

King County Contract No D38627D
UAC's Federal Taxpayer ID No 91-2044-224

Department/Division Community And Human Services/Director's Office

UAC: West Hill Community Council

Project Title: Unincorporated Area Council

Contract Amount: \$ 10,000 Fund Code: General Fund

Contract Period From: January 1, 2009 To: December 31, 2009

KING COUNTY UNINCORPORATED AREA COUNCIL CONTRACT - 2009

THIS CONTRACT is entered into by KING COUNTY (the "County") and West Hill Community Council (a not-for-profit corporation) whose address is P.O. Box 78583, Seattle, WA 98178 (the "UAC").

WHEREAS, in Executive Order PRE 7-1 (AEO), the King County Executive implemented 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; and

WHEREAS, in King County Motion 9643, the King County Council established a policy direction for implementation of Executive Order PRE 7-1 (AEO) "Citizen Participation Initiative"; and

WHEREAS, the County desires to have certain services performed by the UAC as described in this Contract, and as authorized by Ordinance No. 16312;

NOW, THEREFORE, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties covenant and do mutually agree as follows:

I. DURATION OF CONTRACT

This Contract shall commence on the 1st day of January, and shall terminate on the 31st day of December, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract.

II. METHOD OF REIMBURSEMENT

The County shall pay the UAC a total of \$10,000 for completion of the services and requirements specified in Exhibit I, attached. The method and timing of the County's payment to the UAC is also specified in this exhibit.

**This form is available in alternate formats for
people with disabilities upon request.**

III. EVALUATIONS, RECORDS AND INSPECTIONS

- A. The UAC shall provide right of access to its accounts and records, including personnel, property, financial, programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Contract funds and compliance with this Contract, at all reasonable times. The County will give seven days advance notice to the UAC in the case of an audit to be conducted by the County.
- B. The UAC shall maintain accounts and records, including personnel, property, financial, programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Contract funds and compliance with this Contract. If State funding is awarded in conjunction with this project, these records shall be maintained for a period of six years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract and shall be subject at all times to inspection, review, or audit by the County during the performance of this Contract. The provisions of this section do not apply to the personal files and records, unrelated to UAC business, of UAC members.
- C. The UAC agrees to cooperate with the County or its agent in the evaluation of the UAC's performance under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.17.

IV. ASSIGNMENT/SUBCONTRACTING

The UAC shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. Said consent must be sought in writing by the UAC not less than 15 days prior to the date of any proposed assignment. King County will respond within ten days of receipt of the request stating whether consent is granted. "Subcontract" shall mean any Contract between the UAC and a subcontractor or between subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (1) support services related to the subject matter of this Contract, or (2) supplies.

V. TERMINATION

This Contract may be terminated by either party without cause, in whole or in part, prior to the date specified in Section I, by providing the other party 30 days advance written notice of the termination.

The County may terminate this Contract, in whole or in part, upon seven days advance written notice in the event: (1) the UAC materially breaches any duty, obligation, or service required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible.

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Section II, the County may, upon written notification to the UAC, terminate this Contract in whole or in part. Funding under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Contract. Should such appropriation not be approved, this Contract will terminate at the close of the current appropriation year.

VI. FUTURE SUPPORT

The County makes no commitment to support the services contracted for herein and assumes no obligation for future support of the activity contracted herein except as expressly set forth in this Contract.

VII. HOLD HARMLESS AND INDEMNIFICATION

The UAC agrees to protect, defend, and indemnify the County, its officers, employees and agents from any and all costs, claims, judgments and/or awards of damages, arising out of or in any way resulting from, the acts or omissions of the UAC, its officers, employees, and/or agents in their performance and/or non-performance of the UAC's obligations under this Contract.

King County agrees to protect, defend, and indemnify the UAC, its officers, employees and agents from any and all costs, claims, judgments and/or awards of damages, arising out of or in any way resulting from, the acts or omissions of King County, its officers, employees, and/or agents in their performance and/or non-performance of King County's obligations under this Contract.

VIII. INSURANCE

By the date of execution of this Contract, the UAC shall, for the duration of this Contract, procure, maintain and provide evidence of coverage for the applicable insurance required as outlined below:

- A. General Liability: Coverage shall be at least as broad as Insurance Services Office form number (CG 00 01) Commercial General Liability, in the amount of at least \$1,000,000 combined single limit per occurrence. King County, its officers, officials, employees and agents shall be included or endorsed as an additional insured.
- B. Automobile Insurance: In the event the performance of this Contract requires the use of an automobile, automobile liability coverage in compliance with the statutory requirements of the State of Washington is required.
- C. Workers' Compensation Coverage: When applicable, evidence of Workers' Compensation coverage in compliance with the statutory requirements of the State of Washington shall be provided.

By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risks that may be applicable to the UAC under this Contract. The UAC shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

IX. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

- A. During the performance of this Contract, neither the UAC nor any party subcontracting under the authority of this Contract shall discriminate or tolerate harassment on the basis of race, color, sex, religion, national origin, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract.

- B. During the term of this Contract, the UAC shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the UAC shall not discriminate against any person on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.
- C. The UAC shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit discrimination. These laws include, but are not limited to, KCC 12.17, RCW Chapter 49.60, Titles VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Restoration Act of 1987. The UAC shall further comply fully with any affirmative action requirements set forth in any federal regulations, statutes or rules included or referenced in the Contract documents.
- D. King County encourages the UAC to utilize small businesses, including Minority-owned and Women-owned Business Enterprises ("M/WBEs") in the provision of services under this Contract. Further information on MWBE opportunities can be obtained from the Contract Compliance Section at 206-205-0700.
- E. King County Code Chapter 12.18 is incorporated by reference as if fully set forth herein and such requirements apply to this Contract. During the performance of this Contract, neither the UAC nor any party subcontracting under the authority of this Contract shall engage in unfair employment practices.
- F. The UAC will, prior to commencement and during the term of this Contract, furnish the County, upon request and on such forms as may be provided by the County, a report of the affirmative action taken by the UAC in implementing the terms of this provision. The UAC shall maintain, for at least six (6) years after completion of all work under this Contract, the following: records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and records, including written quotes, bids, estimates or proposals submitted to the UAC by all businesses seeking to participate on this Contract, and any other information necessary to document the actual use of and payments to subcontractors and suppliers in this Contract, including employment records.

The UAC shall make the foregoing records available to the County for inspection and copying upon request. If this Contract involves federal funds, the UAC shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

- G. Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract for which the UAC may be subject to damages, withholding payment and any other sanctions provided for by the Contract and by applicable law.

X. SECTION 504 AND AMERICANS WITH DISABILITIES ACT

The UAC shall complete a 504/ADA Self-Evaluation Questionnaire for all programs and services offered by the UAC and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504") and the Americans with Disabilities Act ("ADA"). The Contractor shall complete a 504/ADA Assurance of Compliance, have it notarized and submit it to the County before the Contract will be signed by the County.

XI. CONFLICT OF INTEREST

King County Code Chapter 3.04 is incorporated by reference as if fully set forth hence and the UAC agrees to abide by all conditions of said chapter. Failure by the UAC to comply with any requirement of said chapter shall be a material breach of Contract.

- A. The UAC covenants that no officer, employee, or agent of the County who exercises any functions or responsibilities in connection with the planning and implementation of the program funded herein, or any other person who presently exercises any functions or responsibilities in connection with the planning and implementation of the program funded herein shall have any personal financial interest, direct or indirect, in this Contract. The UAC shall take appropriate steps to assure compliance with this provision.
- B. If the UAC violates the provisions of Subsection XI A or does not disclose other interest required to be disclosed pursuant to King County Code Section 3.04, the County will not be liable for payment of services rendered pursuant to this Contract. Violation of this Section shall constitute a substantial breach of this Contract and grounds for termination pursuant to Section XI above, as well as any other right or remedy provided in this Contract or law.

XII. POLITICAL ACTIVITY PROHIBITED

None of the funds, materials, property, or services provided directly or indirectly under this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

XIII. NOTICES

Whenever this Contract provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive officer of the UAC and the director/manager of the County department/division specified on page one of this Contract.

XIV. CONTRACT AMENDMENTS


Either party may request changes to this Contract. Proposed amendments which are mutually agreed upon shall be incorporated by written amendments to this Contract.

XV. ENTIRE CONTRACT/WAIVER OF DEFAULT

The parties agree that this Contract is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Contract. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract

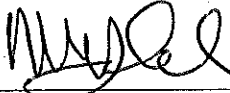
unless stated to be such through written approval by the County, which shall be attached to the original Contract.

KING COUNTY

FOR 
King County Executive

Date 12/23/08

UNINCORPORATED AREA COUNCIL


Signature

MARK Fitzgerald
Name (Please type or print)

Date 12/16/08

Approved by DCHS Director

Approved as to Form:

OFFICE OF THE KING COUNTY
PROSECUTING ATTORNEY

November 4, 2008

**EXHIBIT I
WEST HILL COMMUNITY COUNCIL
UNINCORPORATED AREA COUNCIL**

I. WORK STATEMENT

The West Hill Community Council (UAC) shall provide information to the unincorporated area residents of the West Hill areas and will represent the community's interest to King County in accordance with the terms and conditions in this Exhibit. The total amount of reimbursement for this Exhibit shall not exceed \$10,000 in General Fund funds for the Exhibit period January 1, 2009 through December 31, 2009.

II. PROGRAM DESCRIPTION

A. Goal

To enhance opportunities for public involvement and improve citizen access to the information and services provided by King County and support the following goals of the Department of Community and Human Services (DCHS):

1. Provide effective prevention and intervention strategies for those most at-risk and most in need to prevent or reduce more acute illness, high risk behaviors, incarceration and other emergency medical or crisis responses;
2. Provide job readiness, education and employment services to help vulnerable youth and adults increase independence and self-sufficiency and lead more meaningful and productive lives;
3. Develop and implement stronger prevention measures to avoid or prevent homelessness, and create or preserve supportive housing for those who are homeless or at risk of homelessness to achieve the goal of ending homelessness;
4. Continue to develop and provide services that reduce the growth of emergency medical and criminal justice system involvement and costs; or
5. Assure quality public defense services.

B. Objectives

To improve communication between King County and those residents of King County who live in unincorporated areas.

C. Indicators

The number of unincorporated area residents who attend the UAC meetings and events.

D. Program Requirements

The UAC shall ensure that they meet the following:

1. Continue to meet the criteria defined in the Citizen Participation Initiative

Application for Unincorporated Area Council Recognition (Attachment A);

2. Continue to meet the minimum requirements for recognition per Executive Order PRE 7-1 (AEO) (Attachment A);
3. Follow the policy direction set by King County Council Motion 9643 (Attachment A);
and
4. Operate by its approved by-laws (Attachment B).

III. COMPENSATION AND METHOD OF PAYMENT

Reimbursement shall be made monthly for actual allowable expenses as shown in the attached budget (Attachment C - Budget). Total amount of reimbursement pursuant to this exhibit shall not exceed amount shown in Section I WORK STATEMENT of this exhibit. Adjustments to Attachment C shall be submitted to DCHS staff. DCHS staff shall approve or deny the request within ten working days of receipt of request. Reimbursement will be held for any month in which required reports have not been received or are not complete. DCHS will notify the UAC in the event it holds a reimbursement and will explain why it is holding the reimbursement.

IV. REPORTING REQUIREMENTS

- A. The UAC shall submit expenditure reports complete with invoices/receipts in a format provided by King County (Attachment D – Invoice).
- B. The UAC shall submit meeting agendas and other documentation with the reimbursement requests. These items will comprise the monthly activities reports.



King County

Application for Unincorporated Area Council Recognition

Introduction

Effective December 30, 1994, King County Executive Gary Locke issued Executive Order PRE 7-1 (AEO) 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. On August 14, 1995, the King County Council passed Motion 9643 providing policy direction to the Citizen Participation Initiative.

One element of the Citizen Participation Initiative established Unincorporated Area Councils (UACs) to improve opportunities for meaningful involvement by citizens of unincorporated areas in decisions regarding the future of their communities. UACs will exercise a vital advisory role for King County and will provide a means for effective and continuing opportunities for citizens to participate in County government processes and decisions that affect their communities. The Executive Order and Council Motion are included in this packet for your information as Attachment A and B.

How to Apply For UAC Recognition

1. We can help.

Please contact the following staff if you have questions or need assistance while you are working on your application:

Bong StoDomingo/Marissa Alegria
Department of Community and Human Services
401 5th Ave. Suite 500
Seattle, WA 98104

Phone: 206-296-3325 (Bong StoDomingo) 206-205-1003 (Marissa Alegria)
Email: Bong.Stodomingo@kingcounty.gov Marissa.Alegria@kingcounty.gov
Fax: 206-296-5260

2. Complete the following information.

| | |
|-------------------------------------|--|
| Name of community council or group: | |
| Mailing Address: | |
| Telephone: | |
| E-Mail: | |
| Fax: | |
| Contact Persons: | |

3. Provide information concerning the membership of your proposed UAC.

Below are the specific criteria, drawn from the Executive Order and the Council Motion, that your proposed UAC must meet in order to be recognized. Please submit materials that describe how your proposed UAC meets each of these criteria.

- Open to all area residents (residents within the recognized boundaries of the UAC)
- Non-resident property/business owners may be members if provided in the UAC bylaws
- Must demonstrate sufficient size and breadth of citizen participation of the area
- Must not discriminate against individuals/groups on the basis of race, religion, color, sex, sexual orientation, disability, national origin, income, or political affiliation
- Membership contributions collected on a voluntary basis only

4. Provide a copy of your bylaws.

Please note that your bylaws must meet the criteria outlined in the Executive Order and the Council Motion. These criteria are as summarized below.

- The UAC must have bylaws
- Up-to-date bylaws must be maintained at a public location designated by King County
- Bylaws must provide for a public process for voting/choosing UAC officers and board members
- Bylaws must state UAC geographic boundaries

- Bylaws must establish meeting requirements
- Bylaws must provide for open, regularly scheduled public meetings
- Bylaws must address conflict of interest/ethics issues (Attachment C contains some guidelines and suggestions on how to ensure that your bylaws meet this criterion.)

5. Describe the boundaries of your proposed UAC.

Please draw the boundaries of your proposed UAC on a street map. Please describe the boundaries of your UAC with attention to the following criteria.

- Clearly stated boundaries which correspond to existing community identities and historic associations.
- Boundaries shall not overlap with any other UAC
- At least 7,500 residents within its boundaries
- Boundaries should have the flexibility to adjust to community changes when necessary


6. Provide an indication of current topics of interest.

Attachment D provides a sampling of plans, programs, projects, and issues currently underway by King County departments. Please review this listing and select several (as many as you want) items that are of particular interest to your UAC at this time. Items of interest that you do not find on the list are also welcomed. This initial list will help us to establish department contacts with your UAC that are relevant to your particular interest areas.

Finally, Attachment E includes a chart which depicts the organization of King County Government and a chart which describes the organization and scope of King County Council Committees. Attachment F describes how UACs are linked to King County Executive Branch departments. We hope these charts and information will be useful as you consider your proposal for recognition as a UAC.

UAC Application 2008



| | |
|--|--------------------------------------|
| 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  12/20/14 | |

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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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.

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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

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
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 20th day of December, 1994.



Gary Locke
King County Executive

ATTEST:



John Charles, Manager
Records and Elections

AUGUST 7, 1995

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

EXECUTIVE ORDER

Proposed No.: 95-0394

MOTION NO. **9643**

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

WHEREAS, the King County Executive has, by Executive Order FR 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 CAC;

- 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 E. 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 CTF budget item for a UAC area should be discussed with
17 UAC's beginning no later than August of that year.

18 U. 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

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

PASSED by a vote of 13 to 0 this 14th day of August, 1995.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Kent Pullen
Chair

ATTEST:

Ronald A. Peterson
Clerk of the Council

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

Citizen Participation Initiative

Proposed Conflict of Interest Provisions for Unincorporated Area Council

King County Council Motion 9643 indicates that the Unincorporated Area Council's bylaws must address "conflict of interest and ethics issues." The three potential areas of conflict, and suggested bylaws to avoid them, are as follows (suggested language was drafted by staff of the King County Ethics Board).

1. A board member must not participate in unincorporated area council decisions if the board member or board member's immediate family has a financial interest in the issue being decided.

Suggested bylaw language drafted by Ethics Board staff – An officer or board member of an unincorporated area council or an employee of the unincorporated area council may not participate in council decisions if that person, a member of that person's immediate family, or a business associate has a financial interest in the issue being decided, and when such an interest could benefit the council member, employee, or business associate in a manner different from its effect on the public. For the purposes of this paragraph, an immediate family member includes a spouse, domestic partner, dependent children, or other dependent relatives.

2. A board member must not accept a gift, or any other thing of value, if it would appear to another person that the gift was given to obtain special consideration or influence.

Suggested bylaw language drafted by Ethics Board staff – An officer or board member of an unincorporated area council or an employee may not accept, directly or indirectly, any gift, favor, loan, retainer, entertainment, or other thing of value when such acceptance would conflict with the performance of the officer's, board member's or employee's duties. A conflict, or possibility of conflict, shall be deemed to exist where a reasonable and prudent person would believe that a thing of value was given for the purpose of obtaining special consideration or influence.

3. A board member can eliminate the potential conflict of interest problem by disclosing at the board meeting their financial interest in an issue and abstaining from discussions and decisions regarding such issue.

Suggested bylaw language drafted by Ethics Board staff – An officer or board member of an unincorporated area council or an employee shall not be deemed to have a conflict if he or she discloses a financial interest at a public meeting of the unincorporated area council and abstains from participation in decisions concerning the particular issue in which a conflict of interest may be present. "Participation in decisions" includes all discussions, deliberations, and votes on the specific issue in which a conflict of interest may be present.

Citizen Participation Initiative

List of projects and plans of potential interest to UACs

The following list is provided to illustrate the variety of topics on which UACs may choose to provide input to King County. It is not intended to be exhaustive or to exclude other issues that UACs may identify.

- Zoning or rezoning
- Sewer and Water District applications
- Open space plans
- Availability of funding for special projects within communities
- Proposed changes to regulation/code regarding buffers, wetlands, clearing, land use, fire, etc.
- Proposed ordinances that impact community life or business
- Nominations for members of King County boards and commissions
- Service and funding priorities for King County programs
- Proposed growth management-related policies for housing and potential annexation areas
- Participation in and progress reports about the Quality Urban Environment and Quality Rural Environment projects
- Participation in projects to improve services and processes in County departments
- Participation in Art and Heritage Grant program
- Participation in new disease control initiatives
- Review and comment on future capital improvement projects such as design and location of road or drainage construction
- Review and comment on priorities for spending discretionary Surface Water Management Division funds
- Provide input on early stages of planning for plans such as the King County Comprehensive Plan, Transportation Needs Report, Solid Waste Management Plan, Human Service Plans (such as mental health, developmental disabilities, etc) King County Arterial High Occupancy Vehicle Plan, King County Non-motorized Transportation Plan, etc.

The Electorate of King County



Legend:
 - - - - - Draft Reporting
 - - - - - Draft Reporting

2009 KING COUNTY ORGANIZATION PROPOSED 2008

How the Unincorporated Area Councils are linked to King County Executive Branch Departments

UNINCORPORATED AREA COUNCILS

An Unincorporated Area Council is a community council recognized by the County to provide increased avenues for unincorporated area citizen participation and input.

Unincorporated Area Councils may

- review and provide comment on issues of interest
- develop and recommend service priorities for County programs
- identify issues and suggest strategies for County programs

COMMUNITY SERVICE REPRESENTATIVE

A Community Service Representative is a County employee who will facilitate the relationship between the County and the Unincorporated Area Council.

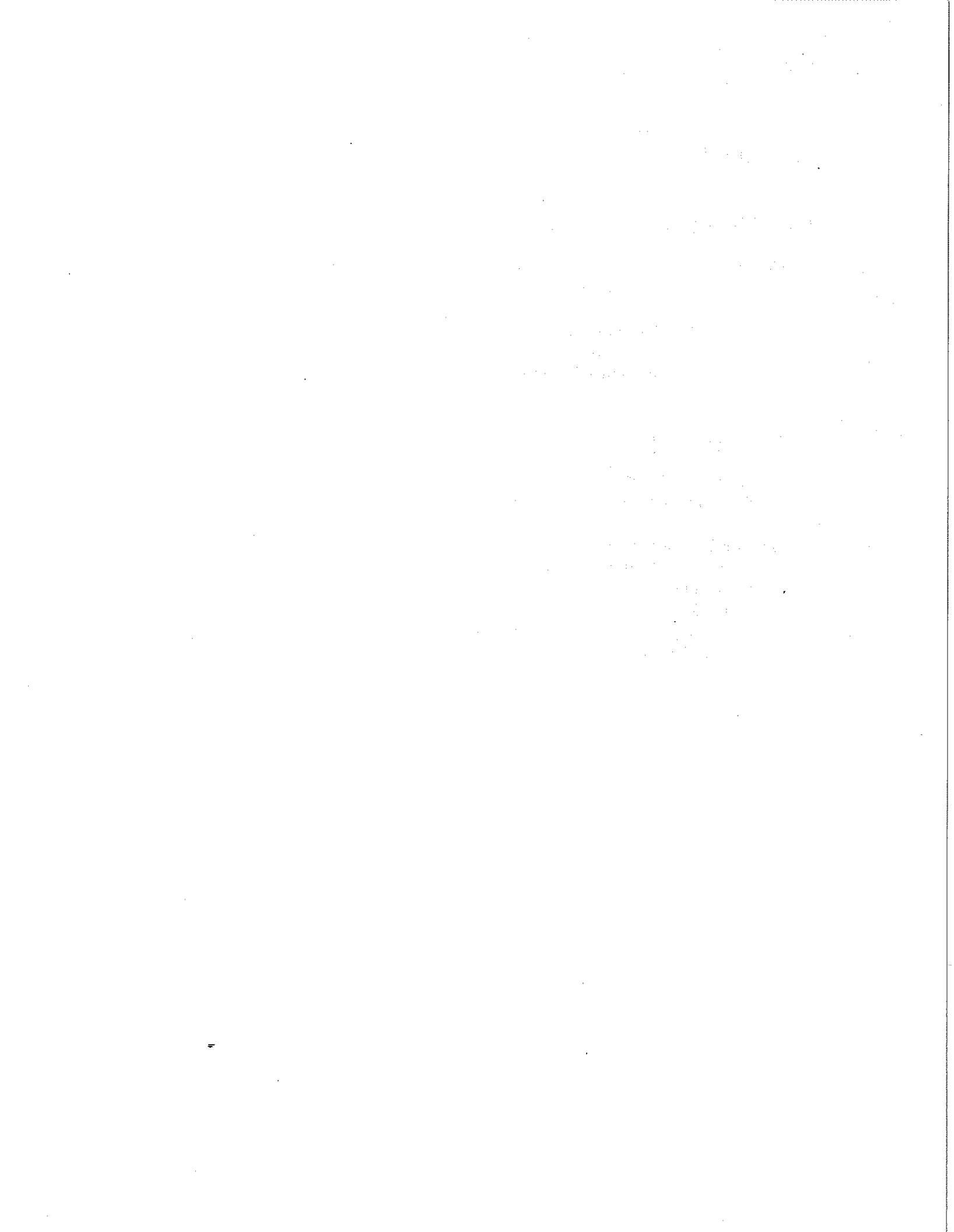
Community Service Representatives will

- organize and facilitate meetings and other vehicles for public input
- assist Unincorporated Area Councils in understanding programs and plans which affect their communities
- serve as a point of contact for Unincorporated Area Councils and the public
- serve as a point of contact for County departments
- work closely with the King County Executive Office, King County Councilmembers, and separately elected officials

DEPARTMENTS

King County Executive Branch Departments will

- identify plans, projects, and topics for public discussion and input
- respond to request from Unincorporated Area Councils for information
- present issues to Unincorporated Area Councils for discussion
- use Unincorporated Area Council input in development of projects and plans



West Hill Community Council Bylaws

Article I: NAME/PURPOSE

Section A: Name

1. The name of the organization shall be the West Hill Community Council.

Section B: Purpose

1. The West Hill Community Council shall be a non-profit organization whose purpose is to preserve, protect and improve the West Hill neighborhood in accord with the wishes of the community. The West Hill Community Council shall provide leadership in the investigation of community needs and the necessary funding, communicate with governmental agencies in an effort to represent the interest of the community, and cooperate with other organizations and persons having the best interests of the community at large as its purpose and focus.

Article II: MEMBERSHIP

Section A: Composition

1. The West Hill Community Council is a voluntary organization composed of individuals, business, government organizations and the school district. Members must reside, own property, own a business, be an individual who is authorized to represent an organization or governmental agency within the boundaries of the West Hill Community as defined in Article III.

Section B: Individual and Organization Membership

1. Individual Membership shall be open to all individuals interested in the purpose of the West Hill Community Council and who meet the requirements cited in Article II, Section A-1.
2. Organization memberships shall be open to all interested establishments, such as business, schools, churches or non-profit groups, which maintain facilities within the West Hill Community boundaries, or others as shall be authorized by the Board of Directors. Each organization shall be entitled to one vote at the annual quarterly meeting.

Section C: Voter Qualifications

1. Voting for members of the Board of Directors, or any other official issue shall be open to any person who is at least 18 years of age on the day of the election. Proof of eligibility to vote, as defined under Article II, Section B, 1 and 2 will be required.

Section D: Prohibition Against Discrimination

1. The West Hill Community Council shall not discriminate based on race, color, religion, sexual orientation, disability, national origin, income, or political affiliation.
2. Deny any member or organization representation on the West Hill Community Council without cause.
3. Deny any member an opportunity to participate in any program provided by the West Hill Community Council.
4. Deny any member the opportunity to serve as an officer of the Board of Directors, or as a member of any committee of the West Hill Community Council.

Article III: BOUNDARIES

Section A: The West Hill Community consists of all or portions of the following unincorporated neighborhoods: Bryn Mawr, Campbell Hill, Earlington, Hilltop, Lakeridge, Panorama View, Skycrest, and Skyway. West Hill is bordered by the Renton city limits to the south and southeast, Seattle city limits to the north and west, Tukwila city limits, to the west and south.

Article IV: MEETINGS

Section A: Quarterly Meetings

1. Quarterly meetings shall be held the 3rd Tuesday in January, April, July and October.
2. The purpose of these meetings are to report and inform the West Hill community of current events and pending items of importance.
3. Meeting notices shall be posted at the Skyway Library and visible locations through out the area thirty (30) days in advance of the meeting.
4. The West Hill Community Council shall provide and allow time for open and sincere public input or comment on topics pertinent to the community. Written public comments are welcome and will be addressed promptly.

5. Special Meetings may be called by over 50% majority of the Board of Directors.

Section B: Election of Board Members-April Quarterly Meeting

1. Eleven (11) at-large Directors shall be elected by the majority vote (over 50%) of the eligible voters (see 3-a below). The terms of office are staggered: Five (5) Directors elected even years and six elected in odd years.
2. Each year after installation of the new directors the election of Executive Officers shall take place. Terms of office start on installation and last till the next April.
3. The Board of Directors shall appoint an Election Committee of three (3) members of the West Hill Community. They may not be candidates or their family members.
 - a. The Chair of the Election Committee shall place the names of candidates who are eligible: must live or own property in the West Hill area and have submitted a written declaration along with a profile at least thirty days before the election to be on the official ballot and posted in the community notice sites.
 - b. Nominations from the floor will be accepted if the nominee lives or owns property in the West Hill area.
 - c. Speeches and voting should occur early in the agenda so everyone has the chance hear the candidates.
 - d. Three (3) people shall be appointed by the President to witness the counting by the Election Committee, no Board members, candidates, or their families.
 - e. The Election Committee shall collect the ballots; no one else touches the ballots until the results are certified.
 - f. In case of a tie the vote shall be decided by a toss of a coin.
 - g. Official documents: sign-in sheets, ballots, official tally sheet shall be kept for two (2) years and then destroyed by the Secretary.

Section C: Board of Directors Meetings

1. The Board of Directors shall meet monthly, the time and place to be determined in advance by the President in consultation with the Board members.
2. All business decisions shall be made at a West Hill Community Council board meeting or according to C-3 below.
3. The President shall call a special Board meeting when requested in writing by at least two-thirds (2/3) of the Board membership. All members of the Board shall be notified as soon as possible by the person or persons initiating the meeting.

4. All meetings and procedures of the West Hill Community Council shall be governed by Robert's Rules of Order, Revised.

Article V: BOARD OF DIRECTORS

Section A: Responsibilities of the Board of Directors

1. Policy – The Board of Directors shall develop short-range and long-range goals to help the West Hill Community Council fulfill its mission, decide priorities for spending funds, evaluate programs and their performance, represent and promote the West Hill Community Council.
2. Management – The Board of Directors shall be responsible for drafting the budget, planning and/or supervising fund raising, preparing an annual calendar of activities, insuring that expenditures are kept within the authorized budget, that projects are completed on schedule, and insuring the maintenance of the financial records.

Section B: Composition

1. The Board of Directors shall consist of eleven (11) elected members at-large
2. The Board of Directors may grant the status of advisory member to individuals and entities who support the objective and purposes of the West Hill Community Council. Advisory members shall be appointed by the President and approved by a simple majority of the Board. Advisors will be non-voting, but may participate in all other activities of the Board. Advisory Board members may be removed by a majority vote of the Board of Directors.
3. The Board of Directors shall elect officers: President, Vice-President, Secretary, and Treasurer to be designated as the Executive Officers. Each of remaining board members shall participate on a standing committee.

Section C: Quorum

1. Over 50% of the Board of Directors shall constitute a quorum.

Section D: Code of Conduct

1. An officer or member of the Board of Directors may be removed for conduct detrimental or prejudicial to the West Hill Community Council. The member may be removed by a two-thirds (2/3) vote of the Board of Directors.

2. An officer or member of the Board may be disqualified and removed for missing three (3) meetings WITHOUT CAUSE during a one year period - to start at the beginning of the member's term. A simple majority vote of the Board of Directors shall be required to remove said member on this basis.
3. Notice of such contemplated action shall be sent to said member at least thirty (30) days prior to the meeting at which the hearing for removal is to take place.
4. The Board of Directors are expected to maintain high ethical standards in conducting council affairs: avoiding conflict of interest, abstaining from action in any matter before the council in which they have a material interest.

Section E: Vacancies

1. The Board of Directors shall have the responsibility to fill vacancies by a majority vote. Appointees shall serve until the term of the elected office expires.

Article VI: DUTIES OF EXECUTIVE OFFICERS

Section A: President

To preside at all meetings of the West Hill Community Council and its Board of Directors, be the official spokesperson for the council, to convene special meetings as provided in the bylaws, and to appoint special delegates to represent the council when necessary. The President shall enforce the bylaws, be responsible for protocol at all meetings and follow the agenda. The President shall appoint an audit committee of three (3) board members annually.

Section B: Vice President

To serve in the absence of the President at council meetings and events when necessary. In addition, the Vice-President focuses on developing and encouraging broader participation and volunteerism in the West Hill Community Council activities and events.

Section C: Secretary

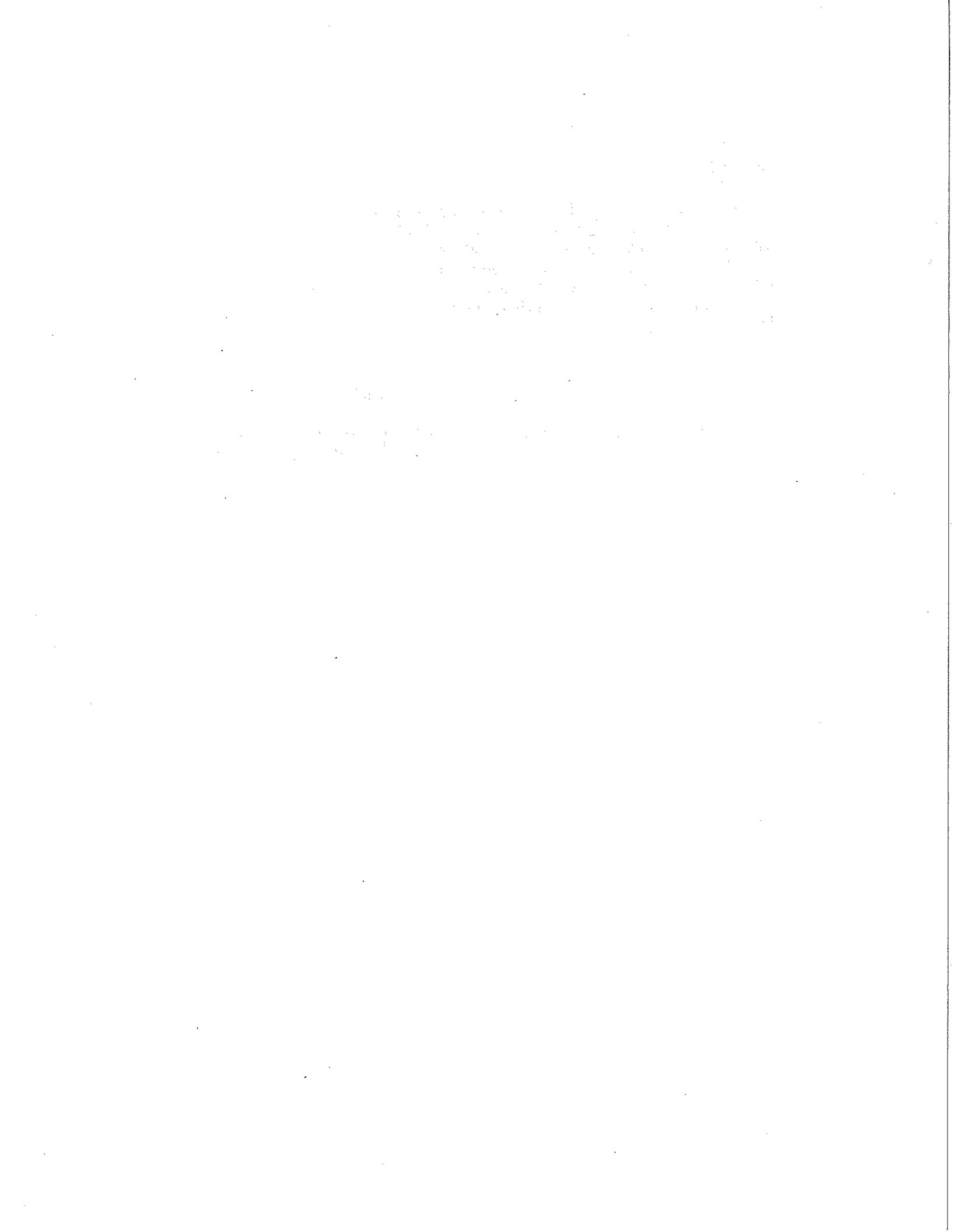
To notify the members of the Board of Directors of the West Hill Community Council of official or special meeting dates, times and places. The secretary shall maintain a list of addresses and telephone numbers of the Board members. The Secretary shall prepare and distribute the minutes to each board member prior to the monthly meetings. The Secretary shall perform official duties as may be assigned by the President and members of the Board of Directors.

Section D: Treasurer

Receive and disburse funds as instructed by the Board of Directors in accordance with the laws and regulations relating to non-profit organizations. The Treasurer shall file appropriate reports of the financial position of the West Hill Community Council. Present a report of the current financial status at each official meeting of the Board of Directors. The annual audit and all financial records of the West Hill Community Council shall be available for public inspection.

Article VII: BYLAW AMENDMENTS

Section A: Bylaws may be amended by a two-thirds (2/3) vote at an official quarterly meeting of the general membership, providing that the proposed Bylaw changes are submitted in writing for discussion at a meeting of the Board of Directors at least thirty (30) days prior to consideration for adoption, and by posting at the Skyway Library and the West Hill Community Council website www.westhillcommunity.com at least thirty (30) days prior to the meeting for the consideration of the proposal.



ATTACHMENT C - BUDGET

WEST HILL COMMUNITY COUNCIL
2009 BUDGET

| Projected Operation Expenses | Description | Budget Amount |
|------------------------------|---|------------------|
| | Insurance Post Office Box Web Site Maintenance Filing Fees Office Supplies/Maintenance Office Postage Awards/Recognition Phone/Data Line Copying/Printing/Newsletters/Mailings Board Members Trainings Board/Committee Functions Community Outreach Activities Community Enhancement/Projects | \$10,000 |
| | TOTAL | \$10,000 |

ATTACHMENT D -- INVOICE

Agency Name: _____

Address: _____

Invoice reporting period from: _____ to: _____

Total Expenditures: _____

Total number of people in attendance at the UAC Meetings/Events for the following months:

| | | | |
|----------|--|-----------|--|
| January | | July | |
| February | | August | |
| March | | September | |
| April | | October | |
| May | | November | |
| June | | December | |

I certify under penalty of perjury under the laws of the State of Washington that the information herein is true and the reasonable and necessary expenses were incurred in accordance with the work of this agreement:

UAC Officer Signature: _____

| Expenditure | Budget | This Month | Year-to-date | Balance |
|-------------|--------|------------|--------------|---------|
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For King County Use Only:

Payment Authorization:

_____ Approved _____ Not Approved _____ Approved for \$

Comments _____

Signature (Authorized County Staff) _____ Date _____