

ORDINANCE NO. **10553**

AN ORDINANCE amending the functions of the divisions of systems services, general services and real property, and making name changes and amending Ordinance 1438, Section 3(e), as amended, and K.C.C. 2.16.090.

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BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 1438, Section 3(c), as amended, and K.C.C. 2.16.090 are 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, (~~executive internal auditor program,~~) cable communications, capital planning and development, 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. ~~((SYSTEM))~~ COMPUTER AND COMMUNICATION SERVICES

DIVISION. The functions of the division include:

1. Design, develop, ((⊕)) operate, maintain and enhance (~~automated data processing~~) 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. ~~((Plan, design, implement and manage new systems development based on demonstrated need and cost effectiveness under the general policy direction of the data processing policy reveiw commmittee.))~~ 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.

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1 B. ((REAL)) PROPERTY SERVICES DIVISION. The functions of  
2 the division include:

3 1. Manage all real property owned or leased by the  
4 county ensuring, where applicable, that properties generate  
5 revenues closely approximating fair market value.

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

9 3. Pursuant to the requirements of K.C.C. 4.04, provide  
10 support services to county agencies in the acquisition of needed  
11 real properties.

12 4. Issue (~~house moving and utility permits, and~~  
13 ~~franchises~~) over-sized vehicle permits, franchises, and permits  
14 and easements for use of county property.

15 C. RECORDS AND ELECTIONS DIVISION. The functions of the  
16 division include:

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

19 2. Manage the recording, processing, filing, storing,  
20 retrieval, and certification of copies as required, of all  
21 public documents filed with the division.

22 3. Process all real estate tax affidavits.

23 4. Act as the official custodian of all county records,  
24 per general law.

25 5. Manage the printing and distribution of the King  
26 County Code and supplements to the public.

27 D. ((GENERAL)) LICENSING AND REGULATORY SERVICES DIVISION.  
28 The functions of the division include:

29 1. Issue business, marriage, ~~((and motor))~~  
30 vehicle/vessel and pet licenses, and collect license fee  
31 revenues.

32 2. Enforce county and state law relating to animal  
33 control.

1           3. ~~((Manage the county's centralized reproduction~~  
2 ~~center.~~

3           4. ~~Manage the program of printing and distributing the~~  
4 ~~King County Code and all supplements to the public.))~~ Regulate  
5 the operation, maintenance and/or conduct of county licensed  
6 businesses, pet ownership and licensing services for the public.

7           E. FACILITIES MANAGEMENT DIVISION. The functions of the  
8 division include:

9           1. Administer and maintain in good general condition the  
10 county's physical facilities, unless specific facilities'  
11 maintenance is the functional responsibility of other county  
12 agencies.

13           2. Maintain, control, and be accountable for the  
14 inventory of all King County personal property, disposing of  
15 surplus property, per general law.

16           3. Operate the security program for the courthouse  
17 complex.

18           4. Operate courthouse switchboard and information desk.

19           5. Provide messenger service for county government  
20 agencies.

21           F. OFFICE OF CAPITAL PLANNING AND DEVELOPMENT. There is  
22 hereby created an office of capital planning and development  
23 within the department of executive administration. The  
24 administrator of the office shall report directly to the  
25 director of executive administration. The functions of the  
26 office of capital planning and development shall be to:

27           1. Oversee the development of long-range, non-parks  
28 capital planning for county agencies. This activity shall  
29 include:

30           a. Formulating guidelines for the development of  
31 facility master plans and program plans;

32           b. Formulating guidelines for the use of life cycle  
33 cost analysis in all phases of the capital process;

1           c. Ensuring conformity of facility master planning  
2 with approved operational master plans, and facility program  
3 plans with approved ((facility)) operational master plans;

4           d. Making periodic reviews of the county's space and  
5 construction standards and recommending changes as necessary;

6           e. Providing technical assistance to agencies during  
7 the planning phases of CIP projects.

8           2. Provide assistance to the office of financial  
9 management in developing the executive budget for CIPs.

10           3. Manage approved above grade, non-park, CIP projects to  
11 ensure their completion on schedule, within adopted budgets, and  
12 consistent with approved facility program plans. Management  
13 activities shall include:

14           a. Contract administration;

15           b. Acting as the county's representative during design  
16 and construction;

17           c. Budget management of approved projects;

18           d. Providing advisory services and/or feasibility  
19 studies to projects as required and for which there is budgetary  
20 authority;

21           e. Coordinating with the involved agencies to  
22 facilitate the completion of approved projects.

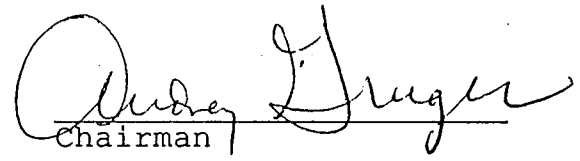
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1 4. Provide staff support to the King County design  
2 commission to consist primarily of technical assistance in the  
3 consultant selection process, preparing meeting agenda, and  
4 recording proceedings of design commission meetings.

5 INTRODUCED AND READ for the first time this 24<sup>th</sup>  
6 day of August, 1992.

7 Passed this 21<sup>st</sup> day of September 1992.

8 KING COUNTY COUNCIL  
9 KING COUNTY, WASHINGTON

10   
11 Chairman

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13 ATTEST:

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15 DEPUTY Clerk of the Council

16 APPROVED this 29 day of September, 1992.

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18 King County Executive

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