



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

April 19, 2005

### Motion 12107

**Proposed No.** 2005-0159.2

**Sponsors** Patterson, Ferguson, Phillips,  
Constantine, Gossett, Pelz,  
Edmonds, Lambert, Dunn, Irons,  
Hague, von Reichbauer and  
Hammond

1                   A MOTION calling for an independent and comprehensive  
2                   audit of the elections section of the King County records,  
3                   elections and licensing services division.  
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6                   WHEREAS, the council is committed to identifying administrative, procedural,  
7                   organizational, and systemic deficiencies within the elections section of the King County  
8                   records, elections and licensing services division, and

9                   WHEREAS, the council is committed to making needed service improvements  
10                  and operations enhancements to minimize errors and ensure timely and appropriate  
11                  response to errors in the administration of future elections, and

12                  WHEREAS, the council recognizes and places highest priority on activities and  
13                  recommendations that will restore public confidence in elections, and

14                  WHEREAS, prompt action is needed to ensure that problems identified within the  
15                  elections section of the King County records, elections and licensing services division  
16                  can begin to be remediated prior to this year's primary and general elections, and

17 WHEREAS, use of the ordinary lengthy procurement contract procedures would  
18 impair timely completion of the project and, in order to avoid delay, financial loss, and a  
19 loss of public confidence, contracting on an emergency basis is necessary;

20 NOW, THEREFORE, BE IT MOVED by the Council of King County:

21 A. The council will procure independent, outside management consultant  
22 services with expertise in the fields of governance, oversight procedures, organizational  
23 management, process and systems improvement, internal controls, transparency, capacity  
24 assessment, quality assurance and human resource management.

25 B. The consultant, and any employee, subcontractor or subject matter expert  
26 compensated by the consultant in connection with this audit, shall fully disclose any  
27 substantive connection, by having provided funds or services, for the 2004 Washington  
28 state gubernatorial campaign or, within the past two years, to any political party or  
29 candidate. The consultant, and any employee, subcontractor or subject matter expert  
30 compensated by the consultant in connection with this audit, shall also disclose any  
31 existing relationships with King County departments or personnel and any previous  
32 contracts with King County.

33 C. The consultant may designate an identified subcontractor, or subject matter  
34 expert in the field of elections.

35 D. The consultant shall examine previous review reports evaluating the elections  
36 and voter registration practices.

37 E. The consultant shall have multistate audit experience and shall independently  
38 review the operations of the elections and voter registration practices and make

39 recommendations for improvement or enhancement based on best practices, at a  
40 minimum, in the areas of:

- 41 1. Organizational structure;
- 42 2. Compliance with federal, state and local election laws;
- 43 3. Physical and operational security;
- 44 4. Workflow designs and management;
- 45 5. Internal controls;
- 46 6. Staffing levels and competencies;
- 47 7. Management levels and competencies;
- 48 8. Training standards and practices;
- 49 9. Policies and procedures;
- 50 10. Documentation;
- 51 11. Adequacy of facilities;
- 52 12. Technical and administrative infrastructure;
- 53 13. Redundancy of systems and procedures; and
- 54 14. Productivity and quality standards.

55 F. Proposals submitted by consultants shall include, as a separately identified  
56 element, an assessment of best practices of other electoral jurisdictions of comparable  
57 size and complexity to King County and provide a comparative report to help establish  
58 performance benchmarks for capacity, productivity, security and governance.

59 Consideration of high volumes of mail or absentee voting activity shall be given priority  
60 consideration in the selection of the comparative jurisdictions. The final contract for the  
61 audit may or may not include such an assessment.

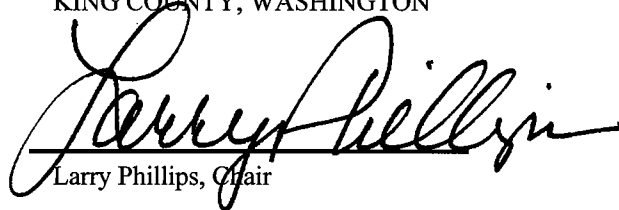
62           G. Subject to council approval by motion of the consultant's appointment, the  
63 chair of the council shall be authorized to execute one or more contracts in a total amount  
64 not to exceed three hundred fifty thousand dollars for the purposes of conducting the  
65 management audit required by this motion. The chair is requested to utilize emergency  
66 procurement procedures with the assistance of the procurement and contract services  
67 division to expedite contracting.

68 H. The management consultant shall submit a preliminary report by September 1,  
69 2005, and a final report by October 1, 2005.  
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Motion 12107 was introduced on 4/11/2005 and passed as amended by the Metropolitan King County Council on 4/18/2005, by the following vote:

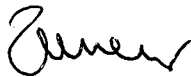
Yes: 13 - Mr. Phillips, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr. Pelz, Mr. Dunn, Mr. Ferguson, Mr. Hammond, Mr. Gossett, Ms. Hague, Mr. Irons, Ms. Patterson and Mr. Constantine  
No: 0  
Excused: 0

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

**Attachments**      None