

ORDINANCE No. 118617

COUNCIL BILL No. 111749

Law Department

The City

OK

INDEXED

Honorable President:

Your Committee on _____

to which was referred the within Co
report that we have considered the

AN ORDINANCE establishing an "Emergency Management Sub-Fund" in the General Trust Fund; authorizing acceptance of funds for the enhancement of emergency management activities; and authorizing disbursement of funds for such purposes.

COMPTROLLER FILE No. _____

Introduced: <u>MAY 27 1997</u>	By: <u>CHOE</u>
Referred: <u>MAY 27 1997</u>	To: <u>Finance & Budget Committee</u>
Referred:	To:
Referred:	To:
Reported: <u>JUN 9 1997</u>	Second Reading: <u>JUN 9 1997</u>
Third Reading: <u>JUN 9 1997</u>	Signed: <u>JUN 9 1997</u>
Presented to Mayor: <u>JUN 10 1997</u>	Approved:
Returned to City Clerk:	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

Full Com

E

Department

PASSED, 4-0,
As Amended.

The City of Seattle--Legislative Department

Date Reported
and Adopted

REPORT OF COMMITTEE

able President:

Committee on

was referred the within Council Bill No.

that we have considered the same and respectfully recommend that the same:

Full Council vote 7-0

Committee Chair

ORDINANCE 118617

1
2 AN ORDINANCE establishing an "Emergency Management Sub-Fund" in the General Trust Fund;
3 authorizing acceptance of funds for the enhancement of emergency management activities; and
4 authorizing disbursement of funds for such purposes.

5 WHEREAS, effective January 1, 1997 Emergency Management was transferred from the Department of
6 Administrative Services to the Seattle Police Department; and

7 WHEREAS, a need exists to create a mechanism whereby funds received by Emergency Management
8 on behalf of other city departments can be held until they can be disbursed; and

9 WHEREAS, Emergency Management receives some funding from outside sources to augment City
10 funds budgeted for the emergency management program for training, equipment, consulting services,
11 or temporary salary costs; and

12 WHEREAS, the Seattle Police Department does not have an operating fund as the Department of
13 Administrative Services did to facilitate the receipt and transfer of these funds; NOW,
14 THEREFORE,

15 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

16 Section 1. There is hereby created in the General Trust Fund an Emergency Management Sub-
17 Fund (the Sub-Fund), into which shall be deposited financial contributions received by the City from
18 federal, state and local governments and private entities to reimburse the City for costs incurred as a
19 result of declared disasters; to reimburse the City for costs incurred for mitigation projects to lessen the
20 impact of future disasters; to compensate the City for administrative costs of the recovery effort; and to
21 assist the City in specialized programs and other disaster management activities. Cash balances in the
22 Emergency Management Sub-Fund shall be invested and shall accrue interest until expended.

23 Section 2. The Police Department is authorized to apply for the transfer of funds from the Sub-
24 Fund received for the purposes outlined in Section 1, and the Chief of Police is authorized to expend
funds received through such transfers to facilitate the enhancement of emergency management activities
following the Standard Operating Procedures attached hereto as Exhibit A. All the necessary

1 appropriations for disbursement of funds in the Emergency Management Sub-Fund are hereby made and
2 authorized. The Chief of Police will report annually to the Mayor and City Council the total of all
3 monies received from such sources and an accounting of how the funds were expended.

4 Section 3. The City Finance Director is authorized to pay the necessary warrants upon vouchers
5 certified by the Chief of Police, or his or her designee, on the Emergency Management Sub-Fund.

6 Section 4. Acceptance of any funds, deposits thereof, execution of applications to transfer, and
7 disbursements of cash resources pursuant to the authority and prior to the effective date of this ordinance
8 are hereby ratified and confirmed.

9 Section 5. This ordinance shall take effect and be in force thirty days from and after its passage
10 and approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after
11 presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

12 Passed by the City Council the 9th day of June, 1997 and signed by
13 me in open session in authentication of its passage this 9th day of June,
14 1997.

15 
16 President of the City Council

17 Approved by me this 12th day of June, 1997.

18 
19 Mayor

20 Filed by me this 12th day of June, 1997.

21 
22 City Clerk

23 (Seal)
24

**SEATTLE POLICE DEPARTMENT
EMERGENCY MANAGEMENT SUB-FUND
STANDARD OPERATING PROCEDURES**

PURPOSE: The Emergency Management Sub-Fund of the Seattle Police Department 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 establishing a separate Sub-Fund and providing for the appropriation of funds received by the Emergency Management Section of the Seattle Police Department, 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.

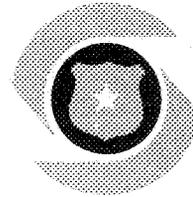
DISBURSEMENT PROCEDURES: Expenditures will conform to existing department fiscal procedures and the requirements of the funding sources. Requests will be initiated for funding from the Emergency Management Sub-Fund via a form "1.5" or travel/training request. The request will be submitted to the Director of the Emergency Management Section for approval. The Director of the Emergency Management Section will approve the request if appropriate, and stamp the Emergency Management Sub-Fund number on the request. Upon approval by the Director of the Emergency Management Section, the request will be forwarded to the Assistant Chief of the Investigations Bureau for approval. Upon approval by the Assistant Chief, the request will be forwarded to the Fiscal Office and the purchase will be made following standard City purchasing procedures.

REPORTING: In addition to conforming to the reporting requirements of the funding sources, the Fiscal Office will prepare a monthly summary of activities in the Emergency Management Sub-Fund. A copy of the report will be submitted to the Assistant Chief of the Investigations Bureau and to the Emergency Management and Finance, Strategic Policy and Planning Sections. The Fiscal Office will prepare an annual summary of receipts and disbursements from the Emergency Management Sub-Fund. A copy of the annual report will be submitted to the Mayor and City Council by the Finance, Strategic Policy and Planning Section.

Seattle Police Department

Norm Stamper, Chief of Police
Norman B. Rice, Mayor

March 26, 1997



Jan Drago, President
Seattle City Council
600 4th Avenue
Seattle, WA 98104

VIA OMP

Re: Emergency Management Account

Dear President Drago:

We request adoption by the City Council of the attached ordinance establishing an "Emergency Management Account" and providing for the appropriation of miscellaneous funds received by the Emergency Management Section for the enhancement of emergency management activities.

The Emergency Management Section of the Police Department receives funding from a variety of miscellaneous private and state sources throughout the year. The goal of the attached ordinance is to establish a separate account within the City's financial framework into which these miscellaneous funds can be deposited and expenditures tracked. Because the Police Department does not have an operating fund, a separate accounting mechanism is needed in order to track the receipt and expenditure of these funds so that they are not commingled with the City's General Fund.

The attached internal standard operating procedures were developed by the Police Department in order to maintain fiscal accountability for this account. The procedures provide expenditure guidelines, disbursement procedures, and reporting requirements for this account.

If you, other Councilmembers, or your staff have questions regarding this legislation, please contact Jim Mullen at 233-5075.

Sincerely,


Norm Stamper
Chief of Police

Attachment

cc: A/C Jim Deschane
A/C Ed Joiner
Ray Nakanishi
Jim Mullen
Steve Brown
Finance and Planning Section
Peter Harris, OMP

file:clc:disk15:emslet

1 presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

2 Passed by the City Council the _____ day of _____, 1997 and signed by
3 me in open session in authentication of its passage this _____ day of _____,
4 1997.

5 _____
6 President of the City Council

7 Approved by me this _____ day of _____, 1997.

8 _____
9 Mayor

10 Filed by me this _____ day of _____, 1997.

11 _____
12 City Clerk

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(Seal)

**SEATTLE POLICE DEPARTMENT
EMERGENCY MANAGEMENT ACCOUNTS SUB-FUND
STANDARD OPERATING PROCEDURES**

PURPOSE: The Emergency Management Account Sub-Fund of the Seattle Police Department 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 the recovery effort; and to assist the City in specialized programs and other disaster management activities. ~~of enhancing emergency management activities in The City of Seattle.~~

POLICY: By adopting an ordinance establishing a separate account Sub-Fund and providing for the appropriation of funds received by the Emergency Management Section of the Seattle Police Department, the Mayor and City Council have enabled the department to deposit and disburse ~~expend miscellaneous non-City funds as noted above to facilitate the enhancement of emergency management activities.~~ 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 department fiscal procedures and the requirements of the funding sources. Requests will be initiated for funding from the Emergency Management ~~Account~~Sub-Fund via a form "1.5" or travel/training request. The request will be submitted to the Director of the Emergency Management Section for approval. The Director of the Emergency Management Section will approve the request if appropriate, and stamp the Emergency Management ~~Account~~Sub-Fund number on the request. Upon approval by the Director of the Emergency Management Section, the request will be forwarded to the Assistant Chief of the Investigations Bureau for approval. Upon approval by the Assistant Chief, the request will be forwarded to the Fiscal Office and the purchase will be made following standard City purchasing procedures.

REPORTING: In addition to conforming to the reporting requirements of the funding sources, the Fiscal Office will prepare a monthly summary of activities in the Emergency Management ~~Account~~Sub-Fund. A copy of the report will be submitted to the Assistant Chief of the Investigations Bureau and to the Emergency Management and Finance, Strategic Policy and Planning Sections. The Fiscal Office will prepare an annual summary of receipts and disbursements from the Emergency Management ~~Account~~Sub-Fund. A copy of the annual report will be submitted to the Mayor and City Council by the Finance, Strategic Policy and Planning Section.

**SEATTLE POLICE DEPARTMENT
EMERGENCY MANAGEMENT ACCOUNT
STANDARD OPERATING PROCEDURES**

PURPOSE: The Emergency Management Account of the Seattle Police Department has been created for the specific purpose of enhancing emergency management activities in The City of Seattle.

POLICY: By adopting an ordinance establishing a separate account and providing for the appropriation of funds received by the Emergency Management Section of the Seattle Police Department, the Mayor and City Council have enabled the department to deposit and expend miscellaneous non-City funds to facilitate the enhancement of emergency management activities. 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 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 department fiscal procedures and the requirements of the funding sources. Requests will be initiated for

funding from the Emergency Management Account via a form "1.5" or travel/training request. The request will be submitted to the Director of the Emergency Management Section for approval. The Director of the Emergency Management Section will approve the request if appropriate, and stamp the Emergency Management Account number on the request. Upon approval by the Director of the Emergency Management Section, the request will be forwarded to the Assistant Chief of the Investigations Bureau for approval. Upon approval by the Assistant Chief, the request will be forwarded to the Fiscal Office and the purchase will be made following standard City purchasing procedures.

REPORTING: In addition to conforming to the reporting requirements of the funding sources, the Fiscal Office will prepare a monthly summary of activities in the Emergency Management Account. A copy of the report will be submitted to the Assistant Chief of the Investigations Bureau and to the Emergency Management and Finance, Strategic Policy and Planning Sections. The Fiscal Office will prepare an annual summary of receipts and disbursements from the Emergency Management Account. A copy of the annual report will be submitted to the Mayor and City Council by the Finance, Strategic Policy and Planning Section.

1 funds received through such transfers to facilitate the enhancement of emergency management activities
2 following the Standard Operating Procedures attached hereto as Exhibit A. All the necessary
3 appropriations for disbursement of funds in the Emergency Management Sub-Fund are hereby made and
4 authorized. The Chief of Police will report annually to the Mayor and City Council the total of all
5 monies received from such sources and how ^{and an accounting of} the funds were expended.

6 Section 3. The City Finance Director is authorized to pay the necessary warrants upon vouchers
7 certified by the Chief of Police, or his or her designee, on the Emergency Management Sub-Fund.

8 Section 4. Acceptance of any funds, deposits thereof, execution of applications to transfer, and
9 disbursements of cash resources pursuant to the authority and prior to the effective date of this ordinance
10 are hereby ratified and confirmed.

11 Section 5. This ordinance shall take effect and be in force thirty days from and after its passage
12 and approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after
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presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by the City Council the _____ day of _____, 1997 and signed by me in open session in authentication of its passage this _____ day of _____, 1997.

President of the City Council

Approved by me this _____ day of _____, 1997.

Mayor

Filed by me this _____ day of _____, 1997.

City Clerk

(Seal)

97-089

City of Seattle

Executive Department—Office of Management and Planning

Thomas M. Tierney, Director
Norman B. Rice, Mayor

April 8, 1997

The Honorable Mark Sidran
City Attorney
City of Seattle

*OK MED
4/23/97*



COPY RECEIVED
97 APR 15 AM 10:27
SEATTLE CITY ATTORNEY

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING DEPARTMENT: Police Department

SUBJECT: AN ORDINANCE establishing an "Emergency Management Account" in the General Trust Fund; authorizing disbursement of funds for such purposes.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMP. Any specific questions regarding the legislation can be directed to Peter Harris at 684-8368.

Sincerely,

Norman B. Rice
Mayor

by

TOM TIERNEY
Director

h:\admin\legis\lawltrs\harris12

Enclosure

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY
THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Matthew Chen

_____	_____
_____	_____
_____	_____
_____	_____

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

C S. 20.28

PRESIDENT'S SIGNATURE

STATE OF WASHINGTON - KING COUNTY

81867
City of Seattle, City Clerk

—ss.

No. ORDINANCE TI

City of Seattle

TITLE-ONLY PUBLICATION

The full text of the following ordinances, passed by the City Council June 8, 1997, and published here by only, will be mailed, at no cost, on request for two months after this publication. For further information, contact the Seattle City Clerk at 684-4.

ORDINANCE NO. 118616

AN ORDINANCE making an appropriation from the Judgment Claims Fund and for payment to Charging Party in settlement of a discrimination complaint, and authorizing payment of the claim from the Judgment Claims Fund.

ORDINANCE NO. 118617

AN ORDINANCE establishing an Emergency Management Sub-Fund in the General Trust Fund; authorizing acceptance of funds for the enhancement of emergency management activities; and authorizing disbursement of funds for such purposes.

ORDINANCE NO. 118619

AN ORDINANCE related to the City's Voluntary Deferred Compensation Plan, adopting a recordkeeping contract for administrative and investment services, and amending Ordinance 15911 as amended by Ordinance 18327.

ORDINANCE NO. 118620

AN ORDINANCE appropriating money to pay certain audited claims and ordering the payment thereof.

Publication ordered by JUDITH PIP, City Clerk.

Date of official publication in the Daily Journal of Commerce, Seattle, June 18, 1997.
6/18(81867)

Affidavit of Publication

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

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

CTOT: 118616, 17, 19, 20

was published on

06/18/97

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

[Signature]
Subscribed and sworn to before me on
06/18/97
[Signature]
Notary Public for the State of Washington,
residing in Seattle