

March 8, 1994
DP/lk 3140.2

Introduced by: PETE VON REICHBAUER

Proposed No.: 94 - 247

11432

ORDINANCE NO.

AN ORDINANCE relating to the Department of Construction and Facilities Management and the Department of Executive Administration, amending duties and organizational structure, amending Ordinance 1438, Section 3(e), as amended, and K.C.C. 2.16.090, and Ordinance 10897, Section 8 and K.C.C. 2.16.165, as amended.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 1438, Section 3(e), as amended, and K.C.C. 2.16.090 are each hereby amended to read as follows:

Department of executive administration - divisions - duties. The department of executive administration is a staff department primarily responsible for providing administrative and management support to other agencies of county government and for the management and coordination of the county's civil rights and compliance program, cable communications, (~~capital planning and development for the Harborview 1987 and Prior Bonds and the Phase One Regional Justice Center Projects,~~) and the centralized purchasing process for materials and services purchased by the county. The department is responsible to manage and be fiscally accountable for the following divisions:

A. COMPUTER AND COMMUNICATION SERVICES DIVISION. The functions of the division include:

1. Design, develop, operate, maintain and enhance computer information systems for the county and other contracting agencies.
2. Manage the office of cable communications pursuant to K.C.C. 6.27A.
3. Provide telephone system design, installation, maintenance and repair.
4. Manage the E-911 emergency telephone program.
5. Manage and operate the centralized printing and graphic arts services.

B. RECORDS AND ELECTIONS DIVISION. The functions of the division include:

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

3 2. Manage the recording, processing, filing, storing,
4 retrieval, and certification of copies as required, of all
5 public documents filed with the division.

6 3. Process all real estate tax affidavits.

7 4. Act as the official custodian of all county
8 records, per general law.

9 5. Manage the printing and distribution of the King
10 County Code and supplements to the public.

11 **C. LICENSING AND REGULATORY SERVICES DIVISION.** The
12 functions of the division include:

13 1. Issue business, marriage, vehicle/vessel and pet
14 licenses, and collect license fee revenues.

15 2. Enforce county and state law relating to animal
16 control.

17 3. Regulate the operation, maintenance and/or conduct
18 of county licensed businesses, pet ownership and licensing
19 services for the public.

20 SECTION 2. Ordinance 10897, Section 8 and K.C.C. 2.16.165
21 are each hereby amended to read as follows:

22 **Department of construction and facility management - duties**
23 **- divisions.** The department shall be responsible for
24 management of and planning and construction of all capital
25 projects, except as specifically provided for elsewhere in this
26 chapter or in K.C.C. chapter four; development of Capital
27 Improvement Plans and Project Site Plans as defined and
28 provided for in K.C.C. 4.04.020; providing assistance to other
29 agencies in the development of Operational Master Plans as
30 defined in K.C.C. 4.04.020; maintenance and operation of all
31 county owned facilities except parks, youth services, Kingdome,
32 roads, solid waste or surface water management facilities;
33 management of all real and personal property owned or leased by
34 the county; monitoring the farmlands Preservation Bond Program;
35 management of the King County international airport and capital

1 planning and development for the Harborview 1987 and prior
2 bonds and the Phase One Regional Justice Center Projects.

3 **A. OFFICE OF THE DIRECTOR.** The functions of the office
4 of the director shall include:

5 1. Provide management oversight for all construction,
6 maintenance and operational activities within the department;

7 2. Provide administrative services including all
8 department personnel services and public information services.

9 This office shall also be responsible for all fiscal management
10 services for all divisions including budgeting ((~~τ~~)) and
11 contract administration ((~~and fixed asset management including~~
12 ~~county owned personal property inventory control and~~
13 ~~disposal~~));

14 3. Provide staff support to the King County design
15 commission.

16 **B. FACILITIES MANAGEMENT DIVISION.** The functions of the
17 division include:

18 1. Administer and maintain in good general condition
19 the county's buildings and other facilities.

20 2. Operate the security program for the courthouse
21 complex and other county facilities.

22 3. Oversee space planning for county agencies. This
23 activity shall include:

24 a. Assessing overall county space needs;

25 b. Developing space plan recommendations for
26 executive and council approval;

27 c. Reviewing capital project and lease proposals
28 to ensure conformance with the adopted space plan;

29 d. Periodic review of space standards and space
30 needs and recommendation of changes as necessary;

31 e. Assign space to county agencies.

32 4. Administer all county facility parking programs
33 except for King County domed stadium parking;

34 5. Administer the supported employment program

35 6. Oversee the development of capital projects for
36 all county agencies except for specialized road, solid waste

1 and surface water management projects. All general projects,
2 such as office buildings or warehouses, for any county agency
3 shall be the responsibility of the department of construction
4 and facility management. This activity shall include:

5 a. Selecting of architectural, engineering and
6 other professional and technical services;

7 b. Administering all professional and construction
8 contracts;

9 c. Acting as the county's representative during
10 all site master plan, design and construction activities;

11 d. Management of county funds and project budgets
12 related to capital improvement projects;

13 e. Assisting the property services division in the
14 acquisition of appropriate facility sites;

15 f. Formulating guidelines for the development of
16 Operational and Capital Improvement Plans;

17 g. Assisting user agencies in the development of
18 Capital Improvement Plans, as defined and provided for in
19 K.C.C. 4.04.020;

20 h. Assisting user agencies in the development of
21 Project Program Plans, as defined and provided for in K.C.C.
22 4.04020;

23 i. Formulating guidelines for the use of life
24 cycle cost analysis and applying these guidelines in all
25 appropriate phases of the capital process;

26 j. Ensuring the conformity of Capital Improvement
27 Plans with the adopted space plan and approved Operational
28 Master Plans in coordination with the budget division of the
29 office of financial management;

30 k. Developing project cost estimates that are
31 included in Capital Improvement Plans, Site Master Plans,
32 Capital Projects and annual project budget requests;

33 l. Providing advisory services and/or feasibility
34 studies to projects as required and for which there is
35 budgetary authority.

1 m. Coordinate with user agencies to assure user
2 program requirements are addressed through the capital
3 development process as set forth in this chapter and in chapter
4 four.

5 7. Providing assistance to the office of financial
6 management in developing the executive budget for CIP projects;

7 C. PROPERTY SERVICES DIVISION. The functions of the
8 division include:

9 1. Manage all real and personal property owned or
10 leased by the county ensuring, where applicable, that
11 properties generate revenues closely approximating fair market
12 value.

13 2. Maintain a current inventory of all county owned
14 or leased real and personal property (~~as part of the program~~
15 ~~to sell properties deemed surplus to the needs of the county~~).

16 3. Function as the sole agent for the disposal of
17 properties deemed surplus to the needs of the county.

18 ((3))4. Pursuant to the requirements of K.C.C. 4.04,
19 provide support services to county agencies in the acquisition
20 of needed real properties.

21 ((4))5. Issue over-sized vehicle permits,
22 franchises, and permits and easements for the use of county
23 property.

24 ((5))6. Monitor and enforce development rights
25 acquired through the county agriculture and open space lands
26 preservation programs in cooperation with the planning and
27 community development division. This activity includes, but is
28 not limited to, the preparation and implementation of policies
29 and records management practices to protect the county's rights
30 to such acquired interests.

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D. AIRPORT DIVISION. The functions of the division include managing the maintenance and operations of Boeing Field/King County international airport.

INTRODUCED AND READ for the first time this 2nd day of May 1994.

PASSED this 1st day of August, 1994.

Passed by a vote of 8-0.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Kent Pullen
Chair

ATTEST:

Jane Masno
Deputy Clerk of the Council

APPROVED this 10th day of August, 1994

Roy Loden
King County Executive

ATTACHMENTS: None