

March 25, 1985
6141A/5/MS:kc/hdm

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Proposed No. : 84 - 680

ORDINANCE NO. 7159

AN ORDINANCE related to the King County Capital Budgeting Process; repealing Ordinance 143 and K.C.C. 2.40 and amending Ordinance 620, Section 3; and K.C.C. 4.04 and adding new sections to K.C.C. 4.04.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Effective June 30, 1985, Ordinance 143 and K.C.C. 2.40.010 are hereby repealed.

SECTION 2. Ordinance 620, Section 3(part) and K.C.C. 4.04.020 are hereby amended as follows:

Definitions. The following terms as used in this chapter shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth.

A. ACQUISITION OF RIGHT OF WAY/LAND ACQUISITION. Funds budgeted for the purchase of property rights, excluding county force charges of the real property division.

B. ADOPTED. Approval by council motion or ordinance.

C. ART. Funds budgeted for the 1% for Art program pursuant to Ordinance No. 6111 or any amendment thereto.

((A)) D. AGENCY. Every county office, officer, each institution, whether educational, correctional or other, and every department, division, board and commission, except as otherwise provided in this chapter.

((B)) E. ALLOCATION. A part of a lump sum appropriation which is designated for expenditure by specific organization unit and/or specific purposes.

((e)) F. ALLOTMENT. A part of an appropriation which may be encumbered or expended during an allotment period.

((D)) G. ALLOTMENT PERIOD. A period of time less than a fiscal year in length during which an allotment is effective.

1 ((E)) H. APPROPRIATIONS. An authorization granted by ((a
2 legislative-body)) the council to make expenditures and to incur
3 obligations for specific purposes.

4 ((F)) I. APPROPRIATION ORDINANCE. That ordinance which
5 establishes the legal level of appropriations for a fiscal year.

6 ((G)) J. BUDGET. A proposed plan of expenditures for a
7 given period or purpose and the proposed means for financing these
8 expenditures.

9 ((H)) K. BUDGET DOCUMENT. A formal, written, comprehensive
10 financial program presented by the county executive to the council.

11 L. CIP. Capital Improvement Program.

12 M. CIP EXCEPTIONS REPORT. A report prepared by the budget
13 office and transmitted to the council on April 30th and October
14 30th of each year which lists changes to an adopted CIP projects
15 cost elements, project scope and/or schedule or total project cost
16 changes.

17 N. CONSTRUCTION. Funds budgeted for CIP project construction
18 including contract construction, contract inspection and testing
19 and, as appropriate, construction tasks performed by county forces.

20 O. CONTINGENCY. Funds budgeted for unanticipated CIP project
21 costs associated with any other project activities.

22 P. CONTRACTED DESIGN, PRELIMINARY ENGINEERING. Funds budgeted
23 for activities of a contract nature associated with all CIP
24 project phases through bid advertising. Included are consultant
25 contracts for feasibility studies, planning studies, preliminary
26 design, construction drawings, bid specifications and on-site
27 inspections.

28 Q. COUNTY FORCE DESIGN. Funds budgeted for CIP project design
29 or design review by county personnel.

30 R. COUNTY FORCE RIGHT OF WAY. Funds budgeted for real
31 property costs associated with CIP land acquisition.

32 S. COST ELEMENTS. CIP budgeting activities related to
33 construction, contracted design, preliminary engineering,

1 acquisition of right of way, equipment and furnishings,
2 contingency, artistic furnishings, county force design, county
3 force right of way, project administration or other activities as
4 approved by the council.

5 ((I)) T. COUNCIL. The county council of King County.

6 ((J)) U. DEFICIT. The excess of expenditures over revenues
7 during an accounting period, or an accumulation of such excesses
8 over a period of years.

9 V. EQUIPMENT AND FURNISHINGS. All costs for the purchase of
10 equipment and furnishings associated with CIP project construction.

11 ((K)) W. EXPENDITURES. Where the accounts are kept on the
12 accrual basis or the modified accrual basis, the cost of goods
13 delivered or services rendered, whether paid or unpaid, including
14 expenses, provisions for debt retirement not reported as a
15 liability of the fund from which retired, and capital outlays.
16 Where the accounts are kept on the cash basis, actual cash
17 disbursements for these purposes.

18 X. FINANCIAL PLAN. A summary by fund of planned revenues and
19 expenditures, reserves and undesignated fund balance.

20 ((L)) Y. FUND. An independent fiscal and accounting entity
21 with a self balancing set of accounts recording cash and/or other
22 resources together with related liabilities, obligations,
23 reserves, and equities which are segregated for the purpose of
24 carrying on specific activities or attaining certain objectives in
25 accordance with special regulations, restrictions or limitations.

26 ((M)) Z. FUND BALANCE. The excess of the assets of a fund
27 over its liabilities and reserves except in the case of funds
28 subject to budgetary accounting where, prior to the end of a
29 fiscal period, it represents the excess of the fund assets and
30 estimated revenues for the period over its liabilities, reserves,
31 and appropriations for the period.

1 AA. IMPLEMENTING AGENCY. The appropriate department and
2 division responsible for the administration of CIP projects.
3 Implementing agencies include, but are not limited to the
4 following; roads and bridge CIP projects--road division; park and
5 open space projects - parks division; county building CIP
6 projects-facilities management division; surface water CIP
7 projects-surface water management division and other divisions as
8 designated by the executive.

9 ((N)) BB. LAPSE OF APPROPRIATION. An automatic termination
10 of an appropriation.

11 ((Ø)) CC. OBJECT OF EXPENDITURE. A grouping of expenditures
12 on the basis of goods and services purchased. (e.g., salary and
13 wages.)

14 ((P)) DD. PROGRAM. The definition of resources and efforts
15 committed to satisfying a public need. The extent to which the
16 public need is satisfied is measured by the effectiveness of the
17 process in fulfilling the needs as expressed in explicit
18 objectives.

19 ((Ø)) EE. PROJECT. A capital improvement project for
20 purposes of inclusion in the capital program is defined to
21 include: Acquisition of sites, easements, right of way or
22 improvements thereon or appurtenances thereto, construction and
23 initial equipment, reconstruction, demolition or major alteration
24 of new or presently owned capital assets.

25 FF. PROJECT ADMINISTRATION. Funds budgeted for all county
26 costs associated with administering design and construction
27 contracts on CIP projects.

28 ((R)) GG. PUBLIC NEED. Those public services found to be
29 required to maintain the health, safety, and well being of the
30 general citizenry.

1 HH. QUARTERLY BUDGET REPORT. A report prepared quarterly by
2 the budget office for major operating and capital funds which
3 presents executive revisions to the adopted financial plan or
4 plans and identifies significant deviations in agency workload
5 from approved levels and identifies potential future supplemental
6 appropriations with a brief discussion of the rationale for each
7 potential supplemental.

8 ((S)) II. REGULATIONS. The policies, standards and
9 requirements, stated in writing, designed to carry out the
10 purposes of this chapter, as issued by the county executive or his
11 designated agent, and which shall have the force and effect of law.

12 ((F)) JJ. REAPPROPRIATION. Authorization granted by the
13 council to expend the appropriation for the previous fiscal year
14 for capital programs only.

15 ((U)) KK. REVENUE. The addition to assets which does not
16 increase any liability, nor represent the recovery of an
17 expenditure, nor the cancellation of certain liabilities on a
18 decrease in assets nor a contribution to fund capital in
19 enterprise and intragovernmental service funds.

20 LL. SCOPE CHANGE. A CIP projects scope is changed if
21 individual project cost elements increase or decrease by 10% or
22 more from the adopted budgets or if a projects size, revenue
23 sources, length, capacity or key features increases or decreases
24 by 10% or more from the adopted budget or if its total
25 expenditures are projected to exceed the adopted budget.

26 MM. USER AGENCY. The appropriate department, division,
27 office or section to be served by any proposed CIP project.

28 SECTION 3. Ordinance 640, Section 3 (Part) and K.C.C.
29 4.04.Q30 are hereby amended to read as follows:

30 Contents of the budget document. The budget documents ((~~may-~~
31 ~~be-organized-into-parts-which-will~~)) shall include, but not be
32 limited to, data specified in this chapter.
33

1 A. THE BUDGET. The county budget shall set forth the
2 complete financial plan for the ensuing fiscal year showing
3 planned expenditures, and the sources of revenue from which they
4 are to be financed.

5 1. Revenues. The budget document shall include the
6 following:

7 a. Estimated revenue by fund and by source from taxation;

8 b. Estimated revenues by fund and by source other than
9 taxation;

10 c. Actual receipts for first six months (January 1-June
11 30) of the current fiscal year;

12 d. Actual receipts for the last completed fiscal year by
13 fund and by source;

14 e. Estimated fund balance or deficit for current fiscal
15 year by fund;

16 f. And such additional information dealing with revenues
17 as the county executive and county council shall deem pertinent
18 and useful (~~(to the county council)~~).

19 2. Expenditures. The budget document shall include the
20 following:

21 a. Tabulation of expenditures in a comparable form by
22 fund, program project, and/or object of expenditure for the
23 ensuing fiscal year;

24 b. Actual expenditures for the first six months (January
25 1-June 30) of the current year;

26 c. Actual expenditures for the last completed fiscal year;

27 d. The appropriation for the current year;

28 e. And such additional information dealing with
29 expenditures as the county executive and county council shall deem
30 pertinent and useful (~~(to the county council)~~) .
31

1 3. Capital Improvement Program. All capital improvement
2 projects and appropriations shall be authorized only by inclusion
3 in ~~((an))~~ the annual ((EB&P)) council adopted CIP or any amendment
4 thereto. A bond ordinance is not an appropriation for capital
5 projects. The capital improvement section of the budget shall
6 include:

7 a. Estimated expenditures for at least the next six
8 fiscal years by program;

9 b. Expenditures planned for current, pending, or proposed
10 capital projects during the fiscal year, classified according to
11 proposed source of funds whether ~~((from-appropriation-or-issuance-~~
12 ~~of))~~ from bonds ((+)) , or other local, state, federal, and/or
13 private sources.

14 c. An alphabetical index to enable quick location of any
15 project contained therein;

16 d. A discrete number for each project which shall serve
17 to identify it within the capital budget document, and all
18 accounting reports ((-)) ;

19 e. Estimated net annual operating costs associated with
20 each project upon completion ~~((where-possible-and-appropriate))~~;
21 or in cases where operating costs are negligible or incalculable,
22 a statement to that effect;

23 f. An identification of ~~((park-and-road-projects))~~ all
24 CIP projects by the council~~((manie))~~ district in which they are
25 located;

26 g. CIP ((P)) projects funded in the budget year shall be
27 presented in a separate section of the budget, or otherwise
28 distinctively identified from the five year ~~((policy))~~ CIP program
29 of future ((unfunded)) planned projects and any previously funded
30 projects;

1 h. In addition to schedule requirements, ((A)) a statement
2 of purpose and estimated total cost for each project for which
3 expenditures are planned during the ensuing fiscal year;

4 i. ((An)) The original project cost estimate which shall
5 remain fixed from year to year. This original cost estimate shall
6 be included in the capital budget document ((for-each-category-
7 such-as-master-plans,-acquisition,-and-construction)). A project
8 record, separate from the budget document, shall be provided which
9 identifies the original project cost estimate and any subsequent
10 changes thereto by cost element and revenue source as approved in
11 the budget document or any amendment thereto.

12 j. An enumeration of revised project cost estimates;

13 k. Funds actually expended for projects as of June 30th
14 of the current year;

15 l. Funds previously authorized for the project;

16 m. Anticipated specific ((activity)) cost((s)) elements
17 ((master-plans,-acquisitions,-construction,-etc-)) within each
18 project; however, the executive, is authorized to transfer funds
19 between specific activities within the same project provided that,
20 these transfers will not result in a necessary increase to the
21 total project budget. A change in scope of a project constitutes
22 a revision ((and-must-be-reported-to-receive-the-approval-of-the-
23 council-before-it-can-be-implemented,-A-project-is-considered-to-
24 be-changed-in-scope-when-the-original-physical-plan-or-program-for-
25 the-project-is-substantially-revised,)) A CIP project scope change
26 shall be included in the CIP Exceptions Report if individual
27 project cost elements increase or decrease by 10% or more from
28 adopted budgets; or if the current schedule deviates by three
29 months from the adopted schedule; or if a project's size, revenue
30 sources, length, capacity, or key features increases or decreases
31 by 10% or more from the adopted budget. A project shall also be
32 included in the CIP Exceptions Report if its total expenditures
33

1 are projected to exceed the adopted budget. In the CIP Exceptions
2 report the budget office shall also provide a reporting of and the
3 rationale for any expenditures from general CIP project
4 appropriations established to cover CIP overexpenditures for
5 roads, parks or other projects.

6 n. Individual ((~~appropriations~~)) allocations by cost
7 element for each capital project;

8 o. When a single fund finances both operating expenses
9 and capital projects, there shall be separate appropriations
10 therefrom for the operating and the capital sections of the budget.

11 B. GENERAL. 1. Budget Message. The budget message shall
12 explain the budget in fiscal terms and in terms of goals to be
13 accomplished and shall relate the requested appropriation to the
14 comprehensive plan of the county.

15 2. Proposed Estimates. The total proposed expenditures
16 shall not be greater than the total proposed revenue provided,
17 that this requirement shall not prevent the liquidation of any
18 deficit existing on the effective date of the ordinance codified
19 herein.

20 3. Budgeting Fund Balances. If the estimated revenues in
21 the current expense, special revenue, or debt service funds for
22 the next ensuing fiscal period, together with the fund balance,
23 for the current fiscal period exceeds the applicable
24 appropriations proposed by the county executive for the next
25 ensuing fiscal period, the county executive shall include in the
26 budget document his recommendations for the use of said excess for
27 the reduction of indebtedness, for the reduction of taxation or
28 for other purposes as in his discretion shall serve the best
29 interests of the county.

30 4. Anticipated Deficits. If, for any applicable fund, the
31 estimated revenues for the next ensuing period plus fund balance
32 shall be less than the aggregate of appropriations proposed by the
33

1 county executive for the next ensuing fiscal period, the county
 2 executive shall include in the budget document his proposals as to
 3 the manner in which the anticipated deficit shall be met, whether
 4 by an increase in the indebtedness of the county, by imposition of
 5 new taxes, by increase of tax rate or in any like manner.

6 C. SUPPORTING DATA.

7 1. Justification for revenues and expenditures shall be
 8 presented in detail when necessary to explain changes of
 9 established practices, unique fiscal practices and new sources of
 10 revenue or expenditure patterns or any data the county executive
 11 deems useful to support the budget. The following are included:

12 a. Inclusion of nonbudgeted departments and programs
 13 expenditures and revenues, i.e., intragovernmental service funds;

14 b. Inclusion of historical and projected agency workload
 15 information (~~effective-for-the-1972-budget-document-and-~~
 16 ~~thereafter~~);

17 c. Inclusion of brief explanation of existing and
 18 proposed new programs, as well as the purpose and scope of agency
 19 activities (~~for-the-1972-budget-document-and-thereafter~~).

20 2. Capital improvement program data (~~for-the-1973-budget-~~
 21 ~~document-and-thereafter~~) shall include but not be limited to the
 22 following:

23 (~~a.--For each project over one hundred thousand dollars,~~
 24 ~~a social impact statement from the department of budget and~~
 25 ~~program planning.--This statement shall identify the discrete~~
 26 ~~population to be served and the nature and extent of the service~~
 27 ~~to be rendered.--The statement shall also include the social and~~
 28 ~~economic effects upon the larger community (all of King County)~~
 29 ~~and the project's implications for the entire program element,~~
 30 ~~both the operating program and the capital program;~~

31 ~~b.--For road projects, the supporting data recommended by~~
 32 ~~the 1971 King County Auditor's Report on Roads, or reasonable~~
 33 ~~facsimile thereof, shall be included.~~

1 c. ~~For road projects the streets and highway programming~~
 2 ~~process shall be the basis from which capital improvement projects~~
 3 ~~for road expenditures is determined. The objectives of the~~
 4 ~~process will be to promote public confidence in a flexible highway~~
 5 ~~transportation program that insures early community participation~~
 6 ~~and provides assurance to the executive and council that projects~~
 7 ~~are mutually compatible and consistent with the King County~~
 8 ~~comprehensive plan and transportation element.)~~

9 ((1)) a. The streets and highway programming process
 10 shall specify priorities, guide route establishments, select route
 11 design criteria and provide detailed design information for each
 12 ((arterial)) road or bridge project.

13 ((Framework)) Roads CIP Development Process:

14 ((2)) (1) The ((D)) department((s)) of ((P)) public
 15 ((W)) works after coordinating with the planning division shall
 16 request CIP project funding from ((and)) the budget office ((and
 17 Program Planning)). The budget office shall annually review,
 18 ((and)) forecast and recommend ((potential)) CIP projects to the
 19 executive. ((and categorize them according to priority as follows:

20 (a) ~~A fourth order project will be deferrable, but with a~~
 21 ~~general indication of desirability and need testing for greater~~
 22 ~~priority;~~

23 (b) ~~A third order project has increased priority and~~
 24 ~~initiates citizen involvement on a periodic basis throughout route~~
 25 ~~location, establishment, design and additional need testing;~~

26 (c) ~~A second order project will initiate preliminary~~
 27 ~~engineering and design and continue citizen involvement and~~
 28 ~~priority testing;~~

29 (d) ~~A first order project shall meet all priority tests~~
 30 ~~and community review and complete preliminary engineering and~~
 31 ~~design, such that it serves as the basis for the capital~~
 32 ~~construction budget;~~

1 ~~{3}--First, second and third order projects shall constitute~~
 2 ~~the basis for the six year capital improvement program, as~~
 3 ~~required by the King County Charter, Section 430.~~

4 ~~{4}--The capital construction budget will reflect the~~
 5 ~~appropriation level by project for final design and construction,~~
 6 ~~including right-of-way acquisition.))~~

7 ((d.)) 2. For projects where a determination of
 8 environmental significance has been made pursuant to the State
 9 Environmental Policy Act Amendments of 19((71)) 83, ((an)) a
 10 study or environmental impact statement or declaration of no
 11 significant impact will be prepared by the responsible official.
 12 In order for a determination of environmental significance to be
 13 made, the proposal should be at a sufficient stage of
 14 contemplation or planning that its principal features can be
 15 reliably identified in terms of alternative locations, size,
 16 quantities of natural resources involved, changes in land use and
 17 general areas of the community and population that may be
 18 affected. ~~((In those cases where an environmental impact~~
 19 ~~statement is prepared, such statement shall include the~~
 20 ~~information required in the social impact statement and a separate~~
 21 ~~social impact statement is not required.))~~

22 3. Inclusion of other data which the county executive and
 23 county council deems necessary which may include objects of
 24 expenditure and other expenditures categories.

25 NEW SECTION. SECTION 4. There is added to K.C.C. 4.04. a new
 26 section to read as follows:

27 Executive Responsibilities. The county executive shall be
 28 responsible for the implementation of all C.I.P. projects pursuant
 29 to adopted project budgets and schedules.

30 At least fifteen (15) days prior to advertising for
 31 construction bids for any capital project, the council chair and
 32 councilmembers in whose district construction will take place
 33

1 shall be notified. The notification shall include project
2 identification, advertising dates, and a summary description of
3 the work to be performed. Provided that failure to comply with
4 this provision shall not delay bid advertisement.

5 NEW SECTION. SECTION 5. There is added to K.C.C. 4.04. a new
6 section to read as follows:

7 The executive shall be responsible for implementation of
8 council adopted CIP projects to ensure their completion on
9 schedule and within adopted budgets. The executive shall select
10 consultants soliciting work on all CIP projects. The executive
11 shall implement the provisions of this ordinance by the
12 establishment of rules and procedures that provide for consultant
13 selection, ongoing CIP design review, and project implementation.

14 NEW SECTION. SECTION 6. The process established for
15 selecting design consultants will, pursuant to adopted project
16 plans and budgets, include the definition and publication of each
17 project's overall scope, schedule, total budget and consultant
18 fees or fee schedule. Affirmative responses from consultants
19 soliciting design work, shall be the primary basis for the
20 evaluation and selection of design consultants. The executive
21 process shall, pursuant to K.C.C. 4.16, consider all requirements
22 under the Minority/Women's Business Enterprises program.

23 NEW SECTION. SECTION 7. There is added to K.C.C. 4.04. a new
24 section to read as follows:

25 Council Responsibilities. The council shall review, amend,
26 defer or adopt CIP project cost elements, schedules and total
27 budget in the annual CIP budget or amendments thereto pursuant to
28 the provisions of the King County Charter.

29 NEW SECTION. SECTION 8. There is added to K.C.C. 4.04. a new
30 section to read as follows:
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32
33

1 Facilities management division shall be included in the
2 process to review and make recommendations to the executive in the
3 selection of design consultants for all above grade, non-park CIP
4 projects; the appropriate division of the planning and community
5 development and public works departments shall be included in the
6 process to review and make recommendations to the executive in the
7 selection of design consultants for all park, open space, road,
8 bridge, solid waste, surface water and airport CIP projects.

9 NEW SECTION. SECTION 9. There is added to K.C.C. 4.04. a new
10 section to read as follows:

11 Design Commission Membership and Functions. There is hereby
12 established a five-member King County design commission. The
13 design commission shall review the qualifications of design
14 consultants soliciting county work for above grade CIP projects
15 with design costs over \$50,000. The design commission shall
16 recommend, in priority order, the top three design consultants to
17 the executive based on consultant selection criteria established
18 by the executive and as required under King County Code 4.04. The
19 design commission may review the design of specific CIP projects
20 when requested to do so by the executive. Each executive design
21 review request shall specify design features and design stages
22 which are to be reviewed.

23 NEW SECTION. SECTION 10. There is added to K.C.C. a new
24 section to read as follows:

25 Design Commission - Membership. Effective July 1, 1985 the
26 King County design commission shall consist of five members
27 limited to one four-year term and subject to executive appointment
28 and council confirmation. The design commission shall include one
29 member from each of the following categories:

- 30 A. Landscape Architect
31 B. Architect
32 C. Urban Planner
33

1 D. Registered Professional Civil Engineer

2 E. Citizen Representative

3 The initial citizen representative shall be appointed for four
4 years. Of the remaining four positions, two members shall
5 initially serve for two years and two members shall initially
6 serve for three years. All subsequent terms shall be for four
7 years.

8 Compensation for members of the design commission shall be at
9 a rate of twenty-five dollars for each hour while in meetings
10 including travel to commission meetings provided that, total
11 compensation for one day shall not exceed two hundred dollars.
12 Expenditures for commission services shall be charged to
13 individual CIP projects.

14 NEW SECTION. SECTION 11. By June 1, 1985, the executive
15 shall submit appointments to the design commission to the council
16 for confirmation.

17 NEW SECTION. SECTION 12. There is added to K.C.C. 4.04. a
18 new section to read as follows:

19 C.I.P. Review. Ongoing review of adopted CIP projects shall
20 be managed by a CIP Implementation Team consisting of members from
21 the following agencies:

22 A. Budget Office

23 B. Implementing Agency

24 C. User Agency - if different than the implementing agency.

25 Projects shall be reviewed as needed for compliance with
26 approved program, budget, and schedule. The CIP implementation
27 team shall report, as needed, to the executive on any potential
28 changes or problems related to any project's adopted scope, cost
29 or schedule.

30 NEW SECTION. SECTION 13. There is added to K.C.C. 4.04. a
31 new section to read as follows:

1 CIP Schedule Requirements. All CIP appropriation requests
2 from the executive shall include project schedule information for
3 land acquisition, design and construction for each project. The
4 estimated schedule, with beginning and ending dates for each of
5 these cost elements, shall be listed by month. All CIP projects
6 involving county staff shall include estimated number of county
7 staff hours in the ensuing fiscal year for each county force
8 project cost element.

9 SECTION 14. Ordinance 6333, Section 4 and K.C.C. 2.16.030 are
10 hereby amended to read as follows:

11 Deputy County Executive. The deputy county executive shall,
12 at the discretion of the county executive, assist the executive in
13 the management of all county agencies except as otherwise provided
14 by the Charter or by ordinance. County agencies referenced in
15 K.C.C. 2.16 shall, individually and collectively, constitute the
16 executive organizational structure of King County government.

17 To assist the deputy in performing assigned management
18 responsibilities, he/she shall be responsible to manage, be
19 fiscally accountable for the following offices.

20 A. OFFICE OF THE BUDGET. The responsibilities of the
21 ((B))budget ((Ø))office include:

22 1. Plan, prepare and manage, with emphasis on fiscal
23 management and control aspects, the annual operating and capital
24 improvement budgets;

25 2. Forecast and monitor revenues;

26 3. Monitor expenditures and work programs, per ((S))section
27 475 of the Charter;

28 4. Develop and prepare expenditure plans and ordinances to
29 manage implementation of the operating and capital budgets
30 throughout the fiscal year;

31 5. Monitor and evaluate the performance of county agencies
32 for effectiveness and efficiency through the development of labor
33 standards.

1 6. Develop the executive proposed CIP budget document, or
2 any amendment thereto pursuant to the requirements of Title 4.04
3 of the K.C.C. and monitor the implementation of all adopted CIP
4 projects to ensure completion within program, budget and on
5 schedule.

6 B. OFFICE OF PROGRAM DEVELOPMENT. The principal function of
7 the office is to analyze long term issues. Long term is defined
8 as having a meaningful impact in excess of the allocation of
9 resources. Other functions of the office include:

10 1. Coordinate the executive's ((S))state ((B))legislative
11 ((P))program with that of the council through the county's
12 lobbyist.

13 2. Analyze and make recommendations to the deputy on issues
14 involving more than one county agency.

15 3. Analyze and make recommendations to the deputy on issues
16 involving intergovernmental relations among various governmental
17 jurisdictions.

18 4. Conduct short term research evaluation assignments as
19 directed.

20 C. OFFICE OF FINANCE. The responsibilities of the office
21 include:

22 1. Performance of all the duties of the comptroller and the
23 treasurer including issuance of warrants.

24 2. Formulation and implementation of financial policy for
25 the ((E))county and other applicable agencies.

26 3. Management of the accounting and financial reporting
27 systems.

28 4. Maintaining custody of assigned public funds and
29 authorizing the disbursement of said funds on proper vouchers or
30 warrants.

31 5. Management of the collection, receipt and investment of
32 assigned revenues due the county or other agencies for which the
33 director acts as treasurer.

1 6. Management of the ((E))county's insurance and risk
2 management program.

3 SECTION 15. Ordinance 6066, Section 5, and K.C.C. 2.16.040
4 are hereby amended to read as follows:

5 DEPARTMENT OF PUBLIC WORKS DUTIES - DIVISION. A. The
6 department is responsible to manage, be fiscally accountable for,
7 those programs related to:

8 1. The design, cost-effective construction and maintenance
9 of the ((E))county's road system.

10 2. The King County International Airport.

11 3. The disposal and recycling of solid waste.

12 4. Flood warning and the regulation of drainage.

13 5. The establishment, operation and maintenance of the
14 system or systems of sewerage and/or water operated or maintained
15 by King County.

16 6. The management of the ((M))motor ((P))pool, ((P))public
17 ((W))works and other applicable ((E))equipment ((R))rental and
18 ((R))revolving (ER&R)
19 funds.

20 7. Assigned intradepartment administrative and operational
21 services.

22 8. The development of executive proposed road, bridge,
23 airport, solid waste and surface water or other public works
24 administered CIP projects and plans with clearly defined scope
25 cost and schedule information pursuant to K.C.C. 4.04 and the
26 implementation of adopted CIP projects to insure completion within
27 project scope, budget and on schedule.

28 B. The department shall be composed of the following
29 divisions:

30 1. ROADS AND ENGINEERING DIVISION. The functions of the
31 division include:

32 a. Plan, design, and maintain county roads and bridges.
33

1 b. Plan, design, install and maintain ((e))county traffic
2 signs, markings, and signals.

3 c. Manage intergovernmental contracts or agreements for
4 services related to road maintenance and construction.

5 d. Review and approve preliminary and final plats/short
6 plats.

7 e. Inspect utilities during construction and upon
8 completion for compliance with standards, specifications and
9 restoration of public facilities disturbed due to construction.

10 2. AIRPORT DIVISION. The functions of the division include:

11 a. Manage the maintenance and operations of Boeing
12 Field/King County International Airport.

13 b. Manage and be accountable for all approved revenue
14 producing real property leases or other contracts related to the
15 airport.

16 c. Administer the implementation of approved ((e))county
17 policy relating to airport development.

18 3. SOLID WASTE DIVISION. The functions of the division
19 include:

20 a. Manage and operate the county's comprehensive solid
21 waste program on a self-supporting basis.

22 b. Manage and be accountable for all transfer station
23 operations and landfills, as well as the transportation of waste
24 between county facilities.

25 c. Procure and maintain all capital and operating
26 equipment unique to the solid waste function.

27 d. Actively pursue all revenue sources in an effort to
28 maintain the lowest possible rate structure for the benefit of
29 county citizens.

30 4. SURFACE WATER MANAGEMENT DIVISION. The functions of the
31 division include:

- 1 a. Regulate surface water runoff associated with
2 construction or land development.
- 3 b. Implement programs and standards that regulate
4 drainage.
- 5 c. Provide and implement a flood warning system.
- 6 d. Regulate the installation and regular maintenance of
7 all retention/detention facilities, as required by law.
- 8 e. Review all permit applications involving drainage
9 regulation;
- 10 f. Within available resources, maintain major river
11 channels and storm drainage systems as deemed necessary to
12 minimize county liability from flooding.

13 SECTION 16. Ordinance 6333, Section 1 and K.C.C. 2.16.050 are
14 hereby amended to read as follows:

15 DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT - DUTIES -
16 DIVISION. The department is generally responsible for managing
17 the community and comprehensive planning process, the parks and
18 recreation program, the enforcement of building and other related
19 codes, and the program authorized by the Housing and Community
20 Development Act of 1974. As a subordinate function, the
21 department shall manage the agriculture program, the historic
22 preservation program and the arts program. The department shall
23 also be responsible for the development of proposed park,
24 recreation and open space CIP projects and plans with clearly
25 defined scope, cost and schedule information pursuant to KCC 4.04
26 and the implementation of adopted CIP projects within scope,
27 budget and on schedule. The department is responsible to manage
28 and be fiscally accountable for the functions performed by the
29 following divisions:

30 A. PARKS AND RECREATION DIVISION. The functions of the
31 division include:
32
33

1 1. Operate and maintain the King County ((P))park
2 ((P))program, including those operating programs providing
3 recreational services to citizens utilizing park facilities.

4 2. Where deemed appropriate, develop through expansion
5 current and new park facilities.

6 3. Plan, schedule and administer the annual King County
7 Fair, off-season programs and use of the county fair grounds in
8 cooperation with the King County Fair Board.

9 4. Coordinate the planning and preparation of the ((P))park
10 ((A))acquisition and ((B))development ((P))program, the ((P))park
11 ((E))capital ((F))improvement ((P))program and ((B))budget.

12 5. Effective January 1, 1983, perform project management of
13 all parks capital improvement projects, which shall include the
14 responsibility for:

15 a. Contract administration,

16 b. Acting as the county's representative during design
17 and construction,

18 c. Project budget management of approved projects,

19 d. Necessary coordination with involved agencies to
20 facilitate the completion of approved projects.

21 B. PLANNING DIVISION. The functions of the division include:

22 1. Develop and maintain comprehensive countywide and
23 areawide plans, policies, and implementation strategies;

24 2. Manage land development and population information to
25 aid decision-making and to support implementation of county
26 programs;

27 3. Develop and update community plans and area zoning for
28 the planning areas of unincorporated King County;

29 4. Develop resource management policies and programs based
30 on analysis of the relationship of human activity to the quality,
31 capability and constraints of natural systems;

1 5. Develop transportation system plans and policies in
2 coordination with other affected government agencies;

3 6. Ensure consistency of utility plans with areawide and
4 community plans;

5 7. Coordinate county planning with other governmental
6 agencies and provide expertise in intergovernmental plans and
7 programs;

8 8. Coordinate planning for the capital improvement program
9 and countywide and areawide plans, policies and programs.

10 C. BUILDING AND LAND DEVELOPMENT DIVISION. The division
11 shall manage and be responsible for the administration of the
12 ((e)) county building, housing, fire, energy, shoreline management,
13 zoning and subdivision codes, including issuance of permits and
14 enforcement, and shall administer other codes, regulations, and
15 state statutes assigned to it. The functions of the division
16 include:

17 1. Accomplish the administration of the land development
18 permitting process, including the intake, review and issuance of
19 permits, giving due consideration to the public health, safety and
20 welfare.

21 2. Inspect land development projects to promote compliance
22 with appropriate codes relating to the land development permitting
23 process.

24 3. Develop and revise land development codes and
25 implementing regulations for county land use plans and policy.

26 4. Coordinate and review county utility plans and policies.

27 5. Provide county residents and industry with a permit
28 service center for the processing of permits and applications.

29 6. Enforce building, zoning and land development codes and
30 provide general inspections required for code compliance,
31 enforcement and abatement.
32
33

1 7. Implement public information programs to clarify permit
2 requirements and processing procedures for county residents.

3 8. Coordinate fire prevention activities throughout the
4 county and conduct an arson investigation program.

5 D. HOUSING AND COMMUNITY DEVELOPMENT. The division shall
6 plan, manage and be responsible for the administration of the
7 county's program authorized by the Housing and Community
8 Development Act of 1974, as amended. The functions of the
9 division include:

10 1. Development of applications for the Housing and
11 Community Development Block Grant, including the Housing
12 Assistance Plan.

13 2. Develop and monitor contracts with agencies
14 subcontracting with the county for ((B))block ((G))grant funds.

15 3. Provide technical assistance to potential recipients of
16 ((B))block ((G))grant funds.

17 4. Provide technical assistance to potential recipients of
18 ((B))block ((G))grant funds.

19 Provide staff assistance to the ((J))joint ((P))policy
20 ((E))committee authorized by the ((E))cooperation ((A))agreement
21 between the county and the city members of the Housing and
22 Community Development Consortium.

23 5. Develop and implement new initiatives for the provision
24 of additional housing units.

25 6. Provide housing related services to county residents
26 when an appropriate contracting agency is not available.

27 SECTION 17. Ordinance 6444, Section 7 and K.C.C. 2.16.090 are
28 hereby amended to read as follows:

29 DEPARTMENT OF EXECUTIVE ADMINISTRATION - DIVISION - DUTIES.
30 The ((D))department of ((E))executive ((A))administrative is a
31 staff department primarily responsible for providing
32 administrative and management support to other agencies of county
33

1 government and for the management and coordination of the county's
 2 ((A))affirmative ((A))action program and the centralized
 3 purchasing process for materials and services purchasd by the
 4 county. Unless specifically provided otherwise, references to the
 5 ((E))county ((A))administrative ((O))officer ((CAO)) except as
 6 used in the King County Charter, shall mean the ((D))director,
 7 ((D))department of ((E))executive ((A))administration. This
 8 department shall be responsible for the development of proposed
 9 above grade, non-parks C.I.P. projects with clearly defined scope,
 10 cost and schedule information pursuant to K.C.C. 4.04. The
 11 department is responsible to manage and be fiscally accountable
 12 for the following divisions:

13 A. PERSONNEL DIVISION. The functions of the division include:

14 1. Manage and administer an effective personnel system for
 15 the county and to provide professional personnel services and
 16 support to employees, county agencies and, as appropriate,
 17 residents of the county.

18 2. Negotiate collective bargaining agreements with
 19 appropriate labor organizations for approval by the ((E))council.

20 3. Represent county interests in the grievance process
 21 including formal hearings before the ((P))personnel ((B))board.

22 4. Serve as staff support, when appropriate, to other
 23 public agencies in recommending and performing personnel
 24 administrative functions related to non-career service employees.

25 5. Manage the county's participation in the ((W))work
 26 ((S))study program and other temporary or part-time employment
 27 programs.

28 6. Manage the county's ((S))safety and ((W))worker's
 29 ((E))compensation ((P))program.

30 B. SYSTEM SERVICES DIVISION. The functions of the division
 31 include:

1 1. Operate, maintain and enhance automated data processing
2 systems for the county and other contracting agencies.

3 2. Plan, design, implement and manage new systems
4 development based on demonstrated need and cost effectiveness
5 under the general policy direction of the ((B))data ((P))processing
6 ((P))policy ((R))review ((E))committee.

7 C. REAL PROPERTY DIVISION. The functions of the division
8 include:

9 1. Manage all real property owned or leased by the county
10 ensuring, where applicable, that properties generate revenues
11 closely approximating fair market value.

12 2. Maintain a current inventory of all county owned or
13 leased real property as part of the program to sell properties
14 deemed surplus to the needs of the county.

15 3. Pursuant to the requirements of K.C.C. 4.04,
16 ((P))provide support services to county agencies in the
17 acquisition of needed real properties.

18 4. Issue house moving and utility permits, and television
19 cable franchises.

20 D. RECORDS AND ELECTIONS DIVISION. The functions of the
21 division include:

22 1. Conduct all special and general elections held in the
23 county and register voters.

24 2. Manage the recording, processing, filing, storing,
25 retrieval, certification of copies as required, of all public
26 documents filed with the division.

27 3. Process all real estate tax affidavits.

28 4. Act as the official custodian of all county records, per
29 general law.

30 E. GENERAL SERVICES DIVISION. The functions of the division
31 include:

1 1. Issue business, marriage and motor vehicle licenses, and
2 collect license fee revenues.

3 2. Enforce county and state law relating to animal control.

4 3. Manage the county's centralized reproduction center.

5 4. Manage the program of printing and distributing the King
6 County Code and all supplements to the public.

7 F. FACILITIES MANAGEMENT DIVISION. The functions of the
8 division include:

9 1. Administer and maintain in good general condition the
10 county's physical facilities, unless specific facilities'
11 maintenance is the functional responsibility of other county
12 agencies.

13 2. ~~((Effective-January-17-1983,-perform-project-management-~~
14 ~~of-all-above-grade-facilities-capital-improvement-projects,-not-to-~~
15 ~~include-park-projects,-which-shall-include-responsibility-for))~~

16 Develop executive proposed above grade, non-park CIP projects with
17 clearly defined scope, cost and schedule information pursuant to
18 K.C.C. 4.04 and to perform project management of all above grade
19 non-parks CIP projects to insure compliance with project scope,
20 costs and schedules. Management activities shall include:

21 a. Contract administration;

22 b. Acting as the county's representative during design
23 and construction,

24 c. Providing advisory services and/or feasibility studies
25 to such projects as approved by the department director,

26 d. Project budget management of approved projects,

27 e. Necessary coordination with involved agencies to
28 facilitate the completion of approved projects.

29 3. Maintain, control, and be accountable for the inventory
30 of all King County personal property, disposing of surplus
31 property, per general law.

- 1 4. Operate the security program for the courthouse complex.
- 2 5. Operate courthouse switchboard and information desk.
- 3 6. Provide messenger service for county government agencies.
- 4 7. Effective January 1, 1983, provide staff support to the
- 5 King County ((B))design ((e))commission to consist primarily of
- 6 preparing meeting agenda and recording proceedings of the
- 7 commission meetings.

8 INTRODUCED AND READ for the first time this 13th day
 9 of November, 1984.

10 PASSED this 25th day of March, 1985.

11 KING COUNTY COUNCIL
 12 KING COUNTY, WASHINGTON

13 ATTEST:

14 *Dorothy M. Owens*
 Clerk of the Council

Gary Grant
 Chairman

15 APPROVED this 7th day of April, 1985.

16 *Randy Reed*
 17 King County Executive