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Introduced by: Ron Sims

Proposed No.: 91-363

ORDINANCE NO. **10808**

AN ORDINANCE related to emergency management, assigning responsibility for it to the office of the deputy county executive and amending Ordinance 1438, Section 3 (part), and K.C.C. 2.16.030 and .060, and Ordinance 7790, Sections 2, 4 and 5 and K.C.C. 2.56.010, .030 and .040.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 1438, Section 3 (part) and K.C.C. 2.16.030, as amended, is hereby amended to read as follows:

Deputy County Executive. The deputy county executive shall, at the discretion of the county executive, assist the executive in the management of all county agencies except as otherwise provided by the Charter or by ordinance. County agencies referenced in K.C.C. 2.16 shall, individually and collectively, constitute the executive organizational structure of King County government.

To assist the deputy in performing assigned management responsibilities, he/she shall be responsible to manage((τ)) and be fiscally accountable for the following administrative offices.

A. OFFICE OF FINANCIAL MANAGEMENT - DIVISIONS - DUTIES.

The chief financial officer, under the general supervision of the deputy, shall assist the deputy, shall supervise the administrative office of financial management, including the management of the accounting and financial reporting systems, and the county's insurance and risk management programs consistent with K.C.C. Chapter 4.12; and shall perform such other financial duties as are delegated to him or her by the deputy. To assist the chief financial officer in performing assigned management responsibilities, he/she shall be responsible to manage((τ)) and be fiscally accountable for the following divisions.

1 **1. BUDGET DIVISION.** The responsibilities of the budget
2 division include:

3 a. Plan, prepare and manage, with emphasis on fiscal
4 management and control aspects, the annual operating and
5 capital improvement budgets;

6 b. Forecast and monitor revenues;

7 c. Monitor expenditures and work programs, per Section
8 475 of the charter;

9 d. Develop and prepare expenditure plans and ordinances
10 to manage implementation of the operating and capital budgets
11 throughout the fiscal year;

12 e. Monitor and evaluate the performance of county
13 agencies for effectiveness and efficiency through the
14 development of performance indicators.

15 **2. FINANCE DIVISION.** The finance division shall be
16 responsible for the functions of general financial management
17 to include:

18 a. Perform all the duties of treasurer;

19 b. Formulate and implement financial policies for
20 the county and other applicable agencies;

21 c. Bill and collect real and personal property
22 taxes, local improvement district (LID) assessments and
23 gambling taxes;

24 d. Receive and invest all county and political sub-
25 jurisdiction monies;

26 e. Manage the issuance and payment of the county's
27 debt instruments.

28 **3. OFFICE DIVISION MANAGER STATUS.** Should personnel,
29 presently filling a position as manager of the budget or
30 finance divisions, have career service status, the position
31 shall become exempt when a vacancy occurs.

32 **4. FINES AND PENALTY COLLECTION.** There is hereby
33 established the fines and penalty collection section to be
34 responsible for collecting fines and monetary penalties
35 accruing to the county as a result of action taken by the

1 district court. The section shall be administered by the chief
2 accountant of the office of financial management, and shall
3 report directly to the chief accountant. The activities of the
4 section shall be coordinated with the district court and
5 department of public safety. Formal procedures shall be
6 promulgated to ensure that such services are provided in
7 conformance with general law and other related policies of the
8 county.

9 **B. OFFICE OF PROGRAM DEVELOPMENT.** The principal function
10 of the office is to analyze long term issues. Long term is
11 defined as having a meaningful impact in excess of the
12 allocation of resources. Other functions of the office
13 include:

14 1. Coordinate the executive's state legislative program
15 with that of the council through the county's lobbyist.

16 2. Analyze and make recommendations to the deputy on
17 issues involving more than one county agency.

18 3. Analyze and make recommendations to the deputy on
19 issues involving intergovernmental relations among various
20 governmental jurisdictions.

21 4. Conduct short term research evaluation assignments
22 as directed.

23 **C. OFFICE OF HUMAN RESOURCE MANAGEMENT - DIVISIONS -**
24 **DUTIES.** The office of human resource management is an
25 administrative office under the general supervision of the
26 deputy that is primarily responsible for administration of an
27 effective personnel system for the county as mandated by
28 section 510 of the King County Charter; including formal
29 hearings before the personnel board; coordinating orientation
30 programs for new employees, developing and administering
31 centralized employee and supervisory training, and other
32 employee development programs; developing and administering
33 employee benefit programs, negotiate contracts with providers,
34 manage employee benefit funds, and conduct benefits enrollment
35 processes; and monitoring King County's payroll system. The

1 chief of human resource management shall be responsible to
2 manage and be fiscally accountable for the following divisions:

3 1. **HUMAN RESOURCE SERVICES DIVISION.** The functions of
4 the human resource services division include:

5 a. Manage and administer King County's career
6 service personnel system, including classification,
7 compensation and hiring (recruitment, examination and
8 selection), and provide professional personal service and
9 support to employees, county agencies and, as appropriate,
10 residents of the county.

11 b. Serve as staff support, when appropriate, to
12 other public agencies in recommending and performing personnel
13 administrative functions related to non-career service
14 employees.

15 c. Coordinate performance appraisal and merit
16 review processes for King County employees.

17 d. Manage the county's participation in the work
18 study program and other temporary or part-time employment
19 programs.

20 e. Develop, manage, and monitor the county's
21 affirmative action plans and policies consistent with legal
22 requirements to ensure equality of King County employment as
23 required by K.C.C. 3.12.180.

24 2. **LABOR RELATIONS DIVISION.** The responsibilities of
25 the labor relations division include:

26 a. Advise the executive and the director, office of
27 human resource management, on labor policy.

28 b. Negotiate collective bargaining agreements with
29 recognized bargaining agents for approval of council.

30 c. Represent county interests in union grievance
31 processes.

32 3. **SAFETY AND CLAIMS MANAGEMENT DIVISION.** The
33 responsibilities of the safety and claims management division
34 include:

1 a. Develop and implement safety programs, including
2 inspection of work sites and dissemination of safety
3 information to employees, to promote work place safety.

4 b. Administer King County's self-funded industrial
5 insurance/worker's compensation program, as authorized by Title
6 51, RCW.

7 D. OFFICE OF EMERGENCY MANAGEMENT. There is hereby
8 established an office of emergency management to plan for and
9 provide effective direction, control and coordinated response
10 to emergencies. The Office shall be responsible for functions
11 as defined in K.C.C. 2.56.

12 SECTION 2. Ordinance 1438, Section 3(c) and K.C.C.
13 2.16.060 is hereby amended to read as follows:

14 **Department of public safety - duties - divisions.** A. The
15 department of public safety is responsible to keep and preserve
16 the public peace and safety including the discharge of all
17 duties of the office of sheriff under State law, except those
18 duties relating to jails and inmates which are performed by
19 other departments of county government. The functions of the
20 department include:

21 1. Oversee a crime prevention program, investigate
22 crimes against persons and property and arrest alleged
23 offenders.

24 2. Execute the processes and orders of the courts of
25 justice and all other mandated functions required by law.

26 3. In coordination with the office of emergency
27 management, plan and coordinate resources for the public safety
28 and welfare in the event of a major emergency or disaster.

29 4. Provide service and administrative functions which
30 support but do not duplicate other governmental activities, and
31 which have the potential to be fiscally self-supportive.

32 B. The department of public safety shall be composed of
33 the following divisions:

34 1. Field operations division. The division of field
35 operations shall be responsible for administering resources

1 allocated to the functions of police patrol, general criminal
2 investigation, crime prevention, traffic, and emergency
3 management.

4 2. Technical services division. The division of
5 technical services shall be responsible for administering
6 resources allocated to the functions of:

- 7 a. Civil process;
- 8 b. Fiscal control;
- 9 c. Communications;
- 10 d. Personnel and training;
- 11 e. Records and identification, and
- 12 f. Property management, including evidence; stolen,
13 lost or unclaimed property; and department equipment and
14 supplies.

15 3. Criminal investigation division. The division of
16 criminal investigation shall be responsible for administering
17 resources allocated to the functions of major crimes
18 investigation, narcotics investigation, gambling and vice
19 investigation, criminal warrants service, and sundry criminal
20 investigations not conducted in the field operations division.

21 SECTION 3. Ordinance 7790, Section 2 and K.C.C. 2.56.010
22 is hereby amended to read as follows:

23 **Declaration of policy and purpose.** Because of the
24 existing and increasing possibility of ~~((disasters of~~
25 ~~unprecedented size and destructiveness,))~~ emergencies which
26 exceed local resources, in order to ensure that the
27 preparations of King County are adequate to deal with such
28 ~~((disasters))~~ emergencies, to ensure adequate support for
29 search and rescue operations, to manage recovery from such
30 emergencies, to generally protect the public peace, health and
31 safety, and to preserve the lives and property of the people of
32 the county, it is hereby found and declared to be necessary:

33 A. To establish a county organization for emergency
34 management within the ~~((department of public safety;))~~ office
35 of the deputy county executive;

1 B. To confer upon the county executive the emergency
2 powers necessary for carrying out emergency management
3 functions;

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

7 ((C-)) D. To provide for rendering of mutual aid among
8 the political subdivisions of the state within King County and
9 to cooperate with the state government with respect to carrying
10 out of emergency management functions;

11 ((D-)) E. To provide programs, with intergovernmental
12 cooperation, to educate and train the public to be prepared for
13 emergencies;

14 ((E-)) F. To ensure that to the maximum extent possible
15 all emergency management operations of the county ((be)) are
16 coordinated with the comparable functions of the state and
17 federal government and with private agencies of every type to
18 the end that the most effective preparation and use may be made
19 of the area's manpower, resources and facilities for dealing
20 with ((any disaster)) emergencies that may occur.

21 G. To ensure coordination and cooperation consistent with
22 the provisions of R.C.W. 38.52.070, as amended, between
23 divisions, services, and staff of the emergency services
24 functional units of this county, and resolving questions of
25 authority and responsibility that may arise among them.

26 SECTION 4. Ordinance 7790, Section 4, and K.C.C. 2.56.030
27 is hereby amended to read as follows:

28 **Emergency management organization - establishment.** There
29 is established pursuant to state law a King County emergency
30 management organization, the operation of which shall be the
31 responsibility of the ((director, department of public safety,
32 hereafter referred to as the "director")) deputy county
33 executive. The mission of the emergency management
34 organization shall be to provide for the effective direction,
35 control and coordination of county government emergency

1 services functional units ((operations)), and to provide
2 liaison with other governments and the private sector, in
3 compliance with an approved emergency management plan.

4 SECTION 5. Ordinance 7790, Section 5, and K.C.C. 2.56.040
5 is hereby amended to read as follows:

6 **Powers and duties.** A. The county executive, through the
7 ((director)) deputy executive, shall have general supervision
8 and control of the emergency management organization and shall
9 be responsible for implementing the provisions of K.C.C. 2.56
10 in the event of a disaster.

11 B. In performing his duties pursuant to this ordinance,
12 and to effect its policy and purpose, the county executive is
13 further authorized and empowered to:

14 1. Make, amend and rescind the necessary orders, rules,
15 and regulations to implement the provisions of this chapter
16 within the authority conferred upon him herein and in Chapter
17 12.52 of the King County Code, consistent with the provisions
18 of state law and the plans of the state and federal government.

19 2. Cooperate with the state, ((and)) federal
20 government, local governments and with other counties, and with
21 private agencies in all matters pertaining to the emergency
22 management operations of the county.

23 3. Prepare a comprehensive plan and program for the
24 emergency management of the county pursuant to state law, and
25 to submit the plan and program including but not limited to
26 elements addressing mitigation activities, preparedness,
27 responses to disasters and emergencies, and recovery operations
28 to the state director of emergency management for his
29 recommendations thereto and certification for consistency with
30 the state comprehensive emergency management plan in order to
31 ensure that local emergency operations are coordinated with the
32 state plan and program.

33 4. In accordance with such plan and program for county
34 emergency management, procure supplies and equipment, institute
35 professional and public training programs and public

1 information and educational programs, manage and coordinate
2 disaster drills, and take all other preparatory steps including
3 the full or partial mobilization of the emergency management
4 organization in advance of an actual disaster to ensure the
5 furnishing of emergency management personnel in time of need.

6 5. Act as the hazardous material incident coordinating
7 agency for King County as referenced in federal Title III, the
8 Emergency Planning and Community Right-to-Know Act of 1986, as
9 amended.

10 6. Coordinate preparation of disaster declarations and
11 the appropriate documentation thereof for the purpose of
12 obtaining state and federal relief and assistance.

13 7. Following implementation of the 800 MHZ regional
14 emergency communications system, manage and coordinate the
15 county's internal interdepartmental radio communications system
16 and prioritize communications in emergencies which exceed local
17 resources;

18 8. Following implementation of the 800 MHZ regional
19 emergency communications system, represent the county
20 concerning the management of the county's share of the system
21 consistent with any interlocal agreements with other
22 jurisdictions.

23 ((5-)) 9. On behalf of the county, enter into mutual
24 aid arrangements in collaboration with other public and private
25 agencies within the state for reciprocal emergency aid and
26 assistance in the event of a disaster too great to be dealt
27 with unassisted.

28 ((6-)) 10. Delegate any administrative authority
29 vested in him pursuant to this chapter and provide for the
30 subdelegation of any such authority.

31 SECTION 6. Transitional Plan. The executive shall submit
32 for council review and approval by September 15, 1993, a plan
33 specifying how the transfer of the office of emergency
34 management from the department of public safety to the deputy
35 executive shall take place.

