

August 21, 1996

Introduced By:

BRIAN DERDOWSKI

LARRY PHILLIPS

asses/de

Proposed No.: 96-706

ORDINANCE NO. **12475**

AN ORDINANCE renaming divisions within the department of assessments, amending Ordinance 10756, Sections 1 and 2 and K.C.C. 2.16.210.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Department of assessments - duties -

divisions. The department of assessments is administered by the county assessor, who performs duties specified by general law. The primary purpose of the department is to establish the value of property in King County subject to ad valorem taxation.

The department is responsible to manage and be fiscally accountable for the following divisions:

A. RESIDENTIAL APPRAISAL DIVISION. The functions of the residential appraisal division include:

1. Cyclic appraisal of all residential real property in King County, including incorporated areas, for property tax purposes.

2. Field inspection and valuation of all real property, new construction and subdivisions.

3. Defense of valuations before the King county board of equalization, Washington State Board of Tax Appeals, and in courts of law.

B. PROGRAM PLANNING DIVISION. The functions of the program planning division include:

1 1. Planning and coordination of computer system  
2 requirements for the department, including liaison with the  
3 computer and communication services division of the  
4 department of information and administrative services of  
5 executive administration.

6 2. Statistical analysis and management information  
7 reporting to support valuation of property.

8 **C. ADMINISTRATIVE SERVICES DIVISION.** The functions of  
9 the administrative services division include:

10 1. Managing the department's public information unit to  
11 provide access to computer information regarding assessments,  
12 property characteristics, property history, and tax bill  
13 information.

14 2. Managing property and office rentals for the  
15 department.

16 3. Administrative functions of the department including  
17 personnel, budget, payroll, and resources needed by  
18 department appraisers to discharge their responsibilities.

19 4. Coordinating all training for department employees.

20 **D. ACCOUNTING DIVISION.** The functions of the accounting  
21 division include:

22 1. Setting levy rates, levy codes, and tax district  
23 boundaries, certification of the tax roll for collection to  
24 the treasury (~~finance~~) division of the office of financial  
25 management, exemptions and refunds, entering information in  
26 the computer master files and setting up new real property  
27 parcels such as plats and condominiums in assessment files.

28 2. Managing changes in real property and enter them on  
29 assessors maps and maintain map overlays showing taxing

1 districts, levy codes, zoning, appraisal areas, and wetland  
2 boundaries.

3 3. Providing work materials to the appraisal divisions  
4 and entering data from the residential and commercial  
5 appraisal divisions into the property based system computer  
6 files, maintain residential and commercial property folios,  
7 and processing building permits.

8 E. COMMERCIAL ((PERSONAL PROPERTY)) DIVISION. The  
9 functions of the commercial ((personal property)) division  
10 include:

11 1. Valuation of business related depreciable assets,  
12 such as machinery and equipment, in King County.

13 2. Valuation of leased business equipment in King  
14 County.

15 3. Valuation of mobile homes in King County.

16 4. Valuation of all commercial real property in King  
17 County.

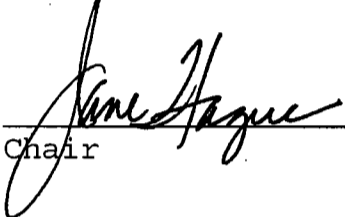
18 F. CHIEF APPRAISER DIVISION. The functions of the  
19 chief Appraiser Division shall be to provide policy guidance  
20 on the interpretation and implementation of the uniform  
21 standards of professional appraisal practice.

1 G. DIVISION MANAGER STATUS. Each division manager  
2 shall be in an exempt status. Should personnel presently  
3 filing a position as division manager have career status, the  
4 position will become exempt when a vacancy occurs.


5  
6 INTRODUCED AND READ for the first time this 26<sup>th</sup> day of  
7 August, 1996.

8 PASSED by a vote of 12 to 0 this 30<sup>th</sup> day of  
9 September, 1996.

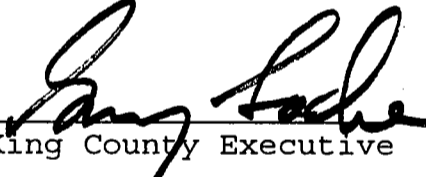
10 KING COUNTY COUNCIL  
11 KING COUNTY, WASHINGTON

12   
13 \_\_\_\_\_  
Chair

14 ATTEST:

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16 \_\_\_\_\_  
Clerk of the Council

17 APPROVED this 14<sup>th</sup> day of October, 1996.

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19 \_\_\_\_\_  
King County Executive

20 Attachments: None.