



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**April 19, 2010**

**Ordinance 16808**

**Proposed No. 2010-0213.2**

**Sponsors Hague**

1           AN ORDINANCE reorganizing the department of  
2           executive services, human resources division's labor  
3           relations section into an office within the office of the  
4           executive; and amending Ordinance 12075, Section 3, as  
5           amended, and K.C.C. 2.16.025 and Ordinance 14199,  
6           Section 11, as amended, and K.C.C. 2.16.035.

7           **PREAMBLE:**

8           The executive's strategic plan provides for performance-based governance  
9           and the county's employees are the cornerstone of customer service  
10          through performance delivery. Because the vast majority of the county's  
11          employees are represented by labor organizations, the reorganization of  
12          the office of labor relations into the executive's office recognizes the  
13          importance of the county's partnership with labor and direct oversight of  
14          collective bargaining. The reorganization will ensure effective execution  
15          of countywide labor strategies for efficient and effective operations, fair  
16          treatment of employees, and responsible management of public resources.

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

18          SECTION 1. Ordinance 12075, Section 3, as amended, and K.C.C. 2.16.025 are  
19          each hereby amended to read as follows:

20           The county executive shall manage and be fiscally accountable for the office of  
21 management and budget (~~and the~~), the office of strategic planning and performance  
22 management and the office of labor relations.

23           A. The office of management and budget functions and responsibilities shall  
24 include, but not be limited to:

25           1. Planning, preparing and managing, with emphasis on fiscal management and  
26 control aspects, the annual operating and capital improvement budgets;

27           2. Preparing forecasts of and monitor revenues;

28           3. Monitoring expenditures and work programs in accordance with Section 475  
29 of the King County Charter;

30           4. Developing and preparing expenditure plans and ordinances to manage the  
31 implementation of the operating and capital improvement budgets throughout the fiscal  
32 year;

33           5. Developing and using outcome-based performance indicators to monitor and  
34 evaluate the effectiveness and efficiency of county agencies in collaboration with the  
35 office of strategic planning and performance management;

36           6. Formulating and implementing financial policies regarding revenues and  
37 expenditures for the county and other applicable agencies;

38           7. Performing program analysis, and contract and performance evaluation  
39 review in collaboration with the office of strategic planning and performance  
40 management; and

41           8. Developing and transmitting to the council, concurrent with the annual  
42 proposed budget, supporting materials consistent with K. 4.04.030.

43           B. The office of strategic planning and performance management functions and  
44 responsibilities shall include, but not be limited to:

45           1. Performance management and accountability:

46           a. providing leadership and coordination of the performance management and  
47 accountability system countywide;

48           b. overseeing the development of strategic plans and business plans for each  
49 executive branch department and office;

50           e. providing technical assistance on the development of strategic plans and  
51 business plans for agencies;

52           f. developing and using outcome-based performance indicators to monitor and  
53 evaluate the effectiveness and efficiency of county agencies in collaboration with the  
54 office of budget and management;

55           g. overseeing the production of an annual performance report for the executive  
56 branch;

57           h. Managing an ongoing review of executive branch departments' and offices'  
58 performance, known as the KingStat program;

59           i. collecting and analyzing land development, population, housing, natural  
60 resource enhancement, transportation and economic activity data to aid decision making  
61 and to support implementation of county plans and programs, including benchmarks; and

62           j. conducting public engagement about county performance management and  
63 reporting activities;

64           2. Business relations and economic development:

65           a. developing proposed policies to address regional, unincorporated urban, and  
66 rural economic development;

67           b. establishing, fostering and maintaining healthy relations with business and  
68 industry;

69           c. implementing strategies and developing opportunities that include partnering  
70 with, cities, the Port of Seattle and other economic entities on regional and subregional  
71 economic development projects;

72           d. developing and implementing strategies to promote economic revitalization  
73 and equitable development in urban unincorporated areas including the possible assembly  
74 of property for the purpose of redevelopment;

75           e. refining and implementing strategies in the county's rural economic  
76 strategies to preserve and enhance the rural economic base so that the rural area can be a  
77 place to both live and work;

78           f. assisting communities and businesses in creating economic opportunities,  
79 promoting a diversified economy and promoting job creation with the emphasis on  
80 family-wage jobs;

81           g. managing the contracting opportunities program to increase opportunities  
82 for small contractors and suppliers to participate on county-funded contracts. Submit an  
83 annual report as required by Ordinance 15703;

84           h. Managing the apprenticeship program to optimize the number of apprentices  
85 working on county construction projects. Submit an annual report as required by  
86 Ordinance 12787;

- 87           i. serving as the disadvantaged business enterprise liaison officer for federal  
88 Department of Transportation and other federal grant program purposes; and
- 89           j. managing the county's historic preservation program including landmark  
90 designation, protection, and enhancement to support tourism development, downtown  
91 revitalization and environmental and cultural sustainability;
- 92           3. Strategic initiatives and policy development
- 93           a. coordinating executive initiatives across departments and agencies;
- 94           b. facilitating interdepartmental, interagency and interbranch teams on  
95 multidisciplinary issues;
- 96           c. leading governance transition efforts for the urban area consistent with the  
97 Growth Management Act;
- 98           d. providing technical assistance in the update of regional growth management  
99 planning efforts including the Countywide Planning Policies and distribution of  
100 jurisdictional population and employment growth targets;
- 101           e. providing assistance in the development of agency and system planning  
102 efforts such as operational master plans; and
- 103           f. serving as the liaison to the Boundary Review Board for King County.
- 104           C. The office of labor relations functions and responsibilities shall include, but  
105 not be limited to:
- 106           1. Representing county agencies in the collective bargaining process as required  
107 by chapter 41.56 RCW;
- 108           2. Developing and maintaining databases of information relevant to the  
109 collective bargaining process;
-

110           3. Representing county agencies in labor arbitrations, appeals, and hearings  
111 including those in chapter 41.56 RCW and required by K.C.C. Title 3, in collaboration  
112 with the human resources division;

113           4. Administering labor contracts and providing consultation to county agencies  
114 regarding the terms and implementation of negotiated labor agreements, in collaboration  
115 with the human resources division;

116           5. Advising the executive and council on overall county labor policies; and

117           6. Providing resources for labor relations training for county agencies, the  
118 executive, the council, and others, in collaboration with the human resources division.

119           D. The executive may assign or delegate budgeting, performance management  
120 and accountability, business relations, economic development and strategic initiatives,  
121 policy development and collective bargaining functions to employees in the office of the  
122 executive but shall not assign or delegate those functions to any departments.

123           SECTION 2. Ordinance 14199, Section 11, as amended, and K.C.C. 2.16.035 are  
124 each hereby amended to read as follows:

125           The county administrative officer shall be the director of the department of  
126 executive services. The department shall include the records and licensing services  
127 division, elections division, the finance and business operations division, the human  
128 resources management division, the facilities management division, the administrative  
129 office of risk management, the administrative office of emergency management and the  
130 administrative office of civil rights. In addition, the county administrative officer shall be  
131 responsible for providing staff support for the board of ethics.

132           A. The duties of the elections division shall include conducting all special and  
133 general elections held in the county and registering voters.

134           B. The duties of the records and licensing services division shall include the  
135 following:

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

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

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

142           4. Processing all real estate tax affidavits;

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

145           6. Managing the printing and distribution of the King County Code and  
146 supplements to the public.

147           C. The duties of the finance and business operations division shall include the  
148 following:

149           1. Monitoring revenue and expenditures for the county. The collection and  
150 reporting of revenue and expenditure data shall provide sufficient information to the  
151 executive and to the council. The division shall be ultimately responsible for maintaining  
152 the county's official revenue and expenditure data;

153           2. Performing the functions of the county treasurer;

- 154           3. Billing and collecting real and personal property taxes, local improvement  
155 district assessments and gambling tax
- 156           4. Processing transit revenue;
- 157           5. Receiving and investing all county and political subjurisdiction moneys;
- 158           6. Managing the issuance and payment of the county's debt instruments;
- 159           7. Managing the accounting systems and procedures;
- 160           8. Managing the fixed assets system and procedures;
- 161           9. Formulating and implementing financial policies for other than revenues and  
162 expenditures for the county and other applicable agencies;
- 163           10. Administering the accounts payable and accounts receivable functions;
- 164           11. Collecting fines and monetary penalties imposed by district courts;
- 165           12. Developing and administering procedures for the procurement of and  
166 awarding of contracts for tangible personal property, services, professional or technical  
167 services and public work in accordance with K.C.C. chapter 4.16 and applicable federal  
168 and state laws and regulations;
- 169           13. Establishing and administering procurement and contracting methods, and  
170 bid and proposal processes, to obtain such procurements;
- 171           14. In consultation with the prosecuting attorney's office and office of risk  
172 management, developing and overseeing the use of standard procurement and contract  
173 documents for such procurements;
- 174           15. Administering contracts for goods and services that are provided to more  
175 than one department;



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

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

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

185           19. Managing the payroll system and procedures, including processing benefits  
186 transactions in the payroll system and administering the employer responsibilities for the  
187 retirement and the deferred compensation plans; and

188           20. Managing and developing financial policies for borrowing of funds,  
189 financial systems and other financial operations for the county and other applicable  
190 agencies.

191           D. The duties of the human resources management division shall include the  
192 following:

193           1. Developing and administering training and organizational development  
194 programs, including centralized employee and supervisory training and other employee  
195 development programs;

196           2. Developing proposed and administering adopted policies and procedures for  
197 employment (recruitment, examination and selection), classification and compensation,  
198 and salary administration;

199 3. Developing proposed and administering adopted human resources policy;

200 4. Providing technical and human resources information services support;

201 5. Developing and managing insured and noninsured benefits programs,

202 including proposing policy recommendations, negotiating benefits plan designs with

203 unions, preparing legally mandated communications materials and providing employee

204 assistance and other work and family programs;

205 6. Developing and administering diversity management and employee relations

206 programs, including affirmative action plan development and administration,

207 management and supervisory diversity training and conflict resolution training;

208 7. Developing and administering workplace safety programs, including

209 inspection of work sites and dissemination of safety information to employees to promote

210 workplace safety;

211 8. Administering the county's self-funded industrial insurance/worker's

212 compensation program, as authorized by Title 51 RCW;

213 9. ~~((Representing county agencies in the collective bargaining process as~~

214 ~~required by chapter 41.56 RCW;~~

215 ~~10. Representing county agencies in labor arbitrations, appeals and hearings~~

216 ~~including those in chapter 41.56 RCW and required by K.C.C. Title 3;~~

217 ~~11. Administering labor contracts and providing consultation to county agencies~~

218 ~~regarding the terms and implementation of negotiated labor agreements;~~

219 ~~12.)) Advising the executive and council on overall county ((labor and))~~

220 ~~employee policies;~~

221           ~~((13.))~~ 10. Providing labor relations training for county agencies, the executive,  
222 the council~~((;))~~ and others, in collaboration with the office of labor relations;

223           ~~((14.))~~ 11. Overseeing the county's unemployment compensation program; and

224           ~~((15. Developing and maintaining databases of information relevant to the~~  
225 ~~collective bargaining process; and~~

226           ~~16.))~~ 12. Collecting and reporting to the office of management and budget on a  
227 quarterly basis information on the numbers of filled and vacant full-time equivalent and  
228 term-limited temporary positions and the number of emergency employees for each  
229 appropriation unit.

230           E. The duties of the facilities management division shall include the following:

231           1. Overseeing space planning for county agencies;

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

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

237           4. Administering all county facility parking programs except for public  
238 transportation facility parking;

239           5. Administering the supported employment program;

240           6. Managing all real property owned or leased by the county, except as provided  
241 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues  
242 closely approximating fair market value;

243           7. Maintaining a current inventory of all county-owned or leased real property;

- 244           8. Functioning as the sole agent for the disposal of real properties deemed  
245 surplus to the needs of the county;
- 246           9. In accordance with K.C.C. chapter 4.04, providing support services to county  
247 agencies in the acquisition of real properties, except as otherwise specified by ordinance;
- 248           10. Issuing oversized vehicle permits, franchises and permits and easements for  
249 the use of county property except franchises for cable television and telecommunications;
- 250           11. Overseeing the development of capital projects for all county agencies  
251 except for specialized roads, solid waste, public transportation, airport, water pollution  
252 abatement and surface water management projects;
- 253           12. Being responsible for all general projects, such as office buildings or  
254 warehouses, for any county department including, but not limited to, the following:
- 255               a. administering professional services and construction contracts;
- 256               b. acting as the county's representative during site master plan, design and  
257 construction activities;
- 258               c. managing county funds and project budgets related to capital improvement  
259 projects;
- 260               d. assisting county agencies in the acquisition of appropriate facility sites;
- 261               e. formulating guidelines for the development of operational and capital  
262 improvement plans;
- 263               f. assisting user agencies in the development of capital improvement and  
264 project program plans, as defined and provided for in K.C.C. chapter 4.04;
- 265               g. formulating guidelines for the use of life cycle cost analysis and applying  
266 these guidelines in all appropriate phases of the capital process;

267 h. ensuring the conformity of capital improvement plans with the adopted  
268 space plan and approved operational master plans;

269 i. developing project cost estimates that are included in capital improvement  
270 plans, site master plans, capital projects and annual project budget requests;

271 j. providing advisory services, feasibility studies or both services and studies to  
272 projects as required and for which there is budgetary authority;

273 k. coordinating with user agencies to assure user program requirements are  
274 addressed through the capital development process as set forth in this chapter and in  
275 K.C.C. Title 4;

276 l. providing engineering support on capital projects to user agencies as  
277 requested and for which there is budgetary authority; and

278 m. providing assistance in developing the executive budget for capital  
279 improvement projects; and

280 13. Providing for the operation of a downtown winter shelter for homeless  
281 persons between October 15 and April 30 each year.

282 F. The duties of the administrative office of risk management shall include the  
283 management of the county's insurance and risk management programs consistent with  
284 K.C.C. chapter 4.12.

285 G. The duties of the administrative office of emergency management shall  
286 include the following:

287 1. Planning for and providing effective direction, control and coordinated  
288 response to emergencies;

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

291           3. Managing the E911 emergency telephone program.

292           H. The duties of the administrative office of civil rights shall include the  
293 following:

294           1. Enforcing nondiscrimination ordinances as codified in K.C.C. chapters 12.17,  
295 12.18, 12.20 and 12.22;

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

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

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

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

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

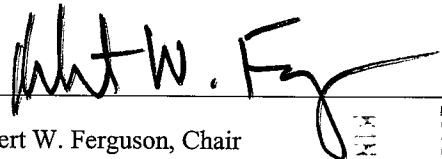
306           SECTION 3. Severability. If any provision of this ordinance or its application to

307 any person or circumstance is held invalid, the remainder of the ordinance or the  
308 application of the provision to other persons or circumstances is not affected.  
309

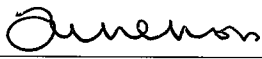
Ordinance 16808 was introduced on 3/29/2010 and passed by the Metropolitan King County Council on 4/19/2010, by the following vote:

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

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON


  
Robert W. Ferguson, Chair

ATTEST:

  
Anne Noris, Clerk of the Council

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KING COUNTY COUNCIL

APPROVED this 27<sup>th</sup> day of April, 2010.

  
Dow Constantine, County Executive

Attachments: None