



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 20001

Proposed No. 2025-0297.2

Sponsors Dembowski

1 AN ORDINANCE relating to Title 4A, revenue and
2 financial regulation; and amending Ordinance 17293,
3 Section 50, as amended, and K.C.C. 4A.10.237, Ordinance
4 17293, Section 82, and K.C.C. 4A.10.455, Ordinance
5 17930, Section 6, and K.C.C. 4A.10.469, Ordinance 17929,
6 Section 14, as amended, and K.C.C. 4A.100.030, and
7 Ordinance 620, Section 4, and K.C.C. 4A.100.100,
8 recodifying K.C.C. 4A.10.237, and repealing Ordinance
9 17293, Sections 14, and K.C.C. 4A.10.070 and Ordinance
10 17930, Section 8, and K.C.C. 4A.10.527.

11 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

12 SECTION 1. Ordinance 17293, Section 14, and K.C.C. 4A.10.070 are hereby
13 repealed.

14 SECTION 2. K.C.C. 4A.10.237 is hereby recodified as a new section in K.C.C.
15 4A.10 to follow K.C.C. 4A.40.260.

16 SECTION 3. Ordinance 17293, Section 50, as amended, and K.C.C. 4A.10.237
17 are hereby amended to read as follows:

18 ~~(("Design phase" means the time during which design is completed, permits and~~
19 ~~other permissions are secured so that the project, or staged elements of the project~~
20 ~~consistent with the project scope, can proceed to implementation. Design phase also~~

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~~includes development of a final cost estimate, plans, specifications and a bid package.))~~
"Final design phase" means the time during which design is fully completed and refined,
permits and other regulatory permissions are secured, and a detailed cost estimate is
developed to reduce uncertainty so the project can proceed to implementation.

SECTION 4. Ordinance 17293, Section 82, and K.C.C. 4A.10.455 are hereby
 amended to read as follows:

"Preliminary design phase" means the time during which when evaluation and
 analysis of potential project alternatives occurs, and the preferred alternative is selected
~~((and designed sufficiently to establish a project baseline, at thirty to forty percent~~
~~design)).~~

SECTION 5. Ordinance 17930, Section 6, and K.C.C. 4A.10.469 are hereby
 amended to read as follows:

"Project baseline" means the scope, schedule, and ~~((budget of a capital project~~
~~that are set by the implementing agency at the conclusion of a project's preliminary~~
~~design phase, which is after the preferred alternative has been selected and design has~~
~~progressed adequately to make reasonable and informed commitments at thirty to forty~~
~~percent design))~~ cost baselines that are used to measure and compare actual project
performance against the planned performance. The project baseline can be established at
any time after the project charter, typically once known risks and uncertainties have been
identified, vetted, and quantified. For performance reporting purposes, baseline shall be
established no later than the sixty percent design milestone.

SECTION 6. Ordinance 17930, Section 8, and K.C.C. 4A.10.527 are hereby
 repealed.

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44 SECTION 7. Ordinance 17929, Section 14, as amended, and K.C.C. 4A.100.030
 45 are hereby amended to read as follows:

46 A. All capital projects and programs shall be included in the six-year capital
 47 improvement program for the fiscal period and the next two fiscal periods and shall be
 48 organized by fund in the budget. The capital improvement program shall reflect changes,
 49 as needed, to capital projects resulting from determinations that the capital budget is not
 50 supported by fund balance and revenues to be collected. A bond ordinance to provide
 51 funding for a capital project is not an appropriation for capital projects.

52 B.1. The capital improvement program shall include the following supporting
 53 data in a standard format for each capital project, in any combination of:

- 54 a. an electronic database;
- 55 b. a capital appropriation proposal form; or
- 56 c. a separate submission by the executive.

57 2. Supporting data shall include:

- 58 a. a capital project number, project title, division, department, council district,
 59 fund number, and fund name;
- 60 b. estimated expenditure authority for at least the next six years for the capital
 61 improvement program;
- 62 c. an expenditure authority proposed for existing or new capital projects during
 63 the ensuing fiscal period, with information indicating sources of proposed revenue;
- 64 d. anticipated project schedule information;
- 65 e. estimated net annual operating costs associated with each capital project
 66 upon completion, if applicable;

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- 67 f. an enumeration of any revised capital project cost estimates;
- 68 g. expenditure authority amount to date and moneys expended to date;
- 69 h. anticipated specific project phases within each capital project, including the
- 70 individual allocations by project phase;
- 71 i. a list of planned subprojects including an assigned capital project number,
- 72 project title, division, department, council district, fund number, and fund name;
- 73 j. a list of capital project expenditure authority requests, including an
- 74 explanation of how the capital project complies with applicable plans under K.C.C.
- 75 4A.100.060;
- 76 k. one emergent need contingency project and any grant contingency projects
- 77 under K.C.C. 4A.100.080 and 4A.100.090 may be included in the capital improvement
- 78 program at the fund level;
- 79 l. separate operating and operating transfers to capital appropriations if a single
- 80 fund finances both operating expenses and capital projects;
- 81 m. for technology projects, the chief information officer's assessment required
- 82 under K.C.C. 2A.380.200.A.2.;
- 83 n. the project's scope and a brief description of how the project satisfies the
- 84 agency's site master plan, if applicable;
- 85 o. current phase of project and whether the project has been designated as a
- 86 risk monitored project;
- 87 p. project baseline, if established, and explanation of any significant variance
- 88 from it;

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r. estimated cost through project closeout, which may be expressed as a range if baseline is not established and planned project costs by phase;

s. identification of funding sources, funding status, and funding risks; and

t. description of key project risks, including summary of top risks in the risk register, if applicable.

C.1. Capital project cost estimates shall:

a. be prepared in accordance with applicable industry standards;

b. be identified by the executive as part of the budget;

c. include requirements of external funding sources and county policies, including, but not limited to, standards regarding estimate accuracies, methodology for determining contingency included for uncertainty, and the cost index used to define the time value of money.

2. The level of detail incorporated within each cost estimate shall be commensurate with the information available at each phase of a capital project and shall be consistent with the Association for the Advancement of Cost Engineering International cost estimate classification system. For technology projects, cost estimates shall be consistent with the department of information technology project management methodology. The estimates for all succeeding phases shall be updated to represent the latest project information.

D. An updated capital appropriation proposal form shall be provided for each capital project expenditure authority request included in a proposed capital budget appropriation ordinance.

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111 E. Each technology capital project seeking expenditure authority shall also
112 include a benefit achievement plan describing: how the proposed technology investment
113 will produce an improvement or savings in county services; how the improvement or
114 savings will be measured; how much improvement or savings is expected; and when the
115 improvement or savings is likely to be achieved.

116 F. The major maintenance capital program submitted with the budget shall
117 include the following:

118 1. A detailed financial plan covering at least six years setting forth the sources
119 and amounts of revenues used to finance major maintenance reserve fund expenditures in
120 each year of the plan. The revenues from a particular source may change from year to
121 year, as economic and budgetary circumstances warrant. However, if proposed revenues
122 do not fully support the major maintenance financial model, then the discrepancy shall be
123 documented together with justification and a recovery plan outlining how the deficiencies
124 will be restored;

125 2. The major maintenance financial model, which is the analytical system for
126 the expenses for periodic replacement of major county building systems and components
127 and for developing the revenue estimates necessary to cover those expenses. The model
128 shall include any proposed changes from the previous fiscal period model to building
129 systems and components, life cycles, estimates, percentage allocations, or other
130 associated assumptions that form the basis of the model; and

131 3. The proposed major maintenance program plan, which is the prioritized list
132 of projects transmitted to the council in the budget with the major maintenance reserve
133 fund appropriation request for the ensuing fiscal period, accompanied by criteria used to

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134 develop the list and any changes from the previous fiscal period list. The plan shall be
135 prioritized and include project names, project numbers, and project expenditure authority
136 requests. The final program plan is adopted by the council as part of the budget
137 appropriation ordinance. Expenditures from the major maintenance reserve fund may be
138 made only for approved capital projects on the program plan or approved reallocations
139 but total expenditures shall not exceed the amount appropriated to the fund.

140 G. Major maintenance program costs shall be financed by the major maintenance
141 reserve fund. The calculation of the amount necessary to finance facility infrastructure
142 maintenance costs for each building shall be determined by the major maintenance
143 financial model. Proposed changes to the financial model are subject to the reporting
144 requirements in subsection F.2. of this section.

145 SECTION 8. Ordinance 620, Section 4, as amended, and K.C.C. 4A.100.100 are
146 hereby amended to read as follows:

147 A. The following reports shall be prepared:

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

151 2. Internal county audit reports. The county auditor shall periodically prepare
152 and publish the results of examinations performed by the county auditor's office of the
153 effectiveness, efficiency, and equity of the operation of county agencies. The
154 examination report and any departmental response to the audit shall be made available by
155 the county auditor, either electronically or in print formats, and by posting on the
156 Internet;

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157 3. A state audit report. The examination report of the county's financial affairs
158 and transactions issued annually by the Office of the State Auditor and the county
159 response to the audit shall be made available to the State Auditor annually, either
160 electronically or in print formats, and by posting on the Internet; and

161 4. Quarterly budget management reports.

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

164 (1) present current financial plans for operating and capital funds that have
165 gone through the office of performance, strategy, and budget's financial monitoring
166 process, as described in the current comprehensive financial management policies
167 adopted by council motion during the current quarter, including actual expenditures and
168 revenues;

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

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

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

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

178 (6) report scope, schedule, and budget status for any capital project((s)) that
179 has a baseline with total estimated cost greater than one million dollars;

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

(8) report on all incremental changes to sections and attachments to the budget appropriations ordinance made during the quarter, including the ordinance numbers making the changes; and

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

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

B. The King County project control officer is requested to report annually on the process used to ensure that all departments and divisions adhere to King County's construction management policies and procedures, the compliance rate for following the county's construction management policies and procedures, and the steps being taken to increase compliance with King County's construction management policies and procedures. Additionally, the report shall summarize all findings in regard((s))) to any

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203 changes in a contract's scope, schedule, or budget. The King County project control
204 officer shall electronically file the report by June 1 of each calendar year with the clerk of
205 the council, who shall retain an electronic copy and provide an electronic copy to all

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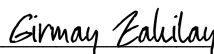
206 councilmembers, the lead staff for the budget and fiscal management committee or its
207 successor, and the county auditor's office.

Ordinance 20001 was introduced on 10/7/2025 and passed by the Metropolitan King County Council on 11/18/2025, by the following vote:

Yes: 9 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Perry, Quinn, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Signed by:



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Girmay Zahilay, Chair

ATTEST:

DocuSigned by:



8DE1BB375AD3422...

Melani Hay, Clerk of the Council

APPROVED this ____ day of 11/25/2025, ____.

Signed by:



AAA4841FD7644BE...

Shannon Braddock, County Executive

Attachments: None

Certificate Of Completion

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Girmay Zahilay

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Council Chair

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Signature

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Electronic Record and Signature Disclosure:

Accepted: 11/20/2025 11:20:10 AM

ID: f75bf1df-7ca1-4059-a095-4c0f26c1e36d

Melani Hay

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Clerk of the Council

King County Council

Security Level: Email, Account Authentication (None)

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Shannon Braddock

Shannon.Braddock@kingcounty.gov

King County Executive

Security Level: Email, Account Authentication (None)

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Status

Timestamp

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Executive Legislative Coordinator & Public Records
Officer
King County
Security Level: Email, Account Authentication
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Completed	Security Checked	11/25/2025 9:50:56 AM

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