



# KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Signature Report

### Ordinance 19654

**Proposed No.** 2023-0245.2

**Sponsors** McDermott

1 AN ORDINANCE related to county budgeting fiscal  
2 periods; and amending Ordinance 11683, Section 4, and  
3 K.C.C. 1.24.035, Ordinance 11683, Section 8, and K.C.C.  
4 1.24.075, Ordinance 12075, Section 3, and K.C.C.  
5 2.16.025, Ordinance 14199, Section 11, and K.C.C.  
6 2.16.035, Ordinance 18798, Section 2, and K.C.C.  
7 2.47.010, Ordinance 18432, Section 8, and K.C.C.  
8 2A.380.200, Ordinance 16339, Section 18, and K.C.C.  
9 3.12F.020, Ordinance 8753, Section 7, and K.C.C.  
10 3.32.090, Ordinance 12045, Section 20, and K.C.C.  
11 4.56.030, Ordinance 17390, Section 1, and K.C.C.  
12 4.56.300, Ordinance 15545, Section 1, and K.C.C.  
13 4A.100.010, Ordinance 17929, Section 13, as amended,  
14 and K.C.C. 4A.100.020, Ordinance 12045, Section 23, as  
15 amended, and K.C.C. 4A.100.040, Ordinance 17929,  
16 Section 20, as amended, and K.C.C. 4A.100.070,  
17 Ordinance 620, Section 4, as amended, and K.C.C.  
18 4A.100.100, Ordinance 12076, Section 4, as amended, and  
19 K.C.C. 4A.110.010, Ordinance 12076, Section 7, as  
20 amended, and K.C.C. 4A.200.020, Ordinance 12076,

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21 Section 13, as amended, and K.C.C. 4A.200.390,  
22 Ordinance 13923, Section 4, as amended, and K.C.C.  
23 4A.601.010, and Ordinance 13923, Section 5, and K.C.C.  
24 4A.601.030.

25 STATEMENT OF FACTS:

26 1. The county gradually implemented biennial budgeting over a period of  
27 more than ten years, beginning with a charter amendment in 2002 and  
28 culminating with the adoption of the 2015-2016 budget, with the  
29 understanding that biennial budget adoption would take place in non-  
30 election years.

31 2. In November 2022, voters in King County approved a charter  
32 amendment to move elections for the county offices of executive, assessor,  
33 director of elections, and councilmembers from odd-numbered to even-  
34 numbered years.

35 3. The next four election years for the county offices of executive,  
36 assessor, director of elections, and councilmembers are scheduled for  
37 2023, 2025, 2026, and 2028.

38 4. Voter approval of the charter amendment puts the county in a  
39 circumstance of having the biennial budget adoption process taking place  
40 in the 2026 and 2028 election years.

41 5. State law prohibits the county from adopting a three-year budget but  
42 does not prohibit adoption of annual or biennial budgets.

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43           6. To avoid budget adoption coinciding with election years, the executive  
44           must have the flexibility to shift county budget development from even-  
45           numbered to odd-numbered years.

46           BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

47           SECTION 1. Ordinance 11683, Section 4, and K.C.C. 1.24.035 are hereby  
48           amended to read as follows:

49           A.1.a. Except as otherwise provided in this subsection, the time of regular  
50           meetings of the council is 1:30 p.m. on the first, second, third, and fourth Tuesdays of  
51           each month. However, the regular meetings of the council shall not take place: from  
52           December 14, 2022, through January 2, 2023; from April 10, 2023, through April 14,  
53           2023; from July 31, 2023, through August 11, 2023; and from December 13, 2023,  
54           through January 2, 2024. All regular or special meetings of council committees shall be  
55           regular or special council meetings, in accordance with subsection F. of this rule.

56           b. A special committee meeting may not be called without the prior written  
57           consent of the council chair or the consent of a majority of the members of the  
58           committee. This subsection A.1.b. does not apply to special meetings of the budget and  
59           fiscal management committee for purposes of considering the county executive's  
60           (~~biennial~~) budget proposal for the upcoming fiscal period, which shall be called by the  
61           chair of the budget and fiscal management committee.

62           2.a. All regular meetings of the King County council and the council's  
63           committees, except for employment and administration committee meetings, shall be held  
64           in the council chambers on the tenth floor of the King County Courthouse in Seattle,  
65           Washington. All regular meetings of the employment and administration committee

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66 meetings shall be held in the southwest conference room on the twelfth floor of the King  
67 County Courthouse in Seattle, Washington.

68           b. Whenever, due to an emergency, as defined in K.C.C. 12.52.010, it is  
69 imprudent, inexpedient, or impossible to conduct the affairs of the council at the regular  
70 or usual place or places, the council may meet at any place within or without the  
71 territorial limits of the county on the call of the chair or any two members of the council.  
72 After an emergency relocation, the affairs of the council shall be lawfully conducted at  
73 the emergency location for the duration of the emergency.

74           B.1. Except as provided in subsection B.2. of this rule, the times for regular and  
75 special committee meetings are as follows:

76           a. Budget and fiscal management committee: the second and fourth  
77 Wednesday of each month at 9:30 a.m.;

78           b. Committee of the whole: the third Wednesday of each month at 9:30 a.m.;

79           c. Employment and administration committee: the third Tuesday of each  
80 month at 2:00 p.m.;

81           d. Government accountability and oversight committee: the second Tuesday  
82 of each month at 9:30 a.m.;

83           e. Law, justice, health and human services committee: the first Tuesdays of  
84 each month at 9:30 a.m.;

85           f. Local services and land use committee: the fourth Tuesday of each month at  
86 9:30 a.m.;

87           g. Regional policy committee: the second Wednesday of each month at 3:00  
88 p.m.;

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89           h. Regional transit committee: the third Wednesday of each month at 3:00  
90 p.m.;

91           i. Regional water quality committee: the first Wednesday of each month at  
92 3:00 p.m.; and

93           j. Transportation, economy and environment committee: the third Tuesday of  
94 each month at 9:30 a.m.

95           2. The regular meetings of the committees shall not take place during the times  
96 when the council meeting does not take place, as prescribed in subsection A. of this rule.

97           C. Council and committee meetings must be held in accordance with the Open  
98 Public Meetings Act of 1971, chapter 42.30 RCW.

99           D. A meeting may be continued, in accordance with chapter 42.30 RCW, to  
100 another date and does not conclude until adjourned in accordance with these rules.

101           E.1. An executive session may be held during a council or committee meeting if  
102 one of the specific grounds under chapter 42.30 RCW for an executive session exists.

103           2. Before convening in executive session, the chair of the council or committee  
104 shall publicly announce the purpose for excluding the public from the meeting place and  
105 the time when the executive session will be concluded. The executive session may be  
106 extended to a stated later time by announcement of the chair.

107           3. Only members of the council or committee, special invitees, and those  
108 employees or staff members the council or committee determines to be necessary are  
109 allowed to remain in the room. Persons attending an executive session shall maintain the  
110 confidentiality of the proceedings.

111           F.1. A legal analysis of the Open Public Meetings Act by the office of the

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112 Attorney General, 2010 AGO No. 9, has advised that when a committee meeting is  
113 attended by a quorum of the governing body it must be noticed not only as a committee  
114 meeting but also as a meeting of the governing body. For this reason, all meetings((;)) of  
115 council committees shall be noticed both as committee meetings and as council meetings  
116 whose agenda is limited to the committee business.

117 2. In all committee meetings, which are council meetings in accordance with  
118 subsection F.1. of this rule, only the rules and procedures applicable to committees apply,  
119 and not those rules and procedures applicable to full council meetings. This includes, but  
120 is not limited to:

121 a. only those members who serve on the committee have the right to exercise  
122 parliamentary rights in the meeting, including, but not limited to, raising points of order,  
123 making motions, and voting;

124 b. attendance shall be recorded only for members serving on the committee,  
125 and the quorum for the meeting shall be the committee quorum; and

126 c. committee meetings shall be chaired by the committee chair.

127 SECTION 2. Ordinance 11683, Section 8, and K.C.C. 1.24.075 are hereby  
128 amended to read as follows:

129 A.1. A section of an existing ordinance, except an appropriations ordinance, may  
130 not be amended unless the new ordinance sets forth the amended section at full length.

131 Matter added to an existing ordinance must be indicated by underlining the matter.

132 Matter deleted from an existing ordinance must be indicated by lining out the matter with  
133 a solid line and enclosing the lined-out matter within double parentheses.

134 2. A section of ((A))an existing appropriations ordinance may be amended by

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135 showing the incremental change to a section of the ((~~biennial~~)) fiscal period's  
136 appropriations ordinance. Any attachment to an appropriations ordinance may be  
137 amended by showing only the new or changed object of expense on the adopted  
138 attachment. Any amendment to an appropriations ordinance or an attachment to an  
139 appropriations ordinance must be reported in the quarterly budget management report  
140 filed in accordance with K.C.C. 4A.100.100.

141           3. An ordinance may not be presented to or acted upon by the council until this  
142 rule is followed.

143           B. Entirely new sections of ordinances that are to be codified, or sections being  
144 added to an existing uncodified ordinance, may not be underlined but must be designated  
145 "NEW SECTION."

146           SECTION 3. Ordinance 12075, Section 3, and K.C.C. 2.16.025 are hereby  
147 amended to read as follows:

148           A. The county executive shall manage and be fiscally accountable for the office  
149 of performance, strategy and budget, the office of labor relations, the office of climate,  
150 the office of economic opportunity and creative economy, and the office of equity and  
151 racial and social justice.

152           B. The office of performance, strategy and budget functions and responsibilities  
153 shall include, but not be limited to:

154           1. Planning, preparing, and managing, with emphasis on fiscal management and  
155 control aspects, the operating and capital project budgets;

156           2. Monitoring revenues and preparing forecasts not produced by the office of  
157 economic and financial analysis;

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- 158           3. Monitoring expenditures and work programs;
- 159           4. Developing and preparing expenditure plans and ordinances to manage the  
160 implementation of the operating and capital project budgets throughout the fiscal period;
- 161           5. Formulating and implementing financial policies regarding revenues and  
162 expenditures for the county and other applicable agencies;
- 163           6. Performing program analysis, and contract and performance evaluation  
164 review;
- 165           7. Developing and transmitting to the council, concurrent with the ~~((biennial))~~  
166 proposed budget for the fiscal period, supporting materials consistent with K.C.C. chapter  
167 4A.100;
- 168           8. Performance management and accountability:
- 169           a. providing leadership, guidance, and coordination of the executive branch  
170 performance management and accountability system;
- 171           b. overseeing the development of strategic plans and operational plans for each  
172 executive branch department and office;
- 173           c. overseeing monitoring of the performance management and accountability  
174 system, including review of operational and budgetary performance;
- 175           d. developing and using community-level indicators and agency performance  
176 measures to monitor and evaluate the effectiveness and efficiency of each executive  
177 branch department and office; and
- 178           e. overseeing the production of an annual performance report for the executive  
179 branch;
- 180           9. Interagency coordination:



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- 181           a. coordinating and staffing executive initiatives across departments and  
182 agencies;
- 183           b. facilitating interdepartmental, interagency, and interbranch teams on  
184 multidisciplinary issues;
- 185           c. negotiating interlocal agreements as designated by the executive; and  
186           d. serving as the liaison to the boundary review board for King County;
- 187           10. ~~((L))~~leading the county's continuous improvement activities; and  
188           11. ~~((L))~~leading the county's regional planning work, including:
- 189           a. coordinating the county's participation in multicounty planning at the Puget  
190 Sound Regional Council, including serving on the Puget Sound Regional Council's  
191 regional staff committee;
- 192           b. coordinating countywide planning at the Growth Management Planning  
193 Council consistent with the Washington state Growth Management Act, including  
194 leading the Growth Management Planning Council's interjurisdictional staff team in  
195 accordance with the interlocal agreement authorized by King County Motion 8495;
- 196           c. managing updates to the county's Comprehensive Plan in coordination with  
197 the department of local services in accordance with K.C.C. Title 20;
- 198           d. coordinating the development of demographic and growth forecasting data  
199 and information including census data, growth targets, and buildable lands;
- 200           e. facilitating annexations and joint planning with cities, including developing  
201 annexation proposals, drafting interlocal agreements, and serving as the liaison to the  
202 boundary review board for King County; and
- 203           f. coleading with the department of local services's permitting division, an

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204 interbranch regional planning team that supports the council and executive through the  
205 provision of information and data, development of policy proposals and options for  
206 regional issues related to growth management, economic development, and  
207 transportation. Participation in the interbranch regional planning team shall include  
208 executive, department, and council staff as designated by the respective branches.

209 C. The office of labor relations functions and responsibilities shall include:

210 1. Representing county agencies in the collective bargaining process as required  
211 by chapter 41.56 RCW;

212 2. Developing and maintaining databases of information relevant to the  
213 collective bargaining process;

214 3. Representing county agencies in labor arbitrations, appeals, and hearings  
215 including those in chapter 41.56 RCW and required by K.C.C. Title 3, in collaboration  
216 with the department of human resources;

217 4. Administering labor contracts and providing consultation to county agencies  
218 regarding the terms and implementation of negotiated labor agreements, in collaboration  
219 with the department of human resources;

220 5. Advising the executive and council on overall county labor policies; and

221 6. Providing resources for labor relations training for county agencies, the  
222 executive, the council, and others, in collaboration with the department of human  
223 resources.

224 D. The office of climate functions and responsibilities shall include:

225 1. Coordinating the integration of climate change into county operations in  
226 partnership with executive branch departments and offices, King County cities, partners,

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227 communities, and residents;

228           2. Advising the executive and council on climate-related policies, programs, and

229 activities; and

230           3. Leading and fostering climate innovation among county agencies.

231           E. The office of economic opportunity and creative economy functions and

232 responsibilities shall include:

233           1. Coordinating the county's efforts to develop a strong equitable economy that

234 creates opportunities for all residents;

235           2. Developing and implementing strategies to promote economic revitalization

236 and equitable development; and

237           3. Assisting communities and businesses in creating economic opportunities,

238 promoting a diversified economy, and promoting family-wage job creation.

239           F. The office of equity and racial and social justice functions and responsibilities

240 shall include:

241           1. Defining the county's equity and racial and social justice outcomes with

242 communities most affected by inequities;

243           2. Developing the county's strategies, practices, systems, and processes to

244 achieve equity and racial and social justice outcomes;

245           3. Providing strategic consultation to county agencies, and the communities they

246 serve, to achieve equity and racial and social justice outcomes;

247           4. Assisting county agencies to fulfill their responsibility to achieve equity and

248 racial and social justice outcomes; and

249           5. Operating the civil rights program, which shall include the following duties:

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- 250           a. enforcing nondiscrimination ordinances as codified in K.C.C. chapters  
251 12.17, 12.18, 12.20 and 12.22;
- 252           b. assisting departments in complying with the federal Americans with  
253 Disabilities Act of 1990, the federal Rehabilitation Act of 1973, Section 504, and other  
254 legislation and rules regarding access to county programs, facilities, and services for  
255 people with disabilities;
- 256           c. serving as the county Americans with Disabilities Act Title II coordinator  
257 relating to public access;
- 258           d. providing staff support to the county civil rights commission;
- 259           e. serving as the county federal Civil Rights Act Title VI coordinator; and
- 260           f. coordinating county responses to federal Civil Rights Act Title VI issues and  
261 investigating complaints filed under Title VI.
- 262           G.1. The county council hereby delegates to the executive or the executive's  
263 designee authority to request a hearing before the Washington state Liquor and Cannabis  
264 Board and make written recommendations and objections regarding applications relating  
265 to:
- 266           a. liquor licenses under chapter 66.20 RCW; and
- 267           b. licenses for marijuana producers, processors, or retailers under chapter  
268 69.50 RCW.
- 269           2. Before making a recommendation under subsection G.1. of this section, the  
270 executive or designee shall solicit comments from county departments and agencies,  
271 including, but not limited to, the department of local services, public health - Seattle &  
272 King County, the sheriff's office, and the prosecuting attorney's office.

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273           3. For each application reviewed under subsection G.1.b. of this section, the  
274 executive shall transmit to the county council a copy of the application received with the  
275 applicant's name and proposed license application location, a copy of all comments  
276 received under subsection G.2. of this section, and the executive's recommendation to the  
277 Washington state Liquor and Cannabis board.

278           H. The executive may assign or delegate budgeting, performance management  
279 and accountability, climate policy, economic development, and strategic planning and  
280 interagency coordination functions to employees in the office of the executive but shall  
281 not assign or delegate those functions to any departments.

282           SECTION 4. Ordinance 14199, Section 11, and K.C.C. 2.16.035 are hereby  
283 amended to read as follows:

284           A. The county administrative officer shall be the director of the department of  
285 executive services. The department shall include the records and licensing services  
286 division, the finance and business operations division, the facilities management division,  
287 the fleet services division, the airport division, the office of risk management services, the  
288 administrative office of emergency management, and the administrative office of the  
289 business resource center. In addition, the county administrative officer shall be  
290 responsible for providing staff support for the board of ethics.

291           B. The duties of the records and licensing services division shall include the  
292 following:

293           1. Issuing marriage, vehicle/vessel, taxicab and for-hire driver and vehicle, and  
294 pet licenses, collecting license fee revenues, and providing licensing services for the  
295 public;

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- 296           2. Enforcing county and state laws relating to animal control;
- 297           3. Managing the recording, processing, filing, storing, retrieval, and certification
- 298 of copies of all public documents filed with the division as required;
- 299           4. Processing all real estate tax affidavits; and
- 300           5. Acting as the official custodian of all county records, as required by general
- 301 law, except as otherwise provided by ordinance.

302           C. The duties of the finance and business operations division shall include the

303 following:

- 304           1. Monitoring revenue and expenditures for the county. The collection and
- 305 reporting of revenue and expenditure data shall provide sufficient information to the
- 306 executive and to the council. The division shall be ultimately responsible for maintaining
- 307 the county's official revenue and expenditure data;
- 308           2. Performing the functions of the county treasurer;
- 309           3. Billing and collecting real and personal property taxes, local improvement
- 310 district assessments, and gambling taxes;
- 311           4. Processing transit revenue;
- 312           5. Receiving and investing all county and political subjurisdiction moneys;
- 313           6. Managing the issuance and payment of the county's debt instruments;
- 314           7. Managing the accounting systems and procedures;
- 315           8. Managing the fixed assets system and procedures;
- 316           9. Formulating and implementing financial policies for other than revenues and
- 317 expenditures for the county and other applicable agencies;
- 318           10. Administering the accounts payable and accounts receivable functions;

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- 319           11. Collecting fines and monetary penalties imposed by district courts;
- 320           12. Developing and administering procedures for the procurement of and
- 321 awarding of contracts for tangible personal property, services, professional or technical
- 322 services, and public work in accordance with K.C.C. chapter 2.93 and applicable federal
- 323 and state laws and regulations;
- 324           13. Establishing and administering procurement and contracting methods, and
- 325 bid and proposal processes, to obtain such procurements;
- 326           14. In consultation with the prosecuting attorney's office and office of risk
- 327 management services, developing and overseeing the use of standard procurement and
- 328 contract documents for such procurements;
- 329           15. Administering contracts for goods and services that are provided to more
- 330 than one department;
- 331           16. Providing comment and assistance to departments on the development of
- 332 specifications and scopes of work, in negotiations for such procurements, and in the
- 333 administration of contracts;
- 334           17. Assisting departments to perform cost or price analyses for the procurement
- 335 of tangible personal property, services, and professional or technical services, and price
- 336 analysis for public work procurements;
- 337           18. Developing, maintaining, and revising as may be necessary from time to
- 338 time the county's general terms and conditions for contracts for the procurement of
- 339 tangible personal property, services, professional or technical services, and public work;
- 340           19. Managing and developing financial policies for borrowing of funds,
- 341 financial systems, and other financial operations for the county and other applicable

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342 agencies;

343           20. Managing the contracting opportunities program to increase opportunities  
344 for small contractors and suppliers to participate on county-funded contracts. Also, the  
345 finance and business operations division shall submit an annual report as required by  
346 K.C.C. 2.97.090;

347           21. Managing the apprenticeship program to optimize the number of apprentices  
348 working on county construction projects. Also, the finance and business operations  
349 division shall submit an annual report as required by K.C.C. 12.16.175; and

350           22. Serving as the disadvantaged business enterprise liaison officer for federal  
351 Department of Transportation and other federal grant program purposes. The  
352 disadvantaged business enterprise liaison officer shall have direct, independent access to  
353 the executive on disadvantaged business enterprise program matters consistent with 49  
354 C.F.R. Sec. 26.25. For other matters, the disadvantaged business enterprise liaison  
355 officer shall report to the manager of the finance and business operations division.

356           D. The duties of the facilities management division shall include the following:

357           1. Overseeing space planning for county agencies;

358           2. Administering and maintaining in good general condition the county's  
359 buildings except for those managed and maintained by the department of natural  
360 resources and parks and the Metro transit department as provided in K.C.C. chapter 4.56;

361           3. Operating security programs for county facilities except as otherwise  
362 determined by the council;

363           4. Administering all county facility parking programs except for public  
364 transportation facility parking;



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- 365           5. Administering the supported employment program;
- 366           6. Managing all real property owned or leased by the county, except as provided
- 367 in K.C.C. chapter 4.56, ensuring, where applicable, that properties generate revenues
- 368 closely approximating fair market value;
- 369           7. Maintaining a current inventory of all county-owned or leased real property;
- 370           8. Functioning as the sole agent for the disposal of real properties deemed
- 371 surplus to the needs of the county;
- 372           9. In accordance with K.C.C. chapter 4A.100, providing support services to
- 373 county agencies in the acquisition of real properties, except as otherwise specified by
- 374 ordinance;
- 375           10. Issuing oversized vehicle permits and issuing franchises, permits, and
- 376 easements for the use of county property except franchises for cable television and
- 377 telecommunications;
- 378           11. Overseeing the development of capital projects for all county agencies
- 379 except for specialized roads, solid waste, public transportation, airport, water pollution
- 380 abatement, surface water management projects, and parks and recreation;
- 381           12. Being responsible for all general projects, such as office buildings or
- 382 warehouses, for any county department including, but not limited to, the following:
- 383           a. administering professional services and construction contracts;
- 384           b. acting as the county's representative during site master plan, design, and
- 385 construction activities;
- 386           c. managing county funds and project budgets related to capital projects;
- 387           d. assisting county agencies in the acquisition of appropriate facility sites;

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- 388 e. formulating guidelines for the development of operational and capital  
389 project plans;
- 390 f. assisting user agencies in the development of capital projects and project  
391 plans, as defined and provided for in K.C.C. chapter 4A.100;
- 392 g. formulating guidelines for the use of life cycle cost analysis and applying  
393 these guidelines in all appropriate phases of the capital process;
- 394 h. ensuring the conformity of capital project plans with the adopted space plan;
- 395 i. developing project cost estimates that are included in capital project plans,  
396 site master plans, capital projects, and ((biennial)) project budget requests;
- 397 j. providing advisory services, feasibility studies, or both services and studies  
398 to projects as required and for which there is budgetary authority;
- 399 k. coordinating with user agencies to assure user program requirements are  
400 addressed through the capital development process as set forth in this chapter and in  
401 K.C.C. chapter 4A.100;
- 402 l. providing engineering support on capital projects to user agencies as  
403 requested and for which there is budgetary authority; and
- 404 m. providing assistance in developing the executive budget for capital projects;  
405 and
- 406 13. Providing for the operation of a downtown winter shelter for homeless  
407 persons between October 15 and April 30 each year.
- 408 E. The duties of the fleet services division shall include the following:
- 409 1. Acquiring, maintaining, and managing the motor pool equipment rental and  
410 revolving fund for fleet vehicles and equipment, the equipment rental and revolving fund,
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411 and the wastewater equipment rental and revolving fund. Metro transit department  
412 vehicles determined by the Metro transit department director to be intricately involved in  
413 or related to providing public transportation services shall not be part of the motor pool;

414           2. Establishing rates for the rental of equipment and vehicles;

415           3. Establishing terms and charges for the sale of any material or supplies that  
416 have been purchased, maintained, or manufactured with money from the motor pool and  
417 equipment revolving fund, the equipment rental and revolving fund, and the wastewater  
418 equipment rental and revolving fund;

419           4. Managing fleet and equipment training programs, stores function, and vehicle  
420 repair facilities;

421           5. Administering the county alternative fuel program and take-home assignment  
422 of county vehicles policy; and

423           6. Inventorying, monitoring losses, and disposing of county personal property in  
424 accordance with K.C.C. chapter 4.56.

425           F. The duties of the airport division shall include managing the maintenance and  
426 operations of the King County international airport, and shall include the following:

427           1. Developing and implementing airport programs under state and federal law  
428 including preparing policy recommendations and service models;

429           2. Managing and maintaining the airport system infrastructure;

430           3. Managing, or securing services from other divisions, departments, or entities  
431 to perform((,-)) the design, engineering, and construction management functions related to  
432 the airport capital program, including new facilities development and maintenance of  
433 existing infrastructure; providing support services such as project management,

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434 environmental review, permit, and right-of-way acquisitions, schedule and project control  
435 functions; and

436 4. Preparing and administering airport service and supporting capital facility  
437 plans and periodic updates.

438 G. The duties of the office of risk management services shall include the  
439 management of the county's insurance and risk management programs consistent with  
440 K.C.C. chapter 2.21.

441 H. The duties of the administrative office of emergency management shall  
442 include the following:

443 1. Preparing and planning for emergencies and disasters;

444 2. Providing effective direction, control, and coordination of operations before,  
445 during, and after emergencies and disasters; and

446 3. Being responsible for the emergency management functions defined in  
447 K.C.C. chapter 2.56 and K.C.C. 2A.310.

448 I. The duties of the administrative office of the business resource center shall  
449 include the following:

450 1. The implementation and maintenance of those systems necessary to generate  
451 a regular and predictable payroll through the department of human resources;

452 2. The implementation and maintenance of those systems necessary to provide  
453 regular and predictable financial accounting and procedures through the finance and  
454 business operations division;

455 3. The implementation and maintenance of those systems necessary to generate  
456 regular and predictable county budgets, budget reports, and budget management tools for

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457 the county; and

458 4. The implementation and maintenance of the human resources systems of  
459 record for all human resources data for county employment purposes.

460 SECTION 5. Ordinance 18798, Section 2, and K.C.C. 2.47.010 are hereby  
461 amended to read as follows:

462 A. The county's office of equity and social justice shall invite representatives  
463 from all branches, departments, agencies, and offices of county government to form an  
464 interbranch team to plan the Reverend Dr. Martin Luther King, Jr., annual gathering  
465 celebrating the life and legacy of Reverend Dr. Martin Luther King, Jr.

466 B. The interbranch team shall reach out to community representatives to receive  
467 ideas for the planning of the Reverend Dr. Martin Luther King, Jr., annual gathering, and  
468 receive feedback during the planning of the Reverend Dr. Martin Luther King, Jr., annual  
469 gathering.

470 C. The county's office of equity and social justice in collaboration with the  
471 interbranch team shall each year convene an annual gathering celebrating the life and  
472 legacy of Reverend Dr. Martin Luther King, Jr. The intent of the gathering shall be to:

473 1. Provide a countywide gathering for all members of the public to celebrate the  
474 life and legacy of Reverend Dr. Martin Luther King, Jr.;

475 2. Recognize the impact that Reverend Dr. Martin Luther King, Jr. has on our  
476 community and our nation and bring to attention Reverend Dr. Martin Luther King Jr.'s  
477 message of equity, social justice, and non-violence and his((;)) political((;)) and social  
478 philosophies; and

479 3. Inspire county residents to strive in a non-violent manner for the human

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480 rights, civil liberties, and economic guarantees rightfully due to all peoples.

481 D. The gathering shall be held in the second week of the month of January.

482 E. The gathering shall be open to all county employees that are available to  
483 attend. Separately elected officials, department directors, and division managers shall  
484 make an effort to accommodate all county employees that request to attend the gathering.

485 F. The gathering shall be open to the public.

486 G. The county's office of equity and social justice in collaboration with the  
487 interbranch team should widely publicize the gathering. Publicity methods shall include,  
488 but not be limited to, the official county newspaper, newspapers of general circulation  
489 within each council district, King County civic television, television news outlets, social  
490 media platforms, non-English language newspapers and periodicals distributed in the  
491 county, and the county's website.

492 H. The gathering shall be held in a King County venue that would accommodate  
493 all attendees.

494 I. The gathering shall consider including:

- 495 1. Presentation of the King County Medal of Distinguished Service awards;
- 496 2. Keynote addresses from invited guests and county elected officials;
- 497 3. Performances by award winning artists, local artists, or both;
- 498 4. Recognition of the Reverend Dr. Martin Luther King Jr. essay contest  
499 winners; and
- 500 5. Readings of excerpts from Dr. King's speeches.

501 J. Costs of the gathering are hereby authorized, subject to availability of funds in  
502 the county general fund.

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503 K. The executive shall include a proposed budget that will cover the costs of each  
504 annual gathering as part of the executive's proposed ((~~biennial~~)) budget to council.

505 SECTION 6. Ordinance 18432, Section 8, and K.C.C. 2A.380.200 are hereby  
506 amended to read as follows:

507 A.1. The chief information officer shall assess all technology project budget  
508 requests to be transmitted to the council as part of either the executive's proposed  
509 ((~~biennial~~)) budget or any supplemental appropriation ordinance.

510 2. The assessment of technology project budget requests by the chief  
511 information officer shall fulfill the following objectives:

512 a. technology projects shall align with the county's strategic information  
513 technology plan and enterprise architecture and standards;

514 b. technology projects shall contribute to minimizing the county's application  
515 portfolio risk; and

516 c. project plans, cost estimates, and benefit achievement plans shall meet the  
517 requirements in K.C.C. 4A.100.030.C,D, and F, respectively.

518 3. The chief information officer shall provide to the office of performance,  
519 strategy and budget a list of all projects with active appropriation authority, including  
520 projects not seeking funding in the proposed budget and the unexpended appropriation  
521 for each project. That list shall be included as part of the executive's proposed  
522 ((~~biennial~~)) budget.

523 B. Beginning in 2019, and every fourth year thereafter, the chief information  
524 officer shall prepare a strategic information technology plan for council adoption by  
525 motion. The strategic information technology plan, and the motion for adoption of the

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526 plan, shall be transmitted to council by December 31 of the year it is prepared, with  
527 annual updates provided by April 30 starting in the year two of the four-year plan. The  
528 plan should include, for the subsequent four calendar years:

529           1. A vision statement for the coordination of technology management and  
530 investment across the county;

531           2. A description of the current environment, strengths, weaknesses,  
532 opportunities, and challenges for individual planning issue areas;

533           3. A list of recommended objectives, with description;

534           4. The approach to achieve the desired outcomes for each strategic objective;

535           5. The accomplishments towards meeting objectives from previous approved  
536 strategic plans, when objectives have not been met, and a discussion of the obstacles  
537 towards meeting those objectives;

538           6. Appendices supporting the recommended objectives; and

539           7. Appendix defining appropriate strategic performance metric or metrics for  
540 each recommended objective in the plan.

541           SECTION 7. Ordinance 16339, Section 18, and K.C.C. 3.12F.020 are hereby  
542 amended to read as follows:

543           A. Whenever the executive determines that an emergency budget crisis exists in  
544 King County, the executive may proclaim in writing the existence of such an emergency.  
545 The executive shall transmit a proclamation and proposed ratifying ordinance to the  
546 council within seven days of the proclamation. A proclamation is effective only if  
547 ratified by ordinance. A proclamation of an emergency budget crisis remains in effect for  
548 all or a portion of (~~one biennial~~) the fiscal period's budget cycle.

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549 B. Whenever the council determines that an emergency budget crisis exists in  
550 King County, it may by ordinance declare the existence of such an emergency. A  
551 declaration of an emergency budget crisis remains in effect for all or a portion of ~~((one~~  
552 ~~biennial))~~ the fiscal period's budget cycle.

553 C. Upon a proclaimed and ratified or declared emergency budget crisis, the  
554 executive may:

555 1. Order a budgetary furlough, including the furlough of employees of the  
556 executive branch and closure of county offices;

557 2. Order the reduction in hours or the closure of county offices on specific days  
558 associated with a budgetary furlough;

559 3. Order any other actions relating to employees in K.C.C. Title 3; or

560 4. Enter into or amend agreements with labor organizations to furlough  
561 represented employees as provided under this chapter. If such an agreement addresses no  
562 other subject or additional terms, it shall have the force of law upon execution by the  
563 parties, without enactment by ordinance.

564 D. If an emergency budget crisis has been proclaimed and ratified or declared  
565 and furlough days are ordered, the executive shall notify the public of days that county  
566 offices are closed by posting the information on the county buildings or offices that are  
567 closed, by posting a notice on the Internet, by advertising in the official county  
568 newspaper, and by issuing press releases.

569 SECTION 8. Ordinance 8753, Section 7, and K.C.C. 3.32.090 are hereby  
570 amended to read as follows:

571 All revenues derived from parking fees shall be distributed as follows:

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572 A. Applicable local and state taxes;

573 B. An allocation to cover rent payments or debt service payments for the Goat  
574 Hill parking facility and prorated rent for the parking portion of the Chinook Building  
575 and King Street Center;

576 C. It is the intent of the council to (~~biennially~~), during the budget process,  
577 identify a portion of the revenue going to the current expense fund to be transferred to the  
578 major maintenance reserve fund to support major maintenance projects at the parking  
579 facilities, taking into account the major maintenance model and financial plan;

580 D. An allocation to the facilities management division of the department of  
581 executive service's internal service fund to reimburse the fund for expenses associated  
582 with the operation of the parking facilities; and

583 E. The residual revenues distributed to the general fund.

584 SECTION 9. Ordinance 12045, Section 20, and K.C.C. 4.56.030 are hereby  
585 amended to read as follows:

586 County employees shall be held accountable and responsible for all of the various  
587 personal property assigned to them during the course of their employment with the  
588 county.

589 A. Written documentation, by employee, of all changes in assigned capitalized  
590 items from the department or agency inventory reports will be recorded at the time of the  
591 occurrence and kept in each county department or agency.

592 B. The fleet services division shall provide a report of losses to the county  
593 council, county administrative officer, and office of risk management services. The  
594 report to the county council shall be transmitted with the (~~biennial~~) executive's

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595 proposed budget.

596 C. The fleet services division shall recommend to the department or agency  
597 director or manager corrective action for all capitalized items lost or misplaced due to  
598 employee negligence or misconduct.

599 D. If the director or manager determines an employee to be negligent in the care  
600 of the property assigned to the employee or if a terminated employee fails to return  
601 personal property assigned to the employee, then the county may pursue any remedy  
602 available at law for recovery of loss of property. If a career service employee is  
603 disciplined, that employee has the right to the full protection of the county disciplinary-  
604 grievance process as established by applicable union bargaining agreements and the  
605 county code provisions and administrative guidelines for the career service.

606 E. The fleet services division shall be the sole agency responsible for  
607 inventorying and disposing of county personal property.

608 SECTION 10. Ordinance 17390, Section 1, and K.C.C. 4.56.300 are hereby  
609 amended to read as follows:

610 A. The fleet services division shall annually identify countywide fleet standards  
611 for cars, trucks, sport utility vehicles, and other nonrevenue vehicles. These standards  
612 shall apply to fleets managed by the Metro transit department as well as the fleet services,  
613 solid waste, and airport divisions, and shall be developed as follows:

614 1. The fleet managers of the Metro transit department as well as the fleet  
615 services, solid waste, and airport divisions shall annually review the inventory of cars,  
616 trucks, sport utility vehicles, and any other nonrevenue vehicles identified to be replaced  
617 in the coming year. The fleet managers shall assign a standard for each class of vehicle.

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618 If a vehicle meeting the standard is not available through an existing procurement  
619 contract, the fleet managers shall collaborate to determine the best method of  
620 procurement of the vehicle;

621           2. To the extent practicable, the original equipment manufacturer's  
622 recommended routine maintenance schedules, as specified by the use of the vehicle, shall  
623 be adhered to for all nonrevenue county fleet vehicles. Fleet managers may, at their  
624 discretion, document and adjust the frequency of routine service intervals where a  
625 deviation from the recommended routine maintenance schedule is indicated due to factors  
626 including, but not limited to, vehicle age, mileage, service hours, or operating  
627 environment;

628           3.a. Vehicle replacement cycles shall, to the extent practicable, be consistent for  
629 each class of vehicle. The optimal mileage at which each class of vehicle should be  
630 replaced shall be established by the fleet managers using criteria such as purchase price,  
631 depreciation, and maintenance costs. All county fleets will apply the same criteria to  
632 establish the optimal mileage and the maximum life cycle.

633           b. Fleet managers shall prepare an alternative fuel technology vehicle  
634 integration plan, describing necessary and appropriate steps towards the successful  
635 integration of alternative fuel vehicles into the county fleets. Plan elements may include:

636                   (1) a description of the challenges and barriers that alternative fuel vehicles  
637 may encounter in efforts to integrate them into the county fleet;

638                   (2) a description of opportunities for such vehicles in service to county  
639 government transportation needs;

640                   (3) identification and a specific timeline for ascertainment of needed planning

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641 and analytical information in support of plan preparation, including:

642 (a) vehicle maintenance and repair histories, and related information that

643 will support development of appropriate vehicle life cycle replacement standards; and

644 (b) vehicle utilization data;

645 (4) a summary of appropriate steps needed to integrate such vehicles into the

646 county fleet; and

647 (5) other elements;

648 4. The countywide fleet standards shall be evaluated by county fleet managers

649 biannually, to coincide with the ((~~biennial~~)) fiscal period's budget cycle, and updated if

650 needed; and

651 5. The manager of the fleet services division shall have lead responsibility for

652 facilitating the biannual evaluation of countywide fleet standards.

653 B. The executive shall annually transmit an electronic copy and one paper copy

654 of the King County fleet standards to the clerk of the council by August 31 for

655 distribution to all councilmembers and the lead staff for the transportation, economy and

656 environment committee, or its successor. The report shall include:

657 1. Vehicle types for purchase for standard passenger cars, trucks, and sport

658 utility vehicles for the next calendar year;

659 2. Standard maintenance schedules for routine safety and service work for each

660 type of vehicle; and

661 3. Vehicle life including both optimal mileage and maximum life cycle for

662 vehicle replacement planning.

663 SECTION 11. Ordinance 15545, Section 1, and K.C.C. 4A.100.010 are hereby

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664 amended to read as follows:

665       A. In accordance with Section 405 of the King County Charter and in lieu of  
666 adopting an annual budget, the council shall adopt a biennial budget for such county  
667 funds as the council may determine. For these funds there shall be a midbiennium review  
668 and modification for the second year of the biennium. The council may adopt additional  
669 and emergency appropriations ordinances for any such fund or funds in the same manner  
670 and subject to the same conditions as otherwise provided in the charter.

671       B. At least two hundred forty-five days before the end of the fiscal period, the  
672 council may notify the executive by motion of those funds it has determined to be  
673 budgeted on an annual basis. Any funds not included on the list shall be budgeted on a  
674 biennial basis.

675       SECTION 12. Ordinance 17929, Section 13, as amended, and K.C.C.

676 4A.100.020 are hereby amended to read as follows:

677       A. An electronic database with balanced revenues and expenditures for all county  
678 agencies at the lowest organization and account levels and all summary levels;

679       B. Complete financial plans for each fund requesting expenditure authority  
680 showing planned expenditures, and the sources of revenue from which each fund is to be  
681 financed. For any financial plan, the total proposed expenditures shall not be greater than  
682 the total proposed revenues plus any available fund balances that might be applied in  
683 excess of required reserves. For capital funds, the financial plan shall indicate that the  
684 carryover budget is supported by fund balance and revenues to be collected. If the  
685 estimated revenues plus fund balance is less than the estimated expenditures proposed by  
686 the executive, the executive shall include in the financial plan a proposal as to the manner

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687 in which the anticipated deficit is to be met. Financial plans shall indicate any fund  
688 balances and reserves within the fund and shall be consistent with all financial policies  
689 adopted by the council;

690 C. Revenue detail, which shall be reported in fund financial plans and in the  
691 electronic database, and shall include:

692 1. Estimated revenue by fund and by source from taxation as well as from all  
693 other sources, including estimated revenue from future bond sales. All revenue estimates  
694 shall be fully detailed by the standard classification of accounts. Assumptions made  
695 related to changes from current fiscal period adopted levels shall be documented;

696 2. Actual revenues either for the first eighteen months of (~~the current fiscal~~  
697 ~~period~~) a biennial budget or for the first six months of an annual budget;

698 3. Actual revenues for the last completed biennium by fund and by source as  
699 reported in the county's financial system of record by account for agencies and funds  
700 unless deviations are explained and enhance the clarity of the presentation;

701 4. Estimated fund balance or deficit for current and the next two fiscal periods  
702 by fund; and

703 5. Such additional information dealing with revenues as either the executive or  
704 the council deems necessary;

705 D. Operating fund expenditure detail, which shall be reported in fund financial  
706 plans and in the electronic database, and shall include:

707 1. Tabulation of expenditures by any combination of fund, program, or object of  
708 expenditure;

709 2. Actual expenditures at the account level by agency and fund either for the

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710 first eighteen months of a biennial budget or for the first six months of an annual budget  
711 ~~((of the current biennium))~~;

712 3. Actual expenditures for the last completed biennium as reported in the  
713 county's financial system of record by account for agencies and fund;

714 4. The amount of expenditure authority in the ~~((current biennium))~~ fiscal period  
715 adjusted to reflect supplemental appropriations made in either the first eighteen months of  
716 ~~((the fiscal period))~~ a biennial budget or the first six months of an annual budget; and

717 5. If a single fund finances both operating expenses and capital projects,  
718 separate appropriations from the fund for the operating and the capital sections of the  
719 budget;

720 E. All expenditures and revenues associated with internal service funds;

721 F. The general fund overhead cost allocation plan methodology for charging  
722 general fund costs to other county funds, which shall be developed as provided in K.C.C.  
723 4A.100.050;

724 G. Brief explanations of existing and proposed new programs, as well as the  
725 purpose and a description of agency activities;

726 H. The maximum number of full time equivalent positions requested for the  
727 fiscal period;

728 I. The estimated number of term limited temporary employees for the ensuing  
729 fiscal period;

730 J. Technology business plans in accordance with K.C.C. 2.16.0755;

731 K. A report that lists cancelled funds, the amounts of residual balances, if any,  
732 and the active funds to receive residual balances;



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733 L. A capital improvement program that meets the requirements of K.C.C.

734 4A.100.030; and

735 M. Other supporting data that the executive and the council agree is necessary to  
736 determine expenditure authority for the fiscal period.

737 SECTION 13. Ordinance 12045, Section 23, as amended, and K.C.C.

738 4A.100.040 are hereby amended to read as follows:

739 A.1. The executive shall prepare and distribute the budget in accordance with this  
740 subsection.

741 2. At least one hundred fifty-five days before the end of the fiscal period, all  
742 agencies shall submit to the executive information necessary to prepare the budget.

743 Agencies shall submit their budget information at the lowest organization and account  
744 levels unless accompanied by a notice explaining the reasons for not doing so.

745 3. The basis for the executive's preliminary budget preparation of the pro forma  
746 budget, budget instructions to departments, and preliminary review of departmental  
747 submittals to the executive shall be the preliminary economic and revenue forecast  
748 adopted by the forecast council.

749 4. Before presentation to the council, the executive may provide for hearings on  
750 all agency requests for expenditures and revenues to enable the executive to make  
751 determinations as to the need, value, or usefulness of activities or programs requested by  
752 agencies. The executive may require the attendance of agency officials at the hearings  
753 and the agency officials shall disclose any information required to enable the executive to  
754 arrive at final determinations.

755 5. The executive shall transmit a ((biennial)) budget for the fiscal period and

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756 deliver a budget message to the council no later than ninety-five days before the end of  
757 the current fiscal period. The budget message shall explain the budget in fiscal terms and  
758 in terms of goals to be accomplished and shall relate the requested appropriations to the  
759 comprehensive plans of the county. Copies of the budget and budget message shall be  
760 delivered to the clerk of the council for distribution to councilmembers and legislative  
761 staff.

762           6. The updated economic and revenue forecast adopted by the forecast council  
763 shall be used as the basis for the budget.

764           7. Seven days before the presentation of the budget and budget message to the  
765 council, the director of the office of performance, strategy, and budget or its successor  
766 shall submit to the council copies of all agency and departmental budget requests,  
767 departmental, and divisional work programs.

768           8. The executive shall prepare and present a proposed appropriation ordinance  
769 not later than ninety-five days before the end of the current fiscal period. The proposed  
770 appropriation ordinance shall specify by any combination of fund, program, project, or  
771 agency, the expenditure levels and maximum number of full time equivalent employees  
772 for the fiscal period.

773           9. The executive shall make available to the public on the county's website, at  
774 no charge, an electronic copy of the budget and other summary documents.

775           10. The director of the office of performance, strategy, and budget or its  
776 successor shall be responsible for the distribution of the budget, either in electronic or  
777 printed formats, and posting on the Internet. The director shall also be responsible for  
778 updating the electronic database to reflect the adopted appropriations ordinance and

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779 posting on the Internet.

780           11. If the fiscal period is a biennium, then ~~The~~ executive shall conduct a  
781 midbiennium review of the budget and propose adjustments during the adopted fiscal  
782 period, including any changes in the adopted overhead methodology.

783           B. The council shall:

784           1. Review the proposed appropriation ordinances and make any changes or  
785 additions it deems necessary except the council shall not change the form of the proposed  
786 appropriation ordinance submitted by the executive;

787           2. Announce and hold public hearings as it deems necessary;

788           3. Adopt an appropriation ordinance granting authority to make expenditures  
789 and to incur obligations upon completion of the budget hearings and at least thirty days  
790 before the end of the current fiscal period. The council may attach an accompanying  
791 statement specifying legislative intent;

792           4. Adopt tax and revenue ordinances as may be necessary to implement the  
793 adopted appropriation ordinance; and

794           5. Review any proposed midbiennium adjustments proposed by the executive  
795 during the adopted fiscal period, including any changes in the adopted overhead  
796 methodology.

797           SECTION 14. Ordinance 17929, Section 20, as amended, and K.C.C.

798 4A.100.070 are hereby amended to read as follows:

799           A.1. Any departments or agencies, except the council, with unanticipated  
800 expenditures shall submit to the executive a statement of unanticipated expenditures. The  
801 statement shall specify any request for supplemental appropriation by program, project,

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802 object of expenditure, or any combination thereof. The executive shall review the  
803 requests in accordance with the department's or agency's work plan and determine  
804 whether to submit a supplemental appropriation request.

805           2. If during the fiscal period the executive determines that revenues will be less  
806 than the expenditure amounts included in the appropriations ordinance, the executive  
807 shall revise the expenditures of departments or agencies funded from those revenue  
808 sources to prevent the making of expenditures in excess of revenues. If the executive  
809 determines that the fund has unrestricted reserves, the executive may use these reserves to  
810 avoid making expenditure reductions; however, the use of reserves may not reduce the  
811 fund balances below target reserve amounts. If the use of reserves exceeds five percent  
812 of the total appropriation, the council shall be notified in the quarterly management and  
813 budget report. An expenditure shall not be made from any portion of an appropriation  
814 that has been assigned to a reserve status except as provided in this section.

815           B. All unexpended appropriations in noncapital appropriation ordinances lapse at  
816 the end of the fiscal period.

817           C. The executive may transfer appropriation authority from an emergent need  
818 contingency project to support a cost increase for a capital project in the same fund in  
819 accordance with the procedures in K.C.C. 4A.100.080.

820           D.1. Except as provided in this subsection, an agency shall not expend or contract  
821 to expend any money in excess of amounts appropriated. A contract made in violation of  
822 this subsection is null and void. An officer, agent, or employee of the county knowingly  
823 responsible for such a contract is personally liable to anyone, including the county,  
824 damaged by the officer, agent, or employee's action.

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825           2. An agency may contract to expend money in excess of existing  
826 appropriations when:

827           a. the contract commits the county to expend funds beyond the ((~~biennium~~))  
828 fiscal period and the contract includes a cancellation clause that provides:

829                 (1) the contract may be unilaterally terminated by the county for lack of  
830 appropriation; and

831                 (2) the costs associated with such a termination, if any, shall not exceed the  
832 appropriation for the ((~~biennium~~)) fiscal period in which termination occurs;

833           b. the contract commits the county to expend funds beyond the ((~~biennium~~))  
834 fiscal period and the council, at the request of the executive, adopts an ordinance  
835 permitting the county to enter into the contract;

836           c. the contract implements a grant awarded to the county before the  
837 appropriation of grant funds, including appropriations that must be made in future years,  
838 if the council has received prior notice of the grant application and if either of the  
839 following conditions are met: all of the funds to be appropriated under the contract will  
840 be from the granting agency; or all financial obligations of the county under the contract  
841 are subject to appropriation; or

842           d. the contract is an emergency contract as authorized by K.C.C. 2.93.080.

843           3. In accordance with Section 495 of the King County Charter, real property  
844 shall not be leased to the county for more than one year unless it is included in a capital  
845 budget appropriation ordinance.

846           4.a. Any lease or license for the possession or use of real property by the county  
847 with a term, including any potential options, extensions, or renewals, longer than five

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848 years must be approved by the council before execution by the executive.

849           b. Any decision to extend a lease or license for the possession or use of real  
850 property by the county beyond a cumulative total of five years, whether memorialized  
851 through an option, extension, amendment, or new lease or license, must be approved by  
852 the council before execution by the executive.

853           c. Any lease or license for the possession or use of real property by the county  
854 that requires more than fifty thousand dollars in tenant improvement or other alterations  
855 to the real property for the benefit of the county must be approved by the council before  
856 execution by the executive.

857           d. Any lease or license for the possession or use of real property by the county  
858 shall comply with the requirements of K.C.C. 18.17.050.C.

859           5. Any lease or license or extension of a lease or license for the possession or  
860 use of real property by the county entered into for the purpose of implementing the Puget  
861 Sound emergency radio network project as described in Ordinance 17993 and approved  
862 by the voters at the election held on April 28, 2015, may commit the county to expend  
863 funds in excess of amounts appropriated, and may be executed by the executive without  
864 council approval.

865           E. A capital project budget and phases of a capital project shall be prepared by  
866 the user agency. The capital project shall be managed by the implementing agency.

867           F. Ongoing review of capital projects for which moneys have been appropriated  
868 shall be coordinated by the office of performance, strategy and budget or its successor.  
869 For capital projects involving more than one agency, representatives from the agencies  
870 shall consult with the office of performance, strategy and budget or its successor. The

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871 office of performance, strategy and budget shall review capital projects for compliance  
872 with scope, budget, and schedule.

873 SECTION 15. Ordinance 620, Section 4, as amended, and K.C.C. 4A.100.100  
874 are hereby amended to read as follows:

875 A. The following reports shall be prepared:

876 1. A comprehensive annual financial report. The executive shall annually  
877 prepare and publish a comprehensive financial report covering all funds and financial  
878 transactions of the county during the preceding fiscal period;

879 2. Internal county audit reports. The county auditor shall periodically prepare  
880 and publish the results of examinations performed by the county auditor's office of the  
881 effectiveness, efficiency, and equity of the operation of county agencies. The  
882 examination report and any departmental response to the audit shall be made available by  
883 the county auditor, either electronically or in print formats, and by posting on the  
884 Internet;

885 3. State audit report. The examination report of the county's financial affairs  
886 and transactions issued annually by the Office of the State Auditor and the county  
887 response to the audit shall be made available to the State Auditor annually, either  
888 electronically or in print formats, and by posting on the Internet; and

889 4. Quarterly budget management reports.

890 a. The executive shall submit to the council a report detailing the results of  
891 actual revenue collections and expenditures for each fund. The report shall:

892 (1) present current financial plans for operating and capital funds that have  
893 gone through the office of performance, strategy, and budget's financial monitoring

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894 process, as described in the current comprehensive financial management policies  
895 adopted by council motion during the current quarter, including actual expenditures and  
896 revenues;

897 (2) identify significant variances in revenue and expenditure estimates for the  
898 general fund;

899 (3) list any transfer of emergent need contingency expenditure authority that  
900 would increase the total budget of a capital project, identifying those increases that are  
901 greater than fifteen percent;

902 (4) list any transfer of grant contingency expenditure authority;

903 (5) list any capital budget appropriations that have lapsed because the project  
904 has been completed, abandoned, or because no encumbrance or expenditure has been  
905 made for three years;

906 (6) report scope, schedule, and budget status for capital projects that has a  
907 baseline with total estimated cost greater than one million dollars;

908 (7) summarize the risks included in the risk assessment register for baselined  
909 risk monitored projects in the design phase, the acquisition phase, and the implementation  
910 phase, summarize change orders and amendments, explain change orders and  
911 amendments that have the cumulative potential to carry the project over project baseline,  
912 and summarize the results of the latest earned value analysis;

913 (8) list all new donations to the department of public health of two thousand  
914 dollars or more, as described in K.C.C. 2.35A.200, including the name of the person  
915 making the donation, the amount of the donation, and the public health purpose for which  
916 it is intended to be expended. In any case where the donation originates from social



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917 media activity such as crowdsourcing, the list shall include the name of the person  
918 sponsoring this activity;

919 (9) report on all incremental changes to sections and attachments to the  
920 ~~((biennial))~~ budget appropriations ordinance made during the quarter, including the  
921 ordinance numbers making the changes; and

922 (10) report on waivers to the regulations of K.C.C. chapter 18.17, in  
923 compliance with K.C.C. 18.17.060.

924 b. The report shall be electronically filed with the clerk of the council, who  
925 shall retain an electronic copy and provide and an electronic copy to all councilmembers  
926 and the lead staff of the budget and fiscal management committee, or its successor, no  
927 later than June 1 for the first quarterly report, September 1 for the second quarterly  
928 report, December 1 for the third quarterly report and March 1 for the fourth quarterly  
929 report. The director of performance, strategy, and budget shall also be responsible for  
930 posting the report on the Internet.

931 B. The King County project control officer is requested to report annually on the  
932 process used to ensure that all departments and divisions adhere to King County's  
933 construction management policies and procedures, the compliance rate for following the  
934 county's construction management policies and procedures, and the steps being taken to  
935 increase compliance with King County's construction management policies and  
936 procedures. Additionally, the report shall summarize all findings in regards to any  
937 changes in a contract's scope, schedule, or budget. The King County project control  
938 officer shall electronically file the report by June 1 of each calendar year with the clerk of  
939 the council, who shall retain an electronic copy and provide an electronic copy to all

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940 councilmembers, the lead staff for the budget and fiscal management committee or its  
941 successor, and the county auditor's office.

942 SECTION 16. Ordinance 12076, Section 4, as amended, and K.C.C. 4A.110.010  
943 are hereby amended to read as follows:

944 A. The director of the office of performance, strategy and budget, or its successor  
945 shall maintain a fiscal note process and shall update formats for fiscal notes as needed to  
946 provide for the requirements of this section, adopted comprehensive financial  
947 management policies, and any other information required by the council.

948 B. A fiscal note shall identify the incremental fiscal impact of a motion or  
949 ordinance that would directly or indirectly increase or decrease revenues or expenditures  
950 incurred by the county. A fiscal note shall include the estimated revenue and expenditure  
951 impact of any legislation for the current (~~biennium~~) fiscal period, for the prior  
952 biennium, and for the two subsequent biennia.

953 C. If proposed legislation authorizes the execution of a contract or interlocal  
954 agreement that extends beyond two subsequent biennia, the legislation's fiscal note shall  
955 document the impact through the end of the term of the proposed contract or interlocal  
956 agreement, either in fiscal terms or by using a narrative regarding the long term impacts.  
957 A fiscal note shall accompany any request for expenditure authority transmitted by the  
958 executive, but a fiscal note may be omitted when the executive certifies in writing with  
959 the transmittal that the legislation has no significant fiscal impact on either the operating  
960 budget or the capital budget, or both.

961 D. All fiscal notes shall include:

962 1. A brief descriptive title of the proposed legislation;

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963           2. An explanation of how the revenue or expenditure impacts were developed.  
964   The explanation shall include, but not be limited to, quantifiable data that illustrates a  
965   significant workload increase or decrease caused by adoption of the proposed legislation  
966   major assumptions made in preparing the fiscal note;

967           3. For a program anticipated to be funded by any dedicated non-general fund  
968   revenue source, the fiscal note shall denote anticipated collection schedules for the non  
969   general fund revenue. For a new fee or a fee change, in addition to the requirements of  
970   K.C.C. 2.99.030, the fiscal note shall identify the fee and include the rates proposed. For  
971   a regulatory fee, the fiscal note shall include an analysis of the county costs associated  
972   with performing the regulatory function;

973           4. An updated financial plan or plans shall accompany the fiscal note if the  
974   expenditure impact of the proposal results in a positive or negative change of five percent  
975   or more in the fund financial plan.

976           E. The director of the office of performance, strategy and budget, or its successor,  
977   shall provide a fiscal note on any proposed legislation whenever a fiscal note is requested  
978   by a councilmember. In addition, the director shall provide additional fiscal impact  
979   information regarding the proposed legislation upon request by a councilmember. The  
980   requested fiscal note or information shall be returned within five working days of the  
981   request to the requesting councilmember and shall be filed with the clerk of the council's  
982   office for distribution to all councilmembers, for distribution to lead staff of the budget  
983   and fiscal management committee, or its successor committee, and for inclusion with the  
984   legislation.

985           SECTION 17. Ordinance 12076, Section 7, as amended, and K.C.C. 4A.200.020

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986 are hereby amended to read as follows:

987           A. The council shall create by ordinance all accounting funds for which the  
988 council exercises appropriation authority.

989           B. The manager of the finance and business operations division may establish  
990 administrative funds and subfunds for which appropriations might be required or are  
991 necessary to meet legal, administrative, and accounting requirements. These funds and  
992 subfunds shall be established consistent with generally accepted accounting principles  
993 and requirements. For all administrative funds and subfunds, the director of the  
994 department of executive services shall be the manager. The county may also establish  
995 trust and agency funds for its own resources that are not accounted for in other funds to  
996 comply with legal requirements or for fiscal management purposes.

997           C. The manager of the finance and business operations division may abolish  
998 administrative funds and subfunds when the original purpose for which the fund was  
999 created has been satisfied. Any residual balances contained in the abolished fund shall be  
1000 transferred to other active funds with similar scope and related purposes. A report shall  
1001 be transmitted to the council with the ((biennial)) budget or the ((biennial)) budget update  
1002 that lists the closed funds, the amounts of residual balances, if any, and the active funds  
1003 to receive residual balances.

1004           D. This chapter uses generally accepted accounting principles bases fund  
1005 definitions in K.C.C. 4A.10.112, 4A.10.222, 4A.10.250, 4A.10.251, 4A.10.252,  
1006 4A.10.300, 4A.10.325, 4A.10.330, 4A.10.365, 4A.10.435, 4A.10.467, 4A.10.562, and  
1007 4A.10.587.

1008           SECTION 18. Ordinance 12076, Section 13, as amended, and K.C.C.

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1009 4A.200.390 are hereby amended to read as follows:

1010 A. There is hereby created a landfill reserve fund.

1011 B. The fund shall be a first tier fund. It is an enterprise capital fund.

1012 C. The director of the department of natural resources and parks shall be the  
1013 manager of the fund.

1014 D.1 The executive's proposed (~~biennial~~) budget shall specify a per-ton amount,  
1015 included within the solid waste disposal fees approved by council, that shall be used to  
1016 provide revenue backing for projects budgeted in the landfill reserve fund and an  
1017 associated transfer from the solid waste fund to the landfill reserve fund.

1018 2. All proceeds from bonds issued for projects budgeted in the landfill reserve  
1019 fund shall be deposited in the fund.

1020 E. All moneys deposited into the landfill reserve fund in accordance with this  
1021 section shall be appropriated and used only for the management and replacement of King  
1022 County landfills as follows:

1023 1. Landfill closure and site restoration, including design work;

1024 2. Reserve moneys for postclosure maintenance including, but not limited to  
1025 environmental monitoring, leachate pretreatment, gas extraction, and site maintenance;

1026 3. Facility relocation of existing support facilities as existing landfill disposal  
1027 areas are closed and new areas developed, including design work;

1028 4. New area development to provide new disposal areas within a landfill,  
1029 including design work; and

1030 5. Facilities or programs to improve, replace, or extend the life of system capital  
1031 facilities or to acquire additional landfill space outside of the county.

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1032            SECTION 19. Ordinance 13923, Section 4, as amended, and K.C.C. 4A.601.010

1033 are hereby amended to read as follows:

1034            A. Requests to accept electronic payments must be initiated by the affected  
1035 department or agency. A department or agency is not required to accept electronic  
1036 payments for any service it provides.

1037            B. A department or agency may accept electronic payments for a service it offers,  
1038 only if the person making the payment bears the transaction processing costs in such an  
1039 amount as determined by the finance and business operations division in accordance with  
1040 state law.

1041            C. A department or agency may absorb the costs associated with electronic  
1042 payment transactions, only if the council has given its approval to do so and absorption of  
1043 the transaction processing costs does not conflict with state law, this chapter, or  
1044 established county policy.

1045            D. A department or agency may accept electronic payments for tax payments,  
1046 including interest, penalties, and other amounts associated with taxes, only if the person  
1047 making the payment bears the transaction processing costs in such an amount as  
1048 determined by the finance and business operations division in accordance with state law.

1049            E. A department or agency may accept electronic payments for specified nontax  
1050 payments, including but not limited to code enforcement fines and penalties, special  
1051 assessments, school and road mitigation payments, and fines, restitution, and interest  
1052 imposed by courts, only if the person making the payment bears the transaction  
1053 processing costs in such an amount as determined by the finance and business operations  
1054 division in accordance with state law.

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1055 F. If a department or agency collects payments to be shared with another state or  
1056 government agency, the department or agency may absorb the cost of the transaction  
1057 fees, only if the benefits to the county are greater than the transaction processing costs, as  
1058 determined by the head of the department or agency, and if approved by the council. A  
1059 department or agency that collects those types of payments may enter into negotiation  
1060 with other state or governmental agencies regarding the sharing of transaction processing  
1061 costs, unless the share of payment collected to be paid to the other agency is specified by  
1062 state law.

1063 G. The finance and business operations division shall develop and administer a  
1064 comprehensive countywide request for proposal for credit card services. The finance and  
1065 business operations division shall award and administer agreements for the services. A  
1066 department or agency may not enter into such an agreement without the written consent  
1067 of the manager of the finance and business operations division.

1068 H. Electronic payments may be accepted in person, over the phone, by fax, by  
1069 mail, or through the Internet, as determined appropriate by the head of each department  
1070 and agency and as is consistent with this chapter and any agreement for electronic  
1071 payment services.

1072 I. Only if the council has made a finding that it is in the best interest of the county  
1073 to do so, a department or agency accepting electronic payments shall include transaction  
1074 processing costs in its ((biennial)) budget. Otherwise, the customer must pay the  
1075 transaction processing costs.

1076 SECTION 20. Ordinance 13923, Section 5, and K.C.C. 4A.601.030 are hereby  
1077 amended to read as follows:

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1078           A. A department or agency may initiate the acceptance of electronic payments  
1079 without council approval, only if the person making the payment bears the transaction  
1080 processing costs in such an amount as determined by the finance and business operations  
1081 division in accordance with state law.

1082           B. A department or agency wishing to absorb the costs associated with electronic  
1083 payment transactions shall receive council approval to do so. The process for receiving  
1084 council approval is as follows:

1085           1. The department or agency must submit to the budget office and to the finance  
1086 and business operations division a formal request to initiate acceptance of electronic  
1087 payments along with a business analysis that, at a minimum, describes any combination  
1088 of the service or services and product or products for which the electronic payment option  
1089 is to be offered, assesses the benefits of absorbing the transaction costs associated with  
1090 these payments, projects the annual fiscal impact of absorbing transaction costs over a  
1091 three-year horizon, documents legal or contractual obligations that would be affected by  
1092 acceptance of electronic payments, and adequately cites or includes as attachments any  
1093 documentation supporting its business analysis. The council encourages the executive to  
1094 develop an electronic payment business analysis template for use by interested agencies;  
1095 and

1096           2. If the budget office agrees that absorbing the transaction costs serves  
1097 the best interests of the county, and if the finance and business operations division  
1098 confirms that the proposal meets its electronic payment processing protocol, the  
1099 executive may transmit an appropriation request to the council. The transmittal  
1100 package must include the department or agency business analysis on which the



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- 1101 original request is based and an ordinance amending K.C.C. 4A.601.025 and  
1102 making a finding that is in the best interest of the county to allow the department  
1103 or agency to absorb the transaction processing costs. The council encourages

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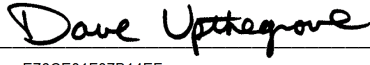
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- 1104 submittal of the electronic payment appropriation requests as part of the  
1105 ((~~biennial~~)) budget.

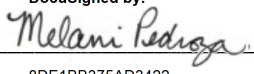
Ordinance 19654 was introduced on 7/11/2023 and passed by the Metropolitan King County Council on 7/25/2023, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry,  
McDermott, Upthegrove, von Reichbauer and Zahilay


KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

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Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
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Melani Pedroza, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 7/28/2023, \_\_\_\_\_.

DocuSigned by:  
  
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Dow Constantine, County Executive

**Attachments:** None

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melani.pedroza@kingcounty.gov  
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King County Council  
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Dow Constantine  
Dow.Constantine@kingcounty.gov  
King County Executive  
Security Level: Email, Account Authentication (None)

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Agent Delivery Events	Status	Timestamp
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Kaitlyn Wiggins kwwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/27/2023 1:11:17 PM Viewed: 7/27/2023 1:18:03 PM
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	7/28/2023 1:27:31 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact King County-Department of 02:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov)

### **To advise King County-Department of 02 of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.