

**JUNE 1, 2005 STAFF REPORT ATTACHMENTS 7 THRU
10 AND 12 THRU 16**

April 25, 2005 Adopted Ordinance 15157

The Council adopted an ordinance establishing the King County Elections Oversight Committee

April 18, 2005 Adopted Motion 12107

Council adopted Motion 12107 calling for an independent and comprehensive audit of the elections section of the King County Records, Elections, and Licensing Services Division

April 4, 2005 Adopted Motion 12099

Council adopted Motion 12099 directing the Executive to undertake actions to improve the conduct of the elections process in King County and supporting election reforms in Washington State.

Motion 12099 directs the Executive to undertake previous recommendations of the Citizen's Election Oversight Committee and the Labor, Operations and Technology Committee, and proposed by the Director of Records, Elections, and Licensing Services.

March 28, 2005 Adopted Motion 12096

Council passed a Motion identifying essential election reform measures for King County support in the Washington State Legislature

The Motion urged changes in Washington State law to move the date of the state's primary election to an earlier date, extend the certification time for primary and special elections from 10 to 15 days, and extend the certification time for general elections from 15 to 20 days.

August 30, 2004 Adopted Motion 11987

Council passed Motion 11987 adopting a work plan to implement recommendations of the King County Election Citizen's Oversight Committee

The motion adopted a work plan and required the manager of records to file quarterly reports on implementation of the work plan.

July 14, 2003 Adopted Ordinance 14711

Council adopted Ordinance 14711 establishing a Citizen's Election Oversight Committee

March 2003 Council Hired Consultant

Council hired an elections consultant to conduct an independent review of county elections.

February 3, 2003 Adopted Ordinance 14570

Council adopted Ordinance 14570 which revised the management and organization of the Records, Elections, and Licensing Division

2004 Proposed Space Plan	
Proposed 2004 Space Policies	Explanation of Changes to 2002 Adopted Policies
Co-locate services where functional relationships and/or user accessibility warrant.	No change.
Retain, upgrade, and restore the King County Courthouse for those functions requiring weapons screening or heightened levels of security though-out one building.	The language specifically acknowledges the Courthouse as a specialty building serving those agencies that require enhanced off hour security and weapons screening. As such, expansions of space needs for these functions will be accommodated, when possible, by space from within the Courthouse. This is particularly true for court functions. Under these circumstances, functions currently located in the Courthouse and not requiring weapons screening and enhanced security will be candidates for moves out of the Courthouse. Alternatively, these circumstances could also lead to consideration of moving functions such as Work Release, that do require the enhanced security, from the Courthouse to another County owned highly secured facility.
Locate services outside of the regional centers when warranted by the need to serve particular localities, the need for a particular specialized location or environment, the ability to reduce cost or improve functioning in cases where public accessibility and visibility are not significant issues or a use which is not appropriate in an urban center.	No Change
Develop and maintain safe, attractive public buildings that create a good image for government and that are sound financial investments. Start moving from high dependence on short-term leased space in the downtown area to owned space or long-term leased space with the option to own when lease space exceeds 10 percent of downtown general office space	No Change

2004 Proposed Space Plan
Proposed Policies Section 3

2004 Proposed Space Plan	
Proposed 2004 Space Policies	Explanation of Changes to 2002 Adopted Policies
<p>and when it is shown that building ownership will pay off in the long run.</p> <p>Consider and select ownership options in the suburban areas when it can be clearly demonstrated that ownership will pay off in the long run.</p>	
<p>The cost and disruption of short-term moves will be avoided unless:</p> <ul style="list-style-type: none"> • Warranted by the inadequacy or inappropriateness of current space. • Necessary to achieve flexible lease terms in contemplation of an ultimate move to a County owned facility. • Necessary to economically reclaim pockets of vacant space created through budgetary reductions. • Necessary as an interim measure during capital improvement projects. 	<p>Recognizes the need to keep to a minimum the disruption associated with moves unless securing appropriate holdover leases in contemplation of a new County office building or recapturing blocks of vacated space for use by expanding agencies or agencies vacating leased or owned space.</p>
<p>Established Programming Space Standards will be prescribed as per square foot ranges for various categories of County Employees and specialty programmed space. These Standards are to be used during planning and design. Adjustments to the actual square footage standard may occur during design as a result of the physical constraints of a given building or specialty programmatic requirements of the tenant agency. The Director of the Facilities Management Division will certify that designs fully comply with the space standards except for specific conditions noted.</p> <p>County employees will be provided with office space that:</p> <ul style="list-style-type: none"> • Is highly functional and handicapped accessible; • Is kept clean, reasonably secured, and 	<p>Use of Space Standards during planning and design is clarified. Deviations from Space Standards during implementation are also clarified along with an identification of the Facilities Management Division as the certifying agency.</p> <p>Establishes goal of achieving highly efficient environmental friendly and sustainable buildings, particularly when planning new buildings. Introduces the concept of using modern modular furnishings to increase efficiency and create a work environment that has less ergonomic risk.</p>

2004 Proposed Space Plan
 Proposed Policies Section 3

2004 Proposed Space Plan	
Proposed 2004 Space Policies	Explanation of Changes to 2002 Adopted Policies
<p>well maintained;</p> <ul style="list-style-type: none"> • For County-owned buildings, complies with King County Administrative Policies and Procedures (FES 9-3) or future County Council policy direction, Green Building Initiative. The FES 9-3 directs Offices and Departments to support the use of LEED methods and techniques. The LEED criteria cover sustainable sites, water efficiency, energy efficiency and quality of the atmosphere, materials and resources, indoor environmental quality, and innovations. Thus, this includes practices that conserve resources, use recycled content materials, maximize energy efficiency, and otherwise consider environmental, economic and social benefits in the design and construction of a building project. The County Council may adopt legislation related to achieving LEED certifications. • Is in a building designed to protect health and safety in the event of a major earthquake; and • Uses, to the maximum extent possible, modern modular furnishings and configurations to enhance the functionality and efficiency of office space, and to substantially improve the ergonomics of the work environment. 	<p>Clarifies that the Green Building Initiative applies primarily to County-owned buildings. However, "Green" features should be considered when tenant improvements are installed, on behalf of the County, in leased space.</p>

**Appendix I
Space Plan Policy Matrix**

1993 SPACE PLAN Ordinance 10810 Passed 5/10/93	1997 SPACE PLAN Motion 10259 Passed 7/28/97	2002 SPACE PLAN Ordinance 14515 Passed 11/25/02	2004 SPACE PLAN Proposed Ordinance
<p><u>Policy:</u> Co-locate services where functional relationships and/or user accessibility warrant.</p>	<p><u>Policy:</u> Physically consolidate departments that were organizationally consolidated with the Metro/King County merger.</p> <p><u>Implementation Plan/Actions:</u> Through a public/private partnership, entered into a lease-to-own contract for a new office building which houses most of the Departments of Natural Resources and Transportation. Physically consolidated organizational units that were organizationally consolidated in both the King Street Center, the Exchange Building, and the Administration Building. As of the year 2001, the Department of Transportation (DOT) continues to occupy approximately 23,000 rentable square feet in the Yester Building. The DOT also has a long term lease for one floor of the Exchange Building which was not intended to be released with the occupancy of the King Street Center</p>	<p><u>Policy:</u> Co-locate services where functional relationships and/or user accessibility warrant.</p> <p><u>Implementation Plan:</u> Through the construction or acquisition of a new County building, or the consolidation of a long term leases, the County will continue to move toward consolidation. Candidates for further consolidation are the Division of Finance, Office of Human Resource Management, Prosecuting Attorney, and the new Department of Executive Services. The optimum opportunity lies with construction or acquisition of a new building.</p>	<p><u>Policy:</u> Co-locate services where functional relationships and/or user accessibility warrant.</p> <p><u>Implementation Plan:</u> Through the construction or acquisition of a new County building, or the consolidation of a long term leases, the County will continue to move toward consolidation. Candidates for further consolidation are the various divisions of the Department of Executive Services, the Health Department, and the Department of Community Development. The optimum opportunity lies with construction of a new downtown office building.</p> <p><i>The language confirms that consolidation continues to be one of the programmatic goals with regard to the construction of a new office building.</i></p>
<p><u>Policy:</u> Retain and restore the central courthouse as the seat of county government and location of central governance functions.</p> <p><u>Implementation Plan:</u></p>	<p><u>Policy:</u> Retain, upgrade, and restore the King County Courthouse for criminal justice functions.</p> <p><u>Implementation Plan:</u> The buttress addition to the Courthouse</p>	<p><u>Policy:</u> Retain, upgrade, and restore the King County Courthouse so that is available for functions requiring weapons screening and a heightened level of security throughout the building.</p>	<p><u>Policy:</u> Retain, upgrade, and restore the King County Courthouse so that is available for functions requiring weapons screening and a heightened level of security throughout the building.</p>
<p><u>Policy:</u> Retain and restore the central courthouse as the seat of county government and location of central governance functions.</p> <p><u>Implementation Plan:</u></p>	<p><u>Policy:</u> (Policy not officially restated, but the implementation plan supports the original intent)</p> <p><u>Implementation Plan:</u> Seismically stabilize the Courthouse by</p>	<p><u>Policy:</u> Retain, upgrade, and restore the King County Courthouse for criminal justice functions.</p> <p><u>Implementation Plan:</u> The buttress addition to the Courthouse</p>	<p><u>Policy:</u> Retain, upgrade, and restore the King County Courthouse so that is available for functions requiring weapons screening and a heightened level of security throughout the building.</p>

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<p>Move county support functions existing in the Courthouse to the Administration Bldg; reserve Courthouse as primary Regional Justice Center and for key elected functions and officials.</p>	<p>buttreasing it with an addition which will also provide approx. 110K additional sq. ft. of office space.</p>	<p>was formally abandoned by the County Council. Currently, the plan is to seismically and mechanically upgrade the Courthouse to extend its useful life as a courthouse. All non criminal justice functions currently located in the Courthouse are candidates for a future move to a new building as criminal justice space needs grow.</p> <p>This language was altered slightly from the 1997 Space Plan to acknowledge that we are now not going to add 110,000 square feet of space to the Courthouse and that, over the long run, the Courthouse will more than likely house only regional criminal justice functions as they grow.</p>	<p><u>Implementation Plan:</u> Seismically and mechanically upgrade the Courthouse to extend its useful life as a courthouse and a specialty building. All non-specialty functions that do not require high levels of security and are currently located in the Courthouse are candidates for a future move to other County buildings including the NCOB as functions requiring a high level of security need more space.</p> <p><i>The language specifically acknowledges the Courthouse as a specialty building serving those County function such as courts who require a high level of security.</i></p>
<p><u>Policy:</u> Locate services outside of the regional centers when warranted by the need to serve particular localities, the need for a particular specialized location or location or environment, the ability to reduce cost or improve functioning in cases where public accessibility and visibility are not significant issues or a use which is not appropriate in an urban center.</p>	<p><u>Policy:</u> (Policy not officially restated, but the implementation plan supports the original intent) <u>Implementation plan:</u> Move E-911/Com Center out of downtown Seattle to South King County with the Office of Emergency Management.</p> <p>Continue to develop Community Service Centers (4 of the proposed 6 have opened) and police storefronts around the county.</p>	<p><u>Policy:</u> Locate services outside of the regional centers when warranted by the need to serve particular localities, the need for a particular specialized location or environment, the ability to reduce cost or improve functioning in cases where public accessibility and visibility are not significant issues or a use which is not appropriate in an urban center.</p> <p><u>Implementation plan:</u> Complete</p> <p>Reference to 1997 implementation plan.</p>	<p><u>Policy:</u> Locate services outside of the regional centers when warranted by the need to serve particular localities, the need for a particular specialized location or environment, the ability to reduce cost or improve functioning in cases where public accessibility and visibility are not significant issues or a use which is not appropriate in an urban center.</p> <p><u>Implementation plan:</u> Complete District Court program and facility plans and initiate other plans when necessary to address critical space plan issues.</p>

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<p><u>Policy:</u> Keep county-owned facilities fully used and in good repair.</p> <p>Consider and select ownership options for basic county functions when they can be shown to pay off in the long run.</p> <p>Continue to lease space to handle volatile and shorter term space needs.</p>	<p><u>Policy:</u> Develop and maintain safe, attractive public buildings that create a good image for government and that are sound financial investments.</p> <p>Move from high dependence on short-term leased space to owned space or leased space with option to own.</p> <p>Maintain a small percentage of the County's space needs in leased space.</p> <p><u>Implementation plan:</u> Of the approx. 550K sq. ft. the county leases, keep not more than 100K sq. ft. in leased space.</p> <p>Enter into a lease-to-own contract at King Street Center; DOT and DNR occupy space.</p> <p>Seismically stabilize the Courthouse by buttressing it with an addition which will also provide approx. 110K additional sq. ft. of office space.</p>	<p><u>Policy:</u> Develop and maintain safe, attractive public buildings that create a good image for government and that are sound financial investments.</p> <p>Start moving from high dependence on short-term leased space in the downtown area to owned space or long-term leased space with the option to own when lease space exceeds 10 percent of downtown occupied space and when it is shown that building ownership will pay off in the long run.</p> <p>Consider and select ownership options in the suburban areas when it can be clearly demonstrated that ownership will pay off in the long run.</p> <p><u>Implementation plan:</u> Solicit proposals to convert downtown leased space to a County owned building. Evaluate proposals against opportunities to engage in long term leases at current market rates.</p> <p>Implement recently adopted Ordinance that revised the Major Maintenance Reserve Fund and Building Repair and</p>	<p><u>Policy:</u> Develop and maintain safe, attractive public buildings that create a good image for government and that are sound financial investments.</p> <p>Start moving from high dependence on short-term leased space in the downtown area to owned space or long-term leased space with the option to own when lease space exceeds 10 percent of downtown general office space and when it is shown that building ownership will pay off in the long run.</p> <p>Consider and select ownership options in the suburban areas when it can be clearly demonstrated that ownership will pay off in the long run.</p> <p><u>Implementation plan:</u> Build a new downtown office building that will convert leased space to a County owned building.</p> <p>Assess South County acquisition opportunities to test the feasibility of converting leases to County owned space and to consolidate suburban Health Department functions.</p>
<p><i>This policy originally adopted with the 2002 Space Plan provides the framework within which services can be planned for and related long-term facility decisions made.</i></p>			

1993 SPACE PLAN	1997 SPACE PLAN	2002 SPACE PLAN	2004 SPACE PLAN
Ordinance 10810 Passed 5/10/93	Motion 10259 Passed 7/28/97	Ordinance 14515 Passed 11/25/02	Proposed Ordinance
	Replacement Fund. Engage in a systematic assessment of all County owned buildings to identify immediate needs generated by years of deferred maintenance. Develop a set of service standards governing the provision of maintenance, janitorial, HVAC, and other services in County owned buildings. Concurrently develop a process for reporting on compliance with those standards.	Replacement Fund. Engage in a systematic assessment of all County owned buildings to identify immediate needs generated by years of deferred maintenance. Develop a set of service standards governing the provision of maintenance, janitorial, HVAC, and other services in County owned buildings. Concurrently develop a process for reporting on compliance with those standards.	Consider adopting a full costing methodology to building operations, maintenance, and replacement. Implement a maintenance management system designed to track performance and establish required repair and maintenance activities and identify optimum staffing levels. Obtain Department approval of service standards governing the provision of maintenance, janitorial, HVAC, and other services in County owned buildings and negotiate a series of Service Level Agreements with tenant agencies. Concurrently develop a process for reporting on compliance with those standards. <i>Recognizes the fact that the construction of a new office building is entirely consistent with the space plan goal of reducing reliance on leased space for County offices and provides the policy foundation to seek ownership opportunities in far south King County. Identifies potential lease conversion feasibility study in South County. Finally, acknowledges the need to adopt a more businesslike model for accounting for and charging out County space and to formally commit to a specific level of service to tenant agencies occupying County owned buildings.</i>

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Ordinance 10810	Motion 10259	Ordinance 14515	Proposed Ordinance
Passed 5/10/93	Passed 7/28/97	Passed 11/25/02	
<p><u>Policy:</u> Reduce the cost and disruption of moving by avoiding short term moves unless warranted by the inadequacy or inappropriateness of current space.</p>	<p><u>Policy:</u> Reduce the cost and disruption of moving by avoiding short term moves unless warranted by the inadequacy or inappropriateness of current space.</p> <p>This is a 1993 policy not adopted in 1997. This policy will likely change in the 2003 plan to incorporate the space reclamation program.</p>	<p><u>Policy:</u> The cost and disruption of short-term moves will be avoided unless:</p> <ul style="list-style-type: none"> • Warranted by the inadequacy or inappropriateness of current space. • Necessary to achieve flexible lease terms in contemplation of an ultimate move to a County owned facility. • Necessary to economically reclaim pockets of vacant space created through budgetary reductions. • Necessary as an interim measure during CIP's. <p><u>Implementation Plan:</u> Continue to backfill vacating spaces in County owned buildings by moving agencies from leased space to County owned buildings or backfilling in County owned space rather than leasing outside office space during periods of program expansion.</p> <p><i>Recognizes the need to secure appropriate holdover leases in contemplation of a new County office building and to recapture blocks of vacated space for use by expanding agencies or agencies vacating leased space. Include 2005 CIP request to fund additional recapture initiatives.</i></p>	<p><u>Policy:</u> The cost and disruption of short-term moves will be avoided unless:</p> <ul style="list-style-type: none"> • Warranted by the inadequacy or inappropriateness of current space. • Necessary to achieve flexible lease terms in contemplation of an ultimate move to a County owned facility. • Necessary to economically reclaim pockets of vacant space created through budgetary reductions. • Necessary as an interim measure during CIP's. <p><u>Implementation Plan:</u> Continue to backfill vacating spaces in County owned buildings by moving agencies from leased space to County owned buildings or backfilling in County owned space rather than leasing outside office space during periods of program expansion.</p> <p><i>Recognizes the need to secure appropriate holdover leases in contemplation of a new County office building and to recapture blocks of vacated space for use by expanding agencies or agencies vacating leased space. Include 2005 CIP request to fund additional recapture initiatives.</i></p>
<u>Policy:</u>	Policy Not Continued	Policy Not Continued	Policy Not Continued

1993 SPACE PLAN	1997 SPACE PLAN	2002 SPACE PLAN	2004 SPACE PLAN
Ordinance 10810 Passed 5/10/93	Motion 10259 Passed 7/28/97	Ordinance 14515 Passed 11/25/02	Proposed Ordinance
Cluster other decentralized services in or nearby the regional law and justice centers where visibility and accessibility warrant.			
<u>Policy:</u> Address documented space deficiencies in an equitable and cost-effective manner as opportunities arise.	<i>Policy Not Continued</i>	<i>Policy Not Continued</i>	<i>Addressed In Other Policies</i>
<u>Policy:</u> Plan county facilities in relationship to their surrounding communities. Whenever feasible, take advantage of opportunities to enhance the community environment and increase community use of public facilities.	<i>Policy Not Continued</i>	<i>Policy Not Continued</i>	<i>Policy Not Continued</i>
	<u>Policy:</u> Council Motion 8892 authorized a Public Health Facilities Task Force to analyze and make recommendations on the County's Public Health Centers and Community Clinics.	<i>No Specific Policies Adopted Through the Space Plan.</i> Adopted policies are not superseded by the 2002 Space Plan policies or lack thereof.	<i>No Specific Policies Adopted Through the Space Plan.</i> Adopted policies are not superseded by the 2002 Space Plan policies or lack thereof.
	<u>Policy:</u> Council Motion 9913 requested an update of the District Court's Operational Master Plan, with equitable cost-sharing between the county and its contract cities being a primary issue.	<i>No Specific Policies Adopted Through the Space Plan.</i> Adopted policies are not superseded by the 2002 Space Plan policies or lack thereof.	<i>No Specific Policies Adopted Through the Space Plan.</i> Adopted policies are not superseded by the 2002 Space Plan policies or lack thereof.
	<u>Policy:</u> Construction of new eastside animal shelter is deferred until a decision is reached determining whether county animal control is a regional service and should receive regional funding.	<i>Policy Not Continued</i>	<i>Policy Not Continued</i>
<u>Policy:</u> Established Space Standards	<u>Policy:</u> No change	<u>Policy:</u> Space Standards expanded to include the	<u>Policy:</u> Established Programming Space Standards

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<p>prescribed as per square foot ranges for various categories of County Employees and specialty programmed space.</p>		<p>following: County employees will be provided with office space that:</p> <ul style="list-style-type: none"> • Is highly functional; • Is kept clean, secured, and well maintained; • Includes practices that conserve resources, use recycled content materials, maximize energy efficiency, and otherwise consider environmental, economic and social benefits in the design and construction of a building project; • Is in a building design to protect health and safety in the event of a major earthquake; and • Uses, to the maximum extent possible, modern modular furnishings and configurations to enhance the functionality and efficiency of office space. <p><u>Implementation Plan:</u> All new or refurbished office space comply with the prescribed per square foot office standards with programmatic deviations well documented. Building operations will be managed in accordance with established service standards for janitorial, HVAC, security and maintenance to be fully developed during 2002. All new or refurbished office space tenant improvements will be programmed consistent with the County Executive's Green Building Initiative.</p>	<p>will be prescribed as per square foot ranges for various categories of County Employees and specialty programmed space. These Standards are to be used during planning and design. Adjustments to the actual square footage standard may occur during design as a result of the physical constraints of a given building. The Director of the Facilities Management Division will certify that designs fully comply with the space standards except for specific conditions noted.</p> <p>County employees will be provided with office space that:</p> <ul style="list-style-type: none"> • Is highly functional and handicapped accessible; • Is kept clean, reasonably secured, and well maintained; • For County-owned buildings, complies with King County Administrative Policies and Procedures (FES 9-3) or future County Council policy direction (Green Building Initiative). The FES 9-3 directs Offices and Departments to support the use of LEED methods and techniques. The LEED criteria cover sustainable sites, water efficiency, energy efficiency and quality of the atmosphere, materials and resources, indoor environmental quality, and innovations. Thus, this includes practices that conserve resources, use recycled

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		<p>All buildings occupied by County workforce will be certified as compliant with the Federal Emergency Management Agency's health and safety standards for seismic stability. A modular furnishings alternative will be considered on all new or refurbished space with the initial investment in modular furnishings less the value of space savings compared to the costs of other alternatives. The least cost alternative will be chosen.</p>	<p>content materials, maximize energy efficiency, and otherwise consider environmental, economic and social benefits in the design and construction of a building project. The County Council may adopt legislation related to achieving LEED certifications.</p> <ul style="list-style-type: none"> • Is in a building designed to protect health and safety in the event of a major earthquake; and • Uses, to the maximum extent possible, modern modular furnishings and configurations to enhance the functionality and efficiency of office space, and to substantially reduce the ergonomic risk of the work environment. <p><u>Implementation Plan:</u> The Executive transmit for County Council consideration a proposed ordinance adopting Green Building standards for all construction of King County buildings. Green building practices save energy and water, minimize the production of construction waste, air and water pollution and production of greenhouse gas emissions. Green building practices also promote the wise use of natural resources.</p> <p>The County's new office building will serve as a foundation for updated space</p>

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<p>standards.</p> <p>All new or refurbished office space and tenant improvements will be programmed and constructed consistent with the County Executive's Green Building Initiative. The County Executive will propose legislation adopting a Green Building Initiative. The County Councils actions on this legislation, if approved, will supersede the County Executive's current Green Building Initiative.</p> <p>A modular furnishings alternative will be considered on all new or refurbished space with the initial investment in modular furnishings less the value of space savings compared to the costs of other alternatives. Reduction of ergonomic risk will be considered as well as cost savings when deciding on whether or not to upgrade the work place.</p> <p>The FMD will study the feasibility of undertaking a systematic replacement and upgrade of all general office settings if the current work space does not have modular work stations with modern ergonomic features.</p> <p>Use of Space Standards during planning and design is clarified. Deviations from Space Standards and within Space Standard ranges is also clarified along with an identification of the Facilities</p>			

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			<p>Management Division as the certifying agency.</p> <p><i>Acknowledges a set of space standards as technical guidelines for programming office space. Also, acknowledges County Executive's Green Building Initiative as a legitimate programmatic goal for County facilities and identifies the Green Building initiative and modern office furnishings as preferred in the interest of higher work space quality, more efficient use of space, and the creation of an office work environment with lowered ergonomic risk to employees.</i></p>

Space Plan
Proposed Space Standards

Category Personnel Space	Low Sq Ft	High Sq Ft
Elected Officials		
Executive*	250	400
Councilmember*	250	400
Assessor*	250	400
Prosecuting Attorney*	250	400
Sheriff*	250	400
Presiding Judge*	250	400
Superior Court Judge*	200	225
District Court Judge*	200	225
Appointed Officials		
Executive Appointees		
Department Director*	200	225
Division Manager*	150	175
Section Manager*	120	130
Council Appointees		
Ombudsman*	200	225
Board of Appeals Chair*	200	225
Hearing & Zoning Chair*	200	225
Other Appointees**	120	130
County Staff		
Administrative		
Executive Designated**	120	130
Manager	85	100
Administrative Assistant	85	100
Assistant Manager	85	100
Supervisor	85	100
Supervising Attorney	120	150
Professional		
Executive Designated**	120	130
Planner	70	85
Architect	70	85
Engineer	70	85
Specialist	65	80
Accountant/Fiscal	70	85
Technician	65	80
Attorney	120	130
Field Staff	55	64
Clerical		
Office Technician	55	64
Secretarial		
Confidential Secretary	65	80
Secretary	55	64
Temporary		
Extra Help	55	64
Intern	45	64
Work Study	45	64

Ordinance 15042

October 11, 2004

NCOB Proposed Tenant List Proviso Text

PROVIDED THAT:

Of this appropriation for CIP project number 395209, King County Office Building Feasibility, \$150,000 may not be expended or encumbered until the executive submits a report and council approves by motion a report that specifies the tenants to occupy the King County Office Building. The report shall include rationale for the tenants and illustrate how the recommendations fit within the project financial proforma and the adopted and proposed annual space plans. The report must be filed in the form of 15 copies with the clerk of the council and the chair and lead staff of the budget and fiscal management committee or its successor on or before January 31, 2005.

New County Office Building
 Proposed Tenants Crosswalk
 2003 Ordinance 14812
 2005 Proposed Motion 2005-0102

Department/Agency	Proposed NCOB Tenants December 2003			Proposed NCOB Tenants March 2005**		
	Location	RSF	FTE	RSF	FTE (2007)	FTE (2014)
DES/Finance	Exchange Building	38,391	125	Not Available	149	164
DES Finance	Admin Building	22,477	80	No longer Included		
DCHS	Exchange Building	45,446	229	Not Available	188	201
DCHS/Public Defense	Waltheu Building	3,000	23	Not Available	22	23
DPH	Wells Fargo	79,807	452	Not Available	544	635
DPH	1916 Boren Building	7,200	29	No longer Included		
DES/ITS****	Key Tower	46,936	171	Not Available	177	218
DES/Admin	Bank of America	1,000	?	Not Available	7	7
Executive BRED	Courthouse	4,000	?	Not Available	20	20
Print Shop/Surplus Property	Graybar Building	16,670	20	No longer Included		
Mail/Facilities Support	Miscellaneous	27,415	?	See Below		
Total 2003		292,342	261,081			
2004 Unassigned***	Two New Floors***		?	See Below		
Total 2004			284,333			
Agencies Added in March 2005 (Proposed Motion 2005-0102)						
Executive						
Executive	Bank of America	13,900	0	Not Available	31	31
OMB	Bank of America	8,400	0	Not Available	43	43
OIRM	Bank of America	?	0	Not Available	20	20
DES Board of Ethics	Bank of America	500	0	Not Available	1	1
DPH/EH	Lynn Trust Building	25,497	0	Not Available	42	42
Ombudsman	Courthouse	?	0	Not Available	9	9
Miscellaneous Support						
Special Projects (Growth)				Not Available		
Help Desk				Not Available		
Conference Center				Not Available		
Day Care				Not Available		
Retail				Not Available		
Workout Room				Not Available		
Bike Storage & Showers				Not Available		
Mailroom & FMD Support				Not Available		
Common Area				Not Available		
Total 2005*****				296,592	1,253	1,414

* Source: Appendix F, NCOB Supplemental Appropriation Ordinance 14812 December 8, 2003.

** Source: Proposed Motion 2005-0102 March 2005

*** Additional space added in 2004.

**** Note: 2005 Location of DES/ITS data center (6,000 RSF) is unresolved.

***** Source: First Quarterly Report April 18, 2005

**EXECUTIVE'S PROPOSED TENANTS FOR NCOB
CX AND NON-CX AGENCY LEASES TO BE TERMINATED**

CX Agency	Building	Leased Square Footage	Cost per Square Foot in 2005	Annual Lease Cost in 2005	Lease Expiration Date	Early Out Notification	3/31/2007			6/30/2007			9/30/2007			Comments
							Penalty/rent	Unamortized costs	Penalty/rent	Unamortized costs	Penalty/rent	Unamortized costs	Penalty/rent	Unamortized costs		
Office of the Public Defender Executive Budget Office OIRM (Office of Information Resource Management) BRED (Business Relations and Economic Development) DES (BOE) DES (CAO)	Walthev Building	3,000	\$23	\$69,000	12/31/06											
	Bank of America Tower	12,286	\$22	\$270,292	12/31/07											
	Bank of America Tower	10,923	\$22	\$240,306	12/31/07											
	Bank of America Tower	5,132	\$22	\$112,904	12/31/07	BOAT - not earlier than 12/31/04, each 12/31 with 30 days notice or 12 months notice anytime.	\$0	\$29,670	\$0	\$18,774	\$0	\$7,603				2007 space to be determined by renewal terms
	Bank of America Tower	6,011	\$22	\$132,242	12/31/07											
	Bank of America Tower	500	\$22	\$11,000	12/31/07											
DES/Finance	Bank of America Tower	1,700	\$22	\$37,400	12/31/07											
	Exchange Building	38,391	\$26.72 - \$27.22 & \$28.47 - \$29.47	\$1,059,399	9/30/07	Exchange - 12/31/05, 6/30/06, 12/31/06, 6/30/07, must give 12 months notice, can't terminate floors 1 - 3 early. Holdover penalty is 100% of rent	see DCHS below	see DCHS below	see DCHS below	see DCHS below						
Subtotal:		77,943		\$1,932,543												
Non-CX Agency																
ITS (Information and Telecommunications Services)	Seattle Municipal Tower	46,936	\$24.00 - \$25.00	\$1,163,622	3/14/09	Three termination dates: 3/31/07, 9/30/07, 3/31/08, 24 months notice required and given for 3/31/07. Base rent during holdover is 1.5 times	\$0	\$187,657	\$156,942	\$187,657.00 or \$171,434.00	\$0	\$138,503				6/30/07 unamortized costs depends on if taken from actual term date or holdover term date
Dept. Public Health	Wells Fargo Building	77,483	\$23.50 - \$24.00	\$1,827,307	10/31/13	No earlier than 12/31/06, must give 12 months notice	\$0	\$647,683	\$0	\$629,432	\$0	\$610,721				This agreement has no 30 day early termination provision.
Dept. Public Health	Wells Fargo Building	20,534	\$22.85	\$469,202	2/29/08	Termination on each 12/31 w/30 day notice or 12 mos notice anytime 6/30/06, 12/31/06, 6/30/07, must give 12 months notice, can't terminate floors 1 - 3 early. Holdover penalty	none	\$88,849	none	\$65,416	none	\$41,393				This agreement has a 30 day early termination provision.
DCHS (Dept. of Community & Human Services)	Exchange Building	45,446	\$26.72 - \$27.22	\$1,219,998	9/30/07		\$1,012,553	\$155,039	\$236,355	\$155,039	\$0	\$0				
Subtotal:		190,399		\$4,680,129												
TOTAL:		268,342		\$6,612,672												

Unamortized costs include unamortized broker's commission and tenant improvement costs.

**EXECUTIVE PROPOSED
CONTINUING
DOWNTOWN OFFICE LEASES AFTER CONSTRUCTION OF NCOB**

Agency	Leased Building	Square Feet	2005 Cost per Square Foot	2005 Annual Cost	Lease Expires
Transit Division	Exchange Building	16,683	\$26.72 - \$27.22	\$ 447,855.00	9/30/2007
Transit Division	Exchange Building	15,103	\$ 9.93	\$ 150,000.00	9/30/2015
Crisis and Commitment Services (DCHS)	Bank of California	6,417	\$ 25.50	\$ 163,633.50	12/31/2007
Public Health Dept.	Boren Building	7,920	\$ 17.36	\$ 137,491.20	3/13/2006
Public Health Dept.	Lynn Trust Building	19,078	\$ 25.00	\$ 476,950.00	12/15/2005
Public Health Dept.	Prefontaine Building	2,926	\$ 18.50	\$ 54,131.00	7/31/2005
Veteran's Program (DCHS)	Walthev Building	3,000	\$ 23.00	\$ 69,000.00	12/31/2006
ITS/DOT/DNRP/DAJD	Graybar Building	22,000	\$11.00 - \$11.50	\$ 247,500.00	7/1/2009
TOTAL:		93,127		\$ 1,746,560.70	

BUDGETING AND REPORTING SYSTEM

4.04.010 - 4.04.020

Chapter 4.04
BUDGETING AND REPORTING SYSTEM

Sections:

II. BUDGETING SYSTEM

4.04.020 Definitions.

4.04.020 Definitions.

L. "Capital improvement plan" means a plan that establishes the capital improvements required to implement an approved operational master plan. This plan should extend over a minimum period of six years to define long-range capital improvement requirements and the annual capital improvements budget for a user agency.

1. The capital improvement plan shall include the following elements, where applicable:

- a. general program requirements that define the development scope for specific sites or facilities;
- b. general space and construction standards;
- c. prototype floor plans and prototype facility designs for standard improvements;

d. space requirements based on the **adopted county space plan**;

e. initial, and life-cycle cost, of alternative facilities and locations including lease and lease/purchase approaches;

f. approximate location of planned capital improvements;

g. general scope and estimated cost of infrastructure;

h. a schedule, that extends over a minimum of six years, for the implementation of projects included in capital improvement plans, based on overall user agency priorities and projected available revenue;

C. All above-grade CIP projects shall be subject to the following process:

1. An operational master plan shall be developed by the agency requesting a CIP project in conjunction with the director of the office of management and budget and shall be submitted to the executive and the council for approval;

2. A capital improvement plan, based upon the **adopted county space plan**, where applicable, and the approved operational master plan, shall be developed by the user agency with assistance from the implementing agency and shall be submitted to the executive and the council for approval.

3. A project program plan, based upon the **adopted county space plan**, where applicable, and the approved operational master plan, shall be developed by the user agency, with assistance from the implementing agency, for each requested CIP. This plan shall be submitted to the executive and the council for approval. This plan shall specify which projects will require a site master plan;

4. A site master plan shall be developed by the implementing agency, with input from the user agency, for all capital improvements that involve multiple projects, are complex in nature, or are otherwise identified as requiring such a plan in the project program plan. This plan shall be submitted to the executive and council for approval;

5. The executive may exempt smaller scale projects from the requirements in subsection C.1 and C.2 of this section if criteria for granting

King County Code
Budgeting System & Capital Improvement Program

exemptions are established and approved by the council and if the implementing agency certifies the project program plan and related CIP or lease request is in conformance with the **adopted county space plan**; and

6. Capital projects that involve the development of new parks or significant addition to or rehabilitation of existing parks shall require a public meeting in the affected community at the program plan and site master plan stages, before submitting these plans to the executive and council for approval.

Sections:

V. CAPITAL IMPROVEMENT PROGRAM

4.04.200 Executive responsibilities.

4.04.210 Council responsibilities.

4.04.200 Executive responsibilities.

A.1. The executive shall be responsible for the implementation of all CIP projects pursuant to adopted project budgets and schedules. However, major maintenance reserve fund CIP projects may be implemented in accordance with the major maintenance reserve fund capital improvement budgeting procedures in K.C.C. 4.04.265, road CIP projects may be implemented in accordance with the roads capital improvement budgeting procedures in K.C.C. 4.04.270, solid waste CIP projects may be implemented in accordance with the solid waste capital improvement budgeting procedures in K.C.C. 4.04.273, surface water management CIP projects may be implemented in accordance with the surface water management capital improvement budgeting procedures in K.C.C. 4.04.275 and wastewater CIP projects may be implemented in accordance with the wastewater capital improvement budgeting procedures in K.C.C. 4.04.280

2. At least fifteen days before advertising for construction bids for any capital project, the council chair and councilmembers in whose district construction will take place shall be notified. The notification shall include project identification, advertising dates and a summary description of the work to be performed, though failure to comply with this provision shall not delay bid advertisement.

B.1. The executive shall be responsible for implementation of adopted CIP projects to ensure their completion on schedule and within adopted budgets. However, major maintenance reserve fund CIP projects may be reprogrammed in accordance with K.C.C. 4.04.265, roads CIP projects may be reprogrammed in accordance with K.C.C. 4.04.270, solid waste CIP projects may be reprogrammed in accordance with K.C.C. 4.04.273, surface water management CIP projects may be reprogrammed in accordance with K.C.C. 4.04.275 and wastewater CIP projects may be reprogrammed in accordance with K.C.C. 4.04.280.

2. The budget for each major maintenance reserve fund CIP project shall not exceed by more than fifteen percent the amount specified for that project in the adopted six-year major maintenance reserve fund CIP, except when the amount is modified by ordinance or in accordance with the CIP exceptions notification process. The budget for each roads CIP project shall not exceed by more than fifteen percent the amount specified for that project in the adopted six-year roads CIP, except when the amount is modified by ordinance or in accordance with the CIP exceptions notification process. The budget for each solid waste, surface water management and wastewater CIP project shall not exceed by more than fifteen percent the amount specified for that project in the adopted six-year solid waste, surface water management or wastewater CIP, except when the amount is

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Budgeting System & Capital Improvement Program

modified by ordinance or in accordance with the CIP exceptions notifications process.

4.04.210 Council responsibilities.

The council shall review, amend, defer or adopt operational master plans, facility master plans, facility program plans, CIP project cost elements, schedules and total budget in the annual CIP budget or amendments thereto pursuant to the provisions of the King County Charter.

**Chapter 20.12
COMPREHENSIVE PLAN**

Sections:

20.12.100 County space plan.

20.12.100 County space plan. The county space plan, consisting of space standards, current and future space needs, county facility development policy framework, previously adopted county facility master plans and the annual county facility planning work program as contained in Attachments A and B* to Ordinance 14515 is adopted as a subelement of the public facilities element of the comprehensive plan and the master plan for county facility development as defined in K.C.C. 4.04.020. The adopted space plan shall govern development of all facility master plans, facility program plans and CIP and lease requests for space housing county agency operations.

The executive shall update the current and future space needs and facility work program sections of the county space plan and submit them to the council as amendments to the county space plan by August 1 of each year. New facility master plans shall also be adopted by the council as amendments to the county space plan. In accordance with Motion 11118, any future space plan documentation should be used as a guideline the document "A Template for Space Planning: Recommendation from the King County Space & Facilities Peer Review Panel December 2000" (for the purposes of this section, "peer review report"). For informational purposes only, the peer review report is included as Attachment C* to Ordinance 14515. While the peer review report should guide the preparation of future space planning documentation, the peer review report does not constitute mandatory requirements. (Ord. 14515 § 1, 2002; Ord. 10810 § 1, 1993).

KING COUNTY CHARTER PROVISIONS

220.20 Powers.

The county council shall be the policy determining body of the county and shall have all legislative powers of the county under this charter. The county council shall exercise its legislative power by the adoption and enactment of ordinances; shall levy taxes, appropriate revenue and adopt budgets for the county; shall establish the compensation to be paid to all county officers and employees and shall provide for the reimbursement of expenses; except as otherwise provided herein shall have the power to establish, abolish, combine and divide administrative offices and executive departments and to establish their powers and responsibilities; shall adopt by ordinance comprehensive plans including improvement plans for the present and future development of the county; shall have the power to conduct public hearings on matters of public concern to assist it in performing its legislative responsibilities and to subpoena witnesses, documents and other evidence and to administer oaths, but the subpoena power of the county council shall be limited to matters relating to proposed ordinances which are being considered by the county council, and any witness shall have the right to be represented by counsel. The specific statement of particular legislative powers shall not be construed as limiting the legislative powers of the county council.

320.20 Powers and Duties.

The county executive shall be the chief executive officer of the county and shall have all the executive powers of the county which are not expressly vested in other specific elective officers by this charter; shall supervise all administrative offices and executive departments established by this charter or created by the county council; shall be the chief peace officer of the county and shall execute and enforce all ordinances and state statutes within the county; shall serve on all boards and commissions on which a county commissioner was required to serve prior to the adoption of this charter, but if more than one county commissioner was required to serve, the county council shall appoint a councilman or councilmen to serve on the board or commission with him; shall present to the county council an annual statement of the financial and governmental affairs of the county and any other report which he may deem necessary; shall prepare and present to the county council budgets and a budget message setting forth the programs which he proposes for the county during the next fiscal year; shall prepare and present to the county council comprehensive plans including capital improvement plans for the present and future development of the county; shall have the power to veto any ordinance adopted by the county council except as otherwise provided in this charter; shall have the power to assign duties to administrative offices and executive departments which are not specifically assigned by this charter or by ordinance; and shall sign, or cause to be signed, on behalf of the county all deeds, contracts and other instruments. The specific statement of particular executive powers shall not be construed as limiting the executive powers of the county executive.

King County Charter
Space Plan

Section 495 Illegal Contracts.

Except as otherwise provided by ordinance, any contract in excess of an appropriation shall be null and void; and any officer, agent or employee of the county knowingly responsible shall be personally liable to anyone damaged by his action. The county council when requested to do so by the county executive may adopt an ordinance permitting the county to enter into contracts requiring the payment of funds from appropriations of subsequent fiscal years, but real property shall not be leased to the county for more than one year unless it is included in a capital budget appropriation ordinance.