



**Signature Report**

**February 3, 2009**

**Motion 12920**

**Proposed No.** 2009-0084.2

**Sponsors** Constantine

1 A MOTION relating to organization of the council  
2 specifying committee functions and clarifying staff roles,  
3 assignment process and work prioritization; and amending  
4 Motion 10651, Section III, as amended, and OR 1-020,  
5 Motion 11122, Section D, as amended, and OR 2-020,  
6 Motion 10651, Section 5, as amended, and OR 2-030,  
7 Motion 10651, Section VII, as amended, and OR 3-030 and  
8 Motion 10651, Section VIII, as amended, and OR 3-040.

9  
10 WHEREAS, the King County Charter provides that the county council "shall elect  
11 one of its members as chairman, shall be responsible for its own organization," and

12 WHEREAS, the council desires to specify committee functions and clarify the role  
13 of the policy staff director and other staff roles and the staff assignment process and work  
14 prioritization;

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

16 I. Motion 10651, Section III, as amended, and OR 1-020 are each hereby  
17 amended to read as follows:

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

24           B. The chair shall have the responsibility and general direction for the council's  
25 resources, budget, operation and organizational structure. The chair shall be responsible  
26 for the general oversight of legislative branch employees, except personal staff of  
27 councilmembers. The policy staff director shall be responsible for the overall management  
28 and administration of policy staff employees. The council chief of staff shall be  
29 responsible for the overall management and administration of other legislative branch  
30 employees as specified in OR 3-030, except for personal staff.

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

34           D. The chair shall regularly consult in the exercise of her or his duties with the  
35 vice-chairs. The chair, in consultation with committee chairs, shall direct the necessary  
36 coordination of staff. The council's chief of staff and policy staff director shall report to the  
37 chair. The chair may exercise any power conferred upon the chief of staff or policy staff  
38 director.

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

40 II. Motion 11122, Section D, as amended, and OR 2-020 are each hereby  
41 amended to read as follows:

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

45 A. **Budget and fiscal management committee** shall consider and make  
46 recommendations on: the county revenue and expenditure fiscal structural gap; capital  
47 and operating budget appropriations; the sale and lease of real property to or by the  
48 county; debt and investment proposals; bond issues; the office of economic and financial  
49 analysis; and financial policies.

50 1. The committee shall develop recommendations on policy direction for the  
51 2010 annual budget, based on the recommendations of other council committees and  
52 taking into account the estimated fiscal impacts of state and federal legislation.

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

56 B. **Government accountability and oversight committee.**

57 1. The committee shall consider and make recommendations on: ~~((a-))~~ policies  
58 relating to the department of assessments; elections; records and licensing; animal  
59 control; cable communications; the county fair; King County international airport; risk  
60 management; executive services such as telecommunications, facilities management,  
61 purchasing and real property management; capital project oversight; and wastewater  
62 treatment as well as strategic planning; performance management and performance

63 measurement; management organizational structure; technology management; customer  
64 service; and ((b-)) the efficiency, cost effectiveness and performance of county  
65 departments and programs ((including: assessor; elections; records and licensing; animal  
66 control; cable communications; the county fair; King County international airport; risk  
67 management; executive services such as telecommunications, facilities management,  
68 purchasing, and real property management; capital project oversight; and wastewater  
69 treatment and solid waste)).

70 2. In the areas within the committee's purview, the committee shall track state  
71 and federal legislative action and develop recommendations on policy direction for the  
72 2010 annual budget.

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

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

76 1. The committee shall consider and make recommendations on policies relating  
77 to:

78 a. law, safety, criminal justice and emergency management programs including  
79 those related to public safety; adult detention; juvenile justice and youth services;  
80 superior and district courts; judicial administration; prosecuting attorney; public defense;  
81 emergency medical services; emergency management, including disaster response,  
82 emergency preparedness and emergency planning;

83 b. public health programs, including those related to the protection, promotion  
84 and provision functions of the department of public health, including the structure of the  
85 public health centers; and

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

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

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

99 **D. Physical environment committee.**

100 1. The committee shall consider and make recommendations on policies relating  
101 to:

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

104 b. the environment, including salmon recovery; resource lands; surface water  
105 management and water supply; solid waste; unincorporated and rural areas, including  
106 agriculture and rural services; and parks, recreation and cultural resources; and

107 c. transportation, including roads and public transportation;

108           2. In the areas within the committee's purview, the committee shall track state  
109 and federal legislative action and develop recommendations on policy direction for the  
110 2010 annual budget.

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

113           **A. Membership requirements.** The employment and administration committee  
114 shall consist of four members.

115           **B. Duties and process.**

116           1. Administrative committee. The employment and administration committee is  
117 an administrative committee of the council. The employment and administration  
118 committee shall consult with councilmembers, the chief of staff and policy staff director  
119 on a continuing basis in order to review council operations under the staffing structure  
120 defined in this motion.

121           2. Personnel decisions. The employment and administration committee shall  
122 make recommendations to the council concerning decisions for legislative branch  
123 employees, except for interns and councilmembers' personal staff, and except for minor  
124 personnel decisions, which may be made by the chair of the employment and  
125 administration committee in accordance with subsection B.5. of this section. Personnel  
126 decisions include decisions to hire, to fill vacancies, to make staffing adjustments, to  
127 designate staff employment assignments, except assignments of policy staff to specific  
128 issues and legislation which shall be made by the policy staff director under OR 3-  
129 040.D.2, to adjust staff pay, to analyze future hiring needs and to make other necessary  
130 employment decisions. Personnel decisions do not include termination or disciplinary

131 decisions, which follow the process stated in subsection B.3. of this section, or minor  
132 personnel decisions, which follow the process stated in subsection B.5. of this section.  
133 Where applicable, employment and administration committee recommendations on  
134 personnel decisions shall be developed in consultation with appropriate committee chairs  
135 and, where applicable, the policy staff director and the chief of staff.

136           3. Personnel decisions shall be contained in a written recommendation report  
137 and may be voted out of committee upon: a. the receipt of the signature of three  
138 committee members during a meeting of the committee; or b. subject to signature by a  
139 quorum of the committee members in accordance with K.C.C. 1.24.055.C (Rule 6.C).  
140 Once the necessary signatures are obtained, recommendation reports from the committee  
141 shall be forwarded to the council for consideration on an employment and administration  
142 committee consent agenda. The chair of the employment and administration committee  
143 shall issue, upon recommendation of the employment and administration committee and  
144 with the approval of a majority of the council, all employment decisions for legislative  
145 branch employees except interns and the councilmembers' personal staffs.

146           4. Terminations and disciplinary decisions. The employment and administration  
147 committee makes decisions on discipline and termination, including layoffs. If three  
148 committee members vote for a termination or disciplinary action the decision is final,  
149 except when an employee exercises the right of an appeal to the full council. An  
150 employee who has been either suspended without pay of two weeks or more or  
151 terminated may appeal the decision of the employment and administration committee to  
152 the council. The appeal must be filed within ten calendar days of written notice of the  
153 suspension or termination being sent to the employee. An appeal is accomplished by

154 delivering a notice of appeal to the clerk of the council. Nondisciplinary terminations are  
155 subject to appeal in the same manner as disciplinary terminations.

156 5. Minor personnel decisions.

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

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

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

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

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

170 (5) extending the employment period of a temporary or a term-limited  
171 temporary employee hired to perform clerical or technical functions, up to a total of the  
172 maximum period allowed by ordinance or two years, whichever is less; and

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

176 b. Requests for minor personnel decisions shall be made in writing to the



177 employment and administration committee chair via the council administrator. Requests  
178 may be made only by councilmembers, legislative branch agency managers, the council  
179 administrator or a staff member who is supervised directly by the chair of the council.  
180 The council administrator shall promptly provide the employment and administration  
181 committee chair with a copy of the request and the administrator's recommendation for  
182 approval, disapproval or modification of the request.

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

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

192 **C. Recommendations to the council chair.** The employment and  
193 administration committee may consider and make recommendations to the council chair  
194 regarding management organization structure and legislative branch customer service.  
195 The committee may monitor and make recommendations on the legislative branch  
196 budget.

197 **D. Removal of recommendations from consent agenda.** Upon the request of  
198 any member present before the council, any specific recommendation from the  
199 employment and administration committee shall be removed from the consent agenda

200 and considered separately by the council prior to adoption of the employment and  
201 administration committee consent agenda. The council may then by a majority vote  
202 make whatever orderly disposition of the matter it deems appropriate.

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

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

210 IV. Motion 10651, Section VII, as amended, and OR 3-030 are each hereby  
211 amended to read as follows:

212 The legislative branch shall be organized in accordance with the organization chart,  
213 Attachment A to ((Motion 12914)) this motion.

214 V. Motion 10651, Section VIII, as amended, and OR 3-040 are each hereby  
215 amended to read as follows:

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

217 1. "Administrative staff" means the council chief of staff and staff who report  
218 directly or indirectly to the council chief of staff(~~(, with the exception of policy staff as~~  
219 ~~defined in subsection A.2. of this section)); and~~

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

223 B. Ethical considerations.

224 In common with all county employees and officials, legislative branch employees  
225 and elected officials shall comply with the King County code of ethics, K.C.C. chapter  
226 3.04. Employees shall familiarize themselves with the content of the code of ethics and in  
227 the event they identify any issue of possible concern they shall promptly seek advice from  
228 their supervisor, the council chief of staff, the policy staff director, the administrator or the  
229 legal counsel or shall seek an advisory opinion from the board of ethics.

230 C. Lobbying restriction on administrative and policy staff and on the legal counsel  
231 to the council.

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

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

242 D. Reporting relationships and assignments of policy staff.

243 1. Policy direction. Policy staff work for and are accessible to all  
244 councilmembers and the policy staff director. Policy staff receive policy direction

245 regarding issues within the committee's jurisdiction from the committee chair and  
246 members of the committee.

247 2. Policy staff assignments. Policy staff assignments (~~(should)~~) to issues shall  
248 be made by the policy staff director(~~(, in collaboration with all issue managers and~~  
249 ~~considering)~~). ~~((i))~~ Input from committee coordinators, issue managers and affected  
250 policy staff shall be taken into consideration by the policy staff director when making  
251 staff assignments. ~~((Any change in assignment of issue managers to a committee may be~~  
252 ~~made only with the approval of the committee chair or, in extraordinary circumstances,~~  
253 ~~with the approval of the employment and administration committee.))~~

254 3.a. The policy staff director is responsible for administrative supervision of all  
255 policy staff. Administrative supervision of policy staff includes: coordination of policy  
256 staff work plans; management of policy staff; staff development and training; timely  
257 ~~((implementation))~~ administration of the council's employee performance evaluation  
258 process for policy staff, including conducting staff performance evaluations; and  
259 ~~((ensuring))~~ seeking to ensure that administrative functions of the council support the  
260 policy analysis needs of policy staff.

261 b. A committee staffing plan shall be recommended to the council by the  
262 employment and administration committee. The staffing plan shall designate a  
263 committee coordinator for each council committee as well as ~~((Θ))~~ one or more issue  
264 managers for each committee ~~((shall be designated by action of the council upon~~  
265 ~~recommendation of the employment and administration committee)).~~ In some instances,  
266 the council may designate that an issue manager also serve as the committee coordinator.

267           c. A committee coordinator is responsible for managing the administrative  
268 work of the committee, including ensuring that committee agendas are prepared,  
269 approved by the committee chair, and distributed in a timely manner. Committee  
270 coordinators shall work closely with the issue managers and the committee chair.

271           d. An issue manager is responsible for: identifying ((and coordinating  
272 committee)) work related to the issue manager's issue area; making recommendations to  
273 the policy staff director regarding assignment of policy staff to legislation or other work  
274 items; ((coordinating)) supervising the work of policy staff who are assigned to work on  
275 legislation or items in the issue manager's issue area that might involve the work of one  
276 or more committees; participating in the issues management team; identifying work items  
277 in the issue manager's issue area that impact other issue areas or whose analysis would  
278 benefit from a collaboration among policy staff and communicating and coordinating  
279 with other issue managers, committee coordinators, the policy staff director and policy  
280 staff on such work items; and conducting analysis, particularly on controversial or  
281 complex legislation and work items.

282           ~~((c. A committee coordinator for the committee of the whole and for each~~  
283 ~~committee which has more than one issue manager shall be designated by action of the~~  
284 ~~council upon recommendation of the employment and administration committee. A~~  
285 ~~committee coordinator is responsible for coordinating the administrative work of the~~  
286 ~~committee, including ensuring that committee agendas are prepared, approved by the~~  
287 ~~committee chair, and distributed in a timely manner. Committee coordinators shall work~~  
288 ~~closely with the issue managers and the committee chair.))~~

289 4. ~~((Central))~~ All policy staff are responsible for conducting analysis on  
290 legislation and work items to which they are assigned.

291 5. ~~((Work assignments: Policy staff assignments to issue managers and to other  
292 policy staff shall be made by the policy staff director, in collaboration with all issue  
293 managers and considering input from affected policy staff.~~

294 6.) Issue management team: ~~((All issue managers and t))~~ The policy staff  
295 director shall ((meet regularly through the year as an issue management team. The issue  
296 management team shall: collaborate and coordinate on)) convene an issue management  
297 team including committee coordinators and issue managers. The team shall meet regularly  
298 through the year. The purpose of the issue management team is to assist the policy staff  
299 director, as needed, in: policy staff work assignments, including the establishment of  
300 policy staff work teams where appropriate; ~~((monitor))~~ monitoring transmittal of  
301 legislation and ~~((identify))~~ identifying emerging issues; ~~((assist))~~ assisting in resolving  
302 referral, scheduling and other issues; ~~((assist))~~ assisting in planning and conducting  
303 policy staff meetings; ~~((collaborate and coordinate))~~ supporting collaboration and  
304 coordination on work items that impact more than one issue area or involve a significant  
305 number of policy staff.

306 ~~((7-))~~ 6. Subject to the confidentiality rules in subsection F. of this section, policy  
307 staff are expected to keep the policy staff director ~~((and)),~~ issue managers and committee  
308 coordinators informed about their work assignments and any issues that may arise as well  
309 as the amount of time required to perform the work. ~~((Consistent with the reporting~~  
310 ~~relationship and assignment rules in subsections B. through E. of this section, policy staff~~

311 ~~are expected to inform issue managers and the policy staff director about the amount of~~  
312 ~~time required to perform the work.))~~

313 E. Policy work prioritization.

314 1. Policy staff's first priority is to staff issue assignments that support committee  
315 work responsibilities as established by the council and carried out under the direction of  
316 the committee chair in the committee work plan. Their second priority is to support  
317 ~~((committee members'))~~ work requests related to a committee's work plan or emergent  
318 issues within the committee's jurisdiction from councilmembers. ~~((Their third priority is~~  
319 ~~to support work request related to committee work from noncommittee members.))~~ Their  
320 ~~((fourth))~~ third priority is to accomplish ~~((all))~~ other work requests from councilmembers.  
321 ~~((The committee chair shall make reasonable provisions for each priority.))~~ All policy  
322 staff assignments shall be made in accordance with subsection D.2. of this section.

323 2. The policy staff director shall coordinate with the committee coordinators and  
324 issue managers to make reasonable provisions for each priority. If, in consultation with  
325 the committee coordinators and issue managers, the policy staff director believes that a  
326 work request cannot be accomplished consistent with the ~~((above))~~ priorities in  
327 subsection E.1. of this section, the policy staff director shall discuss the issue with  
328 affected councilmembers~~((, in consultation with the chief of staff))~~ and the council chair,  
329 subject to the limitations identified in subsection F. of this section concerning  
330 confidentiality.

331 F. Confidentiality.

332 1. Councilmembers may request an administrative staff or a policy staff member  
333 to perform work and keep the nature of the work confidential. Unless otherwise

334 instructed by the councilmember requesting confidential work, administrative staff shall  
335 apprise the chief of staff as to the general nature of and time required to perform a  
336 confidential work request, and policy staff shall apprise the policy staff director as to the  
337 general nature of and time required to perform a confidential staff request.

338           2. If policy staff believe that a work request by a councilmember is contrary to  
339 adopted council rules or violates the staff's professional ethics, the staff may consult with  
340 the policy staff director and for this purpose may disclose to the director information  
341 necessary to identify the problem. The director shall also maintain confidentiality. If  
342 administrative staff believe that a work request by a councilmember is contrary to  
343 adopted council rules or violates that staff's professional ethics, the staff may consult with  
344 the chief of staff and for this purpose may disclose to the chief of staff information  
345 necessary to identify the problem. The chief of staff shall also maintain confidentiality.

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

348



**Motion 12920**

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349 Administrative staff should seek the assistance of the chief of staff to resolve any  
350 concerns regarding performance of their assigned duties.

351

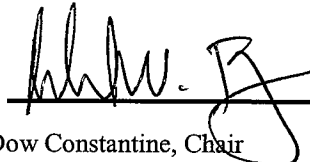
Motion 12920 was introduced on 2/2/2009 and passed as amended by the Metropolitan King County Council on 2/2/2009, by the following vote:

Yes: 9 - Mr. Constantine, Mr. Ferguson, Ms. Hague, Ms. Lambert, Mr. von Reichbauer, Mr. Gossett, Mr. Phillips, Ms. Patterson and Mr. Dunn

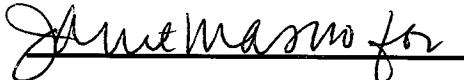
No: 0

Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

*for*   
\_\_\_\_\_  
Dow Constantine, Chair

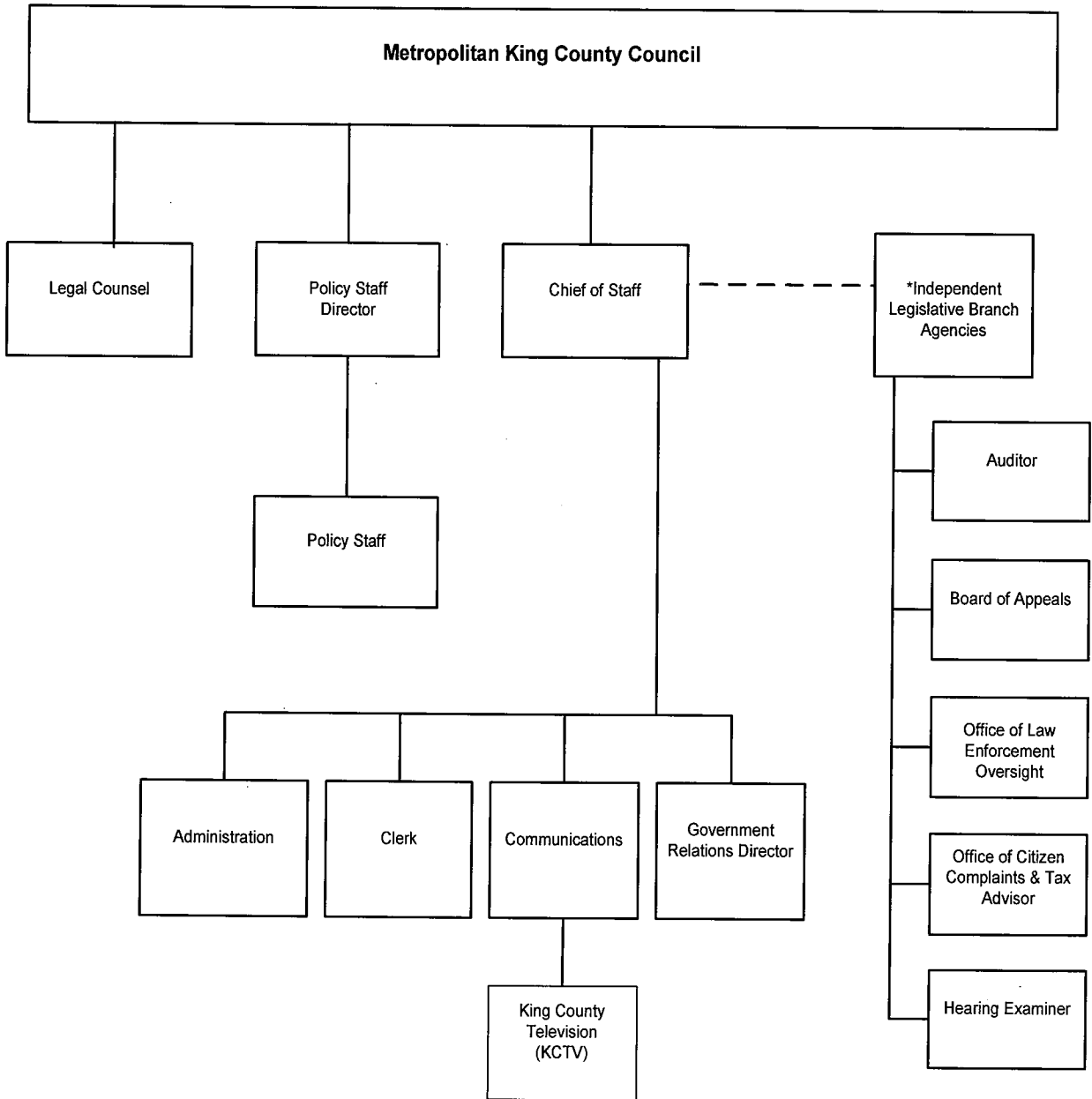
ATTEST:

  
\_\_\_\_\_  
Anne Noris, Clerk of the Council

**Attachments**      A. King County Legislative Branch Organization Chart

**Revised Attachment A**

**King County Legislative Branch Organization Chart**



\* The Chief of Staff monitors the offices and activities of the Council's Independent Legislative Branch Agencies.