

RESOLUTION NO. 103-97
ESTABLISHMENT OF DEPARTMENTS REPORTING TO THE BOARD OF
COUNTY COMMISSIONERS (and deletion of Chpt 2.02, General Services Dept.,
& Chptr 2.06, Central Services Dept., of the Mason County Code)

WHEREAS, RCW 36.32.120, states “..the board of county commissioners...have the care of the county property and the management of the county funds and business..”

WHEREAS, RCW 36.32.440, states “..the board of county commissioners of the several counties may employ such staff as deemed appropriate....”

WHEREAS, the Board of Mason County Commissioners reorganized the departments reporting to them for greater efficiency and better service to the citizens of Mason County;

NOW THEREFORE, BE IT RESOLVED, the following departments are established to serve the Board of Mason County Commissioners and administrators of these departments shall serve at the pleasure of the Board:

- **BUDGET AND FINANCE DEPARTMENT** responsible for (1) Monitoring and processing the county budget, (2) management accounting and financial analysis,(3) risk management (4) administration of various budgetary/accounting funds, (5) the Board of Equalization and any other duties the Board deems necessary.
- **FACILITIES AND GROUNDS DEPARTMENT** responsible for (1) Maintenance and management of all county facilities and grounds (with the exception of the fairgrounds and county parks), (2) all capital improvements over \$2,500 (with the exception of road construction projects and parks grounds projects), (3) safety in county buildings and grounds, and any other duties the Board deems necessary.
- **HUMAN RESOURCE DEPARTMENT** responsible for (1) personnel (2) labor negotiations, (3) unemployment compensation claims, (4) state industrial insurance claims, (5) employee safety program, and any other duties the Board deems necessary.
- **EMERGENCY SERVICES DEPARTMENT** responsible for (1) emergency preparedness, (2) disaster relief coordination, (3) search and rescue coordination, and any other duties the Board deems necessary.
- **PUBLIC HEALTH SERVICES DEPARTMENT** responsible for the (1) assessment of community health needs, (2) planning ways to meet community health needs (3) assuring community health needs are met, and any other duties the Board deems necessary. These responsibilities are accomplished through Environmental Health and Public Health/Nursing programs.
- **PERMIT ASSISTANCE CENTER DEPARTMENT** responsible for the one stop permit center which includes (1) building permit program, (2) addressing program, (3) limited planning information , (4) fire marshal program, (5) clerical support for building, fire marshal, and environmental health.; and any other duties the Board deems necessary.


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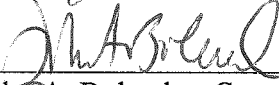
- **COMMUNITY DEVELOPMENT DEPARTMENT** responsible for (1) planning (2) water and sewer utilities, (3) landfill operations, (4) special public works projects and any other duties the Board deems necessary.
- **PUBLIC WORKS DEPARTMENT** responsible for (1) construction and maintenance of county roads and bridges (2) Equipment Rental and Revolving Fund for county vehicles, road equipment, data processing equipment, and communications equipment, and any other duties the Board deems necessary.
- **TOURISM AND RECREATION DEPARTMENT** responsible for (1) convention center/fairgrounds (with the exception of capital improvements), (2) parks, (3) tourism promotion, and any other duties the Board deems necessary.

APPROVED this 9th day of September, 1997.

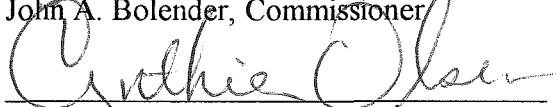
BOARD OF COUNTY COMMISSIONERS



Mary Jo Cady, Chairperson

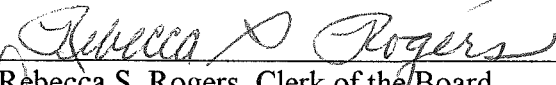


John A. Bolender, Commissioner




Cynthia D. Olsen, Commissioner

ATTEST:



Rebecca S. Rogers, Clerk of the Board

APPROVED AS TO FORM:



Michael Clift, Chief Deputy Prosecutor