



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Ordinance 19681**

**Proposed No.** 2023-0262.2

**Sponsors** von Reichbauer

1 AN ORDINANCE relating to risk management policies  
2 including the processing and disposition of claims and  
3 lawsuits against the county; and amending Ordinance 3581,  
4 Section 1, as amended, and K.C.C. 2.21.010, Ordinance  
5 3581, Section 2, as amended, and K.C.C. 2.21.020,  
6 Ordinance 11984, Section 3, as amended, and K.C.C.  
7 2.21.030, Ordinance 12076, Section 38, as amended, and  
8 K.C.C. 2.21.040, Ordinance 3581, Section 6, as amended,  
9 and K.C.C. 2.21.050, Ordinance 3581, Section 7, as  
10 amended, and K.C.C. 2.21.060, Ordinance 3581, Section 8,  
11 as amended, and K.C.C. 2.21.070, Ordinance 3581, Section  
12 9, as amended, and K.C.C. 2.21.080, Ordinance 3581,  
13 Section 10, as amended, and K.C.C. 2.21.090, and  
14 Ordinance 3581, Section 11, as amended, and K.C.C.  
15 2.21.100.

16 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

17 SECTION 1. Ordinance 3581, Section 1, as amended, and K.C.C. 2.21.010 are  
18 hereby amended to read as follows:

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19           The purpose of this chapter is to establish risk management policies for the county  
20 and to define procedures for the executive and the prosecuting attorney regarding the  
21 processing and disposition of claims and ~~((claims))~~ lawsuits against the county.

22           SECTION 2. Ordinance 3581, Section 2, as amended, and K.C.C. 2.21.020 are  
23 hereby amended to read as follows:

24           The definitions in this section apply throughout this chapter unless the context  
25 clearly requires otherwise:

26           A. "Chief civil deputy" means the chief deputy of the civil division ~~((, office of  
27 the prosecuting attorney))~~ or ~~((the chief civil deputy's))~~ designee;

28           B. "Civil division" means the civil division of the office of the ~~((King County))  
29 prosecuting attorney;~~

30           C. "Claim~~((s))~~" means any claim that names the county, or any of its officers,  
31 employees, or agents, whether employed or engaged in the past or in the present, while  
32 acting in ~~((good faith with no reasonable cause to believe the conduct was unlawful and  
33 within the scope of the county officer, employee or agent's))~~ service to or employment  
34 with the county, as a cause or causes of injury or damage, and that alleges a tort cause of  
35 action and asks for money damages;

36           D. "Committee" means the risk management committee established by K.C.C.  
37 2.21.040;

38           E. "Enterprise risk management" means a countywide approach to risk  
39 management that proactively identifies and addresses potential risks across all operations.  
40 It is designed to ensure that organizational leadership integrates consideration of risk into

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41 the county's culture and processes, including, but not limited to, business and strategic  
42 planning and performance measurement;

43 F. "Lawsuit" means any lawsuit that names as a defendant the county, its officers,  
44 employees, or agents, whether employed or engaged in the past or in the present, while  
45 acting (~~(in good faith)~~) within the scope of (~~(their official duties)~~) service to or  
46 employment with the county, that alleges a tort cause of action and that asks for money  
47 damages;

48 G. "Risk management" means a coordinated and continuous management process  
49 to identify potential loss exposures, to apply reasonable and effective risk controls, and to  
50 (~~(insure)~~) ensure that the financial integrity of the county is not impaired after a loss; and

51 H. "Safety manager" means the manager of the (~~(safety and claims management)~~)  
52 central employee services division of the department of (~~(executive services)~~) human  
53 resources.

54 SECTION 3. Ordinance 11984, Section 3, as amended, and K.C.C. 2.21.030 are  
55 hereby amended to read as follows:

56 A. The office of risk management services is established in K.C.C. chapter 2.16.  
57 The manager of the office of risk management services shall be the risk manager, who  
58 shall report directly to the director of the department of executive services and have the  
59 following duties: (~~(-~~

60 ~~B-))~~1. (~~(The risk manager shall b))~~Be responsible for the administration of the  
61 county's insurance and risk management program(~~(-)~~);

62 2. (~~(The risk manager shall e))~~Coordinate with the civil division on the  
63 following:

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64 a. contractual matters giving rise to potential liability on the part of the county  
65 ~~((The risk manager shall))~~;

66 b. sharing information pertinent to claims and lawsuits against the county; and

67 c. ~~((seek the))~~ seeking advice ~~((of the civil division))~~ as to appropriate  
68 language regarding ~~((insurance,))~~ indemnification, releases, and hold harmless  
69 clauses~~((and))~~ and ~~((Thereafter, t risk manager shall advise))~~ advising department directors  
70 ~~((and division managers))~~ or designees concerning these matters, and on appropriate  
71 language regarding insurance, as part of a coordinated process before finalization of  
72 county contracts~~((and))~~;

73 3. ~~((The risk manager shall be the chairperson of the committee and shall~~  
74 ~~advise))~~ Informing the committee concerning insurance, risk management policies,  
75 broker selection, and other appropriate matters~~((and))~~;

76 4. ~~((With the approval of the committee, the risk manager shall select))~~  
77 Selecting appropriate insurance brokers by use of a competitive procurement process for  
78 the marketing and selection of insurance and related services~~((and))~~;

79 5. ~~((The risk manager shall be))~~ Being responsible for the purchasing and  
80 administration of all insurance policies, funded self-insurance programs, and related  
81 services, as are consistent with good risk management policy and the needs of the  
82 county~~((In purchasing insurance policies, the risk manager shall obtain the approval of~~  
83 ~~the committee.))~~;

84 6. ~~((The risk manager shall advise))~~ Advising all county departments and ~~((other~~  
85 ~~county))~~ agencies regarding risk management and reduction of risk and exposure to loss,  
86 ~~((including))~~ which shall include, but not be limited to, the following:

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- 87            a. programs and precautions for safety ~~((to reduce))~~;
- 88            b. reducing hazards to the public that may exist in county facilities and
- 89 operations~~((, and))~~;
- 90            c. utilizing enterprise risk management in order to integrate risk management
- 91 processes countywide; and
- 92            d. proactively identifying, ~~((analyze, respond))~~ analyzing, responding to, and
- 93 ~~((monitor))~~ monitoring risks and opportunities for risk-reduction~~((The risk manager~~
- 94 ~~shall)), including making recommendations to all county departments and agencies~~
- 95 regarding the safety of the public using county facilities or services;

96            7. ~~((e))~~ Cooperate with the safety manager in areas in which, in the opinion of

97 the risk manager, the safety of employees and of the public requires coordinated

98 programs~~((The risk manager shall also be responsible for answering))~~;

99            8. Answer all insurance or funded self-insurance coverage questions~~((The risk~~

100 ~~manager shall be responsible for the evaluation of))~~;

101            9. Evaluate current and future county or departmental insurance coverage

102 programs, and have the authority to take actions that are in the best interests of the

103 county~~((;))~~;

104            ~~((7. The risk manager shall have the power,))~~ 10. ~~((s))~~ Subject to budget

105 ~~((authorization))~~ appropriation, ~~((to))~~ contract for ~~((such))~~ outside assistance and perform

106 ~~((such))~~ other acts as ~~((are))~~ necessary to carry out the risk manager's responsibilities in

107 an expeditious manner~~((;))~~;

108            ~~((8. The risk manager is responsible for establishing))~~ 11. Establish reserve

109 requirements for all claims and lawsuits and ~~((recommending))~~ recommend financing

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110 plans and budget actions to assure that adequate resources are available to meet risk  
111 management financing requirements((-));

112 ~~((9. The risk manager is responsible for))~~ 12. ((~~¶~~))Risk identification, control  
113 and reduction;~~((, including authority to make recommendations to all county departments  
114 and agencies regarding the safety of the public using county facilities or services.~~

115 ~~C.1. The risk manager shall have the power to e)~~ 13. Employ the services of  
116 claims specialists or other persons who are necessary to process claims in an equitable  
117 and expeditious manner((-

118 ~~2. The risk manager shall cooperate with the civil division in coordinating  
119 information pertinent to claims and lawsuits against the county.));~~

120 ~~((3. The risk manager shall))~~ 14. ((~~d~~))Dispose of claims as authorized in K.C.C.  
121 2.21.070.~~((E.))~~D.;

122 ~~((4. The risk manager shall))~~ 15. ((~~m~~))Maintain complete histories of all claims  
123 and claims litigation, insured or funded self-insurance, loss histories, and investigations  
124 of claims. The risk manager shall be responsible to ensure that complete files are  
125 maintained of all claims asserted against the county and all incidents reported to the  
126 office of risk management services sufficient to document at least a ~~((five))~~ ten-year  
127 claims history((-);

128 ~~((D.1. The risk manager shall report quarterly))~~ 16. Provide a quarterly letter to  
129 the council on claims that have been closed with an indemnity payment in the amount of  
130 one hundred thousand dollars or more. The report shall: identify the claimant; describe  
131 the claim; identify the amount of the indemnity payment; identify if the payment was a  
132 result of a settlement, a judgment, or a payment to an insurance company or other party;

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133 and include any other information the risk manager believes would be helpful to the  
 134 council in understanding the nature of the claim. The ~~((report shall take the form of a))~~  
 135 letter ~~((with an attached))~~ shall include a table that provides the information required in  
 136 this ~~((section))~~ subsection. The quarterly ~~((report is))~~ letter should be due ~~((thirty))~~  
 137 forty-five days after the end of each calendar quarter of the year;~~((-~~

138 ~~2. The risk manager,))~~ 17. ((e)) On or before March 31 of each year ~~((shall)),~~  
 139 provide an annual report to the council on the performance of the risk management  
 140 program. The annual report shall include, ~~((including))~~ but not be limited to, the number  
 141 of claim filings, amount of claim payments, insurance coverage ~~((and)),~~ self-insured  
 142 retention. ~~The annual report shall also include)),~~ and enterprise risk management results  
 143 for the previous year and plans for the current year, including, but not limited to,  
 144 enterprise risk management goals, priorities, agency actions, and measurable results.

145 ~~((E.))~~ B. The executive shall electronically file the report((s)) and letter required  
 146 by this section with the clerk of the council, who shall ~~((be filed in the form of a paper~~  
 147 ~~original and))~~ retain ~~((an))~~ electronic ~~((copy with the clerk of the council, who shall~~  
 148 ~~retain the original and))~~ copies and provide ~~((an))~~ electronic ~~((copy of the report))~~ copies  
 149 to all councilmembers, the council chief of staff, and the lead staff for the government  
 150 accountability and oversight committee, or its successor.

151 SECTION 4. Ordinance 12076, Section 38, as amended, and K.C.C. 2.21.040 are  
 152 hereby amended to read as follows:

153 A. There is created a risk management committee to be composed of the risk  
 154 manager, ~~((the safety manager,))~~ the chief civil deputy, and the director of the office of  
 155 performance, strategy and budget. The risk manager shall chair the committee. ~~((The~~

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156 ~~safety manager shall be a nonvoting member of the committee and shall inform and~~  
157 ~~advise the committee on safety matters and coordinate employee safety programs with~~  
158 ~~the risk identification and control functions of the committee.))~~

159 B. The risk management committee shall:

160 1. Make recommendations to the council and executive regarding risk  
161 management policy ~~((and shall cause the policy to be established and kept current))~~;

162 2. ~~((Approve the selection of insurance brokers chosen as a result of a~~  
163 ~~competitive procurement process;~~

164 ~~3.))~~ Advise the risk manager on matters concerning the purchase of insurance  
165 policies, and advise on the design of insurance and funded self-insurance programs; and

166 ~~((4.))~~ 3. Advise the risk manager concerning matters of risk management  
167 policy ~~((; and~~

168 ~~5. Approve the purchase of all insurance policies)).~~

169 SECTION 5. Ordinance 3581, Section 6, as amended, and K.C.C. 2.21.050 are  
170 hereby amended to read as follows:

171 A. This section is consistent with and implements RCW 36.27.020, which makes  
172 the prosecuting attorney the legal advisor of the county.

173 B.1. Subject to the other provisions of this chapter, the county shall provide legal  
174 representation and indemnification to protect county officers, employees, and agents,  
175 whether employed or engaged in the past or the present, and their marital communities,  
176 from personal liability for alleged violations of civil or criminal law resulting from or  
177 based upon alleged acts or omissions of the officers, employees, or agents. To have the  
178 benefit of the legal representation and indemnification, the county officer, employee, or



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179 agent must have performed or acted in good faith, (~~with no reasonable cause to believe~~  
180 ~~the conduct was unlawful and~~) within the scope of the county officer's, employee's, or  
181 agent's service to or employment with the county, and with no reasonable cause to  
182 believe the conduct was unlawful.

183           2. The civil division shall provide legal advice to the risk manager regarding the  
184 disposition of all claims against the county.

185           3. The civil division shall keep the risk manager advised of the current status  
186 and progress of all claim((s)) litigation.

187           4. The civil division shall direct any recommendations for settlement of claims  
188 or lawsuits to the authority designated by K.C.C. (~~(4.21.030 and 4.21.080)~~) 2.21.070.D.  
189 and 2.21.080.D., as having final settlement authority. In recommending settlement of  
190 claims or lawsuits for more than fifty thousand dollars, the civil division shall consult, in  
191 conjunction with the office of risk management services, with the department or (~~other~~  
192 ~~county~~) agency most involved with the litigation or named as a party to the lawsuit.

193           5. In reviewing contract language involving indemnification, releases, or hold  
194 harmless clauses (~~(or insurance matters)~~), the civil division shall provide advice to the  
195 risk manager, department directors, or designees.

196           6. The prosecuting attorney may contract with outside counsel for legal services  
197 where appropriate.

198           7. The chief civil deputy (~~(of the civil division)~~) shall resolve any questions  
199 relating to:

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200 a. whether a county (~~(official)~~) officer, employee<sub>2</sub> or agent acted in good faith  
201 with no reasonable cause to believe the conduct was unlawful<sub>1</sub> and within the scope of the  
202 county officer's<sub>2</sub>, employee's<sub>2</sub>, or agent's service to or employment with the county;

203 b. whether, for purposes of the issues raised by a particular claim or lawsuit, a  
204 person is in fact a county (~~(official)~~) officer, employee<sub>2</sub> or agent; or

205 c. whether or not a county officer, employee<sub>2</sub> or agent performed or acted as  
206 required to have the benefit of county legal representation and indemnification.

207 C. Any reasonable costs and expenses incurred in the provision of legal  
208 representation and indemnification for criminal law allegations, driving infractions<sub>2</sub> and  
209 professional licensing matters shall be paid from the funds appropriated to the particular  
210 county department or agency employing or retaining the affected county officer,  
211 employee<sub>2</sub> or agent, unless the risk manager approves payment for such costs and  
212 expenses out of the risk management fund. Any reasonable costs and expenses incurred  
213 in the provision of legal representation and indemnification for tort claims and lawsuits  
214 shall be paid from available insurance or funded self-insurance program.

215 SECTION 6. Ordinance 3581, Section 7, as amended, and K.C.C. 2.21.060 are  
216 hereby amended to read as follows:

217 A. All county departments (~~(or)~~) and agencies and the officers, employees<sub>2</sub> and  
218 agents of those departments and agencies shall cooperate fully and in good faith with the  
219 risk manager and the civil division in the investigation and defense of claims and  
220 lawsuits. When deemed necessary by the chief civil deputy or deputy prosecutor  
221 assigned to the case, the assistance may include, but not be limited to, the providing of

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222 testimony and exhibits for use in litigation. Any request for information by the office of  
223 risk management services shall be considered a request by the civil division.

224 B. Except as specifically directed by the risk manager or the civil division, a  
225 county department or agency, ~~((or))~~ a county ~~((official))~~ officer or ~~((speaking agent))~~  
226 designee, or an employee or agent represented by the civil division or by outside counsel  
227 at the county's expense should not:

228 1. Negotiate or otherwise affect the settlement of a claim or lawsuit against the  
229 county; or

230 2. Make an admission of liability involving a claim or lawsuit against the  
231 county.

232 C. Except as specifically directed by the risk manager or the civil division, a  
233 county department or agency, ~~((or))~~ a county ~~((official))~~ officer or ~~((speaking agent))~~  
234 designee, or an employee or agent represented by the civil division or by outside legal  
235 counsel at the county's expense should not:

236 1. Discuss<sub>2</sub> with persons who are not county employees<sub>2</sub> incidents that could  
237 reasonably lead to claims or lawsuits against the county; or

238 2. Discuss<sub>2</sub> with persons who are not county employees<sub>2</sub> incidents that are the  
239 subject of pending claims or lawsuits.

240 D. In the event of an accident, incident<sub>2</sub> or occurrence causing bodily injury or  
241 property damage involving county vehicles, property<sub>2</sub> or personnel acting within the  
242 scope of their employment, the knowledgeable county officers, employees<sub>2</sub> and agents  
243 shall provide notice to the office of risk management services as soon as practicable. The  
244 notice shall include all reasonably obtainable information with respect to the time, place<sub>2</sub>

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245 and circumstances of the accident, incident, or occurrence and the names and addresses  
246 of all knowledgeable county personnel, injured or affected parties, and available  
247 witnesses.

248 SECTION 7. Ordinance 3581, Section 8, as amended, and K.C.C. 2.21.070 are  
249 hereby amended to read as follows:

250 A.1. All claims against the county for damages arising out of tortious conduct  
251 shall be presented to and filed with the risk manager by use of the electronic claim filing  
252 system managed by the office of risk management services, or a claim form provided by  
253 the county or the state.

254 2. All such claims shall be verified by oath or affidavit and shall:

- 255 a. state the claimant's name, date of birth, and contact information;
- 256 b. describe the conduct and circumstances that brought about the injury or  
257 damage;
- 258 c. describe the injury or damage;
- 259 d. state the time and place the injury or damage occurred;
- 260 e. state the names of all persons involved, if known; and
- 261 f. state the amount of damages claimed, together with a statement of the actual  
262 residence of the claimant at the time of presenting and filing the claim and for a period of  
263 six months immediately before the time the claim arose.

264 3. If the claimant is incapacitated from verifying, presenting, and filing the  
265 claim, if the claimant is a minor or if the claimant is a nonresident of the state, the claim  
266 may be verified, presented, and filed on behalf of the claimant by any relative, attorney,  
267 or agent representing the claimant. With respect to the content of such claims, this

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268 section shall be liberally construed so that substantial compliance will be deemed  
269 satisfactory.

270 B. An action shall not be commenced against the county for damages arising out  
271 of tortious conduct until a claim has first been presented to and filed with the risk  
272 manager and sixty calendar days have passed after the date of filing.

273 C. This section shall not affect the applicable period of limitations within which  
274 an action must be commenced, but the period shall begin and shall continue to run as if  
275 no claim were required.

276 D.1. For all claims of one hundred thousand dollars or less, the risk manager shall  
277 have the final payment authority and shall make final disposition by either granting or  
278 denying the claim(~~(;)~~).

279 2. For all claims (~~((over))~~) more than ten thousand dollars, the risk manager shall  
280 seek the advice of the civil division before final disposition.

281 3. For all claims (~~((above))~~) more than one hundred thousand dollars, the county  
282 executive shall make final disposition after receiving advice from the civil division and  
283 the risk manager.

284 SECTION 8. Ordinance 3581, Section 9, as amended, and K.C.C. 2.21.080 are  
285 hereby amended to read as follows:

286 A. Service of a summons and complaint shall be as provided in K.C.C. 2.04.010.  
287 Any county (~~((official))~~) officer or employee who is served with a summons and complaint  
288 in a lawsuit against the county or against any of its (~~((officials))~~) officers, employees, or  
289 agents alleged to be acting in their official capacities shall immediately forward the

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290 summons and complaint to the office of the manager of the records and licensing services  
291 division at kcserviceofsummons@kingcounty.gov.

292 B. The manager of the records and licensing services division, upon receiving  
293 service of the summons and complaint shall immediately forward the summons and  
294 complaint to the civil division. The civil division shall docket the lawsuit and forward a  
295 copy of the summons and complaint to involved department and to the office of risk  
296 management services for lawsuits covered by the risk management fund.

297 C. The prosecuting attorney shall defend, or provide for the defense of, all  
298 lawsuits against the county or any of its ~~((officials))~~ officers, employees, or agents,  
299 ~~((acting))~~ having performed or acted in good faith within the scope of the county  
300 officer's, employee's, or agent's service to or employment with the county, and with no  
301 reasonable cause to believe the conduct was unlawful ~~((and within the scope of the~~  
302 ~~county officer, employee or agent's service to or employment with the county))~~, as long  
303 as the individuals discharge their obligations in K.C.C. 2.21.060.

304 D. Final authority for settlement of self-insured lawsuits shall be as follows:

305 1. The risk manager, acting with the advice of the civil division, may authorize  
306 settlements of one hundred thousand dollars or less; and

307 2. The executive, acting with the advice of the civil division and the risk  
308 manager, may authorize settlements of more than one hundred thousand dollars.

309 SECTION 9. Ordinance 3581, Section 10, as amended, and K.C.C. 2.21.090 are  
310 hereby amended to read as follows:

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311 A. The purpose of this section is to protect county officers, employees, agents,  
312 and their marital communities from personal liability for acts committed by those  
313 individuals in good faith and within the scope of their official county duties.

314 B. The chief civil deputy shall determine all questions relating to scope and status  
315 in accordance with K.C.C. 2.21.050.B.7.

316 C. When a county officer, employee, agent, or the marital community of the  
317 county officer, employee, or agent is sued in a lawsuit for an act or alleged act falling  
318 within the scope of the officer's, employee's, or agent's official duties, the prosecuting  
319 attorney shall be responsible for defense of that person or community in accordance with  
320 K.C.C. 2.21.050, 2.21.060 and 2.21.080 and this section.

321 D. This section may not apply if a claim or lawsuit is covered fully by insurance.

322 E. If a possible conflict exists between the county and a county (~~official~~)  
323 officer, employee, or agent acting in good faith within ~~(the)~~ their scope of the person's  
324 official duties~~((of the county official, employee or agent))~~, and with no reasonable cause  
325 to believe the conduct was unlawful, the prosecuting attorney may, at the prosecuting  
326 attorney's sole discretion, appoint outside counsel as a special deputy prosecuting  
327 attorney to represent the person. In those cases, the county shall be responsible for  
328 payment of costs incurred in the defense.

329 F.1. Subject to the other provisions of this chapter, the county shall provide legal  
330 representation and indemnification to protect county officers, employees, agents, and  
331 their marital communities from personal liability for alleged violations of civil or  
332 criminal law resulting from or based upon alleged acts or omissions of the officers,  
333 employees, or agents. To have the benefit of the legal representation and

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334 indemnification, the county officers, employees, or agents must have performed or acted  
335 in good faith, with no reasonable cause to believe the conduct was unlawful and within  
336 the scope of the county officer's, employee's, or agent's service to or employment with the  
337 county.

338 2. For the purposes of subsection F.1. of this section, "alleged violations of civil  
339 or criminal law":

340 a. includes, but is not limited to, professional licensing matters if a complaint  
341 has been filed regarding an officer, employee, or agent's professional license; and

342 b. does not include motor-vehicle-related infractions unless the chief civil  
343 deputy determines that, in a particular instance, a motor vehicle infraction should be  
344 included because it is in the best interests of the county.

345 SECTION 10. Ordinance 3581, Section 11, as amended, and K.C.C. 2.21.100 are  
346 hereby amended to read as follows:

347 A. The risk manager and the civil division shall be responsible for bringing all  
348 actions, including claims and lawsuits, for recovery of losses to the county arising out of  
349 the acts of others. The losses may include property damages or losses that impact ~~((~~the~~))~~  
350 the county as a result of personal injuries to county officers ~~((~~the~~))~~, employees, or agents.  
351 In addition, the civil division may join the county as a party with any third party in a  
352 lawsuit involving recovery of loss to the county. The prosecuting attorney may contract  
353 with outside counsel on recovery matters where appropriate.

354 B. Any moneys recovered, excluding costs of recovery, by the risk manager or  
355 civil division, on account of losses to the county shall be paid to the budget unit or  
356 department that has expended funds or materials as a result of the loss. Any moneys



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357 recovered in excess of those so expended shall be transferred to the ((insurance)) risk  
358 management fund.

Ordinance 19681 was introduced on 9/19/2023 and passed by the Metropolitan King County Council on 10/24/2023, by the following vote:


Yes: 8 - Balducci, Dembowski, Dunn, Perry, McDermott,  
Upthegrove, von Reichbauer and Zahilay  
Excused: 1 - Kohl-Welles

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
  
E76CE01F07B14EF...


Dave Upthegrove, Chair

ATTEST:

DocuSigned by:  
  
8DE1BB375AD3422...

Melani Hay, Clerk of the Council

APPROVED this \_\_\_\_ day of 11/3/2023, \_\_\_\_\_.

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Dow Constantine, County Executive

**Attachments:** None

**Certificate Of Completion**

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Subject: Complete with DocuSign: Ordinance 19681.docx	
Source Envelope:	
Document Pages: 17	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Gavin Muller
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5TH AVE
	SEATTLE, WA 98104
	gavin.muller@kingcounty.gov
	IP Address: 198.49.222.20

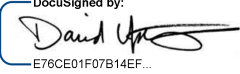
**Record Tracking**

Status: Original	Holder: Gavin Muller	Location: DocuSign
10/26/2023 11:35:42 AM	gavin.muller@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

**Signer Events**

Dave Upthegrove  
 dave.upthegrove@kingcounty.gov  
 Chair  
 Security Level: Email, Account Authentication (None)

**Signature**


DocuSigned by:  
  
 E76CE01F07B14EF...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 67.160.80.216

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Sent: 10/26/2023 11:44:05 AM  
 Viewed: 10/26/2023 1:07:05 PM  
 Signed: 10/26/2023 1:07:20 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/26/2023 1:07:05 PM  
 ID: cae3807c-da0b-4f7f-8214-a9d4f6058fdf

Melani Hay  
 melani.hay@kingcounty.gov  
 Clerk of the Council  
 King County Council  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 8DE1BB375AD3422...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.49.222.20

Sent: 10/26/2023 1:07:21 PM  
 Viewed: 10/26/2023 1:24:12 PM  
 Signed: 10/26/2023 1:24:18 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/30/2022 11:27:12 AM  
 ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

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

DocuSigned by:  
  
 4FBCAB8196AE4C8...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 174.61.164.238

Sent: 10/26/2023 1:24:19 PM  
 Viewed: 11/3/2023 2:28:58 PM  
 Signed: 11/3/2023 2:29:13 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/3/2023 2:28:58 PM  
 ID: 09a2a37f-d55c-4f98-a184-83e9c8c51fce

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Kaitlyn Wiggins kwwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 10/26/2023 1:24:20 PM Viewed: 10/31/2023 8:23:37 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/26/2023 11:44:05 AM
Certified Delivered	Security Checked	11/3/2023 2:28:58 PM
Signing Complete	Security Checked	11/3/2023 2:29:13 PM
Completed	Security Checked	11/3/2023 2:29:13 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto:cipriano.dacanay@kingcounty.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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