

CITY OF SEATTLE
ORDINANCE 126232
COUNCIL BILL 119933

AN ORDINANCE relating to the organization of City government; creating an Office of Emergency Management; repealing Sections 10.02.045 and 10.020.047 of the Seattle Municipal Code; adding Sections 3.15.040 and 3.15.042 to the Seattle Municipal Code; amending Ordinance 118617; and adopting revised Emergency Management Fund – General Trust Fund Policies.

WHEREAS, throughout the summer, Seattle residents have taken to the streets to protest the unjust murders of Black Americans, including George Floyd and Breonna Taylor, and the shooting of Jacob Blake; all of these individuals experienced violent and lethal force at the hands of the police; and

WHEREAS, in response to this local and national civil rights reckoning, community members and civic leaders, including the Mayor and members of the City Council, have committed to a holistic review and community-led discussion around the effectiveness of the current way that community safety is provided in Seattle; and

WHEREAS, the shared vision for reimagining Seattle’s system of community safety recognizes the importance of providing alternatives to armed police officer response, including civilian and community-based services and solutions; and

WHEREAS, based on community input, the Mayor and the City Council will pursue the transfer of certain functions out of the Seattle Police Department, including Emergency Management, 9-1-1 Dispatch, and Parking Enforcement; and

WHEREAS, these transfers, taken in total, aim to reflect community expectations of the equitable delivery of City services, elevate emergency planning, improve the coordination of calls-for-service, increase civilian and community-based dispatch

1 options, and bolster public trust and confidence in a reimagined system of community
2 safety; and

3 WHEREAS, emergency management is a core City function necessary to manage emergency
4 planning, preparedness, mitigation, response, and recovery on behalf of the City and in
5 collaboration with community, regional, state, and federal partners; and

6 WHEREAS, as a national best practice, the Emergency Management Accreditation Program
7 (EMAP) recommends establishing an independent Office of Emergency Management as
8 a department directly overseen by the executive; and

9 WHEREAS, as an independent City office, the charge of the Office of Emergency Management
10 remains the same as the central coordinating agency for the development of, training to,
11 and maintenance of the state required all-hazard Seattle Comprehensive Emergency
12 Management Plan, the Seattle Hazard Identification and Vulnerability Analysis, the
13 Seattle All Hazard Mitigation Plan, Seattle Disaster Recovery Framework, Departmental
14 Continuity of Operations Plans, and many incident-specific action plans, checklists, and
15 protocols; and

16 WHEREAS, it will continue to be critical for the Office of Emergency Management to work
17 closely with City departments, non-profit agencies, hospitals, schools, the military, state
18 and regional partners, and to expand partnership throughout Seattle's diverse community
19 when developing emergency management plans; NOW, THEREFORE,

20 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

21 Section 1. Sections 10.02.045 and 10.02.047 of the Seattle Municipal Code, enacted by
22 Ordinance 124849, are repealed:

23 ~~((10.02.045 Director of the Office of Emergency Management~~

1 ~~There shall be a Director of the Office of Emergency Management who shall be appointed by the~~
2 ~~Mayor. The Director shall be responsible for the organization, administration, and operation of~~
3 ~~the City's emergency management organization and program.~~

4 **10.02.047 Office of Emergency Management**

5 ~~There shall be an Office of Emergency Management to oversee implementation of the City wide~~
6 ~~emergency management program including, but not limited to, hazard identification and~~
7 ~~consequence analysis, capability assessment, hazard mitigation, emergency planning, training,~~
8 ~~exercising, community preparedness, operational readiness, disaster response and recovery~~
9 ~~coordination, and partnership building. The Office of Emergency Management shall be the~~
10 ~~coordinating agency to ensure City wide compliance with local, state, and federal laws,~~
11 ~~regulations, and guidelines relating to emergency preparedness including the adoption of the~~
12 ~~national incident management system.))~~

13 Section 2. New Sections 3.15.040 and 3.15.042 are added to the Seattle Municipal Code
14 as follows:

15 **3.15.040 Office of Emergency Management**

16 There is created within the Executive Department an Office of Emergency Management (OEM)
17 responsible to partner with the community to prepare for, respond to, mitigate the impacts of, and
18 recover from disasters and to be the coordinating agency to ensure Citywide compliance with
19 local, state and federal laws, regulations and guidelines relating to emergency preparedness. The
20 objectives and functions of the Office of Emergency Management include the following tasks
21 and activities:

1 A. Preparing the community for disaster through the management of volunteers, public
2 education, and capability-building with community organizations, vulnerable population
3 outreach, limited English proficiency, low income, and immigrant and refugee communities;

4 B. Studying and understanding the consequences of the numerous hazards facing the city
5 of Seattle, and using hazard knowledge to inform mitigation of known hazards through planning
6 and investments to lessen disaster impacts and/or harden critical facilities and systems;

7 C. Coordinating the development, testing, validation, and maintenance of all plans and
8 procedures to guide all aspects of the City’s emergency management program such as the all-
9 hazard Seattle Comprehensive Emergency Management Plan (CEMP). ;

10 D. Training City responders, managed volunteers, and the community to emergency plans
11 and to their roles and responsibilities in an emergency, as well as conducting routine exercises to
12 ensure personnel and systems are routinely practicing such roles;

13 E. Managing and maintaining the City’s emergency response system to ensure
14 coordination for both in-person and remote operations. This includes ensuring that: the City's
15 Emergency Operations Center (EOC) and the Joint Information Center are operationally ready at
16 all times; EOC responders are identified and trained; and all supporting infrastructure and
17 equipment are maintained;

18 F. Following a federal declaration of disaster, coordinating the collection of information
19 including damage, impacts, and costs incurred by City departments to obtain reimbursement or
20 grant money under the Robert T. Stafford Disaster Relief and Emergency Assistance Act or other
21 Federal laws on behalf of City departments; and

1 G. Overseeing the City’s Emergency Management organization, including performing the
2 duties as described in Section 10.02.060 and other functions as may be prescribed by
3 ordinance.

4 **3.15.042 Director of the Office of Emergency Management**

5 A. Appointment, term, and removal

6 The Director of the Office of Emergency Management (OEM) shall be appointed by the
7 Mayor and subject to confirmation by a majority vote of City Council. The Director may be
8 removed by the Mayor upon filing a statement of reasons therefor with the City Council.

9 B. Duties. The Director of OEM shall be the head of OEM, shall be responsible for the
10 administration of the City’s emergency management organization and program, and shall:

11 1. Develop and manage all functions and responsibilities of OEM.

12 2. Hire, supervise, and discharge OEM staff.

13 3. Report to the Mayor and City Council on the city’s emergency preparedness
14 and recommend actions to better prepare the city and community at large for emergencies.

15 4. Ensure Citywide compliance with local, state, and federal laws, regulations,
16 and guidelines relating to emergency preparedness including the adoption of the national incident
17 management system.

18 Section 3. Ordinance 118617, last amended by Ordinance 125492, is amended as follows:

19 Section 1. There is hereby created in the General Trust Fund an Emergency
20 Management Fund, into which shall be deposited financial contributions received by the
21 City from federal, state and local governments and private entities to reimburse the City
22 for costs incurred as a result of declared disasters; to reimburse the City for costs incurred
23 for mitigation projects to lessen the impact of future disasters; to compensate the City for

1 administrative costs of the recovery effort; and to assist the City in specialized programs
2 and other disaster management activities. Cash balances in the Emergency Management
3 Fund shall be invested and shall accrue interest until expended.

4 Section 2. The (~~Police Department~~) Office of Emergency Management is
5 authorized to apply for the transfer of funds from the Emergency Management Fund
6 received for the purposes outlined in Section 1, and the (~~Chief of Police~~) Director of the
7 Office of Emergency Management is authorized to expend funds received through such
8 transfers to facilitate the enhancement of emergency management activities following the
9 (~~Standard Operating Procedures attached hereto as Exhibit A~~) Emergency Management
10 Fund Policies. All the necessary appropriations for disbursement of funds in the
11 Emergency Management Fund are hereby made and authorized. The (~~Chief of Police~~)
12 Director of the Office of Emergency Management will report annually to the Mayor and
13 City Council the total of all monies received from such sources and an accounting of how
14 the funds were expended.

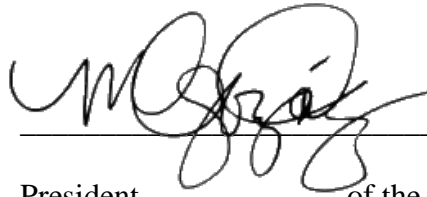
15 Section 3. The Director of Finance and Administrative Services is authorized to
16 pay the necessary warrants upon vouchers certified by the (~~Chief of Police~~) Director of
17 the Office of Emergency Management, or the (~~Chief's~~) Director's designee, on the
18 Emergency Management Fund.

19 * * *

20 Section 4. Emergency Management Fund Policies, adopted by Ordinance 118617, are
21 revised and adopted as contained in Attachment A to this ordinance.

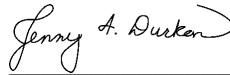
1 Section 5. This ordinance shall take effect and be in force 30 days after its approval by
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the 23rd day of November, 2020,
5 and signed by me in open session in authentication of its passage this 23rd day of
6 November, 2020.

7 

8 President _____ of the City Council

9 Approved by me this 1st day of December, 2020.

10 

11 Jenny A. Durkan, Mayor

12 Filed by me this 1st day of December, 2020.

13 

14 Monica Martinez Simmons, City Clerk

15 (Seal)

16 Attachments:

17 Attachment A – Emergency Management Fund – General Trust Fund Policies
18

EMERGENCY MANAGEMENT FUND – GENERAL TRUST FUND POLICIES

PURPOSE: The Emergency Management Fund – General Trust Fund has been created for the following specific purposes: to reimburse the City for costs incurred as a result of declared disasters; to reimburse the City for costs incurred for mitigation projects to lessen the impact of future disasters; to compensate the City for administrative costs of recovery efforts; and to assist the City in specialized programs and other disaster management activities.

POLICY: By adopting an ordinance (Ordinance 118617, amended by Ordinance _____) establishing a separate Fund and providing for the appropriation of funds received by the Office of Emergency Management, the Mayor and City Council have enabled the department to deposit and disburse non-City funds as noted above. It is the department's policy to ensure that all expenditures are reasonably based, clearly justified, and made in accordance with law.

EXPENDITURE GUIDELINES: Funds not transferred to other City other departments may be encumbered for the full range of emergency management activities including:

1. Training or travel;
2. Operating supplies;
3. Miscellaneous minor or major capital equipment;
4. Miscellaneous computer software or hardware;
5. Emergency expense authorizations as required;
6. Salary costs for temporary positions;
7. Consulting services.

DISBURSEMENT PROCEDURES: Expenditures will conform to existing City fiscal procedures and the requirements of the funding sources. Requests will be initiated for funding

from the Emergency Management Fund via a form "1.5" or travel/training request. The request will be submitted to the Director of the Office of Emergency Management for approval. The Director of the Office of Emergency Management will approve the request if appropriate, and stamp the Emergency Management Fund number on the request. Upon approval by the Director of the Office of Emergency Management, the request will be forwarded to the Department of Finance and Administrative Services and the purchase will be made following standard City purchasing procedures.


Passed on November 23, 2020, Presented to Mayor November 24 - CB 119933

Final Audit Report

2020-11-25

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