

ESTABLISHES A DEPT. OF ADMINISTRATIVE SERVICES, PROVIDES FOR THE APPOINTMENT OF ITS DIRECTOR AND SPECIFYING FUNCTIONS, ETC.

Ordinance No. 109129

77:6:65

AN ORDINANCE establishing a Department of Administrative Services, providing for the appointment of its director and specifying functions; establishing an Administrative Services Fund; merging the Department of General Services and the General Services Operating Fund therein; transferring the Municipal Facilities Division from the Building Department thereto; transferring, establishing, and abrogating positions; increasing and decreasing expenditure allowances by reappropriation and transfers; and amending Ordinances 100174 and 106965, and superseding Ordinance 99554 in connection therewith.

6/5/80 Pass

COMPTROLLER
FILE NUMBER _____

Council Bill No. 101420

INTRODUCED: JUN 9 1980	BY: RICE
REFERRED: JUN 9 1980	TO: FACILITIES
REFERRED:	
REFERRED:	
REPORTED: JUN 16 1980	SECOND READING: JUN 16 1980
THIRD READING: JUN 16 1980	SIGNED: JUN 16 1980
PRESENTED TO MAYOR: JUN 17 1980	APPROVED: JUN 20 1980
TO CITY CLERK: JUN 20 1980	PUBLISHED:
VETOED BY MAYOR:	VETO PUBLISHED:
PASSED OVER VETO:	VETO SUSTAINED:

SEE BACK COVER

LAW OFFICE

- Ord. 109573 -RE Municipal Facilities functions transferred from the Bldg Dept to DAS; increases the expenditure allowance & reaprop & transfers from the Bldg Dept Operating Fund.
- Ord. 110115 -Transfers unexpended balances in the Bldg Dept Operating Fund to the Admin. Services Operating Fund & provides for the distribution of others receivables thereto.
- Ord. 110117 -Appropriates the unexpended balance in the Bldg. Dept Operating Fund to the Admin. Services Operating Fund & the Construction & Land Use Operating Fund.
- Ord. 110256 -Amends Sec 4 to auth Dir. of Admin. Services to establish rates for the parking of private vehicles of certain City officers, employees, agents, et al., on City premises; & auth payroll check-off deductions to pay such fees.

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ORDINANCE 109129

AN ORDINANCE establishing a Department of Administrative Services, providing for the appointment of its director and specifying functions; establishing an Administrative Services Fund; merging the Department of General Services and the General Services Operating Fund therein; transferring the Municipal Facilities Division from the Building Department thereto; transferring, establishing, and abrogating positions; increasing and decreasing expenditure allowances by reappropriation and transfers; and amending Ordinances 100174 and 106965, and superseding Ordinance 99554 in connection therewith.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Department of Administrative Services.

There is established a Department of Administrative Services for managing general municipal purpose property, the City's motor pool and vehicular fleet, its centralized data processing system, and its telephone and telecommunications services; for providing office services, storage, and printing and duplicating; and performing other functions assigned by ordinance. The head of the Department of Administrative Services shall be the Director of Administrative Services.

Section 2. Appointment and Removal of Director. The Director of Administrative Services shall be appointed by the Mayor and confirmed by a majority of the City Council, subject to reappointment and reconfirmation every four years. The Mayor, at any time, may remove the Director of Administrative Services upon filing a statement of reasons therefor with the City Council.

Section 3. Functions of Director. The Director of Administrative Services shall manage the Department of Administrative Services and shall perform the following functions:

- a) Maintaining and managing City real property held for general municipal purposes and not assigned to or managed by the Library, the Department of Parks and

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Recreation, the Seattle Center Department or a municipal utility and certain property administered by the Department of Engineering ; keeping an inventory thereof; assigning space in such municipal buildings to City departments and agencies; granting leases and concessions, operating or contracting for operation of cafeterias therein; designing and constructing new municipal facilities and improvements for such uses; and renting such real property to be used by City departments; and disposal of such realty;

- b) Managing and maintaining the City's motor pool and vehicular fleet for all City departments subject to rules and regulations promulgated for such purpose; and operating its maintenance shops;
- c) Providing general office services to City Departments, including storage of records, microfilming, and disposal of records; distributing supplies; delivering inter-departmental mail; recycling paper and other products; and coordinating City office machine maintenance;
- d) Providing general copying and duplication services, as distinct from photography, reprographics and specialized reproduction; and operating the City's printing and bindery shops;
- e) Developing and maintaining the City's telephone and telecommunications systems; and planning for integration of data processing, word processing, data storage and communication equipment;
- f) Operating the City's centralized data processing system and equipment;

- 1 g) Acquiring equipment, making repairs, improvements or
2 replacement as appropriate thereto providing information
3 and encouraging the use of more efficient technology or
4 techniques; and performing other activities necessary
5 to be proper for accomplishing the foregoing tasks; and
6 h) Performing other functions and executing such other
7 powers as may be prescribed by ordinance.

8 Section 4. Ancillary Powers. In order to carry out
9 departmental functions, the Director of Administrative
10 Services shall have the power to:

- 11 a) Consistent with this ordinance and as otherwise authorized
12 by ordinance, execute contracts for and on behalf of
13 The City of Seattle and inter-departmental agreements
14 on behalf of the Department of Administrative Services;
15 solicit offers or proposals; and administer agreements
16 made;
17 b) Subject to the City's personnel ordinances and rules,
18 appoint, assign, supervise and control all officers and
19 employees in the Department;
20 c) Establish a system of prices and rates and charge City
21 departments for the true and full value for goods and
22 services furnished by the Department of Administrative
23 Services and the use of City facilities and equipment;
24 d) Promulgate rules and regulations in accordance with the
25 City's Administrative Code (Ordinance 102228, as
26 amended or succeeded) as deemed necessary and proper;
27 and
28 e) Perform functions similar to those identified in
Section 3 for other public agencies and charge the true
and full value for goods and services furnished.

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Prices and rates for goods and services and rents for use of property when feasible may include allowances for administrative and other indirect costs and accumulating reserves.

Section 5. List of Services. The Director of Administrative Services shall each year distribute to all City departments a listing of services offered and the estimated charges therefor.

The Director of Administrative Services shall annually prepare a three-year data processing plan.

Section 6. Administrative Services Fund. There is established in the City Treasury a special fund designated the "Administrative Services Fund." There shall be deposited into the Administrative Services Fund:

All charges paid by other city departments or government agencies for goods and services furnished by the Department of Administrative Services;

Rentals and other income from general purpose municipal property managed by the Director of Administrative Services;

Revenues from recycling paper and other products;

Charges imposed pursuant to Ordinance 99492, as amended; and

Such other moneys as may be authorized by ordinance.

Expenses and expenditures of the Department of Administrative Services shall be charged to the Fund.

Section 7. Merger of Department of General Services. The Department of General Services is hereby merged into the new Department of Administrative Services and the General Services Operating Fund is merged into the Administrative Services Fund. The Director of Administrative Services shall succeed to all contracts, functions and responsibilities of the Director of General Services; and the Administrative

1 Services Fund shall succeed to the funds, assets, obligations
2 and liabilities of the General Services Operating Fund. The
3 Department of General Services and the General Services
4 Operating Fund shall cease as independent identities.

5 Section 8. Cafeteria Management. Section 1 of Ordinance
6 100174, is amended as follows:

7 Section 1. ((That r)) Responsibility for the operation
8 of a cafeteria on the second floor of the Seattle Municipal
9 Building is hereby vested in the Director of ((General))
10 Administrative Services and ((in furtherance)) the((of
11 said)) Director is ((hereby)) authorized to solicit bids and
12 execute for and on behalf of the City ((an)) agreements
13 ((substantially in the form contained in C-F- 270216))
14 authorized by ordinance from time to time providing for the
15 furnishing by a qualified, independent contractor of cafeteria
16 meals and related food services. ((as requested and recommended
17 in said C-F-))

18 Section 9. Cafeteria Revenues. Section 2 of Ordinance
19 100174, is amended as follows:

20 Section 2. ((That p)) Proceeds accruing to the City
21 from the operation of said cafeteria are hereby designated
22 as revenue of the ((General)) Administrative Services
23 ((Operating)) Fund and said proceeds and all other cash
24 assets of such cafeteria operation shall be deposited in
25 said fund.

26 Section 10. Relation to Cafeteria Advisory Committee.
27 Section 3 of Ordinance 100174, is amended as follows:

28 Section 3. ((That t)) There is hereby established a
Cafeteria Advisory Committee composed of the Director of
((General)) Administrative Services, ex officio, and four

1 members appointed by the Mayor for a term of two years;
2 provided that the term of office of the first appointive
3 members shall be staggered so that two members serve for two
4 years ending July 31, 1973, and two members serve for one
5 year ending July 31, 1972.

6 Said Committee shall meet and organize in accordance
7 with such rules as it shall adopt for its own government,
8 and shall consider such written complaints pertaining to the
9 operation of the cafeteria as shall come before it and shall
10 consult with and advise the Director of ~~((General))~~ Adminis-
11 trative Services as to any such complaints and make recommenda-
12 tions for changes in food preparation, item selection or food
13 service, and in accordance with the agreement authorized in
14 Section 1 of this ordinance shall make such reasonable rules
15 and regulations as may be necessary for the orderly use of
16 the cafeteria ~~((by City employees))~~.

17 Section 11. Recycling. Section 1 of Ordinance 106965,
18 is amended as follows:

19 Section 1. ~~((t))~~ The Director of ~~((General))~~ Administrative
20 Services shall manage and maintain the City's program for
21 recycling waste paper products, including office paper,
22 computer paper, tab cards, and other paper products, and for
23 such purpose the Director is hereby authorized to promulgate
24 such rules, in accordance with the Administrative Code
25 (Ordinance 102228), as are necessary to manage and maintain
26 the paper recycling program in an efficient, economic and
27 environmentally sound manner. Revenues from the sale of
28 paper products collected under the recycling program shall
be deposited in the ~~((General))~~ Administrative Services
Fund.

1 Section 12. Transfer of Municipal Facilities Division,
2 Building Department. All responsibilities and functions of
3 the Superintendent of Buildings performed through the
4 Municipal Facilities Division of the Building Department,
5 including managing general purpose municipal property,
6 maintaining municipal buildings, acquiring and disposing of
7 real property and property rights, renting space, and making
8 improvements, are transferred to the Director of Administrative
9 Services. All assets currently managed by the Municipal
10 Facilities Division shall be administered through the
11 Department of Administrative Services. All rights and
12 obligations of the Building Operating Fund attributable to
13 the Municipal Facilities Division or properties under its
14 management are transferred to the Administrative Services
15 Fund. The Director of Administrative Services and the
16 Administrative Services Fund shall be considered in such
17 matters to be the successors to the Superintendent of Buildings
18 and the Building Department Operating Fund respectively.

17 Section 13. Assimilation of General Services Budget.
18 The following programs and program categories within the
19 Department of General Services shall be reassigned during
20 the 1980 Budget year to the following programs and program
21 categories established within the Department of Administrative
22 Services:

	General Services			Administrative Services		
	Program	Program Category	Code	Program	Program Category	Code
3	Fleets and Shops	Division Management	1100	Material Management	Administration	5100
4	Fleets and Shops	Fleets Administration	1200	Material Management	Fleet Administration	5200
6	Fleets and Shops	Vehicle Shop Operations	1300	Material Management	Vehicle Shop Operations	5300
7	Fleets and Shops	Communication Services	1400	Material Management	Communication Services	5400
9	Municipal Office Services	Division Management	2100	Municipal Offices Services	Division Management	6100
11	Municipal Office Services	Reproduction and Records Management	2200	Municipal Office Services	Office Services	6200
13	Municipal Office Services	Central Stores	2300	Municipal Offices Services	Central Supply & Services	6300
14	Municipal Office Services	Telephone Services	2500	Municipal Offices Services	Telephone Services	6400
16	General Administration	Office of Director	4100	Department Administration	Office of Director	1100
18	Administrative Services	Management	5100	Planning and Management	Office of Planning and Management	2100
20	Administrative Services	Support Services	5300	Planning and Management	Support Services	2200
21	Administrative Services	Planning Support, etc.	5400	Planning and Management	Planning and Employee Relations	2300
22	Administrative Services	Data Processing and Fiscal Control	5600	Planning and Management	Data Processing and Fiscal Control	2400

24 All the foregoing programs, program categories, and codes
 25 are retitled accordingly, and the Director of Administrative
 26 Services may expend all funds appropriated for the General
 27 Services Department in the 1980 Budget as a continuation of
 28

1 the expenditure allowance and appropriation for the contemplated
2 object of expenditure.

3 Section 14. Administrative Services Budget, Transfer,
4 Reductions. There is hereby established a 1980 Budget for
5 the Department of Administrative Services, with the Programs,
6 Program Categories, Codes, and Objects of Expenditure outlined
7 below, all payable from the Administrative Services Fund and
8 expenditure allowances for each object of expenditure are
9 established and/or increased in the amounts shown:

10 Program: Planning and Management

11 Program Category: Data Processing and Fiscal Control

12 Code: 2400

<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
51000	Personal Services	\$ 37,309
52000	Supplies	270
53000	Other Services and Charges	3,000
55000	Governmental Services	1,000
56000	Capital Outlay	0
	Total	\$ 41,579

19 Program: Facilities Management

20 Program Category: Facilities Management - Administration

21 Code: 3100

<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
51000	Personal Services	\$ 63,504
52000	Supplies	10
53000	Other Services and Charges	8,080
55000	Governmental Services	3,780
56000	Capital Outlay	1,250
	Total	\$ 76,624

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Program: Facilities Management

Program Category: Design and Construction

Code: 3200

<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
51000	Personal Services	\$ 132,273
52000	Supplies	600
53000	Other Services and Charges	1,030,800
55000	Governmental Services	4,814
56000	Capital Outlay	800
	Total	\$1,169,287

Program: Facilities Management

Program Category: Real Estate and Property Management

Code: 3300

<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
51000	Personal Services	\$ 109,071
52000	Supplies	3,950
53000	Other Services and Charges	734,206
55000	Governmental Services	31,197
56000	Capital Outlay	20,700
	Total	\$ 899,124

Program: Facilities Management

Program Category: Facilities Maintenance

Code: 3400

<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
51000	Personal Services	\$ 674,949
52000	Supplies	78,350
53000	Other Services and Charges	189,925

1	55000	Governmental Services	80,549
2	56000	Capital Outlay	2,580
3	57000	Debt Service	<u>219,000</u>
4		Total	\$ 1,245,353

5 To provide for the foregoing expenditure allowances, Three
6 Million Four Hundred Thirty-one Thousand Nine Hundred Sixty-
7 seven Dollars (\$3,431,967) is hereby reappropriated and
8 transferred to the appropriate expenditure accounts from
9 corresponding unexpended and unencumbered balances in the
10 following programs, program categories and objects of
11 expenditure in the 1980 Budget of the Department of Building
12 which is reduced accordingly:

13 B U I L D I N G D E P A R T M E N T

14 (Fund 502)

15 Program: Departmental Administration

16	<u>Program Category</u>	<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
17	4100			
18	Administrative Services	51000	Personal Services	\$ 37,309
19		52000	Supplies	270
20		53000	Other Services and Charges	3,000
21		55000	Governmental Services	1,000
22		56000	Capital Outlay	<u>0</u>
				\$ 41,579

23 Program: Municipal Facilities

24	<u>Program Category</u>	<u>Object of Expenditure</u>	<u>Description</u>	<u>Amount</u>
25	1100	51000	Personal Services	\$ 63,504
26	Administration	52000	Supplies	10
27		53000	Other Services and Charges	8,080
28				

1		55000	Governmental Services	3,780
2		56000	Capital Outlay	<u>1,250</u>
3			Total	\$ 76,624
4	1200	51000	Personal Services	\$ 132,273
5	Design and Construction	52000	Supplies	600
6		53000	Other Services and Charges	1,030,800
7		55000	Governmental Services	4,814
8		56000	Capital Outlay	<u>800</u>
9			Total	\$1,169,287
10	1300	51000	Personal Services	\$ 109,071
11	Real Estate and Property Management	52000	Supplies	3,950
12		53000	Other Services and Charges	734,206
13		55000	Governmental Services	31,197
14		56000	Capital Outlay	<u>20,700</u>
15			Total	\$ 899,124
16	1400	51000	Personal Services	\$ 674,949
17	Maintenance and Operations	52000	Supplies	78,350
18		53000	Other Services and Charges	189,925
19		55000	Governmental Services	80,549
20		56000	Capital Outlay	2,580
21		57000	Debt Service	<u>219,060</u>
22			Total	\$ 1,245,353

23
24 The City Comptroller is authorized to draw and the City
25 Treasurer to pay the necessary warrants and make the necessary
26 transfers.

27 Section 15. Assignment of Positions of General Services
28 Department. Other than the Director of General Services all

1 employees filling positions of the Department of General
 2 Services at the time of the merger shall continue in their
 3 positions as employees in the new Department of Administrative
 4 Services without interruption of service. The following
 5 positions within the Department of General Services shall
 6 for the 1980 Budget year be assigned to the program category
 7 and code within the new Department of Administrative Services
 8 shown:

8 From:

9 General
 10 Services

10	<u>Code</u>	<u>Title/Notes</u>	<u>Number</u>	<u>To Code</u>
11	1100	Automotive Engineer, Sr.	1	5100
12	1100	Automotive Engineer	1	5100
13	1100	Fleet Management Analyst	2	5100
14	1100	Fleets and Shops Adminis- trator	1	5100
15	1200	Office Assistant	.5	5200
16	1200	Pool Car Attendant -- Terminal	1	5200
17	1300	Accounting Support Assistant	1	5300
18	1300	Accounting Technician I	2	5300
19	1300	Administrative Specialist I	1	5300
20	1300	Administrative Specialist II	1	5300
21	1300	Automotive Equipment Painter	3	5300
22	1300	Automotive Machinist, Senior	9	5300
23	1300	Automotive Machinist	64	5300
24	1300	Automotive Machinist Apprentice	7	5300
25	1300	Automotive Sheetmetal Worker	4	5300
26	1300	Custodial Engineer II	1	5300
27	1300	Custodial Engineer II -- PPT/6 mo.	1	5300
28	1300	Delivery Worker	1	5300

1	1300	Director V	1	5300
2	1300	Equipment Maintenance Crew Chief	6	5300
3	1300	Equipment Maintenance Supervisor	1	5300
4	1300	Equipment Servicer	17	5300
5	1300	Equipment Servicer -- PPT/6 mo.	1	5300
6	1300	Machinist Specialist	1	5300
7	1300	Metal Fabricator	6	5300
8	1300	Metal Fabricator Foreman	1	5300
9	1300	Office Assistant	2.5	5300
10	1300	Paint and Body Foreman	1	5300
11	1300	Shop Operations Supervisor	5	5300
12	1300	Sign Painter/Upholsterer	1	5300
13	1300	Station Machinist, Foreman	1	5300
14	1300	Station Maintenance Machinist, Apprentice	1	5300
15	1300	Station Maintenance Machinist, Senior	2	5300
16	1300	Station Maintenance Machinist	4	5300
17	1300	Warehouse Supervisor	1	5300
18	1300	Warehouser, Chief	1	5300
19	1300	Warehouser, Senior	8	5300
20	1300	Warehouser	2	5300
21	1400	Administrative Specialist III	1	5400
22	1400	Communications/Shop Operations Supervisor	1	5400
23	1400	Communications Technician, Senior	1	5400
24	1400	Communications Technician	5	5400
25	2100	Director IV	1	6100
26	2100	Administrative Analyst I	.34	6100
27	2200	Accounting Support Assistant	2	6200
28	2200	Administrative Analyst I	.33	6200

1	2200	Bindery Worker	1	6200
2	2200	Bindery Worker, Senior	1	6200
3	2200	Delivery Worker	.67	6200
4	2200	Duplicating Equipment Operator, Senior	4	6200
5	2200	Duplication Operation, Supervisor	1	6200
6	2200	Administrative Support Assistant	3	6200
7				
8	2200	Records and Microfilm Management, Supervisor	1	6200
9	2300	Accounting Technician II	1	6300
10	2300	Administrative Specialist II	1	6300
11	2300	Delivery Worker	.33	6300
12	2300	Office Aide	3	6300
13	2300	Program Coordinator I	1	6300
14	2500	Office Assistant	2	6400
15	2500	Office Assistant -- PPT	2	6400
16	2500	Administrative Analyst I	.33	6400
17	2500	Program Coordinator II	1	6400
18	4100	Public Information Representative II	1	1100
19	4100	Staff Assistant	1	1100
20	5100	Director V	1	2100
21	5300	Administrative Specialist I	2	2200
22	5300	Administrative Specialist III	1	2200
23	5400	Manager II	1	2300
24	5400	Personnel Specialist	2	2300
25	5400	Systems Analyst Assistant	1	2300
26	5400	Training Education Coordinator	1	2300
27	5600	Accountant, Principal	1	2400
28	5600	Accounting Support Assistant	4	2400
	5600	Accounting Technician I	3	2400

1	5600	Accounting Technician III	3	2400
2	5600	Program Assistant	1	2400
3	5600	Manager III	1	2400

Section 16. Transfer of Positions from other Departments.

The following positions in the Building Department are hereby transferred to the Department of Administrative Services for the 1980 Budget year and assigned to the programs and program categories shown; the employees filling such positions at the time of transfer shall continue in such employment without interruption of service:

	<u>Building Code</u>	<u>Title/Notes</u>	<u>Number</u>	<u>To Code</u>
11	1100	Administrative Assistant	1	3100
12	1100	Administrative Specialist II	1	3100
13	1100	Mechanical Engineer, Senior	1	3100
14	1200	Architect, Senior	1	3200
15	1200	Building Architect, Associate	3	3200
16	1200	Building Architect, Assistant II	1	3200
17	1200	City Architect	1	3200
18	1200	Space Planner	1	3200
19	1300	Administrative Specialist I	1	3300
20	1300	Manager V	1	3300
21	1300	Real Property Agent, Senior	3	3300
22	1300	Real Property Agent	2	3300
23	1400	Accounting Technician I	1	3400
24	1400	Building Operating Engineer	6	3400
25	1400	Building Operating Engineer, Trainee	1	3400
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1	1400	Carpenter, Crew Chief	1	3400
2	1400	Carpenter	5	3400
3	1400	Electrician, Senior	1	3400
4	1400	Electrician	2	3400
5	1400	Elevator Operations Supervisor	1	3400
6	1400	Elevator Starter	2	3400
7	1400	Janitor, Senior	2	3400
8	1400	Janitor	29	3400
9	1400	Janitor, Crew Chief	2	3400
10	1400	Janitor, Power Washer	1	3400
11	1400	Janitorial Services Supervisor	1	3400
12	1400	Manager II	1	3400
13	1400	Maintenance/Construction Supervisor	1	3400
14	1400	Painter, Senior	1	3400
15	1400	Painter	5	3400
16	1400	Plumber	2	3400
17	1400	Window Cleaner	1	3400
18	4100	Accountant, Senior	1	2400
19	4100	Accountant	1	2400
20	4100	Accounting Technician II	1	2400

20 Section 17. Reassignment of CETA Positions. The
21 following positions established in the 1980 Budget of the
22 Personnel Department, Personnel and Employment Services
23 Program, Public Employment Program Category (Code 2200) and
24 assigned to the General Services Department are hereby
25 reassigned to the Department of Administrative Services
26 (Code 5150):

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<u>Department</u>	<u>Code</u>	<u>Title/Notes</u>	<u>Number</u>
General Services	2300	Administrative Support Assistant	2
	2300	Automotive Machinist, Pre-apprentice	5
	2300	Office Aide	2
	2300	Office Assistant	5

Section 18. New Exempt Positions. The following new positions are established at the indicated salary rates in the designated program categories of the 1980 Budget of the Department of Administrative Services, such positions to be exempt from the classified service:

<u>Code</u>	<u>Title/Notes</u>	<u>Number</u>	<u>Monthly Salary</u>
1100	Director of Administrative Services	1	\$3,967
5300	Director, Assistant, of Administrative Services	1	\$2,993 - 3,113 - 3,239 - 3,368 - 3,492
3100	Municipal Facilities Administrator	1	\$2,993 - 3,113 - 3,239 - 3,368 - 3,492

The Director of Administrative Services shall appoint the Assistant Director and the Municipal Facilities Administrator.

Section 19. New Classified Positions. In order to provide support to the Director of Administrative Services, to undertake internal performance audits, to begin development of a personal property management system for the City, and to prepare rules and regulations the following new positions are established in the designated program categories of the 1980 Budget of the Department of Administrative Services, the compensation for such positions to be fixed at the rates established therefor in the City's Salary Ordinance, and such positions to be filled by the Director of Administrative

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Services in accordance with the personnel ordinances and rules of the City:

Delate
[Signature]
9/4/80

<u>Code</u>	<u>Title/Notes</u>	<u>Number</u>
1200	Program Evaluation Analyst	1
2200	Research and Evaluation Assistant I	1

Section 20. The following positions in the 1980 Budgets of the Building and General Services Departments are hereby abrogated:

<u>Department</u>	<u>Code</u>	<u>Title/Notes</u>	<u>Number</u>
Building	1100	Superintendent of Buildings, Assistant	1
General Services	4100	Director	1

Section 21. Continuity. All rules and regulations in effect on June 3, 1980, with respect to the activities carried on by and transferred to the Department of Administrative Services from the Building and General Services Department, shall continue to be in effect until superseded by new rules and regulations adopted in conformance with the City's Administrative Code (Ordinance 102228, as amended or succeeded) or other applicable law. All contracts made through departments or divisions transferred to the Department of Administrative Services, shall remain in full force and effect according to the terms thereof.

Section 22. Effective Date. All sections of this ordinance, other than subsection (f) of Section 3 shall take effect as of June 4, 1980; Section 3 (f) shall take effect upon the effective date of an ordinance or ordinances enacted for such purposes.

(To be used for all Ordinances except Emergency.)

Section 23. Ordinance 99554, as amended, entitled:

"AN ORDINANCE creating a department of general services; providing for the appointment and compensation of the director of general services and defining his duties; providing for certain subordinate positions therein, fixing compensation and providing payment therefor; creating a special fund designated 'General Services Operating Fund' for expenditures in connection therewith; and repealing Ordinances 97475, 89744, 89891, 86937, 84496, 93792, and Section 2 of Ordinance 98511 and superseding Ordinance 89897 and Section 1 of Ordinance 98511 to the extent inconsistent."

is hereby superseded to the extent inconsistent.

Section 24. Ratification. Any action pursuant to the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

Section 25. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 16 day of JUNE 1980 and signed by me in open session in authentication of its passage this 16 day of JUNE 1980. [Signature] President of the City Council.

Approved by me this 20 day of June 1980. [Signature] Mayor.

Filed by me this 20 day of June 1980.

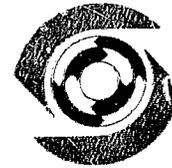
Attest: [Signature] City Comptroller and City Clerk.

(SEAL)

Published

By [Signature] Deputy Clerk.

**Your
Seattle
Department of General Services**



Frank Doolittle, Director
Charles Royer, Mayor

June 6, 1980

Honorable Norman B. Rice
Chairman, Finance Committee
City Council
City of Seattle

Dear ~~Council Member~~ ^{Norm} Rice:

In order to implement the changes in the Mayor's reorganization proposal for the Department of Administrative Services approved June 5 by the Finance Committee, several of the proposed ordinances in the DAS legislative package must be amended. CB101263, establishing DAS, should not be passed. New legislation consistent with the Finance Committee's action is attached for introduction on June 9, 1980. The Law Department advises that the City Council may not act upon this new legislation on June 9. For technical reasons, CB101266 and CB101277 also should not be passed. New legislation for the housekeeping changes envisioned by these bills also is affected.

The following draft ordinances, dealing with the Board of Public Works, should not now be passed:

CB101273, reorganizing the Board
CB101274, dealing with Board fees

The following pieces of proposed legislation may be acted upon. Attached are redrafts of these Council Bills designed to accomplish Finance Committee changes. The titles of these bills have not been changed.

CB101275, relating to dishonored checks
CB101271, relating to official bonds
CB101264, making an appropriation from the Emergency Fund

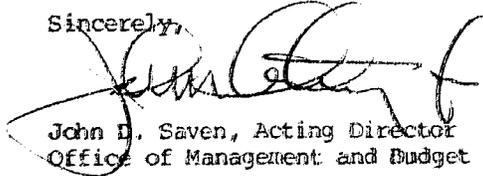
The remaining bills in the proposed DAS legislative package, as they are currently written, are consistent with the Finance Committee's action and need not be modified prior to action by the City Council. They all are concerned with transferring the responsibilities of the Municipal Facilities Division from the Building Department to the Department of Administrative Services.

CB101276
CB101265
CB101266
CB101267
CB101268
CB101269
CB101270
CB101272

I hope this information is useful to you. I urge you to act expeditiously on the amended proposals.

Thank you.

Sincerely,



John D. Saven, Acting Director
Office of Management and Budget

cc: Honorable Members, City Council
Mayor Charles Royer
Honorable Douglas N. Jewett
Honorable Tim Hill
Jack Collins
Frank Doolittle
William Justen
Toni Terao
Betty McFarlane
Frank Greif
Robin Pasquarella

Errors corrected 6/13

1	1300	Director V	1	5300
2	1300	Equipment Maintenance Crew Chief	6	5300
3	1300	Equipment Maintenance Super- visor	1	5300
4				
5	1300	Equipment Servicer	17	5300
6	1300	Equipment Servicer — PPT/6 no.	1	5300
7	1300	Machinist Specialist	1	5300
8	1300	Metal Fabricator	6	5300
9	1300	Metal Fabricator Foreman	1	5300
10	1300	Office Assistant	2.5	5300
11	1300	Paint and Body Foreman	1	5300
12	1300	Shop Operations Supervisor	5	5300
13	1300	Sign Painter/Upholsterer	1	5300
14	1300	Station Machinist, Foreman	1	5300
15	1300	Station Maintenance Machinist, Apprentice	1	5300
16	1300	Station Maintenance Machinist, Senior	1	5300
17	1300	Station Maintenance Machinist	4	5300
18	1300	Warehouse Supervisor	1	5300
19	1300	Warehouser, Chief	1	5300
20	1300	Warehouser, Senior	8	5300
21	1300	Warehouser	2	5300
22	1400	Administrative Specialist III	1	5400
23	1400	Communications/Shop Operations Supervisor	1	5400
24	1400	Communications Technician, Senior	1	5400
25	1400	Communications Technician	5	5400
26	2100	Director IV	1	6100
27	2100	Administrative Analyst I	.6	6100
28	2200	Accounting Support Assistant	2	6200

1	2200	Administrative Specialist I -- G	1	6200
2	2200	Bindery Worker, Senior	1	6200
3	2200	Delivery Worker	.67	6200
4	2200	Duplicating Equipment Operator, Senior	4	6200
5	2200	Duplication Operation, Supervisor	1	6200
6	2200	Office Assistant	3	6200
7	2200	Records and Microfilm Manage- ment, Supervisor	1	6200
8	2200	Records and Microfilm Manage- ment, Supervisor	1	6200
9	2300	Accounting Technician II	1	6300
10	2300	Administrative Specialist II	1	6300
11	2300	Delivery Worker	.33	6300
12	2300	Office Aide	3	6300
13	2300	Program Coordinator I	1	6300
14	2500	Office Assistant	2	6400
15	2500	Office Assistant -- PPT	2	6400
16	2500	Administrative Analyst I	.33	6400
17	2500	Program Coordinator II	1	6400
18	4100	Public Information Representative II	1	1100
19	4100	Staff Assistant	1	1100
20	5100	Director V	1	2100
21	5300	Administrative Specialist I	2	2200
22	5300	Administrative Specialist III	1	2200
23	5400	Manager II	1	2300
24	5400	Personnel Assistant II	2	2300
25	5400	Systems Analyst Assistant	1	2300
26	5400	Training Education Coordinator	1	2300
27	5600	Accountant, Principal	1	2400
28	5600	Accounting Support Assistant	4	2400
	5600	Accounting Technician I	4	2400

1	5600	Accounting Technician III	2	2400
2	5600	Administrative Specialist II	1	2400
3	5600	Manager III	1	2400

Section 16. Transfer of Positions from other Departments.

The following positions in the Building Department are hereby transferred to the Department of Administrative Services for the 1980 Budget year and assigned to the programs and program categories shown; the employees filling such positions at the time of transfer shall continue in such employment without interruption of service:

	<u>Building Code</u>	<u>Title/Notes</u>	<u>Number</u>	<u>To Code</u>
11	1100	Administrative Assistant	1	3100
12	1100	Administrative Specialist II	1	3100
13	1100	Mechanical Engineer, Senior	1	3100
14	1200	Architect, Senior	1	3200
15	1200	Building Architect, Associate	3	3200
16	1200	Building Architect, Assistant II	1	3200
17	1200	City Architect	1	3200
18	1200	Space Planner	1	3200
19	1300	Administrative Specialist I	1	3300
20	1300	Manager V	1	3300
21	1300	Real Property Agent, Senior	3	3300
22	1300	Real Property Agent	2	3300
23	1400	Accounting Technician I	1	3400
24	1400	Building Operating Engineer	6	3400
25	1400	Building Operating Engineer, Trainee	1	3400
26				
27				
28				

555 2, 14

The City of Seattle Legislative Department

MR. PRESIDENT:

Date Reported
and Adopted

Your Committee on *Finance*

JUN 18 1900

to which was referred C.B. 101426

Establishing a Department of Administrative Services, providing for the appointment of its director and specifying functions; establishing an Administrative Services Fund; merging the Department of General Services and the General Services Operating Fund therein; transferring the Municipal Facilities Division from the Building Department thereto; transferring, establishing, and abrogating positions; increasing and decreasing expenditure allowances by reappropriation and transfers; and amending Ordinances 100174 and 106965, and superseding Ordinance 99554 in connection therewith.

6/5/80 Pass Finance

Norman B. Rie

Chairman

Chairman

Committee

Committee

ORDINANCE 100129

AN ORDINANCE establishing a Department of Administrative Services, providing for the appointment of its director and specifying functions; establishing an Administrative Services Fund; merging the Department of General Services and the General Services Operating Fund therein; transferring the Municipal Facilities Division from the Building Department thereto; transferring, establishing, and abrogating positions; increasing and decreasing expenditure allowances by reappropriation and transfers; and amending Ordinances 100174 and 106965, and superseding Ordinance 99554 in connection therewith.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Department of Administrative Services.

There is established a Department of Administrative Services for managing general municipal purpose property, the City's motor pool and vehicular fleet, its centralized data processing system, and its telephone and telecommunications services; for providing office services, storage, and printing and duplicating; and performing other functions assigned by ordinance. The head of the Department of Administrative Services shall be the Director of Administrative Services.

Section 2. Appointment and Removal of Director. The Director of Administrative Services shall be appointed by the Mayor subject to confirmation by the City Council. The Mayor may remove the Director of Administrative Services upon filing a statement of reasons therefor with the City Council.

Section 3. Functions of Director. The Director of Administrative Services shall manage the Department of Administrative Services and shall perform the following functions:

- a) Maintaining and managing City real property held for general municipal purposes and not assigned to or managed by the Library, the Department of Parks and Recreation, the Seattle Center Department or a municipal utility and certain property administered by the Department of Transportation; keeping an inventory thereof; assigning space in such municipal buildings to City departments and agencies; granting leases and concessions, operating or contracting for operation of cafeterias therein; designing and constructing new municipal facilities and improvements for such uses; and renting such real property to be used by City departments; and disposal of such realty;
- b) Managing and maintaining the City's motor pool and vehicular fleet for all City departments subject to rules and regulations promulgated for such purpose; and operating its maintenance shops;
- c) Providing general office services to City Departments, including storage of records, microfilming, and disposal of records; distributing supplies; delivering inter-departmental mail; recycling paper and other products; coordinating City office machine maintenance; and maintaining an inventory of City personal property;
- d) Providing general copying and duplication services, as distinct from photography, reprographics and specialized reproduction; and operating the City's printing and bindery shops;
- e) Developing and maintaining the City's telephone and telecommunications systems; and planning for integration of data processing, word processing, data storage and communication equipment;
- f) Operating the City's centralized data processing system and equipment;
- g) Acquiring equipment, making repairs, improvements or replacement as appropriate thereto; providing information and encouraging the use of more efficient technology or techniques; and performing other activities necessary or proper for accomplishing the foregoing tasks; and
- h) Performing other functions and executing such other powers as may be prescribed by ordinance.

Section 4. Ancillary Powers. In order to carry out departmental functions, the Director of Administrative

Services shall have the power to:

- a) Consistent with this ordinance and as otherwise authorized by ordinance, execute contracts for and on behalf of The City of Seattle and inter-departmental agreements on behalf of the Department of Administrative Services; solicit offers or proposals; and administer agreements made;
- b) Subject to the City's personnel ordinances and rules, appoint, assign, supervise and control all officers and employees in the Department;
- c) Establish a system of prices and rates and charge City departments for the true and full value for goods and services furnished by the Department of Administrative Services and the use of City facilities and equipment;
- d) Promulgate rules and regulations in accordance with the City's Administrative Code (Ordinance 102228, as amended or succeeded) as deemed necessary and proper; and
- e) Perform functions similar to those identified in Section 3 for other public agencies and charge the true and full value for goods and services furnished.

Prices and rates for goods and services and rents for use of property when feasible may include allowances for administrative and other indirect costs and accumulating reserves.

Section 5. List of Services. The Director of Administrative Services shall each year distribute to all City departments a listing of services offered and the estimated charges therefor.

The Director of Administrative Services shall annually prepare a three-year data processing plan.

Section 6. Administrative Services Fund. There is established in the City Treasury a special fund designated the "Administrative Services Fund." There shall be deposited into the Administrative Services Fund:

All charges paid by other city departments or government agencies for goods and services furnished by the Department of Administrative Services;

Rentals and other income from general purpose municipal property managed by the Director of Administrative Services;

Revenues from recycling paper and other products;

Charges imposed pursuant to Ordinance 99492, as amended; and

Such other moneys as may be authorized by ordinance.

Expenses and expenditures of the Department of Administrative Services shall be charged to the Fund.

Section 7. Merger of Department of General Services. The Department of General Services is hereby merged into the new Department of Administrative Services and the General Services Operating Fund is merged into the Administrative Services Fund. The Director of Administrative Services shall succeed to all contracts, functions and responsibilities of the Director of General Services; and the Administrative Services Fund shall succeed to the funds, assets, obligations and liabilities of the General Services Operating Fund. The Department of General Services and the General Services Operating Fund shall cease as independent identities.

Section 8. Cafeteria Management. Section 1 of Ordinance 100174, is amended as follows:

Section 1. ((That is)) Responsibility for the operation of a cafeteria on the second floor of the Seattle Municipal Building is hereby vested in the Director of ((General)) Administrative Services and ((in furtherance)) the ((of said)) Director is ((hereby)) authorized to solicit bids and execute for and on behalf of the City ((in)) agreements ((substantially in the form contained in G.F. 270216)) authorized by ordinance from time to time providing for the furnishing by a qualified, independent contractor of cafeteria meals and related food services. ((as requested and recommended in said G.F.))

Section 9. Cafeteria Revenues. Section 2 of Ordinance 100174, is amended as follows:

Section 2. ((What p))proceeds accruing to the City from the operation of said cafeteria are hereby designated as revenue of the ((General)) Administrative Services ((Operating)) Fund and said proceeds and all other cash assets of such cafeteria operation shall be deposited in said fund.

Section 10. Relation to Cafeteria Advisory Committee. Section 3 of Ordinance 100174, is amended as follows:

Section 3. ((What t,))There is hereby established a Cafeteria Advisory Committee composed of the Director of ((General)) Administrative Services, ex officio, and four members appointed by the Mayor for a term of two years; provided that the term of office of the first appointive members shall be staggered so that two members serve for two years ending July 31, 1973, and two members serve for one year ending July 31, 1972.

Said Committee shall meet and organize in accordance with such rules as it shall adopt for its own government, and shall consider such written complaints pertaining to the operation of the cafeteria as shall come before it and shall consult with and advise the Director of ((General)) Administrative Services as to any such complaints and make recommendations for changes in food preparation, item selection or food service, and in accordance with the agreement authorized in Section 1 of this ordinance shall make such reasonable rules and regulations as may be necessary for the orderly use of the cafeteria ((by City employees)).

Section 11. Recycling. Section 1 of Ordinance 106965, is amended as follows:

Section 1. ((t))The Director of ((General)) Administrative Services shall manage and maintain the City's program for recycling waste paper products, including office paper, computer paper, tab cards, and other paper products, and for such purpose the Director is hereby authorized to promulgate such rules, in accordance with the Administrative Code (Ordinance 102228), as are necessary to manage and maintain the paper recycling program in an efficient, economic and environmentally sound manner. Revenues from the sale of paper products collected under the recycling program shall be deposited in the ((General)) Administrative Services Fund.

Section 12. Transfer of Municipal Facilities Division, Building Department. All responsibilities and functions of the Superintendent of Buildings performed through the Municipal Facilities Division of the Building Department, including managing general purpose municipal property, maintaining municipal buildings, acquiring and disposing of real property and property rights, renting space, and making improvements, are transferred to the Director of Administrative Services. All assets currently managed by the Municipal Facilities Division shall be administered through the Department of Administrative Services. All rights and obligations of the Building Operating Fund attributable to the Municipal Facilities Division or properties under its management are transferred to the Administrative Services Fund. The Director of Administrative Services and the Administrative Services Fund shall be considered in such matters to be the successors to the Superintendent of Buildings and the Building Department Operating Fund respectively.

Section 13. Assimilation of General Services Budget. The following programs and program categories within the Department of General Services shall be reassigned during the 1980 Budget year to the following programs and program categories established within the Department of Administrative Services:

General Services			Administrative Services		
Program	Program Category	Code	Program	Program Category	Code
Fleets and Shops	Division Management	1100	Material Management	Administration	5100

Fleets and Shops	Fleets Administration	1200	Material Management	Fleet Administration	5200
Fleets and Shops	Vehicle Shop Operations	1300	Material Management	Vehicle Shop Operations	5300
Fleets and Shops	Communication Services	1400	Material Management	Communication Services	5400
Municipal Office Services	Division Management	2100	Municipal Offices Services	Division Management	6100
Municipal Office Services	Reproduction and Records Management	2200	Municipal Office Services	Office Services	6200
Municipal Office Services	Central Stores	2300	Municipal Offices Services	Central Supply & Services	6300
Municipal Office Services	Telephone Services	2500	Municipal Offices Services	Telephone Services	6400
General Administration	Office of Director	4100	Department Administration	Office of Director	1100
Administrative Services	Management	5100	Planning and Management	Office of Planning and Management	2100
Administrative Services	Support Services	5300	Planning and Management	Support Services	2200
Administrative Services	Planning Support, etc.	5400	Planning and Management	Planning and Employee Relations	2300
Administrative Services	Data Processing and Fiscal Control	5600	Planning and Management	Data Processing and Fiscal Control	2400

All the foregoing programs, program categories, and codes are retitled accordingly, and the Director of Administrative Services may expend all funds appropriated for the General Services Department in the 1980 Budget as a continuation of the expenditure allowance and appropriation for the contemplated object of expenditure.

Section 14. Administrative Services Budget, Transfer, Reductions. There is hereby established a 1980 Budget for the Department of Administrative Services, with the Programs, Program Categories, Codes, and Objects of Expenditure outlined below, all payable from the Administrative Services Fund and expenditure allowances for each object of expenditure are established and/or increased in the amounts shown:

Program: Planning and Management

Program Category: Data Processing and Fiscal Control

Code: 2100

Object of Expenditure	Description	Amount
51000	Personal Services	\$ 37,309
52000	Supplies	270
53000	Other Services and Charges	3,000
55000	Governmental Services	1,000
56000	Capital Outlay	0
Total		\$ 41,579

Program: Facilities Management

Program Category: Facilities Management - Administration

Code: 3100

Object of Expenditure	Description	Amount
51000	Personal Services	\$ 63,504
52000	Supplies	10
53000	Other Services and Charges	8,060
55000	Governmental Services	3,780
56000	Capital Outlay	1,250
Total		\$ 76,624

Program: Facilities Management

Program Category: Design and Construction

Code: 3200

Object of Expenditure	Description	Amount
51000	Personal Services	\$ 132,273
52000	Supplies	600
53000	Other Services and Charges	1,030,800
55000	Governmental Services	4,814
56000	Capital Outlay	830
Total		\$ 1,169,287

Program: Facilities Management
 Program Category: Real Estate and Property Management
 Code: 3300

Object of Expenditure	Description	Amount
51000	Personal Services	\$ 109,071
52000	Supplies	3,950
53000	Other Services and Charges	734,206
55000	Governmental Services	31,197
56000	Capital Outlay	20,700
Total		\$ 899,124

Program: Facilities Management
 Program Category: Facilities Maintenance
 Code: 3400

Object of Expenditure	Description	Amount
51000	Personal Services	\$ 674,949
52000	Supplies	78,350
53000	Other Services and Charges	189,925
55000	Governmental Services	80,549
56000	Capital Outlay	2,580
57000	Debt Service	219,000
Total		\$ 1,245,353

To provide for the foregoing expenditure allowances, Three Million Four Hundred Thirty-one Thousand Nine Hundred Sixty-seven Dollars (\$3,431,967) is hereby reappropriated and transferred to the appropriate expenditure accounts from corresponding unexpended and unencumbered balances in the following programs, program categories and objects of expenditure in the 1980 Budget of the Department of Building which is reduced accordingly:

BUILDING DEPARTMENT
 (Fund 502)

Program: Departmental Administration

Program Category	Object of Expenditure	Description	Amount
4100 Administrative Services	51000	Personal Services	\$ 37,309
	52000	Supplies	270
	53000	Other Services and Charges	3,000
	55000	Governmental Services	1,000
	56000	Capital Outlay	0
			\$ 41,579

Program: Municipal Facilities

Program Category	Object of Expenditure	Description	Amount
1100 Administration	51000	Personal Services	\$ 63,504
	52000	Supplies	10
	53000	Other Services and Charges	8,080
	55000	Governmental Services	3,780
	56000	Capital Outlay	1,250
Total			\$ 76,624
1200 Design and Construction	51000	Personal Services	\$ 132,273
	52000	Supplies	609
	53000	Other Services and Charges	1,030,800
	55000	Governmental Services	4,814
	56000	Capital Outlay	800
Total			\$1,169,297

1300 Real Estate and Property Management	51000	Personal Services	\$ 109,071
	52000	Supplies	3,950
	53000	Other Services and Charges	734,206
	55000	Governmental Services	31,197
	56000	Capital Outlay	20,700
Total			\$ 899,124

1400 Maintenance and Operations	51000	Personal Services	\$ 674,949
	52000	Supplies	78,350
	53000	Other Services and Charges	189,925

55000	Governmental Services	80,549
56000	Capital Outlay	2,580
57000	Debt Service	219,000
Total		\$ 1,245,353

3

The City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 15. Assignment of Positions of General Services Department. Other than the Director of General Services all employees filling positions of the Department of General Services at the time of the merger shall continue in their positions as employees in the new Department of Administrative Services without interruption of service. The following positions within the Department of General Services shall for the 1980 Budget year be assigned to the program category and code within the new Department of Administrative Services shown:

From:

General Services Code	Title/Notes	Number	To Code
1100	Automotive Engineer, Sr.	1	5100
1100	Automotive Engineer	1	5100
1100	Fleet Management Analyst	2	5100
1100	Fleets and Shops Administrator	1	5100
1200	Office Assistant	5	5200
1200	Fuel Car Attendant -- Terminal	1	5200
1300	Accounting Support Assistant	1	5300
1300	Accounting Technician I	2	5300
1300	Administrative Specialist I	1	5300
1300	Administrative Specialist II	1	5300
1300	Automotive Equipment Painter	3	5300
1300	Automotive Machinist, Senior	9	5300
1300	Automotive Machinist	64	5300
1300	Automotive Machinist Apprentice	7	5300
1300	Automotive Sheetmetal Worker	4	5300
1300	Custodial Engineer II	1	5300
1300	Custodial Engineer II -- PPT/6 no.	1	5300
1300	Delivery Worker	1	5300
1300	Director V		5300
1300	Equipment Maintenance Crew Chief	6	5300
1300	Equipment Maintenance Supervisor	1	5300
1300	Equipment Servicer	17	5300
1300	Equipment Servicer -- PPT/6 no.	1	5300
1300	Machinist Specialist	1	5300
1300	Metal Fabricator	6	5300
1300	Metal Fabricator Foreman	1	5300
1300	Office Assistant	2.5	5300
1300	Paint and Body Foreman	1	5300
1300	Shop Operations Supervisor	5	5300
1300	Sign Painter/Upholsterer	1	5300
1300	Station Machinist, Foreman	1	5300
1300	Station Maintenance Machinist, Apprentice	1	5300
1300	Station Maintenance Machinist, Senior	1	5300
1300	Station Maintenance Machinist	4	5300
1300	Warehouse Supervisor	1	5300
1300	Warehouse, Chief	1	5300
1300	Warehouse, Senior	8	5300
1300	Warehouse	2	5300
1400	Administrative Specialist III	1	5400
1400	Communications/Shop Operations Supervisor	1	5400
1400	Communications Technician, Senior	1	5400
1400	Communications Technician	5	5400
2100	Director IV	1	6100
2100	Administrative Analyst I	67	6100

(Continued from Page 10)

2200	Duplicating Equipment Operator, Senior	4	6200
2200	Duplication Operation, Supervisor	1	6200
2200	Office Assistant	3	6200
2200	Records and Microfilm Management, Supervisor	1	6200
2300	Accounting Technician II	1	6300
2300	Administrative Specialist II	1	6300
2300	Delivery Worker	.33	6300
2300	Office Aide	3	6300
2300	Program Coordinator I	1	6300
2500	Office Assistant	2	6400
2500	Office Assistant -- PPT	2	6400
2500	Administrative Analyst I	.33	6400
2500	Program Coordinator II	1	6400
4100	Public Information Representative II	1	1100
4100	Staff Assistant	1	1100
5100	Director V	1	2100
5300	Administrative Specialist I	2	2200
5300	Administrative Specialist III	1	2200
5400	Manager II	1	2300
5400	Personnel Assistant II	2	2300
5400	Systems Analyst Assistant	1	2300
5400	Training Education Coordinator	1	2300
5600	Accountant, Principal	1	2400
5600	Administrative Support Assistant	4	2400
5600	Accounting Technician I	4	2400
5600	Accounting Technician III	2	2400
5600	Administrative Specialist II	1	2400
5600	Manager III	1	2400

Section 16. Transfer of Positions from other Departments.

The following positions in the Building Department are hereby transferred to the Department of Administrative Services for the 1980 Budget year and assigned to the programs and program categories shown; the employees filling such positions at the time of transfer shall continue in such employment without interruption of service:

Building Code	Title/Notes	Number	To Code
1100	Administrative Assistant	1	3100
1100	Administrative Specialist II	1	3100
1100	Mechanical Engineer, Senior	1	3100
1200	Architect, Senior	1	3200
1200	Building Architect, Associate	3	3200
1200	Building Architect, Assistant II	1	3200
1200	City Architect	1	3200
1200	Space Planner	1	3200
1300	Administrative Specialist I	1	3300
1300	Manager V	1	3300
1300	Real Property Agent, Senior	3	3300
1300	Real Property Agent	2	3300
1400	Accounting Technician I	1	3400
1400	Building Operating Engineer	6	3400
1400	Building Operating Engineer, trainee	1	3400
1400	Carpenter, Crew Chief	1	3400
1400	Carpenter	5	3400
1400	Electrician, Senior	1	3400
1400	Electrician	2	3400
1400	Elevator Operations Supervisor	1	3400
1400	Elevator Starter	2	3400
1400	Janitor, Senior	2	3400
1400	Janitor	29	3400
1400	Janitor, Crew Chief	2	3400
1400	Janitor, Power Washer	1	3400
1400	Janitorial Services Supervisor	1	3400

1400	Manager II	1	3400
1400	Maintenance/Construction Supervisor	1	3400
1400	Painter, Senior	1	3400
1400	Painter	5	3400
1400	Plumber	2	3400
1400	Window Cleaner	1	3400
4100	Accountant, Senior	1	2400
4100	Accountant	1	2400
4100	Accounting Technician II	1	2400

Section 17. Reassignment of CETA Positions. The following positions established in the 1980 Budget of the Personnel Department, Personnel and Employment Services Program, Public Employment Program Category (Code 2200) and assigned to the General Services Department are hereby reassigned to the Department of Administrative Services (Code 5150):

Department	Code	Title/Notes	Number
General Services	2300	Administrative Support Assistant	2
	2300	Automotive Mechanic, Pre-apprentice	5
	2300	Office Aide	2
	2300	Office Assistant	5

Section 18. New Exempt Positions. The following new positions are established at the indicated salary rates in the designated program categories of the 1980 Budget of the Department of Administrative Services, such positions to be exempt from the classified service:

Code	Title/Notes	Number	Monthly Salary
1100	Director of Administrative Services	1	\$3,968
5300	Director, Assistant, of Administrative Services	1	\$2,993 - 3,113 - 3,239 - 3,368 - 3,492
3100	Municipal Facilities Administrator	1	\$2,993 - 3,113 - 3,239 - 3,368 - 3,492

The Director of Administrative Services shall appoint the Assistant Director and the Municipal Facilities Administrator.

Section 19. New Classified Positions. In order to provide support to the Director of Administrative Services, to undertake internal performance audits, to begin development of a personal property management system for the City, and to prepare rules and regulations the following new positions are established in the designated program categories of the 1980 Budget of the Department of Administrative Services, the compensation for such positions to be fixed at the rates established therefor in the City's Salary Ordinance, and such positions to be filled by the Director of Administrative Services in accordance with the personnel ordinances and rules of the City:

Code	Title/Notes	Number
1200	Program Evaluation Analyst	1
2200	Research and Evaluation Assistant I	1

Section 20. The following positions in the 1980 Budgets of the Building and General Services Departments are hereby abrogated:

Department	Code	Title/Notes	Number
Building	1100	Superintendent of Buildings, Assistant	1
General Services	4100	Director	1

Section 21. Continuity. All rules and regulations in effect on June 3, 1980, with respect to the activities carried on by and transferred to the Department of Administrative Services from the Building and General Services Department, shall continue to be in effect until superseded by new rules and regulations adopted in conformance with the City's Administrative Code (Ordinance 102228, as amended or succeeded) or other applicable law. All contracts made through departments or divisions transferred to the Department of Administrative Services, shall remain in full force and effect according to the terms thereof.

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Section 22. Effective Date. All sections of this ordinance, other than subsection (f) of Section 3 shall take effect as of June 4, 1980; Sections 3(i) and (j) shall take effect upon the effective date of an ordinance or ordinances enacted for such purposes.

Section 23. Ordinance 99554, as amended, entitled:

"AN ORDINANCE creating a department of general services; providing for the appointment and compensation of the director of general services and defining his duties; providing for certain subordinate positions therein, fixing compensation and providing payment therefor; creating a special fund designate 'General Services Operating Fund' for expenditures in connection therewith; and repealing Ordinances 97475, 89744, 89891, 86937, 84496, 93792, and Section 2 of Ordinance 98511 and superseding Ordinance 85897 and Section 1 of Ordinance 98511 to the extent inconsistent."

is hereby superseded to the extent inconsistent.

Section 24. Ratification. Any action pursuant to the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

Section 25. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 6th day of June, 1980, and signed by me in open session in authentication of its passage this 9th day of June, 1980.

PAUL KRAABEL,
President of the City Council.

Approved by me this 20th day of June, 1980.

CHARLES ROTER,
Mayor.

Filed by me this 26th day of June, 1980.

Attest: TIM HILL,
City Comptroller and City Clerk.

(Seal)

By G. C. GEISERT,
Deputy Clerk.

Publication ordered by TIM HILL, Comptroller and City Clerk.
Date of Official Publication in the Daily Journal of Commerce,
Seattle, June 24, 1980. (C-418)

C-416

Affidavit of Publication

STATE OF WASHINGTON
KING COUNTY—SS.

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

Ordinance No. 109129

was published on June 24, 1980

Subscribed and sworn to before me on

June 24, 1980

Notary Public for the State of Washington
residing in Seattle.