

Ordinance No. 108735

AN ORDINANCE relating to and creating an Office of Policy and Evaluation in the Executive Department; providing for the appointment of a Director thereof and defining duties; providing for the organization and specifying the functions of said Office; and repealing Ordinance 104067 and 107879 relating to the Office of Policy Planning.

COMPTROLLER
FILE NUMBER _____

**ENGROSSED
Council Bill No. 100363**

| | |
|---|---------------------------------------|
| INTRODUCED: | BY: |
| REFERRED: | TO: |
| REFERRED: | |
| REFERRED: | |
| REPORTED: DEC 24 1979 | SECOND READING: DEC 24 1979 |
| THIRD READING: DEC 24 1979 | SIGNED: DEC 24 1979 |
| PRESENTED TO MAYOR: DEC 26 1979 | APPROVED: JAN 3 1980 |
| RETD. TO CITY CLERK: JAN 3 1980 | PUBLISHED: |
| VETOED BY MAYOR: | VETO PUBLISHED: |
| PASSED OVER VETO: | VETO SUSTAINED: |

Res. 26269 --Adopts the City of Seattle Policy and Planning Agenda for 1980; describes the basis for including items on the Policy & Planning Agenda; re the Policy & Planning Agenda to the annual Policy Catalog; &, delineating reporting requirements pertaining to work performed under the Policy & Planning Agenda.

Res. 26532 -Adopts the "City of Seattle Polic, & Planning Agenda for 1981", etc...

- Health
- TREAS
- Personnel
- X Supt's off.
- Water
- OPE
- DCD
- Gen Sec

- PUB. (BO)
- BLDG.
- ENG.
- B. O.
- A. C.
- S. E.
- C. O.
- LIGHT

ORDINANCE 108735

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AN ORDINANCE relating to and creating an Office of Policy and Evaluation in the Executive Department; providing for the appointment of a Director thereof and defining duties; providing for the organization and specifying the functions of said Office; and repealing Ordinance 104067 and 107879 relating to the Office of Policy Planning.

WHEREAS, Article III, Section 1 of the Seattle City Charter authorizes the creation, consolidation, and reorganization by ordinance of departments, divisions, and offices for the conduct of municipal functions and the exercise of powers not expressly vested in a Charter office or department; and

WHEREAS, the City Council authorized in the 1979 Budget a study of Executive Department reorganization, and the Mayor has conducted that study and made recommendations for organizational changes; and

WHEREAS, the Mayor proposed the creation of a new Executive Office, the Office of Policy and Evaluation, and in enacting the 1980 Budget the Council established a budget and positions for the Office; Now, Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As of January 1, 1980, there is hereby established in the Executive Department an Office of Policy and Evaluation. The purposes of this Office are to develop broad policy recommendations, including policies to guide resource allocations, coordinate ~~and provide general direction for~~ expanded program planning activities of the Departments, conduct policy review and analysis, and undertake policy evaluations. Specific functions of the Office of Policy and Evaluation shall include:

- (a) Ensuring that procedures and systems are designed to facilitate the identification and performance of major policy planning and evaluation priorities; and helping to ensure that adopted City policies and plans are represented in planning guidelines, program plans, and resource allocations.
- (b) Developing and coordinating the preparation of policies and reviewing the plans and evaluating the programs of the City and other public and private agencies pertaining to energy, land use, transportation, environmental quality, natural resources, and utilities.
- (c) Developing and coordinating the preparation of policies, and reviewing the plans and evaluating the programs of the City and other public and private agencies pertaining to community and economic development, health, human services, housing, and other matters related to the role of City government.

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(d) Examining relevant crime data; performing crime specific problem analyses, identifying strategies to reduce crime, increase public safety, and improving the criminal justice system; recommending crimes for priority attention by The City of Seattle; developing criminal justice projects based on demonstration strategies; and making recommendations for City policies and programs based on the results of project evaluations and other policy development analyses.

Section 2. The Director of the Office of Policy and Evaluation shall be appointed by the Mayor, subject to confirmation by a majority vote of all members of the City Council. As of January 1, 1980, pending permanent appointment of the Director under the authority of this Section, the Mayor is authorized to appoint a person to act as the Director for the period of sixty days. Thereafter, the Mayor may appoint another temporary Director, or reappoint the person initially appointed as temporary Director, for successive sixty-day periods, all subject to the approval of the City Council.

Section 3. Under the direction of the Mayor, the Director of the Office of Policy and Evaluation shall perform the following duties:

- (a) To design the processes by which major planning, policy development, and evaluation priorities are formulated in the Executive Branch and prepare the Mayor's proposal for the Annual Policy and Planning Agenda. Such agenda shall be adopted jointly by the Mayor and City Council. It shall set forth issues to be addressed, and the dates on which discreet work products shall be completed and available for consideration by the Mayor and City Council;
- (b) To maintain records and report to the Mayor and City Council on the status of major City planning, policy development, and evaluation activities represented in the Annual Policy and Planning Agenda;
- (c) To coordinate the preparation of the Housing and Community Development Block Grant Plan, design the process for and manage the project review and allocations, and oversee the preparation of the Housing and Community Development Block Grant Application;
- (d) To analyze Seattle's criminal justice and juvenile justice system, develop strategies for resolving the major problems and issues affecting these systems, and develop the annual Seattle Criminal Justice Plan;

1 (e) To appoint, remove, supervise, and control all officers and employees of the
2 Office of Policy and Evaluation in accordance with The City's personnel laws
3 and rules; and

4 (f) To manage the preparation of the proposed annual budget of the Office of
5 Policy and Evaluation, authorize necessary expenditures, and supervise the
6 maintenance of adequate accounting systems and procedures.

7 Section 4. All of the records, books, papers, properties, and equipment ac-
8 quired pursuant to Ordinance 104067 and Ordinance 107879 are transferred to the
9 Office of Policy and Evaluation established by this ordinance.

10 The following positions are transferred from the Office of Policy Planning to
11 the designated receiving department:

| <u>Number</u> | <u>Position Title</u> | <u>Receiving Department</u> | <u>Program Category</u> |
|---------------|--|-----------------------------|---|
| 12 1 | Program Coordinator II | Executive | 1100 -- Mayor's Office |
| 13 1 | Manager VIII | Engineering | 4100 -- Traffic and Transportation |
| 14 1 | Program Coordinator III | Parks and Recreation | 6100 -- Project Development |
| 15 1 | Program Coordinator II | Community | 8300 -- Housing |
| 16 1 | Program Coordinator I | Development | |
| 17 2 | Program Coordinator II | Community | 7300 -- Economic |
| 18 1 | Administrative Specialist I | Development | Development |
| 19 1 | Senior Planner | Community | 4300 -- Environmental |
| 20 2 | Assistant Planning Ana- lysts (permanent part-time) | Development | Management |
| 21 1 | Program Coordinator II | Executive | 1900 -- Office of Inter- governmental Relations |

22 To implement the functions contemplated by Section 1 of this ordinance, the
23 following position in the 1980 Budget of the Personnel Department (Program
24 Category 2200 -- Public Employment) is hereby transferred from the Office of
25 Policy Planning to the Executive Department:

| <u>Number</u> | <u>Position Title</u> | <u>Receiving Department</u> | <u>Program Category</u> |
|---------------|-----------------------|-----------------------------|----------------------------------|
| 26 1 | Office Assistant | Executive | 1020 -- Management and Budget |

27 All other positions of employment in the Office of Policy Planning are trans-
28 ferred to the Office of Policy and Evaluation established pursuant to this
ordinance.

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All transfers contemplated by this Section are made to positions created in the 1980 Budget for the designated departments and program categories.

The appointment of each and every employee of the Office of Policy Planning is ratified and confirmed as an appointment to his/her receiving department, and this employment shall be deemed to be continuous, without interruption of service and without diminution of rights accruing to any employees under the Personnel Ordinance. No employee shall suffer any loss of service credit, vacation time, sick leave, compensation time, or any other benefit to which he/she may be entitled, solely on account of this transfer from the Office of Policy Planning to another department.

Section 5. The Director of the Office of Policy and Evaluation is hereby authorized to enter into agreement with the Director of the Department of Community Development to serve such accounting and other financial management services as the Director of the Office of Policy and Evaluation shall deem necessary and appropriate.

Section 6. All financial and contractual obligations, including all liabilities and assets of the Office of Policy Planning and grants awarded to the Office of Policy Planning, shall become obligations of the Office of Policy and Evaluation.

Section 7. Repealer.

Ordinance 104067, entitled:

"AN ORDINANCE relating to and creating an Office of Policy Planning in the Executive Department; providing for the appointment of a Director thereof and defining duties; providing for the organization and specifying the functions of said office; establishing, transferring and abolishing certain offices and positions in connection therewith; establishing expenditure allowances by reappropriation and transfer; and amending Section 1 of Ordinance 103726, Section 3 of Ordinance 102445 and Section 2 of Ordinance 97473 and repealing Section 3 of Ordinance 97473 to effectuate the transfer of certain functions and responsibilities to said office, and to abolish the Office of City Planner."

and Ordinance 107879, entitled:

"AN ORDINANCE relating to and amending the 1979 Budget of the Executive Department; reestablishing a budget therein for the Office of Policy Planning, establishing a new Program, new Program Categories and Expenditure Allowances in said Executive Department Budget by reappropriation and transfer from corresponding reductions and/or abandonments in the 1979 Budgets of the Legislative, Executive, Engineering, Community Development, Human Resources, Parks and

(To be used for all Ordinances except Emergency.)

Recreation and Finance-General Departments and by appropriation and transfer from the Community Development Revenue Sharing Fund and other grant funds, and increasing certain Expenditure Allowances in the 1979 Budgets of other departments and offices; creating certain positions in the Office of Policy Planning and the Personnel Department and abrogating others in other departments and offices; and authorizing the Director of the Office of Policy Planning to enter into certain interdepartmental agreements."

are hereby repealed.

Section 8. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

Section 9. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 24 day of December, 1979, and signed by me in open session in authentication of its passage this 24 day of December, 1979.

John Miller
President of the City Council.

Approved by me this 3 day of January, 1980.

Charles Royer
Mayor.

Filed by me this 3 day of January, 1980.

Attest: Jim Hill
City Comptroller and City Clerk.

(SEAL)

Published.....

By G. C. Bennett
Deputy Clerk.

*Please make the one change
on page 2 & deliver to
Tim Hill's office by Fri 4PM*



ORDINANCE

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3 Executive Department; providing for the appointment of a Director thereof
4 and defining duties; providing for the organization and specifying the
5 functions of said Office; and repealing Ordinance 104067 and 107879 relating
6 to the Office of Policy Planning.

7 WHEREAS, Article III, Section 1 of the Seattle City Charter authorizes the crea-
8 tion, consolidation, and reorganization by ordinance of departments, divisions,
9 and offices for the conduct of municipal functions and the exercise of powers
10 not expressly vested in a Charter office or department; and

11 WHEREAS, the City Council authorized in the 1979 Budget a study of Executive
12 Department reorganization, and the Mayor has conducted that study and
13 made recommendations for organizational changes; and

14 WHEREAS, the Mayor proposed the creation of a new Executive Office, the Office
15 of Policy and Evaluation, and in enacting the 1980 Budget the Council estab-
16 lished a budget and positions for the Office; Now, Therefore,

17 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

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19 Department an Office of Policy and Evaluation. The purposes of this Office are to
20 develop broad policy recommendations, including policies to guide resource
21 allocations, coordinate and provide general direction for expanded program plan-
22 ning activities of the Departments, conduct policy review and analysis, and under-
23 take policy evaluations. Specific functions of the Office of Policy and Evaluation
24 shall include:

- 25 (a) Ensuring that procedures and systems are designed to facilitate the identi-
26 fication and performance of major policy, planning, and evaluation priorities;
27 and helping to ensure that adopted City policies and plans are represented in
28 planning guidelines, program plans, and resource allocations.
- (b) Developing and coordinating the preparation of policies and reviewing the
plans and evaluating the programs of the City and other public and private
agencies pertaining to energy, land use, transportation, environmental qual-
ity, natural resources, and utilities.
- (c) Developing and coordinating the preparation of policies, and reviewing the
plans and evaluating the programs of the City and other public and private
agencies pertaining to community and economic development, health, human
services, housing, and other matters related to the role of City government.

Priority attention by

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(d) Examining relevant crime data; performing crime specific problem analyses; identifying strategies to reduce crime, increase public safety, and improving the criminal justice system; recommending ~~priority~~ crimes for The City of Seattle; developing criminal justice projects based on demonstration strategies; and making recommendations for City policies and programs based on the results of project evaluations and other policy development analyses.

Section 2. The Director of the Office of Policy and Evaluation shall be appointed by the Mayor, subject to confirmation by a majority vote of all members of the City Council. As of January 1, 1980, pending permanent appointment of the Director under the authority of this Section, the Mayor is authorized to appoint a person to act as the Director for the period of sixty days. Thereafter, the Mayor may appoint another temporary Director, or reappoint the person initially appointed as temporary Director, for successive sixty-day periods, all subject to the approval of the City Council.

Section 3. Under the direction of the Mayor, the Director of the Office of Policy and Evaluation shall perform the following duties:

- (a) To design the processes by which major planning, policy development, and evaluation priorities are formulated in the Executive Branch and prepare the Mayor's proposal for the Annual Policy and Planning Agenda. Such agenda shall be adopted jointly by the Mayor and City Council. It shall set forth issues to be addressed, and the dates on which discreet work products shall be completed and available for consideration by the Mayor and City Council;
- (b) To maintain records and report to the Mayor and City Council on the status of major City planning, policy development, and evaluation activities represented in the Annual Policy and Planning Agenda;
- (c) To coordinate the preparation of the Housing and Community Development Block Grant Plan, design the process for and manage the project review and allocations, and oversee the preparation of the Housing and Community Development Block Grant Application;
- (d) To analyze Seattle's criminal justice and juvenile justice systems, develop strategies for resolving the major problems and issues affecting those systems, and develop the annual Seattle Criminal Justice Plan;

ORDINANCE 108735

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(b) Developing and coordinating the preparation of policies and reviewing the plans and evaluating the programs of the City and other public and private agencies pertaining to energy, land use, transportation, environmental quality, natural resources, and utilities.

(c) Developing and coordinating the preparation of policies and reviewing the plans and evaluating the programs of the City and other public and private agencies pertaining to community and economic development, health, human services, housing, and other matters related to the role of City government.

(d) Examining relevant crime data, performing crime specific problem analyses; identifying strategies to reduce crime; increase public safety and improving the criminal justice system; recommending crimes for priority attention by The City of Seattle; developing criminal justice projects based

on demonstration strategies; and making recommendations for City policies and programs based on the results of project evaluations and other policy development analyses.

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SECTION 3. Under the direction of the Mayor, the Director of the Office of Policy and Evaluation shall perform the following duties:

(a) To design the processes by which major planning, policy development, and assessment priorities are formulated in the Executive Branch and prepare the Mayor's proposal for the Annual Policy and Planning Agenda. Such agenda shall be adopted jointly by the Mayor and City Council. It shall set forth issues to be addressed, and the dates on which discrete work products shall be completed and available for consideration by the Mayor and City Council;

(b) To maintain records and report to the Mayor and City Council on the status of major City planning, policy development, and evaluation activities represented in the Annual Policy and Planning Agenda;

(c) To coordinate the preparation of the Housing and Community Development Block Grant Plan, design the process for and manage the project review and allocations, and oversee the preparation of the Housing and Community Development Block Grant Application;

(d) To analyze Seattle's criminal justice and juvenile justice system, develop strategies for resolving the major problems and issues affecting those systems, and develop the annual Seattle Criminal Justice Plan;

(e) To appoint, remove, supervise, and control all officers and employees of the Office of Policy and Evaluation in accordance with The City's personnel laws and rules; and

(f) To manage the preparation of the proposed annual budget of the Office of Policy and Evaluation, authorize necessary expenditures, and supervise the maintenance of adequate accounting systems and procedures.

SECTION 4. All of the records, books, papers, properties, and equipment acquired pursuant to Ordinance 104067 and Ordinance 107875 are transferred to the Office of Policy and Evaluation established by this ordinance.

The following positions are transferred from the Office of Policy Planning to the designated receiving department:

| NUMBER | POSITION TITLE | RECEIVING DEPARTMENT | PROGRAM CATEGORY |
|--------|---|----------------------|--|
| 1 | Program Coordinator II | Executive | 1100—Mayor's Office |
| 1 | Manager VIII | Engineering | 4100—Traffic and Transportation |
| 1 | Program Coordinator III | Parks and Recreation | 6100—Project Development |
| 1 | Program Coordinator II | Community | 8300—Housing Development |
| 2 | Program Coordinator II | Community | 7300—Economic Development |
| 1 | Administrative Specialist I | Community | 4300—Environmental Management |
| 1 | Senior Planner | Community | 4300—Environmental Management |
| 2 | Assistant Planning Analysts (permanent part-time) | Community | 4300—Environmental Management |
| 1 | Program Coordinator II | Executive | 1900—Office of Intergovernmental Relations |

To implement the functions contemplated by Section 1 of this ordinance, the following position in the 1980 Budget of the Personnel Department (Program Category 2200 — Public Employment) is hereby transferred from the Office of Policy Planning to the Executive Department:

| NUMBER | POSITION TITLE | RECEIVING DEPARTMENT | PROGRAM CATEGORY |
|--------|------------------|----------------------|----------------------------|
| 1 | Office Assistant | Executive | 1020—Management and Budget |

All other positions of employment in the Office of Policy Planning are transferred to the Office of Policy and Evaluation established pursuant to this ordinance.

All transfers contemplated by this Section are made to positions created in the 1980 Budget for the designated departments and program categories.

The appointment of each and every employee of the Office of Policy Planning is ratified and confirmed as an appointment to the receiving department, and this employment shall be deemed to be continuous, without interruption of rights accruing to any employees under the Personnel Ordinance. No employee shall suffer any loss of service credit, vacation time, sick leave, compensation time, or any other benefit to which he/she may be entitled, solely on account of this transfer from the Office of Policy Planning to another department.

SECTION 5. The Director of the Office of Policy and Evaluation is hereby authorized to enter into agreement with the Director of the Department of Community Development to serve such accounting and other financial management services as the Director of the Office of Policy and Evaluation shall deem necessary and appropriate.

SECTION 6. All financial and contractual obligations, including all liabilities and assets of the Office of Policy Planning and grants awarded to the Office of Policy Planning, shall become obligations of the Office of Policy and Evaluation.

SECTION 7. Repealer.

Ordinance 104067 entitled

"AN ORDINANCE relating to and creating an Office of Policy Planning in the Executive Department; providing for the appointment of a Director thereof and defining duties; providing for the organization and specifying the functions of said office; establishing, transferring and abolishing certain offices and positions in connection therewith; establishing expenditure allowances by reappropriation and transfer; and amending Section 1 of Ordinance 108726, Section 3 of Ordinance 103145 and Section 2 of Ordinance 97473 and repealing Section 3 of Ordinance 97473 to effectuate the transfer of certain functions and responsibilities to said office, and to abolish the Office of City Planner."

and Ordinance 107879 entitled

"AN ORDINANCE relating to and amending the 1979 Budget of the Executive Department; reestablishing a budget therein for the Office of Policy Planning; establishing a new Program, new Program Categories and Expenditure Allowances in said Executive Department Budget by reappropriation and transfer from corresponding items in the 1979 Budgets of the Legislative, Executive, Engineering, Community Development, Human Resources, Parks and Recreation and Finance — General Departments and by appropriation and transfer from the Com-

munity Development Revenue Sharing Fund and other grant funds and increasing certain Expenditure Allowances in the 1979 Budgets of other departments and offices; creating certain positions in the Office of Policy Planning and the Personnel Department and abrogating others in other departments and offices; and authorizing the Director of the Office of Policy Planning to enter into certain interdepartmental agreements."

are hereby repealed.

SECTION 8. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

SECTION 9. This ordinance shall take effect and be in force thirty days from and after its passage and approval if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 24th day of December, 1979, and signed by me in open session in authentication of its passage this 24th day of December, 1979.

JOHN MILLER,
President of the City Council.

Approved by me this 3rd day of January, 1980.

CHARLES ROYER,
Mayor.

Filed by me this 3rd day of January, 1980.

Attest: TIM HILL,
City Comptroller and City Clerk.

(Seal) By: G. C. GEISBERT,
Deputy Clerk.

Publication ordered by TIM HILL, Comptroller and City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, January 7, 1980. (C-177)

The City of Seattle--Legislative Department

MR. PRESIDENT:

Date Reported
and Adopted

Your Committee on FINANCE

to which was referred

C.B. 100863

Creating an Office of Policy and Evaluation in the Executive Department and providing for the appointment of its Director, etc.

RECOMMENDS THAT SAME DO PASS, *as amended.*

Jim Hill

Chairman

Chairman

Committee

Committee

C-177

Affidavit of Publication

RECEIVED
JAN 10 1980
CLERK OF SUPERIOR COURT

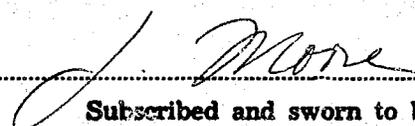
STATE OF WASHINGTON KING COUNTY—SS.

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

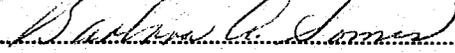
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below

stated period. The annexed notice, a
Ordinance No. 108735

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was published on January 7, 1980

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Subscribed and sworn to before me on

.....
January 8, 1980

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Notary Public for the State of Washington,
residing in Seattle.