



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,

Ordinance 19654

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.

Ordinance 19654

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

Ordinance 19654

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.;

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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;

Ordinance 19654

- 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:

Ordinance 19654

- 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

Ordinance 19654

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,

Ordinance 19654

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:

Ordinance 19654

- 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.

Ordinance 19654

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;

Ordinance 19654

- 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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Ordinance 19654

- 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

Ordinance 19654

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;

Ordinance 19654

- 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;

Ordinance 19654

- 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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Ordinance 19654

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,

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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.

Ordinance 19654

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

Ordinance 19654

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.

Ordinance 19654

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:

Ordinance 19654

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

Ordinance 19654

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.

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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;

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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,

Ordinance 19654

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.

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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

Ordinance 19654

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;

Ordinance 19654

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

Ordinance 19654

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.

Ordinance 19654

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.

Ordinance 19654

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.

Ordinance 19654

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:

Ordinance 19654

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

Ordinance 19654

- 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

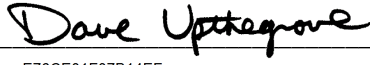
Ordinance 19654

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

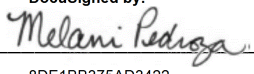
Ordinance 19654 was introduced on 7/11/2023 and passed by the Metropolitan King County Council on 7/25/2023, by the following vote:

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


KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

E76CE01F07B14EF...
Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...
Melani Pedroza, Clerk of the Council

APPROVED this _____ day of 7/28/2023, _____.

DocuSigned by:

4FBCAB8196AE4C6...
Dow Constantine, County Executive

Attachments: None

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Dave Upthegrove
dave.upthegrove@kingcounty.gov
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Melani Pedroza
melani.pedroza@kingcounty.gov
Clerk of the Council
King County Council
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King County Executive
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Kaitlyn Wiggins kwwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	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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Signing Complete	Security Checked	7/28/2023 1:27:31 PM
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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