



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

January 14, 2009

Motion 12914

Proposed No. 2009-0038.1

Sponsors Constantine

1 A MOTION relating to the organization of the council,
2 adopting a council mission statement, eliminating certain
3 committees, creating new committees and appointing
4 chairs, vice-chairs and members of committees, clarifying
5 use of council postage funds and clarifying staff assignment
6 process, amending Motion 10651, Section III, as amended,
7 and OR 1-020, Motion 11122, Section B, as amended, and
8 OR 2-010, Motion 11222, Section D, as amended, and OR
9 2-020, Motion 10651, Section V, as amended, and OR 2-
10 030, Motion 11222, Section G, as amended, and OR 2-040,
11 Motion 11122 Section H, as amended, and OR 2-050,
12 Motion 11122, Section F, as amended, and OR 2-120,
13 Motion 10651, Section VI, as amended, and OR 3-010,
14 Motion 10651, Section VII, as amended and OR 3-030, and
15 Motion 10651, Section VIII, as amended, and OR 3-040
16 and adding a new section to the organizational compilation.

17

18 WHEREAS, the King County Charter provides that the county council "shall elect
19 one of its members as chairman, shall be responsible for its own organization," and

20 WHEREAS, the council desires to adopt a mission statement, create new
21 committees, elect chairs and vice-chairs and establish membership of the committees and
22 clarify the staff assignment process;

23 NOW, THEREFORE, BE IT MOVED by the Council of King County:

24 I. There is hereby added to the organizational compilation a new section to read
25 as follows:

26 The mission of the metropolitan King County council is to earn public trust,
27 enhance quality of life, and protect public health and safety.

28 II. Motion 10651, Section III, as amended, and OR 1-020 are each hereby
29 amended as follows:

30 A. The chair, with their consent, shall appoint councilmembers to regional
31 committees, standing committees, administrative committees, special committees and
32 outside committees as required or as deemed necessary to efficiently conduct the business
33 of the council. The council recognizes that its committee structure, membership and
34 chairs and vice-chairs reflect the council's will. Any changes thereto shall be made only
35 by formal legislative motion adopted by a majority of the members at a council meeting.

36 B. The chair shall have the responsibility and general direction for the council's
37 resources, budget, operation and organizational structure. The chair shall be responsible
38 for the general oversight of legislative branch employees, except personal staff of
39 councilmembers. The council chief of staff (~~and policy staff director~~) shall be

40 responsible for the overall management and administration of legislative branch
41 employees as specified in OR 3-030.

42 C. The chair of the council shall not enter into a consultant contract for more than
43 twenty-five thousand dollars without first being authorized to do so by council motion. All
44 consultants shall comply with the King County code of ethics.

45 D. The chair shall regularly consult in the exercise of her or his duties with the
46 vice-chairs. The chair, in consultation with committee chairs, shall direct the necessary
47 coordination of staff. The council's chief of staff (~~and the policy staff director~~) shall
48 report to the chair. The chair may exercise any power conferred upon the chief of staff or
49 policy staff director.

50 E. The chair shall be a member of the employment and administration committee.

51 III. Motion 11122, Section B, as amended, and OR 2-010 are each hereby
52 amended to read as follows:

53 The council may go into committee of the whole at any time. The committee of
54 the whole shall consider: issues of interest to the entire council, including the annual
55 work program and appointments to the state legislature and to the executive branch; the
56 annual legislative program; legislation before the federal, state and local governments
57 that affect King County; agendas for council meetings; and other program and policy
58 matters. The committee of the whole shall be responsible for conducting regular town
59 hall meetings on issues of significance.

60 The committee of the whole shall receive the initial briefing on the 2009 health
61 provision work plan, in response to a 2009 budget proviso, Ordinance 16312, Section 92,

62 P-5. The committee of the whole may hold briefings on the status of the mental illness
63 and drug dependency fund services and programs.

64 For the purposes of K.C.C. chapter 3.16, the committee of the whole is designated
65 as the committee responsible for establishing labor policy and the committee responsible
66 for labor implementation, including labor agreements and labor-related issues such as
67 employee benefits and implementation of the furlough. The committee of the whole shall
68 consider labor policy issues at least annually.

69 IV. Motion 11122, Section D, as amended, and OR 2-020 are each hereby
70 amended to read as follows:

71 In addition to any committee otherwise established by law, the committees of the
72 metropolitan King County council and their respective functions are established as
73 follows:

74 ~~((Capital budget committee shall review capital improvement proposals and~~
75 ~~programs, including financial plans, revenues and expenditures; provide capital project~~
76 ~~oversight; review and consider the sale and lease of real property; and consider and make~~
77 ~~recommendations on capital budget appropriations and on debt and investment proposals;~~
78 ~~levies, fees and taxes and relating to capital expenditures.~~

79 ~~The auditor's office shall report to the capital budget committee when performing~~
80 ~~its large capital construction proposals oversight function in accordance with the 2007~~
81 ~~Budget Ordinance, Ordinance 15652, Section 1.F.8.~~

82 ~~**B. General government and labor relations committee shall:**~~

83 ~~1. Consider and make recommendations on policies relating to management~~
84 ~~organizational structure; customer service; the efficiency, cost effectiveness and~~

85 performance of county departments, including: ~~assessor; personnel; purchasing; civil~~
86 ~~rights and compliance; real property management; general services; records and~~
87 ~~elections; facilities management; risk management; safety and worker's compensation;~~
88 ~~and cooperative extension community services;~~

89 ~~2. Consider and make recommendations to the full council on the annual audit~~
90 ~~program;~~

91 ~~3. Consider and make recommendations to the full council on labor agreements;~~

92 ~~4. Perform the functions of the labor implementation committee as specified in~~
93 ~~K.C.C. chapter 3.16;~~

94 ~~5. Consider and make recommendations relating to information technology;~~

95 ~~6. Consider and make recommendations relating to constitutional and human~~
96 ~~rights, discrimination, civil and criminal liability, ethics and campaign practices; and~~

97 ~~7. Consider and make recommendations relating to the King County~~
98 ~~international airport.~~

99 **~~C. Growth management and natural resources committee~~** shall consider and
100 ~~make recommendations on policies and issues relating to land use development,~~
101 ~~comprehensive planning, development regulations, regulatory reform and~~
102 ~~recommendations to the department of development and environmental services (DDES).~~
103 ~~In respect to consideration of updates of the Comprehensive Plan, all members of the~~
104 ~~council not assigned to the growth management and natural resources committee will be~~
105 ~~considered voting members of the committee. Only for those portions of a meeting when~~
106 ~~the committee votes on recommendations on the Comprehensive Plan shall these~~
107 ~~additional members be considered members of the committee for purposes of quorum and~~

108 attendance. The chair of the committee may refer various portions of the Comprehensive
109 Plan to panels of members. The chair of the committee may employ the various standing
110 committees as panels. The panels shall transmit their recommendations to all
111 councilmembers for their consideration before the committee refers the annual update of
112 the Comprehensive Plan to the council.

113 The committee shall consider and make recommendations relating to: market rate
114 housing and housing affordability; Growth Management Planning Council ("GMPC"),
115 including GMPC task forces, timelines, products such as benchmarking and land
116 capacity, and Countywide Planning Policies; Potential Annexation Areas; boundary
117 review board; planned action environmental impact statements and related phased state
118 Environmental Policy Act review; and the Puget Sound Regional Council; and
119 development and land use regulations necessary to either implement salmon recovery or
120 comply with the Endangered Species Act, or both.

121 The committee shall consider and make recommendations relating to subarea
122 planning community councils and other unincorporated self-government strategies.

123 The committee shall consider and make recommendations on policies and issues
124 relating to: resource lands; flood control and surface water and stormwater management;
125 water quality and quantity; and the restoration of Puget Sound.

126 **D. Law, justice and human services committee shall:**

127 1. Consider and make recommendations on policies relating to: public safety;
128 adult detention; juvenile justice programs; youth services; the superior and district courts;
129 judicial administration; prosecuting attorney; and public defense; and

130 2. Consider and make recommendations on matters relating to personal and

131 environmental health; mental health; developmental disabilities; alcoholism and
132 substance abuse; emergency medical services; human services; families and children;
133 women's programs; and aging programs.

134 ~~E. Operating budget, fiscal management and select issues committee shall, in~~
135 ~~consideration of the operating budget: review and monitor the operating budget,~~
136 ~~including financial plans, revenues, expenditures, quarterly reports and operating~~
137 ~~programs; monitor the financial status of county funds; consider and make~~
138 ~~recommendations to all operating supplemental appropriations; and consider and make~~
139 ~~recommendations on debt and investment proposals, levies, fees and taxes concerning~~
140 ~~noncapital expenditures. The committee shall consider and make recommendations on~~
141 ~~municipal annexations and incorporations and shall consider and make recommendations~~
142 ~~on matters pertaining to two particular issues before the council:~~

143 ~~1. The 2007 United States Department of Justice report concerning the King~~
144 ~~County jail and the county's ongoing response to the issues addressed in that report; and~~

145 ~~2. Matters relating to the county's mental illness and drug dependency action~~
146 ~~plan and revenues raised by the King County mental health additional sales and use tax~~
147 ~~authorized in Ordinance 15949.~~

148 ~~F. Transportation committee shall consider and make recommendations on~~
149 ~~policies relating to: transportation; planning; roads; engineering; and public~~
150 ~~transportation.~~

151 ~~G. 2009 budget review and adoption committee shall convene for the purpose of~~
152 ~~reviewing and making recommendations on the executive's proposed 2009 annual budget.~~
153 ~~All members of the council shall be considered ex officio voting members of the~~

154 committee for the duration of the committee's review of the executive's proposed 2009
155 annual budget. The chair of the 2009 budget review and adoption committee shall
156 appoint members to an operating budget panel and to a capital budget panel.

157 ~~H. Utilities and parks committee shall consider and make recommendations on:~~
158 ~~policies and programs, other than those relating to any one or more of land use~~
159 ~~development, comprehensive planning and development regulations, relating to parks and~~
160 ~~open space; recreation programs; regional trails; cultural resources; and utility services~~
161 ~~including wastewater treatment and water quality and quantity, solid waste management,~~
162 ~~recycling services, utility annexations, utility comprehensive plans and franchises and~~
163 ~~eable communications and telecommunications issues.))~~

164 A. Budget and fiscal management committee shall consider and make
165 recommendations on: the county revenue and expenditure fiscal structural gap; capital
166 and operating budget appropriations; the sale and lease of real property to or by the
167 county; debt and investment proposals; bond issues; the office of economic and financial
168 analysis; and financial policies.

169 1. The committee shall develop recommendations on policy direction for the
170 2010 annual budget, based on the recommendations of other council committees and
171 taking into account the estimated fiscal impacts of state and federal legislation.

172 2. In respect to consideration of the county's proposed annual budget, all
173 members of the council not assigned to the budget and fiscal management committee
174 shall be considered ex officio voting members of the committee.

175 B. Government accountability and oversight committee.

176 1. The committee shall consider and make recommendations on:

177 a. policies relating to strategic planning; performance management and
178 performance measurement; management organizational structure; technology
179 management; customer service; and

180 b. the efficiency, cost effectiveness and performance of county departments
181 and programs including: assessor; elections; records and licensing; animal control; cable
182 communications; the county fair; King County international airport; risk management;
183 executive services such as telecommunications, facilities management, purchasing, and
184 real property management; capital project oversight; and wastewater treatment and solid
185 waste.

186 2. In the areas within the committee's purview, the committee shall track state
187 and federal legislative action and develop recommendations on policy direction for the
188 2010 annual budget.

189 3. The committee shall make recommendations on the annual audit program and
190 shall review reports of the county auditor.

191 **C. Law, justice, health and human services committee.**

192 1. The committee shall consider and make recommendations on policies relating
193 to:

194 a. law, safety, criminal justice and emergency management programs including
195 those related to public safety; adult detention; juvenile justice and youth services;
196 superior and district courts; judicial administration; prosecuting attorney; public defense;
197 emergency medical services; emergency management, including disaster response,
198 emergency preparedness and emergency planning;

199 b. public health programs, including those related to the protection, promotion
200 and provision functions of the department of public health, including the structure of the
201 public health centers; and

202 c. human services programs, including review of the veterans and human
203 services levy programs and options for levy renewal; therapeutic and low-income
204 housing; and civil rights and social justice.

205 2. In the areas within the committee's purview, the committee shall track state
206 and federal legislative action and develop recommendations on policy direction for 2010
207 annual budget.

208 3. The committee shall have a primary chair and a secondary chair. The
209 primary chair shall have authority to set the agenda and conduct meetings for law, safety,
210 criminal justice and emergency management issues. The secondary chair shall have
211 authority to set the agenda and conduct meetings for health and human services issues.
212 Each chair shall be allocated half of each committee meeting time for that chair's issues,
213 unless that chair determines that the time is not needed at any specific meeting. In the
214 absence of either chair during a meeting, the other chair shall act as chair.

215 **D. Physical environment committee.**

216 1. The committee shall consider and make recommendations on policies relating
217 to:

218 a. growth management, including land use development and regulation,
219 comprehensive planning, annexations and affordable housing;

220 b. the environment, including salmon recovery; resource lands; surface water
221 management and water supply; unincorporated and rural areas, including agriculture and
222 rural services; and parks, recreation and cultural resources; and

223 c. transportation, including roads and public transportation;

224 2. In the areas within the committee's purview, the committee shall track state
225 and federal legislative action and develop recommendations on policy direction for the
226 2010 annual budget.

227 V. Motion 10651, Section V, as amended, and OR 2-030 are each hereby
228 amended to read as follows:

229 **A. Membership requirements (~~(--duties)~~).** The employment and
230 administration committee shall consist of four members(~~(, with two members from the~~
231 ~~majority party and two members from the minority party))~~).

232 **B. Duties and process.**

233 1. Administrative committee. The employment and administration committee is
234 an administrative committee of the council. The employment and administration
235 committee shall consult with councilmembers, the chief of staff and policy staff on a
236 continuing basis in order to review council operations under the staffing structure defined
237 in this motion.

238 2. Personnel decisions. The employment and administration committee shall
239 make recommendations to the council concerning decisions for legislative branch
240 employees, except for interns and councilmembers' personal staff, and except for minor
241 personnel decisions, which may be made by the chair of the employment and
242 administration committee in accordance with subsection B.5. of this section. Personnel

243 decisions include decisions to hire, to fill vacancies, to make staffing adjustments, ((to
244 assign or reassign staff,)) to designate staff employment assignments, except assignments
245 of policy staff to specific issues and legislation which shall be made by the policy staff
246 director under OR 3-040.D.2, to adjust staff pay, to analyze future hiring needs and to
247 make other necessary employment decisions. Personnel decisions do not include
248 termination or disciplinary decisions, which follow the process stated in subsection B.3.
249 of this section, or minor personnel decisions, which follow the process stated in
250 subsection B.5. of this section. Where applicable, ((E))employment and administration
251 committee recommendations on personnel decisions shall be developed in consultation
252 with appropriate committee chairs and, where applicable, the policy staff director and the
253 chief of staff.

254 3. Personnel decisions shall be contained in a written recommendation report
255 and may be voted out of committee upon: a. the receipt of the signature of three
256 committee members during a meeting of the committee; or b. subject to signature by a
257 quorum of the committee members in accordance with K.C.C. 1.24.055.C (Rule 6.C).
258 Once the necessary signatures are obtained, recommendation reports from the committee
259 shall be forwarded to the council for consideration on an employment and administration
260 committee consent agenda. The chair of the employment and administration committee
261 shall issue, upon recommendation of the employment and administration committee and
262 with the approval of a majority of the council, all employment decisions for legislative
263 branch employees except interns and the councilmembers' personal staffs.

264 4. Terminations and disciplinary decisions. The employment and administration
265 committee makes decisions on discipline and termination, including layoffs. If three

266 committee members vote for a termination or disciplinary action the decision is final,
267 except when an employee exercises the right of an appeal to the full council. An
268 employee who has been either suspended without pay of two weeks or more or
269 terminated may appeal the decision of the employment and administration committee to
270 the council. The appeal must be filed within ten calendar days of written notice of the
271 suspension or termination being sent to the employee. An appeal is accomplished by
272 delivering a notice of appeal to the clerk of the council. Nondisciplinary terminations are
273 subject to appeal in the same manner as disciplinary terminations.

274 5. Minor personnel decisions.

275 a. The chair of the employment and administration committee shall make all
276 minor personnel decisions as set forth in this subsection B.5. Minor personnel actions
277 are:

278 (1) authorizing recruiting for a vacated or newly created position;

279 (2) increasing or reducing the hours assigned to a current position up to the
280 total budgeted hours for the position, as reflected in the Staff and Salary Detail Report
281 maintained by the council administrator;

282 (3) reassigning an employee employed within a legislative branch agency of
283 the county auditor, board of appeals/equalization, hearing examiner, ombudsman/tax
284 advisor or civic television to another position in the same agency and pay range;

285 (4) hiring a temporary or a term-limited temporary employee to perform
286 clerical or technical functions, up to a total of the maximum period allowed by ordinance
287 or two years, whichever is less;

288 (5) extending the employment period of a temporary or a term-limited

289 temporary employee hired to perform clerical or technical functions, up to a total of the
290 maximum period allowed by ordinance or two years, whichever is less; and

291 (6) approving a carryover of excess vacation leave under K.C.C. 3.12.190
292 because of cyclical workloads, work assignments or other reasons as may be in the best
293 interests of the county.

294 b. Requests for minor personnel decisions shall be made in writing to the
295 employment and administration committee chair via the council administrator. Requests
296 may be made only by councilmembers, legislative branch agency managers, the council
297 administrator or a staff member who is supervised directly by the chair of the council.
298 The council administrator shall promptly provide the employment and administration
299 committee chair with a copy of the request and the administrator's recommendation for
300 approval, disapproval or modification of the request.

301 c. Action on a requested minor personnel decision shall be in writing, signed
302 by the chair of the employment and administration committee. The council administrator
303 shall file the original of the decision action with the clerk of the council, and shall
304 provide copies of the decision action to the agency manager or supervisor, affected
305 employee and members of the employment and administration committee.

306 6. Nothing in this process is to be construed to alter the at-will status of
307 legislative branch employees. This process is designed to facilitate the will of the
308 majority of the council. If there are specific provisions of a collective bargaining
309 agreement that are contrary to this process, the collective bargaining agreement controls.

310 **C. Recommendations to the council chair.** The employment and
311 administration committee may consider and make recommendations to the council chair

312 regarding management organization structure and legislative branch customer service.
313 The committee may monitor and make recommendations on the legislative branch
314 budget.

315 **D. Removal of recommendations from consent agenda.** Upon the request of
316 any member present before the council, any specific recommendation from the
317 employment and administration committee shall be removed from the consent agenda
318 and considered separately by the council prior to adoption of the employment and
319 administration committee consent agenda. The council may then by a majority vote
320 make whatever orderly disposition of the matter it deems appropriate.

321 **E. Motions for censure.** The employment and administration committee shall
322 consider and make recommendations on motions for censure related to alleged violations
323 of any antiharassment policy by a councilmember.

324 **F. Personnel records as confidential.** To the extent permitted by law, personnel
325 records which would be exempt from public disclosure shall continue to be treated as
326 confidential and records or portions thereof which are exempt shall be conspicuously
327 identified as such and separated from nonexempt records.

328 VI. Motion 11122, Section G, as amended, and OR 2-040 are each hereby
329 amended to read as follows:

330 The council designates the following councilmembers as chairs and vice-chairs of
331 the standing committees created in this motion and the regional committees established in
332 the King County Charter.

333 Committee of the whole:

334 Chair: ((~~Dow-Constantine~~)) Bob Ferguson.

335 Vice-chair: Reagan Dunn.

336 ~~((Capital budget committee:~~

337 ~~Chair: Larry Phillips~~

338 ~~Vice-chair: Jane Hague.))~~

339 Budget and fiscal management committee:

340 Chair: Larry Gossett.

341 Vice-chair: Jane Hague.

342 ~~Employment and administration committee:~~

343 ~~Chair: Jane Hague.~~

344 ~~Vice-chair: ((Julia Patterson))~~ Kathy Lambert.

345 ~~((General government and labor relations committee:~~

346 ~~Chair: Larry Gossett.~~

347 ~~Vice-chair: Pete von Reichbauer.~~

348 ~~Growth management and natural resources committee:~~

349 ~~Chair: Larry Gossett.~~

350 ~~Vice-chair: Jane Hague.~~

351 ~~Law, justice and human services committee:~~

352 ~~Chair: Kathy Lambert.~~

353 ~~Vice-chair: Bob Ferguson.~~

354 ~~Operating budget, fiscal management and select issues committee:~~

355 ~~Chair: Bob Ferguson.~~

356 ~~Vice-chair: Kathy Lambert.~~

357 ~~Transportation committee:~~

- 358 ~~Chair: Dow Constantine.~~
- 359 ~~Vice chair: Pete von Reichbauer.~~
- 360 ~~2009 budget review and adoption committee:~~
- 361 ~~Chair: Larry Phillips.~~
- 362 ~~Capital budget panel:~~
- 363 ~~Chair: Jane Hague.~~
- 364 ~~Vice chair: Kathy Lambert.~~
- 365 ~~Operating budget panel:~~
- 366 ~~Chair: Bob Ferguson.~~
- 367 ~~Vice chair: Kathy Lambert.~~
- 368 ~~Utilities and parks committee:~~
- 369 ~~Chair: Jane Hague.~~
- 370 ~~Vice chair: Larry Gossett.))~~
- 371 Government accountability and oversight committee:
- 372 Chair: Reagan Dunn.
- 373 Vice-chair: Pete von Reichbauer.
- 374 Law, justice, health and human services committee:
- 375 Primary Chair: Kathy Lambert.
- 376 Secondary chair: Julia Patterson.
- 377 Physical environment committee:
- 378 Chair: Jane Hague.
- 379 Vice-chair: Larry Phillips.
- 380 Regional policy committee:

381 Chair: Pete von Reichbauer.

382 Regional transit committee:

383 Chair: ~~((Reagan Dunn))~~ Dow Constantine.

384 Regional water quality committee:

385 Chair: Larry Phillips.

386 VII. Motion 11122, Section H, as amended, and OR 2-050 are each hereby

387 amended as follows:

388 The council designates the following councilmembers, in addition to the chairs
389 and vice-chairs, as members of the standing committees created in this motion, the board
390 of health and the regional committees established in the King County Charter.

391 ~~((Board of health:~~

392 ~~Reagan Dunn, Bob Ferguson, Larry Gossett, Kathy Lambert, Julia~~
393 ~~Patterson, Pete von Reichbauer.))~~

394 Budget and fiscal management committee:

395 Members: Reagan Dunn, Bob Ferguson, Kathy Lambert, Julia Patterson.

396 Committee of the whole:

397 Members: All councilmembers.

398 ~~((Capital budget committee:~~

399 ~~Members: Bob Ferguson, Julia Patterson, Pete von Reichbauer.))~~

400 Employment and administration committee:

401 Members: Dow Constantine, ~~((Kathy Lambert))~~ Larry Phillips.

402 ~~((General government and labor relations committee:~~

403 ~~Member: Larry Phillips.~~

- 404 ~~Growth management and natural resources committee:~~
- 405 ~~Members: Dow Constantine, Reagan Dunn, Larry Phillips.~~
- 406 ~~Law, justice and human services committee:~~
- 407 ~~Members: Reagan Dunn, Larry Gossett, Julia Patterson.~~
- 408 ~~Operating budget, fiscal management and select issues committee:~~
- 409 ~~Members: Dow Constantine, Reagan Dunn, Larry Phillips.~~
- 410 ~~Transportation committee:~~
- 411 ~~Members: Bob Ferguson, Jane Hague, Julia Patterson.))~~
- 412 Government accountability and oversight committee:
- 413 Members: Larry Gossett, Larry Phillips.
- 414 Law, justice, health and human services committee:
- 415 Members: Reagan Dunn, Bob Ferguson, Larry Gossett.
- 416 Physical environment committee:
- 417 Members: Dow Constantine, Larry Gossett, Pete von Reichbauer.
- 418 Regional policy committee:
- 419 Members: ~~((Reagan Dunn, Larry Gossett))~~ Bob Ferguson, Julia Patterson.
- 420 Regional transit committee:
- 421 Members: ~~((Bob Ferguson, Julia Patterson))~~ Jane Hague, Pete von
- 422 Reichbauer.
- 423 Regional water quality committee:
- 424 Members: Reagan Dunn ~~((Jane Hague))~~, Kathy Lambert.
- 425 ~~((2009 budget review and adoption committee:~~
- 426 ~~Members: All councilmembers.~~

427 ~~Utilities and parks committee:~~

428 ~~Member: Larry Phillips.))~~

429 VIII. Motion 11122, Section F, as amended, and OR 2-120 are each hereby
430 amended to read as follows:

431 Pending consideration by the employment and administration committee and
432 action by the council on general staffing adjustments necessary as a result of committee
433 reorganization, the council chair, in consultation with the employment and administration
434 committee chair, the affected committee chairs, the policy staff director and the chief of
435 staff, is hereby authorized to temporarily ~~((assign))~~ designate staff ~~((to any committee or
436 legislation))~~ employment assignments in order to accomplish the work of the council.

437 Such assignments shall give due consideration to existing areas of expertise, workload
438 and priorities of committee chairs.

439 IX. Motion 10651, Section VI, as amended, and OR 3-010 are each hereby
440 amended to read as follows:

441 A.1. All salaries for a councilmember's personal staff shall be paid out of the
442 councilmember's district account.

443 2. The cost of benefits for personal staff shall be paid out of the central council
444 account for up to four personal staff per district. The cost of benefits for each personal staff
445 member above four for a councilmember shall be paid out of that councilmember's district
446 account.

447 B.1. All expenditures for mail originating from an individual councilmember's
448 office shall be paid for out of that councilmember's district account, except for mailings of
449 ten items or less, which may be paid for out of the ~~((central council account))~~ council

450 administration budget, and for postage that may be funded from the council administration
451 budget subject to the approval of the chair of the council.

452 2. A councilmember shall not send any mass mailing that is deposited in the mail
453 between the date the councilmember has filed a declaration and affidavit of candidacy with
454 the records, elections and licensing services division and election day in any year in which
455 an election is to be held to fill the councilmember's office. However, mailings may be
456 made after the last day for filing for office if the councilmember has not filed for the office.
457 For the purposes of this subsection B.2, "mass mailing" means any mailing of more than
458 two hundred pieces that contains essentially identical messages and that is prepared or sent
459 by or on behalf of an individual councilmember at council expense.

460 C. All expenditures for rent, office equipment and furniture, utilities and
461 telephones to support a councilmember's outside district office shall be paid out of the
462 councilmember's district account.

463 D. All travel expenditures incurred by councilmembers or personal staff shall be
464 paid for out of the councilmember's district account ~~((, except that councilmember travel~~
465 ~~relating to legislative advocacy or travel that is likely to provide financial benefits to the~~
466 ~~county may be paid out of the central council account, subject to)), or from the council
467 administration budget with the approval of the chair of the council ~~((within the chair's~~
468 ~~discretion))~~.~~

469 E. All other expenditures for community meetings, training, publications,
470 newspaper advertising, nonnewspaper advertising, cellular phones, cellular phone services
471 or other related activities as determined by the councilmember shall be paid out of the

472 councilmember's district account, or from the council administration budget with the
473 approval of the chair of the council.

474 F. Whenever questions about expenditures may arise, a councilmember shall
475 consult with the chief of staff, legal counsel or the council administrator as necessary in
476 considering whether a specific expenditure is authorized by this rule OR 3-010.

477 X. Motion 10651, Section VII, as amended, and OR 3-030, are each hereby
478 amended to read as follows:

479 The legislative branch shall be organized in accordance with the organization chart,
480 Attachment A to ~~((this motion))~~ this motion.

481 XI. Motion 10651, Section VIII, as amended, and OR 3-040 are each hereby
482 amended to read as follows:

483 A. For the purposes of this section, unless the context clearly requires otherwise:

484 1. "Administrative staff" means the council chief of staff and staff who report
485 directly or indirectly to the council chief of staff, with the exception of policy staff as
486 defined below; and

487 2. "Policy staff" means the policy staff director and staff who reports directly or
488 indirectly to the policy staff director, including staff assigned to a standing or regional
489 committee or the board of health;

490 B. Ethical considerations.

491 In common with all county employees and officials, legislative branch employees
492 and elected officials shall comply with the King County code of ethics, K.C.C. chapter
493 3.04. Employees shall familiarize themselves with the content of the code of ethics and in
494 the event they identify any issue of possible concern they shall promptly seek advice from

495 their supervisor, the council chief of staff, the policy staff director, the administrator or the
496 legal counsel or shall seek an advisory opinion from the board of ethics.

497 C. Lobbying restriction on administrative and ~~((central))~~ policy staff and on the
498 legal counsel to the council.

499 1. Administrative or policy staff or the legal counsel to the council shall not in any
500 way seek to influence the passage or rejection of any matter under consideration by the
501 council or any committee of the council, except where an employee within the scope of his
502 or her duties is required to make a recommendation or is specifically asked by a
503 councilmember to give a recommendation on the particular matter. This restriction does
504 not apply to the chief of staff to the council pursuant to previously adopted council action.

505 2. With respect to contacts involving the news media related to the political or
506 policy aspects of county business, administrative and policy staff and the legal counsel of
507 the council are encouraged first to refer such matters to the committee chair or
508 councilmember with jurisdiction over the subject matter.

509 D. Reporting relationships and assignments of policy staff.

510 1. Policy direction. Policy staff work for and are accessible to all
511 councilmembers and the policy staff director. ~~((They))~~ Policy staff receive policy
512 direction regarding issues within the committee's jurisdiction from the committee chair
513 and members of the committee ~~((to which they are assigned or the policy staff director if
514 not otherwise assigned. All policy staff are subject to the administrative supervision of
515 the policy staff director))~~.

516 2. Policy staff assignments. Policy staff assignments should be made by the
517 policy staff director, in collaboration with all issue managers and considering input from

518 affected policy staff. Any ~~((shifts))~~ change in ~~((staff resources allocated))~~ assignment of
519 issue managers to a committee may be made only with the approval of the committee
520 chair or, in extraordinary circumstances, with the approval of the employment and
521 administration committee.

522 ~~((2. In order to ensure maximum effectiveness of the resources of policy staff~~
523 ~~and ensure that the Charter based needs of the council are met,))~~ 3.a. The policy staff
524 director is responsible for administrative supervision of all policy staff. ~~((a))~~ Administrative
525 supervision of policy staff includes: ~~((overall))~~ coordination of ((all)) policy staff work
526 plans; management of policy staff; staff development and training; ((developing and
527 implementing an ongoing equitable performance evaluation system that provides
528 accountability of staff work product; developing, conducting and overseeing training and
529 development programs, plans and processes for policy staff that link assessment of policy
530 staff work with staff's professional development and growth)) timely implementation of
531 the council's employee performance evaluation process for policy staff; and ensuring that
532 administrative functions of the council support the policy analysis needs of policy staff.

533 b. One or more issue manager for each committee shall be designated by action
534 of the council upon recommendation of the employment and administration committee.
535 An issue manager is responsible for: identifying and coordinating committee work
536 related to the issue manager's issue area; making recommendations to the policy staff
537 director regarding assignment of policy staff to legislation or other work items;
538 coordinating the work of policy staff who are assigned to work on legislation or items in
539 the issue manager's issue area; participating in the issues management team; identifying
540 work items in the issue manager's issue area that impact other issue areas or whose

541 analysis would benefit from a collaboration among policy staff and communicating and
542 coordinating with other issue managers, the policy staff director and policy staff on such
543 work items; and conducting analysis, particularly on controversial or complex legislation
544 and work items.

545 c. A committee coordinator for the committee of the whole and for each
546 committee which has more than one issue manager shall be designated by action of the
547 council upon recommendation of the employment and administration committee. A
548 committee coordinator is responsible for coordinating the administrative work of the
549 committee, including ensuring that committee agendas are prepared, approved by the
550 committee chair, and distributed in a timely manner. Committee coordinators shall work
551 closely with the issue managers and the committee chair.

552 4. Central policy staff are responsible for conducting analysis on legislation and
553 work items to which they are assigned.

554 5. Work assignments: Policy staff assignments to issue managers and to other
555 policy staff shall be made by the policy staff director, in collaboration with all issue
556 managers and considering input from affected policy staff.

557 6. Issue management team: All issue managers and the policy staff director shall
558 meet regularly through the year as an issue management team. The issue management
559 team shall: collaborate and coordinate on policy staff work assignments, including the
560 establishment of policy staff work teams where appropriate; monitor transmittal of
561 legislation and identify emerging issues; assist in resolving referral, scheduling and other
562 issues; assist in planning and conducting policy staff meetings; collaborate and

563 coordinate on work items that impact more than one issue area or involve a significant
564 number of policy staff.

565 ~~((3. Lead policy staff function as the supervisor for the policy staff assigned to~~
566 ~~their respective committees.))~~ 7. Subject to the confidentiality rules in subsection F. of this
567 section, policy staff are expected to keep the policy staff director and ~~((lead staff))~~ issue
568 managers informed about their assignments and any issues that may arise. Consistent with
569 the reporting relationship and assignment rules in subsections B. through E. of this
570 section, policy staff are expected to inform issue managers and the policy staff director
571 about the amount of time required to perform the work.

572 ~~((4. Reports from staff shall make clear the sponsoring member or committee.))~~

573 E. ~~((Scope of work))~~ Policy work prioritization.

574 1. Policy staff's first priority is to support committee work responsibilities as
575 established by the council and carried out under the direction of the committee chair.
576 Their second priority is to support committee members' work requests. Their third
577 priority is to support ~~((noncommittee members'))~~ work requests related to ~~((the))~~
578 committee work ((of the committee)) from noncommittee members. Their fourth priority
579 is to accomplish all other work requests from councilmembers. The committee chair
580 shall make reasonable provisions for each priority.

581 2. The policy staff director shall coordinate with the issue managers to make
582 reasonable provisions for each priority. If, in consultation with the issue managers, the
583 policy staff director believes that a work request cannot be accomplished consistent with
584 the above priorities, ~~((they should))~~ the policy staff director shall discuss the issue with
585 ~~((the committee chair and with the policy staff director))~~ affected councilmembers, in

586 consultation with the chief of staff and the council chair, subject to the limitations
587 identified in subsection F. of this section concerning confidentiality.

588 F. Confidentiality.

589 1. Councilmembers may request an administrative staff or a policy staff member
590 to perform work and keep the nature of the work confidential. Unless otherwise
591 instructed by the councilmember requesting confidential work, administrative staff shall
592 apprise the chief of staff as to the general nature of and time required to perform a
593 confidential work request, and policy staff shall apprise the policy staff director as to the
594 general nature of and time required to perform a confidential staff request.

595 2. ~~((Consistent with the reporting relationship and assignment rules in~~
596 ~~subsections B. through E. of this section, policy staff are expected to inform lead staff~~
597 ~~and the policy staff director about the amount of time required to perform the work.~~

598 3.)) If policy staff believe that a work request by a councilmember is contrary to
599 adopted council rules or violates the staff's professional ethics, the staff may consult with
600 the policy staff director and for this purpose may disclose to the director information
601 necessary to identify the problem. The director shall also maintain confidentiality. If
602 administrative staff believe that a work request by a councilmember is contrary to
603 adopted council rules or violates that staff's professional ethics, the staff may consult with
604 the chief of staff and for this purpose may disclose to the chief of staff information
605 necessary to identify the problem. The chief of staff shall also maintain confidentiality.

606 G. Staff assistance. Policy staff should seek the assistance of the policy staff
607 director to resolve any concerns regarding performance of their assigned duties.

Motion 12914

608 Administrative staff should seek the assistance of the chief of staff to resolve any
609 concerns regarding performance of their assigned duties.
610

Motion 12914 was introduced on 1/12/2009 and passed as amended by the Metropolitan King County Council on 1/12/2009, by the following vote:

Yes: 6 - Ms. Patterson, Mr. Constantine, Ms. Lambert, Mr. Ferguson, Mr. Phillips and Ms. Hague

No: 0


Excused: 3 - Mr. Dunn, Mr. von Reichbauer and Mr. Gossett

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments A. King County Legislative Branch Organization Chart

King County Legislative Branch Organization Chart

12914

Attachment A
2008-0038

