



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**December 17, 2002**

**Ordinance 14561**

**Proposed No.** 2002-0363.3

**Sponsors** Sullivan

1 AN ORDINANCE relating to the organization of the  
2 executive branch; making technical corrections; and  
3 amending Ordinance 12075, Section 3, as amended, and  
4 K.C.C. 2.16.025, Ordinance 14199, Section 11, and K.C.C.  
5 2.16.035, Ordinance 11955, Section 5, as amended, and  
6 K.C.C. 2.16.055, Ordinance 14005, Section 3, as amended,  
7 and K.C.C. 2.16.0755, Ordinance 14155, Section 5, and  
8 K.C.C. 2.16.07585, Ordinance 12529, Section 2, as  
9 amended, and K.C.C. 2.16.080, Ordinance 11955, Section  
10 13, as amended, and K.C.C. 2.16.110, Ordinance 12432,  
11 Section 2, as amended, and K.C.C. 2.16.120, Ordinance  
12 13720, Section 4, as amended, and K.C.C. 2.45.030,  
13 Ordinance 12075, Section 13, as amended, and K.C.C.  
14 2.50.045, Ordinance 12076, Section 2, as amended, and  
15 K.C.C. 4.04.020, Ordinance 12076, Section 3, as amended,  
16 and K.C.C. 4.04.030, Ordinance 12076, Section 3, as  
17 amended, and K.C.C. 4.04.040, Ordinance 620, Section 4

18 (part), as amended, and K.C.C. 4.04.060, Ordinance 12076,  
19 Section 4 and K.C.C. 4.04.075, Ordinance 12076, Section  
20 5, as amended, and K.C.C. 4.04.200. Ordinance 12076,  
21 Section 8, as amended, and K.C.C. 4.08.005, Ordinance  
22 12076, Section 33, as amended, and K.C.C. 4.10.010,  
23 Ordinance 12076, Section 35, as amended, and K.C.C.  
24 4.10.050, Ordinance 12076, Section 38, and K.C.C.  
25 4.12.040, Ordinance 13983, Section 3, as amended, and  
26 K.C.C. 4.19.030, Ordinance 12045, Section 5, as amended,  
27 and K.C.C. 4.56.070, Ordinance 12394, Section 3, as  
28 amended, and K.C.C. 4.56.085, Ordinance 14214, Section  
29 6, and K.C.C. 9.14.050, Ordinance 1709, Section 6, as  
30 amended, and K.C.C. 13.24.080, Ordinance 13147, Section  
31 21, as amended, and K.C.C. 20.18.050, Ordinance 13274,  
32 Section 7, as amended, and K.C.C. 21A.37.070, Ordinance  
33 13733, Section 10, as amended, and K.C.C. 21A.37.110,  
34 and Ordinance 13733, Section 15, as amended, and K.C.C.  
35 21A.37.160.

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38 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

39 SECTION 1. Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 are  
40 each hereby amended to read as follows:

41           **County executive.** The county executive shall manage and be fiscally  
42           accountable for the office of management and budget((;)) and the office of ((~~regional~~  
43           ~~planning and policy and the office of cultural resources~~)) business relations and economic  
44           development.

45           A. The office of management and budget functions and responsibilities shall  
46           include, but not be limited to:

47                   1. Planning, preparing and managing, with emphasis on fiscal management and  
48                   control aspects, the annual operating and capital improvement budgets;

49                   2. Preparing forecasts of and monitor revenues;

50                   3. Monitoring expenditures and work programs in accordance with Section 475  
51                   of the King County Charter;

52                   4. Developing and preparing expenditure plans and ordinances to manage the  
53                   implementation of the operating and capital improvement budgets throughout the fiscal  
54                   year;

55                   5. Developing and using outcome-based performance indicators to monitor and  
56                   evaluate the effectiveness and efficiency of county agencies;

57                   6. Formulating and implementing financial policies regarding revenues and  
58                   expenditures for the county and other applicable agencies; ((~~and~~))

59                   7. Performing program analysis, and contract and performance evaluation  
60                   review;

61                   8. Collecting and analyzing land development, population, housing, natural  
62                   resource enhancement, transportation and economic activity data to aid decision making  
63                   and to support implementation of county plans and programs, including benchmarks; and

64 9. Developing and transmitting to the council, concurrent with the annual  
65 proposed budget, supporting materials consistent with K.C.C. 4.04.030.

66 B. The office of ~~((regional planning an policy))~~ business relations and economic  
67 development functions and responsibilities shall include, but not be limited to:

68 1. ~~((Managing and coordinating the implementation by departments of Growth~~  
69 ~~Management Act requirements;~~

70 2.)) Developing proposed policies to address ~~((strategic planning, regional~~  
71 ~~planning,))~~ economic development ~~((and housing planning));~~

72 ~~((3. Developing and overseeing the countywide program for implementation of~~  
73 ~~the county's comprehensive plan including coordinating~~

74 a. ~~the implementation of plans which are developed by departments;~~

75 b. ~~the collection and analysis of land development, population, housing,~~  
76 ~~natural resource enhancement, and economic activity data to aid decision making and to~~  
77 ~~support implementation of county plans and programs, including benchmarks; and~~

78 c. ~~the preparation of interlocal agreements between any combination of the~~  
79 ~~county, cities and providers of necessary urban services such as sewer and water as~~  
80 ~~needed to address common planning issues;~~

81 4. ~~Coordinating county and regional planning with public and private agencies;~~

82 5.)) 2. Providing quarterly economic reports to the executive and the council  
83 that characterize trends in employment, unemployment, business operations including  
84 layoff warnings required under state law and other factors that are useful in  
85 understanding economic trends;

86           3. Establishing, fostering and maintaining healthy relations with business and  
87 industry;

88           4. Optimizing the value of county-controlled assets, such as the King County  
89 airport, as engines for economic growth, recognizing that it may be in the public interest  
90 to foster job creation expansion of the tax base rather than maximizing direct revenue to  
91 the county from a particular asset;

92           5. Managing programs and developing projects that promote economic  
93 development, assist communities and businesses in creating economic opportunities,  
94 promote a diversified regional economy, promote job creation with the emphasis on  
95 family-wage jobs and improve county asset management. A report on these activities  
96 shall be included in the quarterly report required under subsection B.2 of this section;

97           ~~((6. Developing and managing housing programs and projects that implement~~  
98 ~~Growth Management Act policies and have not been assigned to a department;~~

99           7.)) 6. Providing assistance to other county departments to determine if real  
100 property or other assets may be managed for economic development purposes to create  
101 jobs and expand private investment or administered in a manner that will provide  
102 additional revenue to the county;

103           ~~((8. Managing children and family programs and provide administrative support~~  
104 ~~to the children and family commission;~~

105           9.)) 7. Managing the boost, apprenticeship and business development programs  
106 including the following functions:

107           a. administering the discrimination and affirmative action in employment by  
108 contractors', subcontractors' and vendors' policies under K.C.C. chapter 12.16;

- 109           b. administering the boost program for the use of small economically  
110   disadvantaged businesses on county contracts under K.C.C. chapter 4.19; and
- 111           c. administering the federal Americans with Disabilities Act of 1990 and  
112   federal Rehabilitation Act of 1973, Section 504, policies related to obligations of  
113   contractors with the county; ~~((and))~~
- 114           ~~((10.))~~ 8. Serving as the disadvantaged business enterprise liaison officer for  
115   federal Department of Transportation and other federal grant program purposes; and
- 116           9. Managing the county's landmark preservation program including the  
117   following functions:
- 118           a. administering landmark designation and regulation functions under K.C.C.  
119   chapter 20.62;
- 120           b. serving as the county's historic preservation officer under the county's  
121   certified local government agreement with the state and for federal grant program  
122   purposes;
- 123           c. administering the landmark rehabilitation and improvement loan program in  
124   partnership with local financial institutions, administering the special valuation program  
125   under chapter 84.26 RCW and assisting with the current use taxation program for cultural  
126   resources;
- 127           d. providing oversight and assistance to other county departments to ensure  
128   compliance with federal, state and local cultural resource laws; and
- 129           e. preparing and administering interlocal agreements between the county and  
130   cities related to landmark designation and protection services.

131 C. The executive may assign or delegate budgeting, ~~((and strategic planning))~~  
132 business relations and economic development functions to employees in the office of the  
133 executive but shall not assign or delegate those functions to any departments.

134 ~~((D. The office of cultural resources shall plan, manage and be responsible for~~  
135 ~~administering the county cultural programs, including but not limited to arts, heritage and~~  
136 ~~historic preservation.))~~

137 SECTION 2. Ordinance 14199, Section 11, and K.C.C. 2.16.035 are each hereby  
138 amended to read as follows:

139 **Department of executive services.** The county administrative officer shall be the  
140 director of the department of executive services ~~((shall be managed by the county~~  
141 ~~administrative officer))~~. The department shall include the information and  
142 telecommunications services division, the records, elections and licensing division, the  
143 finance and business operations division, the human resources management division, the  
144 facilities management division, the administrative office of information resources  
145 management, the administrative office of risk management, the administrative office of  
146 emergency management and the administrative office of civil rights. In addition, the  
147 ~~((chief))~~county administrative officer shall be responsible for providing staff support for  
148 the board of ethics.

149 A. The duties of the information and telecommunications services division shall  
150 include the following:

151 1. Designing, developing, operating, maintaining and enhancing computer  
152 information systems for the county and other contracting agencies, except for geographic

153 information systems, which shall be administered by the department of natural resources  
154 and parks;

155 2. Managing the cable communications provisions set forth in K.C.C. chapter  
156 6.27A;

157 3. Negotiating and administering cable television and telecommunication  
158 franchises (~~pursuant to~~) under K.C.C. chapter 6.27;

159 4. Providing telephone system design, installation, maintenance and repair;

160 5. Managing and operating the centralized printing and graphic arts services;

161 6. Providing internal communications and public information services including  
162 setting standards for and preparing informational publications, except to the extent to  
163 which the council decides, as part of the annual appropriation ordinance, to fund selected  
164 departmental level internal communications and public information services in certain  
165 departments or divisions; and

166 7. Administering the emergency radio communication system under K.C.C.  
167 chapter 2.58, but not including the radio communication and data system operated and  
168 maintained by the department of transportation.

169 B. The duties of the records, elections and licensing services division shall  
170 include the following:

171 1. Conducting all special and general elections held in the county and  
172 registering voters;

173 2. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and  
174 pet licenses, collecting license fee revenues and providing licensing services for the  
175 public;

- 176           3. Enforcing county and state laws relating to animal control;
- 177           4. Managing the recording, processing, filing, storing, retrieval((;)) and  
178 certification of copies of all public documents filed with the division as required((; of all  
179 ~~public documents filed with the division~~));
- 180           5. Processing all real estate tax affidavits;
- 181           6. Acting as the official custodian of all county records, ((per)) as required by  
182 general law, except as otherwise provided by ordinance; and
- 183           7. Managing the printing and distribution of the King County Code and  
184 supplements to the public.

185           C. The duties of the finance and business operations division shall include the  
186 following:

- 187           1. Monitoring revenue((;)) and expenditures for the county. The collection and  
188 reporting of revenue and expenditure data shall provide sufficient information to the  
189 executive and to the council. The division shall be ultimately responsible for maintaining  
190 the county's official revenue and expenditure data;
- 191           2. Performing the functions of the county treasurer;
- 192           3. Billing and collecting real and personal property taxes, local improvement  
193 district assessments and gambling taxes;
- 194           4. Processing transit revenue;
- 195           5. Receiving and investing all county and political subjurisdiction moneys;
- 196           6. Managing the issuance and payment of the county's debt instruments;
- 197           7. Managing the accounting systems and procedures;
- 198           8. Managing the fixed assets system and procedures;

199 9. Formulating and implementing financial policies for other than revenues and  
200 expenditures for the county and other applicable agencies;

201 10. Administering the accounts payable and accounts receivable functions;

202 11. Collecting fines and monetary penalties imposed by district courts;

203 12. Developing and administering procedures for the procurement of and  
204 awarding of contracts for tangible personal property, services, professional or technical  
205 services and public work in accordance with K.C.C. chapter 4.16 and applicable federal  
206 and state laws and regulations;

207 13. Establishing and administering procurement and contracting methods, and  
208 bid and proposal processes, to obtain such procurements;

209 14. In consultation with the prosecuting attorney's office and office of risk  
210 management, developing and overseeing the use of standard procurement and contract  
211 documents for such procurements;

212 15. Administering contracts for goods and ((such)) services that are provided to  
213 more than one department;

214 16. Providing comment and assistance to departments on the development of  
215 specifications and scopes of work, in negotiations for such procurements, and in the  
216 administration of contracts;

217 17. Assisting departments to perform cost or price analyses for the procurement  
218 of ((such)) tangible personal property, services((;)) and professional or technical services,  
219 and price analysis for public work procurements;

220 18. Developing, maintaining and revising as may be necessary from time to  
221 time the county's general terms and conditions for contracts for the procurement of  
222 tangible personal property, services, professional or technical services and public work;

223 19. Managing the payroll system and procedures, including processing benefits  
224 transactions in the payroll system and administering the employer responsibilities for the  
225 retirement and the deferred compensation plans; and

226 20. Managing and developing financial policies for borrowing of funds,  
227 financial systems and other financial operations for the county and other applicable  
228 agencies.

229 D. The duties of the human resources management division shall include the  
230 following:

231 1. Developing and administering training and organizational development  
232 programs, including centralized employee and supervisory training and other employee  
233 development programs;

234 2. Developing proposed and ~~((administer))~~ administering adopted policies and  
235 procedures for employment (recruitment, examination and selection), classification and  
236 compensation, and salary administration;

237 3. Developing proposed and administering adopted human resources policy;

238 4. Providing technical and human resources information services support;

239 5. ~~((Administering insured and noninsured benefits programs, including health~~  
240 ~~care benefits, leave programs, deferred compensation and other special benefits, such as~~  
241 ~~dependent care assistance and wellness and work/family programs))~~ Developing and  
242 managing insured and noninsured benefits programs, including proposing policy re

243 commendations, negotiating benefits plan designs with unions, preparing legally  
244 mandated communications materials and providing employee assistance and other work  
245 and family programs;

246 6. Developing and administering diversity management and employee relations  
247 programs, including affirmative action plan development and administration,  
248 management and supervisory diversity training and conflict resolution training;

249 7. Developing and administering workplace safety programs, including  
250 inspection of work sites and dissemination of safety information to employees to promote  
251 workplace safety;

252 8. Administering the county's self-funded industrial insurance/worker's  
253 compensation program, as authorized by Title 51 RCW;

254 9. Representing county agencies in the collective bargaining process as required  
255 by chapter 41.56 RCW;

256 10. Representing county agencies in labor arbitrations, appeals and hearings  
257 including those ~~((set forth))~~ in chapter 41.56 RCW and required by K.C.C. Title 3;

258 11. Administering labor contracts and ~~((provide))~~ providing consultation to  
259 county agencies regarding the terms and implementation of negotiated labor agreements;

260 12. Advising the executive and council on overall county labor and employee  
261 policies;

262 13. Providing labor relations training for county agencies, the executive, the  
263 council and others;

264 14. Overseeing the county's unemployment compensation program; ~~((and))~~

265           15. Developing and maintaining databases of information relevant to the  
266 collective bargaining process; and

267           16. Collecting and reporting to the office of management and budget on a  
268 quarterly basis information on the numbers of filled and vacant full-time equivalent and  
269 term-limited temporary positions and the number of emergency employees for each  
270 appropriation unit.

271           E. The duties of the facilities management division shall include the following:

272           1. Overseeing space planning for county agencies;

273           2. Administering and maintaining in good general condition the county's  
274 buildings except for those managed and maintained by the departments of natural  
275 resources and parks and transportation;

276           3. Operating security programs for county facilities except as otherwise  
277 determined by the council;

278           4. Administering all county facility parking programs except for public  
279 transportation facility parking;

280           5. Administering the supported employment program;

281           6. Managing all real property owned or leased by the county, except as provided  
282 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues  
283 closely approximating fair market value;

284           7. Maintaining a current inventory of all county-owned or leased real property;

285           8. Functioning as the sole agent for the disposal of real properties deemed  
286 surplus to the needs of the county;

287 9. In accordance with K.C.C. chapter 4.04, providing support services to county  
288 agencies in the acquisition of real properties, except as otherwise specified by ordinance;

289 10. Issuing oversized vehicle permits, franchises and permits and easements for  
290 the use of county property except franchises for cable television and telecommunications;

291 11. Overseeing the development of capital projects for all county agencies  
292 except for specialized roads, solid waste, public transportation, airport, water pollution  
293 abatement((;)) and surface water management projects;

294 12. Being responsible for all general projects, such as office buildings or  
295 warehouses, for any county department including, but not limited to, the following:

296 a. ((A))administering professional services and construction contracts;

297 b. ((A))acting as the county's representative during site master plan, design  
298 and construction activities;

299 c. ((M))managing county funds and project budgets related to capital  
300 improvement projects;

301 d. ((A))assisting county agencies in the acquisition of appropriate facility sites;

302 e. ((F))formulating guidelines for the development of operational and capital  
303 improvement plans;

304 f. ((A))assisting user agencies in the development of ((C))capital  
305 ((H))improvement and ((P))project ((P))program ((P))plans, as defined and provided for in  
306 K.C.C. chapter 4.04;

307 g. ((F))formulating guidelines for the use of life cycle cost analysis and  
308 applying these guidelines in all appropriate phases of the capital process;

