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Title:	AN ORDINANCE reorganizing the department of executive services, human resources division's labor relations section into an office within the office of the executive; and amending Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 and Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035.		
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4/19/2010	2	Metropolitan King County Council	Passed	Pass
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Clerk 04/15/2010

AN ORDINANCE reorganizing the department of executive services, human resources division's labor relations section into an office within the office of the executive; and amending Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 and Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035.

PREAMBLE:

The executive's strategic plan provides for performance-based governance and the county's employees are the cornerstone of customer service through performance delivery. Because the vast majority of the county's employees are represented by labor organizations, the reorganization of the office of labor relations into the executive's office recognizes the importance of the county's partnership with labor and direct oversight of collective bargaining.

The reorganization will ensure effective execution of countywide labor strategies for efficient and effective operations, fair treatment of employees, and responsible management of public resources.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

The county executive shall manage and be fiscally accountable for the office of management and budget ~~((and the))~~, the office of strategic planning and performance management and the office of labor relations.

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

1. Planning, preparing and managing, with emphasis on fiscal management and control aspects, the annual operating and capital improvement budgets;
2. Preparing forecasts of and monitor revenues;
3. Monitoring expenditures and work programs in accordance with Section 475 of the King County Charter;
4. Developing and preparing expenditure plans and ordinances to manage the implementation of the operating and capital improvement budgets throughout the fiscal year;
5. Developing and using outcome-based performance indicators to monitor and evaluate the effectiveness and efficiency of county agencies in collaboration with the office of strategic planning and performance management;
6. Formulating and implementing financial policies regarding revenues and expenditures for the county and other applicable agencies;
7. Performing program analysis, and contract and performance evaluation review in collaboration with the office of strategic planning and performance management; and

8. Developing and transmitting to the council, concurrent with the annual proposed budget, supporting materials consistent with K. 4.04.030.

B. The office of strategic planning and performance management functions and responsibilities shall include, but not be limited to:

1. Performance management and accountability:

a. providing leadership and coordination of the performance management and accountability system countywide;

b. overseeing the development of strategic plans and business plans for each executive branch department and office;

e. providing technical assistance on the development of strategic plans and business plans for agencies;

f. developing and using outcome-based performance indicators to monitor and evaluate the effectiveness and efficiency of county agencies in collaboration with the office of budget and management;

g. overseeing the production of an annual performance report for the executive branch;

h. Managing an ongoing review of executive branch departments' and offices' performance, known as the KingStat program;

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

j. conducting public engagement about county performance management and reporting activities;

2. Business relations and economic development:

a. developing proposed policies to address regional, unincorporated urban, and rural economic development;

b. establishing, fostering and maintaining healthy relations with business and industry;

c. implementing strategies and developing opportunities that include partnering with, cities, the Port of Seattle and other economic entities on regional and subregional economic development projects;

d. developing and implementing strategies to promote economic revitalization and equitable development in urban unincorporated areas including the possible assembly of property for the purpose of redevelopment;

e. refining and implementing strategies in the county's rural economic strategies to preserve and enhance the rural economic base so that the rural area can be a place to both live and work;

f. assisting communities and businesses in creating economic opportunities, promoting a diversified economy and promoting job creation with the emphasis on family-wage jobs;

g. managing the contracting opportunities program to increase opportunities for small contractors and suppliers to participate on county-funded contracts. Submit an annual report as required by Ordinance 15703;

h. Managing the apprenticeship program to optimize the number of apprentices working on county construction projects. Submit an annual report as required by Ordinance 12787;

i. serving as the disadvantaged business enterprise liaison officer for federal Department of Transportation and other federal grant program purposes; and

j. managing the county's historic preservation program including landmark designation, protection, and enhancement to support tourism development, downtown revitalization and environmental and cultural sustainability;

3. Strategic initiatives and policy development

a. coordinating executive initiatives across departments and agencies;

b. facilitating interdepartmental, interagency and interbranch teams on multidisciplinary issues;

c. leading governance transition efforts for the urban area consistent with the Growth Management Act;

d. providing technical assistance in the update of regional growth management planning efforts including the Countywide Planning Policies and distribution of jurisdictional population and employment growth targets;

e. providing assistance in the development of agency and system planning efforts such as operational master plans; and

f. serving as the liaison to the Boundary Review Board for King County.

C. The office of labor relations functions and responsibilities shall include, but not be limited to:

1. Representing county agencies in the collective bargaining process as required by chapter 41.56

RCW;

2. Developing and maintaining databases of information relevant to the collective bargaining process;

3. Representing county agencies in labor arbitrations, appeals, and hearings including those in chapter 41.56 RCW and required by K.C.C. Title 3, in collaboration with the human resources division;

4. Administering labor contracts and providing consultation to county agencies regarding the terms and implementation of negotiated labor agreements, in collaboration with the human resources division;

5. Advising the executive and council on overall county labor policies; and

6. Providing resources for labor relations training for county agencies, the executive, the council, and others, in collaboration with the human resources division.

D. The executive may assign or delegate budgeting, performance management and accountability, business relations, economic development and strategic initiatives, policy development and collective bargaining functions to employees in the office of the executive but shall not assign or delegate those functions to any departments.

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

The county administrative officer shall be the director of the department of executive services. The

department shall include the records and licensing services division, elections division, the finance and business operations division, the human resources management division, the facilities management division, the administrative office of risk management, the administrative office of emergency management and the administrative office of civil rights. In addition, the county administrative officer shall be responsible for providing staff support for the board of ethics.

A. The duties of the elections division shall include conducting all special and general elections held in the county and registering voters.

B. The duties of the records and licensing services division shall include the following:

1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and pet licenses, collecting license fee revenues and providing licensing services for the public;
2. Enforcing county and state laws relating to animal control;
3. Managing the recording, processing, filing, storing, retrieval and certification of copies of all public documents filed with the division as required;
4. Processing all real estate tax affidavits;
5. Acting as the official custodian of all county records, as required by general law, except as otherwise provided by ordinance; and
6. Managing the printing and distribution of the King County Code and supplements to the public.

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

1. Monitoring revenue and expenditures for the county. The collection and reporting of revenue and expenditure data shall provide sufficient information to the executive and to the council. The division shall be ultimately responsible for maintaining the county's official revenue and expenditure data;
2. Performing the functions of the county treasurer;
3. Billing and collecting real and personal property taxes, local improvement district assessments and gambling tax

4. Processing transit revenue;
 5. Receiving and investing all county and political subjurisdiction moneys;
 6. Managing the issuance and payment of the county's debt instruments;
 7. Managing the accounting systems and procedures;
 8. Managing the fixed assets system and procedures;
 9. Formulating and implementing financial policies for other than revenues and expenditures for the county and other applicable agencies;
 10. Administering the accounts payable and accounts receivable functions;
 11. Collecting fines and monetary penalties imposed by district courts;
 12. Developing and administering procedures for the procurement of and awarding of contracts for tangible personal property, services, professional or technical services and public work in accordance with K.C.C. chapter 4.16 and applicable federal and state laws and regulations;
 13. Establishing and administering procurement and contracting methods, and bid and proposal processes, to obtain such procurements;
 14. In consultation with the prosecuting attorney's office and office of risk management, developing and overseeing the use of standard procurement and contract documents for such procurements;
 15. Administering contracts for goods and services that are provided to more than one department;
 16. Providing comment and assistance to departments on the development of specifications and scopes of work, in negotiations for such procurements, and in the administration of contracts;
 17. Assisting departments to perform cost or price analyses for the procurement of tangible personal property, services and professional or technical services, and price analysis for public work procurements;
 18. Developing, maintaining and revising as may be necessary from time to time the county's general terms and conditions for contracts for the procurement of tangible personal property, services, professional or technical services and public work;

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

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

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

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

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

3. Developing proposed and administering adopted human resources policy;

4. Providing technical and human resources information services support;

5. Developing and managing insured and noninsured benefits programs, including proposing policy recommendations, negotiating benefits plan designs with unions, preparing legally mandated communications materials and providing employee assistance and other work and family programs;

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

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

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

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

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

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

~~12.)) Advising the executive and council on overall county ((labor and)) employee policies;~~

~~((13.)) 10. Providing labor relations training for county agencies, the executive, the council((;)) and others, in collaboration with the office of labor relations;~~

~~((14.)) 11. Overseeing the county's unemployment compensation program; and~~

~~((15. Developing and maintaining databases of information relevant to the collective bargaining process; and~~

~~16.)) 12. Collecting and reporting to the office of management and budget on a quarterly basis information on the numbers of filled and vacant full-time equivalent and term-limited temporary positions and the number of emergency employees for each appropriation unit.~~

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

1. Overseeing space planning for county agencies;
2. Administering and maintaining in good general condition the county's buildings except for those managed and maintained by the departments of natural resources and parks and transportation;
3. Operating security programs for county facilities except as otherwise determined by the council;
4. Administering all county facility parking programs except for public transportation facility parking;
5. Administering the supported employment program;
6. Managing all real property owned or leased by the county, except as provided in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues closely approximating fair market value;
7. Maintaining a current inventory of all county-owned or leased real property;
8. Functioning as the sole agent for the disposal of real properties deemed surplus to the needs of the

county;

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

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

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

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

- a. administering professional services and construction contracts;
- b. acting as the county's representative during site master plan, design and construction activities;
- c. managing county funds and project budgets related to capital improvement projects;
- d. assisting county agencies in the acquisition of appropriate facility sites;
- e. formulating guidelines for the development of operational and capital improvement plans;
- f. assisting user agencies in the development of capital improvement and project program plans, as defined and provided for in K.C.C. chapter 4.04;
- g. formulating guidelines for the use of life cycle cost analysis and applying these guidelines in all appropriate phases of the capital process;
- h. ensuring the conformity of capital improvement plans with the adopted space plan and approved operational master plans;
- i. developing project cost estimates that are included in capital improvement plans, site master plans, capital projects and annual project budget requests;
- j. providing advisory services, feasibility studies or both services and studies to projects as required

and for which there is budgetary authority;

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

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

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

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

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

G. The duties of the administrative office of emergency management shall include the following:

1. Planning for and providing effective direction, control and coordinated response to emergencies;
2. Being responsible for the emergency management functions defined in K.C.C. chapter 2.56; and
3. Managing the E911 emergency telephone program.

H. The duties of the administrative office of civil rights shall include the following:

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

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

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

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

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

6. Coordinating county responses to federal Civil Rights Act Title VI issues and investigating

complaints filed under Title VI.

SECTION 3. **Severability.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.