



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Ordinance 19402**

**Proposed No.** 2021-0321.3

**Sponsors** Dembowski and Balducci

1 AN ORDINANCE relating to green building and  
 2 sustainable development practices; modifying performance,  
 3 budgeting and reporting requirements for capital projects  
 4 and leases and modifying the roles and responsibilities of  
 5 King County departments in implementing the green  
 6 building program; amending Ordinance 12045, Section 17,  
 7 as amended, and K.C.C. 4.56.180, Ordinance 17929,  
 8 Section 20, as amended, and K.C.C. 4A.100.070,  
 9 Ordinance 620, Section 4 (part), as amended, and K.C.C.  
 10 4A.100.100, Ordinance 16147, Section 2, as amended, and  
 11 K.C.C. 18.17.010 and Ordinance 17166, Section 2, as  
 12 amended, and K.C.C. 18.50.010, adding new sections to  
 13 K.C.C. chapter 18.17 and repealing Ordinance 16147,  
 14 Section 3, as amended, and K.C.C. 18.17.020.

15 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

16 SECTION 1. Findings:

17 A. Green building and sustainable development practices support the goals of  
 18 King County-adopted plans and laws, including, but not limited to, growth management,  
 19 economic development, historic preservation, fiscal responsibility, environmental  
 20 protection, access to public transportation, social equity, stewardship of resource lands,

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21 climate change initiatives, efficient energy and other natural resource uses, preserving  
22 fish and wildlife habitat, reducing and creating resources from wastes and protecting and  
23 improving public health.

24           B. King County has shown leadership in establishing climate, equity and  
25 preparedness goals through the completion of its 2020 Strategic Climate Action Plan.  
26 The plan sets commitments that advance King County's leadership in equitable climate  
27 solutions, create opportunities for all residents, reduce climate risks and protect the  
28 natural environment for everyone who lives here today and for those who follow us. The  
29 built environment plays a significant role in greenhouse gas emissions and energy  
30 consumption. Green building has made significant contributions to reducing energy and  
31 the consumption of materials, both of which are key goal areas of the 2020 Strategic  
32 Climate Action Plan. It can also be a vehicle in practice to integrate equity and social  
33 justice opportunities, reduce water use, source sustainable materials, improve stormwater  
34 management and improve habitat restoration.

35           C. For many in our region, King County is a great place to live, learn, work and  
36 play. At the same time, the county has deep and persistent inequities, especially by race  
37 and place, that in many cases are getting worse and threaten our collective prosperity.  
38 King County's green building program has included equity and social justice as an  
39 important factor for successful sustainable development. It is essential to achieve a triple  
40 bottom line in sustainability by addressing equitable community access, environmental  
41 excellence and fiscal responsibility. King County has developed a menu of equity and  
42 social justice strategies that can be integrated in capital projects that also support the

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43 county's fair and just principle established in K.C.C. chapter 2.10. These strategies are  
44 applicable to all capital projects, regardless of which green building rating system is used.

45 D. Incorporating green building and sustainable development practices into the  
46 design, construction and operation of capital projects can reduce greenhouse gas  
47 emissions, pollution, use of natural resources and energy and other operating costs, and  
48 enhance asset value, optimize performance and promote cultural sustainability by  
49 preserving historic resources and improve the region's quality of life.

50 E. Executive Order FES 9-3, signed October 25, 2001, established a green  
51 building policy for all King County buildings, renovations and remodel projects. It was  
52 added to the King County Code by Ordinance 15118 and has been updated in 2008 and  
53 2013, each time progressing in green building standards. By continuing and building on  
54 the green building regulations in the current ordinance, the county will further its  
55 sustainability goals.

56 F. Green building rating systems, such as LEED, Living Building Challenge,  
57 Salmon Safe, Built Green, Evergreen Sustainable Development Standard, Envision,  
58 Passive House, Greenroads and SITES, have improved sustainability performance in the  
59 building industry. All of these rating systems are recognized locally, nationally and for  
60 some internationally for sustainable performance in project design and construction.  
61 They have also been developed by all segments of the building industry and continuously  
62 peer reviewed.

63 G. Data from the United States Green Building Council show that buildings that  
64 use the LEED rating system cost on average zero to two percent more to build, but that  
65 LEED buildings have reported almost twenty percent lower maintenance costs than

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66 typical commercial buildings, and green building retrofits typically decrease operation  
67 costs by almost ten percent in one year. The Department of Energy reviewed twenty-two  
68 LEED-certified buildings managed by the General Services Administration and found  
69 that CO2 emissions were thirty-four percent lower, the buildings consumed twenty-five  
70 percent less energy and eleven percent less water and diverted more than eighty million  
71 tons of waste from landfills.

72 H. King County has a longstanding track record in successfully utilizing  
73 industry-recognized green building rating systems. Two dozen King County facilities  
74 have achieved LEED certification or are in the process of achieving certification, with  
75 four projects achieving Platinum level certification. Several trail projects are pursuing or  
76 have achieved Salmon Safe certification and the parks and recreation division is pursuing  
77 programmatic certification for the overall King County parks system. Currently, thirteen  
78 King County-owned or partially funded projects are pursuing Zero Energy, CORE, Petal  
79 or Living Building Challenge certification, moving the county toward carbon-neutral  
80 development projects. The Parks North Utility Maintenance Shop achieved Zero Energy  
81 certification and is performing better than projected, saving utility costs and providing  
82 power to adjacent park amenities. Four county projects have pursued Envision  
83 certification, including the wastewater treatment division's Georgetown Wet Weather  
84 Treatment Plant that achieved Platinum level certification.

85 I. King County has shown its commitment to incorporating green building and  
86 sustainable development practices in a variety of capital projects. The King County  
87 Sustainable Infrastructure Scorecard was created by the King County green building team  
88 and county divisions for capital projects where LEED certification is not applicable.

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89 Those capital projects include, but are not limited to, bus passenger shelters, trails, park  
90 facilities, restroom facilities, pump stations, parking garages, roads, sidewalks, bridges,  
91 flood control improvements, conveyance lines and rehabilitation of designated landmarks  
92 or properties that are eligible for landmark designation. In 2020, county departments  
93 reported close to four hundred capital projects using the Sustainable Infrastructure  
94 Scorecard.

95 J. King County develops, owns and operates many facilities that require ongoing  
96 operation and maintenance. Ensuring that these facilities are designed, operated and  
97 maintained using green building and sustainable development practices reduces operating  
98 and maintenance costs, conserves energy, reduces greenhouse gas emissions and  
99 improves indoor air quality.

100 K. Ensuring that public money is expended in the most beneficial way  
101 necessitates careful consideration and accounting of the costs of construction, operations  
102 and maintenance of all county facilities. County capital projects will utilize existing  
103 capital project management manuals that have established standardized implementation  
104 processes along with budget protocols and reporting mechanisms to ensure fiscal  
105 stewardship is practiced. A streamlined practice will allow for clarity and efficiency to  
106 project teams, so that time and resources can be better spent on achieving performance,  
107 public infrastructure and services.

108 L. Green building practices help reduce carbon, water, energy and waste. The  
109 United States Department of Energy reviewed twenty-two LEED-certified buildings  
110 managed by the General Services Administration and saw that carbon dioxide emissions  
111 were thirty-four percent lower, that twenty-five percent less energy and eleven percent

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112 less water was consumed and that more than eighty million tons of waste was diverted  
113 from landfills.

114 M. Green building and sustainable development practices support the King  
115 County Strategic Plan goal of a healthy environment by reducing countywide greenhouse  
116 gas emissions by fifty percent by 2030 by requiring that capital projects be designed  
117 using green building rating systems that reduce use of energy, water, material and other  
118 resources, which in turn reduces operational and embodied greenhouse gas emissions.

119 N. Green building and sustainable development policies are included throughout  
120 the King County Comprehensive Plan.

121 O. Construction and demolition diversion and other waste management practices  
122 serve to meet King County's goal to achieve zero waste of resources. The goal is to  
123 eliminate the disposal of materials with economic value by 2030, through a combination  
124 of efforts in the following order of priority, which is referenced in both the King County  
125 Comprehensive Plan and King County Comprehensive Solid Waste Management Plan:

- 126 1. Waste prevention and reuse;
- 127 2. Product stewardship, recycling and composting; and
- 128 3. Beneficial use.

129 P. Green building and sustainable development practices relate to many existing  
130 county policies, plans and programs, such as sustainable purchasing, stormwater  
131 management, clean water, forest plan, salmon recovery, land conservation initiative,  
132 public health and the clean water health habitat strategic plan. Implementing green  
133 building and sustainable development practices can be a vehicle to support these by  
134 contributing to achieving long-term objectives.

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135            SECTION 2. Ordinance 12045, Section 17, as amended, and K.C.C. 4.56.180 are  
136 hereby amended to read as follows:

137            A. The county may lease real property for a term of years and upon such terms  
138 and conditions as may be deemed in the best interests of the public and the county. A  
139 lease shall not be for a longer term in any one instance than ten years, except as follows:

140            1. If the county determines it to be in the best interest of the county, real  
141 property necessary to the support or expansion of an adjacent facility may be leased to  
142 the lessee of the adjacent facility for a term to expire simultaneously with the term of the  
1431 lease of the adjacent facility, but not to exceed thirty-five years;

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145            2. If the county determines it to be in the best interest of the county, if the  
146 property to be leased is improved or is to be improved and the value of the improvement  
147 is or will be at least equal to the value of the property to be leased, the county may lease  
148 the property for a term not to exceed thirty-five years;

149            3. If the property to be leased is to be used for public recreation and police  
150 training purposes, for parks and recreation purposes, for a hospital or a medical training  
151 and research facility, for a childcare facility to be improved with full or partial funding  
152 from a government-sponsored childcare bonus program, for the county's own use in  
153 accordance with a lease or leaseback arrangement entered into under K.C.C. 4.56.160.E.,  
154 for major airport, industrial, office or other commercial purposes or transit-oriented  
155 development, requiring extensive improvements or by a nonprofit organization for a

156 facility in which the nonprofit organization will provide some or all of the social and  
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157 health services as listed in RCW 43.83D.120, the county may lease the property for a \_\_\_\_\_



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158 term equal to the estimated useful life of the improvements, but not to exceed fifty years;  
159 unless the property is leased to a public housing authority or nonprofit organization in  
160 accordance with RCW 36.34.135, in which case the term may extend to seventy-five  
161 years; and

162 4. Leases entered into under K.C.C. 4.56.160.D. may extend for the period of  
163 years necessary to amortize the special purpose funds, not to exceed twenty-five years.

164 B. The lessee shall not improve or alter the leased property in any manner  
165 without the prior written consent of the county, but shall, before making improvements or  
166 alterations, submit plans and designs for the improvement or alteration to the county for  
167 approval. If the plans and designs are disapproved, the improvements or alterations shall  
168 be made only with such changes as may be required by the county. Unless otherwise  
169 stipulated, all improvements or alterations erected or made on the leased property shall,  
170 on expiration or sooner termination of the lease, belong to the county without  
171 compensation to the lessee, but the county shall have the option, to be exercised on  
172 expiration or sooner termination of this lease, to require the lessee to remove any or all of  
173 the improvements or alterations. If the lessee fails substantially to make the  
174 improvements or alterations required by the lease, the lease shall be terminated and all  
175 rentals paid shall be forfeited to the county. All green building requirements in K.C.C.  
176 chapter 18.17, except the annual reporting requirements in section 10.B of this ordinance,  
177 shall apply to all new, renewed or extended leases of county-owned property that go into  
178 effect after the effective date of this ordinance. The requirements shall be included in  
179 lease agreements managed by the department of executive services, facilities

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180 management division. The department of local services, permitting division, may review  
181 for compliance with the requirements during review of building permit applications.

182 C. Except for lease or leaseback arrangements entered into under K.C.C.  
183 4.56.160.E., any lease made for a period longer than five years shall contain provisions  
184 requiring the lessee to permit the rents to be adjusted and fixed by the county every five  
185 years, but any lease may provide for more frequent readjustments. If the lease permits  
186 the county to adjust the rent, the county shall give the lessee written notice of the adjusted  
187 rent, in accordance with the terms of the lease. The rent as adjusted shall take effect  
188 thirty days after the date of the notice unless the lessee, within thirty days following the  
189 receipt of the notice from the county, gives the county written notice of the lessee's  
190 rejection of the adjusted rent. If the lessee and the county cannot agree upon the rental  
191 readjustment, the rent shall be adjusted by arbitration. For arbitration, the lessee and the  
192 county shall each select one disinterested arbitrator and the two selected arbitrators shall  
193 select a third. If the two arbitrators have not selected a third arbitrator within thirty days  
194 after the selection of the last selected of the two, either the lessee or the county shall  
195 apply to the presiding judge of the superior court for King County for the appointment of  
196 a third arbitrator. Each arbitrator must be a member of the American Institute of Real  
197 Estate Appraisers, the Society of Real Estate Appraisers or other appraisal society or  
198 association having equivalent ethical and professional standards. If a licensing  
199 requirement for real estate appraisers is imposed by any legislative body, each arbitrator  
200 shall also be so licensed. The three arbitrators shall determine a fair rent for the premises  
201 based upon the fair market rental value of the property, as defined in K.C.C. 4.56.010.  
202 The decision of a majority of the arbitrators shall bind both the lessee and the county. At

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203 the conclusion of the arbitration, the arbitrators shall submit written reports to the lessee  
204 and the county. The cost of the arbitration shall be divided equally between the lessee  
205 and the county.

206 D. Except as provided in K.C.C. 4.56.150.D. and E. and 4.56.160.D., the rent of  
207 all leases of county real property shall be based upon fair market rental value, as defined  
208 in K.C.C. 4.56.010.

209 E. No lease shall be assigned or subleased without the assignment or sublease  
210 being first authorized by the county in writing. All leases, when drawn, shall contain this  
211 provision.

212 F. Notwithstanding the other provisions of this chapter and following such  
213 procedures as may be determined appropriate by the council, the executive may enter into  
214 long-term master leases of county property under which developers: would develop the  
215 property into office and other space required or approved by the county; would lease  
216 some of space back to the county and may lease space unneeded by the county to private  
217 or public entities for private or public uses as approved by the county council; and would  
218 convey all leasehold improvements to the county at the expiration or termination of the  
219 master leases. A master lease shall be subject to approval by the council.

220 SECTION 3. Ordinance 17929, Section 20, as amended, and K.C.C. 4A.100.070  
221 are hereby amended to read as follows:

222 A.1. Any departments or agencies, except the council, with unanticipated  
223 expenditures shall submit to the executive a statement of unanticipated expenditures. The  
224 statement shall specify any request for supplemental appropriation by program, project,  
225 object of expenditure or any combination thereof. The executive shall review the

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226 requests in accordance with the department's or agency's work plan and determine  
227 whether to submit a supplemental appropriation request.

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

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

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

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

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

250           a. the contract commits the county to expend funds beyond the biennium and  
251 the contract includes a cancellation clause that provides:

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

254                 (2) the costs associated with such a termination, if any, shall not exceed the  
255 appropriation for the biennium in which termination occurs;

256           b. the contract commits the county to expend funds beyond the biennium and  
257 the council, at the request of the executive, adopts an ordinance permitting the county to  
258 enter into the contract;

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

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

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

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269           4.a. Any lease or license for the possession or use of real property by the county  
270 with a term, including any potential options, extensions or renewals, longer than five  
271 years must be approved by the council before execution by the executive.

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

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

280           d. Any lease or license for the possession or use of real property by the county  
281 shall comply with the requirements of section 8.C. of this ordinance.

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

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

290           F. Ongoing review of capital projects for which moneys have been appropriated  
291 shall be coordinated by the office of performance, strategy and budget or its successor.

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292 For capital projects involving more than one agency, representatives from the agencies  
293 shall consult with the office of performance, strategy and budget or its successor. The  
294 office of performance, strategy and budget shall review capital projects for compliance  
295 with scope, budget and schedule.

296 SECTION 4. Ordinance 620, Section 4 (part), as amended, and K.C.C.

297 4A.100.100 are hereby amended to read as follows:

298 A. The following reports shall be prepared:

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

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

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

311 4. Quarterly budget management reports.

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

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

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

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

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

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

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

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

335 (8) list all new donations to the department of public health of two thousand  
336 dollars or more, as described in K.C.C. 2.35A.200, including the name of the person



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337 making the donation, the amount of the donation, and the public health purpose for which  
338 it is intended to be expended. In any case where the donation originates from social  
339 media activity such as crowdsourcing, the list shall include the name of the person  
340 sponsoring this activity; ~~((and))~~

341 (9) report on all incremental changes to sections and attachments to the  
342 biennial budget appropriations ordinance made during the quarter, including the  
343 ordinance numbers making the changes; and

344 (10) report on waivers to the regulations of K.C.C. chapter 18.17, in  
345 compliance with section 9 of this ordinance.

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

353 B. The King County project control officer is requested to report annually on the  
354 process used to ensure that all departments and divisions adhere to King County's  
355 construction management policies and procedures, the compliance rate for following the  
356 county~~((s))~~'s construction management policies and procedures and the steps being taken  
357 to increase compliance with King County's construction management policies and  
358 procedures. Additionally, the report shall summarize all findings in regards to any  
359 changes in a contract's scope, schedule or budget. The King County project control

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360 officer shall electronically file the report by June 1 of each calendar year with the clerk of  
361 the council, who shall retain an electronic copy and provide an electronic copy to all  
362 councilmembers, the lead staff for the budget and fiscal management committee or its  
363 successor and the county auditor's office.

364 SECTION 5. Ordinance 16147, Section 2, as amended, and K.C.C. 18.17.010 are  
365 hereby amended to read as follows:

366 A. "Alternative green building rating system" means a third-party green building  
367 certification other than LEED or the King County Sustainable Infrastructure Scorecard.  
368 The following are accepted alternative green building rating systems, but the executive  
369 may also accept certification through other rating systems as appropriate:

370 1. Built Green Four-Star, Built Green Five-Star or Built Green Emerald Star, or  
371 any combination thereof;

372 2. Envision;

373 3. Evergreen Sustainable Development Standard;

374 4. Fitwel;

375 5. Greenroads;

376 6. Living Building Challenge;

377 7. Passive House;

378 8. Salmon Safe;

379 9. SITES; and

380 10. WELL.

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381 B. "Built Green Four-Star," "Built Green Five-Star" and "Built Green Emerald  
382 Star" mean a third-party residential green building certification, developed and  
383 administered by the Master Builders Association of King and Snohomish Counties.

384 C. "Capital project" ((refers to a project with a scope that includes one or more of  
385 the following elements: acquisition of a site or acquisition of an existing structure, or  
386 both; program or site master planning; environmental analysis; design; construction;  
387 major equipment acquisition; reconstruction; demolition; or major alteration of a capital  
388 asset. A capital project shall include: a project program plan; scope; budget by task; and  
389 schedule)) means capital project as defined in K.C.C. 4A.10.100.

390 ((B. "County green building team" or)) D. "Energy Star" means the energy  
391 certification rating system developed by the United States Environmental Protection  
392 Agency that focuses on energy efficiency.

393 E. "Envision" means a voluntary sustainable infrastructure rating system  
394 administered by the Institute for Sustainable Infrastructure and developed by the Harvard  
395 University Graduate School of Design, American Public Works Association, American  
396 Society of Civil Engineers and the American Council of Engineering Companies for  
397 assessing sustainability and resilience in infrastructure.

398 F. "Equity" means equity as defined in K.C.C. 2.10.210.

399 G. "Equity and social justice credits" means credits awarded through the  
400 Sustainable Infrastructure Scorecard for actions that identify and account for equity and  
401 social justice practices and outcomes throughout the capital project development  
402 lifecycle. The credits recognize project team efforts to advance process, distributional  
403 and cross-generational equity.

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404 H. "Evergreen Sustainable Development Standard" means a sustainable building  
405 program for affordable housing projects that receive housing trust funds, administered by  
406 the Washington state Department of Commerce according to RCW 39.35D.080.

407 I. "Facility" means all or any portion of buildings, structures, infrastructure, sites,  
408 complexes, equipment, utilities and conveyance lines.

409 J. "Fitwel" means a third-party green building rating system administered by the  
410 Center for Active Design that provides a standard that supports health-promoting  
411 strategies in the built environment.

412 K. "((g))Green building team" means a group that includes representatives from  
413 county agencies with capital project or building management staff including, but not  
414 limited to, the Metro transit department, the department of natural resources and parks,  
415 the department of executive services, the department of local services, permitting and  
416 road services divisions, the department of public health, the historic preservation program  
417 and the department of community and human services. The members represent staff with  
418 expertise in project management, construction management, architecture, landscape  
419 architecture, environmental planning, design, engineering, historic preservation and  
420 resource conservation, public health, building energy systems, building management,  
421 budget analysis, equity and social justice, procurement and other skills as needed. The  
422 green building team provides assistance and helps to disseminate information to project  
423 managers in all county agencies.

424 ~~(((C. "Facility" means all or any portion of buildings, structures, infrastructure,  
425 ~~sites, complexes, equipment, utilities and conveyance lines.~~~~

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426           ~~D.)~~ L. "Greenroads" means the third-party green building rating system  
427 administered by the Greenroads International nonprofit organization to measure and  
428 manage sustainability on transportation projects.

429           M. "GreenTools program" means the support team located within the solid waste  
430 division of the department of natural resources and parks that provides green building  
431 technical assistance to county divisions, cities and the general public within ~~((King))~~ the  
432 county.

433           ~~((E.))~~ N. "Integrative ~~((design))~~ process" means an approach to project design  
434 that seeks to achieve high performance on a wide variety of well-defined environmental  
435 and social goals while staying within budgetary and scheduling constraints. It relies on a  
436 multidisciplinary and collaborative team whose members make decisions together based  
437 on a shared vision and a holistic understanding of the project. It is an iterative process  
438 that follows the design through the entire project life, from predesign through operation.

439           ~~((F.))~~ O. "Leadership in Energy and Environmental Design" or "LEED" means a  
440 voluntary, consensus-based national standard for developing high performance,  
441 sustainable buildings, created by the United States Green Building Council.

442           ~~((G.))~~ P. "LEED-eligible building" means any new construction or major remodel  
443 or renovation capital project ~~((larger than five))~~ with one thousand gross square feet or  
444 more of new, remodeled or renovated floor area that is occupied or conditioned ~~((space))~~  
445 and that meets the minimum program requirements for LEED certifications.

446           ~~((H.))~~ Q. "Living Building Challenge" means a voluntary green building rating  
447 system administered by the International Living Future Institute. The certification  
448 options are Full Living, Petal, CORE, Zero Energy and Zero Carbon.

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449 R. "Major remodel or renovation" means work that demolishes space down to the  
450 shell structure and rebuilds it with new interior walls, ceilings, floor coverings and  
451 systems, when the work affects more than twenty-five percent of a ~~((LEED-eligible))~~  
452 building's square footage and the affected space is ~~((at least five))~~ one thousand square  
453 feet or larger.

454 ~~((F.))~~ S. "Minor remodel or renovation" means any type of remodel or renovation  
455 that does not qualify as a major remodel or renovation.

456 ~~((J.))~~ T. "New construction" means a new building or structure.

457 ~~((K. "Present value" means the value on a given date of a future payment or  
458 series of future payments, discounted to reflect the time value of money and other factors  
459 such as investment risk.~~

460 ~~L.))~~ U. "Passive House" means a voluntary passive building energy standard  
461 certification program through either the PHIUS+ certification administered by Passive  
462 House Institute United States or the Passive House certification administered by Passive  
463 House Institute.

464 V. "Regional code collaboration" means interested jurisdictions across the Puget  
465 Sound region working together to develop building, energy, fire, residential, plumbing,  
466 mechanical and zoning codes supporting the advancement of green building practices.

467 W. "Retrocommissioning" ~~((is))~~ means a detailed, systematic process for  
468 investigating an existing building's operations and identifying ways to improve  
469 performance. The primary focus is to identify operational improvements to obtain  
470 comfort and energy savings.

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471 ~~((M.))~~ X. "Salmon Safe" means a voluntary peer-reviewed certification program,  
472 linking site development land management practices with the protection of agricultural  
473 and urban watersheds, founded by the Stewardship Partners.

474 Y. "SITES" means a voluntary sustainability-focused framework program  
475 administered by the Sustainable SITES Initiative and developed by the American Society  
476 of Landscape Architects, the Lady Bird Johnson Wildflower Center and the United States  
477 Botanical Garden.

478 Z. "Social justice" means social justice as defined in K.C.C. 2.10.210.

479 AA. "Strategic Climate Action Plan" means the King County Strategic Climate  
480 Action Plan adopted by Motion 15866, or any subsequent Strategic Climate Action Plan  
481 developed under K.C.C. chapter 18.25 and adopted by the council.

482 BB. "Sustainable development practices" are also known as green building and  
483 means whole system approaches to the design, construction and operation of buildings  
484 and infrastructure that help to mitigate the negative environmental, economic, health and  
485 social impacts of construction, demolition, operation and renovation while maximizing  
486 the facilities' positive fiscal, environmental, health and functional contribution.

487 Sustainable development practices recognize the relationship between natural and built  
488 environments and seek to minimize the use of energy, water and other natural resources  
489 while providing maximum benefits and contribution to service levels to the system and  
490 the connecting infrastructures.

491 ~~((N. "Sustainable infrastructure" means those infrastructures and facilities that are~~  
492 ~~designed, constructed and operated to optimize fiscal, environmental and functional~~  
493 ~~performance for the lifecycle of the facility. Sustainable performance of infrastructure~~

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494 shall be determined through an integrated assessment, one that accounts for fiscal,  
495 environmental and functional costs and benefits, over the life of the facility.

496 ~~Θ.)~~ CC. "Sustainable Infrastructure Scorecard" ~~((is))~~ means a ~~((n alternative))~~  
497 green building and sustainable development rating system developed by the ~~((county))~~  
498 green building team ~~((as required by K.C.C. 18.17.020.E. The Sustainable Infrastructure~~  
499 ~~Scorecard was developed))~~ for capital projects that are not eligible for the LEED rating  
500 system.

501 DD. "Transit-oriented development" means a capital project on King County-  
502 owned property that includes the development of housing, commercial space, services, or  
503 job opportunities in direct proximity to frequent public transportation and that is wholly  
504 or partially planned or wholly or partially financed by the Metro transit department.

505 EE. "WELL" means a third-party green building rating system administered by  
506 the International WELL Building Institute's collaboration with Green Business  
507 Certification, Inc.

508 SECTION 6. Ordinance 16147, Section 3, as amended, and K.C.C. 18.17.020 are  
509 each hereby repealed.

510 NEW SECTION. SECTION 7. There is hereby added to K.C.C. chapter 18.17 a  
511 new section to read as follows:

512 A. The policy intent of this chapter is to ensure that the planning, design,  
513 construction, remodeling, renovation, historic preservation, maintenance, operation and  
514 decommissioning of any King County-owned, lease-to-own or financed capital project is  
515 consistent with the latest green building and sustainable development practices.

516 B. The policy intent is to improve energy efficiency, reduce greenhouse gas



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517 emissions, advance equity and social justice, reduce waste, reduce water use, increase  
518 sustainable materials use, improve sites and improve stormwater management.

519 C. This chapter applies to all King County-owned or lease-to-own capital  
520 projects, excluding projects that have already completed thirty percent of the design  
521 phase by the effective date of this ordinance.

522 D. This chapter also applies to certain housing projects partly or totally financed  
523 by King County that are required by law to follow statewide green building standards.

524 NEW SECTION. SECTION 8. There is hereby added to K.C.C. chapter 18.17 a  
525 new section to read as follows:

526 A. Capital projects shall be subject to the following applicable green building  
527 standards and corresponding requirements; capital projects shall register with the  
528 applicable third-party rating system and achieve the appropriate certification. Small,  
529 related capital projects that are part of a program may be certified as a program rather  
530 than at the individual-project level:

531 1. Affordable housing capital projects subject to RCW 39.35D.080 that receive  
532 moneys from the King County Department of Community and Human Services or that  
533 are part of transit-oriented development shall achieve either Evergreen Sustainable  
534 Development Standard requirements or an applicable alternative green building rating  
535 system certification, or both;

536 2. Buildings owned or lease-to-own by King County, excluding those to which  
537 subsection A.1. of this section applies, shall achieve certification levels as follows:

538 a. New construction of a LEED-eligible building shall achieve either LEED  
539 platinum certification or the Living Building Challenge certification, or both; and

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540           b. A major remodel or renovation of a LEED-eligible building shall achieve  
541 either LEED gold certification or the Living Building Challenge certification, or both;  
542 and

543           3. Capital projects owned or lease-to-own by King County that are not subject  
544 to subsection A.1. or 2. of this section shall either achieve a platinum rating according to  
545 a King County or division-specific Sustainable Infrastructure Scorecard or achieve  
546 certification through an applicable alternative green building rating system, or both.

547           B. All capital projects to which subsection A. of this section applies:

548           1. Shall meet King County Surface Water Design Manual requirements,  
549 regardless of jurisdiction location. If a project is located in a jurisdiction where the  
550 surface water design manual standards and requirements are different than King  
551 County's, the project shall implement the more stringent requirement;

552           2. Shall achieve a minimum diversion rate of eighty percent for construction and  
553 demolition materials, achieve an eighty-five percent diversion rate beginning in 2025 and  
554 shall achieve zero waste of resources with economic value beginning in 2030;

555           3. Shall achieve applicable King County equity and social justice credits for  
556 capital projects regardless of the rating system used; and

557           4. Should use the practice of integrative process to maximize green building,  
558 sustainable development, community benefit and financial investment opportunities over  
559 the life of the asset.

560           C.1. For leases by a King County agency for King County operations at non-  
561 King-County-owned facilities, the agency shall seek to incorporate the latest green  
562 building and sustainable development practices in the county-occupied space.

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563           2. For new leases of King County-employee-occupied-space of longer than five  
564 years, including lease-to-own projects, King County shall lease buildings that are  
565 certified through the LEED rating system at silver level or higher, are Energy Star  
566 Certified or are certified through an alternative green building rating system, but only  
567 when those ratings are consistent with the operational needs of the function. Buildings  
568 that do not meet these standards can be leased by the county if plans and financing are in  
569 place at the time of signing that will enable the building to meet this standard within  
570 twenty-four months of lease signing.

571           D. As part of the county's green building program, the county shall preserve and  
572 restore the historic landmarks and properties eligible for landmark designation that are  
573 owned by the county, except in cases where a certificate of appropriateness is granted by  
574 the King County landmarks commission.

575           NEW SECTION. SECTION 9. There is hereby added to K.C.C. chapter 18.17 a  
576 new section to read as follows:

577           A. Implementing agencies for capital projects subject to section 8.A. of this  
578 ordinance shall comply with the requirements in this chapter while balancing fiscal  
579 stewardship, community investment and environmental excellence over the life of the  
580 asset.

581           B.1. The implementing agency for a capital project may apply to the executive or  
582 designee for a waiver to some or all of this chapter if, in the agency's judgement,  
583 compliance is not possible, the costs of compliance are unreasonable or the costs of  
584 compliance do not generate sufficient fiscal, operational, environmental and social

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585 benefits to justify the costs. The implementing agency should apply for a waiver at or  
586 before thirty-percent design.

587           2. When reviewing applications for waivers, the executive or designee may  
588 consider:

589           a. the costs and benefits of full compliance over the life of the asset, including  
590 environmental and equity benefits;

591           b. whether it is possible for the project to comply; and

592           c. the degree to which the project will take steps in lieu of full compliance to:

593                 (1) mitigate and avoid negative environmental impacts;

594                 (2) reduce greenhouse gas emissions; and

595                 (3) address inequities in the distribution of resources and access to a healthy  
596 build and natural environment.

597           3. If the executive or designee grants a waiver to a requirement in this chapter,  
598 the executive shall transmit in the quarterly budget management report required by  
599 K.C.C. 4A.100.100 a list of projects receiving the waiver, the reasons for the waiver and  
600 any actions the implementing agency will take to meet the policy intent of the chapter  
601 within reasonable costs.

602           C. Capital projects involving designated landmarks or properties that are eligible  
603 for landmark designation shall seek to maximize green building strategies appropriate to  
604 the project. However, in addition to the process described in subsection B. of this  
605 section, the King County landmarks commission or King County historic preservation  
606 officer may also waive some or all of the requirements of this chapter for these capital

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607 projects upon issuing findings that strict compliance would adversely affect the historic  
608 character of the resource in question or there are no feasible alternatives for preservation.

609 NEW SECTION. SECTION 10. There is hereby added to K.C.C. chapter 18.17  
610 a new section to read as follows:

611 A. The executive shall report on the progress of implementing this chapter as part  
612 of the biennial environmental sustainability report, in accordance with K.C.C. 18.50.010.

613 The biennial environmental sustainability report shall report on the following criteria:

614 1. Percentage of King County-owned capital projects achieving a platinum  
615 certification level using the LEED rating system, Sustainable Infrastructure Scorecard  
616 rating system or equivalent certification level through an alternative green building rating  
617 system;

618 2. Percent and tonnage of construction and demolition materials diversion from  
619 landfills; and

620 3. Performance for projects with contracted utility rebates including greenhouse  
621 gas emissions performance.

622 B. Except for capital projects subject to subsection C. of this section, the capital  
623 project manager for each project to which this chapter applies shall report the following  
624 information to the green building team; small, related projects that are certified as a  
625 program may report as a program:

626 1. By January 31 following each year a project is active, an annual green  
627 building report capturing sustainability and green building efforts;

628 2. At thirty-percent design phase completion:

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629           a. a Sustainable Infrastructure Scorecard, LEED or alternative green building  
630 rating system checklist. The checklist shall document which rating system and  
631 certification level the project is planned to achieve;

632           b. a construction and demolition material diversion plan; and

633           c. a list of the equity and social justice credits the project will pursue; and

634           3. At project completion:

635           a. an updated LEED, Sustainable Infrastructure Scorecard or alternative green  
636 building rating system checklist. The checklist shall document which rating system  
637 points and certification level the project actually achieved;

638           b. a construction and demolition material diversion report; and

639           c. a list of the equity and social justice credits the project implemented.

640           C. By January 31 of each year, designees from the department of community and  
641 human services shall provide the green building team with the Evergreen Sustainable  
642 Development Standard checklist for each housing project subject to section 8.A.1. of this  
643 ordinance that was awarded funding in the previous year.

644           NEW SECTION. SECTION 11. There is hereby added to K.C.C. chapter 18.17  
645 a new section to read as follows:

646           To help achieve a standard level of green building operations in existing  
647 buildings, the green building team shall develop a set of both mandatory and  
648 recommended green building operational guidelines for divisions to incorporate into their  
649 facility operations procedures. The development shall be in coordination with divisions  
650 that have capital project or building management staff and the GreenTools technical  
651 support team. Each division shall identify priorities for incorporating new green

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652 operations and maintenance practices in its line of business. The guidelines shall provide  
653 direction on the use of green practices in minor remodels and renovations, water and  
654 energy conservation, waste reduction and recycling expectations, sustainable material  
655 procurement, green cleaning standards and retrocommissioning to improve a facility's  
656 operating performance. County divisions shall have flexibility to select standards most  
657 applicable to their line of business, either King County's green operations and  
658 maintenance guidelines handbook or an existing third-party standard.

659 NEW SECTION. SECTION 12. There is hereby added to K.C.C. chapter 18.17  
660 a new section to read as follows:

661 A. The green building team shall coordinate and share information about the use  
662 of sustainable development practices countywide and, with assistance from the  
663 GreenTools program, develop tools and training for project managers to implement this  
664 chapter. The green building team's duties include:

- 665 1. Helping to assess regionally appropriate green building and sustainable  
666 development practices;
- 667 2. Developing regionally appropriate building and facility design standards and  
668 guidelines;
- 669 3. Developing tools and procedures for assessing life-cycle fiscal,  
670 environmental and functional costs and benefits;
- 671 4. Convening and facilitating sustainable development planning and charrette  
672 workshops;
- 673 5. Evaluating performance of projects and facilities, including conducting post  
674 occupancy surveys, energy and water use audits and evaluating benefits realized; and

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675           6. Tracking and reporting progress on implementation of green building and  
676 sustainable development practices.

677           B. Each division with capital project, operations and maintenance, building  
678 management, permitting or housing staff shall designate one or more green building team  
679 member. The green building team member shall regularly attend meetings and actively  
680 participate in disseminating sustainable development practices information back to the  
681 respective division. Green building team members may also receive specialized training  
682 in green building design and should be encouraged to achieve green building professional  
683 credentials.

684           C. The green building team shall assist with formation of an interagency review  
685 committee with members from permitting agencies, including the department of public  
686 health, water and land resources division of the department of natural resources and  
687 parks, department of local services and the green building team, to facilitate review of  
688 projects that involve multiple green building systems and to facilitate approval of  
689 buildings using high performance rating systems or features.

690           NEW SECTION. SECTION 13. There is hereby added to K.C.C. chapter 18.17  
691 a new section to read as follows:

692           The GreenTools program shall provide technical support for the green building  
693 team and to cities and the general public as appropriate. Technical support should  
694 include, but not be limited to:

695           A. Training on LEED and other green building and sustainable development  
696 certifications and technologies;

697           B. Research;



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698 C. Project review;

699 D. Assisting with budget analysis; and

700 E. Convening groups to develop strategies and policies relating to green  
701 buildings and sustainable development practices.

702 NEW SECTION. SECTION 14. There is hereby added to K.C.C. chapter 18.17  
703 a new section to read as follows:

704 To increase green building practices on a community-wide level, King County  
705 shall amend King County ordinances and implement strategies that increase sustainable  
706 development, awareness, certification and innovation in green building, informed by the  
707 priority actions and targets of the King County Strategic Climate Action Plan. Efforts  
708 shall include, but not be limited to, the following:

709 A. The department of local services, permitting division, shall develop  
710 educational materials on sustainable practices and techniques for green building and site  
711 development, such as the green building handbook. The educational materials shall apply  
712 to new construction, additions, remodels and renovation projects in unincorporated King  
713 County, and shall be developed and provided in such a way that all county residents have  
714 access to the information. The permitting division shall also develop guidance materials  
715 and coordinate training that informs county staff on how to review and inspect green  
716 building techniques throughout the development review process;

717 B. The department of public health, the water and land resources division of the  
718 department of natural resources and parks and the department of local services,  
719 permitting division, shall ensure that all staff who review and inspect development  
720 permits receive training in green building and high-performance rating systems, such as

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721 Built Green Emerald Star, LEED Platinum and the International Living Future Institute's  
722 Living Building Challenge certifications;

723 C. The department of local services, permitting division, shall participate in the  
724 regional code collaboration to develop and unify building codes throughout jurisdictions  
725 in the Puget Sound region that promote green building and supports shared economic  
726 growth and sustainability. The county shall promote amendments developed by the  
727 regional code collaboration for inclusion in the Washington State Energy Code.

728 Amendments developed by the regional code collaboration shall be adopted, when  
729 appropriate, in the county's building and construction codes, with initial emphasis on  
730 minimum recycling requirements for construction and demolition projects;

731 D. The county, in partnership with other public and private entities, shall provide  
732 assistance to increase the development of green affordable housing, green building  
733 certifications, efficiency upgrades in existing buildings and stronger state and local  
734 standards for new and existing buildings;

735 E. The department of local services, permitting division, shall research and, as  
736 viable, propose additional King County zoning and building ordinances, policies,  
737 incentives and programs to support the advancement of countywide green building  
738 efforts; and

739 F. The procurement services section of the department of executive services  
740 shall, where possible and appropriate, include green building requirements in capital  
741 design and construction contracts, bid documents and technical specifications. The  
742 project manager responsible for the capital project shall collaborate with procurement  
743 services section staff to determine where green building requirements are possible and

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744 appropriate. As applicable, requests for proposals and qualifications should include a list  
745 or description of green building rating system certification experience. Procurement  
746 documents that relate to construction or capital projects shall cite this chapter.

747 SECTION 15. Ordinance 17166, Section 2, as amended, and K.C.C. 18.50.010  
748 are hereby amended as follows:

749 The executive shall transmit by June 30 of every other year a progress report on  
750 the county's major environmental sustainability programs intended to reduce energy use,  
751 climate emissions, and resource use, and prepare for the impacts of climate change, as  
752 required in subsections A., B. and C. of this section. The report shall also describe the  
753 progress made throughout the region on developing of green jobs as defined in K.C.C.  
754 18.25.010. In those years in which the update to the strategic climate action plan as  
755 required in K.C.C. 18.25.010 is transmitted, the information required by the report shall  
756 be included in the update to the strategic climate action plan. In all other years, the report  
757 shall also describe the progress made throughout the region on developing of green jobs  
758 as defined in K.C.C. 18.25.010. The executive shall ~~((transmit the report to council and  
759 filed in the form of a paper original and an electronic copy))~~ electronically file the report  
760 with the clerk of the council, who shall retain ~~((the original))~~ an electronic copy and  
761 provide an electronic copy to all councilmembers, the council chief of staff and the lead  
762 staff for the transportation, economy and environment committee, or its successor. The  
763 report shall be structured in a way that links actual performance to established goals and  
764 indicators and can inform policy choices, program priorities and investments in capital  
765 projects. The report should address the following:

766 A. Greenhouse gas emissions reductions, including:

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- 767           1. Progress towards achieving the overarching greenhouse gas emissions  
768 reduction targets for both county government operations and the county as a whole;
- 769           2. Progress against targets and measures and updates on the implementation of  
770 strategies and priority actions in five goal areas for the strategic climate action plan:  
771 transportation and land use; building and facilities energy; green building; consumption  
772 and materials management, including the environmental purchasing program; and  
773 forestry and agriculture; and
- 774           3. A summary of major expenses associated with the climate impacts research,  
775 community-scale emissions inventories, climate change community engagement, and  
776 climate change and energy efficiency partnerships with businesses and cities;
- 777           B. An update on implementation of climate preparedness strategies and priority  
778 actions recommended in the current strategic climate action plan;
- 779           C. An update on the strategies and priority actions identified in the green jobs  
780 strategy as required by K.C.C. 18.25.010;
- 781           D. An update on the actions taken to achieve sustainable and resilient  
782 communities as required by K.C.C. 18.25.010;
- 783           E. Beginning in 2021, an update on the implementation of the jump start  
784 transportation electrification strategy required in K.C.C. 18.22.010. The update shall  
785 include a report on the Metro transit department's zero-emission fleet goal  
786 implementation, updating the implementation report to include modified or new  
787 milestones; strategies to accelerate implementation and interim milestones, strategic  
788 climate action plan modelling and goals, information technology advances and reporting  
789 on K.C.C. 28.94.085.B. The update shall also include any analysis completed in

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790 selecting the public charging infrastructure provided in King County-owned facilities and  
791 describe how the needs of a variety of different types of electric vehicles, including light  
792 electric vehicles, were considered in the analysis;

793 F. An update on ~~((F))~~the green building program, as required in ~~((K.C.C.~~  
794 ~~18.17.020.M.1.))~~ section 10.A. of this ordinance; and

795 G. The program to fund city projects to reduce energy demand, as required in  
796 Ordinance 18663, Section 3.

797 SECTION 15. Severability. If any provision of this ordinance or its application

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798 to any person or circumstance is held invalid, the remainder of the ordinance or the  
799 application of the provision to other persons or circumstances is not affected.


Ordinance 19402 was introduced on 9/7/2021 and passed as amended by the Metropolitan King County Council on 3/1/2022, 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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Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
  
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Melani Pedroza, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 3/9/2022, \_\_\_\_\_.

DocuSigned by:  
  
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Dow Constantine, County Executive

**Attachments:** None

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Certified Delivered	Security Checked	3/2/2022 12:19:43 PM
Signing Complete	Security Checked	3/9/2022 12:28:10 PM
Completed	Security Checked	3/9/2022 12:28:10 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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