

ATTACHMENT A

2005 County Space Plan July 13, 2005

Introduction

The King county charter 220.20 provides that the county council shall be the policy determining body of the county and shall have all legislative powers of the county. The council exercises its legislative power by the adoption and enactment of ordinances, including comprehensive plans for the present and future development of the county. The King county space plan is a subelement of the capital facilities element of the King county comprehensive plan.

In this space plan, the council is making space planning decisions affecting over 400,000 square feet (sf) of leased office and specialty use space that will influence how King County government will function for years to come.

The 2005 County Space Plan, dated July 13, 2005 consists of space planning policies, policy direction on the location of county agencies, and an implementation plan. The 2005 County Space Plan, dated July 13, 2005 also incorporates the King County Department of Executive Services Space Plan 2004 transmitted by the executive on July 23, 2004 as an exhibit. If there is any inconsistency between the 2005 County Space Plan, dated July 13, 2005 and the text in the King County Department of Executive Services Space Plan 2004 transmitted by the executive, the 2005 County Space Plan, dated July 13, 2005 shall control.

Space Planning

1. The county shall co-locate services when functional relationships or user accessibility warrant and when economically feasible. Long term asset management of county properties shall consider the needs of agencies with functional adjacency or related functions, especially when co-locating.
2. The county has retained, upgraded and restored the King County courthouse, including life safety improvements, so that it is available for functions requiring weapons screening or a heightened level of security. Due to the availability of heightened security, elected officials such as judges, councilmembers, the executive, the prosecuting attorney, the sheriff and the assessor should be considered priority candidates for occupancy in the courthouse. Supporting functions for approved courthouse occupants requiring heightened security shall also be candidates for occupancy.
3. The county shall 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 the use is not appropriate in an urban center.

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- When feasible, law and criminal justice functions should be regionally co-located and centralized at or near corrections facilities in downtown Seattle and at the Regional Justice Center, located in Kent. Coordination or co-location of law and criminal justice functions should take place in conjunction with council-adopted operational master plans.
 - Any substantive changes to existing jail contracts or any new regional agreements related to the regional jail initiative that will affect space utilization of county facilities shall be approved by the county council.
4. The county shall develop and maintain safe, attractive public buildings that create a good image for government and that are sound financial investments.
5. The county shall continue to move from dependence on short-term leased space in the downtown Seattle area to owned space or long-term leased space with the option to own when lease space exceeds ten percent of downtown occupied space and when building ownership will provide a long term cost benefit to the county.
6. Any lease of real property to the county for a term of more than one year shall be approved by the council. Exceptions to this policy shall be made in limited cases under K.C.C. 4.04.040, provided that all leases with terms cumulatively longer than a total of two years must be approved by the council.
7. The county may consider and select ownership options in the suburban areas when it is clearly demonstrated that ownership will provide a long term cost benefit to the county.
8. Short term moves of county functions shall be subject to council approval of capital improvement projects and leases. The cost and disruption of short-term moves should be avoided unless the move is:
- A. warranted by the inadequacy or inappropriateness of current space,
 - B. necessary to achieve flexible lease terms in contemplation of an ultimate move to a county-owned facility,
 - C. necessary to economically reclaim pockets of vacant space created through budgetary reductions, or
 - D. necessary as an interim measure during construction of capital projects.
9. Established programming space standards shall 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 implementing agency shall certify that designs fully comply with the space standards, specifically noting condition exceptions when compliance to these standards is not feasible.
10. County space standards may be further tested through the process of programming the new county office building. Space standards shall be refined in future space plans.

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11. Modern modular workstation furnishings and filing systems continue to be considered in remodels of existing county owned space and planned into the new county office building. The facilities management division shall undertake a feasibility evaluation and, if feasible, develop a strategy for systematically upgrading all office workstations. Decisions on installing such furnishings should be considered when proven cost effective or when installation would result in substantial ergonomic improvements to work space. Cost benefit analysis and available funding, as approved by the council, shall determine use of modern modular workstations.

12. In addition to the required fiscal note, CIP proposals forwarded for council consideration shall include estimates for any other anticipated costs such as tenant improvements, furniture, fixtures and equipment costs, relocation costs and any other costs associated with the project that might result in a future funding request.

13. Any space owned or leased by King County shall be presented in future space plans in both useable square feet (USF) and rentable square feet (RSF) to ensure consistency of analysis and comparison.

14. It is the council's intent to establish seismic standards in the space plan to provide policy direction for future decisions involving the construction of new buildings, acquisition of existing buildings and execution of new leased space.

15. County employees will be provided with office space that:

A. is highly functional and handicapped accessible;

B. is kept clean, reasonably secured and well-maintained;

C. complies with future space plan seismic standards to protect health and safety in the event of a major earthquake;

D. uses modular furnishings and configurations to enhance the functionality and efficiency of office space and to substantially reduce the ergonomic risk of the work environment, subject to council approval of a cost benefit analysis and available funding.

E. complies with the Leadership in Energy and Environmental Design (LEED) policies set forth in Ordinance 15118 including but not limited to the following:

1) King County departments and offices shall utilize LEED criteria to implement green building practices in the planning, design and construction of all new capital improvement projects as set forth herein.

2) King County departments and offices shall seek the highest achievable LEED certification level that is cost-effective based on life cycle cost analysis and the limits of available funding. Projects qualifying for LEED certification shall be registered through the U.S. Green Building Council.

3) For all new projects where the scope of the project or type of structure limits the ability to achieve LEED certification, departments and offices shall incorporate cost-effective green building practices based on life cycle cost analysis and the limits of available funding.

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- 4) For all remodels and renovations with budgets over two hundred fifty thousand dollars, departments and offices shall seek the highest LEED certification level achievable that is cost-effective based on life cycle cost analysis and the limits of available funding.

16. Buildings placed on the surplus watch list, contained in Exhibit 1, shall be subject to a reduced level of capital investment for rehabilitation or upgrade. Long term capital investments shall be limited to those building components that are a direct threat to health and safety or would result in failure of a building component. Short term capital investments shall be made to maintain the asset to ensure there is no significant loss of property value.

17. The County shall undertake a broad planning process related to services currently delivered at suburban locations and develop a strategy to reconfigure the location and services delivered as additional annexations to cities occur. Contracts with cities for delivery of services should also be considered in this effort.

18. Any proposed changes to budgeting and financing for space shall be based upon a council approved cost benefit analysis that utilizes a full costing methodology for building operations, maintenance and replacement.

Location of County Agencies

1. The executive is authorized to proceed with programming of standard office space within the new county office building for the following tenant agencies:

Agency	Current Location
DES Finance	Exchange Building
DCHS	Exchange Building
DCHS/Public Defense	Walthev Building
DPH	Wells Fargo
DPH	Lynn Trust
DES/BOE	Administration Building
Council Ombudsman	Yesler Building

Programming of the above agencies shall not preclude the possible future council approval to locate up to 44,000 USF from among the following candidate tenant agencies in appropriate locations within the new county office building:

- A. Elections consolidation (up to 44,000 USF);
- B. Information Technology Services (ITS) with or without the data center (up to 42,000 USF);
- C. Executive, Office of Management and Budget (OMB), DES/Administration Director, Business Relations and Economic Development (BRED), and Office of Information and Resource Management (OIRM) (up to 33,000 USF).

2. The King County executive, OMB, DES/Administration Director, BRED and OIRM shall remain in space at the Bank of America Tower under their current lease, which terminates on December 31, 2007, until the council approves a relocation site or lease extension.

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3. It is the council's intent to provide for infrastructure improvements, including structural upgrades, to support a future potential option to consolidate elections operations in the new county office building.
4. ITS and the data center shall not be relocated without council approval. It is the intent of the council that such approval shall be informed by the following:
 - A. the Strategic Technology Plan;
 - B. the executive's recommendation on the Information Technology Organization Project;
 - C. the Network Infrastructure Optimization Report; and
 - D. the Business Continuity Project.
5. The Business Continuity Project may recommend a redundant data center. A priority candidate location for a redundant data center is the Kent Pullen Memorial Communications and Command Center in Kent.
6. A location for consolidated King County elections functions shall be subject to council approval. It is the intent of the council that such approval shall be informed by the executive's response to Motion 12099 and subsequent to the substantial completion of the three independent oversight reviews listed below:
 - A. the King County Independent Task Force on Elections final report (due July 29, 2005)
 - B. the Independent Management Audit (due October 1, 2005)
 - C. the Citizens' Election Oversight Committee final report (due February 1, 2005).
7. The criminal investigation division (CID) in the King County sheriff's office shall be relocated to the downtown Seattle core complex of King County buildings. Any vacancy in the administration building resulting from the relocation of elections related functions shall be considered a priority location for the relocation of the sheriff's departmental functions.
8. The Regional Justice Center space vacated by the CID shall be converted to courtrooms, jury rooms, and associated support space for use by the district court.
9. Upon completion of the department of adult and juvenile detention operational master plan Implementation Plan and the Integrated Security Project (ISP), the executive shall develop a proposal for locating the Work Education Release (WER) program in the west wing of the King County Correctional Facility. The proposal shall include recommendations for alternative tenants in the courthouse space vacated by WER.

Implementation Plan

1. Assess acquisition opportunities in south King County to test the feasibility of converting leases to county-owned space and to consolidate suburban health department functions. As annexations and incorporations occur, other functions should be considered for placement in current county-owned buildings.

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2. Develop a full costing methodology for building operations, maintenance and replacement for review and approval by the council.
3. Implement a maintenance management system designed to track performance and establish required repair and maintenance activities and identify optimum staffing levels.
4. 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, the executive shall develop a process for reporting on compliance with those standards.
5. Backfill vacated spaces in county-owned buildings by moving agencies from leased space.
6. Program and construct all new or refurbished office space and tenant improvements consistent with the LEED policies found in Ordinance 15118.
7. Utilize space standards during planning and design of tenant improvement projects and CIPs. Implementing agencies shall certify compliance with the space standards to the executive and the council for all tenant improvement and CIP projects.
8. Develop minimum seismic standards for any new facilities housing county employees and transmit recommendations to the council for approval. The standards shall be based on measurable, structural engineering standards, building codes or Federal Emergency Management Agency guidelines and shall be used to guide facility decisions for any future construction, building acquisition or new lease space housing county employees.
9. Structurally upgrade an appropriate section of one lower level floor, not to exceed one full floor, in the new county office building, to support the anticipated additional storage and material handling loads associated with elections ballot storage. It is the council's intent that any cost impacts should be minimized through value engineering and planning and that, to the extent possible, these costs should be incurred within existing project funds.

**Exhibit 1: Proposed King County Department of Executive Services Space Plan
2004**