



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

March 17, 2009

Ordinance 16391

Proposed No. 2009-0157.2

Sponsors Gossett and Phillips

1 AN ORDINANCE relating to the forecast council;
2 amending Ordinance 12014, Section 5, as amended, and
3 K.C.C. 3.12.010, Ordinance 12076, Section 3, as amended,
4 and K.C.C. 4.04.030 and Ordinance 12045, Section 23, as
5 amended, and K.C.C. 4.04.040 and adding a new chapter to
6 K.C.C. Title 2.

7

8 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

9 SECTION 1. Ordinance 12014, Section 5, as amended, and K.C.C. 3.12.010 are
10 each hereby amended to read as follows:

11 All words shall have their ordinary and usual meanings except those defined in
12 this section which shall have, in addition, the following meanings. In the event of
13 conflict, the specific definitions set forth in this section shall presumptively, but not
14 conclusively, prevail.

15 A. "Administrative interns" are employees who are also enrolled full-time during
16 the regular school year in a program of education, internship or apprenticeship. All
17 administrative internships in executive departments shall be approved by the manager.

18 Administrative interns are exempt from the career service under Section 550 of the
19 charter.

20 B. "Appointing authority" means the county council, the executive, chief officers
21 of executive departments and administrative offices, or division managers having
22 authority to appoint or to remove persons from positions in the county service.

23 C. "Basis of merit" means the value, excellence or superior quality of an
24 individual's work performance, as determined by a structured process comparing the
25 employee's performance against defined standards and, where possible, the performance
26 of other employees of the same or similar class.

27 D. "Board" means the county personnel board established by Section 540 of the
28 charter.

29 E. "Career service employee" means a county employee appointed to a career
30 service position as a result of the selection procedure provided for in this chapter, and
31 who has completed the probationary period.

32 F. "Career service position" means all positions in the county service except for
33 those which are designated by Section 550 of the charter as follows: All elected officers;
34 the county auditor, the clerk and all other employees of the county council; the county
35 administrative officer; the chief officer of each executive department and administrative
36 office; the members of all boards and commissions; the chief economist and other
37 employees of the office of economic and financial analysis; administrative assistants for
38 the executive and one administrative assistant each for the county administrative officer,
39 the county auditor, the county assessor, the chief officer of each executive department
40 and administrative office and for each board and commission; a chief deputy for the

41 county assessor; one confidential secretary each for the executive, the chief officer of
42 each executive department and administrative office, and for each administrative
43 assistant specified ((herein)) in this section; all employees of those officers who are
44 exempted from the provisions of this chapter by the state constitution; persons employed
45 in a professional or scientific capacity to conduct a special inquiry, investigation or
46 examination; part-time and temporary employees; administrative interns; election
47 precinct officials; all persons serving the county without compensation; physicians;
48 surgeons; dentists; medical interns; and student nurses and inmates employed by county
49 hospitals, tuberculosis sanitariums and health departments of the county.

50 Divisions in executive departments and administrative offices as determined by
51 the county council shall be considered to be executive departments for the purpose of
52 determining the applicability of Section 550 of the charter.

53 All part-time employees shall be exempted from career service membership
54 except, all part-time employees employed at least half time or more, as defined by
55 ordinance, shall be members of the career service.

56 G. "Charter" means the King County Charter, as amended.

57 H. "Child" means a biological, adopted or foster child, a stepchild, a legal ward
58 or a child of an employee standing in loco parentis to the child, who is:

- 59 1. Under eighteen years of age; or
60 2. Eighteen years of age or older and incapable of self care because of a mental
61 or physical disability.

62 I. "Class" or "classification" means a position or group of positions, established
63 under authority of this chapter, sufficiently similar in respect to the duties, responsibilities

64 and authority thereof, that the same descriptive title may be used to designate each
65 position allocated to the class.

66 J. "Classification plan" means the arrangement of positions into classifications
67 together with specifications describing each classification.

68 K. "Compensatory time" means time off granted with pay in lieu of pay for work
69 performed either on an authorized overtime basis or work performed on a holiday which
70 is normally scheduled as a day off. Such compensatory time shall be granted on the basis
71 of time and one-half.

72 L. "Competitive employment" means a position established in the county budget
73 and which will require at least twenty-six weeks of service per year as the work schedule
74 established for the position.

75 M. "Council" means the county council as established by Article 2 of the charter.

76 N. "County" means King County and any other organization that is legally
77 governed by the county with respect to personnel matters.

78 O. "Developmental disability" means a developmental disability, as defined in
79 RCW 71A.10.020(2), as amended, attributable to mental retardation, cerebral palsy,
80 epilepsy, autism or other neurological or other condition of an individual found by the
81 secretary of the Washington state Department of Social and Health Services, or designee
82 to be closely related to mental retardation or to require treatment similar to that required
83 for individuals with mental retardation, which disability originates before the individual
84 attains age eighteen, which has continued or can be expected to continue indefinitely, and
85 which constitutes a substantial handicap for the individual.

86 P. "Direct cost" means the cost aggregate of the actual weighted average cost of
87 insured benefits, less any administrative cost therefor. Any payments to part-time and
88 temporary employees under this chapter shall not include any administrative overhead
89 charges applicable to administrative offices and executive departments.

90 Q. "Director" means the manager of the human resources division.

91 R. "Division" means the human resources division or its successor agency.

92 S. "Domestic partners" are two people in a domestic partnership, one of whom is
93 a county employee.

94 T. "Domestic partnership" is a relationship whereby two people:

95 1. Have a close personal relationship;

96 2. Are each other's sole domestic partner and are responsible for each other's
97 common welfare;

98 3. Share the same regular and permanent residence;

99 4. Are jointly responsible for basic living expenses which means the cost of
100 basic food, shelter and any other expenses of a domestic partner which are paid at least in
101 part by a program or benefit for which the partner qualified because of the domestic
102 partnership. The individuals need not contribute equally or jointly to the cost of these
103 expenses as long as they agree that both are responsible for the cost;

104 5. Are not married to anyone;

105 6. Are each eighteen years of age or older;

106 7. Are not related by blood closer than would bar marriage in the state of
107 Washington;

108 8. Were mentally competent to consent to contract when the domestic
109 partnership began.

110 U. "Employed at least half time or more" means employed in a regular position
111 which has an established work schedule of not less than one-half the number of hours of
112 the full-time positions in the work unit in which the employee is assigned, or when
113 viewed on a calendar year basis, nine hundred ten hours or more in a work unit in which
114 a work week of more than thirty-five but less than forty hours is standard or one thousand
115 forty hours or more in a work unit in which a forty hour work week is standard. If the
116 standard work week hours within a work unit varies (for instance, employees working
117 both thirty five and forty hours), the manager, in consultation with the department, is
118 responsible for determining what hour threshold will apply.

119 V. "Employee" means any person who is employed in a career service position or
120 exempt position.

121 W. "Executive" means the county executive, as established by Article 3 of the
122 charter.

123 X. "Exempt employee" means an employee employed in a position that is not a
124 career service position under Section 550 of the charter. Exempt employees serve at the
125 pleasure of the appointing authority.

126 Y. "Exempt position" means any position excluded as a career service position by
127 Section 550 of the charter. Exempt positions are positions to which appointment may be
128 made directly without a competitive hiring process.

129 Z. "Full-time regular employee" means an employee employed in a full-time
130 regular position and, for full-time career service positions, is not serving a probationary
131 period.

132 AA. "Full-time regular position" means a regular position which has an
133 established work schedule of not less than thirty-five hours per week in those work units
134 in which a thirty-five hour week is standard, or of not less than forty hours per week in
135 those work units in which a forty-hour week is standard.

136 BB. "Grievance" means an issue raised by an employee relating to the
137 interpretation of rights, benefits, or condition of employment as contained in either the
138 administrative rules or procedures, or both, for the career service.

139 CC. "Immediate family" means spouse, child, parent, son-in-law, daughter-in-
140 law, grandparent, grandchild, sibling, domestic partner and the child, parent, sibling,
141 grandparent or grandchild of the spouse or domestic partner.

142 DD. "Incentive increase" means an increase to an employee's base salary within
143 the assigned pay range, based on demonstrated performance.

144 EE. "Integrated work setting" means a work setting with no more than eight
145 persons with developmental disabilities or with the presence of a sensory, mental or
146 physical handicap as specified in K.C.C. 3.12.180. This definition refers to all county
147 offices, field locations and other work sites at which supported employees work along
148 side employees who are not persons with development disabilities employed in
149 permanent county positions.

150 FF. "Life-giving and life-saving procedures" means a medically-supervised
151 procedure involving the testing, sampling, or donation of blood, organs, fluids, tissues

152 and other human body components for the purposes of donation without compensation to
153 a person for a medically necessary treatment.

154 GG. "Manager" means the manager of the human resources division or its
155 successor agency.

156 HH. "Marital status" means the presence or absence of a marital relationship and
157 includes the status of married, separated, divorced, engaged, widowed, single or
158 cohabiting.

159 II. "Part-time employee" means an employee employed in a part-time position.
160 Under Section 550 of the charter, part-time employees are not members of the career
161 service.

162 JJ. "Part-time position" means an other than a regular position in which the part-
163 time employee is employed less than half time, that is less than nine hundred ten hours in
164 a calendar year in a work unit in which a thirty-five hour work week is standard or less
165 than one thousand forty hours in a calendar year in a work unit in which a forty-hour
166 work week is standard, except as provided elsewhere in this chapter. Where the standard
167 work week falls between thirty-five and forty hours, the manager, in consultation with the
168 department, is responsible for determining what hour threshold will apply. Part-time
169 position excludes administrative intern.

170 KK. "Part-time regular employee" means an employee employed in a part-time
171 regular position and, for part-time career service positions, is not serving a probationary
172 period. Under Section 550 of the charter, such part-time regular employees are members
173 of the career service.

174 LL. "Part-time regular position" means a regular position in which the part-time
175 regular employee is employed for at least nine hundred ten hours but less than a full-time
176 basis in a calendar year in a work unit in which a thirty-five hour work week is standard
177 or for at least one thousand forty hours but less than a full-time basis in a calendar year in
178 a work unit in which a forty-hour work week is standard. Where the standard work week
179 falls between thirty-five and forty hours, the manager, in consultation with the
180 department, is responsible for determining what hour threshold will apply.

181 MM. "Pay plan" means a systematic schedule of numbered pay ranges with a
182 minimum, maximum and intermediate steps for each pay range, a schedule of assignment
183 of each classification to a numbered pay range and rules for administration.

184 NN. "Pay range" means one or more pay rates representing the minimum,
185 maximum and intermediate steps assigned to a classification.

186 OO. "Pay range adjustment" means the adjustment of the numbered pay range of
187 a classification to another numbered pay range in the schedule based on a classification
188 change, competitive pay data or other significant factors.

189 PP. "Personnel guidelines" means only those operational procedures promulgated
190 by the manager necessary to implement personnel policies or requirements previously
191 stipulated by ordinance or the charter. Such personnel guidelines shall be applicable only
192 to employees assigned to executive departments and administrative agencies.

193 QQ. "Position" means a group of current duties and responsibilities assigned by
194 competent authority requiring the employment of one person.

195 RR. "Probationary employee" means an employee serving a probationary period
196 in a regular career service. Probationary employees are temporary employees and
197 excluded from career service under Section 550 of the charter.

198 SS. "Probationary period" means a period of time, as determined by the manager,
199 constituting the final step in the competitive screening process for career service or for
200 promotion from one career service position to another. An appointment to the career
201 service, whether following successful completion of an initial probationary period of
202 county employment or a promotional probationary period, shall not be final unless the
203 employee successfully completes this probationary period.

204 TT. "Probationary period salary increase" means a within-range salary increase
205 from one step to the next highest step upon satisfactory completion of the probationary
206 period.

207 UU. "Promotion" means the movement of an employee to a position in a
208 classification having a higher maximum salary.

209 VV. "Provisional appointment" means an appointment made in the absence of a
210 list of candidates certified as qualified by the manager. Only the manager may authorize
211 a provisional appointment. An appointment to this status is limited to six months.

212 WW. "Provisional employee" means an employee serving by provisional
213 appointment in a regular career service. Provisional employees are temporary employees
214 and excluded from career service under Section 550 of the charter.

215 XX. "Recruiting step" means the first step of the salary range allocated to a class
216 unless otherwise authorized by the executive.

217 YY. "Regular position" means a position established in the county budget and
218 identified within a budgetary unit's authorized full time equivalent (FTE) level as set out
219 in the budget detail report.

220 ZZ. "Salary or pay rate" means an individual dollar amount which is one of the
221 steps in a pay range paid to an employee based on the classification of the position
222 occupied.

223 AAA. "Serious health condition" means an illness or injury, impairment or
224 physical or mental condition that involves one or more of the following:

225 1. An acute episode that requires more than three consecutive calendar days of
226 incapacity and either multiple treatments by a licensed health care provider or at least one
227 treatment plus follow-up care such as a course of prescription medication; and any
228 subsequent treatment or period of incapacity relating to the same condition;

229 2. A chronic ailment continuing over an extended period of time that requires
230 periodic visits for treatment by a health care provider and that has the ability to cause
231 either continuous or intermittent episodes of incapacity;

232 3. In-patient care in a hospital, hospice or residential medical care facility or
233 related out-patient follow-up care;

234 4. An ailment requiring multiple medical interventions or treatments by a health
235 care provider that, if not provided, would likely result in a period of incapacity for more
236 than three consecutive calendar days;

237 5. A permanent or long-term ailment for which treatment might not be effective
238 but that requires medical supervision by a health care provider; or

239 6. Any period of incapacity due to pregnancy or prenatal care.

240 BBB. "Temporary employee" means an employee employed in a temporary
241 position and in addition, includes an employee serving a probationary period or is under
242 provisional appointment. Under Section 550 of the charter, temporary employees shall
243 not be members of the career service.

244 CCC. "Temporary position" means a position which is not a regular position as
245 defined in this chapter and excludes administrative intern. Temporary positions include
246 both term-limited temporary positions as defined in this chapter and short-term (normally
247 less than six months) temporary positions in which a temporary employee works less than
248 nine hundred ten hours in a calendar year in a work unit in which a thirty-five hour work
249 week is standard or less than one thousand forty hours in a calendar year in a work unit in
250 which a forty hour work week is standard, except as provided elsewhere in this chapter.
251 Where the standard work week falls between thirty-five and forty hours, the manager, in
252 consultation with the department, is responsible for determining what hour threshold will
253 apply.

254 DDD. "Term-limited temporary employee" means a temporary employee who is
255 employed in a term-limited temporary position. Term-limited temporary employees are
256 not members of the career service.

257 Term-limited temporary employees may not be employed in term-limited
258 temporary positions longer than three years beyond the date of hire, except that for grant-
259 funded projects capital improvement projects and information systems technology
260 projects the maximum period may be extended up to five years upon approval of the
261 manager. The manager shall maintain a current list of all term-limited temporary
262 employees by department.

263 EEE. "Term-limited temporary position" means a temporary position with work
264 related to a specific grant, capital improvement project, information systems technology
265 project or other nonroutine, substantial body of work, for a period greater than six
266 months. In determining whether a body of work is appropriate for a term-limited
267 temporary position, the appointing authority will consider the following:

268 1. Grant-funded projects: These positions will involve projects or activities that
269 are funded by special grants for a specific time or activity. These grants are not regularly
270 available to or their receipt predictable by the county;

271 2. Information systems technology projects: These positions will be needed to
272 plan and implement new information systems projects for the county. Term-limited
273 temporary positions may not be used for on-going maintenance of systems that have been
274 implemented;

275 3. Capital improvement projects: These positions will involve the management
276 of major capital improvement projects. Term-limited temporary positions may not be
277 used for on-going management of buildings or facilities once they have been built;

278 4. Miscellaneous projects: Other significant and substantial bodies of work may
279 be appropriate for term-limited temporary positions. These bodies of work must be either
280 nonroutine projects for the department or related to the initiation or cessation of a county
281 function, project or department;

282 5. Seasonal positions: These are positions with work for more than six
283 consecutive months, half-time or more, with total hours of at least nine hundred ten in a
284 calendar year in a work unit in which a thirty-five hour work week is standard or at least
285 one thousand forty hours in a calendar year in a work unit in which a forty hour work

286 week is standard, that due to the nature of the work have predictable periods of inactivity
287 exceeding one month. Where the standard work week falls between thirty-five and forty
288 hours, the manager, in consultation with the department, is responsible for determining
289 what hour threshold will apply; and

290 6. Temporary placement in regular positions: These are positions used to back
291 fill regular positions for six months or more due to a career service employee's absence
292 such as extended leave or assignment on any of the foregoing time-limited projects.

293 All appointments to term-limited temporary positions will be made by the
294 appointing authority in consultation with the manager before the appointment of term-
295 limited temporary employees.

296 FFF. "Volunteer intern" means volunteers who are also enrolled full-time during
297 the regular school year in a program of education, internship or apprenticeship who are
298 receiving scholastic credit or scholastic recognition for participating in the internship.

299 GGG. "Work study student" means a student enrolled or accepted for enrollment
300 at a post-secondary institution who, according to a system of need analysis approved by
301 the higher education coordinating board, demonstrates a financial inability, either
302 parental, familial or personal, to bear the total cost of education for any semester or
303 quarter.

304 SECTION 2. Sections 3 through 13 of this ordinance should constitute a new
305 chapter in K.C.C. Title 2.

306 NEW SECTION. SECTION 3. There is hereby established the forecast council.
307 The forecast council shall, with input from the office of economic and financial analysis
308 and according to the process in section 9 of this ordinance, adopt official county economic

309 and revenue forecasts that must be used as the basis for the executive's budget proposals.
310 The forecast council may also assign additional economic and financial studies to the office
311 of economic and financial analysis.

312 NEW SECTION. SECTION 4. The forecast council shall be composed of the
313 executive, two county councilmembers and a county employee with knowledge of the
314 budgeting and financial management practices of the county. County councilmembers
315 shall be appointed annually by the chair of the county council. The county employee shall
316 be appointed by the executive. New appointments to the forecast council shall be made by
317 January 31 and shall not be subject to confirmation.

318 NEW SECTION. SECTION 5. There is hereby established the office of economic
319 and financial analysis, to be administered by the chief economist.

320 NEW SECTION. SECTION 6. The chief economist shall be appointed by
321 unanimous vote of the forecast council following a selection and screening process as
322 described in section 7 of this ordinance.

323 NEW SECTION. SECTION 7.

324 A. The forecast council shall conduct an open and competitive process to select the
325 chief economist.

326 B. The selection process shall include at least the following:

327 1. Review and update, if necessary, of the chief economist's job classification
328 description;

329 2. Advertisement of the availability of the position;

330 3. Establishment of an ad hoc chief economist screening committee, with an equal
331 number of representatives from the executive and legislative branches, responsible for the
332 screening and preliminary interviewing of candidates; and

333 4. Final interview and selection of appointee by the forecast council.

334 C. The chief economist screening committee shall be appointed by the forecast
335 council. Only county employees may be appointed to the screening committee.

336 D. The screening committee shall screen, interview and score applicants for the
337 chief economist position, making a slate of the top ranking candidates for the forecast
338 council's consideration. At the forecast council's discretion, the screening committee may
339 also be formed to make recommendations to the forecast council on any decision to
340 reappoint the chief economist.

341 NEW SECTION. SECTION 8. The chief economist shall serve a term of five
342 years, or for a specified period less than five years set by a unanimous vote of the forecast
343 council at the time of appointment, unless removed at any time by vote of three members of
344 the forecast council, and shall be reconsidered for reappointment at the end of the term of
345 office. The forecast council may appoint an interim chief economist whenever the term of
346 the chief economist expires or the office otherwise is vacant.

347 NEW SECTION. SECTION 9.

348 A. The chief economist shall prepare and submit to the forecast council the
349 following:

350 1. Annually, by March 1 or by an earlier alternate date approved by a majority of
351 the forecast council, proposed preliminary economic and revenue forecasts for the county's
352 ensuing fiscal year;

353 2. At least one hundred seventy days before the end of each year, or by an earlier
354 alternate date approved by a majority of the forecast council, an updated economic and
355 revenue forecast for the county's ensuing fiscal year; and

356 3. Additional economic and financial studies as assigned by the forecast council.

357 B. A forecast may be adopted or revised by a vote of the majority of the forecast
358 council within fifteen days of its submittal by the chief economist. If the forecast is not
359 adopted or revised by a vote of the majority of the forecast council by then, the forecast
360 shall be deemed adopted.

361 C. The preliminary forecast shall be used as the basis for the executive's
362 preliminary budget preparation including preparation of the status quo budget, budget
363 instructions to departments, and preliminary review of departmental submittals to the
364 executive. The updated forecast shall be used as the basis for the executive's proposed
365 budget. The most-current forecast shall be used as the basis for budget amendments.

366 NEW SECTION. SECTION 10. The chief economist shall perform economic and
367 revenue forecasts, and shall conduct special studies at the request of the forecast council.
368 In the course of performing this work, the chief economist shall have full and unrestricted
369 access to and authority to examine any and all property and records contained in any form
370 that are related to the financial and operational matters of any department, agency, program
371 or other entity that receives appropriations or funding of any type from the county.

372 NEW SECTION. SECTION 11.

373 A. The forecast council shall review and approve annually a work program
374 prepared by the chief economist for the office of economic and financial analysis. The

375 work program shall include all economic and revenue forecasts and any recommended
376 special studies to be conducted and managed by the chief economist.

377 B. The forecast council may amend the approved annual work plan to meet special
378 circumstances as they might arise. However, a forecast council-initiated change to the
379 work plan shall not be made that adversely affects a forecast or study in progress without
380 considering the recommendation of the chief economist.

381 NEW SECTION. SECTION 12.

382 A. All reports, including forecasts, studies and work programs, produced by the
383 office shall be filed with the clerk of the county council for distribution to all forecast
384 council members.

385 B. Upon approval by the forecast council, all final reports shall be filed with the
386 clerk of the county council for distribution to each county councilmember and the
387 executive.

388 NEW SECTION. SECTION 13. The chief economist, with consultation of the
389 forecast council, may employ staff, clerical personnel or use of services of consultants as
390 may be necessary for the conduct of the office of economic and financial analysis.

391 SECTION 14. Ordinance 12076, Section 3, as amended, and K.C.C. 4.04.030 are
392 each hereby amended to read as follows:

393 The budget documents shall include, but not be limited to, data specified in this
394 chapter.

395 A. The budget shall set forth the complete financial plan for the ensuing fiscal
396 year showing planned expenditures and the sources of revenue from which they are to be
397 financed. For each fund, the expenditures included in the budget for the ensuing fiscal

398 year shall not exceed the estimated revenues as forecast under section 9 of this ordinance,
399 including reserves.

- 400 1. The budget document shall include the following:
- 401 a. estimated revenue by fund and by source from taxation;
 - 402 b. estimated revenues by fund and by source other than taxation;
 - 403 c. actual receipts for first six months, January 1 through June 30, of the current
404 fiscal year;
 - 405 d. actual receipts for the last completed fiscal year by fund and by source;
 - 406 e. estimated fund balance or deficit for current fiscal year by fund; and
 - 407 f. such additional information dealing with revenues as the executive and council
408 shall deem pertinent and useful;
 - 409 g. tabulation of expenditures in a comparable form by fund, program project or
410 object of expenditure for the ensuing fiscal year;
 - 411 h. actual expenditures for the first six months, January 1 through June 30, of the
412 current year;
 - 413 i. actual expenditures for the last completed fiscal year;
 - 414 j. the appropriation for the current year; and
 - 415 k. such additional information dealing with expenditures as the executive and
416 council shall deem pertinent and useful.

417 2. All capital improvement projects and appropriations shall be authorized only
418 by inclusion in the annual council adopted CIP or any amendment thereto. A bond
419 ordinance is not an appropriation for capital projects. The capital improvement section of
420 the budget shall include:

- 421 a. estimated expenditures for at least the next six fiscal years by program;
- 422 b. expenditures planned for current, pending, or proposed capital projects during
- 423 the fiscal year, classified according to proposed source of funds whether from bonds, or any
- 424 combination of other local, state, federal and private sources;
- 425 c. an alphabetic index to enable quick location of any project contained in the
- 426 budget;
- 427 d. a discrete number for each project that shall serve to identify it within the
- 428 capital budget document and all accounting reports;
- 429 e. estimated net annual operating costs associated with each project upon
- 430 completion or in cases where operating costs are negligible or incalculable, a statement to
- 431 that effect;
- 432 f. an identification of all CIP projects by council district in
- 433 which they are located;
- 434 g. CIP projects funded in the budget year, which shall be presented in separate
- 435 sections of the budget.
- 436 (1) Major maintenance reserve fund CIP projects shall be presented in the six-
- 437 year general CIP program.
- 438 (2) The appropriation for major maintenance reserve fund CIP projects shall be
- 439 made at the major maintenance reserve fund level in accordance with K.C.C. 4.04.265.
- 440 (3) Roads CIP projects shall be presented in the six-year road CIP program
- 441 (4) The appropriation for roads CIP projects shall be made at the roads CIP
- 442 fund level in accordance with K.C.C. 4.04.270.

443 (5) Wastewater CIP projects shall be presented in the six-year wastewater CIP
444 program.

445 (6) The appropriation for wastewater CIP projects shall be made at the
446 wastewater CIP fund level in accordance with K.C.C. 4.04.280.

447 (7) Surface water management CIP projects shall be presented in the six-year
448 surface water management CIP program.

449 (8) The appropriation for surface water management CIP projects shall be
450 made at the surface water management CIP fund level in accordance with K.C.C. 4.04.275;

451 (9) Solid waste CIP projects shall be presented in the six-year solid waste CIP
452 program;

453 (10) The appropriation for solid waste CIP projects shall be made at the solid
454 waste CIP fund level in accordance with K.C.C. 4.04.273; and

455 (11) The technology business plan in accordance with K.C.C. 2.16.0757.

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

459 i. the original project cost estimate which shall remain fixed from year to year.

460 This original cost estimate shall be included in the capital budget document. A project
461 record, separate from the budget document, shall be provided that identifies the original
462 project cost estimate and any subsequent changes to the original project cost estimate by
463 cost element and revenue source as approved in the budget document or any amendment to
464 the budget;

465 j. an enumeration of revised project cost estimates;

466 k. funds actually expended for projects as of June 30 of the current year;
467 l. funds previously authorized for the project;
468 m. anticipated specific cost elements within each project. However, the
469 executive is authorized to transfer funds between specific activities within the same project
470 only if these transfers will not result in a necessary increase to the total project budget. A
471 scope change of a project constitutes a revision.

472 (1) A CIP project scope change shall be included in the CIP exceptions
473 notification if total project costs increase by ten percent or by fifty thousand dollars,
474 whichever is less; or if the schedule deviates by three months.

475 (2) For parks CIP projects, a CIP exceptions notification shall be filed with the
476 clerk of the council in advance of action for distribution to the chair of the budget and fiscal
477 management committee, or its successor committee, when fifty thousand dollars or more or
478 funds in excess of ten percent of total project costs, whichever is less, are to be transferred
479 from a contingency project to a CIP project.

480 (3) For major maintenance reserve fund CIP projects, a CIP exceptions
481 notification shall be filed with the clerk of the council in advance of action for distribution
482 to the chair of the budget and fiscal management committee, or its successor committee,
483 when moneys in excess of fifteen percent of the total major maintenance reserve fund CIP
484 project costs are to be transferred from the general facility major maintenance emergent
485 need contingency project.

486 (4) For roads CIP projects, a CIP exceptions notification shall be filed with the
487 clerk of the council in advance of action for distribution to the chair of the transportation

488 committee, or its successor committee, when contingency funds in excess of fifteen percent
489 of total project costs are to be transferred.

490 (5) For solid waste, surface water management and wastewater CIP projects, a
491 CIP exceptions notification shall be filed with the clerk of the council in advance of action
492 for distribution to the chair of the budget and fiscal management committee, or its
493 successor committee, and chair of the utilities committee, or its successor committee, when
494 contingency funds in excess of fifteen percent of total project costs are to be transferred;

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

496 o. when a single fund finances both operating expenses and capital projects,
497 there shall be separate appropriations from the fund for the operating and the capital
498 sections of the budget.

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

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

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

511 4. If, for any applicable fund, the estimated revenues for the next ensuing period
512 plus fund balance shall be less than the aggregate of appropriations proposed by the
513 executive for the next ensuing fiscal period, the executive shall include in the budget
514 document his or her proposals as to the manner in which the anticipated deficit shall be
515 met, whether by an increase in the indebtedness of the county, by imposition of new taxes,
516 by increase of tax rate or in any like manner.

517 C.1. Justification for revenues and expenditures shall be presented in detail when
518 necessary to explain changes of established practices, unique fiscal practices and new
519 sources of revenue or expenditure patterns or any data the executive considers useful to
520 support the budget. The following elements shall be included:

521 a. nonbudgeted departments and programs expenditures and revenues; that is,
522 intragovernmental service funds;

523 b. historical and projected agency workload information; and

524 c. a brief explanation of existing and proposed new programs, as well as the
525 purpose and scope of agency activities.

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

530 D.1. Beginning with budget year 2004, the department of executive services shall
531 submit a request for CIP project funding, which shall specify project funding levels on a
532 project-by-project basis, but which shall be appropriated at the major maintenance reserve

533 fund CIP fund level, stated as an aggregate of individual projects for the budget year in
534 question in accordance with K.C.C. 4.04.266.

535 2. The council may require other data from the department of executive services
536 that the council considers necessary for review of the budget, which may include objects of
537 expenditure and other expenditures categories.

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

542 2. The council may require other data from the department of transportation that
543 the council considers necessary for review of the budget, which may include objects of
544 expenditure and other expenditures categories.

545 F.1. The department of natural resources and parks shall submit a request for CIP
546 project funding, which shall specify project funding levels on a project-by-project basis, but
547 which shall be appropriated at the wastewater CIP fund level, stated as an aggregate of
548 individual projects, including subprojects, for the budget year in question in accordance
549 with K.C.C. 4.04.280. Except for multiyear construction contracts and carryover amounts
550 approved during the annual CIP reconciliation process, appropriations shall be for one year.
551 All construction contracts including multiyear construction contracts shall be appropriated
552 for the full construction amount in the first year. Any multiyear construction contracts
553 longer than three years must be specifically identified in the wastewater CIP budget
554 request. The request for CIP project funding for wastewater asset management shall
555 include categories of wastewater asset management projects. Wastewater asset

556 management projects shall be appropriated annually at the category level. The executive-
557 proposed CIP shall allocate anticipated expenditures for each wastewater asset
558 management project category as part of the six-year wastewater CIP. For each category, a
559 proposed project list will be appended.

560 2. The council may require other data from the department of natural resources
561 and parks that the council considers necessary for review of the budget, which may include
562 objects of expenditures and other expenditures categories.

563 G.1. The department of natural resources and parks shall submit a request for CIP
564 project funding, which shall also specify project funding levels on a project-by-project
565 basis but which shall be appropriated at the surface water management CIP fund level,
566 states as an aggregate of individual projects, including subprojects, for the budget year in
567 question in accordance with K.C.C. 4.04.275. Except for multiyear construction contracts
568 and carryover amounts approved during the annual CIP reconciliation process,
569 appropriations shall be for one year. All construction contracts including multiyear
570 construction contracts shall be appropriated for the full construction amount in the first
571 year. Any multiyear construction contracts longer than three years must be specifically
572 identified in the surface water management CIP budget request.

573 2. The council may require from the department of natural resources and parks
574 other data that the council considers necessary for review of the budget, which may include
575 objects of expenditure and other expenditures categories.

576 H.1. The department of natural resources and parks shall submit a request for CIP
577 project funding, which shall also specify project funding levels on a project-by-project
578 basis but which shall be appropriated at the solid waste CIP fund level, states as an

579 aggregate of individual projects, including subprojects, for the budget year in question in
580 accordance with K.C.C. 4.04.273. Except for a multiyear construction contracts and
581 carryover amounts approved during the annual CIP reconciliation process, appropriations
582 shall be for one year. All construction contracts including multiyear construction contracts
583 shall be appropriated for the full construction amount in the first year. Any multiyear
584 construction contracts longer than three years must be specifically identified in the solid
585 waste CIP budge request.

586 2. The council may require from the department of natural resources and parks
587 other data that the council considers necessary for review of the budget, which may include
588 objects of expenditure and other expenditures categories.

589 SECTION 15. Ordinance 12045, Section 23, as amended, and K.C.C. 4.04.040 are
590 each hereby amended to read as follows:

591 A. The council and executive shall execute the following responsibilities in order
592 to accomplish the preparation and distribution of the budget and budget document.

593 1.a. At least two hundred forty-five days before the end of the fiscal period, the
594 council shall notify the executive by motion of those funds to be budgeted on an annual
595 basis and those to be budgeted on a biennial basis.

596 b. At least one hundred (~~thirty-five~~) fifty-five days before the end of the fiscal
597 (~~year~~) period, all agencies shall submit to the executive information necessary to prepare
598 the budget.

599 c. The preliminary economic and revenue forecast adopted by the forecast
600 council shall be used as the basis for the executive's preliminary budget preparation of the

601 status quo budget, budget instructions to departments and preliminary review of
602 departmental submittals to the executive.

603 d. Before presentation to the council, the executive may provide for hearings on
604 all agency requests for expenditures and revenues to enable the executive to make
605 determinations as to the need, value or usefulness of activities or programs requested by
606 agencies. The executive may require the attendance of proper agency officials at such
607 hearings and it shall be the duty of those officials to disclose such information as may be
608 required to enable the executive to arrive at final determinations.

609 ~~((d.))~~ e. The executive shall prepare and present an annual or a biennial budget
610 and budget message to the council no later than ~~((seventy-five))~~ ninety-five days before the
611 end of the fiscal year or biennium. Copies of the budget and budget message shall be
612 delivered to the clerk of the council and each councilmember.

613 ~~((e.))~~ f. The updated economic and revenue forecast adopted by the forecast
614 council shall be used as the basis for the executive's proposed budget.

615 g. The executive shall prepare and present a proposed appropriation ordinance
616 not later than ~~((seventy-five))~~ ninety-five days before the end of the fiscal year or biennium.
617 The proposed appropriation ordinance shall specify by any combination of fund, program,
618 project and agency as determined by the council the expenditure levels for the ensuing
619 budget year or biennium.

620 ~~((f.))~~ h. Before the public hearing on the budget, the budget message and
621 supporting tables shall be furnished to any interested person upon request and copies of the
622 budget shall be furnished for a reasonable fee as established by ordinance and shall be
623 available for public inspection in the office of the clerk of the council and on the Internet.

624 ~~((g-))~~ i. Seven days before the presentation of the proposed budget and budget
625 message to the council, the director shall submit to the council copies of all agency and
626 departmental budget requests and departmental and divisional work programs.

627 2.a. The council shall review the proposed appropriation ordinance and shall
628 make any changes or additions it deems necessary except the council shall not change the
629 form of the proposed appropriation ordinance submitted by the executive.

630 b. The council shall then announce and subsequently hold a public hearing or
631 hearings as it deems necessary.

632 c. Upon completion of the budget hearings and at least thirty days before the end
633 of the fiscal period, the council shall by ordinance adopt an appropriation ordinance
634 granting authority to make expenditures and to incur obligations, and tax and revenue
635 ordinances as may be necessary to implement the adopted appropriation ordinance.

636 ~~((t))~~The council may attach an accompanying statement specifying legislative intent.

637

638 3. The director shall be responsible for the printing and distribution of the
639 executive proposed budget and final adopted budget.

640

Ordinance 16391 was introduced on 3/2/2009 and passed as amended by the Metropolitan King County Council on 3/16/2009, by the following vote:

Yes: 8 - Mr. Constantine, Mr. Ferguson, Ms. Hague, Ms. Lambert, Mr. von Reichbauer, Mr. Gossett, Mr. Phillips and Ms. Patterson

No: 0

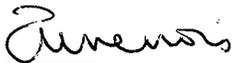
Excused: 1 - Mr. Dunn

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



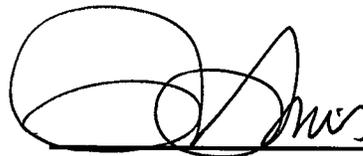
Dow Constantine, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 31 day of MARCH, 2009.



Ron Sims, County Executive

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KING COUNTY COUNCIL

Attachments None