



## King County | Office of the Executive

### Executive Girmay Zahilay

Chinook Building, CNK-EX-0800  
401 Fifth Avenue, Suite 800  
Seattle, WA 98104-2391

April 1, 2026

The Honorable Sarah Perry  
Chair, King County Council  
Room 1200  
COURTHOUSE

Dear Councilmember Perry:

This letter contains the Harborview Construction and Infrastructure Division (HCID) Staffing Plan, pursuant to Ordinance 20023, Section 103, Proviso 1, and a proposed Motion that would, if passed, approve the letter.

HCID, a division of the Department of Executive Services, oversees construction and infrastructure efforts for the County's hospital, Harborview Medical Center (HMC). As part of these duties, the division manages the Harborview Bond Program, which is funded by \$1.74 billion in voter approved bond funding for County hospital facility improvements. The County Hospital Levy (CHL) also funds HMC facility improvements. Harborview is owned by King County and operated by the University of Washington (UW).

Over the next year, several facility projects will roll out on the HMC campus: 1) bond-funded projects to support the future new tower, known as critical-make-ready projects; 2) infrastructure and maintenance projects funded by the CHL; and 3) smaller maintenance projects managed by HMC.

HCID works closely with staff from UW Medicine to implement the Bond Program. Notably, each time a project interrupts building systems or clinical spaces, it is necessary to institute a shutdown process to safely continue the provision of vital medical care on the 24/7 HMC campus. Because the HMC campus is significantly space constrained with no vacant clinical or mechanical spaces, and multiple contractors will be working on multiple projects, collaboration and communication between HMC and County staff and projects and teams are essential.

Because HCID partners closely with HMC, particularly in the areas of project design, implementation and coordination of shutdowns, a description of HMC staffing provided to facility projects is included in this letter. HMC staff provides critical hospital specific expertise and operational management. Providing HMC staffing for bond funded projects offers a complete overview of the management of projects on the HMC campus.

HCID’s staffing plan includes 26 full-time employees (FTEs), as shown in the tables below.

| <b>Program Management Section - New Tower Construction Program</b>              |            |
|---|------------|
| <b>FTE Classification</b>   | <b>FTE</b> |
| Special Project Manager III   | 1          |
| Special Project Manager III   | .5         |
| Special Project Manager III   | .25        |
| Special Project Manager III   | 1          |
| <b>Program Management Section - Infrastructure/Backfill/Renovation Program</b>  |            |
| <b>FTE Classification</b>   | <b>FTE</b> |
| Special Project Manager IV  | 1          |
| Special Project Manager IV  | 1          |
| Special Project Manager III   | 1          |
| Special Project Manager III   | .5         |
| <b>Program Management Section - County Hospital Levy Infrastructure Program</b> |            |
| <b>FTE Classification</b>   | <b>FTE</b> |
| Special Project Manager III   | 1          |
| Capital Project Manager IV*   | 1          |
| Capital Project Manager IV*   | 1          |
| Capital Project Manager III *   | 1          |
| <b>Program Management Section - Program Management Office</b>                   |            |
| <b>FTE Classification</b>   | <b>FTE</b> |
| Special Project Manager IV  | 1          |
| Special Project Manager III   | .75        |
| Special Project Manager III – Medical Equipment & IT                            | 1          |

\*Represented

| <b>Program Support Section – Finance and Budget Services</b> |            |
|--|------------|
| <b>FTE Classification</b>                                    | <b>FTE</b> |
| Finance and Administrative Manager                           | 1          |
| Business and Finance Officer IV                              | 1          |
| Business and Finance Officer III                             | 1          |
| <b>Program Support Section – Communications</b>              |            |
| <b>FTE Classification</b>                                    | <b>FTE</b> |
| Communications Specialist IV                                 | 1          |
| Communications Specialist III                                | 1          |
| <b>Program Support Section – Other Services</b>              |            |
| <b>FTE Classification</b>                                    | <b>FTE</b> |
| Project/Program Manager III                                  | 1          |
| Administrator II   | 1          |
| <b>Program Support Section - Procurement Services</b>        |            |
| <b>FTE Classification</b>                                    | <b>FTE</b> |
| Project/Program Manager IV                                   | 1          |

| <b>Director’s Office Section</b> |            |
|----------------------------------|------------|
| <b>FTE Classification</b>        | <b>FTE</b> |
|                                  |            |

|                          |   |
|--------------------------|---|
| Deputy Division Director | 2 |
| Executive Assistant      | 1 |
| Administrator II         | 1 |

**HCID Program Management Section** - Led by one of the division's two deputy directors, this section has 13 professional project managers spread across four distinct business lines described below. Each project manager in this section is classified as special project manager or capital project manager, with the key distinction being that capital project managers are represented and responsible for ongoing major maintenance projects primarily funded by the CHL.

- HCID Program Management Business Lines:
  - *New tower construction* (2.75 FTEs) - responsible for supervising the design-build team's work. The design-build team is the construction firm Mortenson and architecture firm Perkins & Will retained by King County for the bond project. The FTE project managers participate in the design process, monitoring and reviewing design submittals, and working with the program management office to ensure the contract administration compliance.
  - *Infrastructure and renovation/backfill* (3.5 FTEs) - responsible for managing the infrastructure and make-ready projects that need to occur prior to construction of the new tower, such as utility upgrades needed to support the new tower. FTEs also manage the backfill/renovation project, including renovations of County used spaces on the HMC campus.
  - *County Hospital Levy infrastructure* (4 FTEs) - responsible for implementation of major maintenance and other projects funded by the CHL, including buildout of the replacement Pioneer Square Clinic in the Duncan Building. One senior project manager oversees three capital project managers. As of writing this letter, two capital project manager positions have been filled, with the third filled pending workload.
  - *Program management office* (2.75 FTEs): - responsible for administering the design build contract, assuring contract compliance in cooperation with procurement, and managing contract administration. The 2.75 FTEs included the PMO lead and the program risk manager (the employee responsible for maintaining program's risk register). It also includes the project control officer, who reports directly to Procurement and is funded by bond revenue. A project controls officer assists in verifying that the contract terms are followed by the parties. One special project manager for medical equipment procurement and information technology is currently being staffed with existing resources, though this position will likely be filled as construction nears.

**Program Support Section** - Led by one of the two HCID deputy directors, this section has 8.0 support staff FTEs who cover four distinct areas of work described below. This support work is diffuse in nature covering an array of tasks across program work.

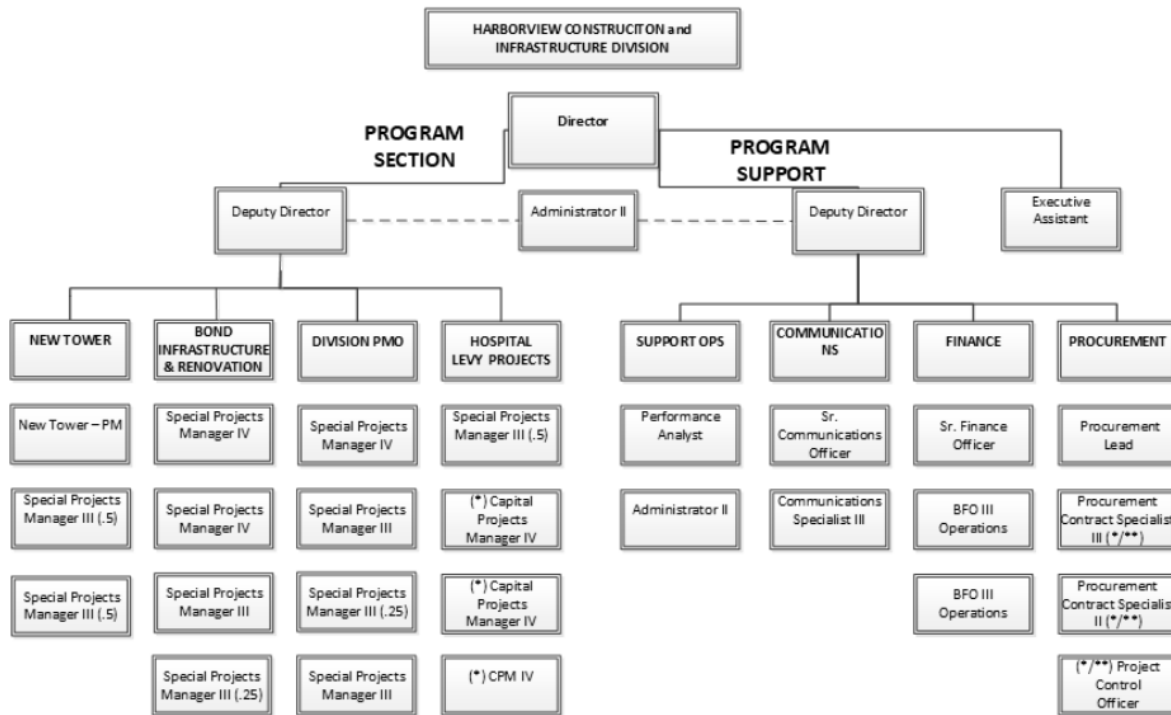
- HCID Support Staff Areas of Work:
  - *Finance and budget services* (3 FTEs) – responsible for all financial and accounting functions in accordance with King County's financial management policies, procedures, and systems led by a senior finance position that has been modified to reflect the fact that HCID works almost entirely on capital projects; also includes 2.0 FTE business and finance

officer (BFO) positions. One of the BFO positions is vacant while for anticipated future expansion of HCID workload during peak construction and full implementation of the CHL.

- *Communications* (2 FTEs) - responsible for developing and coordinating project-related communications to diverse sets of stakeholders, including County and hospital employees, patients, neighbors, the public, and contracting community. Communication demands around HMC's facility work are significant given the 24/7 operations of the hospital and constrained campus spaces.
- *Procurement services* (1 FTE) – responsible for executing procurement services related to the bond program, including handling contract amendments and procurement rosters necessary to implement numerous CHL-funded maintenance projects. Procurement rosters consist of pre-screened firms qualified to work in a hospital setting. HCID expects to begin procurement for approximately 35 new projects in 2026. Roughly 25 of these projects will be in amendments to the design-build contract, with additional projects funded by the CHL. Two positions funded by the Bond Program and CHL funds report directly to Procurement section of Finance and Business Operations Division (DES).
- *Other program support* (2 FTEs) - responsible for managing and maintaining HCID's IT systems and data, managing information sharing between County staff, Harborview, the owner's advisor, and the design-build team.

**Director's Office Section** - Responsible for overall execution of the Bond Program and projects funded by the CHL as well as for implementing policy direction the County Council and Executive. The Director's Office consists of five FTEs, including a division director, an executive assistant, an administrator, and two deputy division directors.

In addition to the tables provided above, an HCID organizational chart is provided below.



(\*) Represented Positions  
 (\*\*) On Loan & Reports to DES  
 (\*\*\*) Staff Assigned to HCID

As noted, the County positions do not include the specific hospital and clinical subject matter expertise necessary to effectively plan, design, and execute the hospital’s facility projects. For the HMC projects, that expertise is provided by HMC staff and reimbursed by the appropriate revenue source supporting each project. Absent this expertise provided by HMC, the County would need to hire additional staff and/or contract for the specific hospital and clinical expertise. These costs are treated as project costs in the same way that a consultant or design manager would be directly billed to a project. HMC and the HCID leadership review these planned reimbursements and verify that the personnel allocations can be properly allocated to specific HCID managed projects.

A summary table showing the Q1 2026 current allocations is included below.

| University of Washington and Harborview staff |     |  |
|---|-----|--|
| FTE Classification                            | FTE | Job Description  |
| Sr. Director of Capital Development           | 1   | Provides guidance and direction to ensure HMC’s operational and facility needs are integrated from project development to occupancy.       |
| Healthcare Architect                          | 1   | Advises and guides A&E consultants in the development of campus architecture, specifically clinical spaces. Provides technical guidance on |

| <b>University of Washington and Harborview staff</b> |     |   |
|--|-----|---|
|  |     | building and life safety codes, along with DOH coordination and reviews.  |
| Accountant   | .5  | Ensures that project related expenditures are recorded appropriately on HMC's balance sheet, assists with asset tracking.   |
| Sr. Program Director, Major Projects and Bond        | .8  | Provides program and project management support for all Bond Program functions.   |
| MEP Project Manager                                  | .75 | Provides mechanical, electrical, and plumbing (MEP) technical guidance for developing the infrastructure master plan and prepares MEP related reports.                      |
| Associate CNO/Clinical Nurse Liaison to Bond         | .60 | Provides clinical guidance for the design and development of the Bond Program, ensuring that clinical spaces are designed to meet the clinical operations of the hospitals. |
| Program Manager (Capital Manager)                    | .5  | Provides project management support for Bond Program pre-development work and construction projects.  |
| Design Manager                                       | 2   | Manages design process for the bond and infrastructure.   |
| Physician Lead                                       | .10 | Advocate for the operational needs of clinical staff during the planning and execution of construction and renovation initiatives.  |
| Administrative Specialist                            | 1   | Provides administrative support for the Bond.   |
| Director – Program Operations                        | 1   | Leads alignment of front-line clinical expertise with the design and construction process.  |
| IT Director for Capital Projects                     | 1   | IT leader to assure integration on major projects and the Bond Project work.  |

The information in this letter provides a staffing plan that implements facility renovations and improvement activities to HMC funded by the 2020 voter approved HMC levy as well as CHL funded improvements, and large capital projects funded by HMC operating dollars.

Thank you for your consideration of this staffing plan and the proposed Motion.

If your staff have questions, please contact Anthony Wright, Director of Harborview Construction and Infrastructure, at 206-477-9352.

The Honorable Sarah Perry  
April 1, 2026  
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Sincerely,

A handwritten signature in black ink, appearing to read 'Karan Gill', written in a cursive style.

for

Girmay Zahilay  
King County Executive

cc: King County Councilmembers  
    ATTN: Stephanie Cirkovich, Chief of Staff, King County Council  
        Melani Hay, Clerk of the Council  
Karan Gill, Deputy King County Executive, Office of the Executive  
Jasmine Weaver, Chief of Staff, Office of the Executive  
Hyeok Kim, Chief Operating Officer, Office of the Executive  
Sierra Howlett Browne, Director of Government Relations, Office of the Executive  
Garrett Holbrook, Council Relations Manager, Office of the Executive  
Lorraine Patterson-Harris, County Administrative Officer, Department of Executive  
    Services (DES)