

July 20, 1998

KM/ma  
clerk 7/23/98

Introduced By:

ROB MCKENNA  
Greg Nickels

Proposed No.:

98-463

ORDINANCE NO. **13286**

AN ORDINANCE relating to the department of finance,  
amending duties and dissolving a division, amending  
Ordinance 11955, Section 10 and K.C.C.2.16.095.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 11955, Sec. 10 and K.C.C 2.16.095 is hereby amended to  
read as follows:

**Department of finance - duties - divisions.** A. The department is responsible to  
manage and be fiscally accountable for the treasury management division, financial  
management division, (~~goods and non-professional/consultant services~~) procurement  
~~((division))~~ and contract services division(~~(;))~~ (~~professional and construction services~~  
~~procurement division;~~) and minority/women's business enterprises and contract compliance  
division provided that by March 1, 1996 the executive shall submit for council review and  
approval a scope of work for an independent(~~(;))~~ contracted study of the procurement  
divisions' organization and duties. The study shall be completed and the final report  
forwarded to council by August 15, 1996 in order for the council to, if appropriate, change  
the organization and duties of the procurement function and the executive to prepare the  
1997 recommended budget based on the changed organization . In addition, the  
department shall be responsible for management and development of financial policies for

1 borrowing of funds, financial systems and other financial operations for the county and  
2 other applicable agencies.

3 B. (~~TREASURY DIVISION~~) Treasury division. The duties of the division shall  
4 include the following:

- 5 1. Perform the functions of the county treasurer;
- 6 2. Bill and collect real and personal property taxes, local improvement district  
7 (~~LID~~) assessments and gambling taxes;
- 8 3. Process transit revenue;
- 9 4. Receive and invest all county and political sub(~~-~~)jurisdiction moneys;
- 10 5. Manage the issuance and payment of the county's debt instruments;

11 C. (~~FINANCIAL MANAGEMENT DIVISION~~) Financial management division.  
12 The duties of the division shall include the following:

- 13 1. Manage the accounting systems and procedures;
- 14 2. Manage the payroll system and procedures;
- 15 3. Manage the fixed assets system and procedures;
- 16 4. Formulate and implement financial policies for other than revenues and  
17 expenditures for the county and other applicable agencies;
- 18 5. Administer the accounts payable and accounts receivable functions(~~(s)~~) ; and
- 19 6. Collect fines and monetary penalties imposed by district courts.

20 D. (~~GOODS AND NON-PROFESSIONAL/CONSULTANT SERVICES~~)  
21 (~~PROCUREMENT~~) Procurement and contract services (~~DIVISION~~) division. The  
22 duties of the division shall include the following:

1           1. Develop and administer procedures for the procurement of and awarding of  
2 contracts for ~~((goods))~~ tangible personal property, ~~((non-professional))~~ services ~~((and))~~,  
3 professional or technical ~~((consultant))~~ services and public work in accordance with K.C.C.  
4 chapter 4.16 and applicable federal and state laws and regulations;

5           2. Establish and administer procurement and contracting methods, and bid and  
6 proposal processes , to obtain such ~~((services))~~ procurements;

7           3. In consultation with the prosecuting attorney's office, develop and oversee the  
8 use of standard procurement and contract documents for such ~~((services))~~ procurements;

9           4. Administer contracts for goods and such services that are provided to more  
10 than one department;

11           5. Provide comment and assistance to departments on the development of  
12 specifications and scopes of work, in negotiations for such ~~((services))~~ procurements, and in  
13 the administration of contracts; and

14           6. Assist departments to perform cost or price analysis for the procurement of  
15 such ~~((goods-and))~~ tangible personal property, services , and professional or technical  
16 services, and price analysis for public work procurements.

17           7. Develop, maintain and revise as may be necessary from time to time the  
18 county's general terms and conditions for contracts for the procurement of tangible personal  
19 property, services, professional or technical services and public work.

20           ~~((E.)) ((PROFESSIONAL AND CONSTRUCTION SERVICES PROCURMENT~~  
21 ~~DIVISION.—The duties of the division shall include the following))~~

1           ~~((1.)) ((Develop and administer procedures for the procurement of and awarding~~  
 2 ~~of contracts for architect, engineering, professional and construction services in accordance~~  
 3 ~~with K.C.C. 4.16 an applicable federal and state laws and regulations;))~~

4           ~~((2.)) (Establish and administer procurement and contracting methods, and bid an~~  
 5 ~~proposal processes, to obtain such services;)~~

6           ~~((3.)) ((In consultation with the prosecuting attorney's office, develop and~~  
 7 ~~oversee the use of standard procurement and contract documents for such services;))~~

8           ~~((4.)) ((Provide comment and assistance to departments on the development of~~  
 9 ~~specifications and scopes of work, in negotiations for professional services, and in the~~  
 10 ~~administration of contracts; and))~~

11           ~~((5.)) ((Assist departments to perform cost/price analysis for the procurement of~~  
 12 ~~professional services and price analysis for construction services.))~~

13           ~~((E.)) ((MINORITY AND WOMEN'S BUSINESS ENTERPRISES AND~~  
 14 ~~CONTRACT COMPLIANCE DIVISION)) Minority and women's business enterprises and~~  
 15 ~~contract compliance division.~~

16           1. The duties of the division shall include the following:

17           a. Administer the minority and women's business enterprises (MWBE)  
 18 policies under K.C.C. chapter 4.18;

19           b. Administer the discrimination and affirmative action in employment by  
 20 contractors', subcontractors' and vendors' policies under K.C.C. chapter 12.16; and

21           c. Administer the federal Americans with Disabilities Act of 1990 and federal  
 22 Rehabilitation Act of 1973, Section 504, policies related to obligations of contractors with  
 23 the county.

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2. For MWBE and contract compliance programmatic issues, the manager of the division shall have access to the executive consistent with the requirements in 49 CFR part 23. For other issues, the manager shall report to the director of finance.

INTRODUCED AND READ for the first time this 27<sup>th</sup> day of

July, 1998.

PASSED by a vote of 11 to 0 this 28<sup>th</sup> day of September,

1998.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Louise Miller  
Chair

ATTEST:

Cheney  
Clerk of the Council

APPROVED this 2 day of October, 1998.

Dale Arnes  
King County Executive

Attachments: None