



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**August 23, 2010**

**Ordinance 16913**

**Proposed No. 2010-0412.1**

**Sponsors Lambert**

1 AN ORDINANCE establishing a new reporting  
2 requirement for the King County risk manager; making  
3 technical corrections; and amending Ordinance 3581,  
4 Section 9, as amended, and K.C.C. 4.12.030.

5 STATEMENT OF FACTS:

- 6 1. A primary function of the King County council is oversight of county  
7 operations.  
8 2. King County's risk manager has a key role in protecting the county's  
9 financial resources.

10 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

11 SECTION 1. Ordinance 3581, Section 9, as amended, and Ordinance 11984,  
12 Section 3 and K.C.C. 4.12.030 are each hereby amended to read as follows:

13 A. ~~((DESIGNATION. A))~~ The risk management division is established in  
14 K.C.C. chapter 2.16. The manager of the risk management division shall be the ~~((RM))~~  
15 risk manager who shall report directly to the director of the department of ~~(information~~  
16 ~~and administrative services. It is the intention of the council that the risk management~~  
17 ~~program as established in 1978 by Ordinance 3581, as amended, and codified as K.C.C.~~  
18 ~~4.12 shall apply fully to the consolidated county government, including the functions,~~

19 ~~structures, and operations performed prior to January 1, 1996 by the department of~~  
20 ~~metropolitan))~~ executive services.

21 B. ((GENERAL DUTIES OF RM.)) 1. The ((RM)) risk manager shall be  
22 responsible for administration of the risk management program.

23 2. The ((RM)) risk manager shall coordinate with the civil division on  
24 contractual matters giving rise to potential liability on the part of the county. The ((RM))  
25 risk manager shall seek the advice of the civil division as to appropriate language  
26 regarding insurance, indemnification, releases and hold harmless clauses. Thereafter, the  
27 ((RM)) risk manager shall advise department directors and division managers concerning  
28 these matters as part of a coordinated process prior to finalization of county contracts.

29 3. The ((RM)) risk manager shall be the chairperson of the committee and shall  
30 advise the committee concerning insurance, risk management policies, broker selection  
31 and other appropriate matters.

32 4. With the approval of the committee, the ((RM)) risk manager shall select  
33 appropriate insurance brokers by use of a competitive procurement process for the  
34 marketing of insurance and related services.

35 5. The ((RM)) risk manager shall be responsible for the purchasing and  
36 administration of all such insurance policies, funded self-insurance programs((;)) and  
37 related services as are consistent with good risk management policy and the needs of the  
38 county. In purchasing insurance policies, the ((RM)) risk manager shall obtain the  
39 approval of the committee.

40 6. The ((RM)) risk manager shall advise all county departments, divisions((;))  
41 and other county agencies regarding risk management and reduction of risk and exposure

42 to loss, including programs and precautions for safety to reduce hazards to the public that  
43 may exist in county facilities and operations. The ((RM)) risk manager shall cooperate  
44 with the safety manager in areas where, in the opinion of the ((RM)) risk manager the  
45 safety of employees and safety of the public requires coordinated programs. The ((RM))  
46 risk manager shall also be responsible for answering all insurance or funded self-  
47 insurance coverage questions. The ((RM)) risk manager shall be responsible for the  
48 evaluation of current and future county((/)) or departmental insurance coverage programs  
49 and have the authority to make recommendations where such action is in the best  
50 interests of the county.

51           7. The ((RM)) risk manager shall have the power, subject to budget  
52 authorizations, to contract for such outside assistance and perform such other acts as are  
53 necessary to carry out ((his/her)) the risk manager's responsibilities in an expeditious  
54 manner.

55           8. The ((RM)) risk manager shall have the responsibility to establish reserve  
56 requirements for all claims and lawsuits and recommend financing plans and budget  
57 actions to assure that adequate resources are available to meet risk management financing  
58 requirements.

59           9. The ((RM)) risk manager shall have responsibility for risk identification,  
60 control and reduction, including authority to make recommendations to all county  
61 departments, divisions and agencies regarding the safety of the public using county  
62 facilities or services.

63 C. (~~DUTIES OF RM RELATING TO CLAIMS.~~) 1. The ((RM)) risk manager  
64 shall have the power to employ the services of such claims specialists or other parties as  
65 are necessary to process claims in an equitable and expeditious manner.

66 2. The ((RM)) risk manager shall cooperate with the civil division in  
67 coordinating information pertinent to claims and lawsuits against the county.

68 3. For all claims of fifty thousand dollars or less, the ((RM)) risk manager shall  
69 make final disposition(~~(; Provided))~~ except that, for all claims over two-thousand five-  
70 hundred dollars, the ((RM)) risk manager shall seek the advice of the civil division (~~(prior~~  
71 ~~to))~~ before final disposition.

72 4. The ((RM)) risk manager shall maintain complete histories of all claims and  
73 claims litigation, insured or funded self-insurance, loss histories(~~(,))~~) and investigations of  
74 claims. The ((RM)) risk manager shall be responsible to insure that complete files are  
75 maintained of all claims asserted against the county and all incidents reported to the risk  
76 management division sufficient to document at least a five-year claims history.

77 D. (~~REPORTS.~~) 1. The risk manager shall provide quarterly reports to the  
78 council on claims that have been closed with an indemnity payment in the amount of one  
79 hundred thousand dollars or more. The report shall identify the claimant, include a  
80 description of the claim, identify the amount of the indemnity payment, identify if the  
81 payment was a result of a settlement, a judgment, or payment to an insurance company or  
82 other party and shall include any other information the risk manager feels would be  
83 helpful to the council in understanding the nature of the claim. The reports shall take the  
84 form of one original letter with an attached table that provides the information required in  
85 this section, and an electronic version of the letter and table, submitted to the clerk of the

86 council for distribution to all councilmembers. The reports are due thirty days after the  
87 end of each calendar quarter of the year.

88         2. The ((RM)) risk manager on or before March 31((st)) of the subsequent year  
89 shall report to the council the total number and amount of all claims filed against the  
90 county and the number and amounts of all claims paid by the county during the preceding  
91 calendar year(~~(, including totals of information required in the semi-annual report of the~~  
92

93 ~~insurance fund~~). The ((RM)) risk manager shall make an annual report to the committee  
94 and the council regarding insurance coverage and the level of retained risk.  
95

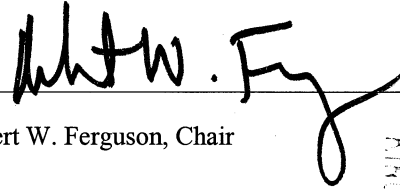
Ordinance 16913 was introduced on 7/19/2010 and passed by the Metropolitan King  
County Council on 8/23/2010, by the following vote:

Yes: 6 - Mr. Phillips, Mr. von Reichbauer, Ms. Hague, Ms. Patterson,  
Ms. Lambert and Mr. Ferguson

No: 0

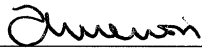
Excused: 3 - Ms. Drago, Mr. Gossett and Mr. Dunn

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



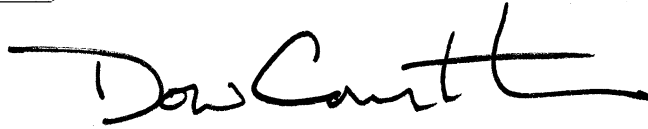
Robert W. Ferguson, Chair

ATTEST:



Anne Noris, Clerk of the Council

APPROVED this 27 day of August, 2010.



Dow Constantine, County Executive

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Attachments: None