



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

June 18, 2012

Ordinance 17350

Proposed No. 2012-0119.2

Sponsors Gossett and Lambert

1 AN ORDINANCE relating to the King County Code; and
2 amending Ordinance 13880, Section 19, and K.C.C.
3 1.03.040, Ordinance 13880, Section 20, and K.C.C.
4 1.03.050, Ordinance 13880, Section 25, and K.C.C.
5 1.03.100 and Ordinance 14199, Section 11, as amended,
6 and K.C.C. 2.16.035 and repealing Ordinance 5962,
7 Section 2, as amended, and K.C.C. 2.12.080.

8 **PREAMBLE:**

9 Section 880 of the King County Charter requires the council to provide for
10 the compilation and codification of all county ordinances and regulations
11 which have the force of law and are permanent or general in nature.

12 The council has complied with this requirement by preparing paper copies
13 of the King County Code and quarterly supplements to the code.

14 Beginning in 1997, the council has posted the King County Code and
15 supplements to the Internet. Currently, the text of the version of the code
16 found on the Internet can be searched.

17 All ordinances and motions adopted by the council since the creation of
18 the charter are posted to the Internet as searchable documents.

19 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

20 SECTION 1. Ordinance 13880, Section 19, and K.C.C. 1.03.040 are each hereby
21 amended to read as follows:

22 The clerk of the council shall compile and ~~((maintain a comprehensive index to~~
23 ~~the King County Code and prepare for publication supplements to the index))~~ prepare an
24 electronic searchable version of the King County Code and shall post the electronic
25 searchable version of the code to the Internet. The electronic version of the code,
26 updated regularly and at least annually, shall be available to the public on the county's
27 website at no charge. The electronic searchable version shall serve as the detailed index
28 to the code required by the charter. The clerk shall make available an electronic
29 searchable version of the code that allows the entire code to be searched in a single query.

30 SECTION 2. Ordinance 13880, Section 20, and K.C.C. 1.03.050 are each hereby
31 amended to read as follows:

32 The clerk of the council shall ~~((prepare and maintain full historical records~~
33 ~~showing the enactment, amendment, revision, supersession and repeal of the various~~
34 ~~sections of the code))~~ include in each section of the King County Code a list of all
35 ordinances that have adopted or amended the section and shall post all adopted
36 ordinances to the Internet.

37 SECTION 3. Ordinance 13880, Section 25, and K.C.C. 1.03.100 are each hereby
38 amended to read as follows:

39 The King County Code as posted to the Internet containing the certificate of the
40 clerk of the council ~~((and a supplement or addition to or reprint edition of the code that~~
41 ~~contains the certificate of the clerk))~~ is official and is prima facie evidence of the laws

42 contained in the code. The clerk shall also make a paper copy of the code available for
43 public inspection at the clerk's office.

44 SECTION 4. Ordinance 5962, Section 2, as amended, and K.C.C. 2.12.080 are
45 each hereby repealed.

46 SECTION 5. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are
47 each hereby amended to read as follows:

48 The county administrative officer shall be the director of the department of
49 executive services. The department shall include the records and licensing services
50 division, the finance and business operations division, the human resources management
51 division, the facilities management division, the administrative office of risk
52 management, the administrative office of emergency management, the administrative
53 office of the business resource center and the administrative office of civil rights. In
54 addition, the county administrative officer shall be responsible for providing staff support
55 for the board of ethics.

56 A. The duties of the records and licensing services division shall include the
57 following:

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

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

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

64 4. Processing all real estate tax affidavits; and

65 5. Acting as the official custodian of all county records, as required by general
66 law, except as otherwise provided by ordinance(~~and~~

67 ~~6. Managing the printing and distribution of the King County Code and~~
68 ~~supplements to the public)).~~

69 B. The duties of the finance and business operations division shall include the
70 following: —

71 1. Monitoring revenue and expenditures for the county. The collection and
72 reporting of revenue and expenditure data shall provide sufficient information to the
73 executive and to the council. The division shall be ultimately responsible for maintaining
74 the county's official revenue and expenditure data;

75 2. Performing the functions of the county treasurer;

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

78 4. Processing transit revenue;

79 5. Receiving and investing all county and political jurisdiction moneys;

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

81 7. Managing the accounting systems and procedures;

82 8. Managing the fixed assets system and procedures;

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

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

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

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

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

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

96 15. Administering contracts for goods and services that are provided to more
97 than one department;

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

101 17. Assisting departments to perform cost or price analyses for the procurement
102 of tangible personal property, services and professional or technical services, and price
103 analysis for public work procurements;

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

107 19. Managing the payroll system and procedures, including processing benefits
108 transactions in the payroll system and administering the employer responsibilities for the
109 retirement and the deferred compensation plans;

110 20. Managing and developing financial policies for borrowing of funds,
111 financial systems and other financial operations for the county and other applicable
112 agencies.

113 21. Managing the contracting opportunities program to increase opportunities
114 for small contractors and suppliers to participate on county-funded contracts. Submit an
115 annual report as required by K.C.C. 4.19.070.D;

116 22. Managing the apprenticeship program to optimize the number of apprentices
117 working on county construction projects. Submit an annual report as required by K.C.C.
118 12.16.175; and

119 23. Serving as the disadvantaged business enterprise liaison officer for federal
120 Department of Transportation and other federal grant program purposes. The
121 disadvantaged business enterprise liaison officer shall have direct, independent access to
122 the executive on disadvantaged business enterprise program matters consistent with 49
123 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison
124 officer shall report to the director of the finance and business operations division.

125 C. The duties of the human resources management division shall include the
126 following:

127 1. Developing and administering training and organizational development
128 programs, including centralized employee and supervisory training and other employee
129 development programs;

130 2. Developing proposed and administering adopted policies and procedures for:

131 a. employment, including recruitment, examination and selection;

132 b. classification and compensation; and

- 133 c. salary administration;
- 134 3. Developing proposed and administering adopted human resources policy;
- 135 4. Providing technical and human resources information services support;
- 136 5. Developing and managing insured and noninsured benefits programs,
- 137 including proposing policy recommendations, negotiating benefits plan designs with
- 138 unions, preparing legally mandated communications materials and providing employee
- 139 assistance and other work and family programs;
- 140 6. Developing and administering diversity management and employee relations
- 141 programs, including affirmative action plan development and administration,
- 142 management and supervisory diversity training and conflict resolution training;
- 143 7. Developing and administering workplace safety programs, including
- 144 inspection of work sites and dissemination of safety information to employees to promote
- 145 workplace safety;
- 146 8. Administering the county's self-funded industrial insurance/worker's
- 147 compensation program, as authorized by Title 51 RCW;
- 148 9. Advising the executive and council on overall county employee policies;
- 149 10. Providing labor relations training for county agencies, the executive, the
- 150 council and others, in collaboration with the office of labor relations;
- 151 11. Overseeing the county's unemployment compensation program; and
- 152 12. Collecting and reporting to the office of management and budget on a
- 153 quarterly basis information on the numbers of filled and vacant full-time equivalent and
- 154 term-limited temporary positions and the number of emergency employees for each
- 155 appropriation unit.

- 156 D. The duties of the facilities management division shall include the following:
157 1. Overseeing space planning for county agencies;
158 2. Administering and maintaining in good general condition the county's
159 buildings except for those managed and maintained by the departments of natural
160 resources and parks and transportation;
161 3. Operating security programs for county facilities except as otherwise
162 determined by the council;
163 4. Administering all county facility parking programs except for public
164 transportation facility parking;
165 5. Administering the supported employment program;
166 6. Managing all real property owned or leased by the county, except as provided
167 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
168 closely approximating fair market value;
169 7. Maintaining a current inventory of all county-owned or leased real property;
170 8. Functioning as the sole agent for the disposal of real properties deemed
171 surplus to the needs of the county;
172 9. In accordance with K.C.C. chapter 4.04, providing support services to county
173 agencies in the acquisition of real properties, except as otherwise specified by ordinance;
174 10. Issuing oversized vehicle permits, franchises and permits and easements for
175 the use of county property except franchises for cable television and telecommunications;
176 11. Overseeing the development of capital projects for all county agencies
177 except for specialized roads, solid waste, public transportation, airport, water pollution
178 abatement, surface water management projects and parks and recreation;

- 179 12. Being responsible for all general projects, such as office buildings or
180 warehouses, for any county department including, but not limited to, the following:
- 181 a. administering professional services and construction contracts;
 - 182 b. acting as the county's representative during site master plan, design and
183 construction activities;
 - 184 c. managing county funds and project budgets related to capital improvement
185 projects;
 - 186 d. assisting county agencies in the acquisition of appropriate facility sites;
 - 187 e. formulating guidelines for the development of operational and capital
188 improvement plans;
 - 189 f. assisting user agencies in the development of capital improvement and
190 project program plans, as defined and provided for in K.C.C. chapter 4.04;
 - 191 g. formulating guidelines for the use of life cycle cost analysis and applying
192 these guidelines in all appropriate phases of the capital process;
 - 193 h. ensuring the conformity of capital improvement plans with the adopted
194 space plan and approved operational master plans;
 - 195 i. developing project cost estimates that are included in capital improvement
196 plans, site master plans, capital projects and annual project budget requests;
 - 197 j. providing advisory services, feasibility studies or both services and studies to
198 projects as required and for which there is budgetary authority;
 - 199 k. coordinating with user agencies to assure user program requirements are
200 addressed through the capital development process as set forth in this chapter and in
201 K.C.C. Title 4;

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

204 m. providing assistance in developing the executive budget for capital
205 improvement projects; and

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

208 E. The duties of the administrative office of risk management shall include the
209 management of the county's insurance and risk management programs consistent with
210 K.C.C. chapter 4.12.

211 F. The duties of the administrative office of emergency management shall
212 include the following:

213 1. Planning for and providing effective direction, control and coordinated
214 response to emergencies;

215 2. Being responsible for the emergency management functions defined in
216 K.C.C. chapter 2.56; and

217 3. Managing the E911 emergency telephone program.

218 G. The duties of the administrative office of civil rights shall include the
219 following:

220 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
221 12.18, 12.20 and 12.22;

222 2. Assisting departments in complying with the federal Americans with
223 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other

224 legislation and rules regarding access to county programs, facilities and services for
225 people with disabilities;

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

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

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

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

232 H. The duties of the administrative office of the business resource center shall
233 include the following:

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

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

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

242 4. The implementation and maintenance of the human resources systems of
243 record for all human resources data for county employment purposes.
244

Ordinance 17350 was introduced on 3/26/2012 and passed by the Metropolitan King
County Council on 6/18/2012, by the following vote:

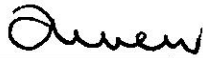
Yes: 8 - Mr. Phillips, Mr. von Reichbauer, Mr. Gossett, Ms. Patterson,
Ms. Lambert, Mr. Ferguson, Mr. Dunn and Mr. McDermott
No: 0
Excused: 1 - Ms. Hague

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



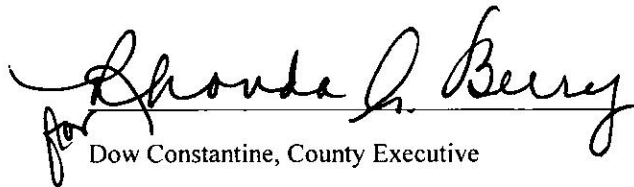
Larry Gossett, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this ____ day of _____, 2012.



Dow Constantine, County Executive

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KING COUNTY COUNCIL

Attachments: None