



King County
Public Rules and Regulations

Public Rules

Title	Document Code No.
DDES FINANCIAL POLICIES PROTOCOL	FIN 11 - 1 - 1 (PR)
Department/Issuing Agency	Effective Date.
Department of Development and Environmental Services	October 22, 2009
Approved	

1.0 SUBJECT TITLE: **DDES FINANCIAL POLICIES PROTOCOL**

1.1 EFFECTIVE DATE:

1.2 TYPE OF ACTION: Supersedes FIN 11-1 "DDES Financial Policies Protocol" adopted 11/1/2007.

1.3 KEY WORDS: Finance Policy, Billing, Cash, Collections, Project Management, Invoicing, Financial Guarantees, Code Enforcement, Business License.

2.0 PURPOSE:

2.1 To adopt an update to the Financial Policies Public Rule which assembles the Department of Development and Environmental Services' (DDES) financial policies into one document. This Public Rule and Regulation serves as the guideline for the financial practices governing the Department's operations.

3.0 ORGANIZATIONS AFFECTED:

3.1 Landowners and residents of unincorporated King County.

3.2 Applicants for building and land use permits

3.3 King County Department of Development and Environmental Services (DDES)

4.0 REFERENCES:

4.1 Revised Code of Washington (RCW) Ch. 19.16, RCW 19.52.020, RCW 35.80.030, RCW Title 60, and RCW 82.20.020.

4.2 King County Code Titles 6, 9, 16, 19A, 20, 21A, 23, 27 and 27A

5.0 DEFINITIONS:

5.1 **Applicant** means a property owner, a public agency or a public or private utility that owns a right-of-way or other easement or has been adjudicated the right to such an

easement under RCW 8.08.040, or any person or entity designated or named in writing by the property or easement owner to be the applicant, in an application for a development proposal, permit or approval.

- 5.2 **Finance System** means the financial processing of fees and hours provided through entries in TRS, PRMS and Permits Plus. The products resulting from this processing consist of Invoices, and Project Management Statements.
- 5.3 **Fixed Fees** means a fee charged for a particular service that is a flat standard or basic fee. Examples of fixed fees include but are not limited to, Counter Service Fees, Building fire flow Review fees, Recording fees.
- 5.4 **PRMS** means the Project Routing and Management System used by the Department's staff to track the progress of all permits, including the managed project hours budget (MPHB) for Project Managed activities.
- 5.5 **TRS** means the Department's Time Reporting System. This time reporting system defines the various Org/Function/Task codes and identifies whether the hours entered against an activity by an employee are billable to an applicant.

6.0 POLICIES:

- 6.1 The Department will make the Finance Policy Protocol available on the Internet at www.kingcounty.gov/permits/codes/PublicRules.aspx. Copies are available by contacting the Department of Development and Environmental Services, Administrative Services Division at 206-296-6659.
- 6.2 This Public Rule is exempt from the rule of strict construction and shall be liberally construed to give full effect to the objects and purposes for which it was adopted.

7.0 PROCEDURES:

Action By: DDES

Action:

- 7.1 Reviews the Finance Policy Protocol set forth in Appendices A through D of this Rule and revises if necessary.

Action By: Applicant

Action:

7.2 Applies to DDES for approval for a building or land use activity.

Action By: DDES Building Services Division and Land Use Services Division

Action:

7.3 Review and process building and land use permit applications and issue permits if conditions are met.

7.4 Initiate code enforcement actions as necessary.

Action By: DDES Administrative Services Division

Action

7.5 Prepares invoices and statements as defined in Section 6.0 of the Financial Policy Protocol set forth in Appendix A of this Rule and records all payments received.

8.0 RESPONSIBILITIES:

8.1 Project Managers are responsible for:

- 8.1.1 – Initializing activities in Permits Plus and PRMS including monitoring and close out of terminal permits on a timely basis.
- 8.1.2 – Providing Fee Estimate letters to Applicants.
- 8.1.3 – Receiving, tracking and determining fee waivers requested from applicants and forwarding the determination to Finance for adjustment in a timely manner.
- 8.1.4 – Accurately and timely processing of employee time in DDES Time Recording System.

8.2 Accounts Receivable Staff are responsible for:

- 8.2.1 – Batching and mailing Invoices and Project Management Statements within the billing cycle.
- 8.2.2 – Receipting and depositing cash per State Treasury requirements.
- 8.2.3 – Preparing refunds and transfer requests on a timely basis.
- 8.2.4 – Monitoring and referring to Collections delinquent accounts receivable.
- 8.2.5 – Responding to customer inquiries in a timely and professional manner.

8.3 Finance Manager is responsible for:

- 8.3.1 – Ensuring that charges billed to Applicants are in accordance with King County Code.
- 8.3.2 – Assuring timely billing of accounts receivable
- 8.3.3 – Responding to disputes and fee waiver requests from customers in a timely and professional manner.
- 8.3.4 – Assist Operating Sections with financial policy interpretation and guidance.

8.3.5 – Recommending changes in Code as needed.

9.0 APPENDICES:

- 9.1 APPENDIX A, DDES FINANCIAL POLICIES PROTOCOL
- 9.2 APPENDIX B, LIST OF ACTIVITIES/PROJECTS DEFINED AS ‘PROJECT
MANAGED’
- 9.3 APPENDIX C, LIST OF ACTIVITIES/PROJECTS ELIGIBLE FOR ‘VOLUNTARY
PROJECT MANAGEMENT PROGRAM’
- 9.4 APPENDIX D, ESTIMATE REVISION EXAMPLES
- 9.5 APPENDIX E, DDES COPY CHARGES