify which projects will require a site master plan;

1494 4. A site master plan shall be developed by the implementing agency, with input
1495 from the user agency, for all capital improvements that involve multiple projects, are
1496 complex in nature, or are otherwise identified as requiring such a plan in the project
1497 program plan. This plan shall be submitted to the executive and council for approval; and

1498 5. The executive may exempt smaller scale projects from the requirements in
1499 subsection C.1 and C.2 of this section, if criteria for granting exemptions are established,
1500 and approved by the council, and if the implementing agency certifies the project
1501 program plan and related CIP or lease request is in conformance with the adopted county
1502 space plan.

1503 SECTION 18. Ordinance 12076, Section 8, as amended, and K.C.C. 4.08.005 are
1504 each hereby amended to read as follows:

1505 **Definitions.** As used in this chapter, the following terms shall have the following
1506 meanings:

1507 A. "Manager" means the manager of the finance and business operations
1508 division.

1509 B. (~~"Chief budget officer" means that individual designated by the executive to~~
1510 ~~perform the budgeting functions assigned to the executive under K.C.C. chapter 2.16.~~

1511 ~~C.)~~) "First tier fund" means each fund listed or described as a first tier fund in
1512 K.C.C. chapter 4.08.

1513 ~~((D-))~~ C. "Fund manager" means that person holding or exercising the powers of
1514 the position or office specified in K.C.C. chapter 4.08 as the manager for each fund. As
1515 to any fund created for which no fund manager is designated, the manager of the finance
1516 and business operations division shall be deemed to be the fund manager.

1517 ~~((E-))~~ D. "Second tier fund" means each fund listed or described as a second tier
1518 fund in K.C.C. chapter 4.08.

1519 SECTION 19. Ordinance 12076, Section 33, as amended, and K.C.C. 4.10.010
1520 are each hereby amended to read as follows:

1521 **Definitions.** As used in this chapter, the following terms shall have the following
1522 meanings:

1523 A. "Manager"~~((:))~~ means ~~((F))~~the manager of the finance and business
1524 operations division.

1525 B. ~~(("Chief budget officer": That individual designated by the executive to
1526 perform the budgeting functions assigned to the executive under K.C.C. chapter 2.16.~~

1527 ~~C.)~~) "First tier fund": Each county fund listed or described as a first tier fund in
1528 K.C.C. chapter 4.08.

1529 ~~((D-))~~ C. "Fund manager"~~((:))~~ means ~~((F))~~that person holding or exercising the
1530 powers of the position or office specified in K.C.C. chapter 4.08 as the manager for each
1531 fund and such persons to whom the fund manager has delegated duties and
1532 responsibilities as provided in K.C.C. chapter 4.08.

1533 ~~((E-))~~ D. "Residual treasury cash"~~((:))~~ means ~~((A))~~ any cash in the custody or
1534 control of the finance and business operations division as to which no investment
1535 directive under the first paragraph of RCW 36.29.020, as now or hereafter amended, has
1536 been received by the manager of the finance and business operations division. Residual
1537 treasury cash includes county cash for which the fund manager has not directed a specific
1538 fund investment pursuant to this chapter.

1539 ~~((F-))~~ E. "Second tier fund"~~((:A))~~ means a fund that is not to be invested for its
1540 own benefit under the first paragraph of RCW 36.29.020 and listed as a second tier fund
1541 in K.C.C. chapter 4.08.

1542 SECTION 20. Ordinance 12076, Section 35, as amended, and K.C.C. 4.10.050
1543 are each hereby amended to read as follows:

1544 **Executive finance committee.** The executive finance committee is hereby
1545 confirmed as being the "county finance committee", referred to in RCW 36.29.020 and
1546 RCW 36.48.070, and shall be composed of the following: the county executive~~((:))~~; the
1547 manager of the finance and business operations division~~((, chief budget officer,))~~; the
1548 director of the office of management and budget; and the chairperson of the county
1549 council. The executive finance committee shall be responsible for directing the manager
1550 of the finance and business operations division in determining the maximum prudent
1551 extent to which residual treasury cash shall be invested pursuant to RCW 36.29.020 and
1552 this chapter. Actions of the committee shall be by majority vote except when the
1553 chairperson of the council determines such action constitutes a policy determination, as
1554 opposed to an administrative determination, which should be referred to the council. The

1555 chairperson of the council may defer action on the proposal until the council makes such
1556 policy determination regarding the proposed action.

1557 SECTION 21. Ordinance 12076, Section 38, and K.C.C. 4.12.040 are each
1558 hereby amended to read as follows:

1559 **Risk management committee.**

1560 A. ~~((CREATION AND COMPOSITION.))~~ There is created a risk management
1561 committee to be composed of the following individuals: RM((;)); safety manager((;));
1562 chief civil deputy((;)); and ~~((chief budget and strategic planning officer))~~ the director of
1563 the office of management and budget. The RM shall chair the committee. The safety
1564 manager shall be a nonvoting member of the committee and shall serve to inform and
1565 advise the committee on safety matters and coordinate employee safety programs with
1566 the risk identification and control functions of the committee.

1567 B. ~~((DUTIES OF COMMITTEE.))~~ The risk management committee shall:

- 1568 1. Make recommendations to the council and executive regarding risk
1569 management policy and shall cause such policy to be established and kept current;
- 1570 2. Approve the selection of all insurance brokers submitted to it, as a result of a
1571 competitive procurement process;
- 1572 3. Render advice to the RM on matters concerning the purchase of insurance
1573 policies and advise on the design of insurance and funded self-insurance programs;
- 1574 4. Advise the RM concerning matters of risk management policy; and
- 1575 5. Approve the purchase of all insurance policies.

1576 SECTION 22. Ordinance 13983, Section 3, as amended, and K.C.C. 4.19.030 are
1577 each hereby amended to read as follows:

1578 **Definitions.** The definitions in this section apply throughout this chapter unless
1579 the context clearly requires otherwise.

1580 A. "Administrator" means the chief officer of the office of ~~((regional planning~~
1581 ~~and policy)) business relations and economic development.~~

1582 B. "Economically distressed area" means a geographic area determined by the
1583 county council to require the use of incentives in order to stimulate economic activity and
1584 revitalize declining neighborhoods.

1585 C. "Located within" the county or an economically distressed area means that a
1586 business that at least:

1587 1. Has its primary offices or distribution points, other than residential or post
1588 office box, physically within the relevant boundaries;

1589 2. Lists the address on a valid business permit as being within the relevant
1590 boundaries;

1591 3. Has been doing business within the relevant boundaries for at least twelve
1592 months; and

1593 4. Submits other proof of compliance with subsection C. 1₂ through 3₂ of this
1594 section as required by the administrator.

1595 D. "Small economically disadvantaged business" means that a business and the
1596 person or persons who own and control it are in a financial condition ~~((which))~~ that puts
1597 the business at a substantial disadvantage in attempting to compete for public contracts.

1598 In assessing these financial conditions, the administrator shall substantially adopt the
1599 approach used by the federal Small Business Administration, but the administrator shall
1600 adjust the Small Business Administration dollar ceilings for various standard business

1601 classifications and levels for owners' personal net worth to account for local market
1602 conditions. Initially, the dollar ceiling for standard business classifications shall be fifty
1603 percent of the 1999 Small Business Administration thresholds.

1604 SECTION 23. Ordinance 12045, Section 5, as amended, and K.C.C. 4.56.070 are
1605 each hereby amended to read as follows:

1606 **Facilities management division, county departments – ~~((R))~~responsibilities**
1607 **and powers in declaring county real property surplus.**

1608 A. The facilities management division shall no later than the end of the first
1609 quarter of the calendar year, maintain and update a current inventory of all county titled
1610 real property with detailed information as to current departmental custodianship and as to
1611 the characteristics that determine its economic value and potential uses(~~(; provided,~~
1612 ~~that)).~~ However, all county roads shall be excluded from (~~(the provision of)~~) this section.

1613 B. No later than (~~(June 30th))~~ April 1 of each calendar year, each department
1614 shall submit a report to the facilities management division on the status of all real
1615 property for which the department is the custodian and include in the report any change
1616 in use or status since the previous year's report.

1617 C. County departments shall be required(~~(;))~~ to report no later than (~~(June 30th))~~
1618 April 1 of every (~~(third calendar))~~ year (~~(beginning with 1996,))~~ to justify departmental
1619 retention of all real property for which the department is the custodian to the facilities
1620 management division.

1621 1. If in the judgment of the facilities management division, a county department
1622 cannot justify the retention of real property for which it is the custodian or if a department
1623 determines that real property is surplus to its needs, the facilities management division

1624 shall determine whether any other county department has a need for the property that is
1625 related to the provision of essential government services, including, but not limited to,
1626 services for the public health, public safety~~(,)~~ or services related to transportation, water
1627 quality, surface water or other utilities. If the property is not needed for the provision of
1628 essential government services, the facilities management division shall then determine if
1629 the parcel is suitable for affordable housing. If it is deemed suitable for housing the
1630 county shall first attempt to make it available or use it for affordable housing ~~((pursuant~~
1631 ~~to))~~ in accordance with K.C.C. 4.56.085 or 4.56.100. Suitable for affordable housing for
1632 the purpose of this section means the parcel is located within the Urban Growth Area,
1633 zoned residential and the housing development is compatible with the neighborhood. If
1634 the property is not deemed suitable for the purposes described ~~((above))~~ in this subsection
1635 C.1., then it shall be determined whether any other department has a need for the parcel.

1636 2. If another department can demonstrate a need for said real property,
1637 custodianship of ~~((such))~~ the real property shall be transferred to that department without
1638 any financial transaction between present and future custodial organizations, except as
1639 required by RCW 43.09.210, as amended, or under grants.

1640 3. If ~~((no other))~~ another department ~~((can))~~ cannot demonstrate a need for
1641 ~~((such))~~ the real property, ~~((said))~~ the real property shall be declared surplus to the future
1642 foreseeable needs of the county and may be disposed of as set forth in this chapter.

1643 D. The facilities management division shall review and make recommendations
1644 to the executive for uses other than the sale of surplus real property ~~((prior to))~~ before a
1645 decision by the executive to dispose of such properties through sale. Other possible uses

1646 that shall be considered by the division in accordance with ~~((the provisions of))~~ this
1647 chapter~~((s))~~ are:

- 1648 1. Exchanges for other privately or publicly owned lands that meet the county's
1649 land needs;
- 1650 2. Lease with necessary restrictive covenants;
- 1651 3. Use by other governmental agencies;
- 1652 4. Retention by the county if the parcel is classified as floodplain or slide hazard
1653 property;
- 1654 5. Use by nonprofit organizations for public purposes; and
- 1655 6. Long-term lease or sale for on-site development of affordable housing.

1656 E. The facilities management division in consultation with the ~~((office of regional
1657 planning and policy and the))~~ department of community and human services shall, no
1658 later than ~~((the third quarter of the calendar))~~ July 1 of each year, submit a report to the
1659 council identifying surplus county real property suitable for the development of
1660 affordable housing. Affordable housing for the purpose of this chapter means residential
1661 housing that is rented or owned by a person:

- 1662 1. Who is from a special needs population and whose monthly housing costs,
1663 including utilities other than telephone, do not exceed thirty percent of the household's
1664 monthly income; or
- 1665 2. Who qualifies as a very low-income, low-income~~((s))~~ or moderate-income
1666 household as those terms are defined in RCW 43.63A.510.

1667 SECTION 24. Ordinance 12394, Section 3, as amended, and K.C.C. 4.56.085 are
1668 each hereby amended to read as follows:

1669 **Public/private development projects on or with county property.**

1670 A. The office of ~~((regional planning and policy))~~ business relations and economic
1671 development shall assist the department of executive services to determine the potential
1672 public/private uses of county owned real and personal property.

1673 B. The department of executive services shall assist county departments in capital
1674 facilities planning and, in collaboration with the office of ~~((regional planning and policy))~~
1675 business relations and economic development, investigate the feasibility of, and when
1676 feasible, facilitate, public/private partnerships in the use of county property, ~~((pursuant~~
1677 ~~to))~~ in accordance with K.C.C. 4.56.070. These investigations shall include such actions
1678 as:

- 1679 1. ~~((Prepare))~~ Preparing market and financial feasibility studies, ~~((hold))~~ holding
1680 public meetings~~((;))~~ and ~~((prepare))~~ preparing recommendations;
- 1681 2. ~~((Brief))~~ Briefing the executive and council;
- 1682 3. ~~((Solicit))~~ Soliciting developer proposals;
- 1683 4. ~~((Select))~~ Selecting the developer;
- 1684 5. ~~((Obtain))~~ Obtaining council approval;
- 1685 6. ~~((Negotiate))~~ Negotiating the developer agreement; and
- 1686 7. ~~((Monitor))~~ Monitoring the development and use of assets.

1687 C. The office of ~~((regional planning and policy))~~ business relations and economic
1688 development shall provide assistance to other county departments to determine if real
1689 property or other assets may be managed for economic development purposes or
1690 administered in a manner that will provide revenue to the county.

1691 SECTION 25. Ordinance 14214, Section 6, and K.C.C. 9.14.050 are each hereby
1692 amended to read as follows:

1693 **Lead agency - responsibilities.**

1694 A. The department of natural resources shall be the lead agency for King
1695 County's groundwater protection program and shall be responsible for the following
1696 activities:

1697 1. Oversee implementation of King County's groundwater protection program;
1698 2. Provide staff support to any groundwater protection committee appointed by
1699 King County and respond to the committees in a timely manner regarding the adoption of
1700 committee recommendations;

1701 3. Identify sources and methods of funding regional groundwater protection
1702 services and seek funding for these services;

1703 4. Develop any combination of interlocal agreements, memorandums of
1704 understanding and operating agreements with cities, special purpose districts, sewer and
1705 water utilities and associations, and water purveyors for implementation of groundwater
1706 management plans and regional groundwater protection services in King County. These
1707 agreements shall include provisions addressing the scope, governance, structure, funding
1708 and transition to implementation of certified groundwater management plans and regional
1709 groundwater protection services in King County;

1710 5. Consult with the Washington state Department of Ecology about the
1711 feasibility of integrating the goals and implementation of certified groundwater
1712 management plans, where possible, with adopted watershed plans to avoid creating
1713 redundant work programs;

1714 6. Coordinate with the department of development and environmental services
1715 for any review required pursuant to K.C.C. Title 21A regarding land use, water use,
1716 environmentally sensitive areas and special district overlays, or the exercise of other
1717 authorities, that relate to groundwater protection;

1718 7. Coordinate with the Seattle-King County department of public health for
1719 work performed pursuant to the King County Board of Health Code Title 10, Solid Waste
1720 Handling, Title 11, Hazardous Chemicals, Title 12, Water, Title R12, Water and Title 13,
1721 On-site Sewage, or the exercise of other authorities, that relate to groundwater protection;

1722 8. Coordinate with the department of development and environmental services
1723 for work performed pursuant to K.C.C. Title 20, Planning, or the exercise of other
1724 authorities, that relate to groundwater protection;

1725 9. Coordinate internally within the department of natural resources for work
1726 performed under K.C.C. Title 9, Surface Water Management, K.C.C. chapter 20.70,
1727 Critical Aquifer Recharge Areas and K.C.C. Title 28, Water Pollution Abatement and
1728 Wastewater Treatment, or the exercise of other authorities, that relate to groundwater
1729 protection;

1730 10. In consultation with the department of development and environmental
1731 services, the Seattle-King County department of public health, ~~((the office of regional
1732 policy and planning,))~~ and divisions within the department of natural resources, develop
1733 an integrated annual work plan that incorporates each of these agencies work programs
1734 relative to groundwater protection and that delineates the groundwater protection services
1735 provided by King County. A draft annual work plan shall be submitted to any
1736 groundwater protection committee appointed by King County for their review and

1737 recommendations. The department of natural resources shall distribute the final annual
1738 work plan to the King County council, any groundwater protection committee appointed
1739 by King County, cities, special purpose districts, sewer and water utilities and
1740 associations, water purveyors and other entities that are implementing activities
1741 recommended in certified groundwater management plans;

1742 11. Develop a three-year work plan that identifies long-term needs for
1743 groundwater protection, in consultation with any groundwater protection committee
1744 appointed by King County, cities, special purpose districts, sewer and water utilities and
1745 associations, and water purveyors. The work plan should include an examination by the
1746 Seattle-King County department of public health of the effectiveness of the current
1747 compliance methodology for violations of regulations governing operation, maintenance
1748 and repair of groundwater facilities by public water systems or individuals, and an
1749 examination of alternative compliance methodologies that provide for a hierarchy of
1750 responses to such violations (e.g. education, site visit, notification, fines, civil penalty,
1751 operating restrictions). The work plan shall include an examination of existing county
1752 fees or charges for groundwater testing that could reduce any current testing disincentives
1753 caused by unaffordability of those fees or charges. The department of natural resources
1754 shall distribute the three-year work plan to the King County council, any groundwater
1755 protection committee appointed by King County, cities, special purpose districts, sewer
1756 and water utilities and associations, water purveyors and other entities that have a role in
1757 the three-year work plan;

1758 12. Provide an annual written report on the groundwater protection program.
1759 This report shall include, but not be limited to, information from the prior calendar year

1760 on groundwater protection services provided by King County, expenditures for the
1761 groundwater protection program and recommendations from any groundwater protection
1762 committee appointed by King County. By March 31 of each year this report shall be
1763 submitted to the King County council and any groundwater protection committee
1764 appointed by King County.

1765 B. The King County auditor shall review whether or not groundwater protection
1766 services are being provided by King County and provide to the King County council by
1767 July 2003 an inventory of groundwater protection services that are provided and are not
1768 provided by King County.

1769 C. The regional water quality committee is requested to make recommendations
1770 to the King County council between April and September 2003 on the efficacy of the
1771 groundwater protection program in King County, including but not limited to the
1772 following areas: public outreach, education and stewardship; data management;
1773 coordination of groundwater protection activities with all interested entities, users and
1774 individuals; regional involvement in the groundwater protection program; development
1775 of agreements and funding for regional groundwater protection services, and the role of
1776 the department of natural resources in providing groundwater protection services.

1777 SECTION 26. Ordinance 1709, Section 6, as amended, and K.C.C. 13.24.080 are
1778 each hereby amended to read as follows:

1779 **Utilities technical review committee - creation and composition.** A utilities
1780 technical review committee is created consisting of the following representatives as
1781 appointed by the director of each department((-):

1782 A. Two representatives from the department of natural resources and parks;

- 1783 B. One representative from the department of transportation;
- 1784 C. One representative from the department of development and environmental
- 1785 services;
- 1786 D. One representative from the Seattle-King County department of public health;
- 1787 E. One representative from the ~~((office of regional policy and planning;~~
- 1788 ~~— F. One representative from the))~~facilities management division of the department
- 1789 of executive services; and
- 1790 ~~((G))~~F. One representative from the King County council staff.

1791 SECTION 27. Ordinance 13147, Section 21, as amended, and K.C.C. 20.18.050

1792 are each hereby amended to read as follows:

1793 **Site-specific land use map amendments initiation.**

1794 A. Site-specific land use map amendments are legislative actions that may only

1795 be initiated by property owner application, by council motion, or by executive proposal.

1796 All site-specific land use map amendments must be evaluated by the hearing examiner

1797 ~~((prior to))~~ before adoption by the council ~~((pursuant to the provisions of))~~ in accordance

1798 with this chapter.

1799 1. If initiated by council motion, the motion shall refer the proposed site-

1800 specific land use amendment to the department of development and environmental

1801 services for preparation of a recommendation to the hearing examiner. The motion shall

1802 also identify the resources and the work program required to provide the same level of

1803 review accorded to applicant-generated amendments. An analysis of the motion's fiscal

1804 impact shall be provided to the council ~~((prior to))~~ before adoption. If the executive

1805 determines that additional funds are necessary to complete the work program, the
1806 executive may transmit an ordinance requesting the appropriation of supplemental funds.

1807 2. If initiated by executive proposal, the proposal shall refer the proposed site-
1808 specific land use amendment to the department of development and environmental
1809 services for preparation of a recommendation to the hearing examiner.

1810 3. If initiated by property owner application, the property owner shall submit a
1811 docketed request for a site-specific land use amendment. Upon receipt of a docketed
1812 request for a site-specific land use amendment, the request shall be referred to the
1813 department of development and environmental services for preparation of a
1814 recommendation to the hearing examiner.

1815 B. All proposed site-specific land use map amendments, whether initiated by
1816 property owner application, by council motion, or by executive proposal shall include the
1817 following:

- 1818 1. Name and address of the owner(s) of record;
- 1819 2. Description of the proposed amendment;
- 1820 3. Property description, including parcel number, property street address and
1821 nearest cross street;
- 1822 4. County assessor's map outlining the subject property; and
- 1823 5. Related or previous permit activity.

1824 C. Upon initiation of a site specific land use map amendment, an initial review
1825 conference will be scheduled by the department of development and environmental
1826 services. The owner(((s))) or owners of record of the property shall be notified of and
1827 invited to attend the initial review conference. At the initial review conference, the

1828 department will review the proposed amendment's consistency with applicable county
1829 policies or regulatory enactments including specific reference to comprehensive plan
1830 policies, countywide planning policies and state Growth Management Act requirements.
1831 The proposed amendment will be classified pursuant to K.C.C. 20.18.040 and this
1832 information either will be provided at the initial review conference or in writing to the
1833 owner(~~((s))~~) or owners of record within thirty days.

1834 D. If a proposed site-specific land use map amendment is initiated by property
1835 owner application, the property owner shall, following the initial review conference,
1836 submit the completed application including an application fee and an environmental
1837 checklist to the department of development and environmental services to proceed with
1838 review of the proposed amendment.

1839 E. If a proposed site-specific land use map amendment is initiated by council
1840 motion, following the initial review conference, the council shall submit an
1841 environmental checklist to the department of development and environmental services to
1842 proceed with review of the proposed amendment.

1843 F. If a proposed site-specific land use map amendment is initiated by executive
1844 proposal, following the initial review conference, the ~~((office of regional policy and
1845 planning))~~ executive shall submit an environmental checklist to the department of
1846 development and environmental services to proceed with review of the proposed
1847 amendment.

1848 G. Following the submittal of the information required by subsections D, E or F,
1849 the department of development and environmental services shall submit a report
1850 including an executive recommendation on the proposed amendment to the hearing

1851 examiner within one hundred twenty days. The department of development and
1852 environmental services shall provide notice of a public hearing and notice of threshold
1853 determination pursuant to K.C.C. 20.20.060 F, G and H. The hearing will be conducted
1854 by the hearing examiner pursuant to K.C.C. 20.24.400. Following the public hearing, the
1855 hearing examiner shall prepare a report and recommendation on the proposed amendment
1856 pursuant to K.C.C. 20.24.400. A compilation of all completed reports will be considered
1857 by the council pursuant to K.C.C. 20.18.070.

1858 H. A property-owner-initiated for a site-specific land use map amendment may
1859 be accompanied by an application for a zone reclassification to implement the proposed
1860 amendment, in which case administrative review of the two applications shall be
1861 consolidated to the extent practical consistent with this ordinance and K.C.C. chapter
1862 20.20. The council's consideration of a site-specific land use map amendment is a
1863 legislative decision which will be determined (~~(prior to)~~) before and separate from their
1864 consideration of a zone reclassification which is a quasi-judicial decision. If a zone
1865 reclassification is not proposed in conjunction with an application for a site-specific land
1866 use map amendment and the amendment is adopted, the property shall be given potential
1867 zoning. A zone reclassification pursuant to K.C.C. 20.20.020 will be required in order to
1868 implement the potential zoning.

1869 I. Site-specific land use map amendments for which a completed
1870 recommendation by the hearing examiner has been submitted to the council by January
1871 15 will be considered concurrently with the annual amendment to the comprehensive
1872 plan. Site specific land use map amendments for which a recommendation has not been

1873 issued by the hearing examiner by January 15 will be included in the next appropriate
1874 review cycle following issuance of the examiner's recommendation.

1875 J. No amendment to a land use designation for a property may be initiated unless
1876 at least three years have elapsed since council adoption or review of the current
1877 designation for the property. This time limit may be waived by the executive or the
1878 council if the proponent establishes that there exists either an obvious technical error or a
1879 change in circumstances justifying the need for the amendment.

1880 1. A waiver by the executive shall be considered after the proponent has
1881 submitted a docket request in accordance with K.C.C. 20.18.140. The executive shall
1882 render a waiver decision within forty-five days of receiving a docket request and shall
1883 mail a copy of this decision to the proponent.

1884 2. A waiver by the council shall be considered by motion.

1885 SECTION 28. Ordinance 13274, Section 7, as amended, and K.C.C. 21A.37.070
1886 are each hereby amended to read as follows:

1887 **Transfer of development rights (TDR) program - sending site certification**
1888 **and interagency review committee process.**

1889 A. An interagency review committee, chaired by the directors of the department
1890 of development and environmental services and the department of natural resources and
1891 parks, or their designees, shall be responsible for qualification of sending sites.

1892 Determinations on sending site certifications made by the committee are appealable to the
1893 examiner pursuant to K.C.C. 20.24.080. The department of natural resources and parks
1894 shall be responsible for preparing a written report, which shall be signed by the director
1895 of the ~~((office of regional policy and planning))~~ department of natural resources and parks

1896 or the director's designee, documenting the review and decision of the committee. The
1897 committee shall issue a TDR certification letter within sixty days of the date of submittal
1898 of a completed sending site certification application.

1899 B. Responsibility for preparing a completed application rests exclusively with the
1900 applicant. Application for sending site certification shall include:

1901 1. A legal description of the site;

1902 2. A title report;

1903 3. A brief description of the site resources and public benefit to be preserved;

1904 4. A site plan showing the proposed conservation easement area, existing and
1905 proposed dwelling units, submerged lands, any area already in a conservation easement
1906 or other similar encumbrance and any other area, except setbacks, required by King
1907 County to remain open;

1908 5. Assessors map or maps of the lot or lots;

1909 6. A statement of intent indicating whether the property ownership, after TDR
1910 certification, will be retained in private ownership or dedicated to King County or another
1911 public or private nonprofit agency;

1912 7. Any or all of the following written in conformance with criteria established
1913 through a public rule consistent with K.C.C. chapter 2.98, if the site is qualifying as
1914 habitat for a threatened or endangered species:

1915 a. a wildlife habitat conservation plan(~~(~~5-07~~)~~);

1916 b. a wildlife habitat restoration plan(~~(~~5~~)~~) or

1917 c. a wildlife present conditions report;

1918 8. A forest stewardship plan, written in conformance with criteria established
1919 through a public rule consistent with K.C.C. chapter 2.98, if required under K.C.C.
1920 21A.37.060B.3 and 6;

1921 9. An affidavit of compliance with the reforestation requirements of the Forest
1922 Practices Act and any additional reforestation conditions of the forest practices permit for
1923 the site, if required under K.C.C. 21A.37.020E.

1924 10. A completed density calculation worksheet for estimating the number of
1925 available development rights, and

1926 11. The application fee consistent with K.C.C. 27.36.020.

1927 SECTION 29. Ordinance 13733, Section 10, as amended, and K.C.C.
1928 21A.37.110 are each hereby amended to read as follows:

1929 **Transfer of development rights (TDR) bank expenditure and purchase**
1930 **authorization.**

1931 A. The TDR bank may purchase development rights from qualified sending sites
1932 at prices not to exceed fair market value and to sell development rights at prices not less
1933 than fair market value. The TDR bank may accept donations of development rights from
1934 qualified TDR sending sites.

1935 B. The TDR bank may use funds to facilitate development rights transfers. These
1936 expenditures may include, but are not limited to, establishing and maintaining internet
1937 web pages, marketing TDR receiving sites, procuring title reports and appraisals and
1938 reimbursing the costs incurred by the department of natural resources and parks, water
1939 and land resources division, or its successor, for administering the TDR bank fund and
1940 executing development rights purchases and sales.

1941 C. The TDR bank fund shall not be used to cover the cost of identifying and
1942 qualifying sending and receiving sites, or the costs of providing staff support for the TDR
1943 interagency review committee or ~~((the office of regional policy and planning))~~ the
1944 department of natural resources and parks.

1945 SECTION 30. Ordinance 13733, Section 15, as amended, and K.C.C.
1946 21A.37.160 are each hereby amended to read as follows:

1947 **Transfer of development rights (TDR) program - establishment and duties of**
1948 **the TDR executive board.**

1949 A. The TDR executive board is hereby established. The TDR executive board
1950 shall be composed of the director of the budget office, the director of the department of
1951 natural resources and parks, the director of the department of transportation, the director
1952 of finance and the director of the ~~((office of regional policy and planning))~~ office of
1953 business relations and economic development, or their designees. A representative from
1954 the King County council staff, designated by the council chair, may participate as an ex
1955 officio, nonvoting member of the TDR executive board. The TDR executive board shall
1956 be chaired by the director of the ~~((office of regional policy and planning))~~ department of
1957 natural resources and parks or that director's designee.

1958 B. The issues that may be addressed by the executive board include, but are not
1959 limited to, using site evaluation criteria established by administrative rules, ranking and
1960 selecting sending sites to be purchased by the TDR bank, recommending interlocal
1961 agreements and the provision of TDR amenities, if any, to be forwarded to the executive,
1962 identifying future funding for amenities in the annual budget process, enter into other
1963 written agreements necessary to facilitate density transfers by the TDR bank and

1964 otherwise oversee the operation of the TDR bank to measure the effectiveness in
1965 achieving the policy goals of the TDR program.

1966 C. The (~~office of regional policy and planning~~)department of natural resources
1967 and parks shall provide lead staff support to the TDR executive board. Staff duties
1968 include, but are not limited to:

1969 1. Making recommendations to the TDR executive board on TDR program and
1970 TDR bank issues on which the TDR executive board must take action;

1971 2. Facilitating development rights transfers through marketing and outreach to
1972 the public, community organizations, developers and cities;

1973 3. Identifying potential receiving sites;

1974 4. Developing proposed interlocal agreements with cities;

1975 5. Assisting in the implementation of TDR executive board policy in
1976 cooperation with other departments;

1977 6. Ranking certified sending sites for consideration by the TDR executive
1978 board;

1979 7. Negotiating with cities to establish city receiving areas with the provision of
1980 amenities;

1981 8. Preparing agendas for TDR executive board meetings;

1982 9. Recording TDR executive board meeting summaries;

1983 10. Preparing administrative rules in accordance with K.C.C. chapter 2.98 to
1984 implement this chapter; and

1985 11. Preparing annual reports on the progress of the TDR program to the council
1986 with assistance from other departments.

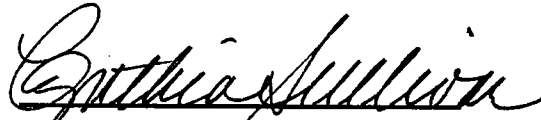
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SECTION 31. This ordinance takes effect January 1, 2003.

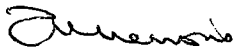
Ordinance 14561 was introduced on 9/3/2002 and passed as amended by the Metropolitan King County Council on 12/16/2002, by the following vote:

Yes: 11 - Ms. Sullivan, Ms. Edmonds, Ms. Lambert, Mr. Phillips, Mr. Pelz, Mr. McKenna, Mr. Constantine, Mr. Pullen, Mr. Gossett, Ms. Hague and Ms. Patterson
No: 0
Excused: 2 - Mr. von Reichbauer and Mr. Irons

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Cynthia Sullivan, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 27 day of December, 2002.


Ron Sims, County Executive

RECEIVED
2002 DEC 27 PM 4:00
KING COUNTY CLERK

Attachments None