



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### Ordinance 19592

**Proposed No.** 2022-0305.2

**Sponsors** Perry

1 AN ORDINANCE relating to emergency management,  
2 aligning County code with established emergency  
3 management standards and requiring continuity of  
4 operations planning by county departments and agencies;  
5 and amending Ordinance 14199, Section 11, as amended,  
6 and K.C.C. 2.16.035, Ordinance 12075, Section 14, as  
7 amended, and K.C.C. 2.56.010, Ordinance 7790, Section 3,  
8 as amended, and K.C.C. 2.56.020, Ordinance 12075,  
9 Section 15, as amended, and K.C.C. 2.56.030, Ordinance  
10 12075, Section 16, as amended, and K.C.C. 2.56.040,  
11 Ordinance 7790, Section 6, as amended, and K.C.C.  
12 2.56.050, Ordinance 12075, Section 17, and K.C.C.  
13 2.56.060, Ordinance 13623, Section 1, as amended, and  
14 K.C.C. 2A.310.020 and Ordinance 18679, Section 1, as  
15 amended, and K.C.C. 2A.310.070.

16 STATEMENT OF FACTS:

17 1. Emergency management plays an important role in the overall  
18 resilience of our region to emergencies and the ability of King County  
19 government to continue its essential functions.

Ordinance 19592

---

20           2. King County's office of emergency management is tasked with  
21           coordinating effective emergency preparedness and emergency operations  
22           for King County government functions and with supporting such functions  
23           in the thirty-nine cities and towns within King County.

24           3. The King County auditor published a report on planning gaps  
25           uncovered by the COVID-19 pandemic on January 11, 2022.

26           4. The audit report provided recommendations, including the creation of  
27           specific continuity of government operations-related requirements within  
28           King County Code.

29           5. Proposed amendments: align the code with current, accepted  
30           emergency management practice, including emergency management  
31           accreditation program standards; clarify the role and responsibilities of the  
32           executive, who will act through the King County office of emergency  
33           management, to help implement the King County auditor's  
34           recommendations; and clarify the role and responsibilities of King County  
35           departments for emergency preparedness and continuity of operations  
36           efforts.

37           BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

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

40           A. The county administrative officer shall be the director of the department of  
41 executive services. The department shall include the records and licensing services  
42 division, the finance and business operations division, the facilities management division,

---

Ordinance 19592

---

43 the fleet services division, the airport division, the office of risk management services, the  
44 administrative office of emergency management, and the administrative office of the  
45 business resource center. In addition, the county administrative officer shall be  
46 responsible for providing staff support for the board of ethics.

47 B. The duties of the records and licensing services division shall include the  
48 following:

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

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

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

55 4. Processing all real estate tax affidavits; and

56 5. Acting as the official custodian of all county records, as required by general  
57 law, except as otherwise provided by ordinance.

58 C. The duties of the finance and business operations division shall include the  
59 following:

60 1. Monitoring revenue and expenditures for the county. The collection and  
61 reporting of revenue and expenditure data shall provide sufficient information to the  
62 executive and to the council. The division shall be ultimately responsible for maintaining  
63 the county's official revenue and expenditure data;

64 2. Performing the functions of the county treasurer;

Ordinance 19592

---

- 65           3. Billing and collecting real and personal property taxes, local improvement  
66 district assessments, and gambling taxes;
- 67           4. Processing transit revenue;
- 68           5. Receiving and investing all county and political subjurisdiction moneys;
- 69           6. Managing the issuance and payment of the county's debt instruments;
- 70           7. Managing the accounting systems and procedures;
- 71           8. Managing the fixed assets system and procedures;
- 72           9. Formulating and implementing financial policies for other than revenues and  
73 expenditures for the county and other applicable agencies;
- 74           10. Administering the accounts payable and accounts receivable functions;
- 75           11. Collecting fines and monetary penalties imposed by district courts;
- 76           12. Developing and administering procedures for the procurement of and  
77 awarding of contracts for tangible personal property, services, professional or technical  
78 services, and public work in accordance with K.C.C. chapter 2.93 and applicable federal  
79 and state laws and regulations;
- 80           13. Establishing and administering procurement and contracting methods, and  
81 bid and proposal processes, to obtain such procurements;
- 82           14. In consultation with the prosecuting attorney's office and office of risk  
83 management services, developing and overseeing the use of standard procurement and  
84 contract documents for such procurements;
- 85           15. Administering contracts for goods and services that are provided to more  
86 than one department;

Ordinance 19592

---

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

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

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

96           19. Managing and developing financial policies for borrowing of funds,  
97 financial systems, and other financial operations for the county and other applicable  
98 agencies;

99           20. Managing the contracting opportunities program to increase opportunities  
100 for small contractors and suppliers to participate on county-funded contracts. Also, the  
101 finance and business operations division shall ((S))submit an annual report as required by  
102 K.C.C. 2.97.090;

103           21. Managing the apprenticeship program to optimize the number of apprentices  
104 working on county construction projects. Also, the finance and business operations  
105 division shall ((S))submit an annual report as required by K.C.C. 12.16.175; and

106           22. Serving as the disadvantaged business enterprise liaison officer for federal  
107 Department of Transportation and other federal grant program purposes. The  
108 disadvantaged business enterprise liaison officer shall have direct, independent access to  
109 the executive on disadvantaged business enterprise program matters consistent with 49

Ordinance 19592

---

110 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison  
111 officer shall report to the manager of the finance and business operations division.

112 D. The duties of the facilities management division shall include the following:

113 1. Overseeing space planning for county agencies;

114 2. Administering and maintaining in good general condition the county's  
115 buildings except for those managed and maintained by the department of natural  
116 resources and parks and the Metro transit department as provided in K.C.C. chapter 4.56;

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

119 4. Administering all county facility parking programs except for public  
120 transportation facility parking;

121 5. Administering the supported employment program;

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

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

126 8. Functioning as the sole agent for the disposal of real properties deemed  
127 surplus to the needs of the county;

128 9. In accordance with K.C.C. chapter 4A.100, providing support services to  
129 county agencies in the acquisition of real properties, except as otherwise specified by  
130 ordinance;

Ordinance 19592

---

131           10. Issuing oversized vehicle permits(~~(s)~~) and issuing franchises (~~(and)~~),  
132 permits, and easements for the use of county property except franchises for cable  
133 television and telecommunications;

134           11. Overseeing the development of capital projects for all county agencies  
135 except for specialized roads, solid waste, public transportation, airport, water pollution  
136 abatement, surface water management projects, and parks and recreation;

137           12. Being responsible for all general projects, such as office buildings or  
138 warehouses, for any county department including, but not limited to, the following:

139           a. administering professional services and construction contracts;

140           b. acting as the county's representative during site master plan, design, and  
141 construction activities;

142           c. managing county funds and project budgets related to capital projects;

143           d. assisting county agencies in the acquisition of appropriate facility sites;

144           e. formulating guidelines for the development of operational and capital  
145 project plans;

146           f. assisting user agencies in the development of capital projects and project  
147 plans, as defined and provided for in K.C.C. chapter 4A.100;

148           g. formulating guidelines for the use of life cycle cost analysis and applying  
149 these guidelines in all appropriate phases of the capital process;

150           h. ensuring the conformity of capital project plans with the adopted space plan;

151           i. developing project cost estimates that are included in capital project plans,  
152 site master plans, capital projects, and biennial project budget requests;

Ordinance 19592

---

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

155           k. coordinating with user agencies to assure user program requirements are  
156 addressed through the capital development process as set forth in this chapter and in  
157 K.C.C. chapter 4A.100;

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

160           m. providing assistance in developing the executive budget for capital projects;  
161 and

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

164           E. The duties of the fleet services division shall include the following:

165           1. Acquiring, maintaining, and managing the motor pool equipment rental and  
166 revolving fund for fleet vehicles and equipment, the equipment rental and revolving fund,  
167 and the wastewater equipment rental and revolving fund. Metro transit department  
168 vehicles determined by the Metro transit department director to be intricately involved in  
169 or related to providing public transportation services shall not be part of the motor pool;

170           2. Establishing rates for the rental of equipment and vehicles;

171           3. Establishing terms and charges for the sale of any material or supplies that  
172 have been purchased, maintained, or manufactured with money from the motor pool and  
173 equipment revolving fund, the equipment rental and revolving fund, and the wastewater  
174 equipment rental and revolving fund;



Ordinance 19592

---

175           4. Managing fleet and equipment training programs, stores function, and vehicle  
176 repair facilities;

177           5. Administering the county alternative fuel program and take-home assignment  
178 of county vehicles policy; and

179           6. Inventorying, monitoring losses, and disposing of county personal property in  
180 accordance with K.C.C. chapter 4.56.

181           F. The duties of the airport division shall include managing the maintenance and  
182 operations of the King County international airport, and shall include the following:

183           1. Developing and implementing airport programs under state and federal law  
184 including preparing policy recommendations and service models;

185           2. Managing and maintaining the airport system infrastructure;

186           3. Managing, or securing services from other divisions, departments, or entities  
187 to perform, the design, engineering, and construction management functions related to the  
188 airport capital program, including new facilities development and maintenance of  
189 existing infrastructure; providing support services such as project management,  
190 environmental review, permit, and right-of-way acquisitions, schedule and project control  
191 functions; and

192           4. Preparing and administering airport service and supporting capital facility  
193 plans and periodic updates.

194           G. The duties of the office of risk management services shall include the  
195 management of the county's insurance and risk management programs consistent with  
196 K.C.C. chapter 2.21.

Ordinance 19592

---

197 H. The duties of the administrative office of emergency management shall  
198 include the following:

199 1. Preparing and ((P))planning for ((and)) emergencies and disasters;

200 2. ((P))Providing effective direction, control, and ((coordinated response to  
201 emergencies)) coordination of operations before, during, and after emergencies and  
202 disasters; and

203 ((2.)) 3. Being responsible for the emergency management functions defined in  
204 K.C.C. chapter 2.56 and K.C.C. 2A.310.

205 I. The duties of the administrative office of the business resource center shall  
206 include the following:

207 1. The implementation and maintenance of those systems necessary to generate  
208 a regular and predictable payroll through the department of human resources;

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

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

215 4. The implementation and maintenance of the human resources systems of  
216 record for all human resources data for county employment purposes.

217 SECTION 2. Ordinance 12075, Section 14, as amended, and K.C.C. 2.56.010

218 hereby amended to read as follows:

Ordinance 19592

---

219           Because of the existing and increasing possibility of emergencies (~~((which))~~ and  
220 disasters that exceed local resources, in order to ensure that the preparations of King  
221 County are adequate to deal with such emergencies and disasters, to ensure adequate  
222 support for search and rescue operations, to manage recovery from such emergencies and  
223 disasters, to generally protect the public peace, health, and safety, and to preserve the lives  
224 and property of the people of the county, it is hereby found and declared to be necessary:

225           A. To establish a county organization for emergency management by the county  
226 executive;

227           B. To confer upon the executive the emergency powers necessary for carrying out  
228 emergency management functions;

229           C. To represent the emergency management functions of the county in all dealings  
230 with public or private agencies pertaining to emergency services and disasters;

231           D. To provide for rendering of mutual aid among the political subdivisions of the  
232 state within King County and to cooperate with state governments with respect to carrying  
233 out emergency management functions;

234           E. To provide programs, with intergovernmental cooperation, to educate and train  
235 the public to be prepared for emergencies and disasters;

236           F. To ensure that to the maximum extent possible all emergency management  
237 operations of the county are coordinated with the comparable functions of state and federal  
238 governments and with private agencies (~~((of every type to the end))~~ so that the most  
239 effective preparation and use may be made of the area's workforce, resources, and facilities  
240 for dealing with emergencies and disasters that may occur (~~((:))~~); and

Ordinance 19592

---

241 G. To ensure coordination and cooperation consistent with ~~((the provisions of))~~  
242 RCW 38.52.070, as amended, between divisions, services, and staff of the emergency  
243 services functional units of this county, and ~~((resolving))~~ to resolve questions of authority  
244 and responsibility that may arise among them.

245 SECTION 3. Ordinance 7790, Section 3, as amended, and K.C.C. 2.56.020 are  
246 hereby amended to read as follows:

247 ~~((Terms used herein shall be given their common and ordinary meaning except  
248 where otherwise declared or clearly apparent from the context. Additionally, the following  
249 definitions shall apply:))~~ The definitions in this section apply throughout this chapter unless  
250 the context clearly requires otherwise.

251 A. "Emergency management" means the planning and preparation for and the  
252 carrying out of all emergency functions in accordance with chapter 38.52 RCW to:

253 1. Prevent, protect against, mitigate, ~~((prepare for,))~~ respond to, and recover from  
254 emergencies and disasters~~((, and));~~;

255 2. ((to a))Aid victims suffering from injury or damage caused by all hazards,  
256 whether natural or human-~~((made))~~ caused;~~((,));~~ and

257 3. ((to p))Provide support for search and rescue operations for persons or property in  
258 distress ~~((pursuant to the provisions of chapter 38.52 RCW)).~~

259 B. "Emergency" or "disaster" means an event or set of circumstances such as fire,  
260 flood, explosion, storm, earthquake, epidemic, riot, or insurrection, ~~((which))~~ that:

261 1. ((d))Demands ~~((the))~~ immediate ~~((preservation of order or of public health or  
262 the restoration to a condition of usefulness of any public property the usefulness of which  
263 has been destroyed, or where delay will result in financial loss to the county or for the relief~~

---

Ordinance 19592

---

264 ~~of a stricken community overtaken by such occurrences or which))~~ action to prevent the  
265 loss of, protect, preserve, recover from, or restore:

266 a. public order;

267 b. public health;

268 c. human life;

269 d. public property; or

270 e. the environment;

271 2. Demands immediate action to restore the usefulness of any public property that  
272 has had its usefulness destroyed;

273 3. Demands immediate action where a delay will result in financial loss to the  
274 county;

275 4. Demands immediate action to provide relief to any stricken community  
276 overtaken by such occurrences; or

277 5. ((#))Reaches such a dimension or degree of destructiveness ((#)) as to  
278 warrant((s)) the executive to proclaim a state of emergency ((pursuant to)) under either  
279 K.C.C. 12.52.030 ((and/))or the execution of emergency management operations plans, or  
280 both.

281 C. "Search and rescue" means the acts of searching for, rescuing, or recovering by  
282 means of ground, marine, or air activity, any person who becomes lost((;)) or injured or is  
283 killed while outdoors or as a result of a natural or human-((made))caused disaster,  
284 including instances involving searches for downed aircraft when ground personnel are  
285 used.

Ordinance 19592

---

286 D. "Vacancy" means that the office of a county official is legally unoccupied due  
287 to the incumbent's death, resignation, incapacity, declaration of incompetency by a court of  
288 competent jurisdiction, or other reason as provided for in ~~((Article))~~ Section 680 of the  
289 King ~~((e))~~County ~~((e))~~Charter.

290 SECTION 4. Ordinance 12075, Section 15, as amended, and K.C.C. 2.56.030 are  
291 hereby amended to read as follows:

292 There is established ~~((pursuant to))~~ in accordance with state law the King County  
293 office of emergency management, the operation of which shall be the responsibility of the  
294 director of the office of emergency management. The mission of the office of emergency  
295 management shall be to ~~((provide for the effective direction, control and coordination of  
296 county government emergency services functional units, and to provide liaison with other  
297 governments and the private, nongovernmental sector, in compliance with a state approved  
298 comprehensive emergency management plan and to serve as the coordinating entity for  
299 cities, county governmental departments and other appropriate agencies, during incidents  
300 and events of regional significance))~~ provide comprehensive emergency management in  
301 accordance with chapter 38.52 RCW, including:

302 A. Preparing for and planning for emergencies and disasters;

303 B. Leading county emergency preparedness efforts and providing for effective  
304 direction, control, and coordination of county government emergency services functional  
305 units before, during, and after emergencies and disasters;

306 C. Providing liaison with other governments, the private and nongovernmental  
307 sector on matters relating to emergency management; and

Ordinance 19592

---

308 D. Serving as the regional coordinating entity for local governments, county  
309 governmental departments, and other appropriate agencies, before, during, and after  
310 emergencies and disasters.

311 SECTION 5. Ordinance 12075, Section 16, as amended, and K.C.C. 2.56.040 are  
312 hereby amended to read as follows:

313 A. The executive shall have general supervision and control of the emergency  
314 management organization and shall be responsible for implementing ~~((the provisions of~~  
315 ~~K.C.C. chapter 2.56 in the event of a disaster))~~ this chapter.

316 B. In performing the executive's duties pursuant to this chapter, and to ~~((e))~~ affect  
317 its policy and purpose, the executive is further authorized and empowered to:

318 1. Make, amend, and rescind the necessary orders, rules, and regulations to  
319 implement ~~((the provisions of))~~ this chapter within the authority conferred upon the  
320 executive ~~((herein and))~~ in this chapter, in K.C.C. chapter 12.52, and in other King County  
321 Code chapters, consistent with ~~((the provisions of))~~ state law and the plans of the state and  
322 federal government;

323 2. Cooperate with state governments, the federal government, local governments  
324 ~~((and with)),~~ other counties, ~~((and with))~~ the provinces of ~~((the Dominion of))~~ Canada, and  
325 ~~((with))~~ private agencies in all matters pertaining to the emergency management operations  
326 of the county;

327 3. Foster cooperative planning and preparedness at all levels to enable a uniform  
328 and rational approach to the coordination of multiagency and multijurisdictional actions for  
329 all regional emergency preparedness and operations efforts in the prevention, protection,  
330 mitigation, ~~((preparedness,))~~ response, and recovery ~~((efforts))~~ mission areas;

Ordinance 19592

---

331           4.a. ~~((Prepare a comprehensive plan and program for the emergency management~~  
332 ~~of the county pursuant to state law, and to submit the plan and program including but not~~  
333 ~~limited to elements addressing mitigation activities, preparedness, responses to disasters~~  
334 ~~and emergencies, and recovery operations)) Develop and sustain a comprehensive  
335 emergency management program, and prepare a comprehensive emergency management  
336 plan in accordance with state law, including but not limited to elements addressing  
337 preparedness and operations activities in the prevention, protection, mitigation, response,  
338 and recovery mission areas;~~

339           b. Submit the county's comprehensive emergency management plan to the state  
340 director of emergency management for the director's recommendations thereto and  
341 certification for consistency with the state comprehensive emergency management plan in  
342 order to ensure that local emergency operations are coordinated with the state plan and  
343 program;

344           5. In accordance with ~~((such plan and program for county emergency~~  
345 ~~management)) the comprehensive emergency management program, procure supplies and  
346 equipment, institute professional and public training programs and public information and  
347 educational programs, manage and coordinate disaster drills, and take all other preparatory  
348 steps including the full or partial mobilization of the emergency management organization  
349 in advance of an actual disaster to ensure the furnishing of emergency management  
350 personnel in time of need;~~

351           6. Act as the hazardous material incident coordinating agency for King County as  
352 referenced in federal Title III, the Emergency Planning and Community Right-to-Know  
353 Act of 1986, as amended;



Ordinance 19592

---

354 7. Coordinate preparation of disaster proclamations and the appropriate  
355 documentation thereof for the purpose of obtaining state and federal relief and assistance;

356 8. ~~((Following implementation of the 800 MHz regional emergency~~  
357 ~~communications system, m))~~ Manage and coordinate the county's internal interdepartmental  
358 radio communications ((system and prioritize communications in)) during emergencies  
359 ((which)) and disasters that exceed local resources;

360 9. ~~((Following implementation of the 800 MHz regional emergency~~  
361 ~~communications system, represent the county concerning the management of the county's~~  
362 ~~share of the system consistent with any interlocal agreements with other jurisdictions.~~

363 ~~40.))~~ On behalf of the county, enter into mutual aid arrangements in collaboration  
364 with other public and private agencies for reciprocal emergency aid and assistance in the  
365 event of a disaster too great to be managed without assistance;

366 10. Develop and manage a program for interagency coordination;

367 11. Develop and manage a program for continuity of operations planning by  
368 county departments and agencies, to include regular plan reviews based on established  
369 standards, provision of training, and assistance with agency exercises. For each plan  
370 submitted by an organization of the executive branch, the executive shall either approve,  
371 approve with conditions, or reject the plan, based on compliance with the established  
372 standards. The executive shall develop a process for determining a timeline and pathway  
373 for compliance in the event that a plan is approved with conditions or rejected; and

374 ~~((44.))~~ 12. Delegate any administrative authority vested in the executive pursuant  
375 to this chapter and provide for the subdelegation of any such an administrative authority.

Ordinance 19592

---

376            SECTION 6. Ordinance 7790, Section 6, as amended, and K.C.C. 2.56.050 are  
377 hereby amended to read as follows:

378            A. In implementing ~~((the provisions of))~~ this chapter, the county executive is  
379 directed to use the services, equipment, supplies, and facilities of existing departments,  
380 offices and agencies of the county to the maximum extent practicable.

381            B. The county executive, in the event of an emergency or disaster, after  
382 proclamation by the governor of the state of the existence of such an emergency or disaster,  
383 shall have the power to command the service and equipment of as many ~~((citizens))~~  
384 persons as considered necessary in the light of the disaster proclaimed. ~~((Provided that:~~  
385 ~~Citizens))~~ Persons so commandeered shall be entitled during the period of ~~((such))~~ the  
386 service to all privileges, benefits, and immunities as are provided by law for registered  
387 emergency workers.

388            SECTION 7. Ordinance 12075, Section 17, as amended, and K.C.C. 2.56.060 are  
389 hereby amended to read as follows:

390            In the event of a disaster, it is essential to ~~((assure))~~ ensure continued operation of  
391 county government, to preserve and protect records essential to the continued functioning  
392 of county government, and to provide for the appointment of temporary interim successors  
393 to the elected and appointed offices of the county.

394            A. ~~((Office of the Executive.))~~ In the event that a vacancy exists or occurs in the  
395 office of the executive during or immediately following the occurrence of an emergency or  
396 disaster requiring the execution of the county's comprehensive emergency management  
397 ~~((operations))~~ plan, the powers and duties of the office of the executive, subject to ~~((the~~

Ordinance 19592

---

398 ~~provisions of~~) the King County Charter, shall be exercised and discharged by a temporary  
399 interim successor designated pursuant to executive order.

400 B. Council business during an emergency or disaster will be conducted (~~pursuant~~  
401 ~~to~~) in accordance with K.C.C. (~~(1.28)~~) chapter 1.24.

402 C. (~~Other Elected Officials.~~) Elected officers of the county, other than the  
403 executive and county councilmembers, are authorized and directed to designate temporary  
404 interim successors to the office of (~~such~~) the officer in the event a vacancy occurs during  
405 an emergency (~~caused by a~~) or disaster.

406 D. (~~Appointed Officers.~~) The executive shall, subject to rules and regulations  
407 that the executive may adopt, permit each appointed officer of the county to designate  
408 temporary interim successors in the event a vacancy occurs during an emergency (~~caused~~  
409 ~~by a~~) or disaster.

410 E. (~~Termination of Succession.~~) Any county officer succeeding to an office on a  
411 temporary interim basis pursuant to this chapter shall exercise and discharge the duties and  
412 powers of that office as prescribed by the charter or by ordinance only until such time as a  
413 regularly appointed successor is designated by the customary means.

414 1. Successors to fill vacancies in elective offices shall be appointed by the council  
415 pursuant to Section 680 of the King County Charter and the state constitution until a  
416 permanent successor is duly elected and qualified.

417 2. Successors to fill vacancies in appointed offices shall be made by the executive,  
418 or other authorized officer, subject to the confirmation process where applicable.

419 F.1. Each county department and agency shall:

Ordinance 19592

---

- 420           a. develop an organizational continuity of operations plan that it reviews  
421 annually, updates as needed, and exercises on an established schedule, in compliance with  
422 the program for continuity of operations planning;
- 423           b. develop an organizational emergency operations plan that it reviews annually,  
424 updates as needed, and exercises on an established schedule, in compliance with the  
425 program for interagency coordination;
- 426           c. participate in the county comprehensive emergency management program;  
427 and
- 428           d. identify, designate, and empower one or more emergency liaisons who are  
429 responsible for coordinating agency continuity of operations and agency emergency  
430 program functions, in compliance with the county comprehensive program for emergency  
431 management.

432           SECTION 8. Ordinance 13623, Section 1, as amended, and K.C.C. 2A.310.050  
433 are hereby amended to read as follows:

434           A. The King County emergency management advisory committee is hereby  
435 established. The committee shall act in an advisory capacity to the executive, council,  
436 and the office of emergency management on emergency management matters and  
437 facilitate the coordination of regional emergency planning in King County.

438           B. The committee shall be composed of members who represent the following  
439 emergency management interests, with each interest having one member except for the  
440 Sound Cities Association, which may have three members:

- 441           1. The Central Region Emergency Medical Services and Trauma Care Council;  
442           2. Each city with a population of over one hundred thousand;

Ordinance 19592

---

- 443 3. Electric and gas utilities;
- 444 4. The financial community;
- 445 5. The King County Fire Chiefs Association;
- 446 6. The King County Fire Commissioners Association;
- 447 7. The King County Police Chiefs & Sheriffs Association;
- 448 8. Local emergency planning committees;
- 449 9. The Port of Seattle;
- 450 10. Private business and industry;
- 451 11. The Puget Sound Educational Service District;
- 452 12. The ~~((King and Kitsap Counties Chapter of the))~~ American Red Cross
- 453 servicing King County;
- 454 13. Water and sewer districts;
- 455 14. The Sound Cities Association;
- 456 15. The Washington Association of Building Officials;
- 457 16. The King County executive or designee;
- 458 17. The King County department of natural resources and parks;
- 459 18. The King County department of local services;
- 460 19. The King County Metro transit department;
- 461 20. The King County department of executive services;
- 462 21. The Seattle-King County department of public health;
- 463 22. The Muckleshoot Tribe;
- 464 23. The Snoqualmie Tribe;
- 465 24. The King County sheriff's office;

Ordinance 19592

---

466 25. The Northwest Healthcare Response Network; and

467 26. A faith-based organization prepared to provide emergency relief services to

468 the public.

469 C. The scope and charge of the committee is to:

470 1. Advise King County on emergency management issues and facilitate

471 coordination of regional emergency planning in King County;

472 2. Assist King County in the development of programs and policies concerning

473 emergency management; and

474 3. Review and comment on proposed emergency management rules, policies, or

475 ordinances before the adoption of the rules, policies, or ordinances.

476 D.1. The executive shall appoint regular members and one alternate member for

477 each regular member of the committee, subject to confirmation by the council.

478 2. Individuals serving as regular members of the committee shall be the chair of

479 the association or designee if an association or agency is named as a member.

480 Individuals serving as alternate members of the committee shall be designated by the

481 association if an association or agency is named as a member. This includes the Sound

482 Cities Association, which shall designate the individuals to serve as its regular members

483 and alternates.

484 3. Individuals serving the committee from industry groups or a faith-based

485 organization shall be recruited with the assistance of those entities.

486 4. A regular or alternate member of the committee shall serve a term of three

487 years or until the regular or alternate member's successor is appointed and confirmed as

Ordinance 19592

---

488 provided in this section. The terms of office shall be staggered consistent with K.C.C.  
489 chapter 2.28.

490           5. Memberships are not limited as to numbers of terms, but regular and alternate  
491 members shall participate in a reappointment process every three years. Reappointment  
492 is subject to confirmation by the county council.

493           6. A vacancy shall be filled for the remainder of the term of the vacant position  
494 in the manner described in the initial appointment.

495           E.1. The committee shall elect a regular committee member as chair by a  
496 majority vote of committee members. The term of the chair is one year.

497           2. The committee shall adopt appropriate bylaws, including quorum  
498 requirements.

499           F. The office of emergency management shall provide ongoing administrative  
500 support to the committee.

501           G. Members of the committee shall serve without compensation.

502           SECTION 9. Ordinance 18679, Section 1, as amended, and K.C.C. 2A.310.070  
503 are hereby amended to read as follows:

504           A. The King County emergency management coordinating committee is hereby  
505 established. Except as otherwise provided by state law, the committee shall be the  
506 coordinating body for emergency management issues concerning King County  
507 government. The committee shall act in an advisory capacity to the office of emergency  
508 management to promote, advise, assist, and review emergency management issues and to  
509 enhance preparedness for King County employees and the departments and other county  
510 entities that they serve, on behalf of the county's residents and other constituents.

Ordinance 19592

---

511 B. The committee shall be composed of members drawn from within King  
512 County government and ~~((may))~~ shall include, but not be limited to, at least one  
513 representative from each county department, and agency and the office of emergency  
514 management, as determined appropriate by the head of each department or agency. The  
515 director of office of emergency management, or designee, shall chair the committee.

516 C. The committee shall:

517 1. Address issues and concerns relating to emergency preparedness, planning,  
518 and response brought forward by members on behalf of the department or agency they  
519 represent;

520 2. Assist in the review, development and maintenance of the King County  
521 Comprehensive Emergency Management Plan;

522 3. Assist in the review, development, and maintenance of department and  
523 agency continuity of operations plans;

524 4. Participate in regional strategic planning to identify and document objectives  
525 that will strengthen resilience;

526 5. Provide input to the Federal Emergency Management Agency's annual Core  
527 Capabilities assessment and the analysis and documentation of strategic planning  
528 accomplishments and gaps; ~~((and))~~

529 6. Assist in the review, development, and maintenance of any other plans,  
530 programs, rules, and policies concerning emergency management, as requested by the  
531 office of emergency management and consistent with state law; and

532 7. Meet annually, or with a greater frequency as determined by the committee  
533 chair.



Ordinance 19592

---

534 D. The office of emergency management shall provide staffing, develop work  
535 plans, and provide other resources to effectively support the work of the committee and  
536 its activities.

537 E. The work of the committee shall be provided to the executive and the council  
538 annually, as part of the office of emergency management's annual report.

539 SECTION 10.

540 A. The executive shall prepare a report on the program for interagency  
541 coordination referenced in section 5.B.10. of this ordinance.

542 B. The report shall include, but not be limited to, a description of the elements of  
543 the program, ways in which county departments and agencies will coordinate, and the  
544 office of emergency management's roles in coordinating the departments and agencies.

545 C. The report shall be transmitted to the council by March 31, 2024, along with a  
546 motion accepting the report. The report and motion required by this section shall be filed  
547 with the clerk of the council, who shall retain an electronic copy and provide an  
548 electronic copy to all councilmembers, the council chief of staff, and the lead staff to the  
549 local services and land use committee, or its successor.

550 SECTION 11. Severability. If any provision of this ordinance or its application

Ordinance 19592


---

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

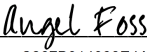
Ordinance 19592 was introduced on 8/16/2022 and passed by the Metropolitan King County Council on 4/18/2023, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay


KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...  
Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
C267B914088E4A0...  
Melani Pedroza, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 4/26/2023, \_\_\_\_\_.

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Dow Constantine, County Executive

**Attachments:** None

**Certificate Of Completion**

Envelope Id: 9DAF2B6BED1B4D5ABEE09503352C5B85	Status: Completed
Subject: Complete with DocuSign: Ordinance 19592.docx	
Source Envelope:	
Document Pages: 26	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cherie Camp
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5TH AVE
	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

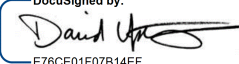
**Record Tracking**

Status: Original	Holder: Cherie Camp	Location: DocuSign
4/19/2023 3:22:49 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

**Signer Events**

Dave Upthegrove  
dave.upthegrove@kingcounty.gov  
Chair  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
E76CE01F07B14EF...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 198.49.222.20

**Timestamp**

Sent: 4/19/2023 3:24:50 PM  
Viewed: 4/20/2023 11:36:59 AM  
Signed: 4/20/2023 11:37:18 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/20/2023 11:36:59 AM  
ID: 23813727-714c-4d1a-9fe0-28c8fb67a037

Angel Foss  
Angel.Foss@kingcounty.gov  
Deputy Clerk of the Council  
King County Council  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
C267B914088E4A0...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.49.222.20

Sent: 4/20/2023 11:37:19 AM  
Viewed: 4/20/2023 11:52:52 AM  
Signed: 4/20/2023 11:52:59 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 9/30/2022 11:28:30 AM  
ID: 020c9a0a-c529-4443-8490-bad8ecc7fb95

Dow Constantine  
Dow.Constantine@kingcounty.gov  
King County Executive  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
4FBCAB8196AE4C6...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 198.49.222.20

Sent: 4/20/2023 11:53:01 AM  
Viewed: 4/26/2023 2:38:41 PM  
Signed: 4/26/2023 2:38:50 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 4/26/2023 2:38:41 PM  
ID: 7ecf097c-4b7f-4326-b21f-ad77c9f24942

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Gavin Muller gavin.muller@kingcounty.gov Legislative Clerk - Ccl King County Council Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 4/20/2023 11:37:19 AM
---	---	-----------------------------

Kaitlyn Wiggins kwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 4/20/2023 11:53:01 AM Viewed: 4/20/2023 1:45:18 PM
---	---	---

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	4/19/2023 3:24:50 PM
Certified Delivered	Security Checked	4/26/2023 2:38:41 PM
Signing Complete	Security Checked	4/26/2023 2:38:50 PM
Completed	Security Checked	4/26/2023 2:38:50 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from King County-Department of 02**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with King County-Department of 02**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.