

AUGUST 7, 1995

Introduced By: Maggi Fimia, Louise Miller, Greg Nickels, Cynthia Sullivan, Bruce Laing, Brian Derdowski, Christopher Vance, Larry Gossett, Jane Hague, Larry Phillips, Ron Sims

EXECCPIs.MF8

Proposed No.: 95-0394

MOTION NO. **9643**

A MOTION establishing policy direction for implementation of Executive Order PRE 7-1 (AEO) "Citizen Participation Initiative"

WHEREAS, the King County Executive has, by Executive Order PRE 7-1 (AEO), established a "Citizen Participation Initiative" for King County, and

WHEREAS, this Executive Order includes three major elements: recognition of organized unincorporated area councils; provision of Community Service Centers (CSC's); and for those Community Service Centers located in unincorporated areas, provision of Community Service Representatives to staff the CSC's and "act as a link between unincorporated citizens and their county government", and

WHEREAS, the King County council desires to provide policy direction for this initiative;

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

A. That it shall be the policy of King County to officially recognize and acknowledge unincorporated area councils which meet the following criteria.

1. Membership must be open to all residents within the recognized boundaries of the UAC;

1 2. The bylaws shall specify the voting rights of members and  
2 must provide for a public process for voting for or otherwise  
3 choosing UAC officers and board members

4 3. Non-resident property and business owners may be members  
5 if provided for by the UAC bylaws;

6 4. The UAC must demonstrate that its size and breadth  
7 provides for equitable representation of citizens of the  
8 area;

9 5. The UAC may not discriminate against individuals or  
10 groups on the basis of race, religion, color, gender, sexual  
11 orientation, disability, national origin, income or political  
12 affiliation;

13 6. The UAC must develop bylaws which are to be maintained at  
14 public locations which are mutually acceptable to the UAC and  
15 King County;

16 7. The bylaws must identify the geographic boundaries of the  
17 UAC;

18 8. The bylaws must provide for regularly scheduled open  
19 public meetings;

20 9. The bylaws must address conflict of interest and ethics  
21 issues;

22 10. Membership fees may be collected on a voluntary basis  
23 only.

24 Recognition of a UAC shall be accomplished by motion proposed by  
25 the executive and approved by the county council. Any UAC which  
26 has within its boundaries at least 7500 residents, does not  
27 overlap any other recognized UAC and meets the above criteria  
28 shall be recognized. Any communities that are unable to meet the  
29 population requirement for a UAC may apply for recognition if the  
30 community can demonstrate that the area covered is of sufficient  
31 breadth and size as to represent a diversity of community  
32 interests and that the geographic isolation of the community makes

1 UAC participation with an adjacent community unrealistic, provided  
2 that they do not overlap with any other recognized UAC.

3 B. Each department shall determine methods for establishing  
4 liaisons with the various UAC's as part of the county's overall  
5 commitment to improving services to unincorporated communities.  
6 Recognized UAC's shall be provided information on programs and  
7 plans of the various county departments and the county council  
8 which may affect those areas on a regular and ongoing basis, and  
9 in a timeframe sufficient to allow the UAC to provide meaningful  
10 input throughout the development of the program. The departments  
11 and the county council shall also respond in a timely fashion to  
12 requests from UAC's on issues raised by the communities they  
13 represent. The Executive shall report to the Unincorporated  
14 Affairs Committee, specifying how these objectives are to be  
15 accomplished. As an example, the Executive department's roads and  
16 parks CIP budget item for a UAC area should be discussed with  
17 UAC's beginning no later than August of that year.

18 C. All departments and the county council shall give due  
19 consideration to UAC's comments on matters affecting the quality  
20 of life in their communities. All departments shall provide  
21 written responses to UAC comments when requested by the UAC.

22 D. The council through its unincorporated affairs committee or  
23 its successor shall, at least annually, conduct a public forum  
24 with all recognized UAC's to discuss how the UAC process is  
25 working. Executive departments shall also be involved in this  
26 forum, and unrecognized community groups shall be invited to  
27 attend.

28 E. The King County Council supports the Executive's efforts to  
29 provide services at decentralized locations throughout the county  
30 in order to provide county residents with some general county  
31 services at convenient locations.

1 F. The provision of Community Service Centers (CSC's) may impact  
2 county programs and operations as well as departmental budgets.  
3 The county council concurs in the establishment of one CSC on an  
4 experimental "pilot" basis. The executive is requested to submit  
5 an interim operational and financial plan for the pilot site by  
6 October 30, 1995. Prior to the expansion of the program, the  
7 executive is requested to submit operational and financial plans  
8 for such expansion for council approval.

9 G. Criteria to be used in determining the locations of any CSC's  
10 shall include:

11 the possibility of co-location with existing county  
12 facilities;

13 the presence of other activity centers with services such as  
14 libraries, post offices or community centers;

15 convenience, accessibility and security;

16 the availability of local community resources and support  
17 such as service groups and unincorporated area councils;

18 multi-service capability;

19 availability of community meeting facilities with or in close  
20 proximity to the CSC and

21 ability to serve substantially unincorporated long term area  
22 populations initially.

23 H. The Council believes that staff providing direct services to  
24 the public at CSC's must be distinguished from staff who are  
25 acting in a liaison function in the community, because these are  
26 separate functions that cannot adequately be combined. Staff  
27 providing direct services at the CSC's may be loaned staff from  
28 the agency for which the service is being provided. The executive  
29 shall identify FTE requirements in the budget for 1996. The  
30 executive is to submit a plan and budget request for the liaison  
31 function by October 30, 1995. This plan shall specify how the  
32 liaison is to be coordinated with the executive and councilmembers

1 representing the districts and UAC's which the CSC's serve, and  
2 who liaison staffs will be accountable to. The Community Service  
3 Representatives should work closely with the staffs of the county  
4 councilmembers representing the area served, to assure that issues  
5 of legislative policy are appropriately addressed by the  
6 councilmember for the district, and administrative matters are  
7 addressed by the appropriate executive department.

8 PASSED by a vote of 13 to 0 this 14<sup>th</sup> day of  
9 August, 1995.

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KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

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Kent Pullen  
Chair

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ATTEST:

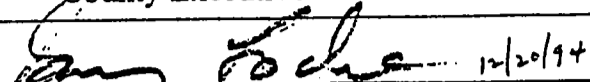
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Gerald A. Peterson  
Clerk of the Council

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Attachments: A. Executive Order PRE 7-1 (AEO)



Title Executive Order <u>PRE 7-1 (AEO)</u> Citizen Participation Initiative	Document Code No PRE 7-1 (AEO)
Department/Issuing Agency County Executive Office	Effective Date December 30, 1994
Approved  12/20/94	

An Executive Order implementing the Citizen Participation Initiative to enhance opportunities for public involvement and to improve citizen access to the information and services provided by King County government, through recognition of unincorporated area councils, establishment of Community Service Centers to serve incorporated and unincorporated King County and the provision of Community Service Representatives at those Community Service Centers located within unincorporated communities.

WHEREAS, there are 1.6 million people residing in King County who depend on county government for regional services ranging from marriage licensing to public transit; and

WHEREAS, there are 500,000 people residing in unincorporated communities for whom county government is both a regional and local government; and

WHEREAS, it is essential to the successful and effective provision of government services that King County make those services that can be efficiently decentralized, convenient to and available in local communities; and

WHEREAS, King County is committed to improving opportunities for meaningful involvement by citizens of unincorporated areas in decisions regarding the future of their communities;

NOW, THEREFORE, I, Gary Locke, King County Executive, do order that the King County Department of Human Services be the lead agency, and that all other King County departments cooperate to implement the Citizen Participation Initiative. Elements of the initiative shall include the following:

1. Procedures for recognizing existing area councils in the unincorporated area and assistance for communities that wish to establish new area councils in unincorporated King

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Effective Date: 12/30/94

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County in order to provide effective and continuing opportunities for citizens to participate in county government processes and decisions that affect their communities.

2. Direction to departments when to seek advice and comment from unincorporated area councils (UAC) regarding policies, county programs, citizen appointments to advisory committees, community plans, subarea plans, and other plans and issues specifically affecting the citizens within the geographic boundary of the UAC. All departments shall, to the best of their ability, respond to the requests of the UACs for notice and information regarding policies, county programs, citizen appointments to advisory committees, community plans, subarea plans, and other plans and issues affecting the citizens living within the geographic boundary of the UAC.

3. King County recognition for UACs that have met the following minimum requirements for recognition:

a. UAC membership must be open to any person who lives within the recognized boundaries of the UAC. Other persons, including but not limited to property and business owners, may be members if further provided in each UAC's bylaws. A UAC must demonstrate that it has sufficient size and breadth of citizen participation to adequately represent the interests of the community.

b. Each UAC must have clearly stated geographic boundaries in its bylaws. The geographic area of a UAC should correspond to and respect existing community identities, and should not overlap that of any other UAC.

c. A UAC must not discriminate against individuals or groups on the basis of race, religion, color, sex, sexual orientation, age, disability, national origin, income or political affiliation in any of its policies, recommendations or actions.

- d. Membership contributions may be collected on a voluntary basis only.
- e. The UAC shall maintain a complete and up-to-date set of bylaws at a public location designated by King County.
- f. Each UAC shall, in its bylaws, provide for a public and democratic process for voting and choosing its officers and board members.
- g. Each UAC shall set forth meeting requirements for the membership in the bylaws and shall abide by the Washington State Open Public Meetings Act (RCW 42.30.010 ) relative to public meetings and public records.

FURTHERMORE, UACs may provide the County with community input on behalf of citizens living within the geographic boundary of the UAC, including but not limited to the following issues, programs and policies:

1. Identify issues of concern to the community and suggest strategies for the county to address affordable housing, environmental protection, open space, water quality, surface water management, economic development, and growth management.
2. Develop and recommend priorities for services and methods of service delivery in the community for such issues as public safety, public health, human services, transportation, transit, parks, recreation, and arts and heritage programs.
3. Serve as a resource for citizen input and advice on community or subarea plans affecting the community.
4. Review proposed county spending in the community and recommend priorities or alternatives desired by the community.

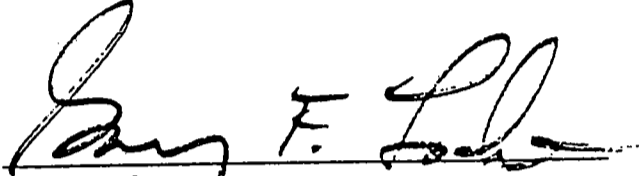


5. Encourage and solicit community development block grant proposal from organizations in the community.
6. Assist the County in the development of community or subarea plans, and plan updates.
7. Review and comment on all other matters referred to it by the County Executive.
8. Receive notice of, review and comment on land use applications pursuant to all provisions of the King County Code.
9. Regularly recommend to the County Executive candidates for appointment to County boards, commissions, task forces and citizen advisory committees.

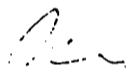
FURTHERMORE, to enhance citizen access to the information and services provided by King County government the Departments of Executive Administration and Human Services are directed to develop a system of Community Service Centers in unincorporated and incorporated communities to provide basic county services to citizens within and near their own communities. Services to be provided should include but not be limited to licensing, assessments, tax and fee payments, small building permits, transit information, and referrals and assistance in obtaining other county services. Community Service Centers within incorporated areas should be located at an existing city hall, or municipal or county facility. Community Service Centers within unincorporated areas should be located appropriately and be of sufficient size and quality to accommodate other county functions such as public safety "storefront precincts". Computer and telecommunications technology should be employed to further enhance citizen access to information and services. Community Service Centers located in unincorporated communities shall also be staffed by a Community Service Representative who shall act as a link between

unincorporated citizens and their county government. Duties and responsibilities of a Community Service Representative shall include assisting citizens to organize in order to better represent their interests in county affairs; be a central contact for citizens or groups seeking access to county departments, policy makers, and elected officials; and provide information to local citizens and organizations regarding county issues, programs and services that may affect their community. The first Community Service Centers should be open by July 1, 1995.

DATED this 20<sup>th</sup> day of December, 1994.

  
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Gary Locke  
King County Executive

ATTEST:

  
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John Charles, Manager  
Records and Elections