

June 22, 1994  
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Introduced By:

RON SIMS  
CYNTHIA SULLIVAN

Proposed No.:

94-369

ORDINANCE NO. **11523**

AN ORDINANCE establishing the Savings Incentive Program and amending Ordinance 620, Section 2 (part), as amended, and K.C.C. 4.04.040.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 620, Section 2 (part), as amended, and K.C.C. 4.04.040 are hereby amended to read:

Preparation and administration of budget. A. Preparation and Distribution. The county council and county executive or his designee shall execute the responsibilities outlined below in order to accomplish the preparation and distribution of the county budget and budget document.

1. Role of the County executive.

a. Submission of agency requests. At least one hundred thirty-five days prior to the end of the fiscal year, all agencies of county government shall submit to the county executive information necessary to prepare the budget. The county executive shall prepare a procedure by which the county auditor may have access to or can obtain copies of agency submitted requests.

b. Executive budget hearings. Prior to presentation to the county council, the county executive may provide for hearings on all agency requests for expenditures and revenues to enable him to make determinations as to the need, value or usefulness of activities or programs requested by agencies. The county executive may require the attendance of proper agency officials at his hearings, and it shall be their duty to disclose such information as may be required to enable the county executive to arrive at his final determination.

c. Submission of executive budget. The county executive shall prepare and present an annual budget and budget message to the council no later than seventy-five days

1 prior to the end of the fiscal year. Copies of the budget and budget message shall be  
2 delivered to the clerk and each councilman.

3 d. Submission of proposed appropriation ordinance. The county executive  
4 shall prepare and present a proposed appropriation ordinance not later  
5 than seventy-five days prior to end of the fiscal year. The proposed appropriation ordinance  
6 shall specify by fund, program, project and/or agency the expenditures levels for the ensuing  
7 budget year.

8 e. Availability to the public. Prior to the public hearing on the budget, the  
9 budget message and supporting tables shall be furnished to any interested person upon  
10 request, and copies of the budget shall be furnished for a reasonable fee as established by  
11 ordinance and shall be available for public inspection.

12 f. Additional information to be submitted to the county council. Seven days  
13 prior to the presentation of the annual budget and budget message to the council, the budget  
14 office shall submit to the council copies of all agency and departmental budget requests, and  
15 departmental and divisional work programs. The above information for the 1980 budget  
16 shall be made available upon the effective date of the ordinance codified in this subsection.

17 2. Role of the County Council. a. Review of the executive budget. The council  
18 shall review the proposed appropriation ordinance and shall make any changes or additions it  
19 deems necessary except the council shall not change the form of the proposed appropriation  
20 ordinance submitted by the county executive.

21 b. Legislative budget hearings. The county council shall then announce and  
22 subsequently hold a public hearing or hearings as it deems necessary.

23 c. Appropriation. Upon completion of the budget hearings the county  
24 council shall by ordinance adopt an appropriation granting authority to make expenditures  
25 and to incur obligations, and the council may attach an accompanying statement specifying  
26 legislative intent.

27 3. Printing and Distribution of the Budget. The office of budgets and accounts  
28 shall be responsible for the printing and distribution of the executive and final adopted  
29 budget.

30 B. Administration of the Budget. 1. Allotment and Work Program.

1 a. Establishment of allotments. Within thirty days after adoption of the  
2 appropriation ordinance, all agencies shall submit to the county executive a statement of  
3 proposed agency expenditures at such times and in such form as may be required by him,  
4 provided that the county council is not required to submit an allotment. The statement of  
5 proposed expenditures shall include requested allotments of appropriations for the ensuing  
6 fiscal period for the department concerned by either program, project, object of expenditure  
7 or combination thereof and for such periods as may be specified by the county executive or  
8 his designee. The county executive shall review the requested allotments in light of the  
9 agency's plan of work, and he may revise or alter agency allotments. The aggregate of the  
10 allotments for any agency shall not exceed the total of appropriations available to the agency  
11 concerned for the fiscal period.

12 b. Revision of allotments. If at any time during the fiscal period the county  
13 executive ascertains that available revenues for the applicable period will be less than the  
14 respective appropriations, he shall revise the allotments of agencies funded from such  
15 revenue sources to prevent the making of expenditures in excess of revenues. To the same  
16 end, the county executive is authorized to assign to, and to remove from, a reserve status any  
17 portion of an agency appropriation which in the county executive's discretion is not needed  
18 for the allotment. No expenditure shall be made from any portion of an appropriation which  
19 has been assigned to a reserve status except as provided in this section.

20 2. Review of Pay and Classification Plans. The county executive or his designee  
21 shall periodically review any pay and classification plans, and changes thereunder, for fiscal  
22 impact, and shall recommend to the council any changes to  
23 such plans; provided, that none of the provisions of this subsection shall affect merit systems  
24 of personnel management now existing or hereafter established by ordinance relating to the  
25 fixing of qualification requirements for recruitment, appointment, promotion or  
26 reclassification of employees of any agency.

27 3. Transfer of Appropriations between Agencies. During the last quarter  
28 of the fiscal year, the county council when requested by the county executive may adopt an  
29 ordinance to transfer appropriations between agencies of county government; but a capital

1 project shall not be abandoned thereby unless its abandonment is recommended by the  
2 executive department responsible for planning.

3 4. Lapsing of Appropriation. a. Unless otherwise provided by the appropriation  
4 ordinances and as set forth herein, all unexpended and unencumbered appropriations in the  
5 current expense appropriation ordinances shall lapse at the end of the fiscal year. As used in  
6 this subsection, "current expense appropriations" include all non-capital budget  
7 appropriations.

8 b. A portion of any such appropriations may be carried forward into the subsequent  
9 fiscal year as part of a savings incentive program administered by the office of financial  
10 management and calculated as follows:

11 (1) The amount to be carried forward shall be one-half of the unexpended and  
12 unencumbered current expense appropriations which exceed underexpenditure requirements  
13 established for the year by the office of financial management, and exceed any loss of grant,  
14 contract or similar revenues, which are dedicated to fund the activities supported by the  
15 applicable appropriations. These amounts must result from efficiencies and other  
16 management measures;

17 (2) The calculated amount shall exclude appropriations requested in the  
18 subsequent fiscal year to pay for goods or services planned to be purchased during the current  
19 fiscal year, but neither delivered nor paid for during the current fiscal year;

20 c. Amounts carried forward as set forth in this subsection shall be expended to  
21 improve productivity and service quality. Authorized uses include, but are not limited to the  
22 acquisition of equipment, testing new service delivery systems and training, so long as such  
23 uses do not create recurring, annual obligations beyond minor equipment maintenance costs  
24 and are consistent with any applicable county automation standards and plans;

25 d. By May 1 of each year, the executive shall submit to the council a report  
26 describing the amount of savings each agency has carried forward from the prior fiscal year.

27 e. An appropriation in the capital budget appropriations authorization shall be  
28 canceled at the end of the fiscal year, unless the executive submits to the council the report of  
29 the final year end reconciliation of expenditures for all capital projects on or before March 1st

1 of the year following the year of the appropriation, and each year thereafter in which the  
2 appropriation remains open.

3 5. When contracts and Expenditures Prohibited. No agency shall expend or contract  
4 to expend any money or incur any liability in excess of the amounts appropriated. Any  
5 contract made in violation of this section shall be null and void; any officer, agent or  
6 employee of the county knowingly responsible under such a contract shall be personally  
7 liable to anyone damaged by this action. The county council when requested to do so by the  
8 county executive may adopt an ordinance permitting the county to enter into contracts  
9 requiring the payment of funds from appropriations of subsequent fiscal years, except that the  
10 county executive may enter into lease or rental contracts for real or personal property for a  
11 period not to exceed thirty-six months in which cancellation clauses are provided to terminate  
12 the contract prior to the end of the current budget year. Real property shall not be leased to  
13 the county for more than one year unless it is included in a capital appropriation ordinance;  
14 provided, that nothing in this section shall prevent the making of contracts or the spending of  
15 money for capital improvements, nor the making of contracts of lease or for service for a  
16 period exceeding the fiscal period in which such contract is made, when such contract is  
17 permitted by law.

18 INTRODUCED AND READ for the first time this 11th day of

19 July, 1994.

20 PASSED by a vote of 13 to 0 this 10th day of October, 1994.

21 KING COUNTY COUNCIL  
22 KING COUNTY, WASHINGTON

23 Kent Pullen  
24 Chair

25 ATTEST:

26 Gerald A. Peterson  
27 Clerk of the Council

28 APPROVED this 20th day of October, 1994.

29 Scott McElheran  
30 Deputy County Executive  
for King County Executive