



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 15305

Proposed No. 2019-0031.2

Sponsors Dembowski, McDermott and
Balducci

1 A MOTION relating to the organization of the council;
2 amending Motion 10651, Section III, as amended, and OR
3 1-020, Motion 10651, Section V, as amended, and OR 2-
4 030, Motion 10651, Section VI, as amended, and OR 3-010,
5 Motion 10651, Section VII, as amended, and OR 3-030 and
6 Motion 14725, Section II, and OR 3-035, and Motion
7 10651, Section VIII, as amended, and OR 3-040 and
8 rescinding Motion 11122, Section F, as amended, and OR
9 2-120 and Motion 11327, Section II, as amended, and OR
10 3-101.

11 WHEREAS, the King County Charter provides that the council "shall be
12 responsible for its own organization," and

13 WHEREAS, the council desires to specify committee functions and clarify staff
14 roles, reporting and responsibilities;

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

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

18 **Powers and duties of the chair.**

19 A. The chair, with their consent, shall appoint councilmembers to regional

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

25 B. The chair shall have the responsibility and general direction for the council's
26 resources, budget, operation and organizational structure. The chair shall allocate an equal
27 amount of funding and FTE positions to each councilmember's district support and constituent
28 services account from within the council administration account. The chair shall be
29 responsible for the general oversight of legislative branch employees, except personal and
30 district support and constituent services staff of councilmembers. Each councilmember shall
31 be responsible for making employment decisions for the councilmember's personal and district
32 support and constituent services staff.

33 C. On behalf of the council, the chair of the council may accept gifts or things of
34 value of less than two thousand dollars. Gifts or things of value given to individual council
35 offices may be accepted by each councilmember subject to the provisions of K.C.C.
36 chapter 3.04. The chair shall notify the clerk of the council of any accepted gifts or things
37 of value. The clerk shall maintain a list of the accepted gifts or things of value and shall
38 report quarterly that list to all councilmembers if there have been any accepted gifts or
39 things of value in the preceding quarter. The chair of the council shall not enter into a
40 consultant contract for more than fifty thousand dollars without first being authorized to do
41 so by council motion. All consultants shall comply with the King County code of ethics.

42 D. The chair shall regularly consult in the exercise of the chair's duties with the

43 vice-chair. The chair, in consultation with committee chairs, shall direct the necessary
44 coordination of staff, except for personal and district support and constituent services staff.
45 The council's chief of staff shall report to the chair and is accountable to and responsive to
46 all councilmembers. The chair may exercise any power conferred upon the chief of staff.

47 ~~((E. The chair shall be a member of the employment and administration
48 committee)).~~

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

51 **Employment and administration committee.**

52 **A. Membership requirements.** The employment and administration committee
53 shall consist of ~~((four))~~ five members. ~~((The chair of the employment and administration
54 committee shall issue, upon recommendation of the employment and administration
55 committee and with the approval of a majority of the council, all employment decisions for
56 legislative branch employees except interns and the councilmembers' personal and district
57 support and constituent services staff, other than employment decisions that are made by
58 the chair of the employment and administration committee as provided in this section))~~ The
59 chair of the council shall be a member of the committee.

60 **B. Duties ~~((and process))~~.**

61 1. ~~((Administrative committee. The employment and administration committee
62 is an administrative committee of the council. The employment and administration
63 committee shall consult with councilmembers, the chief of staff and policy staff director
64 on a continuing basis in order to review council operations under the staffing structure
65 defined in this motion.~~

66 2. Personnel decisions. The employment and administration committee shall
67 make recommendations to the council concerning decisions for legislative branch
68 employees, except for interns and councilmembers' personal and district support and
69 constituent services staff, and except for minor personnel decisions, which may be made
70 by the chair of the employment and administration committee in accordance with
71 subsection B.6. of this section. Personnel decisions include decisions to hire, to fill
72 vacancies, to make staffing adjustments, to designate staff employment assignments,
73 except assignments of policy staff to specific issues and legislation which shall be made
74 by the policy staff director under OR 3-040.D.2, to adjust staff pay, to analyze future
75 hiring needs and to make other necessary employment decisions. Personnel decisions do
76 not include termination or disciplinary decisions, which follow the process stated in
77 subsection B.3. of this section, or minor personnel decisions, which follow the process
78 stated in subsection B.6. of this section. Where applicable, employment and
79 administration committee recommendations on personnel decisions shall be developed in
80 consultation with appropriate committee chairs and, where applicable, the chief of staff
81 and policy staff director.

82 3. Personnel decisions shall be contained in a written recommendation report
83 and may be voted out of committee upon: a. the receipt of the signature of three
84 committee members during a meeting of the committee; or b. subject to signature by a
85 quorum of the committee members in accordance with K.C.C. 1.24.055.C (Rule 6.C).
86 Once the necessary signatures are obtained, recommendation reports from the committee
87 shall be forwarded to the council for consideration on an employment and administration
88 committee consent agenda. The chair of the employment and administration committee

89 shall issue, upon recommendation of the employment and administration committee and
90 with the approval of a majority of the council, all employment decisions for legislative
91 branch employees except interns and the councilmembers' personal and district support
92 and constituent services staffs.

93 4. ~~Terminations and disciplinary decisions. The employment and administration~~
94 ~~committee makes decisions on discipline and termination, including layoffs, except for~~
95 ~~councilmembers' personal and district support and constituent services staff. If three~~
96 ~~committee members vote for a termination or disciplinary action the decision is final,~~
97 ~~except when an employee exercises the right of an appeal to the full council. An~~
98 ~~employee who has been either suspended without pay of two weeks or more or~~
99 ~~terminated may appeal the decision of the employment and administration committee to~~
100 ~~the council. The appeal must be filed within ten calendar days of written notice of the~~
101 ~~suspension or termination being sent to the employee. An appeal is accomplished by~~
102 ~~delivering a notice of appeal to the clerk of the council. Nondisciplinary terminations are~~
103 ~~subject to appeal in the same manner as disciplinary terminations.~~

104 5. ~~Performance evaluations of chief of staff and policy staff director. Valuing~~
105 ~~broad-spectrum review of key staff within the legislative branch, performance appraisals~~
106 ~~of the chief of staff and policy staff director shall be drafted by the chair of the council~~
107 ~~with input from all councilmembers. Performance evaluation drafts shall then be~~
108 ~~forwarded to the committee for review and consideration before review with the~~
109 ~~individual being reviewed and rated.~~

110 6. ~~Minor personnel decisions.~~

111 a. ~~Except for interns and councilmembers' personal and district support and~~

112 ~~constituent services staff, the chair of the employment and administration committee shall~~
113 ~~make all minor personnel decisions as set forth in this subsection B.6. Minor personnel~~
114 ~~actions are:~~

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

116 ~~(2) increasing or reducing the hours assigned to a current position up to the~~
117 ~~total budgeted hours for the position, as reflected in the Staff and Salary Detail Report~~
118 ~~maintained by the chief of staff or his or her designee;~~

119 ~~(3) reassigning an employee employed within a legislative branch agency of~~
120 ~~the county auditor, board of appeals/equalization, hearing examiner, office of law~~
121 ~~enforcement oversight, ombudsman/tax advisor or civic television to another position in~~
122 ~~the same agency and pay range;~~

123 ~~(4) hiring a temporary or a term limited temporary employee to perform~~
124 ~~clerical or technical functions, up to a total of the maximum period allowed by ordinance~~
125 ~~or two years, whichever is less;~~

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

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

132 ~~b. Requests for minor personnel decisions shall be made in writing to the~~
133 ~~employment and administration committee chair via the chief of staff or policy staff~~
134 ~~director. Requests may be made only by councilmembers, legislative branch agency~~

135 managers, the chief of staff, the policy staff director or a staff member who is supervised
136 directly by the chair of the council. The chief of staff or policy staff director shall
137 promptly provide the employment and administration committee chair with a copy of the
138 request and the chief of staff's or policy staff director's recommendation for approval,
139 disapproval or modification of the request.

140 e. ~~Action on a requested minor personnel decision shall be in writing, signed~~
141 ~~by the chair of the employment and administration committee. The chief of staff shall~~
142 ~~file the original of the decision action with the clerk of the council, and shall provide~~
143 ~~copies of the decision action to the agency manager or supervisor, affected employee and~~
144 ~~members of the employment and administration committee.~~

145 7. ~~Nothing in this process is to be construed to alter the at-will status of~~
146 ~~legislative branch employees. This process is designed to facilitate the will of the~~
147 ~~majority of the council. If there are specific provisions of a collective bargaining~~
148 ~~agreement that are contrary to this process, the collective bargaining agreement controls.~~

149 **C. Recommendations to the council chair.** ~~The employment and~~
150 ~~administration committee may consider and make recommendations to the council chair~~
151 ~~regarding management organization structure and legislative branch customer service.~~
152 ~~The committee may monitor and make recommendations on the legislative branch~~
153 ~~budget.~~

154 **D. Removal of recommendations from consent agenda.** ~~Upon the request of~~
155 ~~any member present before the council, any specific recommendation from the~~
156 ~~employment and administration committee shall be removed from the consent agenda~~
157 ~~and considered separately by the council prior to adoption of the employment and~~

158 ~~administration committee consent agenda. The council may then by a majority vote~~
159 ~~make whatever orderly disposition of the matter it deems appropriate.~~

160 E.) General duties. The committee makes employment-related decisions and
161 recommendations for the legislative branch, excluding all decisions for those positions
162 and employees serving councilmembers' personal, district support and constituent
163 services functions.

164 2. Administrative decisions. In consultation with the chief of staff, the
165 committee shall:

166 a. recommend to the council for adoption of administrative and personnel-
167 related policies;

168 b. recommend to the council for adoption of changes to the organization chart
169 established in OR 3-030.A.; and

170 c. recommend to council classification specifications and compensation
171 ranges.

172 3. Hiring and staffing decisions.

173 a. The committee shall establish the hiring process for chief officers, directors
174 and independent agency officers, as well as making hiring recommendations to the
175 council concerning these positions. The committee may consult with the board of
176 appeals on its hiring of the executive director and staff of the board of appeals and the
177 committee may express its preference.

178 b. The committee shall make hiring decisions for all other positions not noted
179 in subsection B.3.a. of this section, based on the recommendation of the chief officer,
180 chief policy officer or independent agency officer, as appropriate, regarding the candidate

181 or candidates.

182 c. The chair of the committee may:

183 (1) begin recruitment of vacated or newly created positions and anticipated

184 vacancies; and

185 (2) appoint or extend the appointment of interns, and temporary or term

186 limited employees for up to a total of the maximum period allowed by code.

187 d. A hiring preference shall be given to an applicant for any position who is

188 presently on the staff of the legislative branch who has already demonstrated the

189 capability to perform the duties of the position satisfactorily.

190 e. The committee may extend an offer to any person who applied for a

191 legislative branch position in the six months before the chair of the committee's

192 authorization to begin a new recruitment without undertaking a full requirement process.

193 The committee may allow person meeting the criteria of this subsection to be added to

194 the pool of candidates to be considered for the new requirement, without requiring the

195 person to submit some or all of the applications materials for the new recruitment.

196 f. The authority for hiring temporary administrative or legislative staff

197 employees for sixty days or less is delegated to the chief of staff. For the purposes of this

198 subsection, "sixty days" means sixty actual days of work or no more than four hundred

199 twenty hours of work, whichever is less.

200 4. Compensation and classification decisions. The committee, in consultation

201 with the responsible chief officer or independent agency officer, shall make decisions

202 regarding reclassification, promotion to a higher step within the same classification and

203 range, or withholding of a step increase of a legislative branch employee.

204 5. Staff assignments. The chief of staff shall annually brief the committee on
205 legislative branch staff assignments, which shall be based on the following:

206 a. Independent agency staff assignments shall be made by the independent
207 agency officer or designee;

208 b. Legislative services staff assignments shall be made by the chief policy
209 officer or designee;

210 c. Legal staff assignments shall be made by the chief legal counsel or counsel's
211 designee; and

212 d. Administration services staff assignments shall be made by the chief of staff
213 or designee.

214 6. Work schedule decisions. Day-to-day work schedule decisions shall be made
215 by direct supervisors, managers, and their director or officer. The committee may
216 increase or decrease the full time equivalent level of an employee on either a permanent
217 or limited term duration within the budgeted appropriation. In the event of a temporary
218 decrease in the full time equivalent level of an employee as an accommodation, the chief
219 of staff may approve the temporary adjustment and inform the committee at the next
220 regularly scheduled meeting of the committee.

221 7. Leave carryover decisions. The chair of the committee may authorize the
222 carryover of excess vacation leave under K.C.C. 3.12.190 because of cyclical workloads,
223 work assignments or other reasons as may be in the best interests of the county and with
224 appropriate documentation.

225 8. Performance evaluations.

226 a. The chair of the council, with committee input, shall establish a process for

227 periodically evaluating the chief officers and independent agency officers for their
228 performance in achieving job duties and goals.

229 b. Chief officers, directors and independent agency officers shall periodically
230 evaluate employees that report to each respectively for their performance in achieving job
231 duties and goals.

232 c. The chief of staff shall annually brief the committee regarding findings and
233 results related to legislative branch performance evaluations.

234 9. Discipline.

235 a. Chief officers, directors and independent agency officers shall provide oral
236 and written expectations and counseling regarding employee performance issues as they
237 may arise.

238 b. The council chair shall provide oral and written expectations and counseling
239 regarding employee performance for chief officers and independent agency officers.

240 c. Chief officers, directors and independent agency officers, for employees that
241 report to each respectively, shall, when appropriate, issue either written reprimands or
242 performance improvement plans, or both, regarding employee performance issues that
243 persist, following an oral or written statement of expectations or counseling. The council
244 chair shall, when appropriate, issue either written reprimands or performance
245 improvement plans, or both, regarding employee performance issues of a chief officer
246 and independent agency officer that persist, following an oral or written statement of
247 expectations or counseling. An employee who has received a written reprimand may,
248 within five business days of receiving the written reprimand, request a hearing before the
249 committee to overturn or amend the written reprimand.

250 d.(1) It is the responsibility of the chief officers and independent agency
251 officers, for employees who report to each respectively, or the council chair for those
252 employees specified in subsection B.9.b. of this section, when appropriate, to recommend
253 to the committee employees for either suspension without pay or termination.

254 (2) The committee shall make decisions regarding suspension without pay or
255 termination of an employee.

256 (3) The decision of the committee to suspend an employee without pay for
257 ten working days or less is final.

258 (4) An employee subject to the committee's suspension without pay for more
259 than ten working days or termination decision may, within five business days, request a
260 hearing before the committee to mitigate or change the decision.

261 (5) Following a suspension without pay of more than ten working days or
262 termination hearing decision, an employee subject to the committee's suspension without
263 pay or termination decision may, within five business days, appeal the decision to the
264 council.

265 (6) The decision of council to suspend without pay or terminate an employee
266 is final.

267 e. The chair of the council may execute a settlement agreement with a current
268 or former employee.

269 f. If, in the determination of the applicable chief officer or independent agency
270 officer, an employee's performance is serious or egregious enough, the provisions of
271 subsection B.9.a. and c. of this section may be dispensed with and the applicable chief
272 officer or independent agency officer may summarily recommend suspension or

273 termination to the committee in accordance with B.9.d. of this section. If, in the
274 determination of the council chair, an employee's performance is serious or egregious
275 enough, the provisions of subsection B.9.b. and c. of this section may be dispensed with
276 and the council chair may summarily recommend suspension or termination to the
277 committee in accordance with B.9.d. of this section.

278 g. A written disciplinary action may not be issued before completion of review
279 of it by legal counsel or the civil division of the office of the prosecuting attorney. For
280 the purposes of this subsection B.9., "written disciplinary action" means written
281 expectations and counseling regarding employee performance issues, reprimands,
282 performance improvement plans and decisions regarding suspension without pay or
283 termination of an employee.

284 10. Motions for censure. The ((employment and administration)) committee
285 shall consider and make recommendations to the council on motions for censure related
286 to alleged violations by a councilmember of any antiharassment or discrimination policy.

287 **((F.)) C. Committee decisions.**

288 1. All committee decisions authorized by this section shall be contained in a
289 written decision report.

290 2. All committee recommendations authorized by this section shall be contained
291 in a written recommendation report and, if approved by the committee, shall be
292 forwarded to the council for consideration on an employment and administration
293 committee consent agenda.

294 3. Upon the request of any member present before the council, any specific
295 recommendation from the employment and administration committee shall be removed

296 from the consent agenda and considered separately by the council before adoption of the
297 employment and administration committee consent agenda.

298 4. The chair of the employment and administration committee shall issue notice
299 to the affected employee upon final action of the committee or council.

300 **D. Personnel records as confidential.** To the extent permitted by law,
301 personnel records that would be exempt from public disclosure shall continue to be
302 treated as confidential and records or portions thereof that are exempt shall be identified
303 as such and separated from nonexempt records.

304 **E. Construction of section.** Nothing in this section is to be construed to alter the
305 at-will status of legislative branch employees. This section designed to facilitate the will
306 of the majority of the council. If there are specific provisions of a collective bargaining
307 agreement that are different than this section, the collective bargaining agreement shall
308 prevail.

309 **F. Definitions.** For the purposes of this section OR 2-030:

310 1. "Administrative services staff" are those legislative branch employees
311 assigned to communications, government relations, administration and clerk blocks in the
312 organization chart, Attachment A to this motion.

313 2. "Chief officers" includes the chief of staff and chief legal counsel;

314 3. "Directors" includes the clerk of the council, the communication director, the
315 director of council initiatives, the director of government relations, the director of
316 municipal relations, the director of operations, the housing coordinator and the chief
317 policy officer;

318 4. "Independent agency officers" includes the auditor, director of law

319 enforcement oversight, hearings examiner, King County Flood Control District executive
320 director and director of the office of citizen complaints/tax advisor, which is also known
321 as the ombuds.

322 5. "Legislative services staff" are those legislative branch employees assigned to
323 the legislative services block in the organization chart, Attachment A to this motion.

324 IV. Motion 11122, Section F, as amended, and OR 2-120 are each hereby
325 rescinded.

326 V. Motion 10651, Section VI, as amended, and OR 3-010 are each hereby
327 amended to read as follows:

328 **Use of councilmembers' district accounts and district support and constituent**
329 **services accounts.**

330 A.1. All salaries and benefits for a councilmember and a councilmember's personal
331 staff shall be paid out of the councilmember's district account, and all salaries and benefits
332 for a councilmember's district support and constituent services staff shall be paid out of the
333 councilmember's district support and constituent services account.

334 2.a. The council prohibits councilmembers from hiring as personal or district
335 support and constituent services staff persons who have been employed within the prior
336 twelve months:

337 (1) as a council (~~policy~~) legislative services staff member classified at range
338 62 or above in the King County 10 step annual exempt squared table, or as an
339 administrative (~~central~~) services staff member classified at range 23 or above in the
340 Legislative Branch Classification Plan; or

341 (2) persons who have been employed as a personal or district support and

342 constituent services staff member of another currently serving councilmember, except
343 with the consent of that councilmember.

344 b. District account and district support and constituent services account
345 moneys cannot be used to pay the salary or benefits of persons prohibited from being
346 hired as set forth subsection A.2.a. of this section.

347 c. This subsection A.2. shall not apply to any employee hired as a personal
348 staff member before October 13, 2008.

349 3. The central council account, a district account or a district support and
350 constituent services account may not be used to fund benefits for employees whose
351 employment as personal and district support and constituent services staff is prohibited by
352 subsection A.2. of this section.

353 B.1. All expenditures for mail originating from an individual councilmember's
354 office shall be paid for out of that councilmember's district account or district support and
355 constituent services account, except for mailings of ten items or less, which may be paid for
356 out of the council administration budget, and for postage that may be funded from the
357 council administration budget subject to the approval of the chair of the council.

358 2. A councilmember shall not send any mass mailing that is deposited in the mail
359 between the date the councilmember has filed a declaration and affidavit of candidacy with
360 the department of elections and election day in any year in which an election is to be held
361 to fill the councilmember's office. However, mailings may be made after the last day for
362 filing for office if the councilmember has not filed for the office. For the purposes of this
363 subsection B.2, "mass mailing" means any mailing of more than two hundred pieces that
364 contains essentially identical messages and that is prepared or sent by or on behalf of an

365 individual councilmember at council expense.

366 C. All expenditures for rent, office equipment and furniture, utilities and
367 telephones to support a councilmember's outside district office shall be paid out of the
368 councilmember's district support and constituent services account.

369 D. All travel expenditures incurred by a councilmember or the councilmember's or
370 personal staff or the councilmember's district support and constituent services staff shall be
371 paid for out of the councilmember's district support and constituent services account or
372 from the ((councilmember's district support and constituent services account, or from the))
373 council administration budget with the approval of the chair of the council.

374 E. All other expenditures for community meetings, training, publications,
375 newspaper advertising, nonnewspaper advertising, cellular phones, cellular phone services
376 or other related activities as determined by the councilmember shall be paid out of the
377 councilmember's district account or from the councilmember's district support and
378 constituent services account, or from the council administration budget with the approval of
379 the chair of the council.

380 F. Whenever questions about expenditures may arise, a councilmember shall
381 consult with the chief of staff, legal counsel or the chief of staff's designee as necessary in
382 considering whether a specific expenditure is authorized by this section OR 3-010.

383 VI. Motion 10651, Section VII, as amended, and OR 3-030 are each hereby
384 amended to read as follows:

385 **Legislative branch organization ((~~organization chart~~ ~~chief of staff~~ ~~policy~~**
386 **~~staff director~~ ~~King County Flood Control Zone District executive director~~)).**

387 A. **Organization chart.** The legislative branch shall be organized in accordance

388 with the organization chart, Attachment A to ~~((Motion 14819.))~~ this motion. The chief of
389 staff shall prepare and file with the clerk of the council a revised organization chart to
390 replace Attachment A to ~~((Motion 14919))~~ this motion when the organization of the
391 legislative branch is changed either by any employment and administration committee
392 decision or by any ordinance, motion or personnel decision adopted by the council.

393 **B. Chief of staff.** There shall be a council chief of staff who reports to the chair,
394 and shall be accountable and responsive to all councilmembers. The chief of staff is
395 responsible for the efficient overall management and administration of the ~~((following~~
396 ~~staff of the legislative branch and their subordinates: the administrative services~~
397 ~~supervisor; the clerk; the director of communications; the director of strategic policy~~
398 ~~initiatives; and the director of government relations))~~ administrative and legislative
399 services staff as they are defined in OR 2-030. All directors, as defined in OR 2-030, shall
400 report to the chief of staff. The chief of staff is also responsible for monitoring the
401 independent agencies of the council. ~~((The chief of staff shall be a resource for personal~~
402 ~~and committee staff. In addition, the chief of staff, at the direction of the council and in~~
403 ~~consultation with appropriate committee chairs, may coordinate with the policy staff~~
404 ~~director the work of committee staff, legal counsel and others as needed on significant~~
405 ~~issues.))~~ The chief of staff shall be the council's bargaining lead for all legislative branch
406 bargaining units.

407 **C. ~~((Policy staff director.))~~ Chief policy officer.** There shall be a ~~((policy staff~~
408 ~~director))~~ chief policy officer who, as a director, reports to the ~~((chair,))~~ chief of staff and
409 shall be ~~((accountable and))~~ responsive to all councilmembers. ~~((The policy staff director~~
410 ~~is responsible for the efficient overall management and administration of the committee~~

411 ~~staff, which includes committee assistants and represented legislative analysts. Committee~~
412 ~~chairs and members are responsible for providing policy direction to committee staff by,~~
413 ~~among other things, setting priorities and directing the work of committee staff. In~~
414 ~~addition, the policy staff director, at the direction of the council chair and in consultation~~
415 ~~with appropriate committee chairs, may coordinate with the chief of staff the work of~~
416 ~~committee, legal counsel and others as needed on significant issues.)) As the chief policy
417 officer is the direct report for the legislative services staff, the chief policy staff officer is
418 responsible for: the efficient overall management and administration of the legislative
419 services staff; development and administration of analytic standards; committee lead and
420 support assignments; and legislative and policy assignments for analysis.~~

421 D. **Chief legal counsel.** There shall be a chief legal counsel who reports to the
422 chair and shall be accountable and responsive to all councilmembers for the provision of
423 legal services to the council, councilmembers, and administrative and legislative services
424 staff. The chief legal counsel is responsible for the efficient overall management and
425 administration of the legal services staff, outside counsel and coordination with the
426 prosecuting attorney's office.

427 E. **Independent agency officers.** For all the independent agencies, identified in
428 the organization chart, Attachment A to this motion, their officers shall be appointed by
429 the council and each independent agency officer shall be accountable and responsible for
430 the efficient overall management and administration of their agencies. The independent
431 agencies, their officers, managers and staff are subject to the policies and procedures of
432 the legislative branch.

433 F. **King County Flood Control ((Zone)). District executive director.** ~~The((re~~

434 ~~shall be a~~) King County Flood Control ((~~Zone~~)) District executive director ((~~who~~)) shall
435 report((s)) to the county councilmember who serves as the chair of the King County
436 Flood Control ((~~Zone~~)) District(~~, and who~~). The executive director shall be accountable
437 and responsive to all councilmembers who serve on the King County Flood Control
438 ((~~Zone~~)) District board of supervisors. The executive director is responsible for the
439 efficient overall management and administration of the King County Flood Control
440 ((~~Zone~~)) District and the flood control ((~~zone~~)) district administration unit and its
441 employees. The executive director is subject to the policies and procedures of the
442 legislative branch.

443 VII. Motion 14725, Section II, and OR 3-035 are each hereby amended to read as
444 follows:

445 **King County Flood Control ((~~Zone~~)) District administration.**

446 A. The legislative branch shall provide staffing, facilities and services for the
447 King County Flood Control ((~~Zone~~)) District at actual cost and fully reimbursed by the
448 district through an interlocal agreement between King County and the district.

449 B. For the administration and management of the King County Flood Control
450 ((~~Zone~~)) District, a flood control ((~~zone~~)) district administration unit is established for
451 legislative branch employees exclusively providing support for the King County Flood
452 Control ((~~Zone~~)) District. The unit is exempt from all other provisions of this
453 organizational compilation except this section, OR ((~~3-030.D.~~)) 3-030.F. and OR 3-110.

454 C. The following applies to the employees within the unit:

455 1. Job descriptions and classifications for employees in the unit shall be
456 reviewed and recommended by the King County Flood Control ((~~Zone~~)) District

457 executive committee and authorized by motion by the council;

458 2. The executive committee shall establish and be responsible for the outreach,
459 recruitment and hiring process for all employees of the unit. Hiring of the employees
460 shall be subject to appointment by motion by the council, but shall not be subject to ((the
461 hiring process of OR 3-101 or)) the decision-making requirements of OR 2-030;

462 3. The executive committee shall annually evaluate the performance of the King
463 County Flood Control ((Zone)) District executive director, using a process established by
464 the executive committee;

465 4. The executive director shall annually evaluate the performance of the
466 employees within the unit using a process established by the executive committee. The
467 executive director shall also annually present the results of these completed performance
468 evaluations to the executive committee;

469 5. Employees within the unit, other than the executive director, are subject to
470 disciplinary actions as determined by the executive director. Before suspension or
471 termination, the executive director shall notify the county councilmember who serves as
472 the chair of the King County Flood Control ((Zone)) District. An employee of the unit
473 who has been either suspended without pay for two weeks or more or terminated may
474 appeal the decision of the executive director to the council. The appeal must be filed
475 within ten calendar days of written notice of the suspension or termination being sent to
476 the employee. An appeal is filed by delivering a notice of appeal to the clerk of the
477 council;

478 6. The executive director is subject to disciplinary actions as determined by the
479 executive committee. The executive director, if either suspended without pay for two

480 weeks or more or terminated, may appeal the decision to the council. The appeal must be
481 filed within ten calendar days of written notice of the suspension or termination being
482 sent to the employee. An appeal is filed by delivering a notice of appeal to the clerk of
483 the council;

484 7. In common with all county employees and officials and elected officials,
485 employees of the unit shall comply with the King County code of ethics, K.C.C. chapter
486 3.04. All employees shall familiarize themselves with the code of ethics, and in the event
487 they identify any issue of possible concern they shall promptly seek advice from their
488 supervisor, the chief of staff or council's chief legal counsel, or shall seek an advisory
489 opinion from the board of ethics; and

490 8. The chief of staff shall be a resource for the employees of the unit and
491 responsible for implementing and carrying out OR 3-110.

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

494 ~~((Staff guidelines.))~~ **Ethical considerations.**

495 A. ~~((For the purposes of this section, unless the context clearly requires
496 otherwise:~~

497 1. ~~"Administrative staff" means the council chief of staff and staff who report
498 directly or indirectly to the council chief of staff; and~~

499 2. ~~"Policy staff" means the council staff who report directly or indirectly to the
500 policy staff director, including, but not limited to, staff assigned to a standing or regional
501 committee or the board of health, and who are assigned to provide policy, fiscal or
502 program analysis for all councilmembers.~~

503 ~~B. Ethical considerations.))~~ In common with all county employees and officials,
504 legislative branch employees and elected officials shall comply with the King County
505 code of ethics, K.C.C. chapter 3.04. Each ~~((E))~~employee~~((s))~~ shall ~~((familiarize~~
506 ~~themselves))~~ become familiar with the ~~((content of the))~~ code of ethics and, in the event
507 ~~((they identify))~~ the employee identifies any issue of possible concern ~~((they)),~~ the
508 employee shall promptly seek advice from ~~((their))~~ the employee's supervisor, the ~~((policy~~
509 ~~staff director))~~ chief policy officer, the ~~((council))~~ chief of staff or the chief legal counsel or
510 shall seek an advisory opinion from the board of ethics.

511 ~~((C. Lobbying restriction on administrative and policy staff and on the legal~~
512 ~~counsel to the council.~~

513 1)) B. Administrative or ~~((policy))~~ legislative services staff or ~~((the))~~ legal
514 counsel ~~((to the council))~~ shall not ~~((in any way))~~ seek to influence the passage or rejection
515 of any matter under consideration by the council or any committee of the council, except
516 ~~((where))~~ when an employee within the scope of ~~((his or her))~~ the employee's duties is
517 required to make a recommendation or is specifically asked by a councilmember to give a
518 recommendation on the particular matter. ~~((This restriction does not apply to the policy~~
519 ~~staff director, the director of government relations or the chief of staff to the council~~
520 ~~pursuant to previously adopted council action.~~

521 2)) C. Staff of the legislative branch and councilmembers shall not seek to
522 influence or restrict objective and impartial legislative, policy, fiscal or program analysis
523 by administrative or legislative services staff.

524 D. All staff assigned to perform legislative and policy analysis shall conduct
525 objective, nonbiased analysis on legislation and work items to which the staff is assigned.

526 E. With respect to contacts involving the news media related to the political or
527 policy aspects of county business, administrative and ~~((policy))~~ legislative services staff
528 and legal counsel ~~(of the council)~~ are encouraged first to refer such matters to the
529 committee chair or councilmember with jurisdiction over the subject matter. ~~((Reporting~~
530 ~~relationships and assignments of policy staff.~~

531 1. ~~Policy direction. Policy staff work for and are accessible to all~~
532 ~~councilmembers, and the policy staff director. Policy staff receive policy direction~~
533 ~~regarding issues within the committee's jurisdiction from the committee chair, members~~
534 ~~of the committee, the policy staff director and team leaders.~~

535 2. ~~Policy staff assignments. Policy staff assignments shall be made by the~~
536 ~~policy staff director with collaboration from team leaders. Notwithstanding an~~
537 ~~assignment to a standing or regional committee, policy staff may be assigned tasks to~~
538 ~~various committees by the policy staff director or his or her designee. All policy staff are~~
539 ~~subject to the administrative supervision of the policy staff director or his or her designee.~~
540 ~~Policy staff are responsible for conducting objective analysis on legislation and work~~
541 ~~items to which they are assigned.~~

542 3. ~~Administrative supervision. In order to ensure maximum effectiveness of the~~
543 ~~resources of policy staff and ensure that the Charter-based needs of the council are met,~~
544 ~~administrative supervision includes: overall coordination of all policy staff work plans;~~
545 ~~developing and implementing an ongoing equitable performance evaluation system that~~
546 ~~provides accountability of staff work product; developing, conducting and overseeing~~
547 ~~training and development programs, plans and processes for policy staff that link~~
548 ~~assessment of policy staff work with staff's professional development and growth. The~~

549 ~~policy staff director or his or her designee shall have administrative supervision~~
550 ~~responsibility over policy staff consisting of represented legislative analysts and~~
551 ~~committee assistants. The chief of staff or his or her designee shall have administrative~~
552 ~~supervision responsibility over administration staff as shown in Attachment A to Motion~~
553 ~~14819.~~

554 ~~4. Team leader. Team leader staff function as the supervisors for policy staff~~
555 ~~and committee assistants. A team leader is responsible for: consulting with committee~~
556 ~~lead staff to ensure adequate staffing to meet the needs of the committee; mentoring and~~
557 ~~coaching staff; assigning work to committee analysts and support staff, in conjunction~~
558 ~~with committee lead staff; reviewing staff work against professional and technical~~
559 ~~standards; meeting on an ongoing basis with staff on the team leader's team to ensure that~~
560 ~~the work program goals are being met and necessary training provided as well as~~
561 ~~providing quarterly reviews and preparing performance evaluations. Subject to the~~
562 ~~confidentiality rules in subsection F. of this section, policy staff are expected to keep the~~
563 ~~policy staff director and team leader staff informed about their assignments and any~~
564 ~~issues that may arise.~~

565 ~~5. Committee lead staff. The committee lead staff for a committee is~~
566 ~~responsible for working with policy staff director and team leader staff in ensuring~~
567 ~~adequate staff resourcing to meet the needs of the committee, managing the~~
568 ~~administrative work of the committee, including ensuring that committee agendas are~~
569 ~~prepared, approved by the committee chair and distributed in a timely manner.~~

570 ~~E. Scope of work.~~

571 ~~1. The first priority of policy staff is to support committee work responsibilities~~

572 as established by the council and carried out under the direction of the committee chair.
573 Their second priority is to support committee members' work requests. Their third
574 priority is to support noncommittee members' work requests related to the work of the
575 committee. Their fourth priority is to accomplish all other work requests from
576 councilmembers. The committee chair shall make reasonable provisions for each
577 priority.

578 2. If policy staff believe that a work request cannot be accomplished consistent
579 with the above priorities, they should discuss the issue with the committee chair, the lead
580 staff for the committee and with the policy staff director, subject to the limitations
581 identified in subsection F. of this section concerning confidentiality.)

582 F. ((Confidentiality.

583 1.)) Councilmembers may request ((an administrative staff or a policy staff
584 member)) staff to perform work and keep the nature of the work confidential.
585 ((However, administrative analytic staff may)) The work may be shared with legal
586 counsel, the clerk and the code reviser unless the councilmember specifically directs
587 otherwise. Administrative services staff shall apprise the chief of staff and ((policy))
588 legislative services staff ((may)) shall apprise the ((policy staff director as to)) chief policy
589 officer of the requested work and time required to perform it. The ((policy staff director))
590 chief policy officer shall apprise the chief of staff of the councilmember requests and both
591 the chief policy officer and chief of staff shall maintain the confidential nature of
592 councilmember requests. ((2. Consistent with the reporting relationship and assignment
593 rules in subsections B. through E. of this section, policy staff are expected to inform lead
594 staff and the policy staff director about the amount of time required to perform the work.

595 3. ~~Based upon staff assignment under OR 1-020.B, if administrative staff or~~
596 ~~policy staff believe))~~ If an administrative or legislative services staff believes that a work
597 request by a councilmember is contrary to adopted council rules or violates the staff's
598 professional ethics, the staff may consult with the ~~((policy staff director))~~ chief policy
599 officer, the chief of staff or ~~((lead))~~ staff's supervisor, and for this purpose may disclose
600 the information necessary to identify the problem. The ~~((policy staff director and))~~ chief
601 policy officer, chief of staff and the staff's supervisor shall maintain the confidential
602 nature of the request.

603 G. ~~((Staff assistance. Based upon staff assignment under OR 1-020.B,~~
604 ~~a))~~Administrative services staff should seek the assistance of the chief of staff and
605 ~~((policy))~~ legislative services staff should seek the assistance of the ~~((policy staff~~
606 ~~director))~~ chief policy officer to resolve any concerns regarding performance of ~~((their))~~
607 the staff's assigned duties.

608 IX. Motion 11327, Sections II, as amended, and OR 3-101 are each hereby
609 rescinded.

610 X. The chief of staff is directed to update job descriptions to reflect the
611 department and position titles in this motion.
612

Motion 15305 was introduced on 1/22/2019 and passed as amended by the Metropolitan King County Council on 1/22/2019, by the following vote:

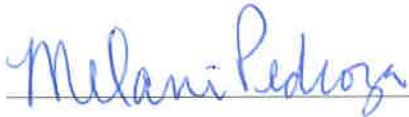
Yes: 8 - Mr. von Reichbauer, Ms. Lambert, Mr. Dunn, Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
No: 0
Excused: 1 - Mr. Gossett

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Rod Dembowski, Chair

ATTEST:



Melani Pedroza, Clerk of the Council

Attachments: None

