

ORDINANCE NQ. 6333

1 AN ORDINANCE related to the organization of the executive
2 branch of county government, specifying functions; amending
3 Ordinance 1438, Section 3 (b), as amended, and King County
4 Code 2.16.050; amending Ordinance 1438, Section 3 (c), as
5 amended, and K.C.C. 2.16.060; amending Ordinance 1438,
6 Section 3 (e), as amended, and K.C.C. 2.16.090; amending
7 Ordinance 6066, Section 20; and amending Ordinance 6066,
8 Section 26.

9 SECTION 1. Ordinance 1438, Section 3 (b), as amended, and K.C.C.
10 2.16.050 are hereby amended as follows:

11 DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT. - DUTIES - DIVISION

12 The department is generally responsible for managing the community and
13 comprehensive planning process, the parks and recreation program, the
14 enforcement of building and other related codes, and the program authorized by
15 the Housing and Community Development Act of 1974. As a subordinate function,
16 the department shall manage the agriculture program, the historic preservation
17 program and the arts program. The department is responsible to manage and be
18 fiscally accountable for the functions performed by the following divisions:

19 A. PARKS AND RECREATION DIVISION. The functions of the division include:

20 1. Operate and maintain the King County Park Program, including those
21 operating programs providing recreational services to citizens utilizing park
22 facilities.

23 2. Where deemed appropriate, develop through expansion current and new
24 park facilities.

25 3. Plan schedule and administer the annual King County Fair, off-season
26 programs and use of the county fair grounds in cooperation with the King
27 County Fair Board.

28 4. Coordinate the planning and preparation of the Park Acquisition and
29 Development Program, the Park Capital Improvement Program and Budget.

30 5. Effective January 1, 1983, perform project management of all parks
31 capital improvement projects, which shall include the responsibility for:

32 a. Contract administration,

1 b. Acting as the county's representative during design and
2 construction,

3 ¹⁰ c. Project budget management of approved projects,

4 d. Necessary coordination with involved agencies to facilitate the
5 completion of approved projects.

6 B. PLANNING DIVISION. The functions of the division include:

7 1. Develop and maintain comprehensive countywide and areawide plans,
8 policies, and implementation strategies;

9 2. Manage land development and population information to aid
10 decision-making and to support implementation of county programs;

11 3. Develop and update community plans and area zoning for the planning
12 areas of unincorporated King County;

13 4. Develop resource management policies and programs based on analysis
14 of the relationship of human activity to the quality, capability and
15 constraints of natural systems;

16 5. Develop transportation system plans and policies in coordination
17 with other affected government agencies;

18 6. Ensure consistency of utility plans with areawide and community
19 plans;

20 7. Coordinate county planning with other governmental agencies and
21 provide expertise in intergovernmental plans and programs;

22 8. Coordinate the capital improvement program and countywide and
23 areawide plans, policies and programs.

24 C. BUILDING AND LAND DEVELOPMENT DIVISION. The division shall manage and
25 be responsible for the administration of the County building, housing, fire,
26 energy, shoreline management, zoning and subdivision codes, including issuance
27 of permits and enforcement, and shall administer other codes, regulations, and
28 state statutes assigned to it. The functions of the division include:

29 1. Accomplish the administration of the land development permitting
30 process, including the intake, review and issuance of permits, giving due

1 consideration to the public health, safety, and welfare.

2 2. Inspect land development projects to promote compliance with
3 appropriate codes relating to the land development permitting process.

4 3. Develop and review land development codes and implementing
5 regulations for county land use plans and policies.

6 4. Coordinate and review county utility plans and policies.

7 5. Provide county residents and industry with a permit service center
8 for the processing of permits and applications.

9 6. Enforce building, zoning and land development codes and provide
10 general inspections required for code compliance, enforcement and abatement.

11 7. Implement public information programs to clarify permit requirements
12 and processing procedures for county residents.

13 8. Coordinate fire prevention activities throughout the county and
14 conduct an arson investigation program.

15 D. ARCHITECTURE DIVISION. The functions of the division include:

16 1. Represent the county and manage the cost-efficient construction and
17 completion of county parks and buildings.

18 2. Prepare and administer all contracts related to the design or
19 feasibility of approved capital improvement projects.

20 3. Prepare environmental impact statements or declarations of
21 non-significance for all approved capital improvement projects.

22 4. Provide staff support to the King County Design Commission.

23 5. Provide advisory services to other county departments related to
24 proposed projects or the annual preparation of the capital improvement program.

25 Effective January 1, 1983, the division as an agency of County government,
26 an organization under any department, unless otherwise stated in this
27 ordinance, shall no longer exist. The Clerk of the Council, effective January
28 1, 1983, is directed to delete this subsection from the code. Further, if
29 required, the clerk shall prepare in a timely manner legislation to effectuate
30 page 3

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1 the same.

2 E. HOUSING AND COMMUNITY DEVELOPMENT DIVISION. The division shall
3 plan, manage and be responsible for the administration of the county's
4 program authorized by the Housing and Community Development Act of 1974, as
5 amended. The functions of the Division are:

6 1. Development of applications for the Housing and Community
7 Development Block Grant, including the Housing Assistance Plan.

8 2. Develop and monitor contracts with agencies subcontracting with the
9 county for Block Grant funds.

10 3. Provide technical assistance to potential recipients of Block Grant
11 funds.

12 4. Provide staff assistance to the Joint Policy Committee
13 authorized by the Cooperation Agreement between the county and the city
14 members of the Housing and Community Development consortium.

15 5. Develop and implement new initiatives for the provision of
16 additional housing units.

17 6. Provide housing related services to county residents when an
18 appropriate contracting agency is not available.

19 SECTION 2. Ordinance 1438, Section 3(c) as amended and K.C.C. 2.16.060,
20 is hereby amended to read as follows:

21 DEPARTMENT OF PUBLIC SAFETY - DUTIES --DIVISIONS

22 A. The Department of Public Safety is responsible to keep and preserve
23 the public peace and safety including the discharge of all duties of the
24 Office of Sheriff under State law, except those duties relating to jails and
25 inmates which are performed by other departments of county government. The
26 functions of the Department include:

27 1. Oversee a crime prevention program, investigate crimes against
28 persons and property and arrest alleged offenders.

29 2. Execute the processes and orders of the courts of justice and all
30 other mandated functions required by law.

31 3. Plan and coordinate resources for the public safety and welfare in

1 the event of a major natural or manmade disaster.

2 4. Provide service and administrative functions which support but do
3 not duplicate other governmental activities, and which have the potential to
4 be fiscally self-supportive.

5 B. The Department of Public Safety shall be composed of the following
6 divisions:

7 1. ~~((Police))~~ Field Operations Division. The Division of ~~((Police))~~
8 Field Operations shall be responsible ~~((to))~~ for administering resources
9 allocated to the functions of police patrol, ~~((crime))~~ general criminal
10 investigation ~~((and))~~, crime prevention, traffic, and emergency services.

11 2. ~~((Staff))~~ Technical Services Division. The Division of ~~((Staff))~~
12 Technical Services shall be responsible ~~((to))~~ for administering resources
13 allocated to the functions of:

- 14 a. Civil Process;
15 b. Fiscal Control;
16 c. Communications ~~((+))~~;
17 d. Personnel and Training ~~((+))~~;
18 e. Records and Identification ~~((+))~~; and
19 f. Property Management, including evidence ~~((+))~~; stolen, lost, or
20 unclaimed property; and department equipment and supplies.

21 3. Criminal Investigation Division. The Division of Criminal
22 Investigation shall be responsible for administering resources allocated to
23 the functions of major crimes investigation, narcotics investigation, gambling
24 and vice investigation, criminal warrants service, and sundry criminal
25 investigations not conducted in the Field Operations Division.

26 Section 3. Ordinance 1438, Section 3(e), as amended, and K.C.C. 2.16.090
27 are hereby amended as follows:

28 DEPARTMENT OF EXECUTIVE ADMINISTRATION - DIVISION - DUTIES. The
29 Department of Executive Administration is a staff department primarily
30 responsible for providing administrative and management support to other
31 agencies of County government ~~((and))~~ as well as the management and

1 coordination of the County's Affirmative Action program (~~((T-and-Safety-and-~~
2 ~~Worker's-Compensation-program))~~) and the centralized purchasing process for
3 materials and services purchased by the county (~~((T-and-the-insurance-and-risk-~~
4 ~~management-program))~~). Unless specifically provided otherwise, references
5 elsewhere in the King County Code to the County Administration Officer (CAO)
6 shall mean the Director, Department of Executive Administration. The
7 department is responsible to manage and be fiscally accountable for the
8 following divisions:

9 A. PERSONNEL DIVISION The functions of the division are:

- 10 1. Manage and administer an effective personnel system for the county
11 and to provide professional personnel services and support to employees,
12 county agencies and, as appropriate, residents of the county.
- 13 2. Negotiate collective bargaining agreements with appropriate labor
14 organizations for approval by the Council.
- 15 3. Represent county interests in the grievance process including formal
16 hearings before the Personnel Board.
- 17 4. Serve as staff support, when appropriate, to other public agencies
18 in recommending and performing personnel administrative functions related to
19 non-career service employees.
- 20 5. Manage the county's participation in the Work Study program and
21 other temporary or part-time employment programs.
- 22 6. Manage the County's Safety and Workers' Compensation Program.

23 B. SYSTEM SERVICES DIVISION The functions of the division include

- 24 1. Operate, maintain and enhance automated data processing systems for
25 the county and other contracting agencies.
- 26 2. Plan, design, implement and manage new systems development based on
27 demonstrated need and cost effectiveness under the general policy direction of
28 the Data Processing Policy Review Committee.

29 C. REAL PROPERTY DIVISION. The functions of the division are:

- 30 1. Manage all real property owned or leased by the County ensuring,
31 where applicable, that properties generate revenues closely approximating fair

1 market value.

2 2. Maintain a current inventory of all county owned or leased real
3 property as part of the program to sell properties deemed surplus to the needs
4 of the County.

5 3. Provide support services to County agencies in the acquisition of
6 needed real properties.

7 4. Issue house moving and utility permits, television cable franchises.

8 D. RECORDS AND ELECTIONS DIVISION. The function of the division include:

9 1. Conduct all special and general elections held in the county and
10 register voters.

11 2. Manage the recording, processing, filing, storing, retrieval,
12 certification of copies as required, of all public documents filed with the
13 division.

14 3. Process all Real Estate tax affidavits.

15 4. Act as the official custodian of all county records, per general
16 law.

17 E. GENERAL SERVICES DIVISION. The functions of the division include:

18 1. Issue business, marriage and motor vehicle licenses, to monitor and
19 enforce compliance, collect license fee revenues.

20 2. Enforce County and State law relating to animal control.

21 3. Manage the County's centralized reproduction center.

22 4. Provide staff support to the Board of Appeals/Equalization.

23 5. Manage the program of printing and distributing the King County Code
24 and all supplements.

25 F. FACILITIES MANAGEMENT DIVISION. The functions of the division
26 include:

27 1. Administer and maintain in good general condition the County's
28 physical facilities, unless specific facilities' maintenance is the functional
29 responsibility of other County agencies.

30 2. Effective January 1, 1983, perform project management of all
31 above-grade facilities capital improvement projects, not to include park
32 projects, which shall include responsibility for:

- 1 a. Contract administration,
 - 2 b. Acting as the county's representative during design and
 - 3 construction,
 - 4 c. Providing advisory services and/or feasibility studies to such
 - 5 projects as approved by the department director,
 - 6 d. Project budget management of approved projects,
 - 7 e. Necessary coordination with involved agencies to facilitate the
 - 8 completion of approved projects.
- 9 3. Maintain, control, and be accountable for the inventory of all King
 - 10 County personal property, disposing of surplus property, per general law.
 - 11 4. Operate the security program for the courthouse complex.
 - 12 5. Operate courthouse switchboard and information desk.
 - 13 6. Provide messenger service for county government agencies.
 - 14 7. Effective January 1, 1983, provide staff support to the King County
 - 15 Design Commission to consist primarily of preparing meeting agenda and
 - 16 recording proceedings of the commission meetings.

17 SECTION 4. Ordinance 6066, Section 20, is hereby amended as follows:

18 DEPUTY COUNTY EXECUTIVE OFFICE. The Deputy County Executive shall, at the

19 discretion of the County Executive, assist the County Executive in the

20 management of all county agencies except as otherwise provided by the Charter

21 or by ordinance. County agencies referenced in K.C.C. 2.16 shall,

22 individually and collectively, constitute the executive organizational

23 structure of King County government.

24 To assist the Deputy in performing assigned management responsibilities,

25 he/she shall be responsible to manage, be fiscally accountable for the

26 following offices.

27 A. OFFICE OF THE BUDGET. The responsibilities of the Budget Office

28 include:

- 29 1. Plan, prepare and manage, with emphasis on fiscal management and
- 30 control aspects, the annual operating and capital improvement budgets;
- 31 2. Forecast and monitor revenues;
- 32 3. Monitor expenditures and work programs, per Section 475 of the
- 33 Charter;

1 4. Develop and prepare expenditure plans and ordinances to manage
2 implementation of the operating and capital budgets throughout the fiscal year;

3 5. Monitor and evaluate the performance of County agencies for
4 effectiveness and efficiency through the development of labor standards.

5 B. OFFICE OF PROGRAM DEVELOPMENT. The principal function of the office
6 is to analyze long term issues. Long term is defined as having a meaningful
7 impact in excess of the allocation of resources. Other functions of the
8 office include:

9 1. Coordinate the Executive's State Legislative Program with that of
10 the Council through the County's lobbyist.

11 2. Analyze and make recommendations to the deputy on issues involving
12 more than one County agency.

13 3. Analyze and make recommendations to the deputy on issues involving
14 intergovernmental relations among various governmental jurisdictions.

15 4. Conduct short term research evaluation assignments as directed.

16 C. OFFICE OF FINANCE. The responsibilities of the office include:

17 1. Performance of all the duties of the comptroller and the treasurer,
18 including issuance of warrants.

19 2. Formulation and implementation of financial policy for the county
20 and other applicable agencies.

21 3. Management of the accounting and disbursing of assigned public funds.

22 4. Management of the collection, receipt and investment of assigned
23 revenues due the county or other agencies for which the Comptroller acts as
24 treasurer.

25 5. Management of the County's insurance and risk management program.

26 SECTION 5. Ordinance 6066, Section 26, is hereby amended as follows:

27 CAREER SERVICE EXEMPTIONS.

28 A. Exemptions from the requirements of the career service personnel
29 system shall be consistent with the provisions of Section 550, and Sections
30 350.10 and 350.20 of the King County Charter. Key subordinate units, as
31 determined by the County Council, and departmental divisions shall be
32 considered to be executive departments for the purpose of determining the

1 applicability of the Charter provisions.

2 B. Accordingly, directors, managers and supervisors of departments,
3 divisions, key subordinate units as determined by the County Council, and
4 other units of governments as required by law, shall be exempt from the
5 requirements and provisions of the career service personnel system. In this
6 regard:

7 1. Recognizing the professional nature of the program and the selection
8 process referenced in K.C.C. 2.60, the administrator of the public defense
9 program shall be an exempt position.

10 2. Recognizing the nature of the program and the public policy
11 implications involved, the administrator of the affirmative action program
12 shall be an exempt position; PROVIDED THAT, should personnel, presently
13 filling the position, have career service status, the positions shall not
14 become exempt until a vacancy occurs.

15 3. Recognizing the transitory nature of the program and the public
16 policy implications involved, the administrator of the agriculture program
17 shall be an exempt position.

18 SECTION 6. Should any section, subsection, paragraph, sentence, clause or
19 phrase of this ordinance be declared unconstitutional or invalid for any
20 reason, such decision shall not affect the validity of the remaining portion
21 of this ordinance. If any application of this ordinance to one set of
22 circumstances should be declared unconstitutional, this should not affect its
23 application to any other set of circumstances.

24 SECTION 7. This ordinance shall be effective January 1, 1983.


25 INTRODUCED AND READ for the first time this 6th day of December
26 , 19 82.

27 PASSED this 28th day of February, 19 83.


KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Chairman

29 ATTEST:

30 
31 Clerk of the Council

32 APPROVED this 9th day of March, 19 83.


King County Executive