



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

November 16, 2010

Ordinance 16975

Proposed No. 2010-0544.1

Sponsors Patterson

1 AN ORDINANCE relating to the organization of the
2 business resource center and the department of executive
3 services; and amending Ordinance 14199, Section 11, as
4 amended, and K.C.C. 2.16.035.

5 **PREAMBLE:**

6 The business resource center is an administrative office established as a
7 direct product of the accountable business transformation program. The
8 accountable business transformation program is the approach selected by
9 the King County executive and endorsed by the elected leadership of King
10 County for implementing enterprise financial systems, human resources
11 systems and budgetary systems replacements. Because the business
12 owners and customers of the business resource center are in the
13 department of executive services, the business resource center is included
14 as an administrative office under the department of executive services.

15 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

16 SECTION 1. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are
17 each hereby amended to read as follows:

18 The county administrative officer shall be the director of the department of
19 executive services. The department shall include the records and licensing services

20 division, (~~elections division,~~) the finance and business operations division, the human
21 resources management division, the facilities management division, the administrative
22 office of risk management, the administrative office of emergency management, the
23 administrative office of the business resource center and the administrative office of civil
24 rights. In addition, the county administrative officer shall be responsible for providing
25 staff support for the board of ethics.

26 A. (~~The duties of the elections division shall include conducting all special and~~
27 ~~general elections held in the county and registering voters.~~

28 B.)) The duties of the records and licensing services division shall include the
29 following:

30 1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle and
31 pet licenses, collecting license fee revenues and providing licensing services for the
32 public;

33 2. Enforcing county and state laws relating to animal control;

34 3. Managing the recording, processing, filing, storing, retrieval and certification
35 of copies of all public documents filed with the division as required;

36 4. Processing all real estate tax affidavits;

37 5. Acting as the official custodian of all county records, as required by general
38 law, except as otherwise provided by ordinance; and

39 6. Managing the printing and distribution of the King County Code and
40 supplements to the public.

41 (~~C.))~~B. The duties of the finance and business operations division shall include
42 the following:

- 43 1. Monitoring revenue and expenditures for the county. The collection and
44 reporting of revenue and expenditure data shall provide sufficient information to the
45 executive and to the council. The division shall be ultimately responsible for maintaining
46 the county's official revenue and expenditure data;
- 47 2. Performing the functions of the county treasurer;
- 48 3. Billing and collecting real and personal property taxes, local improvement
49 district assessments and gambling taxes;
- 50 4. Processing transit revenue;
- 51 5. Receiving and investing all county and political subjurisdiction moneys;
- 52 6. Managing the issuance and payment of the county's debt instruments;
- 53 7. Managing the accounting systems and procedures;
- 54 8. Managing the fixed assets system and procedures;
- 55 9. Formulating and implementing financial policies for other than revenues and
56 expenditures for the county and other applicable agencies;
- 57 10. Administering the accounts payable and accounts receivable functions;
- 58 11. Collecting fines and monetary penalties imposed by district courts;
- 59 12. Developing and administering procedures for the procurement of and
60 awarding of contracts for tangible personal property, services, professional or technical
61 services and public work in accordance with K.C.C. chapter 4.16 and applicable federal
62 and state laws and regulations;
- 63 13. Establishing and administering procurement and contracting methods, and
64 bid and proposal processes, to obtain such procurements;

65 14. In consultation with the prosecuting attorney's office and office of risk
66 management, developing and overseeing the use of standard procurement and contract
67 documents for such procurements;

68 15. Administering contracts for goods and services that are provided to more
69 than one department;

70 16. Providing comment and assistance to departments on the development of
71 specifications and scopes of work, in negotiations for such procurements, and in the
72 administration of contracts;

73 17. Assisting departments to perform cost or price analyses for the procurement
74 of tangible personal property, services and professional or technical services, and price
75 analysis for public work procurements;

76 18. Developing, maintaining and revising as may be necessary from time to
77 time the county's general terms and conditions for contracts for the procurement of
78 tangible personal property, services, professional or technical services and public work;

79 19. Managing the payroll system and procedures, including processing benefits
80 transactions in the payroll system and administering the employer responsibilities for the
81 retirement and the deferred compensation plans; and

82 20. Managing and developing financial policies for borrowing of funds,
83 financial systems and other financial operations for the county and other applicable
84 agencies.

85 ~~((D.))~~C. The duties of the human resources management division shall include
86 the following:

- 87 1. Developing and administering training and organizational development
88 programs, including centralized employee and supervisory training and other employee
89 development programs;
- 90 2. Developing proposed and administering adopted policies and procedures for
91 employment (recruitment, examination and selection), classification and compensation,
92 and salary administration;
- 93 3. Developing proposed and administering adopted human resources policy;
- 94 4. Providing technical and human resources information services support;
- 95 5. Developing and managing insured and noninsured benefits programs,
96 including proposing policy recommendations, negotiating benefits plan designs with
97 unions, preparing legally mandated communications materials and providing employee
98 assistance and other work and family programs;
- 99 6. Developing and administering diversity management and employee relations
100 programs, including affirmative action plan development and administration,
101 management and supervisory diversity training and conflict resolution training;
- 102 7. Developing and administering workplace safety programs, including
103 inspection of work sites and dissemination of safety information to employees to promote
104 workplace safety;
- 105 8. Administering the county's self-funded industrial insurance/worker's
106 compensation program, as authorized by Title 51 RCW;
- 107 9. Representing county agencies in the collective bargaining process as required
108 by chapter 41.56 RCW;

109 10. Representing county agencies in labor arbitrations, appeals and hearings
110 including those in chapter 41.56 RCW and required by K.C.C. Title 3;

111 11. Administering labor contracts and providing consultation to county agencies
112 regarding the terms and implementation of negotiated labor agreements;

113 12. Advising the executive and council on overall county labor and employee
114 policies;

115 13. Providing labor relations training for county agencies, the executive, the
116 council and others;

117 14. Overseeing the county's unemployment compensation program;

118 15. Developing and maintaining databases of information relevant to the
119 collective bargaining process; and

120 16. Collecting and reporting to the office of management and budget on a
121 quarterly basis information on the numbers of filled and vacant full-time equivalent and
122 term-limited temporary positions and the number of emergency employees for each
123 appropriation unit.

124 ~~(E.)~~D. The duties of the facilities management division shall include the
125 following:

126 1. Overseeing space planning for county agencies;

127 2. Administering and maintaining in good general condition the county's
128 buildings except for those managed and maintained by the departments of natural
129 resources and parks and transportation;

130 3. Operating security programs for county facilities except as otherwise
131 determined by the council;

- 132 4. Administering all county facility parking programs except for public
133 transportation facility parking;
- 134 5. Administering the supported employment program;
- 135 6. Managing all real property owned or leased by the county, except as provided
136 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
137 closely approximating fair market value;
- 138 7. Maintaining a current inventory of all county-owned or leased real property;
- 139 8. Functioning as the sole agent for the disposal of real properties deemed
140 surplus to the needs of the county;
- 141 9. In accordance with K.C.C. chapter 4.04, providing support services to county
142 agencies in the acquisition of real properties, except as otherwise specified by ordinance;
- 143 10. Issuing oversized vehicle permits, franchises and permits and easements for
144 the use of county property except franchises for cable television and telecommunications;
- 145 11. Overseeing the development of capital projects for all county agencies
146 except for specialized roads, solid waste, public transportation, airport, water pollution
147 abatement and surface water management projects;
- 148 12. Being responsible for all general projects, such as office buildings or
149 warehouses, for any county department including, but not limited to, the following:
- 150 a. administering professional services and construction contracts;
- 151 b. acting as the county's representative during site master plan, design and
152 construction activities;
- 153 c. managing county funds and project budgets related to capital improvement
154 projects;

- 155 d. assisting county agencies in the acquisition of appropriate facility sites;
- 156 e. formulating guidelines for the development of operational and capital
- 157 improvement plans;
- 158 f. assisting user agencies in the development of capital improvement and
- 159 project program plans, as defined and provided for in K.C.C. chapter 4.04;
- 160 g. formulating guidelines for the use of life cycle cost analysis and applying
- 161 these guidelines in all appropriate phases of the capital process;
- 162 h. ensuring the conformity of capital improvement plans with the adopted
- 163 space plan and approved operational master plans;
- 164 i. developing project cost estimates that are included in capital improvement
- 165 plans, site master plans, capital projects and annual project budget requests;
- 166 j. providing advisory services, feasibility studies or both services and studies to
- 167 projects as required and for which there is budgetary authority;
- 168 k. coordinating with user agencies to assure user program requirements are
- 169 addressed through the capital development process as set forth in this chapter and in
- 170 K.C.C. Title 4;
- 171 l. providing engineering support on capital projects to user agencies as
- 172 requested and for which there is budgetary authority; and
- 173 m. providing assistance in developing the executive budget for capital
- 174 improvement projects; and
- 175 13. Providing for the operation of a downtown winter shelter for homeless
- 176 persons between October 15 and April 30 each year.

177 ~~((F.))~~E. The duties of the administrative office of risk management shall include
178 the management of the county's insurance and risk management programs consistent
179 with K.C.C. chapter 4.12.

180 ~~((G.))~~F. The duties of the administrative office of emergency management shall
181 include the following:

182 1. Planning for and providing effective direction, control and coordinated
183 response to emergencies;

184 2. Being responsible for the emergency management functions defined in
185 K.C.C. chapter 2.56; and

186 3. Managing the E911 emergency telephone program.

187 ~~((H.))~~G. The duties of the administrative office of civil rights shall include the
188 following:

189 1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,
190 12.18, 12.20 and 12.22;

191 2. Assisting departments in complying with the federal Americans with
192 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other
193 legislation and rules regarding access to county programs, facilities and services for
194 people with disabilities;

195 3. Serving as the county Americans with Disabilities Act coordinator relating to
196 public access;

197 4. Providing staff support to the county civil rights commission;

198 5. Serving as the county federal Civil Rights Act Title VI coordinator; and

199 6. Coordinating county responses to federal Civil Rights Act Title VI issues and
200 investigating complaints filed under Title VI.

201 H. The duties of the administrative office of the business resource center shall
202 include the following:

203 1. The implementation and maintenance of those systems necessary to generate
204 a regular and predictable payroll through the finance and business operations division;

205 2. The implementation and maintenance of those systems necessary to provide
206 regular and predictable financial accounting and procedures through the finance and
207 business operations division;

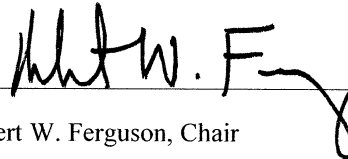
208 3. The implementation and maintenance of those systems necessary to generate
209 regular and predictable county budgets, budget reports and budget management tools for
210 the county; and

211 4. The implementation and maintenance of the human resources systems of
212 record for all human resources data for county employment purposes.
213

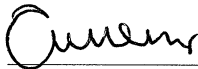
Ordinance 16975 was introduced on 10/4/2010 and passed by the Metropolitan King County Council on 11/15/2010, by the following vote:

Yes: 8 - Ms. Drago, Mr. Phillips, Mr. Gossett, Ms. Hague, Ms. Patterson, Ms. Lambert, Mr. Ferguson and Mr. Dunn
No: 1 - Mr. von Reichbauer
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON


Robert W. Ferguson, Chair

ATTEST:



Anne Noris, Clerk of the Council

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APPROVED this 22 day of NOVEMBER, 2010.



Dow Constantine, County Executive

Attachments: None