



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

July 6, 2017

Ordinance 18551

Proposed No. 2017-0211.1

Sponsors von Reichbauer

1 AN ORDINANCE moving the enhanced 911 program and
2 funding from the department of executive services to the
3 department of information technology; and amending
4 Ordinance 14199, Section 11, as amended, and K.C.C.
5 2.16.035, Ordinance 18432, Section 7, and K.C.C.
6 2A.380.070, amending Ordinance 5868, Sections 1-2, as
7 amended, and K.C.C. 4A.200.280 and Ordinance 18386,
8 Section 1, and K.C.C. 4A.200.2805.

9 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

10 SECTION 1. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are
11 each hereby amended to read as follows:

12 The county administrative officer shall be the director of the department of
13 executive services. The department shall include the records and licensing services
14 division, the finance and business operations division, the human resources management
15 division, the facilities management division, the administrative office of risk
16 management, the administrative office of emergency management, the administrative
17 office of the business resource center and the administrative office of civil rights. In
18 addition, the county administrative officer shall be responsible for providing staff support
19 for the board of ethics.

20 A. The duties of the records and licensing services division shall include the
21 following:

22 1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
23 pet licenses, collecting license fee revenues and providing licensing services for the
24 public;

25 2. Enforcing county and state laws relating to animal control;

26 3. Managing the recording, processing, filing, storing, retrieval and certification
27 of copies of all public documents filed with the division as required;

28 4. Processing all real estate tax affidavits; and

29 5. Acting as the official custodian of all county records, as required by general
30 law, except as otherwise provided by ordinance.

31 B. The duties of the finance and business operations division shall include the
32 following:

33 1. Monitoring revenue and expenditures for the county. The collection and
34 reporting of revenue and expenditure data shall provide sufficient information to the
35 executive and to the council. The division shall be ultimately responsible for maintaining
36 the county's official revenue and expenditure data;

37 2. Performing the functions of the county treasurer;

38 3. Billing and collecting real and personal property taxes, local improvement
39 district assessments and gambling taxes;

40 4. Processing transit revenue;

41 5. Receiving and investing all county and political subjurisdiction moneys;

42 6. Managing the issuance and payment of the county's debt instruments;

- 43 7. Managing the accounting systems and procedures;
- 44 8. Managing the fixed assets system and procedures;
- 45 9. Formulating and implementing financial policies for other than revenues and
46 expenditures for the county and other applicable agencies;
- 47 10. Administering the accounts payable and accounts receivable functions;
- 48 11. Collecting fines and monetary penalties imposed by district courts;
- 49 12. Developing and administering procedures for the procurement of and
50 awarding of contracts for tangible personal property, services, professional or technical
51 services and public work in accordance with K.C.C. chapter 2.93 and applicable federal
52 and state laws and regulations;
- 53 13. Establishing and administering procurement and contracting methods, and
54 bid and proposal processes, to obtain such procurements;
- 55 14. In consultation with the prosecuting attorney's office and office of risk
56 management, developing and overseeing the use of standard procurement and contract
57 documents for such procurements;
- 58 15. Administering contracts for goods and services that are provided to more
59 than one department;
- 60 16. Providing comment and assistance to departments on the development of
61 specifications and scopes of work, in negotiations for such procurements, and in the
62 administration of contracts;
- 63 17. Assisting departments to perform cost or price analyses for the procurement
64 of tangible personal property, services and professional or technical services, and price
65 analysis for public work procurements;

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

69 19. Managing the payroll system and procedures, including processing benefits
70 transactions in the payroll system and administering the employer responsibilities for the
71 retirement and the deferred compensation plans;

72 20. Managing and developing financial policies for borrowing of funds,
73 financial systems and other financial operations for the county and other applicable
74 agencies.

75 21. Managing the contracting opportunities program to increase opportunities
76 for small contractors and suppliers to participate on county-funded contracts. Submit an
77 annual report as required by K.C.C. 2.97.090;

78 22. Managing the apprenticeship program to optimize the number of apprentices
79 working on county construction projects. Submit an annual report as required by K.C.C.
80 12.16.175; and

81 23. Serving as the disadvantaged business enterprise liaison officer for federal
82 Department of Transportation and other federal grant program purposes. The
83 disadvantaged business enterprise liaison officer shall have direct, independent access to
84 the executive on disadvantaged business enterprise program matters consistent with 49
85 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison
86 officer shall report to the director of the finance and business operations division.

87 C. The duties of the human resources management division shall include the
88 following:

- 89 1. Developing and administering training and organizational development
90 programs, including centralized employee and supervisory training and other employee
91 development programs;
- 92 2. Developing proposed and administering adopted policies and procedures for:
93 a. employment, including recruitment, examination and selection;
94 b. classification and compensation; and
95 c. salary administration;
- 96 3. Developing proposed and administering adopted human resources policy;
- 97 4. Providing technical and human resources information services support;
- 98 5. Developing and managing insured and noninsured benefits programs,
99 including proposing policy recommendations, negotiating benefits plan designs with
100 unions, preparing legally mandated communications materials and providing employee
101 assistance and other work and family programs;
- 102 6. Developing and administering diversity management and employee relations
103 programs, including affirmative action plan development and administration,
104 management and supervisory diversity training and conflict resolution training;
- 105 7. Developing and administering workplace safety programs, including
106 inspection of work sites and dissemination of safety information to employees to promote
107 workplace safety;
- 108 8. Administering the county's self-funded industrial insurance/worker's
109 compensation program, as authorized by Title 51 RCW;
- 110 9. Advising the executive and council on overall county employee policies;
- 111 10. Providing labor relations training for county agencies, the executive, the

112 council and others, in collaboration with the office of labor relations;

113 11. Overseeing the county's unemployment compensation program; and

114 12. Collecting and reporting to the office of management and budget on a
115 quarterly basis information on the numbers of filled and vacant full-time equivalent and
116 term-limited temporary positions and the number of emergency employees for each
117 appropriation unit.

118 D. The duties of the facilities management division shall include the following:

119 1. Overseeing space planning for county agencies;

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

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

125 4. Administering all county facility parking programs except for public
126 transportation facility parking;

127 5. Administering the supported employment program;

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

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

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

134 9. In accordance with K.C.C. chapter 4A.100, providing support services to

135 county agencies in the acquisition of real properties, except as otherwise specified by
136 ordinance;

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

139 11. Overseeing the development of capital projects for all county agencies
140 except for specialized roads, solid waste, public transportation, airport, water pollution
141 abatement, surface water management projects and parks and recreation;

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

144 a. administering professional services and construction contracts;

145 b. acting as the county's representative during site master plan, design and
146 construction activities;

147 c. managing county funds and project budgets related to capital projects;

148 d. assisting county agencies in the acquisition of appropriate facility sites;

149 e. formulating guidelines for the development of operational and capital
150 project plans;

151 f. assisting user agencies in the development of capital projects and project
152 plans, as defined and provided for in K.C.C. chapter 4A.100;

153 g. formulating guidelines for the use of life cycle cost analysis and applying
154 these guidelines in all appropriate phases of the capital process;

155 h. ensuring the conformity of capital project plans with the adopted space plan
156 and agency business plans;

157 i. developing project cost estimates that are included in capital project plans,

158 site master plans, capital projects and biennial project budget requests;

159 j. providing advisory services, feasibility studies or both services and studies to
160 projects as required and for which there is budgetary authority;

161 k. coordinating with user agencies to assure user program requirements are
162 addressed through the capital development process as set forth in this chapter and in
163 K.C.C. chapter 4A.100;

164 l. providing engineering support on capital projects to user agencies as
165 requested and for which there is budgetary authority; and

166 m. providing assistance in developing the executive budget for capital projects;
167 and

168 13. Providing for the operation of a downtown winter shelter for homeless
169 persons between October 15 and April 30 each year.

170 E. The duties of the administrative office of risk management shall include the
171 management of the county's insurance and risk management programs consistent with
172 K.C.C. chapter 2.21.

173 F. The duties of the administrative office of emergency management shall
174 include the following:

175 1. Planning for and providing effective direction, control and coordinated
176 response to emergencies; and

177 2. Being responsible for the emergency management functions defined in
178 K.C.C. chapter 2.56(~~and~~

179 ~~3. Managing the E911 emergency telephone program~~)).

180 G. The duties of the administrative office of civil rights shall include the

181 following:

182 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
183 12.18, 12.20 and 12.22;

184 2. Assisting departments in complying with the federal Americans with
185 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other
186 legislation and rules regarding access to county programs, facilities and services for
187 people with disabilities;

188 3. Serving as the county Americans with Disabilities Act coordinator relating to
189 public access;

190 4. Providing staff support to the county civil rights commission;

191 5. Serving as the county federal Civil Rights Act Title VI coordinator; and

192 6. Coordinating county responses to federal Civil Rights Act Title VI issues and
193 investigating complaints filed under Title VI.

194 H. The duties of the administrative office of the business resource center shall
195 include the following:

196 1. The implementation and maintenance of those systems necessary to generate
197 a regular and predictable payroll through the finance and business operations division;

198 2. The implementation and maintenance of those systems necessary to provide
199 regular and predictable financial accounting and procedures through the finance and
200 business operations division;

201 3. The implementation and maintenance of those systems necessary to generate
202 regular and predictable county budgets, budget reports and budget management tools for
203 the county; and

204 4. The implementation and maintenance of the human resources systems of
205 record for all human resources data for county employment purposes.

206 SECTION 2. Ordinance 18432, Section 7, and K.C.C. 2A.380.070 are each
207 hereby amended to read as follows:

208 The duties of the infrastructure and operations division include:

209 A. Designing, planning, developing, operating, maintaining and enhancing
210 information technology systems and infrastructures for the county and other contracting
211 agencies;

212 B. Managing the lifecycle of workstations and other information technology
213 devices, including installation, maintenance and decommissioning;

214 C. Managing network connectivity and the Institutional Network, also known as
215 I-Net;

216 D. Providing geographic information systems services, also known as GIS
217 services;

218 E. Negotiating, managing and administering the cable communications
219 provisions in K.C.C. chapter 6.27A; ~~((and))~~

220 F. Providing communications infrastructure and support to include voice and data
221 communications services for the county and contracting agencies; and

222 G. Managing the enhanced 911 emergency-communication system.

223 SECTION 3. Ordinance 5868, Sections 1-2, as amended, and K.C.C. 4A.200.280
224 are each hereby amended to read as follows:

225 A. There is hereby created an enhanced 911 emergency ~~((telephone))~~
226 communication system fund.

227 B. The fund shall be a first tier fund. It is a special revenue fund.

228 C. The director of the department of ~~((executive services))~~ information
229 technology shall be the manager of the fund.

230 D. All receipts from the taxes imposed under K.C.C. ~~((chapter 4.34))~~
231 4A.510.200, 4A.510.210, 4A.510.220, 4A.510.230, 4A.510.240 and 4A.510.250 shall be
232 deposited in the fund.

233 E. The fund shall provide for the receipt of revenues and disbursement of
234 expenditures related to the provision of an enhanced 911 emergency ~~((telephone))~~
235 communication system in King County.

236 SECTION 4. Ordinance 18386, Section 1, and K.C.C. 4A.200.2805 are each
237 hereby amended to read as follows:

238 A. There is hereby created the enhanced 911 emergency ~~((telephone))~~
239 communication system capital fund.

240 B. The fund shall be a first tier fund. It is a capital projects fund.

241 C. The director of the department of ~~((executive services))~~ information
242 technology shall be the manager of the fund.

243 D. All receipts from transfers from the enhanced 911 emergency ~~((telephone))~~
244 communication system fund, bond proceeds, grants, and other revenues for enhanced 911
245 with a capital appropriation shall be deposited in the fund.

246 E. The fund shall be used to support capital projects and equipment replacement

247 related to the provision of an enhanced 911 emergency ((telephone)) communication
248 system in King County.
249

Ordinance 18551 was introduced on 5/30/2017 and passed by the Metropolitan King County Council on 7/5/2017, by the following vote:

Yes: 9 - Mr. von Reichbauer, Mr. Gossett, Ms. Lambert, Mr. Dunn,
Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles
and Ms. Balducci

No: 0

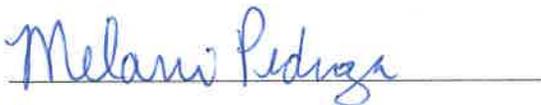
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



J. Joseph McDermott, Chair

ATTEST:



Melani Pedroza, Clerk of the Council

APPROVED this 6th day of July, 2017.



Dow Constantine, County Executive

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KING COUNTY COUNCIL

Attachments: None