

Ordinance No. 104067

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.

(ENGROSSED) *See Ord. 108735*

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Council Bill No. 95823

INTRODUCED: 11/25/74	BY: WILLIAMS
REFERRED: 11/25/74	TO: HUMAN RESOURCES & JUD. PLANNING & URBAN DEV. FIN.
REPORTED: NOV 27 1974	SECOND READING: NOV 27 1974
THIRD READING: NOV 27 1974	SIGNED: NOV 27 1974
PRESENTED TO MAYOR: NOV 27 1974	APPROVED: DEC 1 1974
RETD. TO CITY CLERK: DEC 4 1974	PUBLISHED:
VETOED BY MAYOR:	VETO PUBLISHED:
PASSED OVER VETO:	VETO SUSTAINED:
ENGROSSED:	BY:
VOL. _____	PAGE _____

ORD 104433 -RE ADMINISTRATION BY OFFICE OF POLICY PLANNING OF THE GRANT CONTRACT AUTHORIZED BY ORD. 103726, & AMENDING SECTIONS 2, 3, & 4 OF SAID ORD.

281388 - C.S. Conin Recommendation for exemption of Director of Policy Planning from C.S.

RES 24964 -ADOPTING THE CONCEPT OF AN ANNUAL APPROP, TO GREATEST EXTENT POSSIBLE, OF THE CAPITAL IMPROVEMENT PROGRAM, AS PROPOSED BY A JOINT LEGISLATIVE-EXECUTIVE TASK FORCE; & REQUESTING OPP SUBMIT BOTH A CAPITAL IMPROVEMENT PROGRAM DOCUMENT FOR 1976 & A DRAFT ORDINANCE APPROPRIATING SUCH DOCUMENT.

ORD 106302 -RE PLANNING COM'N; PROVIDES FOR MEMBERSHIP OF 15 CITIZENS, PRESCRIBING QUALIFICATIONS & TERMS OF OFFICE, DEFINING DUTIES IN ADD'N TO THOSE SET FORTH IN CITY CHARTER; & REPEALS ORD 104177.

Ord 107879 -REESTABLISHES THE OFFICE OF POLICY PLANNING.

Ord 108098 -Creates Office In Intergovernmental Relations in Exec Dept., and amending Sec 1, 2, and 6 of Ord 104067

Law
EP Co.
D.C.D.
Pers.
H. Res.

PUB
BLDG. (DC)
ENG.
H. O. Y.
A. C.
S. E.
C. G.
LIGHT

REPEALED - ORD.

108735

ORDINANCE 104067

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.

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

WHEREAS, there exists a need for an office in the City to provide unified policy development and planning capability to coordinate currently fragmented City policy making and planning efforts to enable the Mayor and the City Council to provide comprehensive policy leadership (a "Comprehensive Policy Plan") to the City, and to coordinate multi-departmental efforts and the City's relationship to other governmental units, all as recommended in C.F. 280038 and to effectuate the goals contained in the Report (C.F. 275888) of the Seattle 2000 Commission, said Report having been adopted as amended by Resolution 24283; Now, Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

AMENDED - ORD.

108098

Section 1. Office of Policy Planning: Creation, Mission, and Goals.

That as of October 16, 1974, there is hereby created, within the Executive Department, an Office of Policy Planning to direct, coordinate and maintain an integrated and systematic planning process for Seattle's overall physical and social development consistent with adopted goals and policies of the City.

Specific goals for the Office of Policy Planning shall be as follows:

a) To formulate goals, policies and priorities for the City, and to administer and coordinate the City's

1 Comprehensive Policy Plan, hereinafter defined;

2 b) To direct, coordinate and make recommendations
3 as to the development of City policies and plans to eliminate
4 fragmented, conflicting or duplicative planning efforts;

5 c) To integrate planning activities and policy development
6 in a broad range of functional areas including, but not limited
7 to Human Resources, Law and Justice, Housing, Transportation,
8 Urban Design, and Land Use, including administration of
9 the Comprehensive Plan of Seattle;

10 d) To facilitate cooperation between the Mayor and
11 City Council, particularly with respect to the identification
12 of major policy issues, determination of priorities, identification
13 and analysis of alternative courses of action, and program
14 decision-making;

15 e) To coordinate intergovernmental relations activities
16 and to provide staff support to the Mayor and the City Council
17 in formulating policies and programs for representing the
18 interests of the City to federal, State and other units of
19 local government, both of a general and limited purpose nature;

20 f) To facilitate citizen participation in the City's
21 decision-making process to assure compliance with federal
22 and other regulations; and

23 g) To review and evaluate existing and planned city
24 programs and activities on a continuing basis to ensure that
25 such programs and activities fulfill adopted goals, policies
26 and priorities of the City.

24 10 8098 RECOMMENDED - ORD.

25 Section 2. That there shall be a Director of Policy
26 Planning to be appointed by the Mayor, subject to confirmation
27 by a majority vote of all members of the City Council, and
28 the rate of compensation for said Director of Policy Planning

1 is hereby fixed and established at a maximum \$2,419 per month,
2 and said director, whose office shall not be included in
3 the classified Civil Service, may be removed by the Mayor
4 upon filing a statement of his reasons therefor with the
5 City Council; provided that no appointment shall be made
6 under the authority of this section except upon the filing
7 by the Civil Service Commission as a permanent record in
8 the office of the City Comptroller of its recommendation
9 that such office, as a professional or administrative office
10 or position similar to offices and positions designated
11 in Article XVI, Section 11 of the City Charter, should not
12 be included in the classified Civil Service; provided further
13 that pending permanent appointment of such director under the
14 authority of this section, the Mayor is hereby authorized
15 as of October 16, 1974 to appoint a person to
16 temporarily act as Director of Policy Planning for a period of
17 sixty days, and thereafter for successive sixty day periods
18 with the approval of the City Council.

17 The Director of Policy Planning, hereinafter referred
18 to as "Director," shall be the head of the Office of Policy
19 Planning and shall be responsible for the administration of
20 said Office and he shall:

21 (a) Appoint, remove, supervise, and control all
22 officers and employees of the Office of Policy Planning in
23 accordance with Civil Service laws and rules;

24 (b) Manage the preparation of the proposed annual
25 budget of the Office of Policy Planning, authorize necessary
26 expenditures and supervise the maintenance of adequate accounting
27 systems and procedures;

28 (c) Through the Mayor, make periodic reports to the
City Council concerning the status of the City's planning

activities;

(d) Direct and coordinate the preparation of a Comprehensive Policy Plan which shall be the primary policy instrument directing the City's overall physical and social development and guiding the preparation of other city planning and budgeting documents, and coordinate activities closely with the City Council, the Planning Commission and City departments in the preparation of said Plan;

(e) Design, ~~manage~~ ^{coordinate,} and monitor citizen participation in the City's decision-making process, provide for dissemination of information to residents of the City and assist other City departments in effectuating citizen participation in the City's decision-making process;

(f) Provide staff support to the City's Planning Commission and consult with said Commission in the development of the City's Comprehensive Policy Plan;

(g) Manage and administer the Comprehensive Plan of Seattle;

(h) Develop a more precise and workable capital improvement program, identifying specific City capital priorities and available funding sources to assure that the Capital Improvement Program is integrated annually with the City's Budget and Comprehensive Policy Plan and, in developing such Capital Improvement Program, coordinate activities with the Office of Management and Budget to assure effective financial analysis and projections needed as background for Capital Improvements programming, and perform a review of both the capital and operating budget implications of individual project requests;

(i) Provide the necessary staffing to the Legislative and Executive departments to establish and maintain the relations

1 of the City with other governmental entities to coordinate
2 the development of the City's federal legislative program
3 and to coordinate the application for and development and
4 management of federal and state grants-in-aid, and in connection
5 with such grants-in-aid, perform pre-application review,
6 post program evaluation, quarterly grants reporting, and
7 technical assistance to departments applying for such grants-
in-aid;

8 (j) Prepare and disseminate appropriate statistical
9 information and analyses, including City demographic characteristics,
10 land use, economic conditions and the economic implications
11 and aspects of City policies and programs, to assure maintenance
12 of the capability to report accurately to the Mayor and
13 City Council the successes and failures of City programs
and specific projects; and

14 (k) Have such other and further powers and duties as
15 shall be prescribed by ordinance.

16 Section 3. That expenditures by the office of
17 Policy Planning to effectuate performance of the functions
18 and duties contemplated in Sections 1 and 2 hereof for the
19 remainder of 1974 in the amount of Two Hundred Three Thousand
20 Four Dollars (\$203,004) or so much thereof as may be necessary,
shall be charged to expenditure allowances as follows:

21	1000	Personal Services	\$152,650
22	2000	Supplies	1,275
23	3000	Other Services and Charges	26,855
24	6000	Capital Outlay	<u>1,224</u>
25		Total	\$182,004

26 which expenditures allowances are hereby established in the
27 1974 Budget in such amounts or so much thereof as may be

1 necessary, by the reappropriation and transfer hereby made
2 and authorized of amounts from the unexpended and unencumbered
3 allowances in the 1974 Budgets of the indicated departments
4 as follows:

5 1. Department of Community Development

6 Program Category "Administrative Services" (Code 430)

7 1000 Personal Services \$6,072

8 2000 Supplies 899

9 3000 Other Services and Charges 18,932

10 Program Category "Research" (Code 220)

11 1000 Personal Services \$9,238

12 Program Category "Transportation Planning" (Code 130)

13 1000 Personal Services \$18,067

14 Program Category "Office of Housing Policy" (Code 140)

15 1000 Personal Services \$9,731

16 Program Category "General Planning" (Code 110)

17 1000 Personal Services \$12,358

18 Program Category "Development Core Planning" (Code 210)

19 1000 Personal Services \$24,488

20 Program Category "Program Administration" (Code 310)

21 1000 Personal Services \$7,381

22 Program Category "Program Control" (Code 410)

23 1000 Personal Services \$3,860

24 Program Category "Commission Services" (Code 420)

25 1000 Personal Services \$6,552

26 Program Category "Neighborhood Planning" (Code 120)

27 1000 Personal Services \$4,529

28 2. Department of Human Resources

Program Category "Planning and Program Development" (Code 160)

1000 Personal Services \$31,340

2000 Supplies 259

3000 Other Services and Charges 5,452

3. Executive Department

1 Program Category "Management and Budget" (Code 120)

2 1000 Personal Services \$6,143

3 Program Category "Policy Planning and Intergovernmental
4 Affairs" (Code 150)

5 1000 Personal Services \$8,023

6 2000 Supplies 66

7 3000 Other Services and Charges 1,397

8 4. Engineering Department

9 Program Category "Traffic and Transportation" (Code 510)

10 1000 Personal Services \$6,092

11 2000 Supplies 51

12 3000 Other Services and Charges 1,074

13 which allowances are hereby decreased in such amounts, or so
14 much thereof as may be unexpended and unencumbered; and, in
15 addition, the Director of Policy Planning is hereby authorized
16 to charge appropriate costs and expenses of the Office of
17 Policy Planning against those unexpended and unencumbered
18 balances remaining in that certain appropriation made by
19 Ordinance 103726 from grant moneys (Grant Contract No. CPA-WA-
20 10-19-1019(G)) under Section 701 of the Housing Act of 1954,
21 as amended, and deposited in the Comprehensive Planning
22 Assistance Fund established by Ordinance 101637, upon presentation
23 to and approval by the Budget Director of vouchers or contract
24 estimates in a total sum not to exceed Twenty-one Thousand
25 Dollars (\$21,000), as set forth in said Ordinance 101637
26 and in Ordinance 103726, and the City Comptroller is authorized
27 to draw and the City Treasurer to pay the necessary warrants
28 and make the necessary transfers.

29 Section 4. That in implementation of the functions and
30 duties contemplated in Sections 1 and 2 hereof, the following
31 positions:

- 1 1 Accountant
- 2 1 Analyst, Planning Assistant
- 3 1 Assistant, Research and Evaluation I
- 4 1 Clerk, Senior
- 5 1 Clerk Typist II
- 6 1 Coordinator, Housing
- 7 2 Coordinator, Program III
- 8 2 Coordinator, Program II
- 9 1 Coordinator, Transportation
- 10 1 Officer, Planning Administrative
- 11 2 Planner, Senior
- 12 1 Planner, Transportation, Senior
- 13 1 Planner, Urban Design, Associate
- 14 1 Secretary
- 15 1 Secretary, Principal
- 16 1 Secretary, Senior
- 17 1 Specialist, Economic Development III

heretofore established in the Department of Community Development,
and the following positions:

- 1 Coordinator, Program II
- 1 Planner, Human Resources

heretofore established in the Department of Human Resources,
and the following position:

- 1 Secretary, Principal

heretofore established in the Executive Department, Office of
Executive Policy, and the following position:

- 1 Engineer, Traffic, Senior

heretofore established in the Engineering Department are
hereby transferred to the Executive Department, Office of
Policy Planning and those employees filling such positions

1 shall be continued in such employment in accordance with
2 civil service laws and rules in said Office of Policy
3 Planning; and in further implementation of the functions
4 and duties contemplated in Sections 1 and 2 hereof, the
5 following positions in the designated Departments are hereby
6 reclassified and retitled as follows:

7 Department of Human Resources

- 8 1 Clerk, Intermediate reclassified and retitled
9 Clerk, Senior
10 1 Coordinator, Program II reclassified and
11 retitled Coordinator, Program III
12 1 Planner, Youth reclassified and retitled
13 Coordinator, Program I

14 Department of Community Development

- 15 1 Planner, Senior reclassified and retitled
16 Coordinator, Program III

17 at the salary rates provided for such retitled and reclassified
18 positions by the Salary Ordinance, and such retitled and
19 reclassified positions are hereby transferred to the Executive
20 Department, Office of Policy Planning and those employees
21 filling such positions shall be continued in such employment
22 in accordance with civil service laws and rules under said
23 Office of Policy Planning.

24 Section 5. That two positions of Coordinator,
25 Program IV and one position of Manager, Grants heretofore
26 established in the Executive Department, and one position
27 of Director, Assistant heretofore established in the Department
28 of Human Resources, and one position of Economist, Senior
and the position of City Planner heretofore established
in the Department of Community Development, are hereby
abrogated.

108098

Section 6. That in implementation of the functions and duties contemplated in Sections 1 and 2 hereof there is hereby created in the Executive Department, Office of Policy Planning a Division of Urban Design and Land Use, a Division of Human Resources, a Division of Intergovernmental Relations, a Division of Capital Improvement Program, and a Division of Research and Evaluation. The respective heads of such divisions will have the duties of developing and administering each division's portion of the Comprehensive Policy Plan, participating in the management of the Office of Policy Planning and coordinating with other division managers in policy formulation, supervising assigned staff, and administering a division budget, and the following new positions are established at the indicated salary rates:

- (1) Manager of Urban Design and Land Use at \$1601 - 1666 - 1733 - 1802 - 1875 per month
- (1) Manager of Human Resources at \$1601 - 1666 - 1733 - 1802 - 1875 per month
- (1) Manager of Intergovernmental Relations at \$1601 - 1666 - 1733 - 1802 - 1875 per month
- (1) Manager of Capital Improvement Program at \$1601 - 1666 - 1733 - 1802 - 1875 per month
- (1) Manager of Research and ^{Evaluation} ~~Development~~ at \$1601 - 1666 - 1733 - 1802 - 1875 per month

In further implementation of said functions and duties contemplated in Sections 1 and 2 hereof there are hereby established in said Executive Department, Office of Policy

Planning the following positions:

- (1) Coordinator, Special Projects at \$1601 - 1666 - 1733 - 1802 - 1875 per month to direct special project task forces, maintaining liaison with federal, state, and local agencies; coordinate the policy planning process; and participate in the management of the Office of Policy Planning
- (1) Secretary, Administrative
- (1) Coordinator, Program III

at the salary rates indicated or where no rate is indicated at the salary rates provided for like positions by the Salary Ordinance and the Director of the Office of Policy Planning is hereby authorized to fill said positions, subject to civil service laws and rules.

Section 7. That Section 1 of Ordinance 97473 is amended to read as follows:

Section 1. That there is hereby created a Department of Community Development to advise the Mayor, the City Council and the Director of the Office of Policy Planning regarding the City's Comprehensive Plan; to review and make recommendations

zoning and

*Approved
1-27-74*

1 regarding building codes administration; to administer joint
2 private and public development projects such as urban renewal;
3 and to cooperate with citizens for neighborhood planning.

4 Section 8. That Section 2 of Ordinance 97473 is
5 amended to read as follows:

6 Section 2. That there shall be a director of said
7 department to be appointed by the Mayor, subject to confirmation
8 by a majority vote of all members of the City Council,
9 and such director, whose office shall not be included in the
10 Classified Civil Service, may be removed by the Mayor, upon
11 filing a statement of his reasons therefor with the City Council;
12 provided that no appointment shall be made under the authority
13 of this section except upon the filing by the Civil Service
14 Commission as a permanent record in the office of the City
15 Comptroller, of its recommendation that such office, as a
16 professional or administrative office or position similar to
17 offices and positions designated in Article XVI Section 11
18 of the City Charter, should not be included in the Classified
19 Civil Service.

20 The Director shall be the head of the Department of Community
21 Development, and shall be responsible for the administration
22 of the Department of Community Development, and he shall:

23 1. Manage, control, and be responsible for federally
24 assisted Urban Renewal projects, and in such
25 connection shall:

26 a. Prepare applications for federal financial
27 and other assistance;

28 b. Prepare urban renewal plans and enter into
contracts for professional and other expert
and temporary services in connection therewith;

- 1 c. Undertake and carry out urban renewal projects
2 as authorized by ordinance and enter into
3 contracts for necessary professional and other
4 expert services in such connection;
5 d. Schedule and coordinate project improvements
6 within urban renewal areas in cooperation
7 with appropriate public authorities; and
8 e. Lease or rent site offices for proposed or
9 approved urban renewal projects; all subject
10 to and consistent with the State Constitution
and law and the charter of The City of Seattle;

- 11 2. Develop policy recommendations concerning zoning
and building codes;
12
13 3. Appoint, remove, supervise, and control all officers
and employees of the Department of Community
14 Development in accordance with Civil Service laws
15 and rules;
16
17 4. Manage the preparation of the proposed annual budget
of the Department of Community Development,
18 authorize necessary expenditures and supervise
19 the maintenance of adequate accounting systems
and procedures; and
20
21 5. Through the Mayor, make periodic reports to the
City Council of the operations of the Department
22 of Community Development.

23 Section 9. That Section 3 of Ordinance 97473 is
24 hereby repealed.

25 Section 10. That Section 1 of Ordinance 101667 is
26 amended to read as follows:

27 Section 1. That as of January 1, 1973 there is hereby
28 created a Department of Human Resources to act as coordinator

1 and advocate for social needs and concerns of the City's
2 population; and for the administration, coordination and
3 operation of City programs and functions relating to human
4 problems and needs including specifically those of the
5 aged, youth, veterans, handicapped, and victims of drug
6 and alcohol abuse, and unemployed and underemployed.

7 Section 11. That Section 3 of Ordinance 103726 is
8 amended to read as follows:

9 Section 3. To implement the agreement authorized
10 in Section 1 hereof, all monies received for and in connection
11 with the City's contract with the United States approved
12 in Section 1 hereof shall be deposited in the Comprehensive
13 Planning Assistance Fund, established in the City Treasury
14 by Ordinance 101637, and for such purpose said grant funds
15 in the total amount of One Hundred Ninety-eight Thousand
16 Dollars (\$198,000) are hereby appropriated as received for
17 such purpose. The costs and expenses, including staff salaries
18 and consultant services, incurred in connection with the
19 implementation of such contract shall be paid from said
20 Comprehensive Planning Assistance Fund upon vouchers prepared
21 by the Budget Director or his designee or approved as to
22 services through other City departments upon presentation
23 to him of vouchers or contract estimates by the Director of
24 Community Development, the Director of Human Rights, the
25 Director of the Office of Policy Planning, the Director of
26 Human Resources, and by such other department heads for
27 services performed pursuant to an interdepartmental memorandum
28 or letters of understanding providing therefor; and the City
Comptroller is authorized to draw and the City Treasurer
to pay the necessary warrants and to make any necessary

1 transfers, all as contemplated by C.F. 278931.

2 Section 12. That any act pursuant to the authority
3 and prior to the effective date of this ordinance is hereby
4 ratified and confirmed.

5 ~~Section 13. (30 day ending) - by a two thirds vote~~
6 ~~of all of its members.~~

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(To be used for all Ordinances except Emergency.)

Section 13. 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 27 day of November, 1974 by a two-thirds vote of all of its members and signed by me in open session in authentication of its passage this 27 day of November, 1974

[Signature]
President of the City Council.

Approved by me this 4 day of December, 1974

[Signature]
Mayor.

Filed by me this 4 day of December, 1974

[Signature]
Attest: City Comptroller and City Clerk.

(SEAL)

Published

By *[Signature]*
Deputy Clerk.

/lm
11/26/74

THE CITY OF SEATTLE - LEGISLATIVE DEPARTMENT

MR. PRESIDENT:

Date Reported
and Adopted
NOV 27 1974

Your Committees on HUMAN RESOURCES & JUDICIARY, PLANNING & URBAN
DEVELOPMENT, AND FINANCE
to which was referred C.B. 95823,

relating to and creating an Office of Policy
Planning in the Executive Department; providing for the appointment of a Dir-
ector 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,

RECOMMEND THAT THE SAME BE AMENDED AS FOLLOWS:

Page 1, Section 1(a)

Line 27. After the word "To" and before the word "goals," delete
the word "establish" and insert in lieu thereof "formulate".

Page 4, Section 2(h)

Line 23. After the word "and" and before the word "Policy" add the
word "Comprehensive".

Page 10, Section 6

Line 6. After the word "Program," and before the word "a" insert the
word "and".

Lines 7 and 8. After the word "Evaluation," and before the word
"The", delete the words "and a Division of Business
Management."

AND THAT WHEN SO AMENDED, THE SAME DO PASS.

(See Engrossed Bill)

FIN.
Chairman

Seattle Bulletin

HR & J
Chairman

John R. Miller

P & UD
Chairman

Affidavit of Publication

**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 104067

was published on Dec 5, 1974



Subscribed and sworn to before me on

Dec 5, 1974



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

CITY NOTICES

ORDINANCE 104067

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 103724, Section 3 of Ordinance 102448 and Section 2 of Ordinance 97472 and repealing Section 3 of Ordinance 97472 to effectuate the transfer of certain functions and responsibilities to said office and to abolish the office of City Planner.

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

WHEREAS, there exists a need for an office in the City to provide unified policy development and planning capability to coordinate currently fragmented City policy making and planning efforts to enable the Mayor and the City Council to provide comprehensive policy leadership (a Comprehensive Policy Plan) to the City, and to coordinate multi-departmental efforts and the City's relationship to other governmental units, all as recommended in S. P. 880922 and to effectuate the goals contained in the Report of the 1974 Commission on the Seattle 40th Anniversary, said Report having been adopted as amended by Resolution 24234, Now, Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Office of Policy Planning: Creation, Mission, and Goals.

That as of October 16, 1974, there is hereby created within the Executive Department, an Office of Policy Planning to direct, coordinate and maintain an integrated and systematic planning process for Seattle's overall physical and social development, consistent with adopted goals and policies of the City.

Specific goals for the Office of Policy Planning shall be as follows:

- To formulate goals, policies and priorities for the City, and to administer and coordinate the City's Comprehensive Policy Plan, hereinafter defined.
- To direct, coordinate and make recommendations as to the development of City policies and plans to eliminate fragmented, conflicting or duplicative planning efforts.
- To integrate planning activities and policy development in a broad range of functional areas including, but not limited to Human Resources Law and Justice, Housing, Transportation, Urban Design, and Land Use, including administration of the Comprehensive Plan of Seattle.
- To facilitate cooperation between the Mayor and City Council, particularly with respect to the identification of major policy issues, determination of priorities, identification

f) To facilitate citizen participation in the City's decision-making process to assure compliance with federal and other regulations; and

g) To review and evaluate existing and planned city programs and activities on a continuing basis to ensure that such programs and activities fulfill adopted goals, policies and priorities of the City.

Section 2. That there shall be a Director of Policy Planning to be appointed by the Mayor, subject to confirmation by a majority vote of all members of the City Council, and the rate of compensation for said Director of Policy Planning is hereby fixed and established at a maximum \$4,419 per month, and said director, whose office shall not be included in the classified Civil Service, may be removed by the Mayor upon filing a statement of his reasons thereto with the City Council; provided that no appointment shall be made under the authority of this section except upon the filing by the Civil Service Commission as a permanent record in the office of the City Comptroller of its recommendation that such office, as a professional or administrative office or position similar to offices and positions designated in Article XVI, Section 11 of the City Charter, should not be included in the classified Civil Service; provided further that pending permanent appointment of such director under the authority of this section, the Mayor is hereby authorized as of October 16, 1974 to appoint a person to temporarily act as Director of Policy Planning for a period of sixty days, and thereafter for successive sixty day periods with the approval of the City Council.

The Director of Policy Planning, hereinafter referred to as "Director," shall be the head of the Office of Policy Planning and shall be responsible for the administration of said Office and he shall:

- Appoint, remove, supervise and control all officers and employees of the Office of Policy Planning in accordance with Civil Service laws and rules;
- Manage the preparation of the proposed annual budget of the Office of Policy Planning, authorize necessary expenditures and supervise the maintenance of adequate accounting systems and procedures;
- Through the Mayor, make periodic reports to the City Council concerning the status of the City's planning activities;
- Direct and coordinate the preparation of a Comprehensive Policy Plan which shall be the primary policy instrument directing the City's overall physical and social development and guiding the preparation of other city planning and budgeting documents, and coordinate activities closely with the City Council, the Planning Commission and City departments in the preparation of said Plan;
- Design, coordinate and monitor citizen participation in the City's decision-making process, provide for dissemination of information to residents of the City and assist other City departments in effectuating citizen participation in the City's decision-making process;
- Provide staff support to the City's Planning Commission and consult with said Commission in the development of the City's Comprehensive Policy Plan;
- Manage and administer the Comprehensive Plan of Seattle.

CITY NOTICES

Budget and Comprehensive Plan and in developing such Capital Improvement Program, coordinate activities with the Office of Management and Budget to assure effective financial analysis and projections needed as background for Capital Improvements programming and perform a review of both the capital and operating budget implications of individual project requests;

(3) Provide the necessary staffing to the Legislative and Executive departments to establish and maintain the relations of the City with other governmental entities to coordinate the development of the City's federal legislative program and to coordinate the application for and development and management of federal and state grants-in-aid, and in connection with such grants-in-aid, perform pre-application review, post program evaluation, quarterly grants reporting, and technical assistance to departments applying for such grants-in-aid;

(4) Prepare and disseminate appropriate statistical information and analyses, including City demographic characteristics, land use, economic conditions and the economic implications and aspects of City policies and programs, to assure maintenance of the capability to report accurately to the Mayor and City Council the successes and failures of City programs and specific projects; and

(5) Have such other and further powers and duties as shall be prescribed by ordinance.

Section 3. That expenditures by the office of Policy Planning to effectuate performance of the functions and duties contemplated in Sections 1 and 2 hereof for the remainder of 1974 in the amount of Two Hundred Three Thousand Four Dollars (\$203,644) or so much thereof as may be necessary, shall be charged to expenditure allowances as follows:

1900 Personal Services	\$152,850
2000 Supplies	1,275
3000 Other Services and Charges	26,855
6000 Capital Outlay	1,424
Total	\$182,904

which expenditures allowances are hereby established in the 1974 Budget in such amounts or so much thereof as may be necessary, by the reappropriation and transfer hereby made and authorized of amounts from the unexpended and unencumbered allowances in the 1974 Budgets of the indicated departments as follows:

1 DEPARTMENT OF COMMUNITY DEVELOPMENT	
Program Category "Administrative Services" (Code 435)	
1000 Personal Services	\$ 6,972
2000 Supplies	595
3000 Other Services and Charges	13,932
Program Category "Research" (Code 330)	
1000 Personal Services	\$ 5,233
Program Category "Transportation Planning" (Code 130)	
1000 Personal Services	\$18,047
Program Category "Office of Housing Policy" (Code 140)	
1000 Personal Services	\$ 9,241
Program Category "General Planning" (Code 110)	

Program Category "Commission Services" (Code 428)

1000 Personal Services	\$ 5,562
Program Category "Neighborhood Planning" (Code 120)	
1000 Personal Services	\$ 4,523
2 DEPARTMENT OF HUMAN RESOURCES	
Program Category "Planning and Program Development" (Code 160)	
1000 Personal Services	\$31,340
2000 Supplies	259
3000 Other Services and Charges	5,462
3 EXECUTIVE DEPARTMENT	
Program Category "Management and Budget" (Code 120)	
1000 Personal Services	\$6,143
Program Category "Policy Planning and Intergovernmental Affairs" (Code 150)	
1000 Personal Services	\$8,022
2000 Supplies	66
3000 Other Services and Charges	1,397
4 ENGINEERING DEPARTMENT	
Program Category "Traffic and Transportation" (Code 510)	
1000 Personal Services	\$6,692
2000 Supplies	51
3000 Other Services and Charges	1,074

which allowances are hereby decreased in such amounts, or so much thereof as may be unexpended and unencumbered, and, in addition, the Director of Policy Planning is hereby authorized to charge appropriate costs and expenses of the Office of Policy Planning against those unexpended and unencumbered balances remaining in that certain appropriation made by Ordinance 104226 from grant moneys (Grant Contract No. CPA-WA-10-14-1019(G)) under Section 101 of the Housing Act of 1954, as amended, and deposited in the Comprehensive Planning Assistance Fund established by Ordinance 101827, upon presentation to and approval by the Budget Director of vouchers or contract estimates in a total sum not to exceed Twenty-one Thousand Dollars (\$21,000), as set forth in said Ordinance 101827 and in Ordinance 103725, and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 4. That in implementation of the functions and duties contemplated in Sections 1 and 2 hereof, the following positions:

- 1 Accountant
- 1 Analyst, Planning Assistant
- 1 Assistant, Research and Evaluation I
- 1 Clerk, Senior
- 1 Clerk Typist II
- 1 Coordinator, Housing
- 2 Coordinator, Program III
- 2 Coordinator, Program II
- 1 Coordinator, Transportation
- 1 Officer, Planning Administrative
- 2 Planner, Senior
- 1 Planner, Transportation, Senior
- 1 Planner, Urban Design, Associate
- 1 Secretary
- 1 Secretary, Principal
- 1 Secretary, Senior
- 1 Specialist, Economic Development III

hereafter established in the Department of Community Development and the following positions:

CITY NOTICES

1 Coordinator, Program II

1 Planner, Human Resources

heretofore established in the Department of Human Resources, and the following position:

1 Secretary, Principal

heretofore established in the Executive Department, Office of Executive Policy, and the following position:

1 Engineer, Traffic, Senior

heretofore established in the Engineering Department are hereby transferred to the Executive Department, Office of Policy Planning, and those employees filling such positions shall be continued in such employment in accordance with civil service laws and rules in said Office of Policy Planning, and in further implementation of the functions and duties contemplated in Sections 1 and 2 hereof, the following positions in the designated Departments are hereby reclassified and retitled as follows:

DEPARTMENT OF HUMAN RESOURCES

1 Clerk, Intermediate reclassified and retitled Clerk, Senior

1 Coordinator, Program II reclassified and retitled Coordinator, Program III

1 Planner, Youth reclassified and retitled Coordinator, Program I

DEPARTMENT OF COMMUNITY DEVELOPMENT

1 Planner, Senior reclassified and retitled Coordinator, Program III

at the salary rates provided for such retitled and reclassified positions by the Salary Ordinance, and such retitled and reclassified positions are hereby transferred to the Executive Department, Office of Policy Planning, and those employees filling such positions shall be continued in such employment in accordance with civil service laws and rules under said Office of Policy Planning.

Section 5. That two positions of Coordinator, Program IV and one position of Manager, Grants heretofore established in the Executive Department, and one position of Director, Assistant heretofore established in the Department of Human Resources, and one position of Economist, Senior and the position of City Planner heretofore established in the Department of Community Development, are hereby abrogated.

Section 6. That in implementation of the functions and duties contemplated in Sections 1 and 2 hereof there is hereby created in the Executive Department, Office of Policy Planning a Division of Urban Design and Land Use, a Division of Human Resources, a Division of Intergovernmental Relations, a Division of Capital Improvement Program, and a Division of Research and Evaluation. The respective heads of such divisions will have the duties of developing and administering each division's portion of the Comprehensive Policy Plan, participating in the management of the Office of Policy Planning and coordinating with other division managers in policy formulation, supervising assigned staff, and administering a division budget, and the following new positions are established at the indicated salary rates:

(1) Manager of Urban Design and Land Use at \$1681-1666-1733-1892-1875 per month

(1) Manager of Human Resources at \$1681-1666-1733-1892-1875 per month

(1) Manager of Intergovernmental Relations at \$1681-1666-1733-1892-1875 per month

at the salary rates indicated or where no rate is indicated at the salary rates provided for like positions by the Salary Ordinance, and the Director of the Office of Policy Planning is hereby authorized to fill said positions, subject to civil service laws and rules.

Section 7. That Section 1 of Ordinance 97473 is amended to read as follows:

Section 1. That there is hereby created a Department of Community Development to advise the Mayor, the City Council and the Director of the Office of Policy Planning regarding the City's Comprehensive Plan; to review and make recommendations regarding zoning and building codes administration; to administer joint private and public development projects such as urban renewal, and to cooperate with citizens for neighborhood planning.

Section 5. That Section 2 of Ordinance 97473 is amended to read as follows:

Section 2. That there shall be a director of said department to be appointed by the Mayor, subject to confirmation by a majority vote of all members of the City Council, and such director whose office shall not be included in the Classified Civil Service may be removed by the Mayor upon filing a statement of his reasons therefor with the City Council; provided that no appointment shall be made under the authority of this section except upon the filing by the Civil Service Commission as a permanent record in the office of the City Comptroller of its recommendation that such office as a professional or administrative office or position similar to offices and positions designated in Article XVI Section 11 of the City Charter, should not be included in the Classified Civil Service.

The Director shall be the head of the Department of Community Development and shall be responsible for the administration of the Department of Community Development, and he shall:

1. Manage, control, and be responsible for federally assisted Urban Renewal projects, and in such connection shall:

a. Prepare applications for federal financial and other assistance;

b. Prepare urban renewal plans and enter into contracts for professional and other expert and temporary services in connection therewith;

c. Undertake and carry out urban renewal projects as authorized by ordinance and enter into contracts for necessary professional and other expert services in such connection;

d. Schedule and coordinate project improvements within urban renewal areas in cooperation with appropriate public authorities; and

e. Lease or rent site offices for proposed or approved urban renewal projects, all subject to and consistent with the State Constitution and law and the charter of The City of Seattle;

2. Develop policy recommendations concerning zoning and building codes;

3. Appoint, remove, supervise, and control all officers and employees of the Depart-

CITY NOTICES

ment of Community Development in accordance with Civil Service laws and rules;

4. Manage the preparation of the proposed annual budget of the Department of Community Development, authorize necessary expenditures and supervise the maintenance of adequate accounting systems and procedures; and

5. Through the Mayor, make periodic reports to the City Council of the operations of the Department of Community Development.

Section 9. That Section 3 of Ordinance 97473 is hereby repealed.

Section 10. That Section 1 of Ordinance 101667 is amended to read as follows:

Section 1. That as of January 1, 1975 there is hereby created a Department of Human Resources to act as coordinator and advocate for social needs and concerns of the City's population; and for the administration, coordination and operation of City programs and functions relating to human problems and needs including specifically those of the aged, youth, veterans, handicapped, and victims of drug and alcohol abuse, and unemployed and underemployed.

Section 11. That Section 2 of Ordinance 103726 is amended to read as follows:

Section 3. To implement the agreement authorized in Section 1 hereof, all moneys received for and in connection with the City's contract with the United States approved in Section 1 hereof shall be deposited in the Comprehensive Planning Assistance Fund established in the City Treasury by Ordinance 191257, and for such purpose said grant funds in the total amount of One Hundred Ninety-eight Thousand Dollars (\$198,000) are hereby appropriated as received for such purpose. The costs and expenses, including staff salaries and consultant services, incurred in connection with the implementation of such contract shall be paid from said Comprehensive Planning Assistance Fund upon vouchers prepared by the Budget Director or his designee or approved as to services through other City departments upon presentation to him of vouchers or contract estimates by the Director of Community Development, the Director of Human Rights, THE DIRECTOR OF THE OFFICE OF POLICY PLANNING, the Director of Human Resources, and by such other department heads for services performed pursuant to an interdepartmental memorandum or letters of understanding providing therefor; and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and to make any necessary transfers, all as contemplated by C. P. 273331.

Section 12. That any act pursuant to the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

Section 14. 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 27th day of November, 1974, by a two-thirds vote of all of its members and signed by me in open session in authentication of its